

**BROWNFIELDS CLEANUP GRANTS  
MAJOR TASKS**

TASK	CLEANUP GRANT RECIPIENT	STATE ENVIRONMENTAL PROJECT MGR	EPA
<b>General Requirements</b>			
<i>Site must be enrolled in the appropriate State response program to be eligible to receive federal brownfields cleanup funds</i>	X		
<i>Identifies State environmental project manager to review the proposed cleanup plans and actions</i>		X	
<i>Assist EPA in complying with Historic Preservation Act for site cleanup</i>	X		
<b>Community Involvement &amp; Public Participation Requirements</b>			
<i>Designates Community Relations Spokesperson</i>	X		
<i>Prepares a draft Community Relations Plan (CRP) and submits to EPA for review</i> <ul style="list-style-type: none"> <li>■ CRP must be prepared before an ‘analysis of cleanup alternatives’ is complete.</li> <li>■ CRP outlines steps to provide reasonable notice of proposed cleanup, opportunity for involvement, response to comments, and administrative records that are available to the public.</li> </ul>	X		
<i>Reviews and comments on draft CRP</i>			X
<i>Establishes information repository and maintains administrative record for the site</i> <ul style="list-style-type: none"> <li>■ The repository must be established before the analysis of cleanup alternatives is made available for public review and comment.</li> </ul>	X		
<b>Analysis of Brownfields Cleanup Alternatives Requirement</b>			
<i>Drafts an ‘analysis of cleanup alternatives’ document</i> <ul style="list-style-type: none"> <li>■ Identifies the objectives of the environmental response action and provides an analysis of cleanup alternatives</li> <li>■ Documents that the situation meets the need for an environmental response action</li> <li>■ Provides information pertaining to site background; threats to public health and/or the environment posed by the site; enforcement activities; and projected costs</li> <li>■ Incorporates Green and Sustainable Remediation and Resiliency considerations</li> <li>■ Identifies the proposed action, and explains the rational for its selection.</li> </ul>	X		
<i>Provides public notice of availability of draft analysis of cleanup alternatives document and conducts a 30-day public comment period</i>	X		
<i>Conducts a public meeting during the 30-day public comment period to inform public of the proposed cleanup plans and to elicit comments</i>	X		

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<i>Reviews &amp; approves the draft analysis of cleanup alternatives document</i>		X	X
<i>Revises analysis of cleanup alternatives document as necessary</i>	X		
<i>Develops and submits State-required remedial design and engineering documents (i.e., RAM, RAP, HASP, etc.) to the State for review</i>	X		
<i>Reviews State-required remedial design and engineering documents and provides written comments (CT &amp; MA) or approval (ME, NH, RI &amp; VT)</i> <ul style="list-style-type: none"> <li>■ This step may occur simultaneously with the submittal of the analysis of cleanup alternatives document</li> </ul>		X	
<i>Submits copy of written approval letter to EPA</i>	X		
<i>Submits budget of proposed cleanup to EPA that details activities to be funded with EPA funds</i>	X		
<i>Reviews and approves budget of anticipated cleanup activities and costs</i>			X
<b>Quality Assurance Project Plan (QAPP) Requirements</b>			
<i>Prepares quality assurance project plan if environmental sampling is to be conducted and submits to EPA for approval</i>	X		
<i>Reviews and approves quality assurance project plan</i>			X
<b>Cleanup Activities</b>			
<i>Conducts periodic site visits during implementation</i> <ul style="list-style-type: none"> <li>■ Ensure compliance with approved plans</li> <li>■ Ensure compliance with Davis Bacon requirements (payrolls, labor interviews, signage, etc.)</li> </ul>	X	X	
<i>Prepares cleanup closeout documentation at the conclusion of the cleanup and submits to State for review and approval</i> <ul style="list-style-type: none"> <li>■ Documents that cleanup is complete and is protective of human health and the environment.</li> <li>■ Identifies any institutional controls used and long-term monitoring requirements.</li> <li>■ If State response program does not require such documentation, see EPA model documents for an example.</li> </ul>	X		
<i>Reviews and provides written comments (CT &amp; MA) or approval (ME, NH, RI &amp; VT) of the cleanup closeout documentation</i>		X	
<i>Submits copy of written comment or approval letter to EPA</i>	X		