

CLEANUP WORKPLAN

(Insert Name of Recipient)

**Workplan for CERCLA Section 104(k) Cleanup Cooperative Agreement
Period of Performance: 10/1/2021 - 9/30/2024 (or 7/1/2021 – 9/30/2024 with pre-award)**

1. GOAL 1: Core Mission

Objective 1.3 Revitalize Land and Prevent Contamination

CFDA: 66.818 Assessment, Cleanup, and Multipurpose Grants

OBJECTIVE: 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. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfields Multipurpose, 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 Cleanup funding in the FY 2021 competition.

(Insert a description (2-3 paragraphs) of the objectives and plans for the project work to be conducted under this grant. Keep the first paragraph above, and then utilize language from the Project Description section of your proposal for the rest of this section.)

*Example: 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 brownfields 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 goal of the project to be funded by this cooperative agreement is to remediate the subject brownfields property and to facilitate the properties’ redevelopment. These goals will be accomplished by and performing non-site-specific tasks and site-specific tasks. Non site-specific tasks include hiring a *Qualified Environmental Professional (QEP)*, obtaining remedial contractor services and performing public outreach. Site-specific tasks include preparing a community relations plan, a *QAPP*, an *ABCA* and enrolling 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/Town/non-profit Project Manager*, assisted by the *Finance Department Manager* and the *City Attorney*, with technical assistance and oversight to be performed by a *Qualified Environmental Professional (QEP)* and the *VCP*.

Describe your project and cleanup plan: (Utilize language from the Project Description and Cleanup Plan criteria in your proposal.)

2. FUNDING: **\$XXX,XXX**

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 your application, but do not include more than 4 tasks.).

	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*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies					
Contractual					
Other (specify)					
Total Direct:					
Indirect Costs:					
Total Federal Funding					
Cost Share**					
Total Budget					

* EPA defines equipment as items that cost \$5,000 or more. Items costing less than \$5,000 are considered supplies.

** Cost share must be included as appropriate in any combination of the first six lines of the chart, and not in the “Other” line item.

4. WORKPLAN TASKS:

*The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected results outputs (activities and deliverables), and the projected outcomes (environmental improvements and results). Utilize task activities described in your application. For tasks which include a cost share component, identify which activities and subtasks will include a contribution toward the cost share. **Edit the chart as necessary, but do not include more than 4 tasks.** Tasks are identified as examples, add or delete as appropriate for your project.*

Task 1: Cooperative Agreement Oversight (*Utilize task descriptions from your application*)

Task 1 - Cooperative Agreement Oversight 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)
<p>Obtain QEP Services:</p> <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, 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 	<p>Outputs:</p> <ul style="list-style-type: none"> • 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 <p>Outcomes:</p> <ul style="list-style-type: none"> • Maintain effective work force to meet workplan commitments 	12/31/21	
<p>Reporting:</p> <ul style="list-style-type: none"> • Prepare MBE/WBE annually, and FFR annually and at grant closeout • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare final report and grant closeout material 	<p>Outputs:</p> <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms • “Success Story” fact sheets <p>Outcomes:</p> <ul style="list-style-type: none"> • Ensures compliance with Terms & Conditions reporting requirements 	1/30/22 ACRES updates and Quarterly Reports every quarter; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30	
<p>Records:</p> <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	<p>Outputs:</p> <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	10/1/21 and thereafter	
<p>Request for Reimbursements or Advances:</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • Drawdowns from ASAP <p>Outcomes:</p> <ul style="list-style-type: none"> • Reduce unliquidated obligations 	10/1/21 and thereafter	
<p>Travel & Training</p> <ul style="list-style-type: none"> • Attend brownfields related meetings, training sessions and conferences 	<p>Outputs:</p> <ul style="list-style-type: none"> • Revitalizing New England: Brownfields Summit 2022 • Attend Brownfields Conference in Oklahoma City <p>Outcomes:</p> <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	5/18-5/19/22 12/21	

EXAMPLE Task 2: Community Involvement – OR - Insert Task Name

Task 2 – Insert Task Name 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)
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	6/30/22	
Prepare Community Relations Plan • Prepare plan to involve public in cleanup activities	Outputs: • Plan for involving the community in cleanup activities Outcomes: • Improve understanding and participation in cleanup and redevelopment process	6/30/22	
Establish Information Repository	Outputs: • Repository of documents which allows public to review site assessment & cleanup history Outcomes: • Improve understanding of how cleanup alternative was selected	9/30/22	
Implement 30-Day Public Comment Period on ABCA	Outputs: • Allow for review and comment of cleanup related documents Outcomes: • Allow for consensus on cleanup	9/30/22	
Public Meetings	Outputs: • Meetings which inform public of cleanup activities and provide a chance for input & comment Outcomes: • Improve understanding of cleanup and allows for potential modifications based on public input	12/31/22	

