



Technical Assistance Grant (TAG) Program: Application Forms with Instructions

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

* 5b. Federal Award Identifier:

5a. Federal Entity Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country:

USA: UNITED STATES

Technical Budget
Information - Non-Construction Programs
SUMMARY

OMB Approval No. 0348-0047

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Introduction

A Technical Assistance Grant (TAG) helps your community participate in decisionmaking at eligible Superfund sites. TAG funds are available to pay for independent technical advisors to help you understand information, plans, and documents about the cleanup of the Superfund site affecting you and about a range of related issues, including redevelopment and reuse, public health concerns, and relocation. A portion of TAG funds also can be used to publish newsletters and obtain relevant supplies and equipment, or to pay a grant administrator.

This application package has been updated to be consistent with the grants policies and forms issued through June 2006. It provides step-by-step directions for preparing a draft of the information and forms your group will have to prepare for your final TAG application. It also includes samples to show you what to do in each section. You now have the option of submitting your application electronically through the Grants.gov Web site instead of submitting a hard copy (by mail). Deciding which method you prefer is an important early step in the process outlined in this package (see Tag Application: Key Steps in the Process beginning on the next page).

TAG Application: Key Steps in the Process

There are seven key steps in the TAG application process. Your group should take steps 1-6 **BEFORE** preparing and submitting the information and forms required for the Superfund Technical Assistance Grant (TAG) application.

Step 1 -- Contact your Regional TAG Coordinator.

You should work closely with him or her throughout the process of applying for a TAG to get answers for any questions that may arise. Visit the TAG Web site at <http://www.epa.gov/superfund/tools/tag/contacts.htm> for contact information.

Step 2 -- Make certain that your group is eligible to receive a TAG.

You should have already read two EPA fact sheets to help you. They are “Technical Assistance Grants (TAG): Program Fact Sheet” and “Technical Assistance Grants (TAG): Applying for a TAG.” The “Applying for a TAG” fact sheet contains a number of questions about your group that should be particularly helpful.

Step 3 -- Notify your EPA Regional Office that you plan to apply for a TAG.

Do not prepare and submit a TAG application until you have sent a Letter of Intent to the appropriate EPA Regional Office. Instructions for preparing your letter of intent and a helpful sample are shown on pages 6 and 7.

Step 4 -- Decide whether you will submit your final TAG application electronically or in hard-copy format. If you plan to submit your application electronically, register now with Grants.gov.

The instructions for preparing your final TAG application vary somewhat depending on whether you will submit the application as hard copy (via mail) or electronically through the Grants.gov Web site. If you intend to submit the application electronically, your group must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. If you do not have a DUNS number, call the toll-free request line at 1-866-705-5711 to obtain one immediately at no cost. You also may request a DUNS number on the Internet at <http://www.dnb.com> at no cost. Processing of online requests takes about 30 days.

When you have a DUNS number, your group’s Authorized Official Representative (AOR) must complete a one-time Grants.gov registration process that begins with registering your organization with the Central Contractor Registry. Next, your AOR must be authenticated through a Grants.gov Credential Provider and then be approved by your organization as an authorized organization representative. When this registration process has been completed, your AOR will receive the log-in information he or she will need to log in to Grants.gov and submit your TAG application. This registration may seem complicated, but the good news is that your AOR only needs to register once, and being registered allows your group to apply for grants from any federal agency. For more information about registering on Grants.gov, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. Note that the Grants.gov registration process can take up to a week to complete, so register well before you plan to prepare and submit your final TAG application.

Step 5 -- Find out if your state government must review your TAG application.

Some states require you to send them a copy of your TAG application for review so your governor can stay informed of all of the grants awarded within the state. State requirements regarding this “intergovernmental review” vary. Ask your Regional TAG Coordinator who to contact in your state to find out the procedures to follow. You also can get this information at: www.whitehouse.gov/omb/grants/spoc.html.

EPA cannot process your application package without evidence that you have submitted the application to the state reviewers, if required in your state. States have 60 days to complete the intergovernmental review process.

Step 6 -- Use this package to prepare a draft of all the information and forms required for a TAG application.

Preparing a draft application is important, because it helps you to gather all the information you need and to make the preliminary decisions necessary to file an accurate application. Download blank copies of all the required forms to use in preparing your draft by clicking on the title of each below. Included are:

1. A multi-page “Project Narrative Attachment Statement,” which includes the scope of work/work plan specified in the TAG Rule, information about your group and how you will manage a TAG, and the environmental results expected from your project.
2. A “Budget Narrative Attachment Form.”
3. Standard Form (SF) 424, “Application for Federal Assistance” (4 pages).
4. SF 424A, “Budget Information - Non-Construction Programs” (2 pages).
5. SF 424B, “Assurances - Non-Construction Programs” (2 pages).
6. EPA Form 4700-4, “Preward Compliance Review Report for Applicants Requesting Federal Financial Assistance” (1 page).
7. “Certification Regarding Lobbying” (1 page).
8. EPA Form 5700-54, “Key Contacts Form” (1 page).

