

US EPA ARCHIVE DOCUMENT

Brownfields Cooperative Agreement Training 2015

Cleanup
Session

Topics

- Workplans
- Checklist Activities
- State Involvement
- Procurement
- Cost Share
- Continuing Obligations
- National Historic Preservation Act
- Non-Profit Training
- EPA Administrative Capability Questionnaire

Workplans

- Use template provided on our website.
 - ✓ Section 1: Objective
 - ✓ Section 2: Funding
 - ✓ Section 3: Budget (Detailed by Task)
 - ✓ Section 4: Work Plan Tasks
 - Separate table for each task
 - Focus on outputs & outcomes
 - Includes schedule of accomplishments
 - ✓ Section 5: Quality Assurance
 - ✓ Section 6: Pre-Award Costs
 - ✓ Section 7: Budget Detail Attachment

Workplans - Section 1

- Section 1: Objective
 - ✓ Insert a description (2-3 paragraphs) of the objectives and plans for the project/program to be conducted under your grant.
 - Utilize language from the Project/Program Description in your proposal
 - Example is provided in the workplan template
 - ✓ Also insert a description of your cleanup plan
 - Utilize language from the Project Description and Cleanup Plan description in your proposal

Workplans - Section 2

- Section 2: Funding
 - ✓ Insert the amount of Hazardous Substances and/or Petroleum funding you are receiving
 - ✓ Examples:
 - \$200,000 Hazardous Substances
 - \$200,000 Petroleum
 - \$400,000 Hazardous Substances
 - \$600,000 Hazardous Substances



Workplans - Section 3

- Section 3: Budget (Detailed by task)
 - ✓ Use example budget table to show the amount of funding, by budget category, for each task (up to 4 tasks maximum).
 - ✓ Use the amounts from your proposal unless you need to update them. If you have questions or need advice, discuss with your Project Officer.
 - ✓ If applicable, include a separate table for hazardous substances & petroleum.



Workplans - Section 4

- Section 4: Work Plan Tasks
 - ✓ Use example task tables. **Maximum of 4 tasks.** They are already formatted for providing activity descriptions, outputs & outcomes, accomplishments & schedule.
 - ✓ Edit them as necessary to communicate your cleanup activities.
 - ✓ Make sure you include the proper outputs, outcomes and anticipated accomplishment dates.
 - ✓ The Actual Accomplishment Dates column is left blank at this time. You can add these dates during the period of performance of your grant.

Workplans - Section 5

- Section 5: Quality Assurance
 - ✓ The appropriate language has been provided for you.
 - ✓ Enter your municipality/organization name in the blank.



Workplans - Section 6

- Section 6: Pre-Award Costs
 - ✓ These are estimated costs incurred between July 1 & September 30, 2015 - before the start date of your grant.
 - ✓ You cannot seek reimbursement for these costs until October 1, 2015.
 - ✓ Use the example text to provide the total estimated amount.
 - ✓ Include a list of individual items/tasks to be accomplished and their estimated amounts.
 - ✓ Include costs for attending Brownfields 2015 Conference

Workplans - Section 7

- Section 7: Budget Detail Attachment 1
 - ✓ Provide completed copies of Attachment 1, Budget Detail, for each budget Task where non-contractual costs are being incurred.
 - ✓ Use and edit the provided table as needed.
 - ✓ Make sure you include a description of your estimated costs.
 - ✓ Make sure these budgets add up to the totals in your Section 3 Budget table and the amounts shown on your SF 424A!

