**REVOLVING LOAN FUND 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 RLF. 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) Revolving Loan Fund Cooperative Agreement**

**Period of Performance: (10/1/2025 - 9/30/2030 OR 7/1/2025 – 9/30/2030 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 amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, 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. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfields sites. In accordance with the FY25 Revolving Loan Fund cooperative agreement competition, The City of (Anywhere, USA) or RPC/EDC/DECD etc., as a (organization type), received FY25 RLF funding.

Insert a description (2-3 paragraphs) of the objectives and plans for the RLF Program to be conducted under this grant. Keep the first paragraph above and then utilize language from the Program Description section of your application for the rest of this section. Please remove any language that is inconsistent with current executive orders or agency priorities (EJ Screen, CEJST, disadvantaged communities, etc.)

Example description:

“Our city’s/region’s target 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.  Remediating brownfield properties in the target area will aid the redevelopment of this area in accordance with the XXX Master Plan and bring about a higher use that is more beneficial to the community.  The goal of the RLF program is to capitalize the revolving loan funds by making loans and subgrants to eligible entities for cleanups. These cleanups will allow for redevelopment as envisioned by the community. Non-site-specific tasks and activities include developing a loan program, marketing the program to cities, towns, and/or developers, procuring environmental services from a Qualified Environmental Professional (QEP) firm, conducting public outreach, and preparing materials relevant to the RLF program. Site-specific tasks and activities include verifying site and borrower/subgrant eligibility, preparing loan/subgrant documents, preparing QAPPs, conducting site-specific public relations activities, and preparing ABCAs.”

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Cooperative agreement funding will be used to cover the costs of eligible tasks and 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 Project Manager, assisted by the Funds Manager and the Legal Counsel, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and in compliance the state Voluntary Cleanup Program (VCP).

**Describe your RLF Program:** Provide a description of your organization’s project team members and other partners or coalition members (if applicable) including their names, titles, roles, responsibilities, and contact information. Describe organizational structure and communication flow as presented in your application**.** This information should be updated as appropriate. A table format may be used to display project team members’ information. An organizational chart may be helpful to illustrate the project team structure.

Make sure to include:

* Procedures for selecting qualified borrowers.
* Procedures for selecting qualified subgrantees.
* Rationale for structuring loans and subgrants.
* Description of your day-to-day operation of the RLF program.
* Include discussion of conducting community involvement, protecting public health and safety during cleanup, and how the applicant will ensure the quality of analytical data collected during cleanup, development of a QAPP utilizing EPA and state concurrence.
* A description of the geographic boundaries as exactly stated within the application submitted. DO NOT abbreviate. Please list out every community that is under your geographic boundary, unless you can claim “state-wide” or “county-wide.”

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

The total costs, discussed below, MUST agree with the amounts contained in the Budget Information – Non-Construction Programs (Form 424A) and Budget Detail Attachment. Use amounts from your application, but do not include more than 4 tasks. Discuss any modifications to the budget with your Project Manager.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Categories | 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 |  |  |  |  |  |
| Indirect Costs |  |  |  |  |  |
| Other: Loans |  |  |  |  |  |
| Other: Subgrants |  |  |  |  |  |
| **Total Budget** |  |  |  |  |  |
| Total Federal Funding |  |  |  |  |  |
| Cost Share (not required FY25) | -0- | -0- | -0- | -0- | -0- |

\*EPA defines equipment as items that cost $10,000 or more, and equipment costs are not allowed under this program. Items costing less than $10,000 are considered supplies.

\*\*Cost share, if required, must be included as appropriate in any combination of the first six lines of the chart, and can appear in the “Other” line item if cost share will be met by borrower/subgrantee contributions.

1. **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. **For tasks which include a cost share component (not required for FY25 award), identify which activities and subtasks will include a contribution toward the cost share. Edit chart as necessary, but do not include more than 4 tasks**. Tasks are identified as examples; add or delete information as appropriate for your program.

