



Clean Ports Program Completing Progress Reporting Templates

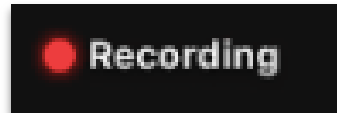
January 15, 2026



Housekeeping Notes



Today's event is being **recorded**.



Please note that by participating in today's online event, you acknowledge and consent that your name, video, image or phone number may be visible to others in the live online meeting as well as captured in the recording.

The slides and recording will be posted to <https://www.epa.gov/ports-initiative/events-related-epa-ports-initiative> as soon as they are processed for posting.

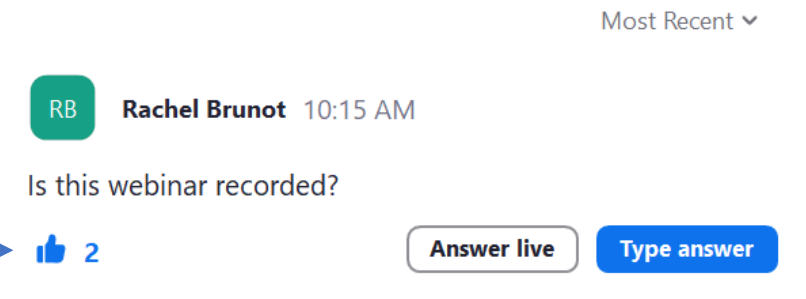
Housekeeping Notes



Please ask your question in the Q&A Module



- Click the 'thumbs-up' graphic on a question submitted by another participant to upvote it.
 - Questions with more upvotes will be prioritized during the questions and answers portion of the webinar.



Disclaimer



This presentation is intended to provide general information on the semi-annual reporting requirements established in the terms and conditions of the Clean Ports Program. The information included in this presentation does not create or change the grant terms and conditions.

Specific questions on how this information relates to particular projects should be directed to each grant recipient's U.S. Environmental Protection Agency (EPA) Project Officer.

Agenda

- Introduction
- General Tips
- Climate and Air Quality Planning (CAQP)-Specific Instructions
- Zero-Emission (ZE)-Specific Instructions
- Template Demonstration

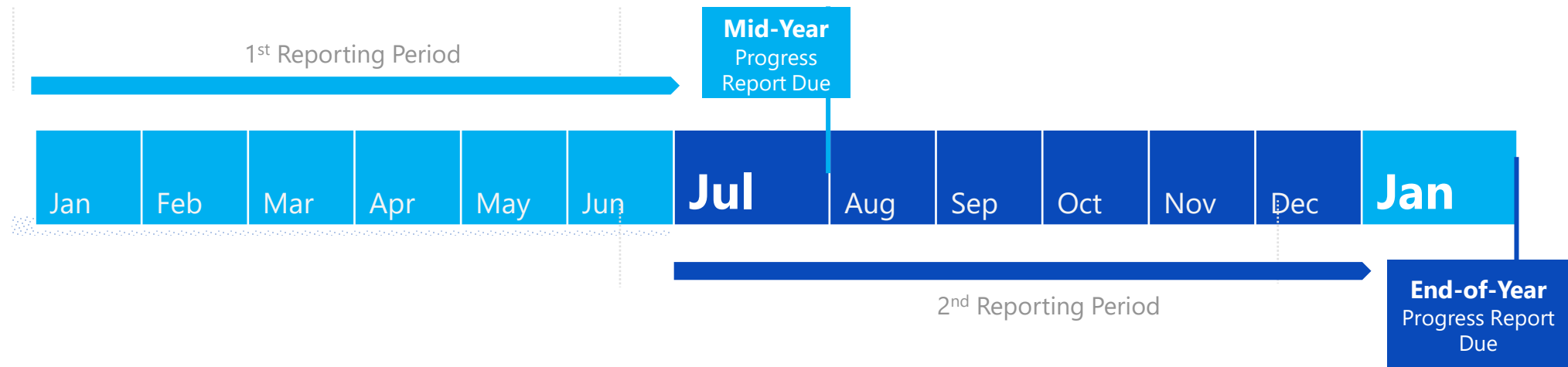


Reporting Timeline



Reporting frequency and timing: Semi-annual (twice per year) throughout the performance period (three years for CAQP and four years for ZE):

