

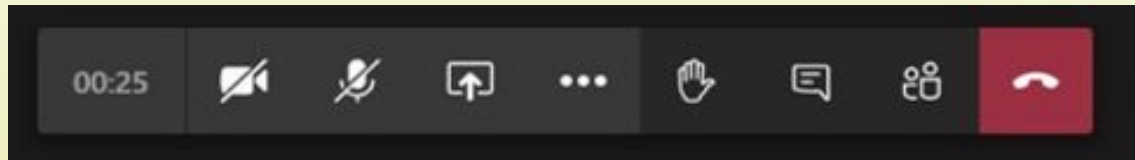


2021 New Cooperative Agreement Webinar Assessment Session Webinar Logistics

- We will be using Microsoft Teams.
- Be sure to join on your computer or mobile app by clicking **“Click here to join the meeting”**.
- You will be directed to a page that asks if you want to join the meeting through Teams. Click **“Open Microsoft Teams”** if you have Teams or you can **“Continue on this browser”** if you don’t have it downloaded already.

Webinar Logistics

Make sure you are
muted



Make sure your camera
is off



Questions can be entered
here in the chat box and
will be answered at the
end of each section





Webinar Sessions

May 12, 2021

10:00 -11:30 am Forms for Award

1:00 - 2:00 pm Assessment & Cleanup Breakout Sessions

May 18, 2021

10:00 -11:30 am Forms for Award

1:00 - 2:00 pm Assessment & Cleanup Breakout Sessions



Topics

- Assessment Work Plan
- Site Eligibility
- All Appropriate Inquiry (AAI)
- Quality Assurance Project Plan (QAPP)
- Procurement



Documents

- For this discussion, please have a copy of the appropriate documents with you.
 - ✓ Assessment Workplan
 - ✓ Assessment Budget Detail
 - ✓ All Appropriate Inquiries Fact Sheet & Checklist

Assessment Work Plan



Assessment Work Plan

- Use the Assessment Work Plan template provided.
 - ✓ Section 1: Objective
 - ✓ Section 2: Funding
 - ✓ Section 3: Budget (Detailed by Task)
 - ✓ Section 4: Work Plan Tasks
 - ✓ Section 5: Quality Assurance
 - ✓ Section 6: Pre-Award Costs
 - ✓ Section 7: Budget Detail Attachment 1
- Information to be modified is in **red**.



Assessment Work Plan

Section 1 - Objective

- A standard opening paragraph is provided. Revise the last sentence to include your organization.
- Insert a description (2-3 paragraphs) of the objectives and plans for the assessment project to be conducted under your grant.
 - ✓ Utilize language from the **Project Description** in your application.
 - ✓ An example is provided in **red** in the work plan template.
- In the last paragraph, add the people who will be managing the project. Revise the roles as necessary to carry out your project.

Assessment Work Plan

Section 2 - Funding

- Insert the amount of funding you are receiving.
 - ✓ \$300,000 or
 - ✓ \$600,000



Assessment Work Plan

Section 3 - Budget (Detailed by Task)

- Use example budget table to show the amount of funding, by budget category, for each task (up to 4 tasks maximum).
- Use the amounts from your application unless you need to update them. If you have questions or need advice, discuss with your Project Officer.



Assessment Work Plan

Section 4 - Work Plan Tasks

- Use the **four** example task tables in the template. They are already formatted for providing activity descriptions, outputs & outcomes, accomplishments, and schedule.
- Edit them as necessary to communicate your assessment activities.
- Make sure you include the proper outputs, outcomes and anticipated accomplishment dates for each activity.
- The Actual Accomplishment Dates column is left blank at this time. You can add these dates when updating your work plan during the period of performance of your grant.

Assessment Work Plan

Section 5 - Quality Assurance

- The appropriate language has been provided for you.
- Enter your municipality/organization name in the blank.
- No need to change the text provided in the work plan. You are affirming that you will use the QAPP process whenever conducting on-site sampling.



