

US EPA ARCHIVE DOCUMENT

Illinois Environmental Protection Agency ERP Project
Quarterly Progress Report

Reporting Period: July 1, 2008 – September 30, 2007
Report Due Date: October 15, 2008

Overall Project Period: June 15, 2006 – November 10, 2009
Grant #: PI 96548101

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Part 1 – Synopsis of Accomplishments

During this period, the process of entering information from approximately 150 returned questionnaires into the database began and was completed. A grant extension from USEPA was requested in August and was approved.

Part 2 – Narrative Discussion

During this and the preceding period, the completed questionnaires began to arrive from the 676 questionnaire packets mailed to facilities located in Madison and Grundy counties in Illinois. By the end of July, 146 completed questionnaires had been mailed back to our office. In addition, a total of 69 questionnaire packets were returned by the post office as undeliverable. This indicates 607 packets were delivered and of those 607 recipients, 24% chose to complete & return the questionnaires. From indications received from other offices, any response greater than 10% is considered to be very good. Obviously, 76% of the 607 recipients chose not to complete the forms.

At about the mid-point of this reporting period, there were a few minor glitches with the database in how it accepted data entry. This problem was reported to the contractor and through file sharing, the database was corrected by the contractor and e-mailed back to the State of Illinois E.P.A.

On August 5, 2008, the State of Illinois E.P.A. requested a grant extension from the US EPA. This extension would run until November 2009. This extension was approved.

By early September, the information from the questionnaires had been entered into the data base. Upon completion of this task, the question arose as to the quality assurance section of the entry sheet. The contractor informed the project manager that the data had to be QA'd by a party independent of the party who had entered the data. This set about a chain reaction as to how to go about completing this element of the

work which was required in the Quality Assurance Project Plan (QAPP). This office was limited in available personnel to be able to conduct this work and it was proposed to conduct a 10 to 20 percent data validation. After discussion with USEPA, it was determined the data validation could indeed be conducted by the same person who had entered the data. By the end of September, this task was underway and expected to be completed before the end of October.

Part 3 – Financial Report

Grant drawdown of the \$100,000 is shown below. For July and August, there was a fed share drawdown of \$16,419. Therefore, the balance remaining of this grant is \$58,459. Figures for September were not available at the time of this report, but will be available in November.

Projected next quarter drawdown is expected to be approximately \$10,700 with the end of quarter projected balance of \$47,759. This includes the projected costs for September.

	July-08	August-08	September-08
Personal Services	361.50	1,705.10	Available Nov 08
Fringes	157.89	730.80	Available Nov 08
Contractual		17,450.00	
Indirect	<u>190.72</u>	<u>894.46</u>	<hr/>
Total	710.11	20,780.36	\$21,490.47
			\$16,418.72 <i>Fed Share</i>
			\$5071.75 <i>State Share</i>