

Draft RCSD SWIFR/REO Grantee Progress Report Template

Instructions

The final report should describe a narrative of what your organization accomplished during the implementation of your cooperative agreement project and the challenges you encountered along the way.

Although measurable results are an important component of your final report, there should also be a qualitative evaluation of the grant. This is your opportunity to describe the successes, challenges, and benefits of your project that cannot be summarized with numbers.

The information you provide in this report will help the EPA report on the success of the grant program, as well as help us work with you and other community groups more effectively in the future.

In your response, you should also attach any material that highlights your project accomplishments during the project period. Include such documents as photographs, flyers, press releases, newspaper clippings, meeting sign-in sheets, etc.

Paperwork Reduction Act Burden Statement

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Section 1: General Grant Information		Please Respond Below
1. 1	Grantee Name	
1. 2	Grant Project Title	
1. 3	EPA Grant #	
1. 4	Period of Performance (grant start date)	
1. 5	Period of Performance (grant end date)	
1. 6	EPA Grant Award Amount (\$)	

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Section 2: Grantee Project Manager Information		
		Please Respond Below
2.1	Project Manager Name	
2.2	Project Manager Phone #	
2.3	Project Manager Email	

Section 3: Project Description	
	Please Respond Below
Please enter a brief project description (3-5 sentences)	

Section 4: Project Purpose		
		Please Respond Below
4.1	Describe the original purpose of your grant project - what did you intend to accomplish through this grant?	
4.2	What were the goals and objectives in the original proposal?	
4.3	How do the goals and objectives of the project address environmental and public health protection?	
4.4	If there was a change in the scope of the grant, explain what was changed, why the change was requested, and how the change(s) affects the original project goals and objectives.	
4.5	What communities did your project affect or involve? Include information on the target audience, such as local residents, businesses, demographics of the target audience.	

Section 5: Project Tasks and Accomplishments
Detail progress on project tasks outlined in the approved workplan including any performance data results. Detail accomplishments related to the task.
Provide measurable results, as appropriate. Identify any deliverables submitted during this work period, if applicable.

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Add additional tasks as necessary. (2-15 sentences per task)		
Task (from workplan)		Accomplishments: Detail accomplishments related to the task. Provide measurable results, as appropriate.
Task #	Task Name	
Task 1		
Task 2		
Task 3		
<p>Add Task <i>[user will click to add rows to table to enter additional tasks]</i></p>		

Section 6: Grant Project Activities	
Please indicate which of the following activities were performed under your grant project. (SELECT ALL THAT APPLY)	
<i>[user to select one or more of the following]</i>	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Purchase, develop or enhance infrastructure <input checked="" type="checkbox"/> Establish, increase, expand, or optimize collection <input checked="" type="checkbox"/> Develop/update plans <input checked="" type="checkbox"/> Develop and enhance data collection and measurement <input checked="" type="checkbox"/> Implementation of the Plan <input checked="" type="checkbox"/> Inform the public about residential or community recycling programs <input checked="" type="checkbox"/> Provide information about the recycled materials that are accepted as part of a residential or community recycling program that provides for the separate collection of residential solid waste from recycled material <input checked="" type="checkbox"/> Increase collection rates and decrease contamination in residential and community recycling programs 	

Section 7: Grant Project Measures					
7.1	Grant Project Activity Measures				
	<p>What were the specific outcomes and/or products resulting from this project? Report on the quantitative and/or qualitative metrics of your project. Describe the measures used, data collection methods, and sources of data.</p> <p>If you do not have a quantity to report, please enter a zero.</p> <p>Additional measures may be added.</p>				
	<i>[System will only show measures associated with the Activities selected in Section 6 as labelled in the second column]</i>				
	Measures	<i>Applicable Activity</i> <i>[Will not show on form]</i>	Quantity (for entire grant)	Revisions to these Quantities	Additional Narrative relating to these Measures
	Number of stakeholders involved in the plan development	Develop/update plans			
	Number of these	Develop/update			