Save the downloaded files on your computer so you can work on the draft whenever you want.

Once you have all the blank forms saved to your computer, follow the instructions on pages 8-47. These pages contain step-by-step directions for each form. A sample, using an imaginary group called the Woodtown Landfill Coalition, is included to show how each completed part of the application should look (shown in bold type in each section).

Step 7 -- Complete and submit your final TAG application.

Once you have prepared your draft application, you are ready to complete and submit your final TAG application.

If you plan to submit your TAG application in hard-copy format (via mail), you must prepare final copies of all the forms required (see above) and send the completed package to your EPA Regional Office. See page 48 for instructions.

If you plan to submit your TAG application electronically, you must access, complete, and submit your application through the Grants.gov Web site (www.grants.gov). Step-by-step instructions begin on page 48.

Completing the Letter of Intent (Step 3)

NOTE: Applicable sections of 40 CFR Part 35, Subpart M, the regulations for the Technical Assistance Grant Program, are cited as needed throughout this section.

Your group must send a LETTER OF INTENT to your EPA Regional Office stating that you intend to file a TAG application [see 40 CFR 35.4105, 4106, AND 4110].

Your Letter of Intent should include the following information:

- Name of group;
- Contact person with address, daytime telephone number, and email address; and
- Name of the site for which you are seeking a TAG.

A sample Letter of Intent for an imaginary group is shown on the next page.

For the address of your EPA Regional Office, visit the TAG Web site at <http://www.epa.gov/superfund/tools/tag/contacts.htm>.

Woodtown Landfill Coalition
Main Street
Woodtown, CT 06898

September 16, 2006

TAG Project Officer
Superfund Management
EPA Region 1
Mail Code: HPC-CAN7
John F. Kennedy Federal Building
Boston, MA 02203

Dear Sir/Madam:

We intend to apply for a Technical Assistance Grant. The Woodtown Landfill Coalition is composed of the Woodtown Citizens Task Force and the Smithtown Outing Club. We plan to use any awarded grant funds to obtain assistance in interpreting technical information generated during the Superfund cleanup process at the Woodtown Landfill site in Litchfield County, Connecticut. Please send an application and other relevant materials to me at the address listed above. The group hopes to file its application in January 2007.

Sincerely,

Pat Jones, Executive Director
Woodtown Landfill Coalition
203-555-1234
Email: jones.pat@coalition.org

Preparing A Draft of Your TAG Application (Step 6)

NOTE: Applicable sections of 40 CFR Part 35, Subpart M, the regulations for the Technical Assistance Grant Program, are cited as needed throughout this section.

The Project Narrative Attachment Statement is a work plan, or scope of work [40 CFR 35.4011 through 35.4055]. It is an essential part of the TAG application. It includes a description of your group and how you will responsibly manage funds provided through the TAG.

The form for the Project Narrative Attachment Statement follows a question and answer format that is, for the most part, self-explanatory. To show you the type of information EPA is looking for, a sample Statement has been prepared for an imaginary group called the Woodtown Landfill Coalition.

The sample begins on the next page, and the answers for the imaginary group are shown in bold type. Refer to it as often as needed as you prepare your group's Project Narrative Attachment Statement.

Section 1. GROUP QUALIFICATIONS -- The information in this section tells EPA about your group and its eligibility for a TAG .

A.1. and 2. Support from Other Groups -- *Questions 1 and 2 in this section help EPA determine whether your group has members or support from organizations that are not eligible to receive TAGs. If you do not have a complete list of PRPs for your site, contact the Remedial Project Manager (RPM) or Community Involvement Coordinator (CIC) for the site. Answer "Yes" or "No" to each question by placing a "X" in the appropriate box.*

A.3. and 4. Group Background -- *Questions 3 and 4 in this section provide background on the size of your group and how it was formed. This helps EPA determine if your group meets the requirements to be a TAG recipient. Answer "Yes" or "No" to each question by placing a "X" in the appropriate box, and provide a detailed explanation for any "Yes" answers.*

Project Narrative Attachment Statement

Section 1. Group Qualifications

A. Group Eligibility

1. The first five items in this section concern your group's relationship, if any, with those who have been identified as potentially responsible parties (PRPs) at the site. If you do not have a complete list of PRPs for your site, contact the Remedial Project Manager (RPM) or Community Involvement Coordinator (CIC) for the site. *Provide a detailed explanation for any "Yes" answers.*

Yes No

Are any members of your group potentially responsible parties (PRPs)?