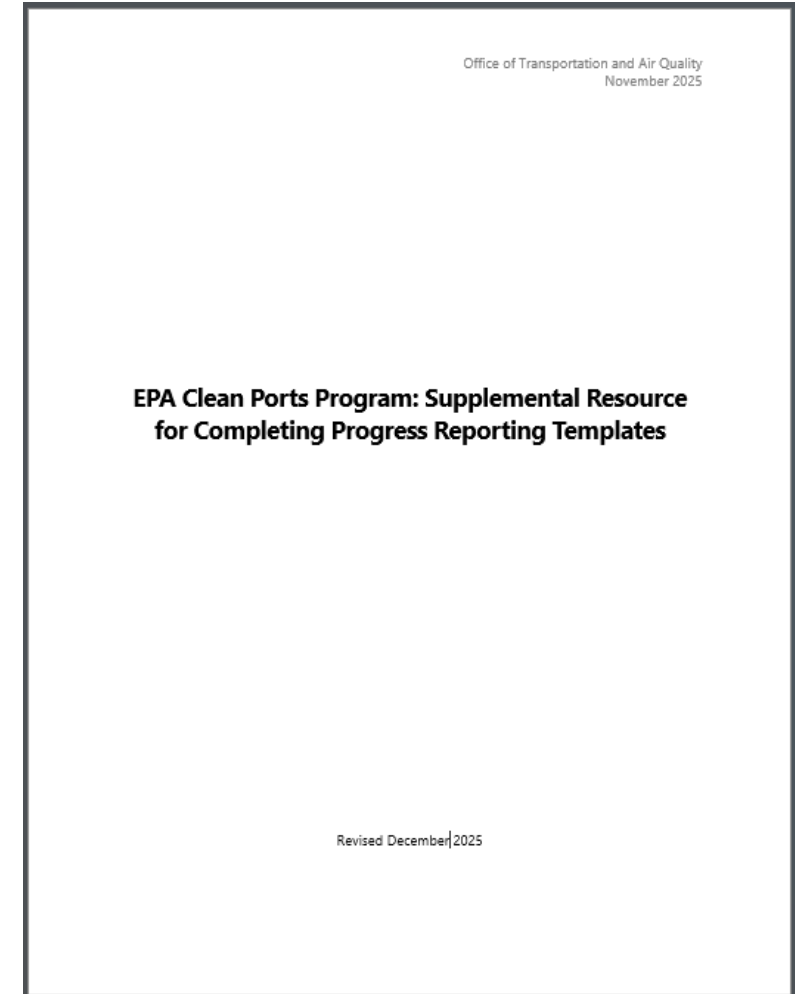
July 1 – December 31: Reports due by **January 30**



Supplemental Resource for Completing Progress Reporting Templates



- This training accompanies the *EPA Clean Ports Program: Supplemental Resource for Completing Progress Reporting Templates*
 - Supplemental resource with tips for completion of required semi-annual progress reports
 - Available at: <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>



General Tips

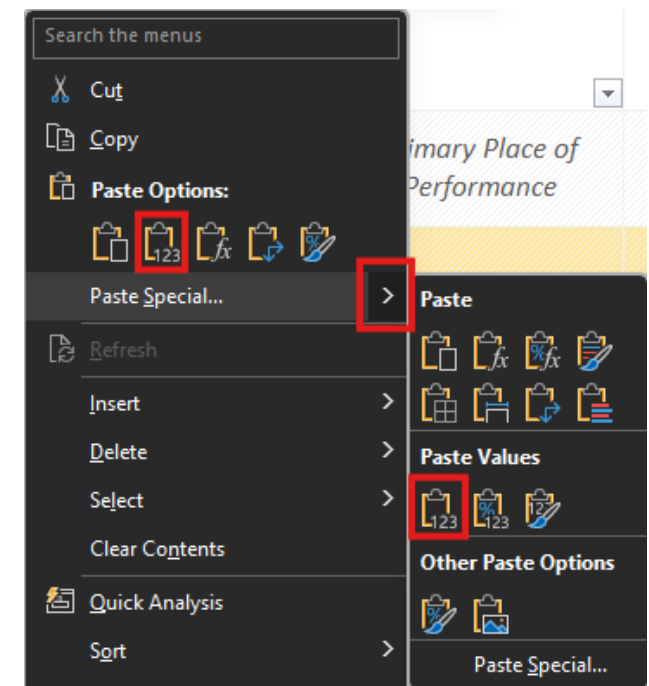


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Tips Before Getting Started



- Review the entire reporting template document before beginning.
- The last (far right) tab of both the CAQP and ZE templates includes a **Data Dictionary** with additional guidance.
- **Do not delete any tabs or tables.** There are hidden tabs used for auto-populating certain fields and many fields are crosslinked via formulas.
- Be sure to inform your Project Officer (PO) about any significant changes in your project as soon as possible. Don't wait for the progress report.
- Be cautious when copy/pasting information into the templates, as there may be formulae and/or formatting that can be overwritten. When pasting, right click and select "Paste Special," then select the icon for "Values" to only paste values into the workbook.



