2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

OMB Control Number: 2090.NEW
Expiration Date: mm/dd/yyyy

Reporting Time Period:	*Reporting should cover activities planned or conducted from October 1, 2023 - September 30, 2024*
Reporting Due Date	**NOTE: Each Region will provide one of the below options:** ***Annual:*** *Submit to your Regional EPA Project Officer within 30 days from the end of the reporting period. (Due no later than November 1, 2024.)* ***Biannual:*** *Submit to your Regional EPA Project Officer within 30 days from the end of the mid-year (MY) and end-of-year (EOY) reporting period.* ***Quarterly:*** *Submit to your Regional EPA Project Officer within 30 days from the end of the quarterly reporting period.*
Reporting Frequency	This reporting template is for [**annual / biannual / quarterly**] reporting only. **[NOTE: Each Region will select one option.]** Refer to the Terms and Conditions of your grant award for reporting requirements and/or reach out to your regional program coordinator if you have questions.
Instructions for Reporting:	Report current work results as well as planned work. If no work is currently underway or planned, a "not applicable" entry may be entered. In addition to listing quantitively results, please include additional details that describe the work and impact in the "details" section. Responses should be entered into cells that are highlighted gray. This reporting template contains 7 tabs: 1. Cover Page: Information requested about the grant recipient, grant number, etc. 2. Homes & Policy: Information requested about home testing, RRNC, mitigations and code/policy adoption. 3. Schools & Buildings: Information requested about school/daycare testing, outreach to schools, etc. 4. Medical & CCPs: Information requested about outreach to the medical community, and Cancer Control Plans (CCPs), etc. 5. Testing, Certifications & Other: Information requested about test kits, certified professionals, inspections, etc. 6. Outreach & Education: Information requested about technical assistance documents, individuals trained, conferences, etc. 7. Success Story: Short story on a unique or impactful activity designed to achieve radon risk reduction/awareness.

Burden Statement:	This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2090-NEW. Responses to this collection of information are mandatory [2 CFR Part 200]. 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 2-4 hours to complete the report. 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.

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

EPA Region:	
Organization:	
Grant Number:	
SIRG Fiscal Year:	10-01-23 to 9-30-2024
Grant Reporting Period:	
Strategic Plan:	FY 2022-2026 EPA Strategic Plan
Goal:	Goal 4: Ensure Clean and Healthy Air for All Communities
Objective:	Objective 4.2: Reduce Exposure to Radiation and Improve Indoor Air

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

Radon and Homes

Instructions: If specific information about the type of housing units (e.g. home, apartment, etc.) tested/mitigated is available, please include in the comments section. In the "Other work..." section please include details about planned/conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) partnering with local housing authorities or non-profit organizations to connect low-income residents to financial assistance for mitigation; 2) outreach to real estate professionals; 3) continuing education courses for real estate professionals; 4) training/education for home buyers and sellers.

Code	Activity	Total	Comments
RHC1	Housing units tested for radon *(Specify in comments section total number, including any tested during real estate transactions, or new construction.)*		
RHC2	Housing units tested for radon specifically during real estate transactions		
RHC3	Housing units mitigated for radon		
RHC4	Housing units built with radon-reducing features		
	Other work related to radon and homes, or real estate transactions. *(See instructions above.)*		

Radon and Builders

Instructions: In the "Other work..." section please include details about planned/conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) webinars or training events for builders; 2) technical assistance documents on RRNC; 3) partnerships to engage builders; 4) developing a system to track RRNC homes.

Code	Activity	Total	Comments
RBC1	Builders including radon-reducing features in all houses		
	Other work related to education, outreach, partnership, technical assistance with builders on RRNC. (See instructions above.)		

Radon and Government

Instructions: In "RGC1," please list and include details about radon policies or codes that address homes, schools, daycares, real estate transactions, disclosure/notification policies at the appropriate level. Examples may include number of counties/states/tribes/municipalities/etc. that have adopted Appendix F or RRNC policy requirements.

In the "Other work..." section please include details about planned/conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) partnerships to engage code officials; 2) developing radon policy proposals; 3) presentations to policy-makers.

Code	Activity	Total	Comments
RGC1	State, tribe, county, city, municipality, etc. adopting radon-reducing policy or code language on radon testing, mitigations, radon resistant new construction. Please describe if existing vs new in comments section. *(See instructions above.)*		
	Other work related to education, outreach, partnership, technical assistance with code officials, policy-makers, etc.		

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

Radon and Schools

Instructions: In the "Other work..." section please include details about planned/conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) testing and mitigation activities conducted in schools; 2) training/education for school personnel; 3) IAQ workshop with radon component; 4) outreach program to explain radon test results for schools/daycares.

Code	Activity	Total	Comments
RSC1	Schools/Daycares tested for radon		
RSC2	Schools/Daycares mitigated for radon		
RSC3	Schools/Daycares built with radon-reducing features		
	Other work related to education, outreach, partnership with schools or school boards to encourage testing and mitigation of schools. *(See instructions above.)*		

Radon and Other Buildings

Instructions: In the "Other work..." section please include details about conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) continuing education courses or technical assistance documents for commercial buildings, workplaces, community facilities or other buildings; 2) developing partnerships with building owners/operators.

