

WORKPLAN

(Insert Name of Recipient)

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement

October 1, 2008 thru September 30, 2011

1. GOAL 4: Healthy Communities and Ecosystems

Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 4.2.3 - Assess, Clean Up and Redevelop Brownfields

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 the recipient's Brownfields assessment grant)*

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 2008 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, and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments, preparing site sampling plans, consulting with, and enrolling appropriate sites in, the State Voluntary Cleanup Program (VCP), and determining 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 an environmental consultant and the VCP.

2. FUNDING: \$XXX,XXX Hazardous Substances; \$XXX,XXX Petroleum

3. 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.)

	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					
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).

Example Task 1: Cooperative Agreement Oversight

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Expected Timeframe (FFY Quarter)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
Obtain QEP and legal services: <ul style="list-style-type: none"> • Prepare Request For Proposals, evaluate applications, conduct interviews, hire qualified environmental consultant • Conduct annual performance evaluations on consultant • Obtain legal services for title searches, regulation interpretations, etc 	3 rd Qtr FFY '08 2 nd Qtr FFY 2009 and 2010 As needed	RFP; documentation of meeting of open competition; and contract for scope of services Performance evaluation reports, and applicable corrective actions	High quality products and services to meet project needs Maintain a high level of work effort
Reporting: <ul style="list-style-type: none"> • Prepare progress reports • Enter site data in ACRES • Prepare final report and grant closeout material 	Every Qtr Every Qtr, min. End of grant	Quarterly reports; updated site database; final report and closeout forms	Regular communication of project status and next steps; current database for congressional reporting
Records: <ul style="list-style-type: none"> • Maintain Grant files • Maintain site project files • Maintain financial records 	Continuously throughout grant period	Accurate and complete files suitable for audit purposes	High quality project records reflective of the work performed
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	TBD	Attend 1 Brownfields conference, minimum	Improve Brownfields knowledge and expand networking opportunities
Etc.			

Example Task 2: Community Involvement

Task 2 - Community Involvement Subtasks (Commitments)	Expected Timeframe (FFY Quarter)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
<ul style="list-style-type: none"> • Establish Brownfields steering committee 	3 rd Qtr FFY '08	Bi-monthly meetings, meeting agendas, attendance lists and meeting notes	An active and motivated workgroup driving Brownfields initiatives
Develop Marketing Material: <ul style="list-style-type: none"> • Create brochure targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Update website 	3 rd / 4 th Qtr FFY '08, then updates as needed	1 Color brochure; 1 FAQ insert; 1 easy to navigate attractive website	Up to date marketing tools to promote project work and disseminate information
Implement outreach strategy in target areas: <ul style="list-style-type: none"> • 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 	Initial outreach 4 th Qtr FFY '08 and 1 st Qtr FFY '09, then as needed	Give BF presentations at 3 meetings, minimum 1 round of ads/postings in local target areas	Improve community knowledge on BF issues and identify potential BF sites
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> • Discuss Phase II results, and potential cleanup and redevelopment plans 	1 meeting late FFY '09 / early FFY '10, then as needed	Minimum 1 local public meeting, presentation materials, attendance list	Encourage public participation and support of BF project(s) going forward
Stretch goal: <ul style="list-style-type: none"> • Hold lender/developer workshop and transaction forum on identified sites 	TBD	TBD	Leverage developer interest and funding for BF projects
Etc.			

Example Task 3: Site Inventory and Phase I Assessments

Task 3 - Site Inventory & Phase I Assessments Subtasks (Commitments)	Expected Timeframe (FFY Quarter)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
Site inventory: <ul style="list-style-type: none"> • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool 	4 th Qtr FFY '08 and 1 st Qtr FFY '09, then as needed	GIS map of potential BF sites	Graphical capturing of BF sites for planning and marketing work
Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Convene steering committee meeting to rank 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 	1 st Qtr FFY '09, then as needed	Planning meetings; 2 eligible sites identified in initial inventory search Estimate 2-3 additional eligible sites identified during remainder of grant	4-5 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)
Phase I investigations: <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • Consultant submits final Phase I report to project team members 	1 st and 2 nd Qtr FFY '09, then as needed	Planning meetings; 1 Phase I Report; updated ACRES database Estimate 1-2 addition Phase I reports during remainder of grant	2-3 High potential Brownfields site assessed through Phase I Total acres assessed through Phase I (TBD)
Etc.			

Example Task 4: Site-Specific Activities

<p>Task 4 – Phase II Assessments & Cleanup Planning</p> <p>Subtasks (Commitments)</p>	<p>Expected Timeframe</p> <p>(FFY Quarter)</p>	<p>Outputs</p> <p>(projected activities, deliverables, reports)</p>	<p>Outcomes</p> <p>(projected results, effects, improvements)</p>
<p>Phase II preparation:</p> <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Consultant submits EPA approved generic QAPP w/ updated organization chart 	<p>2nd /3rd Qtr FFY'09, then as needed</p>	<p>Project planning meetings; 1 approved generic QAPP; 1 site approved for Phase II investigation</p> <p>Estimate 1-2 additional sites approved for Phase II investigation during remainder of grant</p>	<p>1-3 high priority sites identified for further investigation and potential redevelopment</p>
<p>Phase II investigation:</p> <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & steering 	<p>2nd – 4th Qtr FFY '09, then as needed</p>	<p>1 or more approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site); Phase II report(s) documenting the results; updated ACRES database</p> <p>Estimate 1-2 additional sites approved for Phase II assessments</p>	<p>1-2 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning</p> <p>Total acres assessed through Phase II</p>

Task 4 – Phase II Assessments & Cleanup Planning Subtasks (Commitments)	Expected Timeframe (FFY Quarter)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination			
Cleanup & reuse planning: <ul style="list-style-type: none"> • 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 consultant to develop draft cleanup alternatives and remediation plans for the site • Perform public outreach and involvement in cleanup and reuse planning 	FFY '10, then as needed	1 or more internal cleanup and reuse planning meeting(s); 1 draft cleanup alternatives plan; 1 draft remedial action plan; updated ACRES database; 1 public meeting on project results Potential for developer / lender workshop and transaction forum	1 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment. Acres ready for cleanup and redevelopment
Etc.			

4. 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.

5. 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: .

(Pre-award costs are normally for activities that occur between July 1 and October 1 with the understanding that your grant award begins October 1, 2008. If you have any activities that you believe

will take place *before* July 1 (attendance at Brownfields 2008 in Detroit for instance), these activities must be specifically approved by a senior official at EPA. Payment for costs incurred prior to October 1, 2008 will be reimbursed after the official award of the cooperative agreement. The grantee incurs these costs at their own risk.)

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