***Instructions:*** *This optional quarterly report template is intended for State and MSA Climate Pollution Reduction Grant – Planning Grant recipients to report their progress. Recipients are not required to follow this template, but should provide all the requested information in their quarterly report. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each three-month reporting period (i.e., October 30, January 30, April 30, and July 30). Please answer all questions below as thoroughly as possible. Italicized text may be deleted prior to submission.*

**Project Title:**

**Project Officer:**

**Reporting Period:**

**Quarterly Report Summary**

*Provide a short summary of work accomplished this quarter (e.g. major activities and/or milestones completed) and funding status. Note: additional detail on project accomplishments and spending will be required below.*

**Project Progress**

*Is your project on schedule based on the schedule in your workplan? If progress is slower than anticipated, please explain why, what challenges or difficulties were encountered, and how these barriers will be overcome.*

**Project Accomplishments and Results by Element**

*Provide 2-3 sentences summarizing the status of each element. Include an additional 1-2 sentences summarizing outputs and/or outcomes, where applicable. If work for a specific element was not scheduled for this quarter, please type "N/A" next to that element. Recipients may delete the tables for deliverables not in progress during the reporting period.*

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| **Priority Climate Action Plan (PCAP)** |
| **Element #** | **Element Name** | **Summary of Accomplishments and Results** |
| Element 1.1 | GHG Inventory (Required) |  |
| Element 1.2 | GHG Emissions Projections (Not Required) |  |
| Element 1.3 | GHG Reduction Targets (Not Required) |  |
| Element 1.4 | Quantified GHG Reduction Measures  (Required - priority measures only)  |  |
| Element 1.5 | Benefits Analysis (Encouraged) |  |
| Element 1.6 | Low Income/Disadvantaged Communities Benefits Analysis (Required) |  |
| Element 1.7 | Review of Authority to Implement (Required)  |  |
| Element 1.8 | Leverage/and Intersection with other Funding (Encouraged) |  |
| Element 1.9 | Workforce Planning Analysis (Encouraged) |  |
| Element 1.10 | Stakeholder engagement activities (Required)  |  |
| Element 1.11 | Additional elements determined by grantee (Optional) |  |

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| **Comprehensive Climate Action Plan (CCAP)** |
| **Element #** | **Element Name** | **Summary of Accomplishments and Results** |
| Element 2.1 | GHG Inventory (Required) |  |
| Element 2.2 | GHG Emissions Projections (Required) |  |
| Element 2.3 | GHG Reduction Targets (Required) |  |
| Element 2.4 | Quantified GHG Reduction Measures  (Required - comprehensive)  |  |
| Element 2.5 | Benefits Analysis (Required) |  |
| Element 2.6 | Low Income/Disadvantaged Communities Benefits Analysis (Required) |  |
| Element 2.7 | Review of Authority to Implement (Required)  |  |
| Element 2.8 | Leverage/and Intersection with other Funding (Required) |  |
| Element 2.9 | Workforce Planning Analysis (Required) |  |
| Element 2.10 | Stakeholder engagement activities (Required)  |  |
| Element 2.11 | Additional elements determined by grantee (Optional) |  |

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| **Status Report** |
| **Element #** | **Element Name** | **Summary of Accomplishments and Results** |
| Element 3.1 | GHG Inventory (Update Encouraged) |  |
| Element 3.2 | GHG Emissions Projections (Update Encouraged) |  |
| Element 3.3 | GHG Reduction Targets (Not Required) |  |
| Element 3.4 | Quantified GHG Reduction Measures  (Status and Updates Required) |  |
| Element 3.5 | Benefits Analysis (Required) |  |
| Element 3.6 | Low Income/Disadvantaged Communities Benefits Analysis (Required) |  |
| Element 3.7 | Review of Authority to Implement (Required)  |  |
| Element 3.8 | Leverage/and Intersection with other Funding (Update Required) |  |
| Element 3.9 | Workforce Planning Analysis (Required) |  |
| Element 3.10 | Next Steps/Future Budget/Staffing Needs (Required) |  |
| Element 3.11 | Stakeholder engagement activities (Required)  |  |
| Element 3.12 | Additional elements determined by grantee (Optional) |  |

**Personnel Changes / Staff Turnover**

*Any major changes in project personnel?*

**Fiscal Information**

*In 1-2 sentences, please describe how funds were used in each budget category. Also include any additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs. If budget modifications are necessary, please describe them below the table.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Spending this reporting period | Cumulative Spending | Description of Spending |
|
| Personnel |   |  |  |
| Fringe Benefits |  |  |  |
| Travel |   |  |  |
| Equipment |   |  |  |
| Supplies |   |  |  |
| Contractual |  |  |  |
| Subawards |  |  |  |
| Participant Support Costs (e.g., Rebates) |  |  |  |
| Other |  |  |  |
| Indirect Charges |  |  |  |
| TOTAL |   |  |  |