Chickaloon Native Village

Brownfields Tribal Response Program

Cooperative Agreement No. ##-########-#

Project Period: October 1, 202#—September 30, 202#

Quarterly Progress Report (QPR): #

Quarter Period: Mon ##, 202# – Mon ##, 202#

**Submitted on:** DD Mon 202#

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**(Note:** A Supplemental Agreement is in place. This is Year #:#; Q#:#)

**Quarterly Progress Report**

**1. Quarter # Summary**

Month

* X

Month

* X

Month

* X

**2. Modifications to Work Plan or Budget During Quarter #**

We began the Supplemental Agreement process to extend this Cooperative Agreement into a 2-year program. There is a detailed email explaining the reasons for this in the “Misc. Correspondence” section in the deliverables of this report.

1. **Status of Tasks & Activities**

**Task 1: Cooperative Agreement (CAG) Management/Establish and Enhance Four Elements, and Establish and Maintain Public Record:**

**CAG Management**

Month

* X

Month

* X

Month

* X

**Element 1. Timely survey and Inventory:**

Month

* X

Month

* X

Month

* X

**Element 2. Oversight and enforcement authorities or other mechanisms:**

Month

* X

Month

* X

Month

* X

**Element 3. Mechanisms and resources to provide meaningful opportunities for public participation:**

Month

* X

Month

* X

Month

* X

**Element 4. Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete:**

Month

* X

Month

* X

Month

* X

**Public Record—Maintain and update the public record at least annually**

The Public Record was last updated: 25 June 2024

<http://www.chickaloon-nsn.gov/tribal-response-program/>

**Task 2: Site-Specific Work / Other -** N/A

1. **LIST OF DELIVERABLES/OUTPUTS**

|  |  |
| --- | --- |
| **List of deliverables/outputs from work plan provided with this Quarterly Progress Report #** | |
| Quarter | Outputs/Deliverables |
| **Quarter X**  **(Mon-Mon 202X)** | 1. Copy this information directly from the Work Plan. 2. In the “Notes” section below, respond to each number. |

**Notes:**

1. X

As always, if something in this section isn’t clear, or you’d like more detail, please don’t hesitate to contact me.

1. **EXPENDITURE TRACKING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table 3. Expenditures for Quarter # and Final (Cumulative) Balances**  **(This exact table is provided by Garnet Robertson in Accounting.)** | | | | | | |
| Total Budget | | FOR QUARTER 3 | | | CUMULATIVE | |
| TASK 1: CAG Mgmt/Four Elements/Public Record | TASK 2: Site-Specific Work | Total spent (Quarter) | Total spent (year to date) | Remaining |
| Personnel | $ 67,230.00 | $ 15,167.09 |  | $15,167.09 | $ 42,856.55 | $ 24,373.45 |
| Fringe | $ 24,471.00 | $ 5,728.38 |  | $ 5,728.38 | $ 15,973.70 | $ 8,497.30 |
| Travel | $ 4,113.00 | $ - |  | $ - | $ 48.00 | $ 4,065.00 |
| Equipment | $ - | $ - |  | $ - | $ - | $ - |
| Supplies | $ 968.00 | $ 159.00 |  | $ 159.00 | $ 399.00 | $ 569.00 |
| Contractual | $ 90,180.00 | $ - |  | $ - | $ - | $ 90,180.00 |
| Other | $ 5,820 | $ 73.62 |  | $ 73.62 | $ 1,723.36 | $ 4,096.64 |
| Indirect | $ 36,659.00 | $ 6,118.69 |  | $ 6,118.69 | $ 17,665.77 | $ 18,993.23 |
| Total | $229,441.00 | $ 27,246.78 | $ - | $27,246.78 | $ 78,666.38 | $ 150,774.62 |

**\* Supplies/equipment purchased:**

1. X

**\*\*Other:**

1. X

**Quarterly Progress Report**

**Quarter #: Deliverables**

6. Monthly Work Logs (Mon, Mon, Mon 202#)

The following explains how each monthly work log is arranged.

Each monthly work log begins with the following sections:

1. Summary: A summary of my work done during the month. This section is copied and pasted into the above section of the QPR.
2. Purchasing: Supplies/equipment purchased during the month.
3. Look Ahead: My running to-do list to keep me focused with each new month.

The next section shows where all the work I did over the course of the month fits within General Management Activities, the Four Elements, and the Public Record. This section is populated directly from the daily work log at the end.

1. General Cooperative Agreement Management Activities
2. Element 1
3. Element 2
4. Element 3
5. Element 4
6. Public Record

The final section in the work log is the daily recordings of work for each month.

Deliverables

The next sections are for the deliverables for each work activity during the month.

These sections are separated by a cover page with the following headings:

1. Trip Reports
2. Outreach Materials
3. Meetings/Webinars
4. Land Use Committee (LUC) Letters
5. TRP Manual Updates/Edits
6. Misc. Correspondence
7. Other (i.e. Quarter 2/4 Success Story, Certificates, etc.)

7. Trip Reports

Note: Write anything here you feel is necessary to explain to a Project Officer. Maybe you got sick and didn’t do as much this quarter. Maybe a project totally consumed your work time.

Month

* X

Month

* X

Month

* X

8. Outreach Materials

Note: Write anything here you feel is necessary to explain to a Project Officer. Maybe you got sick and didn’t do as much this quarter. Maybe a project totally consumed your work time.

9. Meetings/Webinars

Month

* X

Month

* X

Month

* X

10. Land Use Committee

11. TRP Manual Updates/Edits

Month

* X

Month

* X

Month

* X

12. Misc. Correspondence

Month

* X

Month

* X

Month

* X

13. Other

* Certificate: