

EPA Brownfields Cleanup Grant Checklist Major Programmatic Tasks			
Task	Grantee	State Environmental Agency	EPA
General Requirements			
<i>Site should be enrolled in the appropriate State response program</i>	✓		
<i>Identifies State environmental project manager to review the proposed cleanup plans and actions</i>		✓	
<i>Competitively procures contract support to conduct and oversee cleanup activities</i> <ul style="list-style-type: none"> • Uses full and open competitive process • Complies with 40 CFR Part 31.36 (local governments) or 30.40 (non-profits) • Davis Bacon wage rates apply for construction, repair and alteration related contracts 	✓		
Community Involvement and Public Participation Requirements			
<i>Designates Community Relations Spokesperson</i>	✓		
<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 Brownfield 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. 	✓		
<i>Reviews and comments on draft CRP</i>			✓
<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. 	✓		
Analysis of Brownfields Cleanup Alternatives Requirement (“ABCA”)			
<i>Drafts a remedial planning document that includes an analysis of cleanup alternatives</i> <ul style="list-style-type: none"> • Identifies the objectives of the cleanup and provides an analysis of cleanup alternatives based on effectiveness, implementability and cost • Documents that the situation meets the need for a cleanup • Provides information pertaining to site background; threats to public health and/or the environment posed by the site; enforcement activities; and projected costs • Identifies the proposed action, and explains the rationale for its selection. 	✓		
<i>Reviews & comments on the draft Analysis of Brownfield Cleanup Alternatives document</i>		✓	✓
<i>Revises Analysis of Brownfield Cleanup Alternatives document as necessary</i>	✓		
<i>Determines if work will have any impact on historical properties and complies with the National Historic</i>	✓		✓

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<i>Preservation Act, if necessary</i>			
<i>Provides public notice of availability of draft Analysis of Brownfield Cleanup Alternatives (“ABCA”) document and conducts a 30-day public comment period</i>	✓		
<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>	✓		
<i>Develops and submits State-required remedial design and engineering documents to the State for review</i>	✓		
<i>Approves State-required remedial design and engineering documents</i> <ul style="list-style-type: none"> • This step may occur simultaneously with the submittal of the Analysis of Brownfield Cleanup Alternatives document 		✓	
<i>Provide copy of State’s written comments or approval letter on cleanup to EPA</i>	✓		
<i>Prepares Decision Document & Response to Public Comment</i> <ul style="list-style-type: none"> • Documents the alternative selected for site remediation • Summarizes public comment & response to public comment 	✓		
<i>Reviews and comments on Decision Document</i>			✓
<i>Revises Decision Document as necessary</i>	✓		
<i>Reviews and approves budget of anticipated cleanup activities and costs</i>			✓
Quality Assurance Project Plan (QAPP) Requirements			
<i>Prepares quality assurance project plan if environmental sampling is to be conducted and submits to EPA for approval</i> http://www.epa.gov/reg3hwmd/bf-lr/granteereporting.htm#qualityassurance	✓		
<i>Reviews and approves quality assurance project plan</i>			✓
Cleanup Activities			
<i>Develops a Health and Safety Plan</i>	✓		
<i>Conducts periodic site visits during implementation</i> <ul style="list-style-type: none"> • Ensure compliance with approved plans 	✓		
<i>Prepares cleanup closeout documentation at the conclusion of the cleanup and submits to State and EPA for review</i> <ul style="list-style-type: none"> • Documents that cleanup is complete and is protective of human health and the environment. • Identifies any institutional controls used and long-term monitoring requirements. • Conducts determinative sampling in accordance with the approved QAPP to verify cleanup levels 	✓		
<i>Reviews and approves cleanup and issues certificate of completion or no further action letter</i>		✓	
<i>Submits copy of State approval letter to EPA</i>	✓		

**EPA Brownfields Cleanup Grant Checklist
Administrative Tasks**

All Reporting Forms can be found at:

<http://www.epa.gov/reg3hwmd/bf-lr/granteereporting.htm>

<i>Required Documents</i>	<i>Due</i>
Submit Quarterly Progress Reports	End of January, April, July, October
Submit DBE Reports or MBE/WBE Reports	As required under grant terms and conditions
Submit Annual Financial Status Reports	Annually by December 30
Federal Cash Transaction Report	Annually by January 15
Submit Final Project Report and Close Out Paperwork <ul style="list-style-type: none"> • Summarizes project activities and outputs and outcomes of the grant • Documents 20% cost share was met 	At end of grant