**Community Air Grant**

**Administrative Progress - Reporting Template**

**For use with Quarterly, Annual and Final Reports**

|  |  |  |
| --- | --- | --- |
| **Project Title:** | 1 | |
| **Report Number:** | 2 | |
| **Grantee Organization:** | 3 | |
| **Date of Submission** | 4 | |
| **Grant Agreement Number:** | 5 | |
| **CARB Grant Liaison:** | 6 | |
| **Project Contact/Administrator**: | 7 | |
| **Prepared By:** | 8 | |
| **Reporting Period:** | 9 (period) | 10 (dates covered) |
| **Project Description:** 11 | | |

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Air Grant Contact Signature** | **\_\_\_\_\_\_\_\_**  **Date** |

**Disclaimer:** *The statements and conclusions in this report are those of the Grantee and not necessarily those of the California Air Resources Board. The mention of commercial products, their source, or their use in connection with material reported herein is not to be construed as actual or implied endorsement of such products.*

Overall Project Reporting:

|  |  |  |  |
| --- | --- | --- | --- |
| **% Project Work Completed (this reporting period):** | 12 | **% Project Work Remaining:** | 13 |
| **Total Funds Spent (this reporting period):** | 14 | **Total Funds Remaining:** | 15 |
|  |  | | |
| **Report how grant is being utilized to meet the goals of Assembly Bill 617** | | | |
| 16 | | | |
| **Report benefits to disadvantaged and low-income communities or low-income households\*** | | | |
| 17 | | | |
| **Summary of Work Completed and In-Progress since the last Reporting Period** | | | |
| 18 | | | |
| **Any challenges or barriers encountered in the implementation of the Project and any Solutions Implemented or Proposed.** | | | |
| 19 | | | |

Project Reporting by Task:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task name or #** | 20 | **Task Description:** | 21 | | |
| **% Task Completed this Reporting Period:** | | 22 | | **% Task Remaining:** | 23 |
| **Funds Spent on Task (this Reporting Period):** | | 24 | | **Remaining Task Funds:** | 25 |
| **Sub-contractor Assigned:** | | 26 | | | |
| **Work Accomplished for this Task, during this Reporting Period** | | | | | |
| 27 | | | | | |
| **Any challenges or barriers encountered in the implementation of this Task and any Solutions Implemented or Proposed.** | | | | | |
| 28 | | | | | |
| **Summary of Changes to the Work Plan, Schedule or Milestones** | | | | | |
| 29 | | | | | |
| **Describe Work Planned for the Upcoming Reporting Period** | | | | | |
| 30 | | | | | |

**Instructions for Administrative Progress Reports: Please complete boxes 1 to 30 as follows for your overall Project and for each task listed in your Air Grant Agreement.**

1. Project Title.
2. Report Number.
3. Grantee Organization.
4. Date Progress Report submitted.
5. Grant Agreement Number.
6. Name of CARB Grant Liaison.
7. Name of Project Contact or Administrator.
8. Name of the Report Preparer.
9. Reporting Period (Project Quarter if Quarterly Report or Project Year if Annual Report)
10. Beginning and ending dates covered by the Progress Report Period.
11. Brief description of the project (3-4 sentences).

Complete boxes 12 through 19 for the overall Project for this Reporting Period (use for Quarterly, Annual, and Final Reports).

1. Percentage of the Project completed during this Reporting Period.
2. Percentage of the Project that remains to be completed (note: #12 and #13 may not necessarily add up to 100%).
3. Estimate of the funds spent on Project this Reporting Period.
4. Estimate of the funds remaining for completion of the Project (note: #14 and #15 do not necessarily add up to the total funds).
5. Report how grant is being utilized to meet the goals of Assembly Bill 617.
6. In narrative form, report how the Project is benefitting disadvantaged and low-income communities or low-income households (priority populations), during reporting period.*\*Additionally, for first or second annual report only, report how project meets criteria for providing direct, meaningful, and assured benefits, while also addressing a community need, by completing the California Climate Investment Program’s “Priority Population Benefit Criteria Table for Technical Assistance and Capacity Building” (CCI Form), dated July 17, 2018 or any subsequent edition, located at:* [*https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials*](https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials)*.*
7. Summary of Work Completed and In-Progress since the last Reporting Period
8. Any challenges or barriers encountered in the implementation of the Project.

Complete boxes 20 through 30 for each task identified in the Project for this Reporting Period (use for Quarterly, Annual, and Final Reports). *Note: Please duplicate page three to report on multiple tasks.*

1. Task name or number (from grant).
2. Brief description of the task.
3. Percentage of the task in completed during this Reporting Period.
4. Percentage of the task in that remains to be completed (note: #22 and #23 do not necessarily add up to 100%).
5. Estimate of the funds spent on the task this Reporting Period.
6. Estimate of the funds remaining for completion of the task (note: #24 and #25 may not necessarily add up to the total funds allocated for the task).
7. Name of sub-contractor assigned to the task, if applicable.
8. To the extent possible, quantify the amount of work completed on the task during the quarter. For example: number of sensors purchased, number of meetings held, number of staff hired, number of community members engaged, number of bus tours and participants, number events - for tasks such as: meetings facilitation and travel; hiring technical experts or consultants; conducting community needs assessments as it relates to AB 617; identifying sources of emissions in communities; identifying locations for monitoring; deploying community based monitoring systems; data analysis; staff training; developing air quality communication programs; attending CARB / district meetings or other AB 617 implementation meetings or efforts.
9. Any challenges or barriers encountered in the implementation of this Task and any solutions implemented or proposed to overcome those.
10. Summarize any changes to the Project by task, for example to the timeline, equipment, personnel, sub-tasks, or scope of work. Please note that any changes require advance approval from ARB.
11. Describe the work planned for the next reporting period, including mention of long-range plans, as relevant to the project.

*Note:*

* *In addition to reporting template above, please also submit an expenditure summary (for example, an excel spreadsheet) showing all Community Air Grant funds for which reimbursement was requested since last report. Reports must substantiate costs incurred, and include, but are not limited to: receipts, invoices, timesheets.*
* *Final Report must include all required information contained in the annual and quarterly reports, as well as an accounting summary of funds expended and a summary of how the goals of the program have been achieved.*