EPA Form: 560F24199
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Expiration Date: mm/dd/yyyy (pending approval)

Brownfields Job Training Cooperative Agreement Quarterly Performance Report

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When should I submit a Quarterly Report?

Reports are due to EPA within 30 days of the close of each Federal fiscal quarter. Details are provided below.

Quarter	Reporting Period	Due Date
Quarter 1	Oct 1 - Dec 31	Jan 30
Quarter 2	Jan 1 - Mar 31	Apr 30
Quarter 3	Apr 1 - Jun 30	Jul 30
Quarter 4	Jul 1 - Sep 30	Oct 30

For Example , the "FY2025 Qtr1" Quarterly Report:

- Has a reporting period of October 1, 2024 through December 31, 2024;
- Is available in ACRES on October 1, 2024; and
- Is due on January 30, 2025.

Key

Field auto-populated by ACRES

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Project Progress

1. Cooperative Agreement Recipient Name _____

2. Cooperative Agreement Number _____

3. Project Progress Table

Provide quarterly progress for each task that is specified in your work plan. You may or may not use all the tasks provided in the table.

Approved Tasks	Task Status	Summary of Task Progress this Quarter
Outreach, Recruitment, and Retention		
Instruction/Training		
Program Management		
Placement and Tracking		
[Add Your Own]		

Budget Summary

4. Total Budget Table

Add all expense categories that apply to your CA, as specified in your workplan.

Expense Category	Initial Approved Budget	Current Approved Budget	Costs Incurred this Quarter	Correction for Past QR(s)	Costs Incurred to Date	Total Remaining	Notes
Personnel							
Fringe Benefits							
Travel							
Equipment							
Supplies							
Contractual							
Indirect Costs							
[Add your own]							
Participant Support Costs - Transportation							
Participant Support Costs - Training							
Participant Support Costs - Childcare							
[Participant Support Costs - Add your own]							
Participant Support Cost Total (% of CA Total)							
CA Total	$_____	$_____	$_____	$_____	$_____	$_____	

5. Leveraged Funding (OPTIONAL)

Enter the total amount of funding leveraged for this Fiscal Quarter as a result of grant activities by Project Tasks (Outreach, Recruitment & Retention, Instruction/Training, Program Management, and Placement & Tracking). Capture the total number of non-grant dollars linked and leveraged to support additional, related activities of the grant recipient. To be reportable, there must be a demonstrable link or connection between the EPA-funded activity and the leveraged funding. Funding can occur through direct financial assistance and/or through in-kind services or supplies. Leveraged funding that was committed prior to the award of the EPA grant should not be reported as leveraged since the activity predates the award. In addition, leveraged funding should not be reported in this section until the funding has been committed.

Leveraged Project Funding Source	Project Tasks *(Update Non-EPA Funds Leveraged for Each Task)*				Total this Quarter	Cumulative Total	Notes
	Outreach, Recruitment, & Retention	Instruction/ Training	Program Management	Placement & Tracking			
[Enter Source Name]							
TOTAL NON-EPA FUNDS LEVERAGED:	$_____	$_____	$_____	$_____	$_____	$_____	

5a. Explanation/Justification for Total Leveraged Funding

Provide an explanation of how the amount of funding was derived and, if available, any supporting documentation. For example, if there is a newspaper article, provide the link to the article. If the funding amount is supported by a document that can't be linked (e.g., direct communication with a partner or a factsheet about the project), attach those items to this quarterly performance report.

6. Breakdown of Administrative Costs (OPTIONAL)

Below is the optional table to list all administrative components as a subset of the overall budget table above. If Administrative costs were included in your EPA approved workplan budget, please use the following table to reflect the administrative costs expended this quarter for each budget category.

