

# Managing a Cooperative Agreement

My TRP 128(a)  
Journey



# Ugheli dzaen!

Nts'e doht'ae?

Richard Chiolero s'uze' dilaen.

C'etsiy tnaey etaen.

Sacramento Kayax ts'iinsyaa den.

Nuutah izdaa k'adii.

Nay'dini'aa' Na' Kayax gha  
hwghezna.



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# Today's Talk: What We'll Cover



## **CAg**

The basics



## **My Journey**

Year 1  $\Rightarrow$  Year 7



## **My System**

Daily to Quarterly  
Flow



## **Templates**

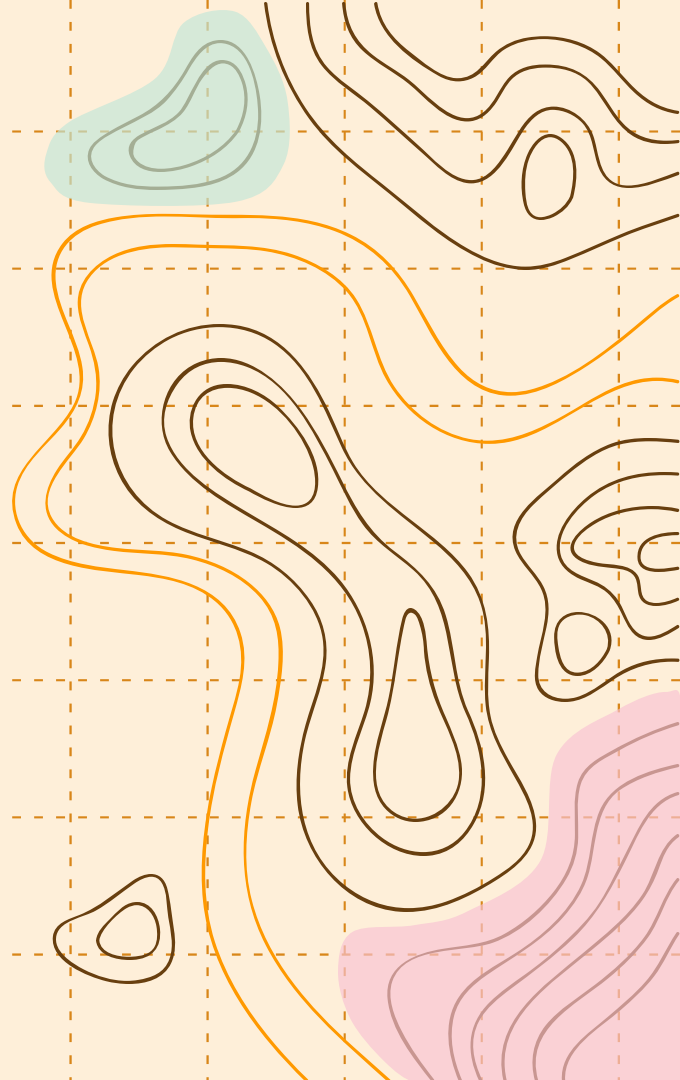
Tools you can use



Build a good working relationship with your EPA Project Officer

# Cooperative Agreement

- A federal grant with oversight between the Tribe and the EPA
- Flexibility married to Accountability
- Work Plan: your roadmap for all the work you will do in the time you specify (usually 1 or 2 years)
  - The Four (4) Elements
  - Public Record





Reach out to your TAB providers!



• Elements 2 and 4 Guidance - Alaska

# The Four Elements

## Element 1

Timely survey and inventory of brownfields sites in state or tribal land.

## Element 2

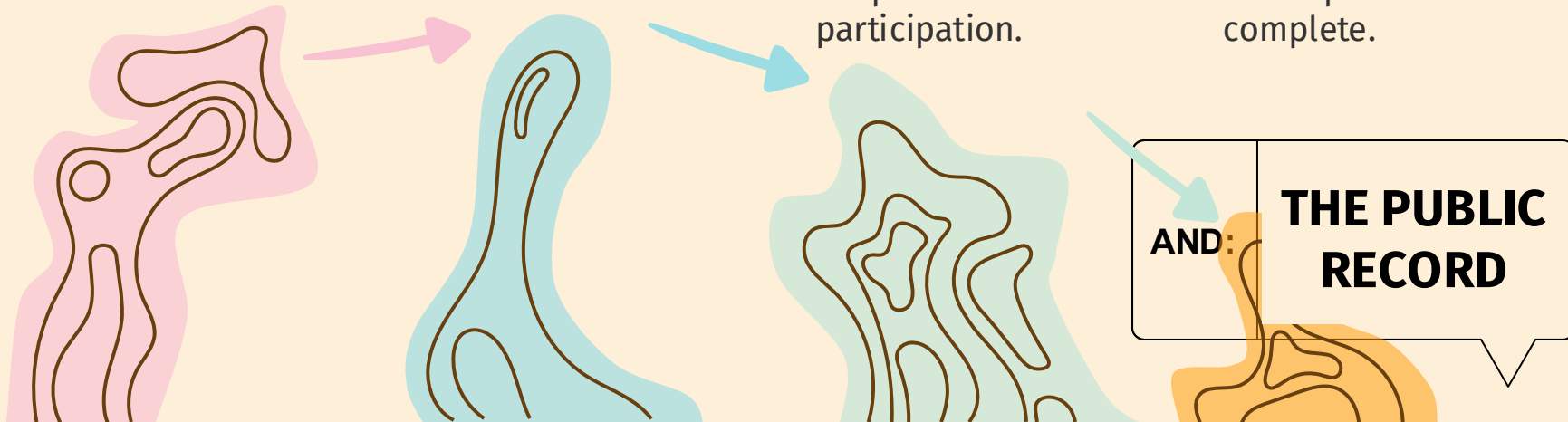
Oversight and enforcement authorities or other mechanisms and resources.