Definitions: Other buildings: Any type of commercial building (e.g. office, retail).

Code	Activity	Total	Comments
ROC1	Other buildings tested for radon		
ROC2	Other buildings mitigated		
ROC3	Other buildings built with radon-reducing features		
	Other work related to education, outreach, partnership, technical assistance with code officials, etc. *(See instructions above.)*		

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

Radon and Medical Community

Instructions: In the "Other work..." section please include details about planned/conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) developing and providing radon resources to physicians; 2) developing continuing education courses for medical professionals; 3) health & wellness fairs; 4) conference or other presentations to medical professionals.

Code	Activity	Total	Comments
RMC1	Number of technical assistance documents (i.e., flyer, checklist, video, etc) developed for or distributed to medical professionals. *(Specify in comments section.)*		
RMC2	Did you submit data to the Centers for Disease Control and Prevention (CDC) Environmental Health Tracking Network? (Yes or No)		
	Other work related to education, outreach, partnership, technical assistance with medical professionals. *(See instructions above.)*		

Radon and Cancer Control Plans (CCP)

Instructions: In "RCCP1" include a link to the CCP and text that address specific goals/strategies on radon in the current plan, if applicable. If CCP has not been updated or is not current, enter "No". If state/tribe does not have CCP, enter "N/A". In "RCCP2" share how partnerships helps broaden the reach of the radon programs and expand the audience.

In the "Other work..." section please include details about planned/conducted work in your program that may not be represented in the specified reporting metrics. Examples include but are not limited to: 1) outreach and partnership with Cancer Coalitions; 2) outcomes tied to including radon in a CCPs.

Code	Activity	Total or Y/N	Comments
RCCP1	State/tribe/territory has a Cancer Control Plan (CCP) in place that specifically includes radon? Please list or describe radon-specific strategies in the comments section. (Yes or No) *(See instructions above.)*		

RCCP2	Number of cancer coalition committee meetings attended during this reporting cycle aimed at revising or including radon strategies in CCP? *(See instructions above.)*		
	Other work related to education, outreach, partnership and the development of a cancer control plan. *(See instructions above.)*		

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

General Radon Reporting Information

In**structions:** In "ROP10" report number of mitigations and/or number of homes built with RRNC then multiply by average number of individuals per household (census data available by state). The U.S. Census Bureau website provides data on “persons per household.” Use the listed national average or enter a state or locality into the provided search function for more specific data.

Example calculation: A state has 4,000 mitigations and 3,000 RRNC = 7,000 homes with reduced radon. The average household in the state is 2.68 people. The # of individuals with reduced exposure is 7,000 x 2.68 = 18,760

United States Census Bureau Quick Facts Website

Code	Activity	Total	Comments
ROP1	Radon test kits distributed.		
ROP2	State, county, tribe or local government creating or updating radon map.		
ROP3	Number of radon **testers** certified (including renewals) by state/tribe.		
ROP4	Number of radon **mitigators** certified (including renewals) by state/tribe.		
ROP5	Number of radon **technicians** certified (including renewals) by state/tribe.		
ROP7	Number of radon businesses inspected		
ROP8	Number of public complaints resolved		
ROP9	Number of radon mitigation systems inspected		
ROP10	Number of Notice of Violation (NOVs) issued		
ROP11	Individuals with reduced exposure to radon		

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

Radon Outreach/Education

Instructions: In "OP5" report the number of individuals reached through activities characterized in "OP1 - OP4". In "OP7" report number of individuals trained at events or through courses described in "OP4" or "OP6."

Code	Activity	Total	Comments
OP1	Number of new or revised publications, factsheets, flyers, brochures, websites, social media posts, etc. developed or created for print or posting online. *(Note: This is **not** the # distributed which should be captured in OP5.)*		
OP2	Number of new or revised technical guidance resources (testing protocols, etc.) developed or created. *(Note: This is **not** the number distributed which should be captured in OP5.)*		
OP3	Number of press events held or announcements issued. *(Note: This is **not** the number of individuals reached which should be captured in OP5.)*		
OP4	Number of events (i.e., conferences, workshops, stakeholder meetings, or training) attended, held, conducted or presented at either in person or online. *(This is **not** number of individuals trained which should be captured in OP5 or OP6.)*		
OP5	Individuals educated, reached or contacted in any form by the radon program. (This is the number of people reached through activities described in OP1 - OP4.)		
OP6	Number of training courses developed and offered as approved Continuing Education Units.		
OP7	Individuals trained. (This is the actual number of people *trained* at events or received continuing education credits for completing radon-related courses described in OP4 or OP6.)		

Cross-Program Outcomes

Code	Activity	Total	Comments
OC1	Website hits or phone calls		

General Radon Reporting Information

Code	Activity	Total	Comments
R02	All other activities not captured elsewhere in the reporting template.		

2024 EPA State Indoor Radon Grant (SIRG) Annual Reporting Template

Frequency of Report: Annual / Biannual / Quarterly [NOTE: Each Region will select one option]

Success Story

Please share a 3 - 4 sentence success story highlighting the work your program is doing to achieve radon risk reduction/awareness.
Explain the activity and its impact, and include a link to a website for more information if available.
Success stories may be featured in the Annual SIRG Activities Report.

Success Story:	
Challenges:	