Was your group established by or does it represent a PRP?

Does anyone in your group have financial involvement in a PRP (other than as an employee or contractor?) Is your group presently sustained by a PRP?

Does your group presently receive money or services from a PRP?

2. Was your group established, or is it sustained, by an "ineligible entity" [defined in 40 CFR 35.4105] (check all that apply):

___ A PRP ?

___ A national organization?

___ An academic institution?

___ A political subdivision?

3. How many members are in your group? 105

4. Is your group incorporated (or planning to incorporate) as a non-profit organization for the specific purpose of representing affected individuals at the site?

OR

Was your group previously incorporated for another purpose?

If your group was previously incorporated for another purpose, does it include all the individuals and groups who joined in applying for the TAG?

Explain how your group was formed and the history of your group's involvement at the site. If your group developed out of a coalition of other groups, also include the names of these groups and why they joined together.

The Woodtown Landfill Coalition is composed of members from two groups—the Woodtown Citizen Task Force of Woodtown, CT, and the Smithtown Outing Club of Smithtown, CT. The main concern of the Woodtown Citizen Task Force, formed in 2000, is the health effects resulting from contamination at the site. The Smithtown Outing Club, founded in 1995, organizes a variety of outdoor trips around Litchfield County. The Club's main concern is the effects of contamination from the Woodtown Landfill site on the surrounding environment. Since both groups require technical assistance, they have chosen to form an incorporated coalition for the purpose of this program.

Project Narrative Attachment Statement (continued)

Section 1—GROUP QUALIFICATIONS (continued)

B.1. Administrative and Management Capabilities -- *As a TAG applicant, your group must demonstrate its capability to adequately and responsibly manage a grant.* In answer #1, you must demonstrate that your group has established, or has plans to establish reliable procedures for managing a TAG.

NOTE: Although the last sentence of the sample answer refers to “attached bylaws,” no bylaws for the imaginary Woodtown Landfill Coalition have been included in this sample. BE SURE TO ATTACH YOUR GROUP’S BYLAWS TO YOUR TAG APPLICATION.

B.2. Resources for Project Completion -- *Describe the resources available to your group and include plans your group has for providing “in-kind” goods and services or money that will be contributed towards its matching share.*

Your matching share can include the following “in-kind” services and supplies, as long as you document them in your file.

Volunteered services, such as:

- A bookkeeper’s work keeping your group’s financial records and preparing required financial reports.
- A lawyer’s aid in drafting a contract for your technical advisor.
- Your project manager’s oversight of contracts.
- A group member’s efforts to produce a group newsletter or Web site.
- The time spent by group representatives (such as board members) attending site-related meetings.

Donated supplies, such as:

- Use of equipment (such as a computer or copier) and office space.
- Office supplies (such as paper and pencils).
- Photocopying, printing, and postage.
- Telephone calls.
- Meeting space.
- Other costs in your TAG application that are approved by EPA.

“In kind” contributions must be included in your approved budget. The value of equipment, such as a calculator or computer donated to the project, is based on fair-market value for purchase or rental of the item. However, only that portion of the property’s use that you can directly attribute to the TAG project counts as an in-kind contribution. The value of donated office space or space for meetings must not exceed the fair rental value of comparable space in a privately-owned building in your community. If donated space is used for purposes other than the TAG project, only the portion associated with the TAG project counts as an in-kind contribution.

The value of services donated to the project is based on the price you would pay for similar work in your organization or your geographical area.

Your records should show how you calculated the value of all “in-kind” contributions included in your budget.

Section 1. Group Qualifications (continued)

B. Responsibility Requirements

1. Administrative and Management Capabilities

In the space below, please describe the organizational structure of your group and the roles and responsibilities of members, particularly members who will be responsible for financial management of the grant and directing the activities of the contractor.

Both the Woodtown Citizen Task Force and the Smithtown Outing Club have operated as nonprofit organizations for at least five years and have existing administrative structures that oversee and guide their activities. The Woodtown Landfill Coalition is also recognized by the State of Connecticut as a nonprofit corporation, and will be managed by a four-person executive committee composed of the two presidents and the two treasurers of the respective groups. One member of the executive committee has been designated as Executive Director of the Coalition. The Executive Director will be the group's designated representative for the purpose of signing all documents related to the TAG. The Executive Director will direct the technical advisor and oversee the entire project. The two treasurers will be responsible for all financial oversight. The attached bylaws (Attachment 1) provide additional details about the administrative structure of the Woodtown Landfill Coalition.

2. Resources for Project Completion

What resources are available to your group to help complete the TAG Project? (Include any plans that your group has for in-kind contributions or for fund-raising and obtaining cash.)

To complete our technical assistance, we will require the services of a technical advisor for three years. At this time, the total estimated budget for the entire project will be \$62,500. Of this amount, the federal share will be \$50,000. We will match the federal share of \$50,000 with \$12,500–20 percent of the total project cost—with a combination of in-kind volunteer services and cash contributions. The cash portion will come from fundraising activities. We also have received about \$500 in donations in each of those years. In-kind contributions will come from donated meeting space, planning activities, time spent managing the technical advisor, accounting services, writing and editing services, and time required to put out mailings. A local businessman (a member and an officer of the Woodtown Citizen Task Force) will donate meeting space for use by the Coalition on an as-needed basis throughout the life of the project. A certified public accountant will donate services to provide accounting assistance to the Coalition. A local freelance writer and a local newspaper editor will design, write, and edit a newsletter devoted solely to the site and technical assistance project. Our Budget Narrative Attachment Form (see page XX) provides a detailed budget, including a breakdown of federal and matching shares.

Project Narrative Attachment Statement (continued)

Section 1–GROUP QUALIFICATIONS (continued)

B.3. Performance Record -- *Describe other projects and contracts your group has managed, including whether they were completed successfully.*

If your group has no past experience in completing previous projects and contracts, EPA will evaluate your application based on the “Technical Advisor Work Plan” and “Proposed Schedule and Costs for a Technical Advisor” you provide in Sections 3 of the Project Narrative Attachment Statement and your Budget Narrative Attachment Form (see pages 20-27 for instructions).

B.4. Accounting and Auditing Procedures -- *Describe how your group plans to keep records and the accounting procedures it will use to manage TAG funds. Identify the member of your group who will maintain your financial records.*

Section 1. Group Qualifications (continued)

B. Responsibility Requirements (continued)

3. Performance Record

Please describe your group's past performance in satisfactorily completing projects and contracts. (If your group has no past experience, EPA will evaluate the description, budget, and schedule you provide in the Project Narrative Attachment Statement and on the Budget Narrative Attachment Form in this application.)

Although neither of the founding groups (Woodtown Citizen Task Force and Smithtown Outing Club) or the new Coalition previously have received federal funds, we believe the group can satisfactorily complete the proposed TAG project. Both groups have successfully organized and carried out fundraising and community events that entailed organizing and budgeting activities. The "Technical Advisor Work Plan" included in Section 3 of this Project Narrative Attachment Statement describes in detail our proposed plan for use of a technical advisor's services.

The "Proposed Schedule and Costs for a Technical Advisor," also included in Section 3, ties our Statement of Work to our Budget Narrative Attachment Form, which is shown on page XX. The primary areas of past involvement are health and environmental concerns.

4. Accounting and Auditing Procedures

What procedures does your group plan to use for recordkeeping and financial accountability related to the grant? Please identify the member of your group who will maintain your financial records.

Our financial management system complies with generally accepted accounting procedures. We will establish and maintain a separate bank account and a general ledger for the sole management of the TAG. The two treasurers on the Executive Committee, Mary Jones and Fred Smith, will maintain all financial records related to the grant. These records will be stored in a central file in the same office where the Coalition meetings will be held. A phone log will be maintained by the Coalition's officers. In addition, contractors will be expected to keep a telephone log and other records of their activities and expenditures.

A member of the Woodtown Landfill Coalition, originally from the Smithtown Outing Club, is a certified public accountant and has volunteered to assist in the financial oversight of grant funds. He will advise the group on completing financial reports required by EPA and the state.

Project Narrative Attachment Statement (continued)

Section 1—GROUP QUALIFICATIONS (continued)

B.5. Incorporation -- *If your group is informed that it has been chosen to receive a TAG, you must affirm that your group has filed the necessary papers for incorporation with the state.*

Remember, **you must submit documentation to EPA (a letter from your state) that your group has been officially incorporated by the state by the time you make your first request for payment.**

B.6. Certifications -- *You must sign the important statements listed below to comply with federal regulations [40 CFR 35.4125].*

- “Preaward Compliance Review Report for Applicants Requesting Federal Financial Assistance” (Form 4700-4)
- Certification Regarding Lobbying

See pages 42-45 for sample and instructions for preparing these certifications. (NOTE: If you are submitting your application via the Grants.gov Web site, your Authorized Representative will finalize and sign these forms online. See instructions on pages 48-52.)

Section 1. Group Qualifications (continued)

B. Responsibility Requirements (continued)

5. Incorporation

Is your group incorporated specifically for the purpose of addressing problems at this site? (Answer “yes” or “no”) yes

If not, what steps is your group taking to incorporate for grant-related purposes?

