**GRANTEE NAME**

**GRANT ID NUMBER Quarterly Report**

**DATE OF REPORT**

**Workplan Details**

|  |  |
| --- | --- |
| **Grantee** | GRANTEE NAME |
| **Workplan Period** | 10/01/2019 – 9/30/2020 |
| **Reporting Frequency** | Quarterly  |
| **Fiscal Year of Funding**  | 2020 |
| **Status** | Accepted |
| **Author(s) of this Report** | Name(s) of Report Author(s) |
| **Quarter Covered by Report** |  |
| **Date of Report** |  |
| **Grant Funds Expended this quarter:**  |  |
| **Grant Funds Expended this Fiscal Year:** |  |

**Component #1: Enter Name of Component**

|  |  |
| --- | --- |
| **Description**  | Enter Short Description of this Component. |
| **Long-Term Outcome** | Enter Long-Term Outcome of this Component. |
| **Measure(s)** | Enter Measure(s) of this Component. |
| **Intermediate Outcome(s)** | Enter Intermediate Outcome(s) of this Component. |
| **Estimated Component Cost** | Enter Cost/Budget for this Component. |
| **Estimated Work-Year (FTE)** | Enter Estimate of Work Year / FTE for this Component. |

**Estimate how complete the component is (Percentage):** X%

**Estimate how much funding has been spent on the component:** $X

**Commitment #1.1: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment. |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
| **Employee Positions Completing Commitment**  | Indicate which employee position(s) did/will do/is/are doing the work. |
| **Outputs and Deliverables Committed to in Workplan:** | * Succinctly summarize the outputs and deliverables that were committed to and approved in the workplan.
* May use a bulleted list
* Specify what specific deliverables will be provided to the EPA Project Officer
 |

**Commitment #1.1 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
| 1st Quarter  |  |  |  | File NameIndicate how the document was provided (e.g., over email, via a Shared Folder, CD/DVD, etc.) |  |
| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Commitment #1.2: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
| **Employee Positions Completing Commitment**  | Indicate which employee position(s) did/will do/is/are doing the work. |
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 |

**Commitment #1.2 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
| 1st Quarter  |  |  |  | File NameIndicate how the document was provided (e.g., over email, via a Shared Folder, CD/DVD, etc.) |  |
| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Commitment #1.3: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
| **Employee Positions Completing Commitment**  | Indicate which employee position(s) did/will do/is/are doing the work. |
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 |

**Commitment #1.3 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
| 1st Quarter  |  |  |  | File NameIndicate how the document was provided (e.g., over email, via a Shared Folder, CD/DVD, etc.) |  |
| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Component #2: Enter Name of Component**

|  |  |
| --- | --- |
| **Description**  | Enter Short Description of this Component. |
| **Long-Term Outcome** | Enter Long-Term Outcome of this Component. |
| **Measure(s)** | Enter Measure(s) of this Component. |
| **Intermediate Outcome(s)** | Enter Intermediate Outcome(s) of this Component. |
| **Estimated Component Cost** | Enter Cost/Budget for this Component. |
| **Estimated Work-Year (FTE)** | Enter Estimate of Work Year / FTE for this Component. |

**Estimate how complete the component is (Percentage):** X%

**Estimate how much funding has been spent on the component:** $X

**Commitment #2.1: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
| **Employee Positions Completing Commitment**  | Indicate which employee position(s) did/will do/is/are doing the work. |
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 |

**Commitment #2.1 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
| 1st Quarter  |  |  |  | File NameIndicate how the document was provided (e.g., over email, via a Shared Folder, CD/DVD, etc.) |  |
| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Commitment #2.2: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
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 |

**Commitment #2.2 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
| 1st Quarter  |  |  |  | File NameIndicate how the document was provided (e.g., over email, via a Shared Folder, CD/DVD, etc.) |  |
| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Commitment #2.3: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
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 |

**Commitment #2.3 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
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| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Component #3: Enter Name of Component**

|  |  |
| --- | --- |
| **Description**  | Enter Short Description of this Component. |
| **Long-Term Outcome** | Enter Long-Term Outcome of this Component. |
| **Measure(s)** | Enter Measure(s) of this Component. |
| **Intermediate Outcome(s)** | Enter Intermediate Outcome(s) of this Component. |
| **Estimated Component Cost** | Enter Cost/Budget for this Component. |
| **Estimated Work-Year (FTE)** | Enter Estimate of Work Year / FTE for this Component. |

**Estimate how complete the component is (Percentage):** X%

**Estimate how much funding has been spent on the component:** $X

**Commitment #3.1: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
| **Due Date** | Enter date commitment is due to be completed.  |
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**Commitment #3.1 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
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| 2nd Quarter |  |  |  |  |  |
| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Commitment #3.2: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
| **Estimated Cost of Commitment** | Enter Cost/Budget for this Commitment. |
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**Commitment #3.2 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
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| 3rd Quarter |  |  |  |  |  |
| 4th Quarter  |  |  |  |  |  |

**Commitment #3.3: Enter Name of Commitment**

|  |  |
| --- | --- |
| **Description** | Enter Short Description of this Commitment.  |
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**Commitment #3.3 Report (Actual Outputs and Deliverables Completed and/or Provided)**

**Estimate how complete the commitment is (Percentage):** X%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter or Reporting Period** | **Status (approximate percentage of work completed so far | on time, delayed, etc.)** | **Milestone Date** | **Commitment End Date** | **Actual Outputs / Deliverables (e.g., documents provided)** | **Work Accomplished (provide a description)** |
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| 2nd Quarter |  |  |  |  |  |
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| 4th Quarter  |  |  |  |  |  |