



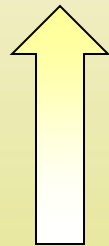
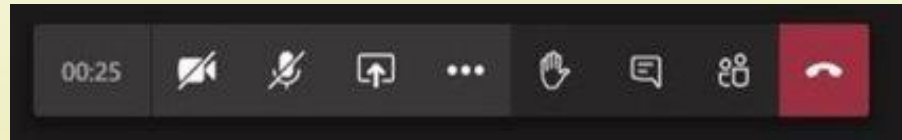
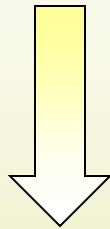
2021 New Cooperative Agreement Webinar Cleanup Session

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 and Cleanup Breakout Sessions

May 18, 2021

10:00 – 11:30 am Forms for Award

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



Topics

- Cleanup Work Plan
- Checklist Activities
- State Involvement
- Procurement
- Cost Share



Documents

- For this discussion, please have a copy of the appropriate documents with you.
 - ✓ Cleanup Workplan
 - ✓ Cleanup Budget Detail
 - ✓ Cleanup Grant Major Task Checklist

Cleanup Work Plan



Work Plan

- Use the Cleanup 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**.



Cleanup 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 cleanup project to be conducted under your grant.
 - ✓ Utilize language from the **Project/Program Description** and **Cleanup Plan** 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.

Cleanup Work Plan

Section 2 – Funding

- Insert the amount of funding you are receiving.
 - ✓ \$500,000 or
 - ✓ \$250,000 or
 - ✓ \$461,510 or



Cleanup 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.



Cleanup 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 cleanup 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.

Cleanup 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.



Cleanup 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

Cleanup Work Plan

Section 7 - Budget Detail Attachment 1

- Use and edit the provided spreadsheet:
 - ✓ **2021 Budget Detail – Cleanup**
- 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

CLEANUP GRANTS

Personnel					
Item	Rate/Hour	Hours	Request From EPA	Cost Share (if Applicable)	Total
Project Manager	\$50	340	\$17,000	\$0	\$17,000
Project Assistant	\$25	220	\$5,500	\$0	\$5,500
Finance Director	\$25	100	\$2,500	\$0	\$2,500
Total Personnel		660	\$25,000	\$0	\$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	\$0	\$10,000
Total Fringe Benefits			\$10,000	\$0	\$10,000

Add your Cost Share here for each applicable item

Budget Detail

CLEANUP GRANTS

Travel			
Item	Request from EPA	Cost Shar (if Applicable)	Total
Travel to 2021 National Brownfields Conference including lodging, air, per-diem, and registration fees for 2 employees.	\$3,850	\$0	\$3,850
Local travel for site visits and meetings. (POV @ \$0.56 per mile and actual cost for public transit)	\$150	\$0	\$150
Travel to 2021 Region 1 Grantee meeting including travel, lodging, and per-diem for 1 employee.	\$1,000	\$0	\$1,000
Total Travel	\$5,000	\$0	\$5,000
Supplies			
Item	Request from EPA	Cost Share (if Applicable)	Total
Laptop Computer and Software	\$2,250	\$0	\$2,250
Office Supplies (pens, paper, postage)	\$500	\$0	\$500
Community Meeting (room rental, media equipment, brochures)	\$750	\$0	\$750
Project updates & website	\$1,000	\$0	\$1,000
Postage for Community Meeting Flyers	\$500	\$0	\$500
Total Supplies	\$5,000	\$0	\$5,000



Budget Detail

CLEANUP GRANTS

Contractual				
Item		Request From EPA	Cost Share (if Applicable)	Total
Qualified Environmental Professional to monitor cleanup		\$434,000	\$0	\$434,000
Total Contractual		\$434,000	\$0	\$434,000
Indirect Costs				
Item		Request From EPA	Cost Share (if Applicable)	Total
60%	% of Personnel & Fringe Benefits	\$21,000	\$0	\$21,000
Total Indirect Costs		\$21,000	\$0	\$21,000
Other				
Item		Request From EPA	Cost Share (if Applicable)	Total
CDBG funding		\$0	\$80,000	\$80,000
Police and DPW assistance		\$0	\$20,000	\$20,000
Total Other Costs		\$0	\$100,000	\$100,000

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



Budget Detail

CLEANUP GRANTS

Budget Summary			
Item	Request From EPA	Cost Share (if Applicable)	Total
Personnel	\$25,000	\$0	\$25,000
Fringe Benefits	\$10,000	\$0	\$10,000
Travel	\$5,000	\$0	\$5,000
Supplies	\$5,000	\$0	\$5,000
Contractual	\$434,000	\$0	\$434,000
Other	\$0	\$100,000	\$100,000
Indirect Costs	\$21,000	\$0	\$21,000
Total	\$500,000	\$100,000	\$600,000



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.



