

**CHAPTER 75-7 REPORTING REQUIREMENTS FOR ACTIVITIES FUNDED THROUGH THE ENVIRONMENTAL STEERING COMMITTEE**

75-7.1 Scope ..... 1  
75-7.2 Purpose ..... 1  
75-7.3 Requirements ..... 1  
75-7.4 Responsibilities ..... 3

**75-7.1 Scope**

This chapter provides guidelines for preparing project reports for activities using funds administered by the Environmental Steering Committee (ESC).

For the purposes of this Chapter, the word "project" shall be used to mean any scope of work funded through the ESC. Also, the word "Recipient" shall be used to mean IHS Area Office, a tribe, group of tribes, or tribal organization allocated funds administered by the ESC.

These reports are required only for completed activities. Written interim and/or progress reports are not required. However, e-mail or verbal updates may be periodically required.

**75-7.2 Purpose**

This chapter provides content requirements for an abbreviated report for projects that have received funds through the ESC.

The reports provide a back check to assure the funds are administered in a prudent manner and provide a record of accomplishments.

**75-7.3 Requirements**

Reports shall be prepared for all projects that are partially or fully funded with funds administered by the ESC.

The body of the report must include:

- An introduction to provide a brief description of the project;
- A list and brief description of steps taken to complete the project;
- Evidence project objectives were met;

---

OFFICE OF ENVIRONMENTAL HEALTH AND ENGINEERING TECHNICAL HANDBOOK  
INDIAN HEALTH SERVICE  
VOLUME VI - FACILITIES ENGINEERING  
**PART 75 - ENVIRONMENTAL STEERING COMMITTEE AND RELATED ACTIVITIES**

---

- Description of any continued administrative controls and/or monitoring programs required including parties responsible for compliance.

The report must clearly specify what was done and the final amounts (by Fiscal Year) of each fund type used - see following table for an example:

Environmental Remediation Funds:	
FY _____	\$ _____
FY _____	\$ _____
Demolition Funds:	
FY _____	\$ _____
FY _____	\$ _____
Sustainability Funds:	
FY _____	\$ _____
FY _____	\$ _____
Other Funds (identify type):	
FY _____	\$ _____
FY _____	\$ _____
Total \$ _____	

Modifications in format may be needed to accommodate unique characteristics of projects, e.g., project phases, etc. The report shall NOT include volumes of test and lab results, copies of envelopes, etc. and generally should not exceed four (4) pages including the cover and signature pages.

Reports are required for all projects funded through the ESC beginning in July 2006. Further funding will not be awarded to recipients in an Area by the ESC until reports have been received for completed projects funded after this date.

For projects submitted for reimbursement (after the fact), the report should be submitted together with the PSD/PJD/memo. Reimbursement requests will not be accepted more than 180 days after project completion.

For projects that require continuous or periodic monitoring, the report should be submitted after completing all activities other than required monitoring. An amended report should be submitted after completion of all activities stating results, status, etc.

#### **75-7.4 Responsibilities**

The recipient receiving the funds shall be held accountable for preparing a report of the completed project. However, the Area Office, as the Federal agent distributing the funds, is responsible for preparing and submitting an electronic copy of the completed report to the Recording Secretary of the ESC. All reports shall be signed by the Area Facility Manager and Area OEHE Director.

Reports will be presented at the next regular ESC meeting following the submission of the report.