Grants Performance Reporting ICR
Instructions for the Final Performance Report Form

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Section 0: Introduction

- This document includes instructions for completing the Final Progress Report Form, which includes five sections: (1) Project Overview; (2) Project Objectives and Summary; (3) Successes and Challenges; (4) Financial Reporting; and (5) Reflections.
- The Final Performance Report Form seeks to document a high-level summary of key activities, outputs, outcomes, and associated locations/audiences across the entire project.
- If you have any specific activities, outcomes, or line-item expenditures to report for any specific reporting period (including the final one), please add this information to the Interim Performance Report Form. This way, all your specific reporting information is documented in one form.
- As you complete each section of the form, please review the corresponding instructions in this document.
- Please speak to your EPA Project Officer to confirm that you understand all the reporting expectations for your specific program.
- The information you report should represent the actual implementation of the project activities. Refer to the specific activities and associated information you have reported in the Interim Performance Report Form throughout the project.
- If you have any questions about how to complete this form, please contact your EPA Project Officer.

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Section 1: Project Overview

Project Information

- Provide the following information, which you can copy from Section 1 (Project Overview) of the Interim Performance Report Form.
  - Project Lead Name: Specify the full name of the individual in charge of the project.
  - Project Title: State the formal title of the project.
  - EPA Grant Number: Provide the unique identifier for the grant, assigned by the EPA.
  - EPA Program: Indicate the EPA grant program that is most relevant to your project.
  - EPA Project Officer: Name the EPA Project Officer responsible for overseeing your project.
  - Project Start Date: Include the date on which the project officially commenced.
  - Project End Date: Include the date on which the project ended.
  - Final Performance Report Submission Date: Include the date on which the final performance report was submitted.

Section 2: Activities + Outputs + Outcomes

Column A: Project Objectives

- List the objectives of the project, adding each one to a new row.
- You should include the objectives originally developed in the Work Plan, as well as any new objectives that were developed during the implementation of the project.

Column 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 may find it helpful to review the activities you reported in your Interim Performance Report Form throughout the project.
- You can list a completed activity 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.

Column 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.
- You may find it helpful to review the outputs you reported in your Interim Performance Report Form throughout the project.
- 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.

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Column D: High-Level Summary of Project Outcomes

- Provide a high-level summary of the measured or calculated project results that contribute to fulfilling each objective. Include a summary of the communities and/or groups who were impacted by the results, as appropriate.
- You may find it helpful to review the results you reported in your Interim Performance Report Form throughout the project.
- If the set of measured or calculated results 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.

Section 3: Successes and Challenges

Part A – Successes and Challenges

- Describe what has gone well across the implementation of different aspects of the project. What best practices and/or resources have helped to facilitate these successes?
- Describe any challenges or difficulties that you experienced across multiple aspects of the project. How did you address and/or resolve these challenges?

Part B – Results from Program Evaluations and Other Evidence-Building Activities

- If you conducted any program evaluations or other evidence-building activities to assess the design, implementation, outcomes, or impact of the project, please provide a brief summary of this work.
- Include the aims, questions, methods, and key results. Include a link to the full report, if available.

Section 4: Financial Reporting
OPTIONAL – IF REQUESTED BY PROGRAM

Part A – Budget Utilization

- Use Part A to report your budget utilization for the entire project, including how funds were allocated and spent. Report each line item in a new row.
- Column A: Report on each line item in the order listed.
    - Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Indirect Charges
- Column B: Specify the total amount budgeted (across the entire project) for each financial line-item category.
- Column C: Specify the total expenses (across the entire project) for each financial line-item category.
- *Column D: No data entry needed. This column automatically calculates the ending balance for each line item, based on your responses to Columns B and C. It will display a running balance that reflects expenses to date.*

Part B – Additional Information

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- Columns G-I: Use this section to include any additional information you wish to provide about your budget and finances.

Section 5: Reflections

If you have any additional reflections to share with EPA that that you have not reported elsewhere, please include them in this section.

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