

Best Management Practices for EPA Brownfields Tribal Response Programs

Tips and Tools for
Successful Programs



STRP 128(a) Guidance

- ❑ This Guidance provides a consistent national framework for building tribal environmental program capacity under STRP
- ❑ It is designed to strengthen and enhance tribal environmental protection programs

EPA United States Environmental Protection Agency


Learn the Issues Science & Technology Laws & Regulations About

http://www2.epa.gov/brownfields

Brownfields


EPA's Brownfields program provides grants and technical assistance to communities, states, tribes, and other stakeholders, giving them the resources they need to prevent, assess, safely clean up, and sustainably reuse brownfields. Cleaning up and reinvesting in these properties protects the environment, reduces blight, and takes development pressures off greenspaces and working lands. EPA's Land Revitalization program works with communities, states, non-profits and other stakeholders to develop and test sustainable approaches for the reuse of formerly contaminated properties.

Basic Information




- [Brownfield Overview and Definition](#)
- [Program Accomplishments and Benefits](#)
- [Laws and Regulations](#)
- [Liability and Enforcement](#)

Technical Assistance, Tools and Research




- [Targeted Brownfields Assessments](#)
- [Technical Assistance](#)
- [Tools](#)
- [Research](#)
- [Cleanups in my Community](#)

Competitive Grant Funding Information




- [Types of Grant Funding](#)
- [Grants Fact Sheets](#)
- [Apply for Grant Funding](#)

State & Tribal Response Programs



- [State and Tribal Information](#)
- [CERCLA 128\(a\) Non-Competitive Grant Funding Guidance](#)
- [State & Tribal Program Updates](#)
- [Tribal Portal](#)

Current News and Events



- [Newsroom and Announcements](#)
- [Calendar of Events](#)

Contact Us Share

Initiatives and Partnerships

Resources

Tribal Response Program - Requirements for Funding

- Eligible tribes willing to develop a response program that includes:
 - ✓ taking steps to meet the “four elements”
 - ✓ establishing and keeping a “public record”
- Programs must demonstrate meeting these requirements after first funding year in order to qualify for additional funding.
- Cooperative Agreement reporting requirements.
- No Cost Share requirement.

Emergency Response Program: the Four Elements

1. Timely survey and inventory of brownfields sites (creating a list of potentially contaminated sites).
2. Oversight and enforcement authorities, or other mechanisms and resources, that are adequate to ensure that a response action will protect human health and the environment, i. e., involved in oversight of local cleanups or assessments. (Coordination with ADEC is an example.)

The Four Elements, Cont'd

3. Mechanisms and resources to provide meaningful opportunities for public participation (outreach to community on Brownfields and what your program is accomplishing).
4. Mechanisms for approval of cleanup plans and completed cleanups. (in AK, coordination with ADEC contaminated sites program)

Tribal Response Program - The “Public Record”

In order to continue receiving funding, the tribe must establish and maintain a “public record” of sites, detailing...

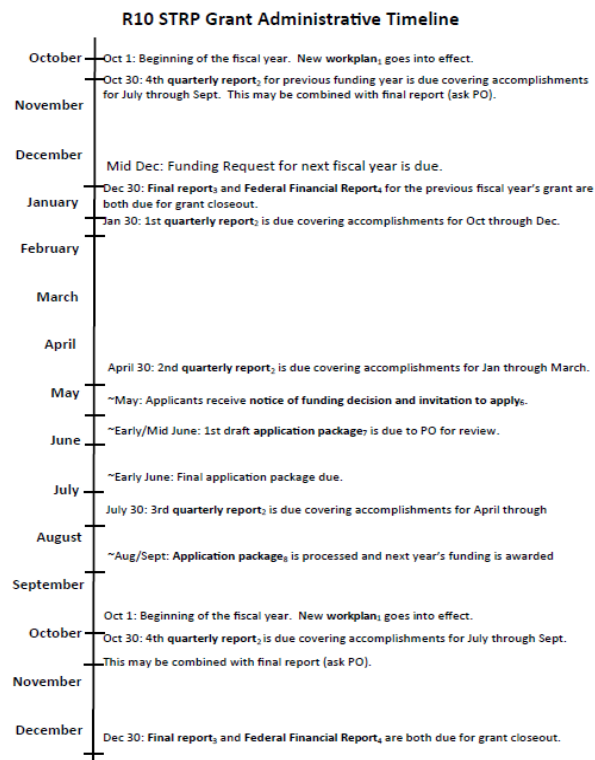
- response actions completed in the previous year and those planned to be addressed in the upcoming year.
- whether or not the site, on completion of the response action, will be suitable for unrestricted use and, if not, identifying the institutional controls relied on for the remedy.