**Task 1: Cooperative Agreement Oversight** (edit as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Task 1 - Cooperative Agreement Oversight****Subtasks Committed to by the CAR** | **Anticipated Outputs****(****projected activities, deliverables, reports) and Anticipated Outcomes****(****projected results, effects, improvements)** | **Anticipated Accomplishment****Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| **Obtain QEP Services/Financial Manager/Legal Assistance Services*** Prepare Request for Proposals, evaluate applications, conduct interviews, hire contractor
* Prepare scope of work
* Prioritize, track and evaluate contractor products
* Conduct periodic project status meetings with QEP and Project Manager to discuss project issues and priorities
* Conduct annual performance evaluations for QEP
 | Outputs: * High quality contractor work products that meet the recipient’s and EPA’s expectations
* Confirmation in quarterly report that QEP selection was competed and made

Outcomes: * Effective work-maintained force to meet workplan commitments
 | 12/31/25 |  |
| ReportingPrepare quarterly reports, MBE/WBE annually, and FFR form at the end of the reporting periodEnter site and program income data in ACRESPrepare final report and grant closeout material* Prepare Success Stories for key sites
 | Outputs:* Quarterly reports and other forms; updated ACRES database; final report and closeout forms

Outcomes:* Accomplishments of RLF program properly recorded.
* Regular communication of project status and next steps; current database for congressional reporting
 | 1/30/26 ACRES updates and quarterly reports every quarter; 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 work performed
 | 10/1/25 (or 7/1/25 if pre-award costs requested) and thereafter |  |
| Request for Reimbursements or Advances | Outputs:* Drawdowns from ASAP

Outcomes:* Unliquidated obligations scrutiny avoided
 | 10/1/25 and thereafter |  |
| Travel & Training* Attend brownfields related meetings, training sessions and conferences
* Join, at a minimum, Region 1’s RLF group on the [Grow America RLF TA website](https://epa-rlf-tab.growamerica.org/wp-login.php?redirect_to=https%3A%2F%2Fepa-rlf-tab.growamerica.org%2F&bp-auth=1&action=bpnoaccess)
 | Outputs:* Attend National Brownfields Training Conference
* Attend Regional Brownfields Summit(s)

Outcomes:* Knowledge of brownfields issues and programs increased
 | 8/XX/202512/XX/2026Throughout grant period of performance |  |
| Etc. |  |  |  |

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**Task 2: Community Involvement** (edit as needed)

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| --- | --- | --- | --- |
| **Task 2 – Community Involvement Subtasks (Commitments) Pre-Cleanup**  | **Anticipated Outputs****(****projected activities, deliverables,** **reports) and Anticipated Outcomes****(****projected results, effects, improvements)** | **Anticipated Accomplishment****Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| Develop Marketing Tools* Prepare marketing tools such as literature, brochures, web sites, forums, etc. to communicate availability of program to stakeholders
* Prepare Success Stories for key sites
 | Outputs:* Literature, brochure, websites
* Marketing materials distributed to partners and communities served
* “Success Story” fact sheets for marketing purposes

Outcomes:* Sites attracted and understanding of the RLF program improved
 | 12/31/25 |  |
| **Work with Community/Entity/Groups named in the application to ensure roles are met** | Outputs:* Specific involvement or assistance that was identified in application implemented

Outcomes:* Coordination with stakeholders and others increased
 | Ongoing |  |
| **Prepare Community Involvement Plan** | Outputs:* Clear plan for involving community in cleanup activities

Outcomes:* Public understanding of, and participation in, cleanups and redevelopment process improved
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Establish Administrative Record** | Outputs:* Repository of documents which allow public to review site assessment and cleanup history

Outcomes:* Public understanding of how cleanup alternatives were selected improved
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Public Meetings** | Outputs:* Meetings inform public of cleanup activities and provide a chance for input and comment

Outcomes:* Public understanding of cleanups improved and allows for potential modifications based on public input
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Etc.** |  |  |  |

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**Task 3: Loans/Subgrants Cleanup Process** (edit as needed)

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| --- | --- | --- | --- |
| **Task 3 – Loans/Subgrants Cleanup process Subtasks (Commitments)****Pre-Cleanup** | **Anticipated Outputs****(****projected activities, deliverables, reports) and Anticipated Outcomes****(****projected results, effects, improvements)** | **Anticipated Accomplishment****Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| **Site & Borrower/Subgrant Eligibility*** Seek eligibility determination from EPA that the site and borrower/subgrantee are eligible to receive EPA funding
 | Outputs:* Sites entered into RLF program; to be noted in quarterly report, etc.

