

EPA Brownfields Assessment Grant Checklist Major Programmatic Tasks

Task	Grantee	EPA
Site Identification and Approval		
<i>Prepares Property Approval Questionnaire</i> http://www.epa.gov/reg3hwmd/bf-lr/granteereporting.htm <ul style="list-style-type: none"> • For petroleum sites, obtains state determination letter 	✓	
<i>Approves properties for funding; provides site identification number</i>		✓
<i>Prepares and submits Property Profile Form (PPF)</i> www.epa.gov/brownfields/pubs/rptforms.htm	✓	
<i>Procures qualified environmental professional for assessments</i> <ul style="list-style-type: none"> • Complies with 40 CFR Part 31.36 www.gpoaccess.gov/cfr/index.html	✓	
<i>Determines if work will have any impact on historical properties and complies with the National Historic Preservation Act, if necessary</i>	✓	
Quality Assurance Project Plan (QAPP) Requirements		
<i>Prepares QAPP and submits to EPA for approval</i> http://www.epa.gov/reg3hwmd/bf-lr/granteereporting.htm#qualityassurance	✓	
<i>Reviews and approves QAPP</i>		✓
<i>Develops a Health and Safety Plan</i>	✓	
Environmental Assessment Activities		
<i>Conducts All Appropriate Inquiry (AAI; ASTM Phase 1 assessment); submits AAI/Phase 1 report to EPA for approval</i> www.epa.gov/brownfields/regneg.htm or www.astm.org	✓	
<i>Approves AAI/Phase 1 report; authorizes funding for Phase 2 assessment (if necessary)</i>		✓
<i>Prepares Sampling and Analysis Plan (SAP) for Phase 2 assessment</i> http://www.epa.gov/reg3hwmd/bf-lr/granteereporting/sap_generic.pdf	✓	
<i>Approves SAP</i>		✓
<i>Conducts Phase 2 and submits report to EPA</i> www.astm.org	✓	
<i>Conducts Phase 3 (if necessary) and submits report to EPA</i> www.astm.org	✓	

EPA Brownfields Assessment Grant Checklist Administrative Tasks

<i>Required Documents</i>	<i>Due</i>
Sign and return award document	At start of grant
Establish Electronic Funds Transfer (EFT) account	At start of grant
Submit Quarterly Progress Reports http://www.epa.gov/reg3hwmd/bf-lr/granteereporting/2006_QR_Template.pdf	End of January, April, July, October
Submit Quarterly MBE/WBE Utilization Reports (form EPA5700-52A) www.epa.gov/region03/grants/repforms.htm	End of January, April, July, October
Submit Federal Cash Transaction Reports (form SF-272) www.epa.gov/region03/grants/repforms.htm	Mid-July and mid-January, as needed
Submit Interim Financial Status Reports (FSR, form SF-269A) www.epa.gov/region03/grants/repforms.htm	Annually, end of December
Update PPFs	As needed
Submit Final Project Report and Close Out Paperwork <ul style="list-style-type: none"> • Summarizes project activities and outputs and outcomes of the grant • Includes Property Profile Forms 	At end of grant
Update PPFs	Optional; through cleanup and redevelopment of property