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	stakeholders involved in plan development from disadvantaged communities	plans			
	Number of communities involved in the plan development	Develop/update plans			
	Number of these communities involved in plan development from disadvantaged communities	Develop/update plans			
	Number of plans developed	Develop/update plans			
	Number of plans updated	Develop/update plans			
	Number of counties or territorial equivalents served by the plans	Develop/update plans			
	Number of disadvantaged communities (as defined in this Guidance) served by the plan or implementation of the plan	Develop/update plans Implementation of the Plan			
	Number of infrastructure investments/enhancements made spanning the spectrum of collection through end market development (e.g., bins purchased, post-consumer materials management systems created, technology improvements made)	Purchase, develop or enhance infrastructure			
	Estimates as to how many pounds of plastic waste was prevented from entering the oceans and other waterways as a result of activities funded	Implementation of the Plan			
	Number of temporary jobs created	Purchase, develop or enhance infrastructure Develop/update plans Develop and enhance data collection and measurement Implementation of the Plan Inform the public ...			

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		Provide information			
		Increase collection rates ...			
Number of permanent jobs created		Purchase, develop or enhance infrastructure			
		Develop/update plans			
		Develop and enhance data collection and measurement			
		Implementation of the Plan			
		Inform the public ...			
		Provide information ...			
		Increase collection rates ...			
Number of outreach campaigns or projects implemented (e.g., public service announcements delivered, informational materials and education and outreach campaigns executed, toolkits for municipal and commercial recycling programs produced, labeling and signs created, etc.).		Inform the public ...			
		Provide information ...			
		Increase collection rates ...			
Percentage change in participation rate of the recycling or composting program		Inform the public ...			
		Provide information ...			
		Increase collection rates ...			
Percentage Reduction of contamination in the recycling stream		Inform the public ...			
		Provide information ...			

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		Increase collection rates ...			
	Percentage of political subdivisions served as a result of establishing, increasing, expanding, or optimizing collection.	Establish, increase, expand, or optimize collection			
	Number of disadvantaged communities served (as defined by this solicitation) as a result of establishing, increasing, expanding, or optimizing collection.	Establish, increase, expand, or optimize collection			
	Number of communities reached through outreach activities, including disadvantaged communities (as defined by this solicitation).	Establish, increase, expand, or optimize collection Inform the public ... Provide information ... Increase collection rates ...			
	Percentage of Tribes and Tribal members of Intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.	Establish, increase, expand, or optimize collection			
	Number of Tribes and member Tribes of Intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.	Establish, increase, expand, or optimize collection			
	<p>Add Measure <i>[user will click to add rows to table to enter</i></p>				
7.2	MSW/C&D collected, recycled, composted, or managed via other management pathways in the state				
	<p><i>[System will only show 7.2 if one of the following activities are selected under section 6: <input checked="" type="checkbox"/> Develop and enhance data collection and measurement <input checked="" type="checkbox"/> Implementation of the Plan]</i></p>				
	<p>Please report on the measures listed below.</p> <p>If you do not have a quantity to report, please enter a zero. Additional measures may be added. Please make sure to describe sources of data, calculations, and assumptions.</p> <p>If you have your calculations in a separate document, you can attach to this progress report under section 13.</p>				

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	Total Tons (for entire grant)	Material	Management Pathway	Additional Narrative relating to these Measures
		[user select one item from lookup field from list at the end of this document]	[user select one item from picklist values: <ul style="list-style-type: none"> • Composted • Animal feed • Bio-based materials/biochemical processing • Co-digested/anaerobic digestion • Mechanically Recycled • Land applied • Reused • Source Reduction • Rendered • Landfilled • Waste-to-energy • Combustion • Other Management Pathway] 	
Add Measure [user will click to add rows to table to enter additional measures]				
7.3	MSW/C&D generated in the state			
[System will only show 7.3 if one of the following activities are selected under section 6: <input checked="" type="checkbox"/> Develop and enhance data collection and measurement <input checked="" type="checkbox"/> Implementation of the Plan]				
<p>Please report on the measures listed below.</p> <p>If you do not have a quantity to report, please enter a zero. Additional measures may be added. Please make sure to describe sources of data, calculations, and assumptions.</p> <p>If you have your calculations in a separate document, you can attach to this progress report under section 13.</p>				
	Tons (for entire grant)	Material	Source of Material	Additional Narrative relating to these Measures
		[user select one	[user select one item from picklist values:	

