Grants Progress Report

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⌄ Section 1: General Grant Information

Grantee Name

Grant Project Title

EPA Grant #

Period of Performance (start date)
Dec 31, 2024

EPA Grant Award Amount
0

Period of Performance (end date)
Dec 31, 2025

⌄ Section 2: Progress Reporting Period

Period Start Date
Dec 31, 2024

Period End Date
Dec 31, 2025

⌄ Section 3: Project Activities, Milestones, and Special Considerations

a. To what extent were your activities for this reporting period aligned with the goals you had established for this period in your workplan?

[--None-- ▲▼]

Please describe which activities you are currently doing do not support your goals and why you would like to make modifications:

b. New Partnerships (partnerships not disclosed in your original grant application):   **Please Respond Below**

i. Have you developed any new partnerships related to your project during the reporting period?

☐ Yes
☐ No

ii. If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

c. Please enter the zip codes for the community/communities where your grant will be implemented: **Please Respond Below**

Zip Code

[Add Zip Code]

⌄ Section 4: Progress to Date

Instructions for this section: First, see Section B at the end of this template for the standard EJG2G logic model. Use the categorized sample activities in the standard logic model to determine which work area your activities fall under (i.e., Information/data gathering, Workforce Development/Training, Community Capacity Building/Empowerment, Reducing Pollution Burden, Community Resilience). Section B also has example metrics for project outputs and short-term, medium-term and long-term outcomes for your reference.

Once you have determined the work areas your activities fall under, use the relevant 'Project-Specific Reporting' tables by work area to report on progress this period. List each activity in which your grant engaged in the tables, adding a new row for each activity. For each activity, please provide information describing associated partner organizations participating in that activity (if relevant), the timeframe and location(s) in which the activity occurred, the target audience(s) of the activity (if relevant), the outputs resulting from the activity, and the outcomes to which the activity and associated outputs will contribute. Only include aggregated data from all sub awardees for your grant, you do not need to report sub awardee level data separately. Only report completed activities, outputs, and outcomes (if any are ongoing, wait to report on them until the period when they are complete).

Next, please report any relevant quantitative data (i.e., things that can be counted) that are available for your grant within the 'Cross-project Quantitative Reporting' tables for each work area. EPA understands that grantees may not have access to data to report on all of the outputs or outcomes listed in these quantitative tables for several reasons (e.g., some outputs or outcomes will not be relevant to your grant, it may be too early in implementation to have data to report, or you may not have been funded to gather such data). Please enter any relevant and available data for this reporting period, and otherwise leave the field blank. Please only provide NEW data that has not been previously reported.

Finally, EPA would like to gather qualitative information (i.e., things that cannot be counted but can be described) such as narrative information from interviews, observations, questionnaires, notes, etc. describing grantee contributions toward key program level EJG2G short and medium--term outcomes. Please report relevant responses to questions in the 'Cross-Project Qualitative Reporting' sections for each work area. It is ok to repeat information already included in the project-specific reporting tables, but if you have additional narrative to help EPA understand your grant's contributions toward EJG2G outcomes, please provide it in this section. If you do not have anything to report on a specific question, leave the field blank.

Definitions of project activities, outputs and outcomes can be found in the EJG2G request for applications (RFA Link). If you are reporting different metrics than originally proposed, please provide a brief description of why (e.g., your activities needed to change due to conditions on the ground, which resulted in more effective metrics for your outputs or outcomes, etc.) at the end of this section.

a. Information/Data Gathering

i. Project-Specific Reporting (Information/Data Gathering)

Definition for each column item:

Activity: Report on the activities in the grant logic model you submitted to EPA in your proposal, and/or referenced in you workplan.

Partner: Subrecipient in your application

Date(s): Be as specific as possible about the dates this activity was live during this period.   **Please Respond Below**

Location: List any physical sites or locations for the activity.

Audience: Report who this activity was targeted towards or intended to reach.

Outputs: Report the work output you produced /provided as a result of your grant's activities and efforts related to environmental goals and objectives.

Activity	Partners	Date(s)	Location	Audience	Outputs	
		📅				

ii. Project-Specific Reporting (Information/Data Gathering) - Outcomes   **Please Respond Below**

What outcomes from your grant's logic model or workplan, if any, have you achieved during this reporting period?	

iii. Cross-project Quantitative Reporting (Information/Data Gathering) - Outputs

If you have a metric to report that shows grant progress but does not fit with any of the Cross-Project Quantitative Reporting metrics, you can go back and report it in the Project-Specific Reporting section.