Examples of Program Activities

- BF Inventory updates and research
- Council presentation on BF Response Program and activities
- Attending training and conferences which further brownfields knowledge
- Getting involved and having oversight of local assessment and cleanup work and then sharing the information with your community
- Yearly public record updates (record of ongoing assessments and cleanups)
- Applying for Targeted Brownfield Assessment grants for sites with a planned re-use.

Procedures (SOPs) for your program!

Tools- EPA TRP Guide & Grants Administrative Timeline



EPA Region 10 Tribal Response Program (TRP) Guide

July 10, 2017

Version 5



Keeping Your Electronic/Paper Files in Order

Why?

- It helps keep track of your plans, goals, and accomplishments.
- When new people come in to the project they can easily learn a lot about it.
- It helps demonstrate that you are carrying out the projects you agreed to in your grant.


What needs to be included?

You will need the following sections included in your file:


- The Grant/Cooperative Agreement Fund Request (draft workplan)
- The Award Document with Terms and Conditions of the grant
- Brownfield Inventory (list of potential brownfields decided upon by your program – site data, location, pictures, completed assessments)
- Work Plan
- Correspondence with your EPA Project Officer and outreach to community

What's the best way to store your records?

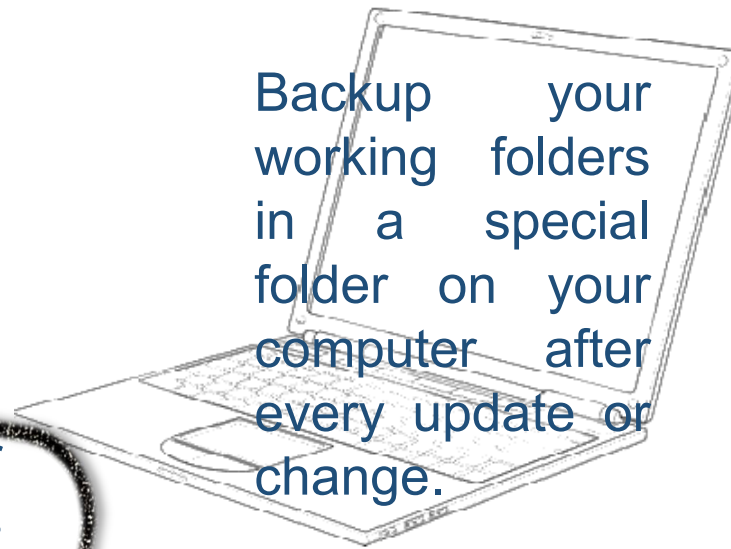
These days there are more choices than ever, and it is important to use more than just the computer where most of the writing is being done. As we all know, computers can crash or become lost.



Printing your documents is a great idea because you can use the paper copies in your office filing system, and you can always scan them in again for easy sharing.

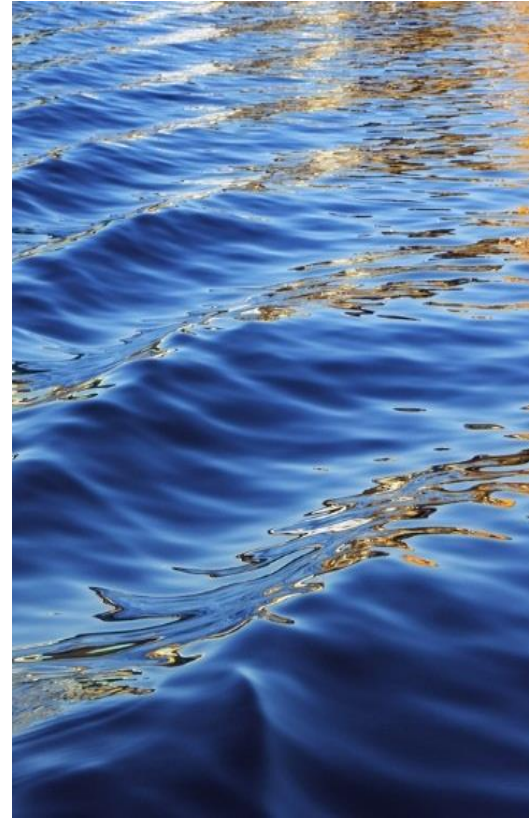


Backup your electronic folders frequently on a thumb drive, an external backup drive, a DVD and/or the Cloud.



Backup your working folders in a special folder on your computer after every update or change.

Reporting



Grantee Name

Brownfields Tribal Response Program

Cooperative Agreement No. RP-_____

Project Period: October 1, 2015—September 30, 2016

Quarterly Progress Report: 1

Quarter Period: October 1, 2015—December 31, 2015

Submitted on: xxxx

Prepared by:

Preparer's name

Street address

City/town, State Zip-Code

Phone number

Email address

EPA Project Officer: _____

- Insert Grantee Name & Date -

Quarter XX Summary

This section should include a summary of program activities that have occurred during this quarter. The following sections should be used to provide more details on the specifics of each task.