Assessment Work Plan

Section 6 - Pre-Award Costs

- These are estimated costs incurred between **July 1 & September 30, 2021** - before the typical October 1st start date of your grant.
- You cannot seek reimbursement for these costs until after **the award of your grant**. Work completed before the award of your grant is at your own risk.
- Use the example text to provide the total estimated amount.
- Include a list of individual items/tasks to be accomplished and their estimated amounts such as:
 - ✓ Procure a QEP - \$2,000
 - ✓ First project/community meeting - \$500

Assessment Work Plan

Section 7 - Budget Detail Attachment 1

- Use and edit the provided spreadsheet:
 - ✓ **2021 Budget Detail – Assessment**
- The budget detail chart must be included as an attachment to your work plan.
- The template has built in formulas and examples of the information for you to add in **red**.
- The math must add up!



Budget Detail

ASSESSMENT GRANTS

Personnel					
Item	Rate/Hour	Hours	Request From EPA	Cost Share (if Applicable)	Total
Program Manager	\$50	340	\$17,000		\$17,000
Assistant Program Manager	\$25	220	\$5,500		\$5,500
Fiscal Manager	\$20	100	\$2,500		\$2,500
Total Personnel		660	\$25,000		\$25,000
Fringe Benefits					
Rate/Base/Composition		Request From EPA	Cost Share (if Applicable)	Total	
40%	(FICA, retirement, health, vacation, and sick leave)	\$10,000		\$10,000	
Total Fringe Benefits		\$10,000		\$10,000	

Cost Share does not apply to
Assessment Grants

Budget Detail

ASSESSMENT GRANTS

Travel			
Item	Request From EPA	Cost Share (if Applicable)	Total
Travel to 2021 National Brownfields Conference including lodging, air, per-diem, and registration fees for 2 employees.	\$3,850		\$3,850
Local travel for site visits and meetings. (POV @ \$0.56 per mile and actual cost for public transit)	\$150		\$150
Travel to 2021 Region 1 Grantee meeting including travel, lodging, and per-diem for 1 employee.	\$1000		\$1000
Total Travel	\$5,000		\$5,000
Supplies			
Item	Request From EPA	Cost Share (if Applicable)	Total
Laptop Computer and Software	\$2,250		\$2,250
Office Supplies (pens, paper, postage)	\$500		\$500
Community Meeting (room rental, media equipment, brochures)	\$750		\$750
Project updates & website	\$1,000		\$1,000
Postage for Community Meeting Flyers	\$500		\$500
Total Supplies	\$5,000		\$5,000

Budget Detail

ASSESSMENT GRANTS

Contractual				
Item		Request From EPA	Cost Share (if Applicable)	Total
Qualified Environmental Professional to Perform Assessments		\$234,000		\$234,000
Total Contractual		\$234,000		\$234,000
Indirect Costs				
Base		Request From EPA	Cost Share (if Applicable)	Total
60%	% of Personnel & Fringe Benefits	\$21,000		\$21,000
Total Indirect Costs		\$21,000		\$21,000



You can describe your indirect costs here
(Up to 5% of federal funds awarded)



Budget Detail

ASSESSMENT GRANTS

Budget Summary			
Item	Request From EPA	Cost Share (if Applicable)	Total
Personnel	\$25,000		\$25,000
Fringe Benefits	\$10,000		\$10,000
Travel	\$5,000		\$5,000
Supplies	\$5,000		\$5,000
Contractual	\$234,000		\$234,000
Other	\$0		\$0
Indirect Costs	\$21,000		\$21,000
Total	\$300,000		\$300,000


Totals must match SF424A & Workplan Budget



Starting Work Before Award (aka Pre-award)

- You may start work on **July 1, 2021** ... but you must identify your pre-award tasks and estimated costs in Section 6 of your Work Plan.
- You will not be reimbursed until the grant is awarded. Remember: Work completed before the award of your grant is at your own risk.
- If you need to start work before **July 1, 2021**, notify your Project Officer ASAP.



Site Eligibility

- Each site must be evaluated before conducting assessment activities.
- All petroleum sites are reviewed and approved by the state.
- All hazardous sites must have signed concurrence of your Project Officer.
- New form coming soon.

For EPA Internal Use ONLY

**ASSESSMENT PROGRAM
INFORMATION NEEDED TO DETERMINE SITE ELIGIBILITY (April 2020)**

(Use arrow keys or mouse to move through questions; use Spacebar or mouse to check boxes)

A. BACKGROUND INFORMATION Date: Click or tap to enter a date.

1. Grant number: Click or tap here to enter text.
2. Grant recipient: Click or tap here to enter text.
3. Person providing site information: Click or tap here to enter text.
4. Property/site name (as identified or will be identified in ACRES): [Property name]
5. Property address: [Property address]
6. Current property owner: Click or tap here to enter text.
7. Work to be done: Phase I Phase II Phase III Other
Explain Other: Click or tap here to enter text.

B. SITES ELIGIBLE FOR FUNDING

1. Does the site meet the definition of a Brownfields (*a real property, the expansion, redevelopment or reuse of which is complicated by the presence or potential presence of hazardous substances, pollutants or contaminants*)? Yes No
2. Type of contamination present: Hazardous Substances Petroleum Co-Mingled
(If the site has both hazardous substances and incidental petroleum contamination, check the box the "co-mingled" box. If the site has hazardous substances and distinguishable petroleum contamination, check both of those boxes and you must obtain approval from the State and EPA.)
3. Describe the operational history and current use(s) of the site: Click or tap here to enter text.
4. Describe the environmental concerns at the site, including when and how the site became contaminated and, to the extent possible, the nature and extent of the contamination. If the environmental concerns are unknown, or if the land has been vacant for many years, why do you think it is contaminated? Click or tap here to enter text.
5. Are there any known ongoing or anticipated environmental enforcement or other actions (at the federal, state or local level) related to the site?? Yes No If yes, please explain and provide any known information regarding the responsibility of any party for contamination or hazardous substances at the site: Click or tap here to enter text.

May 2020 1

All Appropriate Inquiry (AAI)

- AAI or ASTM 1527-13 Phase I is a requirement.
- An AAI Checklist must be completed by the grantee for each Phase I and submitted separate from the Phase I report.
- The grantee must acknowledge that the Phase I is understandable and includes all four elements.

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds	
<u>Contact Information</u>	
Grantee Name:	_____
Grant Number:	_____
ACRES Property ID:	_____
Program Manager Name: (Point of Contact)	_____
Contact Phone Number:	_____
Name / Address of Property Assessed: _____	
<u>Checklist</u>	
Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:	
<input type="checkbox"/>	An <i>opinion</i> as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
<input type="checkbox"/>	An identification of " <i>significant</i> " data gaps (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
<input type="checkbox"/>	Qualifications and signature of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document: <input type="checkbox"/> "[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part." <input type="checkbox"/> "[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312." Note: Please use either "I" or "We."
<input type="checkbox"/>	In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an <i>opinion regarding additional appropriate investigation</i> , if the environmental professional has such an opinion.
<div style="display: flex; justify-content: space-between;"> _____ Signature of Grantee Program Manager _____ Date </div>	



Quality Assurance Project Plan (QAPP)

- All QAPPs must be submitted by email to R1QAPPS@epa.gov with a copy to your Project Officer.
- A QA Officer will be assigned to the project and work with the Project Officer and the grantee's contractor on review and approval of the QAPP.
- Plan on 30-days for QA to complete the review.
- Approval signatures must be obtained on the QAPP prior to commencement of site work.



Procurement

- Get your Qualified Environmental Professional(s) (QEPs) on board ASAP.
 - ✓ Procurement is covered in 2 CFR 200.317-326.
 - ✓ Full and Open Competition (2 CFR 200.319) – is required if contract is over \$250,000.
- Call your PO if you need an example Request for Proposals (RFP) or Request for Qualifications (RFQ).



Contacts

- Chris Lombard – Assessment Program Lead
 - ✓ 617-918-1305
 - ✓ lombard.chris@epa.gov
- Your Project Officer
 - ✓ See [contact list](#)



Questions

