



Illinois Environmental Protection Agency Municipal Brownfields Redevelopment Grant Program

Quarterly Report Form INSTRUCTIONS

ALL INFORMATION REQUESTED ON THE QUARTERLY REPORT FORM MUST BE COMPLETE, AND 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, IN A TIMELY MANNER (WITHIN 30-DAYS AFTER THE END OF THE QUARTER). 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.

A. Grant Information

1. Fill in the name of the municipality
2. Grant Agreement Date
 - i. This is the date on the official signed Grant Agreement
 - ii. This is the trigger date from which the quarterly reporting periods are based (See example below).

(Example) Grant Agreement Date:	May 13, 2001
1 st Quarter Dates:	May 13, 2001 through August 12, 2001
2 nd Quarter Dates:	August 13, 2001 through November 12, 2001
3 rd Quarter Dates:	November 13, 2001 through February 12, 2002
4 th Quarter Dates:	February 13, 2002 through May 12, 2002

3. Reporting period should reflect the Quarter Dates in which the reported activities took place.
4. Indicate the date the site(s) was/were enrolled in the Site Remediation Program.
5. Be sure to include a copy of the Site Remediation Program enrollment application.
6. Indicate whether or not this is the Final Report.

B. Documentation of Grant Activities

1. Be sure to provide everything requested in items 1 through 10 on the Quarterly Report Form in a brief but detailed narrative, and attach to the Quarterly Report Form.
2. Make sure the activities listed in the Quarterly Report provide adequate justification for costs invoiced in subsequent reimbursement requests.
3. Make sure the Quarterly Report adequately documents that costs have been incurred by the grantee.
4. Make sure all costs referenced in the Quarterly Report are consistent with the activities outlined in the binding grant agreement.

C. Final Report Requirements

1. Be sure to provide everything requested in items 1 through 7 on the Quarterly Report Form as specified in the Final Report Requirements section, in a brief but detailed narrative, and attach to the Final Quarterly Report Form.

2. Make sure the activities listed in the Final Quarterly Report provide adequate justification for costs invoiced in the final reimbursement request.
3. Be sure to include 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).

D. Signature

1. Be sure the duly authorized municipal official legibly prints, signs and dates the Quarterly Report Form.
2. Include the title and telephone number with area code for the duly authorized municipal official.
3. 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.