Checklist Activities

- Cleanup Checklist
 - ✓ Outlines steps to be taken
 - ✓ Some items can be performed concurrently
 - ✓ Some items can be combined (ABCA & RAP)
 - ✓ Focus is on community involvement and conducting cleanup per state requirements

BROWNFIELDS CLEANUP GRANTS MAJOR TASKS			
TASK	CLEANUP GRANT RECIPIENT	STATE ENVIRONMENTAL PROJECT MGR	EPA
General Requirements			
<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		
Community Involvement & Public Participation Requirements			
<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"> ■ CRP must be prepared before an 'analysis of cleanup alternatives' is complete. ■ 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. 	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"> ■ The repository must be established before the analysis of cleanup alternatives is made available for public review and comment. 	X		
Analysis of Brownfields Cleanup Alternatives Requirement			
<i>Drafts an 'analysis of cleanup alternatives' document</i> <ul style="list-style-type: none"> ■ Identifies the objectives of the environmental response action and provides an analysis of cleanup alternatives ■ Documents that the situation meets the need for an environmental response action ■ Provides information pertaining to site background; threats to public health and/or the environment posed by the site; enforcement activities; and projected costs ■ Incorporates Green and Sustainable Remediation and Resiliency considerations ■ Identifies the proposed action, and explains the rationale for its selection. 	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		

State Involvement

- In CT, ME & VT
 - ✓ A State DEP or DEC person will be assigned to your project.
 - ✓ In CT, DEEP will determine whether or not it will be State or Licensed Environmental Professional (LEP) oversight. In most cases it will be LEP oversight.
- In MA
 - ✓ A Licensed Site Professional (LSP) will oversee the cleanup work.
 - ✓ State DEP will only be involved if they determine it to be necessary.

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).
- Don't forget that Davis-Bacon wages may apply to your cleanup projects.



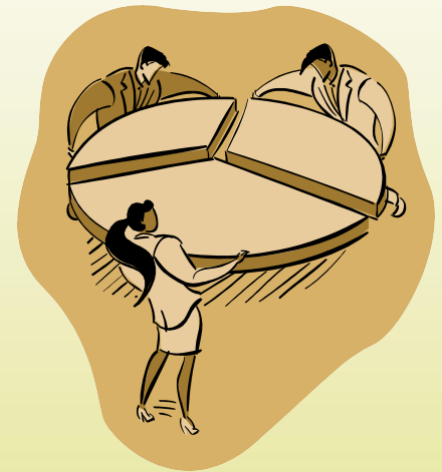
Cost Share

- Required Cost Share is 20% of grant award
 - ✓ \$100,000 for a \$500,000 Cleanup grant
 - ✓ \$50,000 for a \$250,000 Cleanup grant
 - ✓ \$92,302 for a \$461,510 Cleanup grant
- Waiver of the cost share was approved for the following entity:
 - ✓ ME: Our Katahdin - \$100,000
 - ✓ ME: Washington County Development Authority - \$100,000



Cost Share

- Cost Share can be a contribution of:
 - ✓ Cash
 - ✓ Non-Federal Grants
 - ✓ HUD-CDBG (only federal \$\$ option)
 - ✓ Labor
 - ✓ Materials
 - ✓ Supplies
 - ✓ Services
- Cost Share contributions must be eligible costs under the Terms & Conditions of your grant.



Cost Share

- Documentation
 - ✓ Have a plan – Who, What, Where & When
 - ✓ Get Documentation When Cost Share Activity Occurs
 - ✓ Cost, Benefit, Service, Hours, Value or Rate
 - ✓ Basis for Valuation
 - ✓ Be Clear & Specific
 - ✓ Include in Quarterly Reports
 - ✓ Monitor Status Periodically
- A [Cost Share Presentation](#) is available on the EPA Region 1 Brownfields website



Contacts

- Jim Byrne – Cleanup Program Lead
 - ✓ 617-918-1389
 - ✓ byrne.james@epa.gov
- Your Project Officer
 - ✓ See [contact list](#)



Questions

