Brownfields Cooperative Agreement Training 2019

Cleanup Session
Topics

- Workplans
- Checklist Activities
- State Involvement
- Procurement
- Cost Share
- Continuing Obligations
- National Historic Preservation Act
- Non-Profit Training
- EPA Administrative Capability Questionnaire
Workplans

• Use template provided on our website.
  ✓ Section 1: Objective
  ✓ Section 2: Funding
  ✓ Section 3: Budget (Detailed by Task)
  ✓ Section 4: Work Plan Tasks
    • Separate table for each task
    • Focus on outputs & outcomes
    • Includes schedule of accomplishments
  ✓ Section 5: Quality Assurance
  ✓ Section 6: Pre-Award Costs
  ✓ Section 7: Budget Detail Attachment
Workplans - Section 1

Section 1: Objective

✓ Insert a description (2-3 paragraphs) of the objectives and plans for the project/program to be conducted under your grant.
  • Utilize language from the Project/Program Description in your proposal
  • Example is provided in the workplan template

✓ Insert a description of your cleanup plan
  • Utilize language from the Project Description and Cleanup Plan description in your proposal
Workplans - Section 2

• Section 2: Funding

✓ Insert the amount of Hazardous Substances and/or Petroleum funding you are receiving

✓ Examples:
  • $500,000 Hazardous Substances
  • $350,000 Hazardous Substances
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 proposal unless you need to update them. If you have questions or need advice, discuss with your Project Officer.

- If applicable, include a separate table for hazardous substances & petroleum.
• Section 4: Work Plan Tasks

✓ Use example task tables. Maximum of 4 tasks. They are already formatted for providing activity descriptions, outputs & outcomes, accomplishments & schedule.

✓ Edit them as necessary to communicate your cleanup activities.

✓ Make sure you include the proper outputs, outcomes and anticipated accomplishment dates.

✓ The Actual Accomplishment Dates column is left blank at this time. You can add these dates during the period of performance of your grant.
Section 5: Quality Assurance

✓ The appropriate language has been provided for you.
✓ Enter your municipality/organization name in the blank.
Workplans - Section 6

• Section 6: Pre-Award Costs

✓ These are estimated costs incurred between July 1 & September 30, 2019 - before the start date of your grant.
✓ You cannot seek reimbursement for these costs until after the award of your grant.
✓ Use the example text to provide the total estimated amount.
✓ Include a list of individual items/tasks to be accomplished and their estimated amounts.
• **Section 7: Budget Detail Attachment 1**

  ✓ Provide completed copy of the Budget Detail - Cleanup as an attachment to your budget.

  ✓ Use and edit the provided table - 2019 Budget Detail - Cleanup.xlsx.

  ✓ Make sure you include a description of your estimated costs and the cost share.

  ✓ Make sure this budget adds up and matches the totals in your Section 3 Budget table and the amounts shown on your SF 424A!
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
State Involvement

• In CT, ME, NH, RI & VT
  ✓ A State DEP, DES, DEM 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
  ✓ Full and Open Competition – 2 CFR 200-319 – is required if contract is over $250,000
  ✓ Procurement is covered in 2 CFR 200.317-326

• Call your PO if you need an example

• 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 award & $70,000 for a $350,000 award)

• Waiver of the cost share was approved for the following entity:

✓ NH: Town of Walpole - $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

• Cost Share Presentation is on the EPA Region 1 Brownfields website
Continuing Obligations

- In order to maintain your liability protection before, during & after the cleanup, you must:
  ✓ Provide all legally required notices due to any discovery or release of a hazardous substance.
  ✓ Exercise appropriate care by taking reasonable steps to stop or prevent known or future releases and exposures to human health and the environment.
  ✓ Provide full cooperation, assistance and access to allow for response actions or natural resource restoration.
  ✓ Comply with land use restrictions and institutional controls.
  ✓ Comply with information requests and subpoenas.
National Historic Preservation Act

- Specific info for each cleanup grant to be discussed.
- EPA Brownfields funds can be used to help fulfill 106 review & consultation.
Non-Profit Training

• **Grant Management Training**
  ✓ This training is required to receive funding.
  ✓ **Must be two** employees of recipient.
  ✓ See notice in your folder.
  ✓ **Complete as soon as you can** and send in certificates with your grant award package.
EPA Administrative Capability Questionnaire

• Required for non-profits receiving over $200,000
  ✓ ME: Children’s Museum & Theater of Maine
  ✓ ME: Marble Block Redevelopment Corp
  ✓ ME: South Portland Housing Development Corp
  ✓ ME: Waterfall Arts
  ✓ VT: Bennington County Industrial Corp
  ✓ VT: Brattleboro Development Credit Corp

• May be required for some $200,000 grants as well
EPA Administrative Capability Questionnaire

- EPA Grants Office will notify you of this requirement and send you the form to complete once you submit your grant award package.
- Described in 2 CFR 200.205. EPA assesses the adequacy of administrative management systems.
- If your organizational policies and procedures do not fully cover the areas outlined in the questionnaire, revised or new policies may be necessary to comply with Federal financial management standards.
Contacts

- Jim Byrne - Cleanup Program Lead
  ✓ 617-918-1389
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- Your Project Officer
  ✓ See contact list
Questions