FINAL PERFORMANCE REPORT FORM

OMB Burden Statement:

This collection of information is approved by OMB under the Paperwork Reducti
not conduct or sponsor, and a person is not required to respond to, a collection
estimated to be 50 hours per response. Send comments on the Agency's need fo
Engagement Division; U.S. Environmental Protection Agency (2821T); 1200 Penn

Instructions for Grantees:

* This Final Performance Report Form asks grantees to report a high-level summ
* The aim is to prompt reflection on general themes across the entire projects, n
* If you have any specific activities, outcomes, or line item expenditures to repor
* This form requests performance information across four sheets: (1) Project Ov
* The final sheet (5. Reflections) provides an opportunity to report any additiona
* Please refer to the supplemental instructions document for guidance on how t
* Please speak to your EPA Project Officer to confirm that you understand all the
* If you have any questions about how to complete this form, please contact you

November 22, 2024	OMB CONTROL NU

on Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2090-NEW. Responses to this coll
of information unless it displays a currently valid OMB control number. The public repo
r this information, the accuracy of the provided burden estimates and any suggested r
sylvania Ave., NW; Washington, D.C. 20460. Include the OMB control number in any co

ary of key activities, outputs, outcomes, and associated locations/communities across
ot to report on individual activities during specific project reporting periods.
t for the final reporting period, please put this information in the Interim Performance
erview, (2) Acts + Outputs + Outcomes (3) Successes + Challenges, (4) Financial Reporti
l reflections or information to EPA.
o complete each section.
reporting expectations for your program.
r EPA Project Officer.

MBER = 2090-NEW, Expiration Date = mm/dd/yyyy

ection of information are mandatory [2 CFR Part 200]. An agency may
orting and recordkeeping burden for this collection of information is
methods for minimizing respondent burden to Director, Information
orrespondence. Do not send the completed form to this address.

the entire project.

Progress Report Form.
ng, and (5) Reflections.

SECTION 1: PROJECT OVERVIEW

Project Information	
Instructions: *Please complete the information below.* *You can copy the information from Sheet 1 of your completed Interim Performance Report.*	
Project Lead Name	
Project Title	
EPA Grant #	
EPA Program (e.g., FIFRA)	
EPA Project Officer	
Project Start Date	
Project End Date	
Final Performance Report Submission Date	

SECTION 2: ACTS + OUTPUTS + OUTCOMES

Instructions

Use this section to list your project objectives (on
Instructions for completing each column are prov
If you have any questions or need further assistar

Part A - Project Objectives Linked to High-Level S

A. Project Objectives List the objectives of the project, adding each one to a new row. These should include objectives originally developed in the Work Plan, as well as any new objectives that were developed during the implementation of the project.
Objective 1:
Objective 2:
Objective 3:
Objective 4:
Objective 5:
Objective 6:
Objective 7:
Objective 8:
Objective 9:
Objective 10:

e per row) and provide a high-level summary of the associated project acti
ided below.
nce, please review the supplemental instructions for this form, and then sp

ummary of Project Activities, Outputs, and Outcomes

B. High-Level Summary of Project Activities

Provide a high-level summary of the completed project activities that contributed to fulfilling each objective. Include a summary of the locations, as appropriate. You can report the same completed activities for multiple project objectives, as needed. If the set of completed activities for each objective varied from the planned activities described in the Work Plan (either in design or implementation), please provide a high-level summary of the changes along with the reason(s) for these changes.

ivities, outputs, and outcomes that contributed to fulfilling each objective.

eak to your EPA Project Officer.

C. High-Level Summary of Project Outputs
Provide a high-level summary of the products, services, or events that were produced or delivered as part of the activities that contributed to fulfilling each objective. Include a summary of the communities and/or groups who engaged with these outputs, as appropriate. If the set of delivered outputs for each objective varied from the expected outputs described in the Work Plan, please provide a high-level summary of the changes along with a brief explanation.

D. High-Level Summary of Project Outcomes

Provide a high-level summary of the measured or calculated project results that contributed to fulfilling each objective. Include a high-level summary of the communities and/or groups who were impacted by the results, as appropriate. If the set of measured or calculated results for each objective varied from the expected results described in the Work Plan, please provide a high-level summary of the changes along with a brief explanation.

SECTION 3: PROJECT SUCCESSES AND CHAL

Instructions

Use this section to reflect on the challenges and s
Instructions for completing each column are prov
If you have any questions or need further assistar

PART A - Successes and Challenges

1. Describe what has gone well across the implementation of

2. Describe any challenges or difficulties that you experienced

1. Successes:

2. Challenges:

PART B - Results from Program Evaluations and/

If you conducted any program evaluations or other evidence-
Include the aims, questions, methods, and key results. Include

LENGES

uccesses you have experienced during the project, as well as lessons learn
ided below.
nce, please review the supplemental instructions for this form, and then sp

different aspects of the project. What best practices and/or resources have helped to facilita

d across multiple aspects of the project. How did you address and/or resolve these challenge

or Other Evidence-Building Activities

building activities to assess the design, implementation, outcomes, or impact of the project,

e a link to the full report if available.

ed.

eak to your EPA Project Officer.

ate these successes?

s?

please provide a brief summary of this work.

SECTION 4: FINANCIAL REPORTING - OPTIONAL: IF REQUESTED BY

Instructions

Use Part A to report your budget utilization for the entire project, including h
Use the existing set of line items (Column A) in the order that is presented. A
Instructions for completing each column are provided below.

If you have any questions or need further assistance, please review the supp

Part A - Budget Utilization

A. Line Details	B. Total Approved Awarded Budget	C. Actual Expenses
PLEASE REPORT ON LINE ITEMS IN THE ORDER LISTED.	**Specify the total amount budgeted (across the entire project) for each financial line item category.**	**Specify the total expenses (across the entire project) for each financial line item category.**
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Indirect Charges		
TOTAL (auto calculated)	$0.00	$0.00

PROGRAM

now funds were allocated and spent. Report each line item in a ne
dd new rows at the bottom to report any additional line items.

lemental instructions for this form, and then speak to your EPA P

D. Ending Balance Running balance for each financial line item category that reflect expenses to date. NO DATA ENTRY REQUIRED
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00

Part B - Additional Informati
Use this section to include any additi

ew row.

roject Officer.

on

ional information you wish to provide about your budget and finances.

SECTION 5: PROJECT REFLECTIONS

Instructions

If you have any additional reflections that you would like to share with EPA, plea

se include them in this section.