Checklist Activities

- Cleanup Checklist

- ✓ Outlines steps to be taken
- ✓ Some items can be performed concurrently
- ✓ Some items can be combined (ABCA & RAP)
- ✓ Focus is on community involvement and conducting cleanup per state requirements

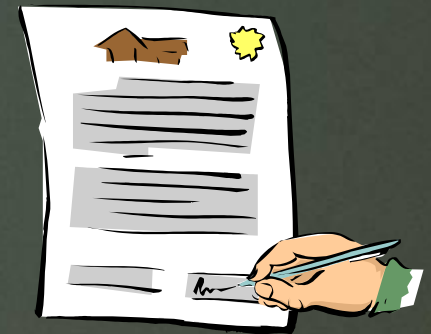


State Involvement

- In CT, ME, NH, RI & VT
 - ✓ A State DEP, DES, DEM or DEC person will be assigned to your project.
 - ✓ In CT, DEEP will determine whether or not it will be State or Licensed Environmental Professional (LEP) oversight. In most cases it will be LEP oversight.
- In MA
 - ✓ A Licensed Site Professional (LSP) will oversee the cleanup work.
 - ✓ State DEP will only be involved if they determine it to be necessary.

Procurement

- Get your Qualified Environmental Professional (QEP) on board ASAP
 - ✓ Full and Open Competition - 2 CFR 200-319
 - ✓ Procurement is covered in 2 CFR 200.317-326
- Call your PO if you need an example
- Don't forget that Davis-Bacon wages may apply to your cleanup projects



Cost Share

- Required Cost Share is 20% of grant award
- Waivers of cost share were approved for the following four entities:
 - ✓ ME: Lubec, Town of
 - ✓ RI: Pawtucket Citizens Development Corporation



Cost Share

- Cost Share can be a contribution of:

- ✓ Cash
- ✓ Non-Federal Grants
- ✓ HUD-CDBG (only federal \$\$ option)
- ✓ Labor
- ✓ Materials
- ✓ Supplies
- ✓ Services



- Cost Share contributions must be eligible costs under the Terms & Conditions of your grant

Cost Share

- Documentation
 - ✓ Have a plan - Who, What, Where & When
 - ✓ Get Documentation When Cost Share Activity Occurs
 - ✓ Cost, Benefit, Service, Hours, Value or Rate
 - ✓ Basis for Valuation
 - ✓ Be Clear & Specific
 - ✓ Include in Quarterly Reports
 - ✓ Monitor Status Periodically
- Cost Share Presentation is on the EPA Region 1 Brownfields website



Continuing Obligations

- In order to maintain your liability protection before, during & after the cleanup, you must:
 - ✓ Provide all legally required notices due to any discovery or release of a hazardous substance.
 - ✓ Exercise appropriate care by taking reasonable steps to stop or prevent known or future releases and exposures to human health and the environment.
 - ✓ Provide full cooperation, assistance and access to allow for response actions or natural resource restoration.
 - ✓ Comply with land use restrictions and institutional controls.
 - ✓ Comply with information requests and subpoenas.

National Historic Preservation Act

- Specific info for each cleanup grant to be discussed.
- EPA Brownfields funds can be used to help fulfill 106 review & consultation.



Non-Profit Training

- Grant Management Training
 - ✓ This training is required to receive funding.
 - ✓ Must be two employees of recipient.
 - ✓ To be completed on-line at:
<http://www.epa.gov/ogd/training/index.htm>
 - ✓ See notice in your folder.
 - ✓ Complete as soon as you can and send in certificates with your grant award package.

EPA Administrative Capability Questionnaire

- Required for non-profits receiving over \$200,000
 - ✓ RI: Pawtucket Citizens Development Corporation - Confirm status from last year
- May be required for some \$200,000 grants as well



EPA Administrative Capability Questionnaire

- EPA Grants Office will notify you of this requirement and send you the form to complete once you submit your grant award package.
- Described in **2 CFR 200.205**. EPA assesses the adequacy of administrative management systems.
- If your organizational policies and procedures do not fully cover the areas outlined in the questionnaire, revised or new policies may be necessary to comply with Federal financial management standards.

Contacts

- Jim Byrne - Cleanup Grant Lead
 - ✓ 617-918-1389
 - ✓ byrne.james@epa.gov
- Your Project Officer
 - ✓ See contact list in your green folder

