
PROJECT DESCRIPTION

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TASK DESCRIPTIONS

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NE Grant Writing Workshop

Kearney, NE

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TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

Highest point totals are in this section (for assessment grants)!

TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

Assessment grant (170 total pts possible – 50 pts here):

Description of Tasks/Activities and Outputs (30 points)

3.b. Cost Estimates (15 points)

3.c. Measuring Environmental Results (5 points)

Cleanup Grant (180 total pts possible – 55 pts here):

3.a. Proposed Cleanup Plan (10 points)

3.b. Description of Tasks/Activities and Outputs (25 points)

3.b.iv. Outputs (5 points)

ASSESSMENT GRANT

Eligible Activities

- Site selection
- Securing site access
- Inventory and assess sites
- Redevelopment planning around multiple sites
- Site-specific cleanup & reuse planning
- Community involvement

- No cost share
- Administrative costs (direct and indirect costs) - up to 5% of the requested funds
- Up to 10% of total grant funds for health monitoring

CLEANUP GRANT

Eligible Activities

- Reuse planning
- Community Involvement
- Programmatic expenses
- Health monitoring (local health agency/department!)
- Cleanup oversight
- Environmental insurance
- Monitoring and enforcement of institutional controls

- No cost share
- Administrative costs (direct and indirect costs) - up to 5% of the requested funds
- Up to 10% of total grant funds for health monitoring

MULTIPURPOSE GRANT

Eligible Activities

- Inventories of brownfield sites
- Site prioritization
- Community engagement activities
- Environmental site assessments
- Developing cleanup plans and reuse plans related to brownfield sites
- Cleanup activities
- Developing an overall plan for revitalization of target area

- No cost share
- Administrative costs (direct and indirect costs) - up to 5% of the requested funds
- Up to 10% of total grant funds for health monitoring

TASK DESCRIPTIONS

Task Descriptions = Project Implementation Approach

- What tasks need to be accomplished and when?
- Who is involved and who is the lead in implementing those tasks?
- How will funding be budgeted to pay for the tasks and how did we come up with those costs?
- How will project progress and results be tracked and measured?

CLEANUP

Proposed Cleanup Plan – you need to describe it in the Narrative!

- Outline the cleanup plan(s) proposed for the site(s).
- Briefly describe the contaminated media to be addressed, cleanup method(s) and disposal requirements.
- May use same language as in the attached (draft) ABCAs

PROJECT TASKS

Identify Tasks/Activities needed to accomplish project goals – make a list and group into major tasks, such as...

- Project Management/Admin.
- Planning
- Community Engagement
- Contractual



SAMPLE FORMAT FOR TASKS/ACTIVITIES

Task/Activity:
i. Project Implementation <ul style="list-style-type: none">•EPA-funded tasks/activities for the priority site(s):•Non-EPA grant resources needed to carry out tasks/activities, if applicable:
ii. Anticipated Project Schedule:
iii. Task/Activity Lead:
iv. Outputs:

EXAMPLES

Tasks	What?	Program management, community outreach, cleanup, reuse planning, secure access agreements, etc.
Implementation	How?	manage, procure, execute, develop (use action verbs!)
Schedule	When?	Realistic timeline; by the end of the 3 rd quarter, the first year, etc.
Lead	Who?	City, QEP, project manager, etc.
Outputs	Metrics	Executed MOA, 20 quarterly reports, at least 4 ACRES property profiles, CIP, #of ESAs, cleanup plans, community meetings, etc.

PROJECT TASKS - EXAMPLES

Group all **eligible** tasks into 3-5 major categories

- Project Management: reporting, internal progress meetings, contractor procurement, expense processing

Planning Activities: reuse planning, the development of an area-wide plan, conducting market feasibility studies, evaluating infrastructure needs, community health assessment, etc.

- Assessment/Cleanup activities: project meetings, contractor activities

Community Engagement: planning, preparation of materials, execution, follow-up

Other: eligible programmatic expenses (i.e. travel, conf. registration)

BUDGET TABLE

Use the table!



Sample Format for Budget (do not change Budget Categories)

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Other (include subawards and specific participant support costs such as stipends) (specify type) _____					
Total Direct Costs³						
Indirect Costs³						
Total Budget (Total Direct Costs + Indirect Costs)						

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year unless the applicant has a lower threshold for equipment costs. Items costing less than \$5,000 (e.g., laptop computers) are considered supplies. Generally, equipment is not required for Brownfield Grants.