Outputs	Enter numeric value	
--None-- ▲▼		

Add Row

iv. Cross-project Quantitative Reporting (Information/Data Gathering) - Short term outcomes

Outcomes	Enter numeric value	
--None-- ▲▼		

Add Row

v. Cross-project Quantitative Reporting (Information/Data Gathering) - Medium-term outcomes

*Underserved and disadvantaged residents are members of the underserved and disadvantaged communities served by each grantee.

Outcomes	Enter numeric value	
--None-- ▲▼		

Add Row

vi. Cross-Project Qualitative Reporting (Information/Data Gathering):   **Please Respond Below**

1. (Short-term) Do you have information that illustrates that underserved and disadvantaged residents and/or decision-makers are aware of key EJ issues and related data, information, or tools due to activities supported through your grant? If so, please describe the information and source(s).	
2. (Medium-term) Do you have information that illustrates that residents and/or decision-makers are taking actions to reduce risks based on grant-generated data or tools? If so, please describe the information and source(s). (Information/Data Gathering)	
3. (Medium-term) Do you have information that illustrates that the data you have collected or the tools you have developed are being used in your community (e.g. by media, CBOs, or governments)? If so, please describe the information and source(s). (Information/Data Gathering)	

vii. Other factors	
Other factors informed by data or tools developed by the grantee to establish priorities for EJ investments.	

b. Workforce Development/Training

i. Project-Specific Reporting (Workforce Development/Training)

Definition for each column item:

Activity: Report on the activities in the grant logic model you submitted to EPA in your proposal, and/or referenced in you workplan.

Partner: Subrecipient in your application

Date(s): Be as specific as possible about the dates this activity was live during this period.

Please Respond Below

Location: List any physical sites or locations for the activity.

Audience: Report who this activity was targeted towards or intended to reach.

Outputs: Report the work output you produced /provided as a result of your grant's activities and efforts related to environmental goals and objectives.

Activity	Partners	Date(s)	Location	Audience	Outputs	

ii. Project-Specific Reporting (Workforce Development/Training) - Outcomes

Please Respond Below

What outcomes from your grant's logic model or workplan, if any, have you achieved during this reporting period?	

iii. Cross-project Quantitative Reporting (Workforce Development & Training) - Outputs

*If you have a metric to report that shows grant progress but does not fit with any of the Cross-Project Quantitative Reporting metrics, you can go back and report it in the Project-Specific Reporting section.

Outputs	Enter numeric value	
--None--		

Add Row

iv. Cross-project Quantitative Reporting (Workforce Development & Training) - Short term outcomes

Outcomes	Enter numeric value	
--None--		

Add Row

v. Cross-project Quantitative Reporting (Workforce Development & Training) - Medium-term outcomes

Outcomes	Enter numeric value	
--None--		

Add Row

vi. Cross-Project Qualitative Reporting (Workforce Development/Training):	Please Respond Below
1. (Short-term) Describe the content of any training your program provided under this grant. What was the training focused on and what was it aiming to do?	
2. (Short-term) Do you have information that illustrates that underserved and disadvantaged residents are aware of the training opportunities supported through your grant? If so, please describe the information and source(s).	
3. Have you been engaged in coordination or partnership talks with potential employers for your project's trainees? If so, please describe. If not, please explain why not.	
4. (Short-term) Have you been engaged in identifying apprenticeship or job opportunities for your project's trainees? If so, please describe. If not, please explain why not.	
5. (Medium-term) Do you have information that illustrates that the training provided through your grant made trainees more competitive for available jobs? If so, please describe the information and source(s).	
6. (Medium-term) Do you have information that illustrates that trainees have secured jobs that use skills they gained through your grant? If so, please describe the information and source(s).	

c. Community Capacity Building/Empowerment

i. Project-Specific Reporting (Community Capacity Building/Empowerment)

Definition for each column item:

Activity: Report on the activities in the grant logic model you submitted to EPA in your proposal, and/or referenced in you workplan.

Partner: Subrecipient in your application

Date(s): Be as specific as possible about the dates this activity was live during this period.

Please Respond Below

Location: List any physical sites or locations for the activity.

Audience: Report who this activity was targeted towards or intended to reach.

Outputs: Report the work output you produced /provided as a result of your grant's activities and efforts related to environmental goals and objectives.