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		<i>item from lookup field from list at the end of this document]</i>	<ul style="list-style-type: none"> • Residential • Public • Commercial • Institutional • Non-process industrial (e.g., front office)] • Unknown • Combined/Mixed] 	
<p>Add Measure <i>[user will click to add rows to table to enter additional measures]</i></p>				
7.4	GHGs reduced from collection, recycling, composting, or management via other management pathways in the state			
<p><i>[System will only show 7.4 if one of the following activities are selected under section 6: <input checked="" type="checkbox"/> Develop and enhance data collection and measurement <input checked="" type="checkbox"/> Implementation of the Plan]</i></p>				
<p>Please report on the measures listed below.</p> <p>If you do not have a quantity to report, please enter a zero. Additional measures may be added.</p> <p>Please make sure to describe sources of data, calculations, and assumptions. If you have your calculations in a separate document, you can attach to this progress report under section 13.</p>				
	MTCO2e (for entire grant)	Material	Management Pathway	Additional Narrative relating to these Measures
		<i>[user select one item from lookup field from list at the end of this document]</i>	<i>[user select one item from picklist values:</i> <ul style="list-style-type: none"> • Composted • Animal feed • Bio-based materials/biochemical processing • Co-digested/ anaerobic digestion • Mechanically Recycled • Land applied 	

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			<ul style="list-style-type: none"> • <i>Reused</i> • <i>Source Reduction</i> • <i>Rendered</i> • <i>Landfilled</i> • <i>Waste-to-energy</i> • <i>Combustion</i> <p><i>Other Management Pathway]</i></p>	
<p>Add Measure <i>[user will click to add rows to table to enter additional measures]</i></p>				
7.	Other Measures			
5				
<p>Please add any additional measures you wish to report in the table below.</p> <p>If you have a quantity to report, please include that in the measure description. Please make sure describe sources of data, calculations, and assumptions in the Explanation of Measure Reported field. Additional measures may be added.</p> <p>You can attach supporting documents (e.g., calculations and datasets) to this progress report under section 13.</p>				
	Name of Measure	Quantity and units or qualitative description (for entire grant)	Additional Narrative relating to these Measures	
<p>Add Measure <i>[user will click to add rows to table to enter additional measures]</i></p>				

Section 8: Project Accomplishments		
		Please Respond Below
8.1	Did the project attain all the goals and objectives originally targeted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2	Was the budget reallocated? If so, explain how this change reflected in the revised workplan?	
8.3	Describe how you measured project effectiveness throughout the implementation of your project, as well as the quality of the final outcomes of your project.	
8.4	How did you use evaluation data to strengthen your project during implementation?	
8.5	Describe the short- and long-term impacts this project has had or will have on your community	

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8.6	Describe the short- and long-term impacts this project has had or will have on post-consumer materials management in your area	
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Section 9: Project Challenges		
		Please Respond Below
9.1	What were the most significant challenges and barriers to achieving the goals for this project?	
9.2	How did challenges alter your workplan or change your approach to implementing the project?	

Section 10: Lessons Learned			
		Relating to EPA Grant Management	Relating to the project itself
10.1	What are the features, accomplishments, or nuances about this project that you have not experienced in implementing other projects?		
10.2	What went well? (E.g., assessment of feasibility of application; increased processing capacity; increased feedstocks or networks, improved quality of feedstocks, relationships created; collaboration with non-traditional partners)		
10.3	What would you do differently if you were to implement this (or for similar projects) again?		
10.4	What advice would you give to another group doing a similar project?		

Section 11: Future Plans		
		Please Respond Below
11.1	Does your organization plan to continue this project (or work that is closely related) beyond this grant period? Why or why not?	
11.2	If yes, how do you plan to continue funding this work in the future?	
11.3	How have you disseminated project results to your target audience?	
11.4	What are your plans (if any) to share results with a wider audience?	

