**BROWNFIELDS ASSESSMENT**

**COOPERATIVE AGREEMENT**

**QUARTERLY PROGRESS REPORT**

**Cooperative Agreement Number:** *(insert brownfields cooperative agreement number)*

**Reporting Period:** *(insert timeframe)*

**Date Submitted:** *(Reports are due to be submitted within 30 days of the close of each Federal fiscal quarter)*

**Prepared for:**

*(name, office/department, and address of grantee)*

**Prepared by:**

*(name, address, and phone number of person or entity administering the grant)*

**Submitted to:**

|  |  |
| --- | --- |
| Your [Project Officer](http://www.epa.gov/region1/brownfields/contacts.html) EPA New England, Region 1 5 Post Office Square, Suite 100 Mail Code (Go to [Contacts](http://www.epa.gov/region1/brownfields/contacts.html) page to find code) Boston, MA 02109-3912  (Go to [Contacts](http://www.epa.gov/region1/brownfields/contacts.html) page to find email address) |  |

**1. PROJECT PROGRESS**

Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with EPA funds, and will relate EPA-funded activities to the objectives and milestones agreed upon in the grant workplan.

**1.1 Status of Activities During the Reporting Period**

For each task described in the workplan:

**Describe the work ongoing/accomplished during the quarter**

Descriptions should correlate to the activities (tasks, subtasks, objectives, milestones, etc.) agreed upon in the grant workplan.

**Site-specific Outputs/Deliverables**

Include a listing of site-specific products completed during the quarter; include dates. These outputs should align with the outputs in your approved workplan. Examples include:

* sites entered into the inventory
* site eligibility determination for site X
* signed access agreement for site X
* the sampling and analysis plan/quality assurance project plan for site X
* Phase I and/or Phase II investigation reports for site X
* ABCA or other cleanup planning documents for site X
* Community Relations Plan for site X

List other deliverables or work products completed in the reporting period and provide as attachments. The following are examples of attachments:

* list of properties considered for grant activities
* community meeting minutes or summaries
* educational brochures
* newspaper articles about the grant properties or the grant program
* photographs of properties

**Workplan Task 1: Insert Task Name**

Describe the work ongoing/accomplished during the quarter:

Site-specific Outputs/ Deliverables:

**Workplan Task 2: Insert Task Name**

Describe the work ongoing/accomplished during the quarter:

Site-specific Outputs/ Deliverables:

**Workplan Task 3: Insert Task Name**

Describe the work ongoing/accomplished during the quarter:

Site-specific Outputs/ Deliverables:

**Workplan Task 4: Insert Task Name**

Describe the work ongoing/accomplished during the quarter:

Site-specific Outputs/ Deliverables:

**1.1.1 Green and Sustainable Site Assessment Efforts (if any)**

Describe briefly any green and sustainable efforts that have been implemented on any projects funded by this grant. Green and sustainable efforts should be consistent with the goals of EPA Region 1’s Clean and Greener Policy for Contaminated Sites, found at <http://www.epa.gov/region1/brownfields/pdfs/CleanGreenPolicy.pdf>.

EPA would like to have a site-specific comprehensive listing of these efforts, so please carry forward any activities reported during prior reporting periods. The following are examples of ways green and sustainable techniques can be incorporated into a project:

* Minimizing energy consumption by using energy efficient equipment
* Maximizing use of machinery equipped with advanced emission controls
* Using cleaner fuels, such as ultra-low sulfur diesel and/or fuel-grade biodiesel, to power machinery and auxiliary equipment
* Avoiding damage to environmentally sensitive areas when placing trailers and storage areas

**1.2 Modifications to the Workplan and Schedule**

**1.2.1** Include a description of any modifications to the workplan that were approved during the reporting period. Also mention in this section modifications to the workplan that will be proposed in the next reporting period. **If none, please state so**.

Please note that mentioning a proposed modification or item requiring approval in the quarterly progress report does not satisfy the requirement for submitting a request to EPA. *Modifications requiring formal approval include changes to the budget and the approved scope of work. Other items requiring approval, such as selection of grant sites, are identified under the terms and conditions of the cooperative agreement.*

**1.2.2** Please also explain in this section any delays or other problems (if any) encountered during this reporting period for each activity, and describe the corrective measures that are planned. Also mention what kind of assistance (such as training or technical support) is needed to address these problems in the future.

**If none, please state so**.

**1.2.3** Submit a revised schedule if changes have occurred. **If none, please state so**.

**1.3 Resources Leveraged**

Describe the efforts you have made during this quarter to leverage additional funds/resources to support your project(s). Describe how these funds are being used to contribute to the performance and success of your project(s) and the amounts.

This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments.

These efforts should align with the leveraging efforts you proposed in your grant application and match leveraging data reported in ACRES.

**2. PROJECT FUNDS EXPENDED**

**If your assessment grant includes both hazardous substance and petroleum funding, you must have separate budget tables for each funding type.**

**Table 1: Costs incurred by task and object class for the quarter.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task 1**  **(insert task name)** | **Task 2**  **(insert task name)** | **Task 3**  **(insert task name)** | **Task 4**  **(insert task name)** | **Total** |
| **Personnel** |  |  |  |  |  |
| **Fringe Benefits** |  |  |  |  |  |
| **Travel** |  |  |  |  |  |
| **Supplies** |  |  |  |  |  |
| **Contractual** |  |  |  |  |  |
| **Other: Specify** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Table 2**: **Summary of costs incurred for project (reflects funding drawdown from grant).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Object Class** | **Current Approved Budget** | **Costs Incurred This Quarter** | **Cumulative Costs Incurred to Date** | **Total Remaining** |
| **Personnel** |  |  |  |  |
| **Fringe Benefits** |  |  |  |  |
| **Travel** |  |  |  |  |
| **Supplies** |  |  |  |  |
| **Contractual** |  |  |  |  |
| **Other: Specify** |  |  |  |  |
| **Total** |  |  |  |  |

**3. BUDGET AND OVERALL PROJECT STATUS**

Include an estimate of the time and funds needed to complete the activities identified in the approved workplan, comparing that estimate with the time and funds remaining, and provide an explanation for any changes. If overall, the project is expected to be on target, please state so. For example, individual tasks may be behind schedule, but overall, is the project expected to be completed on time and within budget?

**4. PROPERTY-SPECIFIC INFORMATION**

Use this table to track key milestones for each approved site worked on throughout the grant. Begin entering and updating site data in ACRES at the Phase I or greater stage of the project (not at site eligibility). Ensure final deliverable dates are consistent in all reports and in ACRES.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | **Outputs** | | | |
| **Property Name Address** | **Haz/Petro** | **Eligibility Approval Date** | **Phase I -Draft & Final Date** | **QAPP Addenda Approval Date** | **Phase II Report - Draft & Final Date** | **Cleanup Planning - Draft & Final Date** |
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