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| **Instructions** |
| This report should describe what your organization accomplished during the specified reporting period for your cooperative agreement project and the challenges you encountered along the way. Although measurable results are an important component of your progress report, there should also be a qualitative evaluation of your project. 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 progress 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. |

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| **Paperwork Reduction Act Burden Statement** |
| This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2050-NEW). Responses to this collection of information are voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be approximately one hour per response. Send comments on the Agency’s need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to Director, Information Engagement Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address. |

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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: Progress Reporting Period** | | |
|  |  | **Please Respond Below** |
| **2.1** | Progress Report Number |  |
| **2.2** | Reporting Period Start Date |  |
| **2.3** | Reporting Period End Date |  |

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| **Section 3: Grantee Project Leader/Contact Information** | | |
|  |  | **Please Respond Below** |
| **3.1** | Project Manager Name |  |
| **3.2** | Project Manager Phone # |  |
| **2.3** | Project Manager Email |  |

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| **Section 4: Project Description** | |
|  | **Please Respond Below** |
| Please enter a brief project description (3-5 sentences) |  |

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| **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. 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 |  |  |
| **Add Task**  *[user will click to add rows to table to enter additional tasks]* | | |

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| **Section 6: Grant Project Activities** |
| Please indicate which of the following activities are being performed under your grant project. (SELECT ALL THAT APPLY) |
| *[user to select one or more of the following]*   * Purchase, develop or enhance infrastructure * Establish, increase, expand, or optimize collection * Develop/update plans * Develop and enhance data collection and measurement * Implementation of the Plan * Inform the public about residential or community recycling programs * 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 * Increase collection rates and decrease contamination in residential and community recycling programs |

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| **Section 7: Grant Project Measures** | | | | | | | | | | | | | | | | |
| **7.1** | **Grant Project Activity Measures** | | | | | | | | | | | | | | | |
|  | 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.  If you do not have a quantity to report, please enter a zero.  Additional measures may be added. | | | | | | | | | | | | | | | |
|  | *[System will only show measures associated with the Activities selected in Section 6 as labelled in the second column]* | | | | | | | | | | | | | | | |
|  | **Measures** | | *Applicable Activity*  *[Will not show on form]* | | | | | **Quantity (this reporting period)** | | **Description of Quantity** | | | | **Source of Data** | | **Description of How the Data was Obtained** |
| Number of stakeholders involved in the plan development | | Develop/update plans | | | | |  | |  | | | |  | |  |
| Number of these stakeholders involved in plan development from disadvantaged communities | | Develop/update 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 …  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 …  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 | | | | |  | |  | | | |  | |  |
| **Add Measure**  *[user will click to add rows to table to enter* | | | | | | | | | | | | | | | |
| **7.2** | **MSW/C&D collected, recycled, composted, or managed via other management pathways in the state** | | | | | | | | | | | | | | | |
|  | *[**System will only show 7.2 if one of the following activities are selected under section 6:*   * *Develop and enhance data collection and measurement* * *Implementation of the Plan]* | | | | | | | | | | | | | | | |
|  | Please report on the measures listed below.  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.  If you have your calculations in a separate document, you can attach to this progress report under section 15. | | | | | | | | | | | | | | | |
|  | **Tons (this reporting period)** | **Material** | | | | | **Management Pathway** | | | | | | **Additional description of the measures used, source of data, and data collection methods** | | | |
|  | *[user select one item from lookup field from list at the end of this document]* | | | | | *[user select one item from picklist values:*   * *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:*   * *Develop and enhance data collection and measurement* * *Implementation of the Plan]* | | | | | | | | | | | | | | | |
|  | Please report on the measures listed below.  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.  If you have your calculations in a separate document, you can attach to this progress report under section 15. | | | | | | | | | | | | | | | |
|  | **Tons (this reporting period)** | **Material** | | | | **Source of Material** | | | | | | | **Additional description of the measures used, source of data, and data collection methods** | | | |
|  | *[user select one item from lookup field from list at the end of this document]* | | | | [user select one item from picklist values:   * Residential * Public * Commercial * Institutional * Non-process industrial (e.g., front office)] * Unknown * Combined/Mixed] | | | | | | |  | | | |
| **Add Measure**  *[user will click to add rows to table to enter additional measures]* | | | | | | | | | | | | | | | |
| **7.4** | **GHGs reduced from collection, recycling, composting, or management via other management pathways in the state** | | | | | | | | | | | | | | | |
|  | *[System will only show 7.4 if one of the following activities are selected under section 6:*   * *Develop and enhance data collection and measurement* * *Implementation of the Plan]* | | | | | | | | | | | | | | | |
|  | Please report on the measures listed below.  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. If you have your calculations in a separate document, you can attach to this progress report under section 15. | | | | | | | | | | | | | | | |
|  | **MTCO2e (this reporting period)** | **Material** | | | **Management Pathway** | | | | **Narrative Description of Measure** | | | **Source of Data** | | | **Description of How the Data was Obtained** | |
|  | *[user select one item from lookup field from list at the end of this document]* | | | *[user select one item from picklist values:*   * *Composted* * *Animal feed* * *Bio-based materials/biochemical processing* * *Co-digested/anaerobic digestion* * *Mechanically Recycled* * *Land applied* * *Reused* * *Rendered* * *Landfilled* * *Waste-to-energy* * *Combustion* * *Source Reduction* * *Other Management Pathway [the user can type in a management pathway if it’s not in the list]* | | | |  | | |  | | |  | |
| **Add Measure**  *[user will click to add rows to table to enter additional measures]* | | | | | | | | | | | | | | | |
| **7.5** | **Other Measures** | | | | | | | | | | | | | | | |
|  | Please add any additional measures you wish to report in the table below.  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.  You can attach supporting documents (e.g., calculations and datasets) to this progress report under section 15. | | | | | | | | | | | | | | | |
|  | **Name of Measure** | | | **Quantity and units or qualitative description** | | | | | | | **Additional description of the measure used, source of data, and data collection methods** | | | | | |
|  | | |  | | | | | | |  | | | | | |
| **Add Measure**  *[user will click to add rows to table to enter additional measures]* | | | | | | | | | | | | | | | |