Activity	Partners	Date(s)	Location	Audience	Outputs	
		📅				

ii. Project-Specific Reporting (Community Capacity Building/Empowerment) - Outcomes	Please Respond Below
What outcomes from your grant's logic model or workplan, if any, have you achieved during this reporting period?	

iii. Cross-project Quantitative Reporting (Community Capacity Building/Empowerment) - Outputs

*If you have a metric to report that shows grant progress but does not fit with any of the Cross-Project Quantitative Reporting metrics, you can go back and report it in the Project-Specific Reporting section.

Outputs	Enter numeric value	
--None-- ▲▼		

Add Row

iv. Cross-project Quantitative Reporting (Community Capacity Building/Empowerment) - Short term outcomes

Outcomes	Enter numeric value	
--None-- ⏷		

Add Row

v. Cross-project Quantitative Reporting (Community Capacity Building/Empowerment) - Medium-term outcomes

*EJ, or Environmental justice, is defined by EPA as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Outcomes	Enter numeric value	
--None-- ⏷		

Add Row

vi. Cross-Project Qualitative Reporting (Community Capacity Building/Empowerment): **Please Respond Below**

1. (Short-term) Do you have information that illustrates that underserved and disadvantaged residents are more aware of EJ programs and potential interventions due to your grant's activities? If so, please describe the information and source(s).

2. (Medium-term) Do you have information that illustrates that your coalition was able to secure matching funds or in-kind support to advance EJ initiatives? If so, please describe the information and source(s).

3. (Medium-term) Do you have information that illustrates that new grants (outside of this grant) have been secured to support EJ projects? If so, please describe the information and source(s). In your view, did this grant play any role in helping secure these new grants?

4. (Medium-term) Are you aware of broader EJ-focused activities, projects, or programs in the community(s) in which you are working? In your view, how has the work funded through this grant supported or interacted with those initiatives?

d. Reducing Pollution Burden

i. Project-Specific Reporting (Reducing Pollution Burden)

Definition for each column item:

Activity: Report on the activities in the grant logic model you submitted to EPA in your proposal, and/or referenced in you workplan.

Partner: Subrecipient in your application

Date(s): Be as specific as possible about the dates this activity was live during this period.

Location: List any physical sites or locations for the activity.

Audience: Report who this activity was targeted towards or intended to reach.

Outputs: Report the work output you produced /provided as a result of your grant's activities and efforts related to environmental goals and objectives.

Activity	Partners	Date(s)	Location	Audience	Outputs	
		📅				

Add Row

ii. Project-Specific Reporting (Reducing Pollution Burden) - Outcomes **Please Respond Below**

What outcomes from your grant's logic model or workplan, if any, have you achieved during this reporting period?

iii. Cross-project Quantitative Reporting (Reducing Pollution Burden) - Outputs

*If you have a metric to report that shows grant progress but does not fit with any of the Cross-Project Quantitative Reporting metrics, you can go back and report it in the Project-Specific Reporting section.

Outputs	Enter numeric value	
--None--		

Add Row

iv. Cross-project Quantitative Reporting (Reducing Pollution Burden) - Short term outcomes

Outcomes	Enter numeric value	
--None--		

Add Row

v. Cross-project Quantitative Reporting (Reducing Pollution Burden) - Medium-term outcomes

Outcomes	Enter numeric value	
--None--		

Add Row

vi. Cross-Project Qualitative Reporting (Reducing Pollution Burden):	Please Respond Below
1. (Short-term) Do you have information that illustrates non-grant-related pollution related action that were already taking place without your grant? This will help EPA understand the context in which your grant is operating (i.e., how aware of and engaged in pollution related activities the community is). If so, please describe the information and source(s).	
2. (Short-term) Do you have information that illustrates that underserved and disadvantaged residents are more aware of how to monitor, prevent, remediate and mitigate pollution due to your grant's activities? If so, please describe the information and source(s).	
3. (Medium-term) Please describe whether and how the pollution related strategies developed through your grant have been implemented in the community in which you work. How many underserved and disadvantaged residents have you and your partners engaged in taking pollution related action?	

e. Community Resilience

i. Project-Specific Reporting (Community Resilience)

Definition for each column item:

Activity: Report on the activities in the grant logic model you submitted to EPA in your proposal, and/or referenced in you workplan.

Partner: Subrecipient in your application

Date(s): Be as specific as possible about the dates this activity was live during this period.

Location: List any physical sites or locations for the activity.

Audience: Report who this activity was targeted towards or intended to reach.