Data Entry and Completeness



- Reports are intended to become more complete throughout the project lifecycle. Certain information can be entered immediately, while some details will be added when available (such as once new equipment is acquired or deployed).
- Only fill in fields in the progress reporting template that are **highlighted blue**. Fields **highlighted yellow** are auto populated from other parts of the workbook.
- Certain fields may auto-populate with diagonal hashmark patterns (///), indicating a response to those fields is not necessary based on prior responses.
- If a data field or tab is not applicable or the information is not yet available, **leave the field(s) blank** and do not enter any filler text (do not insert "TBD", "N/A", etc.).
- Some worksheets have tables that are many columns to the right and/or many rows down in the worksheet, such as **ZE Tab 9/CAQP Tab 10** (*Year 1*) and **Tab 13** (*Workplan Commitments*). Make sure to scroll down and across in each tab ensure that the progress report is complete.

Tips While Completing the Report



- The progress report is intended to capture how the project progressed during the covered reporting period (*e.g.*, July-December 2025). For each subsequent submission, please **only update information associated with that specific reporting period**.
- Ensure that your overall budget details align with your final workplan narrative and SF 424-A.
- Reference your final workplan narrative as you complete your report. Many sections should draw from the final workplan narrative, and in some cases, you may want to directly copy details from the narrative into your reports, such as the “Expected Project Outputs and Outcomes” table and the workplan commitments related to community engagement, workforce development, and others.

Template Demonstration

- **ZE Tabs 5-6/CAQP Tabs 6-7** (*Port Facility Locations and Additional Locations*)
- **ZE Tabs 9-12/CAQP Tabs 10-12** (*Year X*)

	A	B	C	D
1	U. S. Environmental Protection Agency			
2	Clean Ports Program			
3	Semiannual Project and Final Project Reporting Template			
4	Burden Statement for EPA Form Number: 5900-720			
5	<p>This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0754). Responses to this collection of information are voluntary (2 CFR 200 at 2 CFR 1500). 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 13-15 hours per response. 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 the 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.</p>			
6	<p>Instructions</p> <p>Per the grant agreement terms and conditions, this reporting template should be submitted 1) semi-annually throughout the project period of performance as described in the program guidance and 2) as a Final Report 120-days after the completion of the grant period. Please work with relevant parties (i.e., transportation contractor, port authority, etc.) to ensure information</p>			

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1. Instructions

2. Recipient & Project Details

3. Project Partners

4. Subawardees

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Instructions



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CAQP Instructions



- Ignore **Tab 5** (*Project Overview*) and focus on **Tab 14** (*Specific Planning Activity*) instead.
- Categorize planning activities according to the eight default activities listed in the Section I.B of the [CAQP NOFO](#):

- | | |
|--|---------------------------------------|
| • Emissions Inventory or Accounting Practice | • Port Resiliency Assessment |
| • Emissions Reduction Strategy Analysis | • Plan to Increase Resilience of Port |
| • Development of Emissions Reduction Target | • Formal Stakeholder Engagement |
| • Plan for Reducing Future Port Emissions | • Workforce Planning Analysis |

- If one activity affects multiple locations, do not use separate rows to list each location separately for a specific planning activity. Instead, use **Columns D-S** to document all affected locations.
- Include current estimated costs and completion dates (**Column T** and **Columns X-Z**), and update with final cost information and completion dates when available.

Template Demonstration

- **CAQP Tab 14** (*Specific Planning Activity*)

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< > **1. Instructions** | 2. Recipient & Project Details | 3. Project Partners | 4. Subawardees | ... + : < >

Questions?



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Next Steps

- Please reach out to your Project Officer with questions that come up as you're filling out your reporting template
- The *Supplemental Resource for Completing Progress Reporting Templates* is available at <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>
- Email your completed Reporting Template to both cleanports@epa.gov and the Project Officer by **January 30th** covering activities from July 1- December 31, 2025



ZE Instructions



- Additional External Funds vs. Cost Share: Complete **Tab 14** (*Additional External Funds*) only for reporting external funds that are not already listed in the award document. If external funding is used for cost share and is included in the award document, it should **not** be included on this tab.
- On **Tabs 15-22**, provide details on vehicle/equipment and infrastructure type, estimated date-in-service, estimated cost (and cost share), deployment location, and Build America, Buy America Act compliance based on your current estimates **prior to deployment**. Estimates may be changed based on final cost and deployment details.

Template Demonstration

- **ZE Tabs 15-21** (*New Fleet Description and Infrastructure*)

	A	B	C	D
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