INSTRUCTIONS FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT QUARTERLY PERFORMANCE REPORT INSTRUCTIONS

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2050-0192) Responses to this collection of information are mandatory (2 CFR 200.328, 2 CFR 200.333, 2 CFR 200.335, 40 CFR 30-31). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.08-2.33 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Overview:

As specified in the cooperative agreement terms and conditions, Assessment cooperative agreement recipients (CARs) must report their cooperative agreement (CA) performance to EPA at least quarterly. This can be done by filling out the electronic version of this form for the Assessment Quarterly Report (QR) within the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database. This Office of Management and Budget (OMB) and Environmental Protection Agency (EPA) approved reporting form (OMB Form 2050-0192), EPA Form 560F24197), serves as the cooperative agreement recipients' Quarterly Performance Report (i.e., Quarterly Reports).

ACRES Reporting is a term and condition and a requirement of a brownfield grant award and funding from EPA.

The Assessment QR is divided into five parts. Reporting in the Assessment QR in ACRES is optional for Assessment cooperative agreement recipients, unless otherwise indicated by their terms and conditions. Additional instructions and definitions for completing this report are provided below. Please contact your EPA Project Officer if you have any questions when completing this report.

When to Submit:

Assessment Quarterly Report: A Quarterly Report must be submitted no more than 30 days after the end of the quarter.

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

How to Submit:
ACRES is available online. Unless required by the recipient's cooperative agreement terms and conditions, ACRES is an optional method for all Assessment cooperative agreement recipients to enter and electronically submit their Assessment QR. Any cooperative agreement recipient who does not plan to utilize the ACRES system for Assessment QR submittal should contact their regional EPA Project Officer about submitting the Assessment QR in hard copy or via e-mail.

To access the Cleanup QR in ACRES, go to your ACRES home page and look for the work card labeled Quarterly Reports. During the reporting period, ACRES will populate the QR that is ready for you to edit and you can access it by clicking on Open Quarterly Reports on that work card.

To Whom to Submit:
Cooperative agreement recipients must submit their Assessment QR to their EPA Project Officer identified in the terms and conditions of the cooperative agreement. When the data is entered online via ACRES, it will automatically be delivered to the EPA Project Officer.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE ASSESSMENT QR

Reporting Dates: Use the following format when asked to enter a date: mm/dd/yyyy.

1. **Cooperative Agreement Recipient Name**. Enter the Cooperative Agreement Recipient Name associated with this QR.

2. **Cooperative Agreement Number**. Enter the associated Cooperative Agreement Number.

PART I – PROJECT PROGRESS

3. Project Progress Table. Describe quarterly progress achieved for each task that is specified in your workplan. You may or may not use all the tasks provided in the table's dropdown menu. The Funding fields in this section are optional, unless required by the EPA region. Confirm requirements with your EPA Project Officer. Optional fields include Funding Source(s) for Task and Funding Expended this Quarter.

- **Approved Tasks.** Select each task specified in your workplan. By choosing "[Add your own]", you can add as many additional tasks as you'd like, with the ability to provide a specific name for each task. You can also use this feature to create subtasks. Note that all task names and their associated task status which you've selected/added will auto-load the next quarter when you prepare your QR.

- **Funding Source(s)for Task (OPTIONAL).** Select EPA or other leveraged funding for each approved task.

- **Funding Expended this Quarter (OPTIONAL).** Enter funding expended this quarter for each funding source and approved task. Note that it will not auto-load from previous QRs.

- **Funding Expended to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Funding Expended this Quarter' fields for each task.

- **Task Status.** Indicate whether the task has not started, is in progress, or is completed.

- **Summary of Task Progress this Quarter.** This field allows you to enter as much information as you'd like about progress achieved this quarter for each task. Note that it will not auto-load from previous QRs.

- **Delete Task (if applicable).** Select "Delete Task" if a corresponding task has been selected and saved in error and is not specified in your workplan. Do not delete tasks for which no progress is being reported in a particular quarter.

PART II- BUDGET SUMMARY

4. Total Budget Table. Add all expense categories that apply to your CA, as specified in your workplan. All selected categories will automatically load in future quarterly reports, although you can always add additional categories, as needed.

- **Expense Category.** From the dropdown, choose all the expense categories in your budget table from your approved workplan. By choosing "[Add your own]", you can add as many additional expense categories as you'd like, with the ability to provide a specific name for each one. Note that all expense categories you've selected/added will auto-load the next quarter when you prepare your QR.

- **Initial Approved Budget.** For each expense category, enter the initial approved budget from your first approved workplan. Note that all initial approved budget amounts you've added will auto-load the next quarter when you prepare your QR.

