**REVOLVING LOAN FUND WORKPLAN**

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

**Workplan for CERCLA Section 104(k) Revolving Loan Fund Cooperative Agreement**

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

1. **GOAL 3: Cleaning Up Communities and Advancing Sustainable Redevelopment**

**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 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 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 a Revolving Loan Fund grant 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 brownfield properties in ABC 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 capitalize a revolving loan fund and make loans and subgrants to eligible entities for cleanup of sites in order to facilitate the properties’ redevelopment. These goals will be accomplished by site-specific and non-site-specific activities. Non-site-specific tasks include developing the loan program, marketing the program to cities, towns, developers, etc., obtaining contractor services to provide a Qualified Environmental Professional (QEP), and conducting public outreach and preparing outreach materials relevant to the RLF program. Site-specific tasks include verifying site and borrower/subgrant eligibility, preparing loan documents, preparing QAPPs, conducting site-specific public relations activities, preparing ABCAs, and consulting with, and enrolling sites 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 Project Manager, assisted by the Finance Department Manager and the City Attorney, with technical assistance and oversight to be performed by an environmental contractor and the state VCP.*

**Describe your RLF Program:** (Utilize language from the Program Description criteria in your proposal)

1. **FUNDING: $X,XXX,XXX Hazardous Substances; $X,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. Include four budgets if you receive both hazardous substances and petroleum funding.

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| **Project Tasks for Loans (at least 50% of total amount received)** | | | | | |
| Budget Categories | 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 |  |  |  |  |  |
| Loans |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |
| Subtotal |  |  |  |  |  |
| **Project Tasks for Subgrants (no more than 50% of total amount received)** | | | | | |
| Budget Categories | 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 |  |  |  |  |  |
| Subgrants |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |
| Subtotal |  |  |  |  |  |
| **Total Federal Funding** |  |  |  |  |  |
| **Cost Share\*\*** |  |  |  |  |  |
| **Total Budget** |  |  |  |  |  |

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

\*\* For each Task which includes an estimated cost share contribution, indicate how the estimate was calculated in the 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 program.

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

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| --- | --- | --- | --- |
| **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 Services/Financial Manager/Legal Assistance 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 | Ongoing activity |  |
| 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:   * Maintain and update accomplishments of RLF program | Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; FFR yearly; 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 & Training  * Attend 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 – Community Involvement**  **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)** |
| Develop Marketing Tools  * Prepare marketing tools such as literature, brochures, web sites, forums, etc. to communicate availability of program to stakeholders | Outputs:   * Literature, brochure, etc. * Place marketing materials on community website, etc.   Outcomes:   * Attract sites into the program and improve understanding and participation in RLF | 1st Quarter |  |
| **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 | Ongoing |  |
| **Prepare Community Involvement Plan**   * Prepare plan to involve public in cleanup activities | Outputs:   * Plan for involving community in cleanup activities   Outcomes:   * Improve understanding and participation in cleanups and redevelopment process | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Establish Information Repository** | Outputs:   * Repository of documents which allow public to review site assessment and cleanup history   Outcomes:   * Improve understanding of how cleanup alternatives were selected | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Implement 30-Day Public Comment Period on ABCA** | Outputs:   * Allow for review and comment on cleanup related documents   Outcomes:   * Allow for consensus on cleanups | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Public Meetings** | Outputs:   * Meetings inform public of cleanup activities and provide a chance for input and comment   Outcomes:   * Improve understanding of cleanups and allows for potential modifications based on public input | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Etc.** |  |  |  |

**Example Task 3: Loans/Subgrants Cleanup Process** - OR - **Insert Task Name**

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| --- | --- | --- | --- |
| **Task 3 – Loans/Subgrants Cleanup Process**  **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)** |
| **Site & Borrower/Subgrant Eligibility**   * Seek eligibility determination form EPA that the site and borrower/subgrantee are eligible to receive EPA funding | Outputs:   * Sites entered into RLF program; to be noted in quarterly report, etc.   Outcomes:   * Projects entered into RLF program | As projects come into program | Date – Site A  Date – Site B  Date – Site C |
| **Hold a kickoff meeting with State, EPA and QEP** | Outputs:   * Held meeting   Outcomes:   * Ensure all agencies are in agreement with cleanup plan | As projects come into program | Date – Site A  Date – Site B  Date – Site C |
| **Ensure Site is Enrolled in VCP**   * Ensure that borrower/subgrantee 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 | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Historic Preservation**   * Assist EPA project Officer in collecting information and determining if Section 106 applies to site cleanups | Outputs:   * Information and reports required to comply with Section 106 historic preservation requirements   Outcomes:   * Compliance with Section 106 historic preservation requirements | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Prepare Loan/Subgrant Documents**   * Develop loan/subgrant agreements, documents, promissory notes, etc. that include all applicable federal environmental and cross-cutting requirements (i.e. Davis-Bacon) | Outputs:   * Signed loan/subgrant documents; to be noted in quarterly report, etc.   Outcomes:   * Loans/Subgrants processed | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)** | Outputs:   * Approved ABCA * ABCA placed in information repository, etc.   Outcomes:   * Ensure proper cleanup alternative is selected and communicated to the public | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **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 * Resiliency language in ABCA   Outcomes:   * Greener and more sustainable cleanup | Before, during, and after remedial activities | Date – Site A  Date – Site B  Date – Site C |
| **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 | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **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 | Outputs:   * 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 | As projects go through program | Date – Site A  Date – Site B  Date – Site C |
| **Prepare Site-Specific QAPP and Health & Safety Plan**   * Prepare a SSQAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval | Outputs:   * Approved EPA SSQAPP * Place SSQAPP in information repository, etc.   Outcomes:   * Ensure proper confirmatory testing methods and analytical data results are achieved | As projects come into program | Date – Site A  Date – Site B  Date – Site C |
| **Etc.** |  |  |  |

**Example Task 4: Oversee Site Cleanups** - OR - **Insert Task Name**

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| --- | --- | --- | --- |
| **Task 4 – Oversee Site Cleanups**  **Subtasks (Commitments)**  **During and Post-Cleanup** | **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:   * Site reports from QEP * Place reports in information repository, etc.   Outcomes:   * Ensure cleanup is in compliance with VCP | During remediation of sites | Date – Site A  Date – Site B  Date – Site C |
| **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 of sites | Date – Site A  Date – Site B  Date – Site C |
| **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 | After remediation of sites | Date – Site A  Date – Site B  Date – Site C |
| **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:   * Sites are o0fficially clean and ready for reuse * Estimated number of brownfields property acres available for reuse | After remediation of sites | Date – Site A  Date – Site B  Date – Site C |
| **Etc.** |  |  |  |

1. **Quality Assurance**

Prior to undertaking confirmatory sampling, the (name of grantee) will ensure that borrowers and subgrantees 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 that will be used in all project data collection. (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 $XX,XXX to do the following activities: (insert list of planned activities/items).

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

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