

US EPA ARCHIVE DOCUMENT

Illinois Environmental Protection Agency ERP Project  
Quarterly Progress Report

Reporting Period: January 1, 2008 – March 31, 2008  
Report Due Date: April 15, 2008

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

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### **Part 1 – Synopsis of Accomplishments**

Back logged quarterly reporting requirements were fulfilled. Fielded identical inquiries regarding the grant drawdown from both the EPA Region 5 Project Officer and the EPA National Center for Environmental Innovation (EPA's National Program Office for the State Innovation Grant Program). In addition, ground-truthing of name/address anomalies in the data base was completed toward the end of the reporting period for this quarter. This was originally scheduled to be completed by Jan 29, but the complexity of the task proved to be a daunting obstacle to overcome consuming weeks in the process. All projected tasks have now fallen behind schedule. A new schedule will be worked out with the contractor (Cadmus) along with a contract extension. This information will appear in the next quarterly report.

### **Part 2 – Narrative Discussion**

Around the mid-point of the quarter, I was contacted by USEPA regarding two missing quarterly reports for the last 6 month period. When I took over this project, no communication was given by the former project manager that quarterly reports were required. Upon receiving the notification from USEPA I produced two reports for the following periods: 7/1/07 to 9/30/07 and for 10/1/07 to 12/31/07. These reports were submitted on Feb 28, 2008. Comments from USEPA on those reports were received on Mar 28, 2008.

Identical inquiries for additional information were received from EPA Region 5 and NCEI after my reports were submitted. These requests were for information as to the status of the ERP grant, when and how it would be spent and further requested the grant be returned if it was not being utilized. Each inquiry was responded to.

Ground-truthing of anomalies in the data base was completed toward the end of the reporting period for this quarter. Of the over 700 facilities in this universe of facilities spreadsheet, approximately 150 had to be contacted to confirm various aspects of name, address, etc. This was a time consuming exercise involving telephoning the facility if a number was available, or tracking down the correct number via information

and online resources. As a result of this exercise approximately 75% of the anomalies were able to be eliminated from the database making our data set more accurate and reliable.

The project is now at the point of consolidating information in the database and preparing to produce the materials (survey, etc) to be mailed to each facility. This is on track to occur this coming quarter. In summary, the certification materials will be printed (this task was scheduled for 5 Feb), and then mailed a week later (12 Feb) with the completed questionnaires due back to the agency approximately one month later (18 Mar).

Additionally, delays in this project will necessitate an extension of the supporting contractor's (Cadmus) contract after the present extension of Jun 30. An extension of approximately 2 to 3 months is expected

### **Part 3 – Financial Report**

This section has been removed as confidential business information by EPA.