

# Brownfields New Grantee Training 2016

---

Cleanup & RLF  
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
  - ✓ Cleanup - Insert a description of your cleanup plan
    - Utilize language from the Project Description and Cleanup Plan description in your proposal
  - ✓ RLF - Insert a description of your RLF program
    - Utilize language from the Program Description in your proposal



# Workplans - Section 2

- Section 2: Funding
  - ✓ Insert the amount of Hazardous Substances and/or Petroleum funding you are receiving
  - ✓ Examples:
    - \$200,000 Hazardous Substances
    - \$200,000 Petroleum
    - \$600,000 Hazardous Substances



# Workplans – Section 3

- 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.



# Workplans - Section 4

---

- 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 or RLF 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.



# Workplans - Section 5

- 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, 2016** - before the start date of your grant.
  - ✓ You cannot seek reimbursement for these costs until **October 1, 2016**.
  - ✓ Use the example text to provide the total estimated amount.
  - ✓ Include a list of individual items/tasks to be accomplished and their estimated amounts.

# Workplans - Section 7

---

- Section 7: Budget Detail Attachment 1
  - ✓ Provide completed copies of Attachment 1, Budget Detail, for each budget Task where non-contractual costs are being incurred.
  - ✓ Use and edit the provided table as needed.
  - ✓ Make sure you include a description of your estimated costs.
  - ✓ Make sure these budgets add up to the totals in your Section 3 Budget table and the amounts shown on your SF 424A!

# Checklist Activities

- Cleanup & RLF Checklists
  - ✓ 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
  - ✓ Checklists:
    - Cleanup
    - RLF





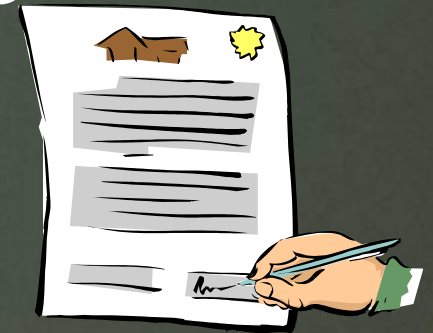
# State Involvement

---

- In CT, ME, NH, RI & VT
  - ✓ A State DEP, DES, DEM or DEC person will be assigned to your project(s).
  - ✓ 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 (QEP) on board ASAP
  - ✓ Full and Open Competition (if over \$150,000) - see **2 CFR 200-319**
  - ✓ 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 your grant award
- RLF - You may require your borrowers & subgrantees to meet the 20% match but you are ultimately responsible for meeting it.





# 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(s), 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

---

- Cleanup - Specific info for each cleanup grant to be discussed.
- Cleanup & RLF - 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.
  - ✓ To be completed on-line at:  
<https://www.epa.gov/grants/grants-management-training-non-profit-applicants-and-recipients>
  - ✓ See notice in your folder.
  - ✓ Complete as soon as you can and send in certificates with your grant award package.

# EPA Administrative Capability Questionnaire

## Cleanup Only

---

- Required for non-profits receiving \$200,000 or more.
  - ✓ ME: Marble Block Redevelopment Corp
  - ✓ MA: Greylock Flume, Inc.





# EPA Administrative Capability Questionnaire

## Cleanup Only

---

- 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 Grant Lead
  - ✓ 617-918-1389
  - ✓ [byrne.james@epa.gov](mailto:byrne.james@epa.gov)
- Joe Ferrari - RLF Grant Lead
  - ✓ 617-918-1105
  - ✓ [ferrari.joe@epa.gov](mailto:ferrari.joe@epa.gov)
- Your Project Officer
  - ✓ See contact list in your green folder





# Questions

