

## CLEANUP WORKPLAN

**RED WRITING INSTRUCTIONS – PLEASE READ WHAT IS IN RED AND MAKE EDITS WHERE NEEDED. REPLACE OR DELETE ANY RED INSTRUCTIONS OR EXAMPLE LANGUAGE THAT IS NOT APPLICABLE TO YOUR SPECIFIC CLEANUP. NO RED WRITING SHOULD REMAIN ON THIS DOCUMENT’S FINAL DRAFT. PLEASE ASK YOUR PROJECT OFFICER IF YOU HAVE ANY QUESTIONS.**

*(Insert Name of Recipient)*

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

**Period of Performance: 10/1/2023 - 9/30/2026**

**(if doing pre-award for National Brownfields Training Conference in August, the Maine All Grantees meeting in September, and/or other activities, change start date to 7/1/2023)**

### **1. GOAL 6: Safeguard and Revitalize Communities**

#### **Objective 6.1 Clean Up and Restore Land for Productive Uses and Healthy Communities**

**CFDA: 66.818 Multipurpose, 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. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfields sites. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from applications prepared in accordance with the “Application 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 2023 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. 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 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).*

**(RED TO BE EDITED OR DELETED OUT UPON COMPLETION)**

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 application.)

**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)	<b>Total</b>
Personnel					
Fringe Benefits					
Travel					
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies					
Contractual					
Construction*					
Other (specify)					
Total Direct:					
Indirect Costs:					
<b>Total Budget</b>					

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

\* Include construction activities such as alterations, repairs, and excavations of a building, structure, or other improvements to real property under the "Construction" line, not "Contractual." Repairing buildings, repairing facilities, demolition, and site prep work for remediation count as construction costs. Construction activities carried out by the applicant's

own employees are “Personnel.” If it is not known how much is expected of construction costs, leave the field blank and put the funds into contractual for now. The budget will need to be amended once construction costs are known.

#### 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. **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)
---	---	--	-------------------------------------

<b>Obtain QEP Services:</b> <ul style="list-style-type: none"> <li>• Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire contractor</li> <li>• Prepare scope of work</li> <li>• Prioritize, track and evaluate contractor products</li> <li>• Conduct periodic project status meetings with contractor to discuss project issues and priorities</li> <li>• Conduct annual performance evaluations for contractor</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• High quality contractor work products that meet the recipient's and EPA's expectations</li> <li>• Confirmation in quarterly report that contractor selection was completed and made</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Maintain effective work force to meet workplan commitments</li> </ul>	12/31/23	
<b>Reporting:</b> <ul style="list-style-type: none"> <li>• Prepare MBE/WBE annually, and FFR annually and at grant closeout</li> <li>• Enter site data in ACRES</li> <li>• Prepare Quarterly Reports via ACRES</li> <li>• Prepare final report and grant closeout material</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Quarterly reports and other forms; updated ACRES database; final report and closeout forms</li> <li>• "Success Story" fact sheets</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Ensures compliance with Terms &amp; Conditions reporting requirements</li> </ul>	1/30/24 ACRES updates and Quarterly Reports every quarter; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30	
<b>Records:</b> <ul style="list-style-type: none"> <li>• Maintain grant files</li> <li>• Maintain site project files</li> <li>• Maintain financial records</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Accurate and complete files suitable for audit purposes</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• High quality project records reflective of the work performed</li> </ul>	10/1/23 and thereafter	
<b>Request for Reimbursements or Advances:</b>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Drawdowns from ASAP</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Reduce unliquidated obligations</li> </ul>	10/1/23 and thereafter	
<b>Travel &amp; Training</b> <ul style="list-style-type: none"> <li>• Attend brownfields related meetings, training sessions and conferences</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Attend Brownfields Conference in Detroit, MI</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Improve Brownfields knowledge and expand networking opportunities</li> <li>• Attend New England Brownfields Summit</li> <li>• MAINE ONLY – All Grantees Meeting</li> </ul>	8/7-11/23  2024  9/2023	

**(RED TO BE EDITED OR DELETED OUT UPON COMPLETION)**

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

<b>Task 2 – Insert Task Name Subtasks (Commitments)</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<b>Prepare Community Relations Plan</b> <ul style="list-style-type: none"> <li>• Prepare plan to involve public in cleanup activities</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Plan for involving the community in cleanup activities</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Improve understanding and participation in cleanup and redevelopment process</li> </ul>	6/30/24	
<b>Establish Information Repository</b>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Repository of documents which allows public to review site assessment &amp; cleanup history</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Improve understanding of how cleanup alternative was selected</li> </ul>	9/30/24	
<b>Implement 30-Day Public Comment Period on ABCA</b>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Allow for review and comment of cleanup related documents</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Allow for consensus on cleanup</li> </ul>	9/30/24	
<b>Public Meetings</b>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Meetings which inform public of cleanup activities and provide a chance for input &amp; comment</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Improve understanding of cleanup and allow for potential modifications based on public input</li> </ul>	12/31/24	

**(RED TO BE EDITED OR DELETED OUT UPON COMPLETION)**

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

Task 3 – <b>Insert Task Name</b> 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)
<b>Hold a kickoff meeting with State, EPA and QEP</b>	Outputs: • Held meeting Outcomes: • Ensure all agencies are in agreement with cleanup plan	3/31/24	
<b>Ensure Site is Enrolled in VCP</b> • 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	6/30/24	
<b>Historic Preservation</b> • 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	12/31/24	
<b>Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)</b>	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	9/30/24	
<b>Resilient and Greener Cleanups</b> • Evaluate the climate change vulnerability of a site and potential cleanup alternatives • Include climate change vulnerability in the effectiveness evaluation of cleanup alternatives. • Incorporate resilient and green remediation principles/techniques into the cleanup plan for your project	Outputs: • Climate resiliency and greener cleanup language in ABCA and RFP • Track and report climate resiliency and greener cleanup actions in ACRES Outcomes: • Resilient and more sustainable cleanups	Before, during, and after remedial activities	

<b>Prepare Decision Document</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>Memo or letter, with appropriate attachments</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>Ensure that public comment process is documented and final cleanup remedy is selected</li> </ul>	3/31/24	
<b>Prepare Remedial Design &amp; Engineering Documents</b> <ul style="list-style-type: none"> <li>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 clean up sites</li> </ul>	<ul style="list-style-type: none"> <li>Approved remedial action and engineering/design documents and an approved budget</li> <li>Place documents in information repository, etc.</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>Ensure cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs</li> </ul>	6/30/24	
<b>Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan</b> <ul style="list-style-type: none"> <li>Prepare a SSQAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>EPA approved SSQAPP</li> <li>Place SSQAPP in information repository</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>Ensure proper confirmatory testing methods and analytical data results are achieved</li> </ul>	6/30/24	

**(RED TO BE EDITED OR DELETED OUT UPON COMPLETION)**

#### **Task 4: Oversee Site Cleanup - OR - Insert Task Name**

<b>Task 4 – Insert Task Name Subtasks (Commitments)</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<b>Oversight of Cleanup Activities</b> <ul style="list-style-type: none"> <li>QEP conducts appropriate site inspections during remediation to ensure compliance with cleanup plans</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>Number of inspections</li> <li>Site reports by QEP</li> <li>Documents placed in information repository</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>Ensure cleanup is conducted in compliance with VCP</li> </ul>	12/31/25	
<b>Davis-Bacon Documentation</b> <ul style="list-style-type: none"> <li>Conduct site inspections to ensure proper wage rates and posters are available to workers on-site</li> <li>Collect, review and maintain payrolls</li> <li>Conduct on-site labor interviews</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>Payrolls, labor interviews, etc.</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>Ensure compliance with Davis-Bacon requirements</li> </ul>	12/31/25	

<b>Collection of Post-Cleanup Samples</b>	Outputs: <ul style="list-style-type: none"> <li>• Number of samples and analytical results</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Ensure cleanup has met VCP cleanup levels</li> </ul>	3/31/26	
<b>Cleanup Documentation</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Final cleanup reports documenting cleanup is complete</li> <li>• Place documents in repository, etc.</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• State approval of cleanup and ensure cleanup is protective of human health and the environment</li> </ul>	6/30/26	
<b>Cleanup Complete Documentation</b> <ul style="list-style-type: none"> <li>• Receive final cleanup complete letter from state or LEP/LSP determination for CT &amp; MA and submit to EPA</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Letter from State/LSP/LEP</li> <li>• Letter submitted to EPA</li> <li>• Placed letter or documentation in information repository, reported in ACRES, and quarterly reports, etc.</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Site is officially clean and ready for reuse</li> <li>• # Estimated number of brownfields property acres available for reuse</li> </ul>	6/30/26	

**(RED TO BE EDITED OR DELETED OUT UPON COMPLETION)**

## 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: participate in National Brownfields Training Conference (August 2023), *(For ME Grantees Only)* participate in the ME all grantees meeting (September 2023) *(insert other planned pre-award activities)*.

*(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)*