Task 3: Site-Specific Activities – OR - Insert Task Name

Task 3 – Insert Task Name 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)
Hold a kickoff meeting with State, EPA and QEP	Outputs: • Held meeting Outcomes: • Ensure all agencies are in agreement with cleanup plan	3/31/22	
Ensure Site is Enrolled in VCP • Ensure the grantee 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	6/30/22	
Historic Preservation • Assist EPA project Officer in collecting information and determining if Section 106 applies	Outputs: • Information and reports required to comply with Section 106 historic preservation requirements Outcomes: • Compliance with Section 106 historic preservation requirements	12/31/22	
Prepare Analysis Of Brownfields Cleanup Alternatives (ABCA)	Outputs: • Approved ABCA documenting how and why cleanup alternative was selected • ABCA placed in information repository, etc. Outcomes: • Ensure proper cleanup alternative is selected and communicated to the public	9/30/22	
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 Outcomes: • Greener and more sustainable cleanup	12/31/22	

Prepare Decision Document <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Memo or letter, with appropriate attachments Outcomes: <ul style="list-style-type: none"> Ensure that public comment process is documented and final cleanup remedy is selected 	3/31/22	
Prepare Remedial Design & Engineering Documents <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Approved remedial action and engineering/design documents and an approved budget Place documents in information repository, etc. Outcomes: <ul style="list-style-type: none"> Ensure cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs 	6/30/22	
Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan <ul style="list-style-type: none"> Prepare a SSQAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval 	Outputs: <ul style="list-style-type: none"> EPA approved SSQAPP Place SSQAPP in information repository Outcomes: <ul style="list-style-type: none"> Ensure proper confirmatory testing methods and analytical data results are achieved 	6/30/22	

EXAMPLE Task 4: Task 4: Oversee Site Cleanup - OR - Insert Task Name

Task 4 – Insert Task Name 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)
Oversight of cleanup activities <ul style="list-style-type: none"> QEP conducts appropriate site inspections during remediation to ensure compliance with cleanup plans 	Outputs: <ul style="list-style-type: none"> Number of inspections Site reports by QEP Documents placed in information repository Outcomes: <ul style="list-style-type: none"> Ensure cleanup is conducted in compliance with VCP 	12/31/23	
Davis-Bacon Documentation <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Payrolls, labor interviews, etc. Outcomes: <ul style="list-style-type: none"> Ensure compliance with Davis-Bacon requirements 	12/31/23	

Collection of post-cleanup samples	Outputs: <ul style="list-style-type: none"> • Number of samples and analytical results Outcomes: <ul style="list-style-type: none"> • Ensure cleanup has met VCP cleanup levels 	3/31/24	
Cleanup Documentation <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Final cleanup reports documenting cleanup is complete • Place documents in repository, etc. Outcomes: <ul style="list-style-type: none"> • State approval of cleanup and ensure cleanup is protective of human health and the environment 	6/30/24	
Cleanup Complete Documentation <ul style="list-style-type: none"> • Receive final cleanup complete letter from state or LEP/LSP determination for CT & MA and submit to EPA 	Outputs: <ul style="list-style-type: none"> • Letter from State/LSP/LEP • Letter submitted to EPA • Placed letter or documentation in information repository, reported in ACRES, and quarterly reports, etc. Outcomes: <ul style="list-style-type: none"> • Site is officially clean and ready for reuse • # Estimated number of brownfields property acres available for reuse 	6/30/24	

5. QUALITY ASSURANCE

Prior to undertaking confirmatory sampling, the *(name of grantee)* will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the sampling and analytical strategies, and the methods and procedures that will be used. QAPP approval will be obtained prior to performing any field activity. *(Refer to QAPP on website flyer for additional information.)*

6. PRE-AWARD COSTS

(Name of Grantee) requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need *\$X,XXX* to do the following activities: *(insert list of planned activities/costs)*.

(Please discuss pre-award activities with your Project Officer prior to starting any grant activities.)

7. BUDGET DETAIL - ATTACHMENT 1 *(Provide Attachment 1, Budget Detail)*