- Provide a detailed narrative of the work completed during this quarterly period.
- Describe all accomplishments made, milestones met, and deliverables completed.
- Was everything accomplished as expected?
- Describe any issues or delays that were encountered and how they impacted the program schedule/deliverables.
- Provide a summary of any unresolved issues or ongoing action-items.
- Conclude this section with a brief description of the major activities slated for the following quarter.

Status of Tasks & Activities

The purpose of this section is to document in more detail the progress that is being made in comparison with the approved work plan. It is helpful to include the name of the task, activity, estimated completion date and the status in completing that output during the period you are reporting on. While providing one or two sentences may suffice in some circumstances, it is more advantageous to document all the steps taken to meet that overall task.

Level of Information Needed

Example: The meeting was held and everyone agreed to revise the draft procedures.

Much Better Example: The meeting coordinating the environmental program directors took place on January 31st. The representatives from Fisheries, Natural Resources Department, Spill Response, and Solid Waste had agreed to communication procedures for emergency mobilization drafted by the Brownfield Program Manager. Specifically they agreed to establish a monthly lead for emergencies, a specific call number, to develop a schedule for sharing the responsibilities, and a phone tree to notify all the key personnel. A copy of the draft is attached with side notations on the sections to be revised including establishing a spreadsheet for contact information and to log calls; a proposal for the Council on how costs could be covered and descriptions of the roles and responsibilities.

Suggested Formats

The Information can be provided in a variety of formats, examples are below:

- 1) List of activities with timeline and status all provided in a narrative format.
- 2) Insert a modified table of the tasks using the work plan section #5 and include task and activity name, outputs or deliverables planned, timeline, and then the status

Example Format #1

Task 1: Planning and Management

Activity 1.1—Program Management and Supervision

Output & Due Date:

Status: (i.e. completed)

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

Activity 1.2—Cooperative Agreement Administration

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

Activity 1.3—Fiscal and Contract Management

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

Task 2: Program Enhancement

Activity 2.1—“Establish or Enhance” the four elements

1. *Timely survey and Inventory:*

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

2. *Oversight and enforcement authorities or other mechanisms:*

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

3. *Mechanisms and resources to provide meaningful opportunities for public participation:*

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

4. *Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete:*

List any activities that were started or completed and/or any deliverables that were produced during the quarter.

Activity 2.2—Maintain and update the public record

- Insert Grantee Name & Date -

Provide a brief update on the status of your public record. When was the last time the public record was updated? When is the next update anticipated to occur?

Task 3: Site-Specific Activities

Describe any site-specific work that was completed during the quarter or is planned for the following quarter. You may remove this section from the report if your program is not currently undertaking any site-specific activities.

Etc. Until all the tasks are covered and updated.

Example Format #2

Activities Narrative (Funding Use)	Costs by Task	Timeframe for Accomplishment (Date)	Results of Activities (Outputs, i.e. the Deliverables)	Status as of 12.31.13
Task 1: Planning and Management				
Activity 1: Program Management and Supervision				
Supervise and manage the staff to meet program goals. Assign, prioritize, track and evaluate staff workload. Conduct periodic project status meetings with staff to discuss project issues and priorities. Conduct annual performance evaluations for staff. Prepare job order forms, review and evaluate job applications, conduct interviews and hire staff.	\$4,000 We have spent \$2,300 by end of Q2.	Tracking sheet by 3.30.13 Ongoing activities – Give specifics when possible.	Project management tracking sheet	Tracking Sheet provided as an attachment. Team met on 3.1.13 and prioritized activities. We were able to consolidate two tasks on the website maintenance inhouse and so there will be a cost savings. See notes under 2.4.3
Continue to file facility information in accordance with state system or FUDS NALEMP. Develop and update universe of facilities for projects associated with Remediation Section. Prepare progress reports on the overall status of facilities in the investigation and cleanup process. Develop and update electronic data deliverable for submittal of electronic data to the Agency.	\$10,000 we have spent \$6,000 by end of Q2	Quarterly – 7 summary sheets	Summarize facility activities by quarter and input into the system updating latest data. Quarterly summary sheets for a minimum of 7 sites will be compiled	Provided summary sheets for Q1 or the seven sites listed here below:..... Q2 provided summary sheets for these sites: xxxxxx

- Follow the table summary with a narrative on the tasks where more detail is needed to describe the activities. Items that commonly need more details include those tasks that are more of a process or where delays, things learned, feedback were gathered.

