

# Federal Grant Quarterly Reporting Tips

EPN Office Hours

March 26, 2025

***SUPPORTING***

***[DOING]***

***LEADING***

# Progress Reports vs Administrative Record

## Progress Reports

- Requirement of your Terms and Conditions
- Opportunity to demonstrate compliant progress toward goals in your EPA approved workplan
- Report any actions taken this quarter to initiate implementation of your activities
- Report on spending and payments
- Opportunity to remind your PO and EPA of the value and benefits of this project!

## Administrative Record

- Timeline of what has transpired since January
- Opportunity to catalogue harms experienced due to freezes (e.g., ASAP access, laying off staff, not paying contractors, terminating or pausing contracts)
- This is our April 9<sup>th</sup> webinar topic!

# Quarterly Reporting Tips

- There is still time implement activities this quarter!
- Check T&C for any reporting requirements not in your template (including SF 425)
- Review your approved workplan for commitments and perspective
- Results reporting should mirror your workplan
- Focus on actions taken this quarter to initiate implementation in each planned activity:
  - Kickoff calls/meetings with partners
  - Procurement is often the first step in any activity/output/outcome
  - Administrative work and building administrative capacity for compliance should be included

	Year 1				Year 2
Planning & Community Engagement	Q1	Q2	Q3	Q4	Q1
Execute subaward agreements & partner kick-off					
Steering Committee & Action Team meetings					
Community workshops/meetings					
PROJECT 1	Q1	Q2	Q3	Q4	Q1
Business development					
Procure EVs, EV chargers, and rider app					
Install charging infrastructure					
Permitting					
Workforce development training					
Launch & operate micro mobility service					
Collect & analyze impact data					
PROJECT 2	Q1	Q2	Q3	Q4	Q1
Procure air monitors and purifiers					
Hire & train Promotoras					
Program outreach Phase 1					
Phase 1 Implementation					
Program outreach Phase 2					

# More Quarterly Reporting Tips

- Challenges:
  - Focus on programmatic challenges and how you've overcome them
  - ASAP freezes and PO silence can be mentioned as an administrative challenge, BUT focus on progress you've made despite these challenges
- Include a section on your subawardees (programmatic and financial progress)
- Report honestly (personnel changes, new partnerships, fiscal information)
- Project photos, meeting agendas/notes: screenshots of Zoom calls are fine if you haven't had in-person meetings yet
- You've likely done more than you realize!
- Reach out for 1-1 support: [epa-support@TRCcompanies.com](mailto:epa-support@TRCcompanies.com)