



KANSAS STATE
UNIVERSITY

TASK DESCRIPTIONS AND BUDGET

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CTOR SOLUTIONS, LLC

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TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

Comm. Wide Assessment grant (160 total pts possible – 45 pts here):

3.a. Description of Tasks/Activities and Outputs (25 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.c. Cost Estimates (15 points)

3.d. Plan to Measure and Evaluate Environmental Progress and Results (5 points)



Assessment Grant

Eligible Activities:

- Site selection
- Securing site access
- Inventory and assess sites
- Revitalization planning
- Area-wide planning
- 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

Eligible Planning Activities

<https://www.epa.gov/brownfields/eligible-planning-activities>

Cleanup Grant

Eligible Activities

- Reuse Planning
- Community Involvement
- Programmatic expenses
- Health monitoring (local health agency/dept.!)
- 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

Eligible Planning Activities

<https://www.epa.gov/brownfields/eligible-planning-activities>

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 you 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 •EPA-funded tasks/activities: •Non-EPA grant resources needed to carry out tasks/activities, if applicable:
ii. Identifying Additional Sites (not applicable to Cleanup)
iii. Anticipated Project Schedule:
iv. Task/Activity Lead:
v.. 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

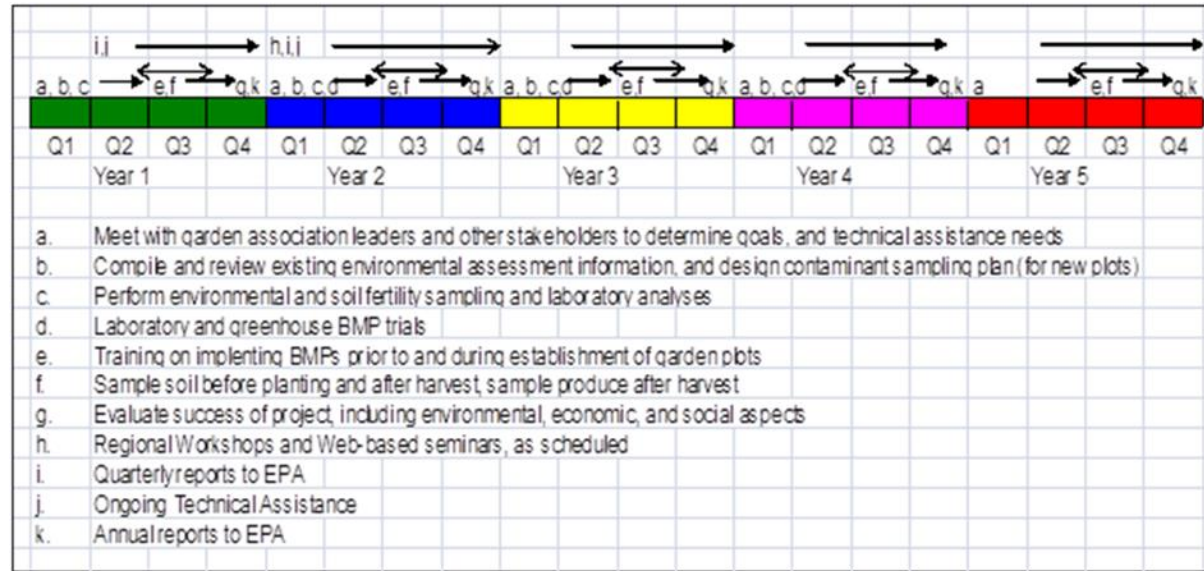
Group all eligible tasks into 3-5 major categories

- Project Management: reporting, internal progress meetings, contractor procurement, expense processing
- Assessment/Cleanup activities: project meetings, contractor activities
- Planning Activities: reuse planning, the development of an area-wide plan, conducting market feasibility studies, evaluating infrastructure needs, community health assessment, etc.
- Community Engagement: planning, preparation of materials, execution, follow-up



Timeline

- Anticipated completion dates of individual tasks
- Milestones



Example: Tasks/Activities

Task 1: Outreach

- i. Project Implementation: SCD's Brownfield (BF) Project Director will develop a Community Engagement Plan (CEP), outreach materials, BF Project website, and social media posts with the assistance of the environmental contractor (EC). SCD staff will lead the community meetings to keep the public informed on project plans and updates. Supplies are budgeted for the printing of outreach materials (brochures/handouts), office supplies, meeting props (easels, posterboard, etc.).
- ii. Anticipated Project Schedule: CEP 1st quarter. Community Meetings held 2nd, 4th, 6th, 8th, 10th, 12th, 14th quarters.
Website and outreach materials created in the 2nd quarter and posted as needed throughout the grant.
- iii. Task/Activity Lead: SCD: Carol Ringenberg, Director of Development, BF Project Director
- iv. Outputs: CEP, Brownfield Website, 7 Community Meetings, Brochures/Handouts, Social Media Posts, Summary of Community Meetings in EPA-required Quarterly Reports.



Budget Table

Use the Table!



DO NOT include leveraged resources!

Sample Format for Budget (do not change Budget Categories)					
Budget Categories		Project Tasks (\$)			
		(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 Costs ³					
Indirect Costs ³					
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.					

Budget



Budget needs to be:

- Realistic – grounded in reality
- Reasonable – needs to make sense
- Appropriate – tied to project/project description

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

Cost Estimates

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.)

* 60% assessment coalition; 40% comm. wide; 70% multi-purpose



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

May identify one community liaison per target area (community engagement activities, paid liaison position, include in budget, not an employee of the grantee).



Community-wide

Coalition

States/Tribes

Assessment Grant Application

BUDGET EXAMPLE

Includes up to
5% for
administrative
costs

Label Tasks

Subawards
and
participant
support
costs belong
on separate
lines in
Other
category

Budget Categories	Project Tasks						
	Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Administrative Costs	Total
Personnel	\$38,000	\$5,000				\$8,000	\$51,000
Fringe Benefits	\$5,000						\$5,000
Travel	\$7,000						\$7,000
Equipment							
Supplies		\$2,000					\$2,000
Contractual		\$13,000	\$100,000	\$245,000	\$35,000		\$393,000
Construction							
Other (subaward)		\$20,000					\$20,000
Other (participant support costs)		\$10,000					\$10,000
Total Direct	\$50,000	\$50,000	\$100,000	\$245,000	\$35,000	\$8,000	\$488,000
Total Indirect	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
Total Federal (Direct + Indirect)	\$50,000	\$50,000	\$100,000	\$245,000	\$35,000	\$20,000	\$500,000

Must
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.

Contact Info

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