Expenditure Tracking –

- Include an update on expenditures to date. Keep in mind the expenditures should follow what is in the work plan. For example, if one of your more costly task of putting on a conference took place this quarter, then there should be funds drawn reflecting those costs.
- Mention any issues with project delays, administrative or other office support, and the anticipated timeframe to get funds drawn.

Example Budget Table

Table1. Quarterly Expenditure Report						
	TASK 1 Planning & Managem ent	TASK 2 Program Enhancemen ts	TASK 3 Site-Specific Assessments & Cleanups	Tot al (quart er)	Tot al (to date)	Remaining
Personnel	\$XXXX.XX					
Fringe						
Training						
Travel						
Equipment						
Supplies*						
Contractual						
Construction						
Other						
Indirect						
TOTAL						

Summary of Accomplishments/Output Tracking Schedule

- Insert Grantee Name & Date -

- In the work plan model, under #5 is a summary list of the outputs or deliverables expected under the agreement. This list can be shown as a table and used to track the items that need to be completed.
- This is an example of a way to show in a glance all the work expected, progress, and accomplished.

OUTPUT	DUE	COMPLETED
1 detailed tracking sheet for completing workplan activities;	12/13	
Community fact sheets for the first property	2/1/14	
Quarterly Report	1,4,7,10/14	
Documentation of process and criteria used for prioritization of sites;	5/14	
Eligibility summary provided to EPA for up to 3 highest priority sites, property profile information added to ACRES system;	6,9/14	
1 copy of Request for Proposals soliciting bids for environmental site assessments on highest priority sites;	6/14	
Training documents and list of staff attending the Tribal Brownfields Training;	8/14	
Copy of Public Record Notice	9/14	

Community/ Tribe
TRIPREPORT

Name: _____ Position: _____
Department: _____

Travel Itinerary (as actually traveled)

Date	From	To	Method	Comments

Purpose of Trip: _____

Do you feel this trip was beneficial? Yes/No Explain: _____

Summary of Trip: _____

Did any issues arise? Yes/No Explain: _____

Employee Signature: _____ Date: _____

- Insert Grantee Name & Date -

Writing your Success Story



Brownfields Tribal Response Program Accomplishment/Success Story (required with 2nd quarterly report)

Grantee Name, Cooperative Agreement No. RP-_____

Project Period: e. g., October 1, 2014—September 30, 2015,

Submitted on: Date

Prepared by: Preparer's name, Phone number, Email address

Please provide a narrative of a couple of paragraphs and describe which of the four elements are addressed by your story:

1. *Timely survey and inventory of brownfields sites in state or tribal land.*
2. *Oversight and enforcement authorities or other mechanisms and resources.*
3. *Mechanisms and resources to provide meaningful opportunities for public participation.*
4. *Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete.*

Before – history of issue?

After – what was accomplished?

What are the lessons learned (a couple of paragraphs)?

Please attach pictures or other deliverables (brochure, meeting minutes, etc.).

You can find some good examples on the EPA web site!



Brownfields Success x

www2.epa.gov/brownfields/brownfields-success-stories

We are improving our website to help you find what you're looking for. During this transition some URLs may change. [Learn more...](#)

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Brownfields Success Stories

Brownfields Success Stories highlight the accomplishments of EPA brownfields grantees across the country. These accomplishments include transforming brownfields into thriving new centers of commerce and industry; creating jobs through cleanup and reuse; formatting innovative partnerships among federal, state, and local governments and private-sector stakeholders such as developers and lenders; training residents of brownfields communities for high-wage environmental careers; and countless other examples of how brownfields restoration has positively impacted local economies and the quality of life for neighboring communities. Please note that the examples below are a sampling of Brownfields success stories. This list is not intended to be a full inventory of all Brownfields projects.

Show 10 entries Search:

Success Story Name	Date	City/ County	State	Grant Type	Region
A Brownfields Intervention Results in the New Shreveport Convention Center	2007	Shreveport	LA	Revolving Loan Fund	6
A Contaminated, Abandoned Gas Station Finds New Life in the Sale of Cutting-Edge Biofuels	2007	Lane County	OR	Cleanup	10
A Former Brownfield is Now Home to a Successful Brownfields Developer	2006	Wilmington	DE	Assessment	3
A Former Gas Station Site to be Reused for Higher Purposes	2012	Bend	TY	Section 128(a) State and Tribal Grants	10
A Former Gas Station Site to be Reused for Higher Purposes	2012	Bend	OR	Assessment	10
A Hole in One for Revolving Loan Fund	2007	Hollywood	FL	Revolving Loan Fund	5
A Long Idle School Building will Once Again Benefit Local Residents	2012	Shelby	MT	Cleanup	8

Questions?

