**CLEANUP WORKPLAN**

***Insert Name of Recipient***

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

***Insert Date 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 this grant. Utilize language from 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 planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield 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 Cleanup 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. Remediating brownfields 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 goal of the project to be funded by this cooperative agreement is to remediate the subject brownfields property and to facilitate the properties’ redevelopment. These goals will be accomplished by and performing non-site-specific tasks and site-specific tasks. Non site-specific tasks include hiring a Qualified Environmental Professional (QEP), obtaining remedial contractor services and performing public outreach. Site-specific tasks include preparing a community relations plan, a QAPP, an ABCA and enrolling in the State Voluntary Cleanup Program (VCP).*

*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/Town/non-profit Project Manager, assisted by the Finance Department Manager and the City Attorney, with technical assistance and oversight to be performed by an environmental consultant and the VCP.*

**Describe your project and cleanup plan:** (Utilize language from the Project Description and Cleanup Plan criteria in your proposal.)

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.)

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| --- | --- | --- | --- | --- | --- |
|  | 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 Federal Funding** |  |  |  |  |  |
| **Cost Share\*\*** |  |  |  |  |  |
| **Total Budget** |  |  |  |  |  |

\* EPA defines equipment as items that cost $5,000 or more. Items costing less than $5,000

are considered supplies.

\*\*For each Task which includes an estimated cost share contribution, indicate how the estimate was calculated in a Budget Detail Attachment (Attachment 1).

1. **WORKPLAN TASKS:**

The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected results of the activities (outputs) and deliverables, and the projected environmental improvement (outcomes). Utilize task activities from your proposal. For tasks which include a cost share component, identify which activities and subtasks will include a contribution toward the cost share. **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 the proposal.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task 1 - Cooperative Agreement Oversight** Subtasks (Commitments) **Pre-Cleanup** | **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 Services  * Prepare Request For Proposals, evaluate applications, conduct interviews, hire contractor * Prepare scope of work * Prioritize, track and evaluate contractor products * Conduct periodic project status meetings with contractor to discuss project issues and priorities * Conduct annual performance evaluations for contractor | Outputs:   * High quality contractor work products that meets the recipient’s and EPA’s expectations * Confirmation in quarterly report that contractor selection was competed and made   Outcomes:   * Maintain effective work force to meet workplan commitments |  |  |
| ReportingPrepare 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:   * Ensures compliance with Terms & Conditions reporting requirements | Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur |  |
| Request for Reimbursements or Advances | Outputs:   * Forms submitted to Las Vegas for payment   Outcomes:   * Reduce unliquidated obligations | Ongoing |  |
| Travel & TrainingAttend brownfields related meetings, training sessions and conferences | Outputs:   * Attend meetings, conferences, training sessions   Outcomes:   * Increase knowledge of brownfields issues and programs | Ongoing Activity |  |
| Etc. |  |  |  |

**EXAMPLE Task 2: Community Involvement** – 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)** |
| Work with CBOs identified in proposal to ensure commitments are implemented | Outputs:   * Commitments that were identified in proposal are implemented   Outcomes:   * Increase coordination with stakeholders and others |  |  |
| Prepare Community Relations Plan  * Prepare plan to involve public in cleanup activities | Outputs:   * Plan for involving the community in cleanup activities   Outcomes:   * Improve understanding and participation in cleanup and redevelopment process |  |  |
| **Establish Information Repository** | Outputs:   * Repository of documents which allows public to review site assessment & cleanup history   Outcomes:   * Improve understanding of how cleanup alternative was selected |  |  |
| **Implement 30-Day Public Comment Period on ABCA** | Outputs:   * Allow for review and comment of cleanup related documents   Outcomes:   * Allow for consensus on cleanup |  |  |
| **Public Meetings** | Outputs:   * Meetings which inform public of cleanup activities and provide a chance for input & comment   Outcomes:   * Improve understanding of cleanup and allows for potential modifications based on public input |  |  |
| **Etc.** |  |  |  |

