

Brownfields Assessment Cooperative Agreement Example Quarterly Report Outline

The Quarterly Report is to be provided to the EPA Brownfields Project Officer. Electronic copies of the report and any attachments may be acceptable. Please check with the EPA Project Officer to verify if this is an agreeable option.

COVER LETTER

1. Grantee Name and Cooperative Agreement Number:

- **Start Date and End Date:** Provide the official project start and end dates. Remember to update these dates if the grant is modified.
- **Quarterly report number:** Corresponding to the number of quarters since the cooperative agreement award was made.
- **Date submitted:** Quarterly Reports are due to be submitted within 30 days of the close of each Federal fiscal quarter.
- **Federal fiscal quarter(s) covered by report:** Use Federal fiscal quarters (i.e., Oct 1 - Dec 31, 2003 = Quarter 1, 2004; Jan 1 - Mar 31, 2004 = Quarter 2, 2004; April 1 - June 30, 2004 = Quarter 3, 2004; July 1 - Sept 31, 2004 = Quarter 4, 2004).
- **Prepared by:** Give the name, office/department, address, email and phone number of the person who prepared this report.
- **Submitted by [if different]:** Give the name, address, email and phone number of person or entity submitting the Quarterly Report and administering the Grant.

QUARTERLY REPORT

- **Table of Contents**
- **Modifications to Work Plan or Budget**

Include a description of all modifications to the Work Plan, schedule or budget approved during the reporting period. Also mention in this section modifications to the Work Plan, schedule or budget that are being requested. If you are requesting a formal modification, revisions to the Work Plan, schedule or budget should be attached. Modifications become effective upon EPA approval. Grantees may not change the Work Plan without approval but may reprogram up to 10% of the total funds between approved tasks by notifying the EPA project officer. Note in this section any changes to key personnel or points of contact.

- **Progress Report [organized on a task by task basis, corresponding to the Work Plan]**

Describe the work accomplished during the reporting period by Work Plan task and subtask (if applicable). Include any milestones reached during this quarter. Please segregate those activities that were accomplished with EPA Brownfields funds from activities accomplished from other funding sources. Compare your progress to the project schedule and discuss any discrepancies. Also explain in this section any delays or other problems (if any) encountered during this reporting period, and describe the corrective measures that are planned.

Describe approaches, actions taken and/or lessons you learned that may be helpful to other Grantees implementing similar assessment projects.

Within tasks, highlight the status of the following activities, if applicable:

- **Pre-Assessment Activities.** Describe any pre-assessment activities that occurred during the reporting period. Examples of pre-assessment activities include Quality Assurance (QA) documentation (as required by the grant Terms and Conditions), contracting efforts, technical consultations and Endangered Species Act or National Historic Preservation Act determinations.
- **Assessment Activities.** Describe any assessment activities that occurred during the reporting period. Examples of assessment activities include inventory efforts, field work progress accomplished and consultations with stakeholders.
- **Redevelopment Activities.** Describe any redevelopment activity that occurred during the reporting period. Examples of redevelopment activities include planning, financing acquired or sought, redevelopment plans revised or approved, prospective purchaser agreements negotiated or finalized and non-Brownfields funded activities such as marketing of redeveloped property.
- **Community Involvement.** Describe community involvement accomplishments during the reporting period. Examples of community involvement activities include outreach efforts and outreach materials produced. Include a description of project issues/concerns raised by community members during the reporting period and how they were addressed.
- **Meetings and Travel.** Briefly describe Brownfields-related meetings and travel during the reporting period. When traveling to conferences or workshops, briefly describe the benefits of attending (i.e. resources or technical assistance identified or secured, coordination accomplished and expertise identified).

- **Deliverables/Work Products**

List the deliverables or other work products that were completed during the reporting period and when they were submitted to the EPA Project Officer. These would include those deliverables listed in the Work Plan, as well as copies of press releases, fact sheets, media coverage, journal articles and similar publications. If not already submitted, these deliverables are to be provided as attachments to this report.

- **Activities Anticipated in Next Reporting Period [organized on a task by task basis, corresponding to the Work Plan]**

Briefly describe activities that are being planned for the next reporting period by Work Plan task.

- **Budget Status**

Note that budget reporting in the Quarterly Report does not replace the requirement to submit a Financial Status Report on an annual basis to the Grants Administration Unit.

- **Funds Expended.** Report those funds expended during the quarter and provide a total of the funds expended throughout the life of the grant. Table 1 summarizes the expenses for the reporting period by task; Table 2 summarizes the overall expenses for the grant project.
- **Budget Projection.** Provide an estimate of the time needed and funds to be expended to complete the work included in the Work Plan. Requests for extensions of project period or changes to the budget must be submitted in writing to EPA for approval of a grant modification.

- **Property Profile Form/Form Update**

A completed Property Profile Form is required for each site you are working on with EPA funds and should be submitted at the beginning of the project. As progress is made under the grant (i.e. clean-up completed), a revised Property Profile Form is to be completed as appropriate and submitted with the Quarterly Report. Please note in this section if a revised form is attached and indicate the nature of the changes made.

- **Attachments.** Provide a list of the attachments included with the Quarterly Report. Web site links and/or emailed documents may be acceptable alternatives to hard copies. Please check with the EPA Project Officer to verify if this is an agreeable option. Examples of documents to be attached to the Quarterly Report include documents generated with EPA funds, key documents relating to cleanup activities, press releases and coverage, and other voluntary supplemental information such as pictures.

Table 1 Summary of Quarterly Expenses by Task for Report Period _____

Budget Categories	Task 1 (Include Task 1 Title)	Task 2 (Include Task 2 Title)	Task 3 (Include Task 3 Title)	Task 4 (Include Task 4 Title)	Total Quarterly Expenses
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Total Direct Charges					
Indirect Costs					
Total Current Quarterly Expenses					
Cumulative Overall Project Expenses					

Table 2 Summary of Expenses by Category for Report Period _____

Budget Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Balance
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					

Other					
Total Direct Charges					
Indirect Costs					
Total Cumulative Expenses					