



Clean Ports Program Progress Reporting Templates: Reminders and Office Hours

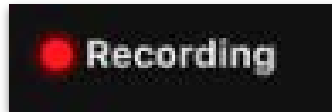
July 9, 2026



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 and may also be 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



After a short presentation, there will be Office Hours to help with any questions you may have about completing progress reports.

You will be able to raise your hand and unmute your microphone to ask questions.

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

- Reporting expected vs. final information
- Reporting expenditures: examples
- Changes to reporting template
- Office Hours

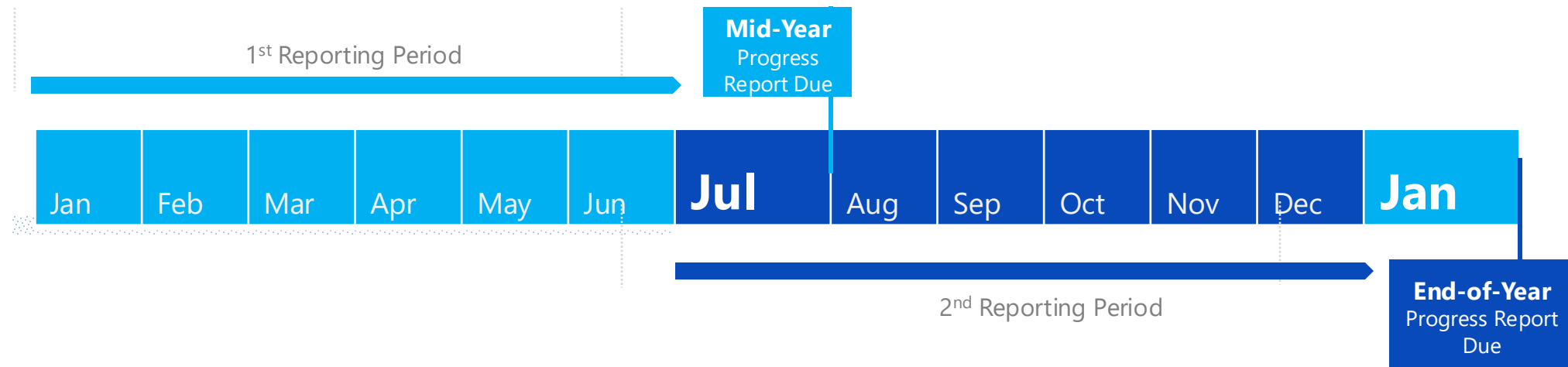


Reporting Timeline



Reporting frequency and timing: Semi-annual (twice per year) throughout the performance period (three years for planning grants and four years for technology deployment grants):

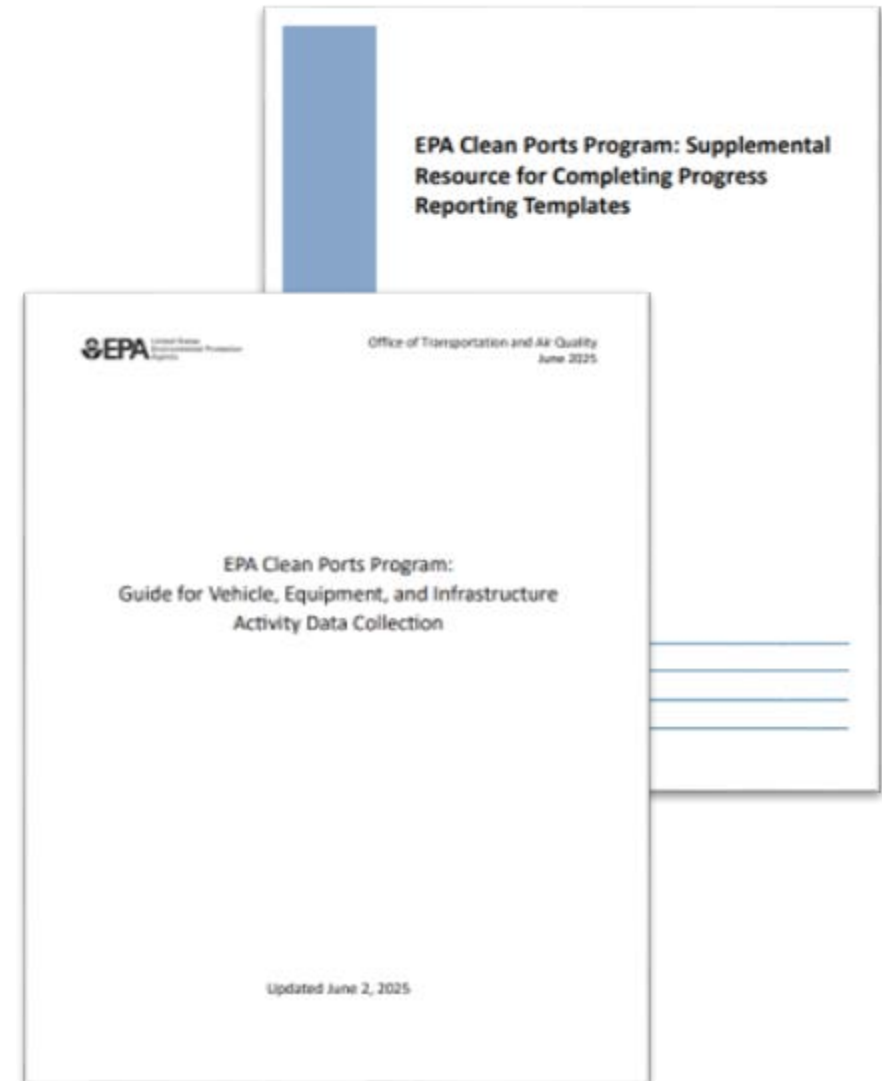
January 1 – June 30: Reports due by **July 30**



