

Section 9: Blank Worksheets and Other Tools

This section includes copies of the worksheets and other tools included as samples in other parts of this manual to help you with reporting and requesting payment for your TAG. (Blank official forms are provided in Section 8).

Blank worksheets and templates included are:

- Monthly Cost-Tracking Ledger
- Monthly Record of Matching Share Contributions—Non-federal Cash Expenditures Worksheet
- Monthly Record of Matching Share Contributions—In-kind Contributions Worksheet (for volunteered services and donated goods or services)
- Summary of Outlays To Date Worksheet
- Quarterly Progress Report Template

MONTHLY COST-TRACKING LEDGER

TAG Group _____

Month/Year _____

Date	Description	Amount**	Paid (✓)	Matching (✓)	MBE/ WBE (✓)	Receipt #

TOTAL OUTLAYS FOR THE MONTH: _____

**Attach Receipts

NON-FEDERAL CASH EXPENDITURES WORKSHEET

Month/Year: _____

TAG Group: _____

Receipt #	Vendor	Description	Amount**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
Total Non-federal Cash Expenditures			\$

****Attach Copies of Receipts**

IN-KIND CONTRIBUTIONS WORKSHEET

Month/Year: _____

TAG Group: _____

Date	Description	Hours/ Quantity	x Rate	= Amount**
Total In-kind Contributions				

**Attach Documentation

SUMMARY OF OUTLAYS TO DATE

TAG Group: _____

Month/Year	Monthly Outlays	Cumulative Outlays	Federal Payments Requested During the Month	Federal Payments Received During the Month	EPA Adjustments to Payments Requested**
	\$	\$	\$	\$	\$

**Explain any costs disallowed by EPA: _____

QUARTERLY PROGRESS REPORT

Name of TAG Group

Report Number:

Date:

Report Period:

Site:

TAG Recipient:

Recipient Group Representative:

Technical Advisor:

Progress Achieved:

Materials Produced this Quarter:

Progress Toward Environmental Results Outputs and Outcomes:

Output (<i>activity or material produced</i>)	Outcomes (<i>result of effect of output</i>)

Name of TAG Group

Report Number:

Report Period:

Quarterly Report (cont)

Date:

Difficulties Encountered:

Activity Anticipated in Next Quarter:

Attachments: