EPA Form: 560F24197
OMB Control No. 2050-1092
Expiration Date: mm/dd/yyyy (pending approval)

Brownfields Assessment 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
	To change this data, update the Property Profile Form

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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	Funding Source(s) for Task (OPTIONAL)*	Funding Expended this Quarter (OPTIONAL)*	Funding Expended to Date	Task Status	Summary of Task Progress this Quarter
CA Oversight					
Community Involvement					
Site Assessment Activities					
Cleanup & Reuse Planning					
Health Monitoring					
[Add Your Own]					
EPA Funds TOTAL for All Tasks*		$_____	$_____		
Other Leveraged Funding TOTAL for All Tasks:*		$_____	$_____		

***Funding Per Task (*Optional Fields*)**

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							
Construction							
Indirect Costs							
[Add Your Own]							
CA Total	$_____	$_____	$_____	$_____	$_____	$_____	

5. 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	_____%	_____%	_____%	

Property Specific Information

6. Property Association

Provide applicable dates for the top 3 sections (Data Element, Phase I, Quality Assurance & Analysis). Information in bottom 5 sections (Phase II, Supplemental, Cleanup Planning, Site Reuse Planning and Totals) is provided by ACRES. Note that if a cooperative agreement is associated with more than one property, multiple properties can be added per cooperative agreement. In addition, multiple dates can be entered for each item, as needed (e.g., QAPP Addenda Approval Date.)

DATA ELEMENT	PROPERTY 1	PROPERTY 2	PROPERTY 3
Property Name			
ACRES Property ID			
Site Eligibility Submission Date(s)			
Site Eligibility Concurrence Date(s)			
PHASE I			
Phase I Start Date			
Phase I Completion Date			
Phase I Funding Expended			
AAI Checklist Completion Date(s)			
QUALITY ASSURANCE & ANALYSIS			
QEP Services Procured			
Site-Specific QAPP Approval Date(s)			
SAP Approval Date(s)			
QAPP Addenda Approval Date(s)			
Other _____			
PHASE II			
Phase II Start Date			
Phase II Completion Date			
Phase II Funding Expended			
SUPPLEMENTAL			
Supplemental Start Date			
Supplemental Completion Date			
Supplemental Funding Expended			
CLEANUP PLANNING			
Cleanup Planning Start Date			
Cleanup Planning Completion Date			
Cleanup Planning Funding Expended			
SITE REUSE PLANNING			
Site Reuse Planning Start Date			
Site Reuse Planning Completion Date			
Site Reuse Planning Funding Expended			
TOTALS			
Total EPA Funding Expended			
Total Assessment Leveraged Funding			
Total Cleanup Leveraged Funding			
Total Redevelopment Leveraged Funding			

Subaward Monitoring

Providing Subaward Information

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

○ Yes ○ No

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

SUBAWARD 1:

8a. Subrecipient Name: _____

8b. Financial and Programmatic Reports Review

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

8c. Site Visits and/or Desk Reviews

Provide a summary of the findings from site visits and/or desk reviews to ensure effective subrecipient performance.

8d. Environmental Results

Provide a summary of the environmental results the subrecipient achieved.

8e. Audit Findings and Related Management Decisions.

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

8f. 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

9. Summary of Outputs/Outcomes and Accomplishments

Timeline	Assessments	Dollars Leveraged	Jobs Leveraged	Properties RAU
Approved this Quarter				
Approved to Date				

10. 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.

11. 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.

12. 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.

13. Challenges and Delays

Please describe any challenges or delays that were encountered this quarter, and the impact they will have on the final outputs and outcomes of the cooperative agreement.

14. 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.

15. Attachments

Include attachments that pertain to your quarterly report. Acceptable formats include .pdf, .xls or .xlsx. Please email site-specific reports, such as QAPPs, Phase I or II Reports, etc. to your EPA Project Officer.