

# YOUR QUARTERLY REPORT

EXAMPLE - GAP Quarterly Report Template (before entering into GAP OnLine)

QUARTERLY REPORT	
	<i>Is this contact information new? Yes X No</i>
Recipient Name	Community Tribe
Recipient Environmental Contact	_____, Title
Recipient Phone Number	(907) ____ - ____
Grant Name	Indian Environmental General Assistance Program (GAP)
Grant Number and Project Period	GA-00J00000 Project Period October 1, 2014 – September 30, 2015
Reporting Quarter/Dates	Quarter 1: October 1, 2014 to December 31, 2014 (Update this information)
EPA's Project Officer Name and Address	_____, Tribal Coordinator U.S. Environmental Protection Agency Alaska Operations Office 222 West 7 <sup>th</sup> Avenue, #19 Anchorage, AK 99513

Comparison of Amount Budgeted vs Amount Spent	
<i>Please describe how much you budgeted versus how much money you actually need to complete activities</i>	
Total Grant Amount Awarded:	Amount Spent:
Funds Necessary to Complete this Project:	Unexpended Funds Remaining in the Grant:
Funds Requested from EPA to Date:	Amount & Date of Last Request for Reimbursement/Advance Payment:
Additional Information	
Issues you need the EPA Project Officer to respond to quickly:	

**Your GAP Component (project)**

## Activity Report Summary

### Component 1: Conduct a community environmental assessment to prioritize environmental issues

COMMITMENTS	Progress Status (Check one)	Status Comment (any problems encountered)	Work Accomplished	Outputs (Deliverables that will be attached to your quarterly report)
<b>Commitment 1.1.</b> Tribe will develop a flier and hand in local businesses to solicit residents who are interested in being a part of an environmental committee. Targeted Completion Date: October 30, 2014	<input type="checkbox"/> On schedule <input type="checkbox"/> Behind <input type="checkbox"/> Schedule Ahead of <input type="checkbox"/> Schedule <input type="checkbox"/> Work not yet scheduled <input checked="" type="checkbox"/> Completed	Commitment Complete	Q1. Environmental staff developed a flier announcement requesting interested residents to join the environmental committee. Fliers were posted at the general store, post office, tribal office, city office, school and clinic. 10 residents responded to the flier with interest in joining the environmental committee.	Q1_1.1 Environmental committee announcement flier Q1_1.1 List of interested residents
<b>Commitment 1.2.</b> People interested in joining will be contacted and given more information. We will talk to people in person if more people are needed. Targeted Completion Date: March 31, 2015	<input checked="" type="checkbox"/> On schedule <input type="checkbox"/> Behind <input type="checkbox"/> Schedule Ahead of <input type="checkbox"/> Schedule <input type="checkbox"/> Work not yet scheduled <input type="checkbox"/> Completed	No issues with the commitment. Several residents expressed interest and a few decided not to join after more information was given.	Q1. Staff contacted each person individually to discuss and answer any questions. The environmental planning committee was formed with 6 residents joining the Environmental staff. The first environmental committee meeting will be held on April 15, 2015.	Q1_1.2 List of environmental committee
<b>Commitment 1.3.</b> Hold environmental committee meetings once a month to determine local issues. Targeted completion Date: September 30, 2015	<input checked="" type="checkbox"/> On schedule <input type="checkbox"/> Behind <input type="checkbox"/> Schedule Ahead of <input type="checkbox"/> Schedule <input type="checkbox"/> Work not yet scheduled <input type="checkbox"/> Completed	No issues with the commitment.	Q1. The first environmental committee meeting will be held on April 15, 2015. The meeting agenda was given to all committee members. During the meeting notes will be taken and distributed to committee members for review.	Q1_1.3 April Meeting Agenda