Section 12: Comments	
Please Respond Below	

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Please provide any additional comments for this reporting period.	
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Section 13: Attachments	
Please digitally submit any materials that represent or highlight your project accomplishments during the project period. Include such documents as photographs , flyers, press releases, newspaper articles, meeting sign-in sheets, etc.	<i>[field for Grantee to upload documents to the GMS]</i>

SAMPLE

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Material List (for material lookup field for Sections 7.2, 7.3, and 7.4)

Electronics: Consumer Electronics and Small Equipment
Electronics: Video Display Devices - CRT
Electronics: Video Display Devices - Non-CRT
Batteries: Lead acid Batteries
Batteries: Alkaline Batteries
Batteries: Lithium-ion Batteries
Batteries: Other Batteries
Batteries: Mixed
Electronics: Other Electrical Equipment
Electronics: Mixed
Glass: Clear Glass Bottles and Containers
Glass: Green Glass Bottles and Containers
Glass: Brown Glass Bottles and Containers
Glass: Other Colored Glass Bottles and Containers
Glass: Other
Glass: Mixed
Metals: Steel Cans
Metals: Other Ferrous Metals
Metals: Other Non-Ferrous Metals
Metals: Other Aluminum (foil, trays, etc)
Metals: Aluminum Cans
Metals: Other
Metals: Mixed
Mixed Materials
Municipal Solid Waste
Paper: Uncoated Corrugated Cardboard and Kraft Paper
Paper: Newspaper
Paper: White Office-type Paper and Mail
Paper: Magazines and Catalogs
Paper: Folding Cartons and Other Paperboard Packaging
Paper: Miscellaneous Paper Packaging
Paper: Aseptic Containers and Gable-top Cartons
Paper: Other
Paper: Mixed
Plastics: PET Bottles and Jars
Plastics: #1 PET Containers
Plastics: #2 HDPE Bottles and Jars
Plastics: #2 HDPE Containers
Plastics: #3 Containers
Plastics: #4 Containers

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Plastics: #5 Containers
Plastics: #6 Containers
Plastics: #7 Containers
Plastics: Trash Bags
Plastics: Grocery and Other Merchandise Bags
Plastics: Non-Bag Commercial and Industrial Packaging Film
Plastics: Film Products
Plastics: Flexible Plastic Pouches
Plastics: Other Plastic Film
Plastics: Durable Plastic Items
Plastics: Other Expanded Polystyrene Packaging
Plastics: Other
Plastics: Mixed
Organics: Inedible Food Waste
Organics: Edible Food Waste
Organics: Compostable Food Ware & Packaging - Paper/Wood
Organics: Compostable Food Ware & Packaging - Plastic
Organics: Yard Debris: Leaves and Grass
Organics: Yard Debris: Prunings and Trimmings
Organics: Untreated Wood
Organics: Branches and Stumps
Organics: Biosolids
Organics: Manure
Organics: Fats, Oils, and Grease
Organics: Other Organic Materials
Organics: Mixed
Textiles: Synthetics
Textiles: Natural Fibers
Textiles: Shoes, Purses, Belts
Textiles: Mixed or Unknown
Bulky Items: Furniture
Bulky Items: Treated/Painted/Stained wood
Bulky Items: Mattresses and Foundations
Bulky Items: Other Bulky Items
Bulky Items: Mixed
Major Appliances
Tires
Household Hazardous Waste: Paint
Household Hazardous Waste: Used Oil
Household Hazardous Waste: Oil Filters

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Household Hazardous Waste: Pharmaceuticals
Household Hazardous Waste: Solvents
Household Hazardous Waste: Corrosives
Household Hazardous Waste: Flammables
Household Hazardous Waste: Fluorescent tubes
Household Hazardous Waste: Pesticides
Household Hazardous Waste: One-Pound Propane Gas Cylinders
Household Hazardous Waste: Other
Household Hazardous Waste: Mixed
C&D: Concrete
C&D: Asphalt Paving
C&D: Rock & Soil
C&D: Asphalt Roofing
C&D: Gypsum Board
C&D: Carpet
C&D: Wood
C&D: Metals
C&D: Other
C&D: Mixed
Diapers and Sanitary Products
Household Items
Disaster Debris within MSW
Solar Panels
Other