

US EPA ARCHIVE DOCUMENT

Illinois Environmental Protection Agency ERP Project
Quarterly Progress Report

Reporting Period: April 1, 2008 – June 30, 2007
Report Due Date: July 15, 2008

Overall Project Period: June 15, 2006 – August 31, 2008
Grant #: PI 96548101

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Part 1 – Synopsis of Accomplishments

Finalized mailing list, duplicated questionnaires and mailing packets, mailed approximately 750 packets. Began receiving completed questionnaires. A new schedule was worked out with the contractor (Cadmus).

Part 2 – Narrative Discussion

With the data base completed, some final touches were placed on the questionnaire and mailing materials. These were then sent to our print shop for photocopying around the first week of June. Once duplication was completed, approximately 750 questionnaire packets were assembled by our clerical unit and mailed. Prior to duplication, a target date of June 23rd was set as a deadline for having all packets mailed, but our clerical unit had all packets in the mail by June 16th. The completed questionnaires began to arrive in our office around the week of June 23rd and continued to arrive throughout the remainder of the reporting period. As the materials arrived in our office, the completed questionnaires were consolidated. However, around 10% of the mailed packets were returned as undeliverable, mainly due to inaccurate addresses.

On June 10th, Illinois and the contractor proposed a new schedule for the project with a projected completion date for the project of Nov 9, 2009.

Part 3 – Financial Report

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