## Element 3

Mechanisms and resources to provide meaningful opportunities for public participation.

## Element 4

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





# Starting Out (Year 1)

These are some things that helped me get up-to-speed when I started:

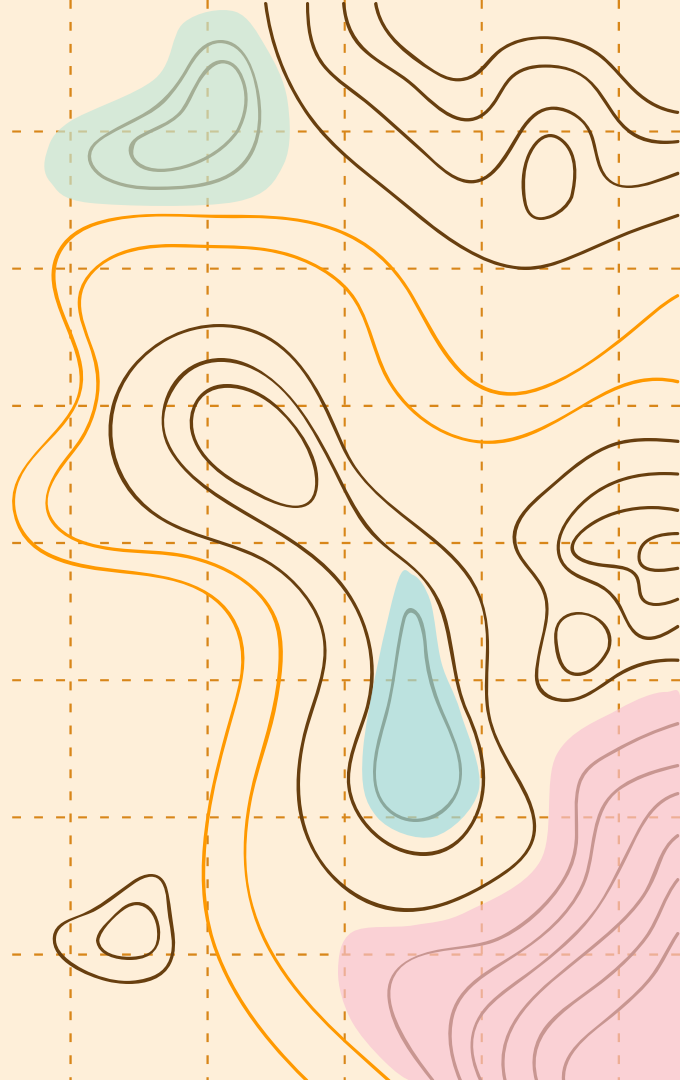
1. Inherited Turnover / Legacy Binder
2. Learning EPA Cycles & Reporting Deadlines
3. Trainings (ITEP, AFE, TAB, EPA PO Guidance)



**Year 1 Vibe Check:**  
I felt like I was drowning.



- The Four Elements Summary Sheet
- Work Plan Tasks Over the Years





# EPA Cycles: The Year – 1 OCT to 30 SEP

## 1st Quarter

1 OCT - 31 DEC

(Report: 30 Jan)

## 2nd Quarter

1 JAN - 30 MAR

(Report: 30 Apr)