Outcomes:* Projects entered into RLF program
 | As projects come into program | Date – Site ADate – Site BDate – Site C |
| **Hold a kickoff meeting with State, EPA and QEP**  | Outputs:* Held meeting

Outcomes:* Ensure all agencies are in agreement with cleanup plan
 | As projects come into program | Date – Site ADate – Site BDate – Site C |
| **Ensure Site is Enrolled in VCP*** Ensure that borrower/subgrantee has enrolled site in the applicable state response program
 | Outputs:* Site is enrolled in applicable state response program

Outcomes:* Cleanup is in compliance with state response program
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Historic Preservation*** Assist EPA Project Officer in collecting information and determining if Section 106 applies to site cleanups
 | Outputs:* Consult with state/tribal historic preservation officer
* Documentation developed for consult recorded in administrative record

Outcomes:* Compliance with Section 106 historic preservation requirements
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Federal Crosscutter Requirements**(See your terms and conditions) * Determine if any other federal crosscutter requirements apply
 | Outputs:  * Obtaining required permits
* Coordination with other appropriate federal entities

Outcomes: * Compliance with all federal crosscutters
 | As projects go through program  | Date – Site A Date – Site B Date – Site C  |
| **Prepare Loan/Subgrant Documents*** Develop loan/subgrant agreements, documents, promissory notes, etc. that include all applicable federal environmental and cross-cutting requirements (e.g., Davis-Bacon)
 | Outputs:* Signed loan/subgrant documents; to be noted in quarterly report and data is entered into ACRES

Outcomes:* Loans/Subgrants is executed, and ACRES is updated
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)*** Include resilient and greener cleanups
* 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 plan for your project
 | Outputs:* Document prepared for community review
* Resiliency, greener, and sustainable cleanup language in the ABCA to inform the RFP
* Resiliency, greener, sustainable, cleanup actions reported in ACRES

Outcomes:* Resilient and more sustainable cleanup alternatives
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Implement 30-Day Public Comment Period on ABCA** | Outputs:* Allow for review and comment on cleanup related documents
* Community is aware of proposed cleanup and provides input on the alternative selected

Outcomes:* Consensus on cleanup alternative chosen
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Prepare Decision Document*** Document results of public comment period and public meeting to include comments received, public meeting attendance, response to relevant comments, selection of final cleanup remedy, any changes to the final cleanup remedy, etc.
 | Outputs:* Memo or letter, with appropriate attachments
* ABCA is finalized and placed in administrative record

Outcomes:* Public comment process is documented, and final cleanup remedy is selected
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Prepare Remedial Design & Engineering Documents*** Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work (including Davis-Bacon requirements)
* Prepare a budget detailing how EPA funds will be utilized for the cleanup
 | Outputs:* Approved remedial action and engineering/design documents
* Approved budget detail
* Documents placed in the administrative record

Outcomes:* Cleanup is completed in compliance with state response program and RLF terms and conditions
* EPA funds used for eligible costs
 | As projects go through program | Date – Site ADate – Site BDate – Site C |
| **Prepare Site-Specific QAPP and Health & Safety Plan*** Prepare a SSQAPP for any environmental sampling to be conducted on sites and submit to EPA for approval
* Prepare a Health and Safety Plan in accordance with OSHA standards
 | Outputs:* Approved EPA SSQAPP
* Place SSQAPP in administrative record

Outcomes:* Ensured proper confirmatory testing methods and analytical data results are achieved
* Compliance with OSHA requirements
 | As projects come into program | Date – Site ADate – Site BDate – Site C |
| * **Etc.**
 |  |  |  |

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**Task 4: Oversee Site Cleanups**(edit as needed)

