**ASSESSMENT WORKPLAN**

***(Insert Name of Recipient)***

**Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement**

**Period of Performance: 10/1/2020 - 9/30/2023** ***(or 7/1/2020 – 9/30/2023 with pre-award)***

1. **GOAL 1: Core Mission**

**Objective 1.3 Revitalize Land and Prevent Contamination**

**CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund 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 Assessment funding in the FY 2020 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 application 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. 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, area- wide planning and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (# Phase Is, #Phase IIs), preparing site sampling plans, conducting cleanup/reuse planning, and enrolling appropriate sites in the State Voluntary Cleanup Program (VCP), to determine 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 *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.

1. **FUNDING: $XXX,XXX**
2. **BUDGET**

*The total costs estimated for the project must agree with the amounts contained in the Budget Information – Non-Construction Programs (SF 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 |  |  |  |  |  |

\* 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). Utilize task activities described in your application.* ***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)** | **Anticipated Outputs**  **(projected activities, deliverables, reports) and Anticipated Outcomes**  **(projected results, effects, improvements)** | | **Anticipated Accomplishment**  **Date(s) (Month/Year)** | | **Actual Accomplishment Date(s)** | |
| --- | --- | --- | --- | --- | --- | --- |
| Obtain QEP and legal services (if necessary):  * Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) * Conduct annual performance evaluations on QEP * Obtain legal services for title searches, regulation interpretations, etc. | Outputs:   * RFP/RFQ; documentation of meeting of open competition; contract for scope of services * Performance evaluation reports, and applicable corrective actions   Outcomes:   * High quality products and services to meet project needs * Maintain a high level of work effort | | 12/31/20 | |  | |
| Reporting:Prepare MBE/WBE semi-annually, and FFR form at the end of the reporting periodEnter site data in ACRESPrepare Quarterly Reports via ACRESPrepare final report and grant closeout materialPrepare Success Stories for key sites | Outputs:   * Quarterly reports and other forms; updated ACRES database; final report and closeout forms * “Success Story” fact sheets   Outcomes:   * Regular communication of project status and next steps; current database for congressional reporting | | 1/30/21  ACRES updates and Quarterly Reports every quarter; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30 | |  | |
| Records:  * Maintain grant files * Maintain site project files * Maintain financial records | Outputs:   * Accurate and complete files suitable for audit purposes   Outcomes:   * High quality project records reflective of the work performed | | 10/1/20  and thereafter | |  | |
| Requests for Reimbursements or Advances | Outputs:   * Drawdowns from ASAP   Outcomes:   * Reduce unliquidated obligations | | 10/1/20  and thereafter | |  | |
| Training:  * Attend EPA Brownfields Conferences and other related workshops | | Outputs:   * Attend Revitalizing New England: Brownfields Summit 2020 * Attend BF2021 Conference in Oklahoma City   Outcomes:   * Improve Brownfields knowledge and expand networking opportunities | | 10/7-8/20  04/26-30/21 | |  |

**EXAMPLE Task 2: Community Engagement – 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)** |
| --- | --- | --- | --- |
| Establish Brownfields steering committee  * Ensure that commitments made by CBOs in proposal are implemented. | Outputs:   * Bi-monthly meetings, meeting agendas,   attendance lists and meeting notes  Commitments from CBOs  Outcomes:   * An active and motivated workgroup   driving Brownfields initiatives | 6/30/21 |  |
| Develop Marketing Materials:Create brochure targeting private & public property owners, lenders and developersCreate FAQ fact sheetUpdate website | Outputs:   * # Color brochures; # FAQ insert(s); 1 easy to navigate and attractive website   Outcomes:   * Up-to-date marketing tools to promote   project work and disseminate information | 6/30/21 |  |
| **Implement outreach strategy in target areas:**   * 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 | Outputs:   * Give BF presentations at # meetings,   minimum   * # round of ads/postings in local target   areas  Outcomes:   * Improve community knowledge on BF   issues and identify potential BF sites | 9/30/21 |  |
| **Hold local public meeting on Phase II sites:**   * Discuss Phase II results, and potential cleanup and redevelopment plans | Outputs:   * Minimum # local public meeting,   presentation materials, attendance list  Outcomes:   * Encourage public participation and support of BF project(s) going forward | 12/31/21 |  |