References



- [Documents to reference](#)
 - Supplemental Resource for Completing Progress Reporting Templates
 - Guide for Vehicle, Equipment, and Infrastructure Activity Data Collection



Expected vs. Final Information



- Provide as much information as possible in each progress report, even if still uncertain (e.g., expected technology specifications, project partners, costs)
- Reporting estimated costs:
 - Project budgets on the “Financial Summary” tab might change over time.
 - Costs of equipment and infrastructure (Technology Deployment Grant Tabs 15-21) or specific planning activities (Planning Grant Tab 14) can be estimated now and then corrected to actual expenses once the actual amount is known.
 - Estimates may be based on your budget and final workplan; or, updated from prior progress reports if estimates have changed
 - See Clean Ports Q&A 5.57

Expected vs. Final Information



- Reporting “estimated date-in-service”/“estimated planned completion date”:
 - Timeline might change over time.
 - Report current estimates based on your timeline.
 - A rough estimate is acceptable (e.g., approximate quarter can be reported as the last day of that quarter).
- Reporting on Scrappage tab (Tab 16):
 - Fill out as much information as possible early in the project before scrapping vehicles/equipment.
 - Information should be consistent with Scrappage Eligibility and Evidence Statements.
 - Key information to report at this stage includes:
 - Current Vehicle or Equipment Name (Column A)
 - Corresponding New Vehicle, Equipment, or Engine (Columns B-C; Columns AA-AF, if applicable)
 - Vehicle/Equipment Make, Model, Model Year, VIN and/or Serial Number
 - Engine Make, Model, Model Year, Horsepower, ID and/or Serial Number
 - Current Annual Vehicle Activity Data & Estimated Remaining Life (Table 16d)

Project Expenses



- Reporting actual expenditures (in Technology Deployment Grant Tabs 9-12/Planning Grant Tabs 10-12 (Year X)):
 - Only report on expenses that were withdrawn via the Automated Standard Application for Payments (ASAP) system during the reporting period (e.g., the next progress report will cover Jan 1 through June 30, 2026). Do not report expenses that were incurred but not drawn down in ASAP during the reporting period.
 - See Clean Ports Q&A 5.51

Record and update project expenses semi-annually, noting the cost at the line item level, following the example budget table included in the Notice of Funding Opportunity. Please enter in the requested information in the **blue** shaded cells below; **yellow** fields will populate automatically based on inputs into **blue** cells. Previous fields should remain and edits should be made to the report being submitted. To access additional rows in this table, click the box containing "+" on row 60; select the appropriate 'Category of Expense' from the dropdown and populate corresponding new blue cells. Please do not add or remove rows. Funding totals in **yellow** cells will automatically update to include added rows.

This tab includes multiple tables which may require scrolling down to access.

Category of Expenses (populate additional rows as needed, selecting the appropriate Category of Expenses)	Line Item Description	Jan-Jun 2026 EPA Funds	Jan-Jun 2026 Recipient Cost Share	Jan-Jun 2026 Total Project Cost	Jul-Dec 2026 EPA Funds	Jul-Dec 2026 Recipient Cost Share	Jul-Dec 2026 Total Project Cost
Personnel				\$ -			\$ -
Fringe Benefits				\$ -			\$ -
Travel				\$ -			\$ -
Equipment				\$ -			\$ -
Supplies				\$ -			\$ -
Contractual				\$ -			\$ -
Construction				\$ -			\$ -
Other				\$ -			\$ -
Indirect Charges				\$ -			\$ -

Reporting Expenditures of EPA Funds - Examples



Scenario	Reporting
Grantee A has the following <i>draw downs</i> from ASAP: - February 12, 2026: \$10,000 - April 1, 2026: \$10,000 - May 15, 2026: \$20,000	For the January – June 2026 progress report, they should report \$40,000 in expenditures.

