**ASSESSMENT WORKPLAN**

***(Insert Name of Recipient)***

**Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement**

***(Insert Dates of Period of Performance)***

1. **GOAL 3: Cleaning Up communities and Advancing Sustainable Development**

**Objective 3.1 Promote Sustainable and Livable Communities**

**CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants**

**OBJECTIVE:** (*Insert a description (2-3 paragraphs) of the objectives and plans for the project work to be conducted under your Brownfields assessment grant. Utilize language from the Project Description criterion in your proposal.* )

***Example:*** The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The *City of Anywhere*, USA, as a general *purpose unit of local government*, was selected for Assessment funding in the FY 2014 competition.

Our *city’s ABC area* has been in economic and physical decline for the past *20* years, with the possibility of lingering contamination from former commercial operations such as *XYZ*. Assessing the ownership status and condition of properties in this area will aid the redevelopment of this area in accordance with the *City Master Plan*, and bring about a higher use that is more beneficial to the community. The goals of the project to be funded by this cooperative agreement is to *develop an inventory of brownfield properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner, and further action needs will be determined in order to facilitate the properties’ redevelopment. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, area- wide planning and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (# Phase Is, #Phase IIs), preparing site sampling plans, conducting cleanup/reuse planning, and enrolling appropriate sites in the State Voluntary Cleanup Program (VCP), to determine whether further assessment, cleanup, or no action is required before redevelopment can occur.*

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the *City Project Manager*, assisted *by the Finance Department Manager* and the *City Attorney*, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

1. **FUNDING: $XXX,XXX Hazardous Substances; $XXX,XXX Petroleum**
2. **BUDGET**

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a). (Use amounts from proposal. Submit two budgets if you receive both hazardous substances and petroleum funding.)For each Task which includes costs other than “Contractual”, indicate how the estimate was calculated in the Budget Detail Attachment (Attachment 1).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Task 1  (insert task name) | Task 2  (insert task name) | Task 3  (insert task name) | Task 4  (insert task name) | Total |
| Personnel |  |  |  |  |  |
| Fringe Benefits |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Equipment\* |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Contractual |  |  |  |  |  |
| Other: Specify |  |  |  |  |  |
| Total |  |  |  |  |  |

\* EPA defines equipment as items that cost $5000 or more. Items costing less than $5000 are considered supplies.

**4. WORKPLAN TASKS**

*The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected outputs (activities and deliverables), and the projected outcomes (environmental improvements and results). Utilize task activities described in your proposal.* ***Edit chart as necessary****. Tasks are identified as examples, add or delete as appropriate for your project.*

**Task 1: Cooperative Agreement Oversight (*Utilize task descriptions from proposal*.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task 1 - Cooperative Agreement Oversight**  **Subtasks (Commitments)** | **Anticipated Outputs**  **(projected activities, deliverables, reports) and Anticipated Outcomes**  **(projected results, effects, improvements)** | **Anticipated Accomplishment**  **Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| Obtain QEP and legal services (if necessary):  * Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) * Conduct annual performance evaluations on QEP * Obtain legal services for title searches, regulation interpretations, etc. | Outputs:   * RFP/RFQ; documentation of meeting of open competition; contract for scope of services * Performance evaluation reports, and applicable corrective actions   Outcomes:   * High quality products and services to meet project needs * Maintain a high level of work effort | Month/Year or Ongoing |  |
| Reporting:Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting periodEnter site data in ACRESPrepare final report and grant closeout material | Outputs:   * Quarterly reports and other forms; updated ACRES database; final report and closeout forms   Outcomes:   * Regular communication of project status and next steps; current database for congressional reporting | 1/30/16  Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur |  |
| Records:  * Maintain grant files * Maintain site project files * Maintain financial records | Outputs:   * Accurate and complete files suitable for   audit purposes  Outcomes:   * High quality project records reflective   of the work performed | Continuously throughout grant period |  |
| Requests for Reimbursements or Advances | Outputs:   * Forms submitted to Las Vegas for payment   Outcomes:   * Reduce unliquidated obligations | Continuously throughout grant period |  |
| Training:  * Attend EPA Brownfields Conferences and other related workshops | Outputs:   * Attend Brownfields conference   Outcomes:   * Improve Brownfields knowledge and expand networking opportunities | 2015 |  |
| Etc. |  |  |  |

**EXAMPLE Task 2: Community Engagement – OR - Insert Task Name**

| **Task 2 – Insert Task Name Subtasks (Commitments)** | **Anticipated Outputs**  **(projected activities, deliverables, reports) and Anticipated Outcomes**  **(projected results, effects, improvements)** | **Anticipated Accomplishment**  **Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| --- | --- | --- | --- |
| Establish Brownfields steering committee  * Ensure that commitments made by CBOs in proposal are implemented. | Outputs:   * Bi-monthly meetings, meeting agendas,   attendance lists and meeting notes  Commitments from CBOs  Outcomes:   * An active and motivated workgroup   driving Brownfields initiatives |  |  |
| Develop Marketing Materials:Create brochure targeting private & public property owners, lenders and developersCreate FAQ fact sheetUpdate website | Outputs:   * # Color brochures; # FAQ insert(s); 1 easy to navigate and attractive website   Outcomes:   * Up-to-date marketing tools to promote   project work and disseminate information |  |  |
| **Implement outreach strategy in target areas:**   * Meet w/ local community organizations and/or attend local town selectman meetings * Publish program info in local papers and post notices in town halls & community centers | Outputs:   * Give BF presentations at # meetings,   minimum   * # round of ads/postings in local target   areas  Outcomes:   * Improve community knowledge on BF   issues and identify potential BF sites |  |  |
| **Hold local public meeting on Phase II sites:**   * Discuss Phase II results, and potential cleanup and redevelopment plans | Outputs:   * Minimum # local public meeting,   presentation materials, attendance list  Outcomes:   * Encourage public participation and support of BF project(s) going forward |  |  |
| **Etc.** |  |  |  |