The Woodtown Landfill Coalition filed for and received approval from the State of Connecticut for incorporation as a non-profit organization. A copy of the letter from the state approving the group for incorporation is attached (Attachment 2). In addition, a copy of the group’s bylaws (Attachment 1) has been included. This document provides a description of the administrative structure of the Woodtown Landfill Coalition and general group goals.

6. Certifications

Attach copies of the completed “Preaward Compliance Review Report for Applicants Requesting Federal Financial Assistance” (Form 4700-4) and the “Certification Regarding Lobbying” to this Project Narrative Attachment Statement, if you are submitting the application in hard copy. (If you are submitting your application via the Grants.gov Web site, finalize these forms online as instructed.)

Completed copies of the “Preaward Compliance Review Report for Applicants Requesting Federal Financial Assistance” (Form 4700-4) and the “Certification Regarding Lobbying” are included as required.

Project Narrative Attachment Statement (continued)

Section 1–GROUP QUALIFICATIONS (continued)

C.1. Number of Members of Your Group Affected by the Site

C.2. Health, Economic, and Environmental Effects -- *Describe how the health, economic condition, and environmental well-being of your group members and the citizens they represent are or have been affected by the contamination at the site. (See Sample on the next page.)*

C.3. Consolidation/Representation -- *Describe the number and diversity of community organizations and individuals represented by your group. Highlight the ways your group represents individuals affected by the site. (See the Sample on the next page.)*

Section 1. Group Qualifications (continued)

C. Group Issues and Objectives

1. How many members of your group are affected by the site? 105

2. Health, Economic, and Environmental Effects

Describe the ways in which group members and those they represent are affected by contamination at the site, including actual or potential health threats posed to and economic and environmental effects felt by them.

Concern about contaminated private wells and possible health effects resulting from contamination at the site led to the formation of the Task Force. As explained in a private sampling report, residents' well water continues to be undrinkable due to its strong odor, brownish color, and unpleasant taste, which the Task Force believes to be solely caused by contamination from the Woodtown Landfill site. Several residents have reported to the Task Force that they have gotten mysterious skin rashes after bathing in well water and are concerned about their health. As a result, community members have been forced to use bottled water for nearly four years. EPA is considering members' requests for an alternate water supply after the Agency has completed its sampling at the site. The Woodtown Citizen Task Force, as one of the groups that formed the Woodtown Coalition, wants to ensure that all potential health risks related to the site are investigated thoroughly and that the remedial action selected will restore the quality of community well water supplies.

Members of the Smithtown Outing Club (one of the Coalition-forming organizations) have, since the Club's inception in 1995, actively organized a variety of swimming, canoeing, fishing, and hiking trips within Connecticut. Many of the activities have taken place on or near the Rolling River. During the last decade, however, contamination from the Woodtown Landfill site has polluted the river. For this reason, many club members have feared swimming or canoeing in the river. Additionally, fishing in the river has been banned. The Smithtown Outing Club wants the site so that the landfill no longer pollutes the Rolling River.

Members of the Woodtown Landfill Coalition face a number of economic concerns related to contamination of the Woodtown Landfill site. The main worry is that publicity about contamination from the landfill may cause the property values of homes with contaminated water or with riverfront exposure to the Rolling River to decrease significantly. As a result, Coalition members support a timely cleanup of the Woodtown Landfill site before the effects of site contamination scare away potential buyers and significantly lower property values in the area. Coalition members also have experienced significant financial burdens from not being able to use well water. For example, members must purchase bottled water for drinking and cooking and cannot wash laundry in residential washing machines, because the contaminated water stains their clothes.

3. Consolidation/Representation

Describe the number and diversity of affected community organizations and individuals represented by your group, highlighting the ways in which your group represents individuals affected by the site.

The Woodtown Landfill Coalition membership represents most people affected by and concerned about the Woodtown Landfill site. For example, the members of the Woodtown Citizen Task Force include representatives of individual residents, community groups, and neighborhood businesses near the Woodtown Landfill site. The Smithtown Outing Club's members include people who regularly use Litchfield County's river and woods for recreation and are concerned about possible environmental damage from the Landfill. Over 75 percent of the Coalition's members live within a one-mile radius of the site. Coalition members believe that this organized effort will positively affect both members of the group and individuals in the community by providing a single contact from which community concerns can be addressed. The Coalition itself does not have a long history with the Woodtown Landfill site, but its composite organizations have been active in dealing with site issues since the site was listed on the NPL in 2002.

Project Narrative Attachment Statement (continued)

NOTE: Applicable sections of 40 CFR Part 35, Subpart M, the regulations for the Technical Assistance Grant Program, are cited as needed throughout this section.