**EXAMPLE Task 3: Site Inventory Expansion & Selection – 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)** |
| --- | --- | --- | --- |
| **Site inventory:**   * Gather recognized and potential brownfields sites in target areas * Enter sites on GIS mapping tool | Outputs:   * GIS map of potential BF sites   Outcomes:   * Graphical capturing of BF sites for planning and marketing work | 12/31/20 |  |
| **Site prioritization and eligibility determination:**   * Convene steering committee meeting torank 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 | Outputs:   * Planning meetings; # eligible sites   identified in initial inventory search   * Estimate # additional eligible sites   identified during remainder of grant  Outcomes:   * # brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) | 9/30/20 |  |
| **Area-Wide Planning:**   * Identify a brownfield-impacted area (neighborhood, district, city block, etc.) * Develop strategies for the reuse of existing infrastructure in the area | Outputs:   * Produce an area-wide plan for the   brownfield impacted area   * Create a set of area-wide strategies for assessment, cleanup and reuse measures   Outcomes:   * Future uses of at least # properties in the area wide plan have been identified * Next steps to implement the plan have been identified | 12/31/20 |  |
| **Phase I investigations:**   * Conduct planning meeting with QEP to discuss approved sites * QEP obtains access agreement and performs Phase I investigation * QEP submits draft Phase I report to project team members * Team reviews/comments on draft Phase I * QEP submits final Phase I report to project team members | Outputs:   * Planning meetings * # 1 Phase I Report * updated ACRES database   Outcomes:   * # High potential Brownfields site   assessed through Phase I   * Total acres assessed through Phase I | 9/30/20 |  |

**EXAMPLE Task 4: Phase I & II Assessment Activities – 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)** |
| --- | --- | --- | --- |
| **Phase II preparation:**   * Meet with steering committee to review Phase I results and project direction * Obtain EPA approval to proceed with Phase II * Meet with QEP to Plan Phase II * Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities * QEP submits EPA approved generic QAPP w/ updated organization chart | Outputs:   * Project planning meetings * 1 approved generic QAPP * # sites approved for Phase II   investigation  Outcomes:   * # high priority sites identified for further investigation and potential redevelopment | 12/31/20 |  |
| **Phase II investigation:**   * QEP submits draft site-specific QAPP addendum to project team for review and comments * EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team * QEP performs field work according to plan * Grantee monitors site work and communicates any concerns with EPA/state * Grantee tracks green and sustainable site assessment efforts used during Phase II investigations * QEP submits draft Phase II report to project team for review and comments * QEP submits final Phase II report to project team * Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination | Outputs:   * # approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) * Phase II report(s) documenting the results * Updated ACRES database * Green and sustainable efforts reported in quarterly reporting   Outcomes:   * # high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning * Total acres assessed through Phase II * Greener and more sustainable site assessment techniques utilized | 3/31/21 |  |
| **Cleanup & reuse planning:**   * 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 QEP to develop draft cleanup alternatives and remediation plans for the site * Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) * Perform public outreach and involvement in cleanup and reuse planning | Outputs:   * # or more internal cleanup and reuse   planning meeting(s)   * # draft cleanup alternatives plan * # draft remedial action plan * GSR language in ABCA * updated ACRES database * 1 public meeting on project results * Potential for developer / lender   workshop and transaction forum  Outcomes:   * # property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment * Acres ready for cleanup & redevelopment * Greener and more sustainable plans for cleanup | 6/30/21 |  |

1. **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. *(Refer to QAPP section in the 2020 Contacts & Info Sheets for additional information.)*

1. **Pre-Award Costs**

*(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: *(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)*