

US EPA ARCHIVE DOCUMENT

1. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Recipients subject to 40 CFR Part 31 (other than recipients of State or Tribal Program grants under 40 CFR Parts 35 Subparts A or B)

Performance Reports

The recipient shall submit, to the EPA Project Officer and the Director of the State Innovations Grant program, **quarterly** performance reports (preferably electronic copies), therefore, the first quarterly report would be due December 30 and then every quarter thereafter for the duration of the grant period. In accordance with 40 CFR §31.40(f), the recipient agrees to include in performance reports submitted under this agreement brief information on each of the following areas:

- 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
- 2) reasons why anticipated outputs/outcomes were not met as well as whether the recipient anticipates any problems meeting outputs/outcomes in the upcoming quarter;
- 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs, as well as a projection of whether they are still operating within budget.

In accordance with 40 CFR §31.40(f), the recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

Final Performance Report

The recipient agrees to submit two copies of the Final Performance Report to the EPA Project Officer and the Director of the State Innovations Grant program. The Final Project Report is due within 90 days after the end of the budget/project period. The report will include any agreed-upon work-product(s) resulting from the project and the following:

- 1) an abstract or overview of the project including completed workplan activities;
- 2) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
- 3) reasons why anticipated outputs/outcomes were not met;
- 4) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- 5) the methods to be used to effectively disseminate project information and/or continue the benefits of this project (although the project itself may not be continuing);
- 6) materials generated in connection with project activities (e.g., workshop announcements, newspaper/newsletter announcements, articles or releases, press packets, pamphlets, etc.).

2. PROJECT EVALUATION

As a term and condition of this award, EPA will require the recipient to collaborate with EPA and its contractors to design and conduct a project evaluation as EPA's resources are available. This collaboration will take the form of interviews and document reviews to gather information.

3. EPA INVOLVEMENT IN COOPERATIVE AGREEMENT

EPA will be substantially involved in this cooperative agreement through its extensive detailed planning, collaborative participation, and joint operational involvement will be conducted on a regular basis between the EPA Region Project Officer, Regional technical staff, and the recipient's Project Manager.

4. QUALITY ASSURANCE PROJECT PLAN (QAPP)

Within 45 days of receipt of this agreement, the recipient will submit to the EPA Project Officer (PO) a Quality Assurance Project Plan (QAPP). The PO will review the QAPP to insure that it meets programmatic needs and to insure that all of the required elements of the QAPP are included. Once approved by the PO, the QAPP is forwarded to the EPA QA staff for their review and approval. Guidance for developing a QAPP in compliance with EPA requirements can be found at www.epa.gov. No sampling/monitoring activities may be conducted until the QAPP has been reviewed and approved by EPA.