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| --- | --- | --- | --- |
| **Task 4 – Oversee Site Cleanups Subtasks (Commitments)****During and Post-Cleanup** | **Anticipated Outputs****(****projected activities, deliverables, reports) and Anticipated Outcomes****(****projected results, effects, improvements)** | **Anticipated Accomplishment****Date(s) (Month/Year)** | **Actual Accomplishment Date(s)** |
| **Oversight of Cleanup Activities** * QEP conducts appropriate site inspections during remediation to ensure compliance with cleanup plans
 | Outputs:* Site reports from QEP
* Place reports in administrative record

Outcomes:* Cleanup is in compliance with State VCP
 | During remediation of sites | Date – Site ADate – Site BDate – Site C |
| **Davis-Bacon Documentation*** Conduct site inspections to ensure proper wage rates and posters are available to workers on-site
* Collect, review, and maintain payroll documentation provided by borrower/subgrantee
* Conduct on-site labor interviews
 | Outputs:* Payroll and labor interview documents placed in grant record

Outcomes:* Compliance with Davis-Bacon requirements
 | During remediation of sites | Date – Site ADate – Site BDate – Site C |
| **Collection of Post-Cleanup Samples**(When applicable)   | Outputs:* Number of samples and analytical results

Outcomes:* Cleanup has met VCP cleanup levels
* Compliance with SSQAPP
 | When remediation activities are complete **AND** determined necessary by QEP |  |
| **Cleanup Documentation*** Prepare and submit close-out documentation to state indicating that cleanup is complete
* Identify any institutional controls, engineering controls, and/or long-term monitoring, if applicable
 | Outputs:* Final cleanup reports documenting cleanup is complete
* Place documents in administrative record

Outcomes:* Cleanup is protective of human health and the environment
 | After remediation of sites | Date – Site ADate – Site BDate – Site C |
| **Cleanup Complete Documentation*** Receive final cleanup complete letter from state or LEP/LSP determination for CT & MA and submit to EPA
 | Outputs:* Letter or documentation placed in administrative record, reported in ACRES and quarterly reports

Outcomes:* State/LSP/LEP concurs the cleanup is complete and compliant with VCP
* Sites are officially clean and ready for reuse
* Estimated number of brownfields property acres available for reuse
 | After remediation of sites | Date – Site ADate – Site BDate – Site C |
| **Etc.** |  |  |  |

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1. **Quality Assurance**

Prior to undertaking confirmatory sampling, the (name of CAR) will ensure that borrowers and subgrantees prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the sampling and analytical strategies, methods and procedures approved by EPA that will be used in all project data collection. (Refer to Brownfields QAPP Program Guidance for additional information.)

1. **Pre-Award Costs**

(Name of CAR) requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need $XX,XXX to do the following activities: (insert list of planned activities/costs).

1. **Budget DETAIL - ATTACHMENT 1** (Provide Attachment 1, Budget Detail)
2. **RLF COA**

A Closeout Agreement (COA) will be accepted by the recipient as a component of the cooperative agreement’s Terms and Conditions. The COA dictates how post-closeout program income will be used for the continued operation of an RLF for brownfields cleanup, and/or other brownfields activities, as well as post-closeout progress reporting and ACRES reporting requirements. Although the COA is signed in conjunction with the cooperative agreement award, the COA does not go into effect for this assistance agreement number until the day after the cooperative agreement period of performance ends. This COA is based on the FY22 RLF COA template. EPA plans to modify RLF COA templates every five years. EPA reserves the right to renegotiate the terms of this RLF COA every five years, in conjunction with the template change (e.g., next change will be in FY27). If the recipient agrees to continue to operate the RLF under a COA past FY27, the recipient shall work with EPA’s Project Officer to update to the latest COA template.

We, (name of CAR), understand this requirement and the signed agreement will be returned to the Project Officer within 30 days of the grant award. We also understand that the recipient cannot draw down funds under this cooperative agreement if the recipient has not submitted a signed COA to the Project Officer.

**PLEASE DO NOT LEAVE ANYTHING IN RED UPON COMPLETION.**

**PLEASE ASK YOUR PROJECT OFFICER IF YOU HAVE ANY QUESTIONS.**