**Task 3: Site-Specific Activities – OR - Insert Task Name**

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| --- | --- | --- | --- |
| **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)** |
| **Hold a kickoff meeting with State, EPA and QEP** | Outputs:   * Held meeting   Outcomes:   * Ensure all agencies are in agreement with cleanup plan |  |  |
| **Ensure Site is Enrolled in VCP**   * Ensure the grantee has enrolled site in the applicable state response program | Outputs:   * Site is enrolled in applicable state response program   Outcomes:   * Cleanup is in compliance with state response program |  |  |
| **Historic Preservation**   * Assist EPA project Officer in collecting information and determining if Section 106 applies | Outputs:   * Information and reports required to comply with Section 106 historic preservation requirements   Outcomes:   * Compliance with Section 106 historic preservation requirements | Prior to remediation activities |  |
| **Prepare Analysis Of Brownfields Cleanup Alternatives (ABCA)** | Outputs:   * Approved ABCA documenting how and why cleanup alternative was selected * ABCA placed in information repository, etc.   Outcomes:   * Ensure proper cleanup alternative is selected and communicated to the public |  |  |
| **Green and Sustainable Remediation (GSR)**   * Incorporate green and sustainable remediation principles/techniques into your project | Outputs:   * GSR language in ABCA and RFP * Track and report GSR in quarterly reports   Outcomes:   * Greener and more sustainable cleanup | Before, during, and after remediation activities |  |
| **Prepare Decision Document**   * Document results of public comment period and public meeting to include comments received, public meeting attendance, response to relevant comments, selection of final cleanup remedy, any changes to the final cleanup remedy, etc. | Outputs:   * Memo or letter, with appropriate attachments   Outcomes:   * Ensure that public comment process is documented and final cleanup remedy is selected |  |  |
| **Prepare Remedial Design & Engineering Documents**   * Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work (including Davis-Bacon requirements), and a budget detailing how EPA funds will be used to cleanup sites | * Approved remedial action and engineering/design documents and an approved budget * Place documents in information repository, etc.   Outcomes:   * Ensure cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs |  |  |
| **Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan**   * Prepare a SSQAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval | Outputs:   * EPA approved SSQAPP * Place SSQAPP in information repository   Outcomes:   * Ensure proper confirmatory testing methods and analytical data results are achieved |  |  |
| **Etc.** |  |  |  |

**EXAMPLE Task 4: Task 4: Oversee Site Cleanup - OR - Insert Task Name**

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| --- | --- | --- | --- |
| **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)** |
| **Oversight of cleanup activities**   * QEP conducts appropriate site inspections during remediation to ensure compliance with cleanup plans | Outputs:   * Number of inspections * Site reports by QEP * Documents placed in information repository   Outcomes:   * Ensure cleanup is conducted in compliance with VCP | During remediation activities |  |
| **Davis-Bacon Documentation**   * Conduct site inspections to ensure proper wage rates and posters are available to workers on-site * Collect, review and maintain payrolls * Conduct on-site labor interviews | Outputs:   * Payrolls, labor interviews, etc.   Outcomes:   * Ensure compliance with Davis-Bacon requirements | During remediation activities |  |
| **Collection of post-cleanup samples** | Outputs:   * Number of samples and analytical results   Outcomes:   * Ensure cleanup has met VCP cleanup levels | When remediation activities are complete |  |
| **Cleanup Documentation**   * Prepare and submit close-out documentation to state indicating that cleanup is complete and protective to human health and the environment and identifies any institutional controls and long term monitoring | Outputs:   * Final cleanup reports documenting cleanup is complete * Place documents in repository, etc.   Outcomes:   * State approval of cleanup and ensure cleanup is protective of human health and the environment |  |  |
| **Cleanup Complete Documentation**   * Receive final cleanup complete letter from state or LEP/LSP determination for CT & MA and submit to EPA | Outputs:   * Letter from State/LSP/LEP * Letter submitted to EPA * Placed letter or documentation in information repository, reported in ACRES, and quarterly reports, etc.   Outcomes:   * Site is officially clean and ready for reuse * # Estimated number of brownfields property acres available for reuse |  |  |
| **Etc.** |  |  |  |

1. **Quality Assurance**

Prior to undertaking confirmatory sampling, the (name of grantee) will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the sampling and analytical strategies, methods, and procedures approved by EPA. (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 $X,XXX to do the following activities: (insert list of planned items/activities).

(Please discuss with your Project Officer before you proceed with any grant activities.)

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