Section 2. INFORMATION SHARING -- This section tells EPA about how your group will share technical and other information collected through the TAG project with the overall community [40 CFR 35.4135(3)].

A. Describe the specific steps your group will take to share information collected in your TAG project with the rest of the community (public meetings, newsletters, Web site, information library, etc.). See the Sample on the next page.

Section 2 (Information Sharing)

1. How does your group intend to share information collected using grant funds with the larger community?

To keep community members informed of activities at the Woodtown Landfill site, the Woodtown Landfill Coalition will produce six issues of a newsletter containing information generated by the technical advisor. 320 copies of this newsletter will be printed for each issue. 200 of these copies will be distributed by hand to a list of community residents, and 120 copies will be mailed directly to Coalition members and the local press. In addition, all final documents produced by the technical advisor will be sent to EPA to be placed in the Information Repository established for the site at the Woodtown Public Library, which is accessible to everyone in the community. To encourage community involvement in activities related to the site, the Coalition will make all of its general monthly meetings open to the public. Additionally, before EPA's public meeting on the Feasibility Study, the Coalition will hold a community forum to brief the public on the technical advisor's findings. The Coalition will advertise the meeting on its Web site and by putting an ad in the local newspaper.

Project Narrative Attachment Statement (continued)

NOTE: Applicable sections of 40 CFR Part 35, Subpart M, the regulations for the Technical Assistance Grant Program, are cited as needed throughout this section.

Section 3. TECHNICAL ADVISOR WORK PLAN -- This section has two parts. Together, they explain your group's plan for using TAG funds to work with your Technical Advisor to participate in each stage in the Superfund cleanup process at your site [40 CFR 35.4140(2), (3), and (4)].

This section includes a Work Plan Narrative and a Proposed Schedule of Technical Advisor Tasks and Costs. Describe the work you plan for your technical advisor to do, over a number of years if necessary, to help your community participate in the Superfund process at your site. To prepare for writing this section, talk to the Remedial Project Manager (RPM) and Community Involvement Coordinator (CIC) for your site to find out when specific technical milestones are expected to be reached and the schedule for other important activities at the site. Review the TAG program fact sheets on "Applying for a TAG," "Managing Your TAG," and "Finding, Choosing, and Hiring a Technical Advisor."

A. Technical Advisor Work Plan (Part 1) -- *This plan explains how your group plans to use personnel for management/coordination and technical advice.*

For example, your Technical Advisor Work Plan must include:

- The list of tasks you want your technical advisor to perform, such as review of the Remedial Investigation Report;
- The estimated amount of time your technical advisor will need to complete each of the specified tasks;
- The products (for example, memoranda, fact sheets, or reports) you expect the advisor to provide; and
- How your technical advisor will work with your board of directors and project manager.

In general, technical advisor activities that are eligible for funding under a TAG include:

- Reviewing and interpreting site-related documents;
- Participating in site visits to gain a better understanding of site activities;
- Traveling to meetings and hearings directly related to the situation at the site;
- Meeting with your group to explain technical information;
- Helping your group communicate site-related concerns to EPA;
- Communicating technical information to the community; and
- Participating in health and safety training.

Use as much space as you need to complete your Technical Advisor Work Plan.

Section 3. TECHNICAL ADVISOR WORK PLAN, PART 1

This section provides a detailed description of individual technical advisor tasks and their purposes. Technical assistance tasks described in this statement of work are based on conversations with the EPA Regional staff---the Remedial Project Manager (RPM) and the Community Involvement Coordinator (CIC)---for the Woodtown Landfill Site.

For all reports and reviews completed by the technical advisor, a memo will be prepared for the Coalition's leadership so that information can be relayed to the membership via the newsletter. The memo and newsletter also will be sent to EPA so it can be placed in the information repository for the site.

Remedial Investigation (Estimate: 160 hours, including one trip)

The advisor's first task will be to review the RI work plan, sampling plan, and quality assurance and quality control (QA/QC) plan. Special attention will be given to how EPA plans to investigate the migration of contamination from the Woodtown Landfill site into the Rolling River. The advisor will be expected to participate in a proposed meeting between EPA staff and residents scheduled for the start of the RI. Upon completion of the RI report, the advisor will be expected to help the Coalition evaluate the results. Another key document to be reviewed by the advisor will be the risk assessment (if available).

Feasibility Study (Estimate: 300 hours, including one trip)

The advisor will complete a detailed analysis of the proposed remedies in the draft feasibility study and then brief the Coalition on its contents. Additionally, the advisor will prepare a written report to aid the Coalition's preparation of public comments, specifically addressing the proposed cleanup measures. The advisor will make a presentation on his/her findings at a special community forum held by the Coalition prior to EPA's public meeting. The advisor will attend and participate in EPA's public meeting to be held in Woodtown during the public comment period. The single, two-day trip during this period will combine both the Coalition briefing and the public meeting.

