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**Illinois Environmental Protection Agency  
Municipal Brownfields Redevelopment Grant Program  
Quarterly Report Form**

**A. Grant Information**

Name of Municipality: \_\_\_\_\_ Grant Agreement Date: \_\_\_\_\_

**Quarterly Report #:** \_\_\_\_\_ *(for office use only)*

Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_

Site Remediation Program (SRP) Enrollment Date: \_\_\_\_\_

Copy of SRP Enrollment Application Attached?: Yes No

Final Report?: Yes No *(If yes, then go to Item C. for the Final Report Requirements.)*

**B. Documentation of Grant Activities**

The following information should be included as a brief narrative in an attachment to this form for each quarterly reporting period:

1. The date the site(s) was/were enrolled in the Site Remediation Program and a copy of the enrollment application;
2. A summary of the activities performed during the quarter - including the name(s) of firm(s)/individual(s) performing the work and the date(s) that work was performed;
3. Identification of any personnel changes, either municipal and/or environmental consultant, made to the binding grant agreement *(Note: Such changes cannot be effected without execution of a formal grant amendment)*;
4. Any change in ownership or intended use of the Brownfields site;
5. Any land use changes within the quarter;
6. A summary of the major threshold accomplishments achieved during the quarter *(cross-referenced back to the work plan schedule)*;
7. A description of any significant issues, which developed during the quarter that may alter the original work plan or schedule identified;
8. Any deviations from the grant application work plan schedule;
9. A work schedule projection for the next quarter; and
10. Photographs of activities completed for the quarter.

The summary of activities requested above should be detailed enough to provide adequate documentation/justification for costs invoiced in subsequent reimbursement requests. The documentation must make a showing that 1) the costs in question have been incurred by the grantee; and 2) such costs are consistent with the activities outlined in the binding grant agreement.

### C. Final Report Requirements

The following information should be included as a brief narrative in an attachment to this form for the Final Report to be submitted at the end of the grant term:

1. An all-inclusive summary of how the tasks described in the approved project plan, including original scope of work and all approved amendments, have been fulfilled;
2. An evaluation of whether the projected benefits to the community were realized;
3. An assessment of the overall project, taking into consideration the following:
  - a. What problems were encountered?
  - b. How well did the City communicate with the site owner and the consultant?
  - c. Did the scope of work change over time?
  - d. What would the City recommend to improve the Illinois EPA's administration of the program?
4. A brief description of what will happen next at the site(s) and what the cleanup and redevelopment plans are;
5. A budget summary indicating what areas of the project were over-budgeted and/or under-budgeted;
6. Photographs of the completed project site(s); and
7. A completed Match Funding Certification, on a form provided by the Agency, certifying that the required, local match has been met in accordance with 35 Ill. Admin. Code Sections 885.200(c) and 885.245(b).

If the grantee fails to timely submit quarterly progress reports or a final report, the Agency may impose any of the sanctions set forth in 35 Ill. Admin. Code Part 885 Subpart C.

*All reports should be submitted to The Illinois Environmental Protection Agency, Office of Brownfields Assistance, Bureau of Land #24, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276.*

### D. Signature

#### **Duly Authorized Municipal Official**

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_