Category of Expenses <i>(populate additional rows as needed, selecting the appropriate Category of Expenses)</i>	Line Item Description	Jan-Jun 2026 EPA Funds
Personnel		\$ 10,000.00
Fringe Benefits		\$ -
Travel		\$ -
Equipment		\$ 10,000.00
Supplies		\$ -
Contractual		\$ 20,000.00
Construction		\$ -
Other		\$ -
Indirect Charges		\$ -
← Click + to access additional rows. Please do not insert or delete rows.		
Direct Cost Total		\$ 40,000.00
Indirect Charge Total		\$ -
TOTAL		\$ 40,000.00

Reporting Expenditures of EPA Funds - Examples



Scenario	Reporting
Grantee B pays the following <i>invoices</i>: - February 12, 2026: \$10,000 - April 1, 2026: \$10,000 - May 15, 2026: \$20,000 On July 5, the grantee withdraws \$40,000 from ASAP to get reimbursement for these expenses.	For the January – June 2026 progress report, they should report \$0 in expenditures. - Even though the <i>invoices</i> were paid in the January – June timeframe, the ASAP withdrawal did not occur until after the end of the reporting period.

Category of Expenses <i>(populate additional rows as needed, selecting the appropriate Category of Expenses)</i>	Line Item Description	Jan-Jun 2026 EPA Funds
Personnel		\$ -
Fringe Benefits		\$ -
Travel		\$ -
Equipment		\$ -
Supplies		\$ -
Contractual		\$ -
Construction		\$ -
Other		\$ -
Indirect Charges		\$ -
← Click + to access additional rows. Please do not insert or delete rows.		
Direct Cost Total		\$ -
Indirect Charge Total		\$ -
TOTAL		\$ -

Reporting Expenditures of EPA Funds - Examples



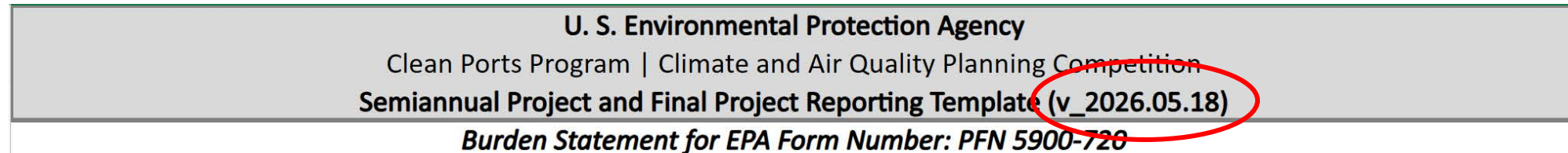
Scenario	Reporting
Grantee C has the following <i>draw downs</i> from ASAP : • April 1, 2026: \$10,000 • May 15, 2026: \$20,000 • July 7, 2026: \$10,000	For the January – June 2026 progress report, they should report \$30,000 in expenditures - The last ASAP draw down was <i>after</i> June 30, so it should go on the next progress report.

Category of Expenses (populate additional rows as needed, selecting the appropriate Category of Expenses)	Line Item Description	Jan-Jun 2026 EPA Funds
Personnel		\$ -
Fringe Benefits		\$ -
Travel		\$ -
Equipment		\$ 10,000.00
Supplies		\$ -
Contractual		\$ 20,000.00
Construction		\$ -
Other		\$ -
Indirect Charges		\$ -
← Click + to access additional rows. Please do not insert or delete rows.		
Direct Cost Total		\$ 30,000.00
Indirect Charge Total		\$ -
TOTAL		\$ 30,000.00

Changes to Template – Version Number



- Version Number is now provided in the Instructions tab



- Clean Ports Program grantees are required to use this updated version of the template for the upcoming progress report.
- Using the file that EPA sent to grant recipients in May will ensure you're using the correct template version.
- If you use an older version of the progress report template, we will ask you to resubmit using the correct template.

Changes to Template – New Headers



- Change from “EPA Funds Expended” to “EPA Funds”
 - Report the estimated EPA funds that will be used for that activity/vehicle/equipment/infrastructure.
 - After the purchase/activity is complete, update to actual EPA funds used.
 - If there is no cost share for that line item, EPA funds will equal the total cost.

AK	AL
Total Acquisition Cost per Vehicle or Equipment (\$ per Unit)	EPA Funds for Vehicle or Equipment Acquisition (\$ per Unit)
Example: \$150,000.00	Example: \$112,000.00

Technology Grant Tab 15

X	Y
Total Cost of Planning Activity	EPA Funds for Planning Activity
\$ 125,000.00	\$ 100,000.00

Planning Grant Tab 14

Changes to Template – Activity Reporting



- Change in Vehicle or Equipment, Scrappage, and Infrastructure Activity Data Reporting and Serving a Port Verification (Tabs 15-21)
 - Changed from a drop-down menu to free response to allow more flexibility in reporting and remove the option for reporting estimated data.

CK
Type of Annual Values for Vehicle or Equipment Activity Data Reported in Table 15m <i>(select from dropdown)</i> Year 1
<i>Example: Estimated based on incomplete observed data</i>

Old Version

CK
Brief Description of Data Source for Vehicle or Equipment Activity Data Reported in Table 15m Year 1
<i>Example: Telematics</i>

Updated Version

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 **July 30th** covering activities from January 1- June 30, 2026.



Questions?



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