The advisor will be expected to analyze the health assessment thoroughly to ensure that public health is being adequately considered. The advisor will prepare a summary report on the potential health risks posed by the site and how EPA proposes to address these risks. The advisor also will examine the Record of Decision (ROD) and prepare a memorandum on the chosen method of cleanup. Additionally, this report will describe how major comments submitted by the Coalition and the general community were addressed by EPA in the responsiveness summary.

Remedial Design (Estimate: 100 hours)

The technical advisor will be expected to carry out oversight functions during this stage. The advisor will review the final design to ensure that the design is consistent with the ROD. The advisor will be expected to report his/her findings in memorandum submitted to the Coalition's Executive Committee. Excerpts about the progress at the site will be published in the Coalition newsletter.

Remedial Action (Estimate: 75 hours)

During the remedial action phase, the advisor will be expected to review the final inspection report. Within 30 days of the completion of the cleanup, the advisor will prepare a final report summarizing his/her findings. This report will be published in the Coalition newsletter.

Project Narrative Attachment Statement (continued)

Section 3. TECHNICAL ADVISOR WORK PLAN (continued)

B. Schedule of Technical Advisor Tasks and Costs (Part 2) -- This schedule consists of a list of tasks to be performed by your Technical Advisor and the anticipated cost of each. An example of how to format the schedule is shown on the next page. This is a suggestion only. You may develop a different format, if you wish, as long as all elements are included.

Section 3: TECHNICAL ADVISOR WORK PLAN, PART 2

PROPOSED SCHEDULE OF TECHNICAL ADVISOR TASKS AND COSTS

YEAR	Review Schedule/Tasks	Review	Prepare			# of Hours	Cost	Total Cost of Advisor	Total # of Hours
			Memo/ Report	Attend Meeting	Hours				
YEAR 1	Remedial Investigation (RI)								
	• Review work plan	X	X		30	\$2,280			
	• Issue evaluation memo				25	\$1,900			
	• Attend RI kickoff public meeting		X		8	\$608			
	• Review various RI reports (e.g., risk assessment, QA/QC plan, sampling)	X	X		52	\$3,952			
	• Review RI report and prepare RI evaluation report	X	X		45	\$3,420	\$12,160	160	
YEAR 2	Feasibility Study (FS)								
	• Review health assessment and prepare report	X	X		85	\$6,460			
	• Review draft FS and prepare FS evaluation	X	X		60	\$4,560	\$11,020	145	
	Feasibility Study (FS) Continued								
	• Brief Coalition on FS and attend FS meetings	X	X		80	\$6,080			
	• Review Coalition comments on FS	X			15	\$1,140			
	• Review ROD and prepare summary memo	X	X		60	\$4,560	\$11,780	155	
YEAR 3	Remedial Design (RD)								
	• Review pre-final and final design and prepare design evaluation memo	X	X		100	\$7,600	\$7,600	100	
	Remedial Action (RA)								
	• Review pre-final and final inspection reports and prepare cleanup evaluation report	X	X		75	\$5,700	\$5,700	75	
	Total Cost of Advisor						\$48,260	635	
	Travel (site visits and attendance at Woodtown Coalition Meetings and Public Hearings)					\$500			
	• Mileage (\$0.34 per mile)					\$400			
	• Lodging and Meals (\$100 per diem)						\$900		
	Administrative Costs								
	• Telephone					\$500			
	• Postage					\$200			
	• Copying					\$140			
	Total Administrative Costs						\$840		
	Total (federal share)						\$50,000		

Project Narrative Attachment Statement (continued)

Section 4. ENVIRONMENTAL RESULTS OUTPUTS AND OUTCOMES -- This section addresses EPA's Environmental Results Policy (EPA Order 5700.7), which requires that all work funded by assistance agreements (including TAGs) further EPA's mission to protect human health and the environment. Because TAGs are part of the Superfund Program, the activities and products produced under your TAG project (outputs) should lead to results or effects (outcomes) that further the overall goals set by EPA's Superfund Program.

A. Describe how your TAG will meet the overall goals set by the Superfund project. Use the goals, objectives, and sub-objectives listed below.

Goals: Land Preservation and Restoration (Goal 3)

Objectives: Restore Land (Objective 3.2)

Sub-Objectives: Cleanup and re-use Contaminated Land (3.2.2)

Then, create a table providing specific information about the activities and products produced by your TAG. In the first column, list the activities/products you described in Section 2-1 (Outreach Activities) and the tasks outlined in your group's Technical Advisor Workplan. These, for the most part, are "outputs" (activity, effort or work product produced by your TAG group during the grant period) of your TAG.