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| **Section 8: Summary of Expenditures to Date** | | | |
| Provide information on money drawn down, remaining account balance, any changes that need to be made to the budget, etc.  This information needs to line up with the budget provided in your detailed budget narrative submitted with your grant application.  Please note, if there are budget revisions, discuss those with your POs and add those items here. | | | |
| **Item** | **Actuals Spent (this reporting period)** | **Remaining Balance** | **Notes Comments, or Changes** |
| Personnel |  |  |  |
| Fringe |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
| Construction |  |  |  |
| Other |  |  |  |
| Indirect |  |  |  |
| **TOTAL** |  |  |  |

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| **Section 9: Upcoming Events/Assistance Required** | | |
| **9.1** | **Upcoming Events** | |
|  | List any upcoming events related to the project organizations involved. | |
|  | **Date of Event** | **Description of Event** |
|  |  |
| **Add Event**  *[user will click to add rows to table to enter additional events]* | |
| **9.2** | **Anticipated Activities** | |
|  | Identify activities anticipated during the subsequent reporting period. |  |
| **9.3** | **Assistance Required** | |
|  | Do you need any additional assistance from your EPA Project Officer, including technical assistance? |  |

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| **Section 10: Key Personnel Changes** | | |
|  |  | **Please Respond Below** |
| **10.1** | Were there any major changes in project personnel during the reporting period? | Yes  No |
| **10.2** | If so, please describe: |  |

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| **Section 11: Project Sustainability and Success** | | |
|  |  | **Please Respond Below** |
| **11.1** | How are you defining “success” for your project? |  |
| **11.2** | What steps have you planned and/or achieved this reporting period to ensure that progress continues, and the results of your project are utilized? |  |

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| **Section 12: Project Challenges** | |
|  | **Please Respond Below** |
| Please identify any circumstances that are hindering project progress and indicate how you intend to overcome these obstacles if any. If there are none, indicate N/A. |  |

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| **Section 13: Subaward Monitoring** | | |
|  |  | **Please Respond Below** |
| **13.1** | Does your grant include subaward(s)? | Yes  No |
| **13.2** | Summary of results of reviews of financial and programmatic reports. |  |
| **13.3** | Summary of findings from site visits and/or desk reviews to ensure effective subrecipient performance. |  |
| **13.4** | Environmental results the subrecipient achieved. |  |
| **13.5** | Summaries of audit findings and related pass-through entity management decisions. |  |
| **13.6** | Actions the pass-through entity has taken to correct deficiencies such as those specified at [2 CFR 200.332(e)](https://www.ecfr.gov/cgi-bin/text-idx?SID=f83de01c3a68cc882488fe5e17a3b7eb&mc=true&node=se2.1.200_1332&rgn=div8), [2 CFR 200.208](https://www.ecfr.gov/cgi-bin/text-idx?SID=a87e681347ff07df5e3e58d9d7e87ad9&mc=true&node=se2.1.200_1208&rgn=div8) and [2 CFR 200.339](https://www.ecfr.gov/cgi-bin/text-idx?SID=4100bbb3bcb8336a489c87627efac974&mc=true&node=se2.1.200_1339&rgn=div8). |  |

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| **Section 14: Comments** | |
|  | **Please Respond Below** |
| Please provide any additional comments for this reporting period. |  |

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| **Section 15: Attachments** | |
| Please upload any materials that supplement your responses above (such as measure calculations) or highlight your project accomplishments during the reporting period (such as photographs, flyers, press releases, newspaper clippings, meeting sign-in sheets). | *[field for Grantee to upload documents]* |

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 |
| 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 |
| 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 |