

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 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 this grant. Utilize language from the Project Description criteria 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 2009 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 consultant and the VCP.

2. FUNDING: **\$X,XXX,XXX Hazardous Substances; \$X,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. Include four budgets if you receive both hazardous substances and petroleum funding. (For RLF Supplemental grants, the 60%/40% split is not a requirement this year.)

Project Tasks for Loans (at least 60% 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)
Personnel				
Fringe Benefits				
Travel				
Equipment*				
Supplies				
Contractual				
Loans				
Other (specify)				
Subtotal				
Project Tasks for Subgrants (no more than 40% 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)
Personnel				
Fringe Benefits				
Travel				
Equipment*				
Supplies				
Contractual				
Subgrants				
Other (specify)				
Subtotal				
Total				
Cost Share				

* 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 results of the activities (outputs) and deliverables, and the projected environmental improvement (outcomes).

Example Task 1: Cooperative Agreement Oversight – (Describe this task, which could include: Hiring a Qualified Environmental Professional (QEP), attending relevant training & conferences, preparing quarterly/final progress reports, Property Profile Forms, and financial status reports, administering project closeout, obtaining legal assistance [property title search, loan application review and processing, applicable regulation interpretation, etc.], and such)

Activities (Commitments)	Expected Timeframe for Accomplishment (QuarterFY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
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.	Ongoing activity	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.	Maintain effective work force to meet workplan commitments
Reporting Including Quarterly Reports, MBE/WBE forms, prepare and update Property Profile Forms, input data into ACRES, etc.	Quarterly	Reports & Property Profile Form submitted on time.	Maintain and update accomplishments of RLF program
Request for Reimbursements or Advances	Ongoing	Forms submitted to Las Vegas for payment	Keep project moving toward completion
Travel & Training Attend brownfields related meetings, training sessions and conferences.	Ongoing activity	Meetings, conferences, training sessions attended.	Increase knowledge of brownfields issues and programs
Etc.			

Example Task 2: Community Involvement - (Describe this task, which could include: Developing marketing materials such as brochures, preparing Community Involvement Plans,

conducting public meetings and press events for loans/subgrants, maintaining information repository, etc.)

Activities (Commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Develop Marketing Tools Prepare marketing tools such as literature, brochures, web sites, forums, etc. to communicate availability of program to stakeholders	1 st Quarter	Literature, brochure, etc.; placement on community web site, etc.	Attract sites into the program and improve understanding and participation in RLF
Work with CBOs identified in proposal to ensure commitments are implemented	Ongoing	Commitments that were identified in proposal are implemented	Increased coordination with stakeholders and others
Prepare Community Involvement Plan Prepare plan to involve public in cleanup activities	As projects go through program	Plan for involving community in cleanup activities	Improve understanding and participation in cleanups and redevelopment process
Establish Information Repository	As projects go through program	Repository of documents which allow public to review site assessment and cleanup history	Improves understanding of how cleanup alternatives were selected
Public Meetings	As projects go through program	Meetings inform public of cleanup activities and provide a chance for input and comment	Improves understanding of cleanups and allows for potential modifications based on public input
Implement 30 Day Public Comment Period on ABCA	As projects go through program	Allows for review and comment on cleanup related documents	Allows for consensus on cleanups
Etc.			

Example Task 3: Make Loans/Subgrants - (Describe this task, which could include: determining site and borrower/subgrantee eligibility; ensuring sites are entered into applicable

VCP, preparing loan/subgrant documents; legal reviews; preparing the Quality Assurance Project Plan; preparing the ABCA; reviewing cleanup documents, etc.)

Activities (Commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Site & Borrower/Subgrant Eligibility Seek eligibility determination from EPA that the site and borrower/subgrantee are eligible to receive EPA funding.	As projects come into program	Sites entered into RLF program; to be noted in quarterly report, etc.	Projects entered into RLF program
Ensure Site is Enrolled in VCP Ensure that borrower/subgrantee has enrolled site in the applicable state response program.	As projects go through program	Site is enrolled in applicable state response program	Cleanup is in compliance with state response program
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)	As projects go through program	Signed loan/subgrant documents; to be noted in quarterly report, etc.	Loans/Subgrants processed
Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)	As projects go through program	Approved ABCA; placement in information repository, etc.	Assures proper cleanup alternative is selected and communicated to the public
Prepare Remedial Design & Engineering Documents Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work, and a budget detailing how EPA funds will be used to cleanup sites	As projects go through program	Approved remedial action and engineering/design documents and an approved budget; placement in information repository, etc.	Assures cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs

Prepare QAPP Prepare a QAPP for any environmental sampling to be conducted on sites and submit to EPA for approval	As projects come into program	Approved QAPP; placement in information repository, etc.	Assures proper confirmatory testing methods and analytical data results are achieved
Etc.			

Example Task 4: Oversee Site Cleanups - (Describe this task, which could include: periodic site visits by QEP, preparation and submission of required close out documentation for VCP, receipt of final completion letter from state, etc.)

Activities (Commitments)	Expected Timeframe for Accomplishment (Quarter/FY)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Conduct Periodic Inspections QEP conducts appropriate site inspections during remediation to ensure compliance with cleanup plans.	During remediation of sites	Site reports from QEP; placement in information repository, etc.	Assures cleanup is in compliance with VCP
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.	After remediation of sites	Final cleanup documents; placement in information repository, etc.	Assures cleanup is complete and 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	After remediation of sites	Cleanup complete letter or documentation; placed in information repository, reported in PPF and quarterly reports, etc.	Sites are officially clean and ready for reuse: assists in documenting cleanup completes; estimated number of brownfield property acres available for reuse
Etc.			

5. 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 flyer on QAPP procedures.)

6. 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 items here).

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

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