**ASSESSMENT 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 ASSESSMENT. 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) Assessment Cooperative Agreement**

**Community Wide Period of Performance: 10/1/2025 - 9/30/2029 (*(or 7/1/2025 to 9/30/2029 with pre-award)***

1. **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 amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) 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 applications prepared in accordance with the “Application Guidelines for Brownfields Assessment, RLF, 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 2025 competition.

(Insert a description (2-3 paragraphs) of the objectives and plans for the project **Target Area**, and work to be conducted under this grant. Keep the first paragraph above and then utilize language from the Project Description section of your proposal 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’s 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 *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.

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

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (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: Community Liaison *(if using)\** |  |  |  |  |  |
| Total Direct |  |  |  |  |  |
| Indirect Costs  |  |  |  |  |  |
| Total |  |  |  |  |  |

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

\* A CAR that uses participant support costs must follow the process described in their EPA-approved workplan (or in a separate process approved by EPA in post-award) for determining the amounts of allowable stipend(s), procedures for accounting for participant support cost payments (including receipts), and documenting that the costs are allowable and do not duplicate other support for the individual(s). Additional information on these requirements for the use of participant support costs is available in [EPA’s Guidance on Participant Support Costs](https://www.epa.gov/sites/default/files/2020-11/documents/epa-guidance-on-participant-support-costs.pdf).

**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** **(activities, deliverables, reports) and Anticipated Outcomes****(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
 | 12/2025 |  |
| Reporting: Prepare MBE/WBE annually, and FFR form at the end of the reporting periodEnter site data in ACRESPrepare Quarterly Reports via ACRESPrepare final report and grant closeout material | 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
 | 1/30/2026ACRES 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
 | 10/2025and thereafter |  |
| Requests for reimbursements or advances | Outputs:* Drawdowns from ASAP

Outcomes:* Reduce unliquidated obligations
 | 10/2025and thereafter |  |
| Training: * Attend EPA Brownfields Conferences and other related workshops
 | Outputs:* Attend National Brownfields Training Conference
* Attend Regional Brownfields Summit(s)

Outcomes: * Improve Brownfields knowledge and expand networking opportunities
 | 8/2025 12/2026 |  |

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**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  | Outputs:* Bi-monthly meetings, meeting agendas, attendance lists and meeting notes

Outcomes:* An active and motivated workgroup driving Brownfields initiatives
 | 10/2025 - Ongoing |  |
| 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
 | 1/2026 - Ongoing |  |
| **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 minimum # of meetings
* # round of ads/postings in local target areas

Outcomes:* Improve community knowledge on BF issues and identify potential BF sites
 | 10/2025 - Ongoing |  |
| **Hold local public meeting on Phase II sites:*** Discuss Phase II results, and potential cleanup and redevelopment plans
 | Outputs:* Minimum # of local public meetings, presentation materials, attendance list

Outcomes: * Encourage public participation and support of BF project(s) going forward
 | 10/2025 - Ongoing |  |

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**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
 | 10/2025 - Ongoing |  |
| **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: # of eligible sites identified in initial inventory search
* Estimate # of additional eligible sites identified during remainder of grant

Outcomes: * # of brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)
 | 10/2025 - Ongoing |  |
| **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 # of properties in the area wide plan have been identified
* Next steps to implement the plan have been identified
 | 1/2026 - Ongoing |  |
| **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
* Submit Phase I AAI Checklist to Project Officer
 | Outputs: * Planning meetings
* # 1 Phase I Report
* Updated ACRES database

Outcomes: * # of high potential Brownfields site assessed through Phase I
* Total acres assessed through Phase I
 | 10/2025 - Ongoing |  |

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**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 resiliency and sustainable principles/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
* # of sites approved for Phase II

 investigationOutcomes:* # of high priority sites identified for further investigation and potential redevelopment
 | 10/2025 - Ongoing |  |
| **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: * # of 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 ACRES

Outcomes: * # of high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning
* Total acres assessed through Phase II
* Greener and more sustainable site assessment techniques utilized
 | 1/2026 - Ongoing |  |
| **Cleanup & reuse planning:*** Throughout Phase II process, strategize with steering committee on reuse plans for the site
* Planning activities to help determine which reuses are feasible (viable, sustainable and resilient) for a site.
* Meet with QEP to develop draft cleanup alternatives and remediation plans for the site informed by planned or potential reuse.
* Incorporate resiliency and greener cleanup 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
* Resiliency and greener cleanup language in ABCA
* Updated ACRES database
* 1 public meeting on project results

Outcomes:* # of properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment
* Acres ready for cleanup & redevelopment
* Feasible reuse of sites identified and well-informed cleanup plans
* Greener and more sustainable plans for cleanup
 | 1/2026 - Ongoing |   |
| **Resilient and greener cleanup plans*** Evaluate the extreme weather vulnerability of a site and potential cleanup alternatives
* Include extreme weather vulnerability in the effectiveness evaluation of cleanup alternatives
* Incorporate resilient and green remediation principles/techniques into the cleanup and reuse plan for your project

 | Outputs:* Resiliency and greener cleanup language in ABCA and RFP
* Track and report resiliency and greener cleanup efforts in ACRES

Outcomes: * Resilient and more sustainable plans for cleanup
 | Before, during, and after assessment activities |  |

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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 1 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 Brownfields QAPP Program Guidance 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 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)*