Expense Category	Admin Costs Incurred this Quarter	Admin Correction for Past QR(s)	Admin Costs Incurred to Date	Notes
Admin Personnel				
Admin Fringe Benefits				
Admin Travel				
Admin Equipment				
Admin Supplies				
Admin Contractual				
Admin Indirect Costs				
[Admin Add your own]				
Admin TOTAL	$_____	$_____	$_____	
Percent of CA TOTAL	_____%	_____%	_____%	

Training Summary

7. Training Facility Location(s)

Training Type	Relevant Location	Street Address	ZIP Code	City	State	Lat/Long	Census Tract of Target Areas

8. Summary Results of the Training Program

Performance Measure	Previous Quarter: *FYXX QX (MMM - MMM YYYY)*	Quarter: *FYXX QX (MMM - MMM*	Cumulative
Number of Training Cohorts Completed			
Name of Cohort(s) Trained *(Optional)*			
Number of Participants Entering Training			
Number of Veterans Entering Training			
Number of Participants Completing Training			
Number of Participants Obtaining Employment			
Number of Individuals Entering Apprenticeships, Partnerships, or other Training Programs			
Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)			
Average Hourly Wage of Participants Obtaining Employment			
Total Funds Leveraged			

9. Training Courses

Course Name	# Participants Last Quarter	# Participants Current Quarter	Cumulative # Participants	Cohort Name(s) Last Quarter	Cohort Name(s) Current Quarter (OPTIONAL)

Subaward Monitoring

A CAR may use subawards to partner with units of government or non-profit organizations provided the subaward complies with EPA's Subaward Policy for EPA Assistance Agreement Recipients. The JT CAR is the "pass-through entity."

Providing Subaward Information

10. Does your workplan and budget include a subaward(s)?

○ Yes ○ No

11. If workplan and budget include subaward, provide progress for each subaward.

SUBAWARD 1:

12. Subrecipient Name: _____

13. Financial and Programmatic Reports Review

Provide a summary of the results of reviews of Financial and Programmatic Reports.

14. Audit Findings and Related Management Decisions

Provide a summary of audit findings and related pass-through entity management decisions, if any.

15. Correcting Deficiencies

Provide a summary of the actions the pass-through entity has taken to correct any deficiencies, such as those specified at 2 CFR § 200.332(e), 2 CFR § 200.208, Specific conditions, and 2 CFR § 200.339, Remedies for Noncompliance.

Overall CA Progress

16. Sufficient Progress

Record all activities, as stated in the CA Terms and Conditions, that have been completed to date to demonstrate significant progress in implementing this CA (include activity and date of completion). Please note that EPA's acceptance of this quarterly report does not convey EPA's concurrence regarding whether the sufficient progress terms and conditions have been satisfied.

17. Corrective Action Information

If sufficient progress has not been met in accordance with the CA's terms and conditions (e.g., within the specified time period), please indicate any corrective action taken and/or reasons for delay.

18. Changes to Project Schedule and Milestones

Please indicate any changes to the project schedule and milestones, including an explanation of any discrepancies from the EPA-approved workplan.

19. Challenges and Delays

Please explain in this section any delays or other problems (if any) encountered (e.g., recruitment delays, staff retention, participant attrition, recruitment and instructor hires, tracking difficulties) during this reporting period for each activity, and describe the corrective measures that are planned.

20. Recruitment, Retention, and Placement Summary

Specify the location from where trainees were recruited, drop out numbers of the training program, and information regarding placement of graduates (i.e., job titles, starting salaries, and names of organizations where graduates were placed).

21. Quarterly Summary

Please briefly provide a narrative summary of the work completed this quarter. Please highlight any work not captured in other areas of this quarterly report template.

22. Activities Anticipated in Next Reporting Period

Describe activities that are being planned for the next reporting period (i.e., recruitment, job placement, special guest speakers, field trips, graduations, etc.).

23. Attachments

Include attachments that pertain to your quarterly report. Acceptable formats include .pdf, .xls or .xlsx. If an item is too large to upload, please email it to your Project Officer.