**Your GAP Commitments (tasks)**

<p><b>Commitment 1.4.</b> Issues will be prioritized by committee. Solutions and resources will be identified.</p> <p>Targeted completion Date: September 30, 2015</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On schedule</li> <li><input type="checkbox"/> Behind</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Ahead of</li> <li><input type="checkbox"/> Schedule</li> <li><input checked="" type="checkbox"/> Work not yet scheduled</li> <li><input type="checkbox"/> Completed</li> </ul>	<p>No issues with the commitment.</p>	<p>Q1. Environmental committee will be identifying and prioritizing issues during the committee meetings. The first meeting will be held on April 15, 2015. Solutions and resources will also be identified during future environmental committee meetings.</p>	
--	--	---------------------------------------	---	--

**Component 2: Develop EPA-Tribal Environmental Plan**

COMMITMENTS	Progress Status	Status Comment (any problems encountered)	Work Accomplished	Outputs (Deliverables that will be attached to your quarterly report)
<p><b>Commitment 2.1.</b> IGAP Staff and Tribal Administrator will attend training to learn how to develop and environmental plan.</p> <p>Targeted Completion Date: October 31, 2014</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On schedule</li> <li><input checked="" type="checkbox"/> Behind</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Ahead of</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Work not yet scheduled</li> <li><input type="checkbox"/> Completed</li> </ul>	<p>IGAP Staff could not identify available training by targeted completion date.</p>	<p>Q1. IGAP staff could not find any available environmental planning training to attend by the end of the first quarter. However staff did find training available during the second quarter. Environmental program staff and the tribal administrator will attend the training. The tribe did not have an established trip report for training and conferences attended by the Tribal Council and Staff. The IGAP staff worked with the Tribal Administrator to develop a trip report template and process. The tribal council is reviewing.</p>	<p>Q1_2.1 Draft trip report process</p>
<p><b>Commitment 2.2.</b> IGAP Staff will review the environmental assessment to determine if other information is needed to be gathered to include in the plan. Additional research will be added if necessary.</p> <p>Targeted Completion Date: March 31, 2015</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On schedule</li> <li><input type="checkbox"/> Behind</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Ahead of</li> <li><input type="checkbox"/> Schedule</li> <li><input checked="" type="checkbox"/> Work not yet scheduled</li> <li><input type="checkbox"/> Completed</li> </ul>	<p>Work is scheduled for the 2<sup>nd</sup> quarter.</p>	<p>Q1. The first environmental committee meeting will be in April 2015. During the meeting the committee will identify issues so include in the environmental assessment.</p>	
<p><b>Commitment 2.3.</b> IGAP Staff will begin to develop the environmental plan.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On schedule</li> <li><input type="checkbox"/> Behind</li> <li><input type="checkbox"/> Schedule</li> <li><input checked="" type="checkbox"/> Ahead of</li> <li><input type="checkbox"/> Schedule</li> </ul>	<p>IGAP Staff has not attended training but has started researching</p>	<p>Q1. IGAP staff has been researching environmental plan development and has found several available resources online that will help the tribal staff and committee when we begin</p>	

<p>Targeted completion Date: June 30, 2015</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work not yet scheduled</li> <li><input type="checkbox"/> Completed</li> </ul>	<p>planning processes.</p>	<p>developing our draft plan.</p>	
<p><b>Commitment 2.4.</b> IGAP Staff will present draft to the tribal council for approval. Once approved, Staff will review with EPA Project Officer. Revisions will be made if necessary and plan will be finalized.</p> <p>Targeted completion Date: September 30, 2015</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On schedule</li> <li><input type="checkbox"/> Behind</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Ahead of</li> <li><input type="checkbox"/> Schedule</li> <li><input checked="" type="checkbox"/> Work not yet scheduled</li> <li><input type="checkbox"/> Completed</li> </ul>	<p>No issues with the task. Work has not been started this quarter.</p>	<p>Q1. IGAP staff has not started work on this task in the first quarter. Work is schedule to start and be completed towards the end of the FY.</p>	