³ Administrative costs (direct and/or indirect) for the Assessment Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

COST ESTIMATES

- **Realistic** estimates for each task
- Present costs/unit costs (where appropriate)
- Be specific, i.e. \$ in travel, supplies (what for?); who? what? purpose?
- Realistic & implementable timeline
- Correlation to tasks/activities

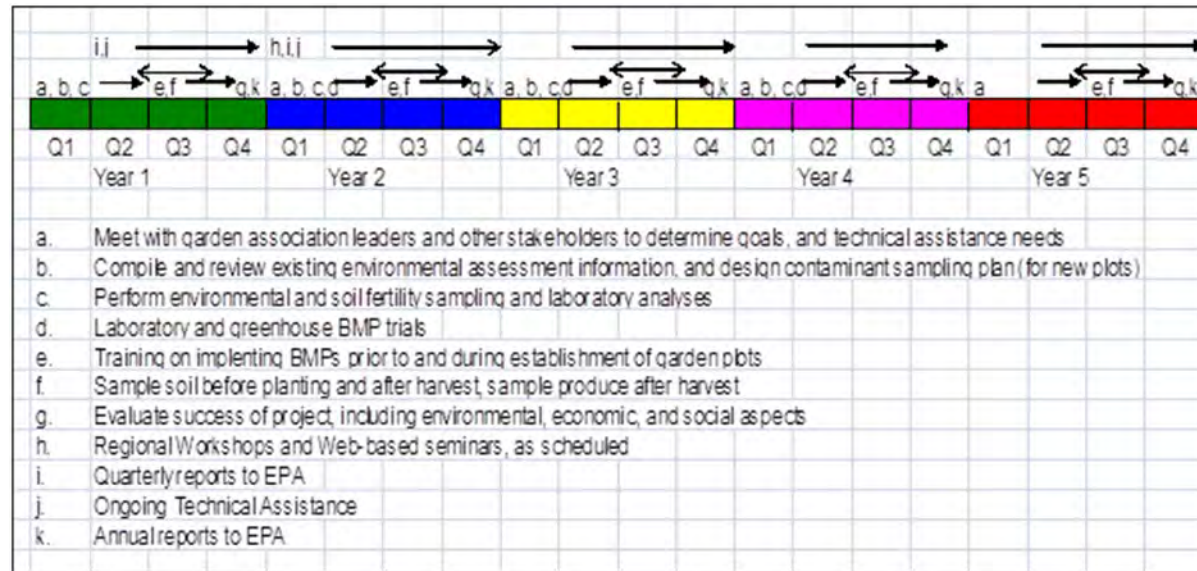
Evaluation Criteria

- Projects that allocate at least 60%* of the funds to tasks directly associated with site-specific work (i.e., Phase I and Phase II environmental site assessments and site-specific cleanup planning) will be evaluated **more favorably**.
- Administrative costs that exceed 5% of the total EPA-requested funds will be evaluated **less favorably**.
- A response that includes cost estimates that are not reasonable or realistic to implement the project/grant will be evaluated **less favorably**. (For example, applicants that request more funds than is reasonably justified in the Narrative to complete the proposed project/grant.)

TIMELINE

- Anticipated completion dates of individual tasks

- Milestones



CONTRACTORS AND SUBRECIPIENTS

“Applicants that have already procured a contractor to conduct work proposed in its application must provide information to demonstrate that the **procurement was conducted in compliance with applicable competition requirements**, regardless of if the contractor is named in the application.”

PASS ↔ **FAIL**

ASSESSMENT AND MULTIPURPOSE GRANTS

NEW last year!

Identify one community liaison per target area
(paid liaison position, include in budget)

BUDGET TABLE

Use the table!



DO NOT include leveraged resources!

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SAMPLE BUDGET – ASSESSMENT GRANT

Assessment Grant Application Budget – EXAMPLE

Budget Categories	Project Tasks					Label Tasks
	Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Total
(programmatic costs only)						
Personnel	\$45,000	\$20,000				\$65,000
Fringe Benefits	\$5,000					\$5,000
Travel	\$7,500					\$7,500
Equipment						
Supplies		\$2,000				\$2,000
Contractual		\$18,000	\$100,000	\$255,000	\$35,000	\$408,000
Other (specify)						
Total Direct	\$57,500	\$40,000	\$100,000	\$255,000	\$35,000	\$487,500
Total Indirect	\$10,000	\$2,500	\$0	\$0	\$0	\$12,500
Total Federal (Direct + Indirect)	\$67,500	\$42,500	\$100,000	\$255,000	\$35,000	\$500,000

From EPA FY22 grant outreach

Should match SF-424 and SF-424A

Can charge up to 5% of the total award amount for administrative costs (direct costs for grant administration + indirect costs).
Costs must be classified as direct or indirect consistently and may not classify the same cost in both categories.

Includes the up to 5% for administrative costs

CONTACT INFO

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