- **Current Approved Budget.** For each expense category, enter the current approved budget from your latest approved workplan. If you only have one approved workplan, these numbers would be the same as the Initial Approved Budget. Note that all current approved budget amounts you've added will auto-load the next quarter when you prepare your QR, unless/until updated again.

- **Costs Incurred this Quarter.** Enter all costs incurred during the quarter, including Cooperative Agreement (CA) draw-down and any other expenses, for work completed during the quarter.

  If you previously submitted Quarterly Reports (QRs) for this CA outside of ACRES and this is your first QR in ACRES, add all costs incurred from previous quarters, including the current one. Enter that number in the 'Costs Incurred this Quarter' with an explanation of the breakdown in the 'Notes' column (i.e., cost for this quarter versus cost for previous quarters). This will populate the 'Costs Incurred to Date' with the total value spent to date for the CA. For follow-on QRs, you will enter just the number for that quarter in 'Costs Incurred this Quarter' and ACRES will add that to the total 'Costs Incurred to Date'.

- **Correction for Past QR(s).** As needed, enter either a positive or negative number in this field to correct a past QR(s) and then ACRES will automatically update the Costs Incurred to Date, Total Remaining, and Funding/CA Totals. If a number is entered in this column, provide a detailed explanation in the Notes column. Once you make a correction for a past QR, the cumulative totals will be correct going forward, and ACRES will auto-populate $0 for this column the next quarter (i.e., do not re-enter previous corrections that were already addressed in a past QR).

- **Costs Incurred to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Costs Incurred this Quarter' for each expense category.

- **Total Remaining.** This information is populated by ACRES. Total Remaining is Current Approved budget minus Costs Incurred to Date.

- **Notes.** Enter any notes pertaining to a particular row.

- **Action.** This column explains what action you can take on that row (e.g., Edit Row).

5. **Breakdown of Administrative Costs (OPTIONAL).** This is an 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 table to reflect the administrative costs expended this quarter for each budget category. Based on your entries, ACRES will calculate the Percent of both the CA Total Budget and the Quarterly Budget that has been expended on Administrative costs so that you can confirm it meets your cooperative agreement terms and conditions.

   - **Expense Category.** From the dropdown, choose all the Admin expense categories in your budget table from your approved workplan. Again, note that all Admin expense categories you've selected/added will auto-load the next quarter when you prepare your QR.

   - **Admin Costs Incurred this Quarter.** Enter all Administrative costs incurred during the quarter.

   - **Admin Correction for Past QR(s).** As needed, enter either a positive or negative number in this field to correct a past QR(s) and then ACRES will automatically update the Admin Costs Incurred to Date, Admin Total, and Percent of CA Total. If a number is entered in this column, provide a detailed explanation in the Notes column. Once you make a correction for a past QR, the cumulative totals will be correct going forward, and ACRES will auto-populate $0 for this column the next quarter (i.e., do not re-enter previous corrections that were already addressed in a past QR).

   - **Admin Costs Incurred to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Admin Costs Incurred this Quarter' fields for each Admin expense.

   - **Notes.** Enter any notes pertaining to a particular row.

PART III- 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 selected to display per cooperative agreement. In addition, multiple dates can be entered for each item, as needed (e.g., QAPP Addenda Approval Date).

PART IV- 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 Assessment CAR is the "pass-through entity."

7. **Does your workplan and budget include a subaward(s)?** Indicate Yes or No.

8. **If workplan and budget include subaward, provide progress for each subaward, using fields 8a-8f.** Note that you can add as many subawards as needed after you enter and save the Subrecipient Name.

SUBAWARD

8a. Subrecipient Name. Enter the 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.

PART V- OVERALL CA PROGRESS

9. **Summary of Outputs/Outcomes and Accomplishments.** This information is automatically populated by ACRES. The data comes from the information reported for each property associated to the cooperative agreement using the Property Profile Form.

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, along with a statement of activity anticipated during the subsequent reporting period, to include a description of equipment, techniques, and materials to be used or evaluated.

15. **Attachments**. Upload attachments that pertain to your quarterly report. Acceptable formats include .pdf, .xls or .xlsx. Attachments will be viewable in the Previous Quarterly Reports (QRs) column of the Manage QRs page. Please do not upload Quality Assurance documents or site-specific reports, such as Phase I or II Environmental Site Assessment Reports, Cleanup Reports, etc. If an item is too large to upload and submittal is required by the EPA Region, please email it to your Project Officer.

If using ACRES to submit the QR, the final tab is titled “Review & Submit.” This tab provides a summary of all the entries on the previous tabs as well as an area at the bottom to provide Notes

to Reviewer. The Notes to Reviewer will stay in that version of the QR, but will not auto-load in the next quarter's QR. If you need to change other information in this tab, you'll need to make the changes in the previous tab(s) and then the change will automatically show up in the "Review & Submit" tab. When finished, don't forget to click on "Submit for Review."