

# Quarterly Reports

**Do's and Don'ts**

# Quarterly Reports

Brownfields Tribal Response Program

Quarterly Progress Report: #

Reporting Period: January 1 – March 31, 2014

Submitted on: April 30, 2014

Prepared by:

Preparer's name

Street address

City/town, State Zip-Code

Phone number

Email address

Cooperative Agreement No. RP-\_\_\_\_\_

Project Period: October 1, 2013–September 30, 2014

# Quarterly Reports

- Quarter 1 Summary

- DO: tell a complete story about the general program activities that have occurred.
- DO: list accomplishments, milestones met, and deliverables completed.
- DO: list Issues, delays or problems and their impacts
  - Were these resolved?
  - If they were not resolved, what needs to be done to resolve?
- DO: discuss major activities planned for upcoming quarter.

# Quarterly Reports

- **Don't: use the same narrative each quarter-UPDATE**
- **Don't: assume that the reader knows all the details about your program. The PO is not the only one who reads these reports.**
- **Do include attachments, such as meeting announcements & sign in sheets, meeting notes, copies of assessment reports, etc.**

# Quarterly Reports

- **Status of Tasks**
- **DO provide a description of activities under each task:**
  - Project Management** : managing the cooperative agreement, financial management, quarterly reports
  - Program Enhancement**: building your program, community outreach, public record
  - Site Specific**: Has your PO “okayed” this? Eligibility outline? Is it included in your workplan?
- **DO provide details. We like to know what you are doing!**

# Quarterly Expenditure Report

**DO NOT IGNORE THIS TABLE!!!**

	Task 1	Task 2	Task 3	Total Quarter	Total to Date	Remaining	Budget
Personnel							
Fringe							
Travel							
Training							
Equipment							
Supplies							
Other							
Indirect							
Total							

# Quarterly Reports

- **DO track your budget**
- **It is important to know if you have overspent or underspent your budget!**
- **DON'T wait until the end of the grant to figure this out!**
- **Do provide details about your expenditures for:**
  - travel
  - training
  - equipment
  - contracts

# Why do you have to do this?

- **Secure future funding**
- **Accountability**
- **New TRP staff & New EPA POs**
- **Audits**