Outputs: Report the work output you produced /provided as a result of your grant's activities and efforts related to environmental goals and objectives.

Activity	Partners	Date(s)	Location	Audience	Outputs	

Add Row

ii. Project-Specific Reporting (Community Resilience) - Outcomes   **Please Respond Below**

What outcomes from your grant's logic model or workplan, if any, have you achieved during this reporting period?

iii. Cross-project Quantitative Reporting (Community Resilience) - Outputs

*If you have a metric to report that shows grant progress but does not fit with any of the Cross-Project Quantitative Reporting metrics, you can go back and report it in the Project-Specific Reporting section.

Outputs	Enter numeric value	
--None-- ▲▼		

[Add Row]

iv. Cross-project Quantitative Reporting (Community Resilience) - Short term outcomes

Outcomes	Enter numeric value	
--None-- ▲▼		

[Add Row]

v. Cross-project Quantitative Reporting (Community Resilience) - Medium-term outcomes

Outcomes	Enter numeric value	
--None-- ▲▼		

[Add Row]

vi. Cross-Project Qualitative Reporting (Community Resilience):   **Please Respond Below**

1. (Short-term) Do you have information that illustrates that underserved and disadvantaged residents are more aware of climate or natural disaster related risks and mitigation approaches or actions due to your grant's activities? If so, please describe the information and source(s).

2. (Medium-term) Describe how residents have benefited from resiliency planning projects.

3. (Medium-term) Describe how residents have residents benefited from energy efficiency projects.

f. Other Activities

Definition for each column item:

Activity: Report on the activities in the grant logic model you submitted to EPA in your proposal, and/or referenced in you workplan.

Partner: Subrecipient in your application

Date(s): Be as specific as possible about the dates this activity was live during this period.

Location: List any physical sites or locations for the activity.

Audience: Report who this activity was targeted towards or intended to reach.

Outputs: Report the work output you produced /provided as a result of your grant's activities and efforts related to environmental goals and objectives.

Activity	Partners	Date(s)	Location	Audience	Outputs	
		📅				

[Add Row]

g. Change to the Metrics   **Please Respond Below**

Describe any change to the metrics (i.e., outputs or outcomes) used in this report from the metrics
in your original grant proposal, and provide a brief explanation:

⌄ Section 5: Program Management Updates

Grantees are encouraged to speak with their EPA Project Officer about updates in the categories below, in addition to reporting here.

a. Fiscal Information

                                                                     Please Respond Below

i. Are you requesting a budget change that is greater than 10% of the overall budget?   ☐ Yes
                                                                     ☐ No

                                                                     Please Respond Below

ii. Do you have questions about allowable use of funds?   ☐ Yes
                                                                     ☐ No

iii. Are you drawing down funds timely and effectively?   ☐ **Yes**
                                                                     ☐ **No**

If no, what challenges are you having drawing down funds?

                                                                     Please Respond Below

iv. Do you have a change in indirect cost rate?   ☐ Yes
a. Note: Prior approval is required before using a new rate.   ☐ No

                                                                     Please Respond Below

v. Have you submitted the required Financial Status Report?   ☐ Yes
a. Note: EPA recipients must submit the Federal Financial Report (SF-425) at least annually.   ☐ No

b. Personnel changes

Any major changes in project personnel?   ☐ **Yes**
                                                                     ☐ **No**

If yes, please describe any changes in project personnel.

c. Workplan Changes

Did you make changes to the workplan?   ☐ **Yes**
                                                                     ☐ **No**

If yes, please note what changes, if any, do you need to make to the reported activities or metrics
because of the changes to the workplan.

d. Challenges/Difficulties

i. Any problems or difficulties encountered during this reporting period?   ☐ **Yes**
                                                                     ☐ **No**

If yes, how have they been addressed or resolved?

                                                                     Please Respond Below

ii. How can your EPA Project Officer better support you?

⌄ Section 6: Look Ahead

                                                                     Please Respond Below

Provide a list of planned noteworthy activities for the next 6 months (reporting period).

⌄ Section 7: Feedback

                                                                     Please Respond Below

If you have any additional feedback or comments for EPA, please note this here.

Section 8: Optional Project Photos (not required)

Please Respond Below

Instructions: You can submit pictures capturing images of key project activities and highlights with your progress report. When submitting photos, please complete the license agreement. This allows EPA & DOE to use your images for EPA & DOE website, reports, or other documents.

Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. Please submit the hi-resolution version of the photos, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Submit ⊞   Save ⊡