

Attachment 1: Quarterly Reporting Template:

CAR Name: Cooperative Agreement Number: Quarterly Report Number: Date Submitted:				
Task 1: Project Management and Reporting				
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party	Est. Cost/Time ²
A. Assemble internal team, including technical, financial, managerial. .Establish project schedule.	Team established, agreement written. Schedule developed.	Qtr. 1	PM, team	Travel to Asheville: Flight: \$300 Hotel: \$120/day x 2 night = \$240 Per diem: \$60/day x 3 = \$180 Total: \$620 x 2 people = \$1240 Local site reltd travel: \$0.53/mi = \$500/yr x 3 years = \$1500
B. Prepare bid documents for procuring contractor support.	Bid package complete	Qtr. 1	City Engineer	
C. Select contractor.	Contractor selected	Qtr. 2	PM	
D. Kick-off meeting held (immediately after selection of contractor).	Kick-off meeting complete	Qtr. 2	Team	
E. Grant Project Reporting and Performance Evaluation: a. Quarterly Progress Reports to EPA & State b. ARRA Reporting c. MBE/WBE/ DBE Reporting d. PPF/ACRES Reporting e. Final Grant Reporting	Quarterly Progress Reports (30 days after end of qtr.) DBE reports due semiannually Upon award, cleanup initiation, and cleanup completion Final Rpt (90 days after completion)	Oct, 30, Jan 30, April 30, July 30, Oct, 30 and April 30 TBD 1/30/2012	PM PM PM PM	
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>				

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

² If personnel costs have been approved for the grant, provide detailed estimates of time here. See EPA's link provided in the discussion for examples of the level of detail.

Attachment 1 - continued

CAR Name: Cooperative Agreement Number: Quarterly Report Number: Date Submitted:				
Task 2: Public Involvement				
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ³	Lead Party	Est. Cost/Time ⁴
A. Setup Information Repository for Public Information	Files made publicly available	Qtr. 1	PM, team	
B. Public Meeting to describe cleanup alternatives and allow for public comment.	Meeting Conducted	Qtr. 3	City Engineer/ Contractor	
C. Other means of public notification of ABCA	Radio, TV, flyers, newspaper, etc.	Qtr. 3	PM	
D. Other meetings and updates as needed	Website updates, press releases, etc.	Ongoing	PM	
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>				

Attachment 1 - continued

CAR Name: Cooperative Agreement Number: Quarterly Report Number: Date Submitted:				
Task 3: Cleanup				
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ⁵	Lead Party	Est. Cost/Time ⁶
A. Preliminary Site Data Review and Planning with Regulatory Authorities	Final site report completed.	Qtr. 1	PM, team	
B. ESA and NHPA Documentation gathered (if applicable)	FONSI from regulatory authorities or issues identified	Qtr. 2	PM, contractor	
C. Site Characterization and Corrective Action Plan (ABCA) Development and Public Meeting	Cleanup plans outlined and approved; meeting agenda and attendance or advertisement	Qtr. 3	PM, contractor	
D. QAPP Submittal	QAPP	Qtr. 3	PM, contractor	
E. Cleanup Begins	Entry into ACRES	Qtr. 4	Contractor	
F. Performance Monitoring Complete (1-2 years)	Monitoring Reports	Qtr. 9-13	Contractor	
G. Final Closure Report and Institutional Controls Implemented	Closure Report and Deed Restriction (if required)	Qtr. 10-14	PM, contractor	
H. Cleanup Complete	NFA letter from State, entry into ACRES	Qtr. 15	PM, state authority	

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

Attachment 1 - continued

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation.

Budget Update:					
Expense Category	Current Approved Budget (from workplan)	Costs Incurred to Date	Draws or Reimbursement from EPA (Las Vegas)	Total EPA Funds Remaining	Cost Share
Personnel					
Travel	\$12,000				
Equipment	\$5,000				
Supplies	\$3,000				
Contractual	\$180,000				
Other					
Total	\$200,000				\$40,000

Community Ventures Corporation
Brownfield Cleanup Workplan 2009