



# WELCOME

## Urban Waters Small Grants – Grants Management Session

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Oct 24, 2012 / 1:15 - 3:30 pm

# THUR NETWORKING LUNCH: TOPICS

- ✖ On the index card provided, please write down lunch topics you'd like to discuss over Thur lunch
- ✖ Please remember the # on the back of your card – there will be a raffle at the end of the session and the winner will receive a prize!
- ✖ Also, please sign the sign-in sheet if you have not yet done so

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# Overview of Progress Reports

*Sun Yi, EPA Office of Water, Urban Waters  
Urban Waters National Training Workshop  
Wednesday, Oct 24, 2012*



# What Progress Reports Are Required?

- 1) Semi-Annual Report (i.e. every 6 months)
  - Is the project on schedule?
  - Will the project finish on time?
  - Is the project within budget?
- 2) Final Report
  - Look what we did!





# When is the Semi-Annual Report Due?

- ❖ Due within 30 days after each reporting period
  - Reporting period: 6 months from project start date, and every 6 months thereafter
  - Example: Project start date is Jul 1, 2012
    - Jan 1, 2013 is the end of the 1<sup>st</sup> reporting period
    - The 1<sup>st</sup> semi-annual report is due by Feb 1, 2013



# Report Content: What to Include

- I. Project Status & Progress
  - a) Progress in meeting project milestones & outputs/outcomes as described in workplan
  - b) Preliminary data results, if any
- II. Difficulties Encountered
  - a) Delays in schedule
  - b) Discuss why anticipated output/outcomes were not met





# Report Content: What to Include cont'd

## III. Key Changes in Personnel

## IV. Anticipated Activity for Next Reporting Period

- a) Work planned for next 6 months
- b) Include any equipment, techniques, and materials to be used or evaluated



# Report Content: What to Include cont'd

## V. Drawdown of Funds

- a) Current amount expended compared to total project budget & percentage of project completed

Example:

**6. Comparison of Level of Effort Expended to Drawdown of Funds:**

*The project is 90% complete through the reporting period ending June 30, 2012.*

	Federal \$	State \$	Total \$
Approved Budget Amount	\$352,622	\$213,715	\$566,337
Amount Expended	327,225	198,755	525,980
Balance	\$25,397	\$14,960	\$40,357

- b) Explanation of cost overruns



# Report Content: What to Include cont'd

## VI. Best Practices & Lessons Learned To Date

- a) Examples are: tip sheets, 'how-to' sheets
- b) Attach materials created/produced or links to such materials to share with other Urban Waters colleagues (e.g., communication materials, outreach materials, web tools)





# Final Reports

- ❖ Due within 90 days of project end date
- ❖ Content similar to semi-annual report, but from the perspective of the entire 2-year project period of performance
  - Major accomplishments compared to anticipated goals at the start of project
  - Reasons anticipated outputs/outcomes were not met
  - Explanation of cost overruns or high unit costs
  - How the project is a success story



# Questions