**EXAMPLE Task 3: Site Inventory Expansion & Selection – OR - Insert Task Name**

| **Task 3 - Insert Task Name Subtasks (Commitments)** | **Anticipated Outputs**  **(projected activities, deliverables, reports) and Anticipated Outcomes**  **(projected results, effects, improvements)** | **Anticipated Accomplishment**  **Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| --- | --- | --- | --- |
| **Site inventory:**   * Gather recognized and potential brownfields sites in target areas * Enter sites on GIS mapping tool | Outputs:   * GIS map of potential BF sites   Outcomes:   * Graphical capturing of BF sites for   planning and marketing work |  |  |
| **Site prioritization and eligibility determination:**   * Convene steering committee meeting torank and prioritize sites * Choose initial sites for Phase I investigation * Evaluate site access issues * For each selected site, provide site eligibility information to EPA (or state) for review * Obtain EPA (or state) approval for Phase I | Outputs:   * Planning meetings; # eligible sites   identified in initial inventory search   * Estimate # additional eligible sites   identified during remainder of grant  Outcomes:   * # brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) |  |  |
| **Area-Wide Planning:**   * Identify a brownfield-impacted area (neighborhood, district, city block, etc.) * Develop strategies for the reuse of existing infrastructure in the area | Outputs:   * Produce an area-wide plan for the   brownfield impacted area   * Create a set of area-wide strategies for   assessment, cleanup and reuse measures  Outcomes:   * Future uses of at least # properties in   the area wide plan have been identified   * Next steps to implement the plan have   been identified |  |  |
| **Phase I investigations:**   * Conduct planning meeting with QEP to discuss approved sites * QEP obtains access agreement and performs Phase I investigation * QEP submits draft Phase I report to project team members * Team reviews/comments on draft Phase I * QEP submits final Phase I report to project team members | Outputs:   * Planning meetings * # 1 Phase I Report * updated ACRES database   Outcomes:   * # High potential Brownfields site   assessed through Phase I   * Total acres assessed through Phase I |  |  |
| **Etc.** |  |  |  |

**EXAMPLE Task 4: Phase I & II Assessment Activities – OR - Insert Task Name**

| **Task 4 – Insert Task Name Subtasks (Commitments)** | **Anticipated Outputs**  **(projected activities, deliverables, reports) and Anticipated Outcomes**  **(projected results, effects, improvements)** | **Anticipated Accomplishment**  **Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| --- | --- | --- | --- |
| **Phase II preparation:**   * Meet with steering committee to review Phase I results and project direction * Obtain EPA approval to proceed with Phase II * Meet with QEP to Plan Phase II * Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities * QEP submits EPA approved generic QAPP w/ updated organization chart | Outputs:   * Project planning meetings * 1 approved generic QAPP * # sites approved for Phase II   investigation  Outcomes:   * # high priority sites identified for further investigation and potential redevelopment |  |  |
| **Phase II investigation:**   * QEP submits draft site-specific QAPP addendum to project team for review and comments * EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team * QEP performs field work according to plan * Grantee monitors site work and communicates any concerns with EPA/state * Grantee tracks green and sustainable site assessment efforts used during Phase II investigations * QEP submits draft Phase II report to project team for review and comments * QEP submits final Phase II report to project team * Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination | Outputs:   * # approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) * Phase II report(s) documenting the results * Updated ACRES database * Green and sustainable efforts reported in quarterly reporting   Outcomes:   * # high priority sites with complete   Phase II assessments that and ready for cleanup and reuse planning   * Total acres assessed through Phase II * Greener and more sustainable site assessment techniques utilized |  |  |
|  |  |  |  |
| **Cleanup & reuse planning:**   * Throughout Phase II process, strategize with steering committee on reuse plans for the site * Conduct marketing to leverage developer/lender interest in the property * Meet with QEP to develop draft cleanup alternatives and remediation plans for the site * Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) * Perform public outreach and involvement in cleanup and reuse planning | Outputs:   * # or more internal cleanup and reuse   planning meeting(s)   * # draft cleanup alternatives plan * # draft remedial action plan * GSR language in ABCA * updated ACRES database * 1 public meeting on project results * Potential for developer / lender   workshop and transaction forum  Outcomes:   * # property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment * Acres ready for cleanup & redevelopment * Greener and more sustainable plans for cleanup |  |  |
| **Etc.** |  |  |  |

1. **Quality Assurance**

Prior to undertaking Phase II assessments, the *(name of grantee)* will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities. (Refer to QAPP on website flyer for additional information.)

1. **Pre-Award Costs** (Grantee to include this section if appropriate)

(Name of Grantee) requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need $XXXX to do the following activities: (insert list of planned items/activities).

(Please discuss pre-award activities with your Project Officer prior to starting any grant activities.)

**7. Attachment 1** *(Provide completed copies of Attachment 1 for each Budget Task where non-contractual costs are being incurred.)*