In the second column, provide measures (numbers of newsletters sent out, numbers of meetings and expected attendance, and community members reached or participating in an activity, for example.) Also include an expected time frame or date for each output/activity.

In the third column, list the expected "outcomes" (the result or the effect of the output) of these outputs/activities. Your TAG group may not be able to achieve all the outcomes stated in its work plan, but you must be able to report progress. Outcomes can be measured in numbers and statistics, called quantitative measurements, or through descriptions, called qualitative measurements (see the sample beginning on the next page).

Keep in mind that you must be able to measure your progress toward achieving the outputs/outcomes in your TAG application in quarterly progress reports submitted throughout your TAG project.

Goals: Land Preservation and Restoration (Goal 3)

Objectives: Restore Land (Objective 3.2)

Sub-Objectives: Cleanup and re-use Contaminated Land (3.2.2)

This grant to the Woodtown Landfill Coalition will increase the number of citizens aware of EPA’s action and the decisions that need to be made at the Woodtown Landfill site. With increased local community awareness and input (through comments on technical documents and through public meetings), the final remedy and future uses of the site can be more reflective of local needs and concerns. In the long term, involving the local community in how the site is cleaned up and redeveloped will help ensure that land is put back into the most productive use possible, thereby furthering EPA’s goal of cleaning up and reusing contaminated land (3.2.2 and 3.2). This, in turn, supports EPA’s overarching goal of land preservation and restoration (Goal 3).

Outputs (activity, effort or work product produced by your TAG group during the grant period)	Measures and Timeline	Outcomes (Effect or result of Outputs)
Woodtown Landfill Coalition procures a qualified technical advisor to assist the group in interpreting site-related documents	Within 4 months of award. TAG group issues procurement, solicits bids/proposals, selects best candidate, and enters into a contract with a technical advisor.	Coalition members and the community affected by the Woodtown Landfill site gain a better understanding of technical issues at the site.
Woodtown Landfill Coalition produces a newsletter with site information.	Six issues produced bi-annually, or following technical advisor’s reports and/or significant site milestones. An estimated 320 copies will be distributed using a variety of dissemination methods)	Community learns about site cleanup procedures and decisions. Community gains a better understanding of technical issues at the site.
Woodtown Landfill Coalition holds regular meetings open to the public, and hosts a community forum before EPA’s public meeting on the Feasibility Study	Monthly. Expect an average of 20 participants at monthly, and 50 people for the community forum	Community learns about site cleanup procedures and decisions. Community gains a better understanding of technical issues at the site.
The Coalition’s Technical Advisor reviews site-related documents. Provides analyses, reports, and briefings for the Coalition as directed.	In response to site documents and work at the site. Expected to occur during Years 1-3 of the TAG. Deliverables submitted in time to allow community comments to be submitted within established site schedule.	Community gains a better understanding of technical issues at the site. Community asks questions and provides EPA with feedback/comments on site work and site documents. Community comments help in assessing, monitoring, and controlling unacceptable human exposures from site contamination; identifying a suitable reuse for the site; and identifying a final remedy based on the community’s desired reuse.

Budget Narrative Attachment Form

BUDGET NARRATIVE ATTACHMENT FORM -- This section summarizes costs by type of activity and indicates whether these funds will come from your TAG (federal) or the group's matching contribution [40 CFR 35.4130].

The Budget Narrative Attachment Form summarizes costs for your proposed TAG project by type of activity and indicates whether these funds will come from your TAG (federal dollars) or the group's matching contribution. This detailed budget should include everything you think will cost money throughout the life of the project, because changing budget later may require written approval from EPA (see Sample on the next page). The format shown is only a suggestion. You may develop a different format, if you wish, as long as all elements are included.

**Budget Narrative Attachment Form
for Three-Year Budget Period**

1. Federal Share:

		<u>Cost</u>
• Labor (Technical Advisor, and may include Administrator) 635 hours at \$76.00 per hour	\$48,260	\$48,260
• Travel	\$900	\$900
• Other Costs		
Telephone	\$500	
Postage	\$200	
Copying, FAX, Printing	\$140	\$840
Total		\$50,000

2. Matching Share:

• Incorporation		\$240
• Newsletter (writing, editing, distribution, 6 issues per year, 320 copies each)		\$2,300
• Meeting Space (\$50 per meeting, 6 meetings per year, or 50x6x3 years)		\$900
• Accounting, bookkeeping (1 hour per week for 3 years at \$10 per hour)		\$1,560
• Meetings of the Board of Directors (5 members, 20 meetings, 3 hours each, \$25 per hour per member)		\$7,500
Total		\$12,500

Total Project

\$62,500