

Supplemental Environmental Project (SEP) Program Quarterly Progress Report Template

Quarter, Year	
SEP Project Title	
SEP Administrator	
SEP ID	(SEPYR-###)
SEP Contact	(Name, Email, Phone)
Submission Date	

Please limit your progress report to a **maximum of three pages, not including any relevant attachments**. Include any relevant attachments as needed and submit all documents via email to SEP@arb.ca.gov before the quarterly report deadline.

Project Description	<i>Provide a 1-2 sentence summary of the project:</i>
Project Timeline	<i>Describe where the project stands on the implementation timeline:</i>
Summary of Activities	<i>Describe the specific work completed during this quarter:</i>
Project Outcomes	<i>Describe any project outcomes achieved this quarter:</i>
Challenges Experienced	<i>Describe any challenges during implementation this quarter:</i>
SEP Budget and Expenses	<i>Describe the status of the SEP budget and outline expenses from this quarter. Include all supporting documentation (timesheets, receipts, invoices, etc.) as attachments and list them here:</i>
Plan for Next Quarter	<i>Describe the expected activities and outcomes for next quarter:</i>
Attachments	<i>Attach project activities and deliverables from this quarter and list them here (e.g., photos, graphs, presentations, data, sign-in sheets, reports, etc.):</i>