

US EPA ARCHIVE DOCUMENT

NJIT TAB & USEPA

REVOLVING LOAN FUND WORKSHOP

OCTOBER 13, 2010 – 12:30 PM – 5:00 PM



EPA Region 1 Offices – Court Room 6 – 15th Floor
John W. McCormack Post Office and Courthouse



FINAL DAY 1 AGENDA

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- I. Registration** Michele Christina, *NJIT TAB*
12:30 – 1:00 (30 Minutes)
- II. Welcome** James Owens, *Director, OSRR, EPA R1*
David R. Lloyd, *Director, OBLR, EPA HQ*
1:00 – 1:15 (15 Minutes)
- III. Introductions and Overview of Workshop** Michele Christina, *NJIT TAB*
1:15 – 1:30 (15 Minutes)
- IV. Establishing the RLF Team** Lya Theodoratos, *EPA R2*
Chuck Morgan, *Southern Maine RPC, ME*
Dave Misky, *Redev Authority, City of Milwaukee, WI*
Tom Russow, *Downriver Community Conference, MI*
1:30 – 2:15 (45 Minutes)

Brief overview of various RLF stakeholders that form an effective implementation team. Established grantees will discuss how they selected their team members and set up their program and RLF process. Interactive discussion as to what the various roles and responsibilities of entities are in the process and an opportunity to ask questions.
- V. First Things First: Site/Borrower Eligibility Exercise** Michele Christina, *NJIT TAB*
Joe Ferrari, *EPA R1*
Rona Gregory, *EPA R1*
Mike Gifford, *EPA R5*
2:15 – 3:00 (45 Minutes)

Brief overview of site and applicant eligibility requirements. Attendees will then work in groups on fictitious scenarios to determine whether the site and applicant are eligible. Wrap up will be a full group discussion of scenarios with Q/A.
- VI. Break**
3:00 – 3:15 (15 Minutes)
- VII. Eligible Uses of Funds: Loans and Subgrants** Michele Christina, *NJIT TAB*
Mike Gifford, *EPA R5*
3:15 – 3:45 (30 Minutes)

Brief overview of eligible uses for grants/loan funds. Attendees will then work in groups on a handout of activities to categorize them as eligible or ineligible uses. Wrap up will be a full group discussion of answers with Q/A.
- VIII. Putting it All Together: The Loan Process from Beginning to End** Michele Christina, *NJIT TAB*
Mike McCluskey, *Dept of Environmental Services, NH*
3:45 – 4:45 (60 Minutes)

Brief overview of the loan process from eligibility to cleanup completion. Attendees will then tackle a fictitious project by working in groups on borrower eligibility, eligible activities, loan structure and cross cutting issues with an aim toward understanding the steps in the loan process, highlighting EPA, grantee and state roles and responsibilities. Wrap up will be a full group discussion of answers with Q/A.
- IX. Wrap Up** Michele Christina, *NJIT TAB*
4:45 – 5:00 (15 Minutes)

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OCTOBER 14, 2010 – 8:30 AM – 3:30 PM



EPA Region 1 Offices – Court Room 6 – 15th Floor
John W. McCormack Post Office and Courthouse



FINAL DAY 2 AGENDA

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| I. | Registration
<i>8:30 – 9:00 (30 Minutes)</i> | Michele Christina, <i>NJIT TAB</i> |
| II. | Introductions and Workshop Schedule
<i>9:00 – 9:15 (15 Minutes)</i> | Michele Christina, <i>NJIT TAB</i> |
| III. | Site and Borrower/Subgrantee Eligibility Round Table
<i>9:15 – 10:00 (45 Minutes)</i>
Overview of CERCLA liability and defenses. Roundtable discussion of topics and issues arising from trying to get to “yes” on complicated sites coming into the RLF program. | Rona Gregory, <i>EPA R1</i>
Joe Ferrari, <i>EPA R1</i> |
| IV. | Federal Procurement and Procuring a Qualified Environmental Professional (QEP)
<i>10:00 – 10:45 (45 Minutes)</i>
Overview of federal procurement requirements, small procurement requirements and mechanisms for getting qualified professional consultants on board to assist with management of RLF cleanups. Grantee to present how they procured and work with a QEP to manage cleanups. | Michele Christina, <i>NJIT TAB</i>
Lya Theodoratos, <i>EPA R2</i>
Tom Russow, <i>Downriver Community Conference, MI</i> |
| V. | BREAK
<i>10:45 – 11:00 (15 Minutes)</i> | |
| VI. | Review and Compliance with Davis-Bacon Act
<i>11:00 – 11:45 (45 Minutes)</i>
Review of how to comply with Davis-Bacon Act requirement. Grantee to present their process and system for compliance. | Joe Ferrari, <i>EPA R1</i>
Jim Drummond, <i>EPA HQ</i>
Kevin Shea, <i>City of Taunton, MA</i> |
| VII. | How Can We Improve the RLF Program?
<i>11:45 – 12:05 (20 Minutes)</i>
Group brainstorming discussion on how we can make the RLF program better. | Michele Christina, <i>NJIT TAB</i>
Diane Kelley, <i>EPA R1</i> |
| VIII. | Participant Roundtable Working Lunch (food to be provided)
<i>12:05 – 1:05 (60 Minutes)</i>
Presentation of challenging projects and their resolution. | Michele Christina, <i>NJIT TAB</i>
Mike Gifford, <i>EPA R5</i>
Tracy Baran, <i>Partridge Snow & Hahn, RI</i> |

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- IX. ACRES RLF Compliance** Frank Gardner, *EPA R1*
1:05 – 1:25 (20 Minutes)
 How to enter RLF specific ACRES data in a timely fashion.
- X. RLF Grant Management Items** Diane Kelley, *EPA R1*
 Joe Ferrari, *EPA R1*
 Lya Theodoratos, *EPA R2*
 Mike Gifford, *EPA R5*
1:25 – 2:20 (55 Minutes)
- 1 – Program Income
 - 2 – Closeout Policy
 - 3 – Subgrant Policy Revisions
 - 4 – RLF Sample Document Repository
- XI. RLF Marketing Round Table** Michele Christina, *NJIT TAB*
 Sharon Dubois, *City of Gloucester, MA*
 Dave Misky, *Redev Authority, City of Milwaukee, WI*
 Tom Russow, *Downriver Community Conference, MI*
 Kiersten Bourgeois, *Agency of Commerce & Community Development, VT*
2:20 – 3:15 (55 Minutes)
- Presentation and open discussion to guide grantees on getting the word out about their RLF program and aiming the appropriate marketing message for their targeted audience.
- XII. Wrap Up** Michele Christina, *NJIT TAB*
3:15 – 3:30 (15 Minutes)