## 4th Quarter

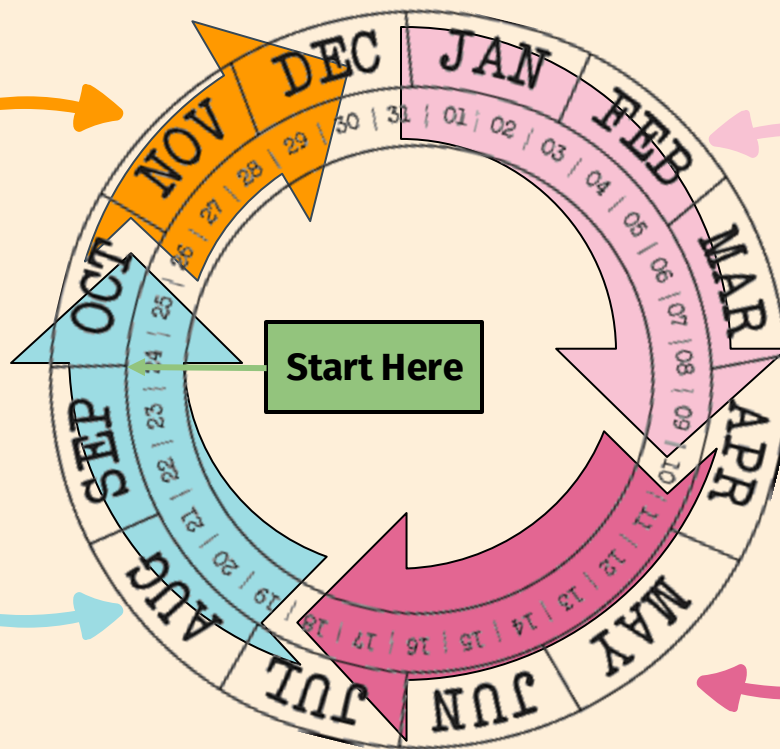
1 JUL - 30 Sep

(Report: 30 Oct)

## 3rd Quarter

1 APR - 30 JUN

(Report: 30 Jul)





# Finding Rhythm (Year 3)

My early systems/first templates:

1. Early Spreadsheets / Organizing Tasks:  
trying out different tools to see what works



Todoist / iPhone “Notes” App / Miro / Airtable

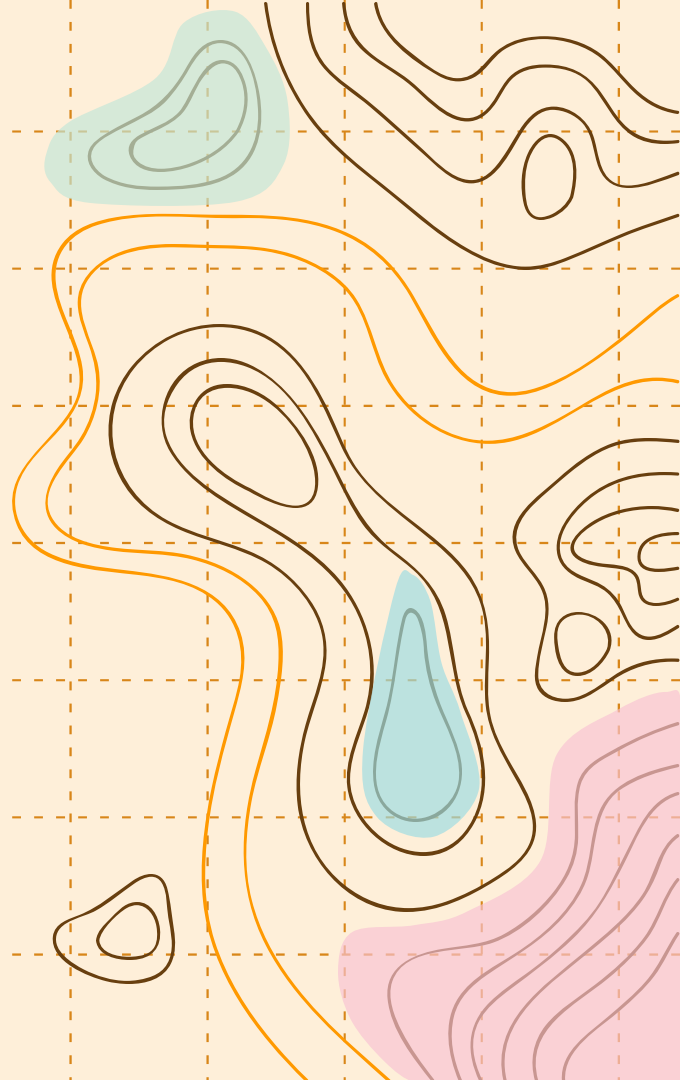
2. First Version of Monthly Work Log
3. Attending Conferences / Learning from Peers:  
building templates from their shared resources



**Year 3 Vibe Check:**  
Work plan = growth tool



- Meeting Notes Template
- Webinar Notes Template
- IC Site Visit – Element 2







- Trainings & Conferences for EPA Region 10 State and Tribal Response Programs (STRP)

# Attend Conferences

## **ATCEM**

Alaska Tribal  
Conference on  
Environmental  
Management

## **TLEF\***

Tribal Lands and  
Environment Forum

\*Everyone should  
attend this conference.

## **AFE**

Alaska Forum on  
the Environment

## **ANTHC**

Alaska Native Tribal  
Health Consortium  
Biannual STRP  
Workshop



# Refined System (Year 7)

What I've created that works for me:

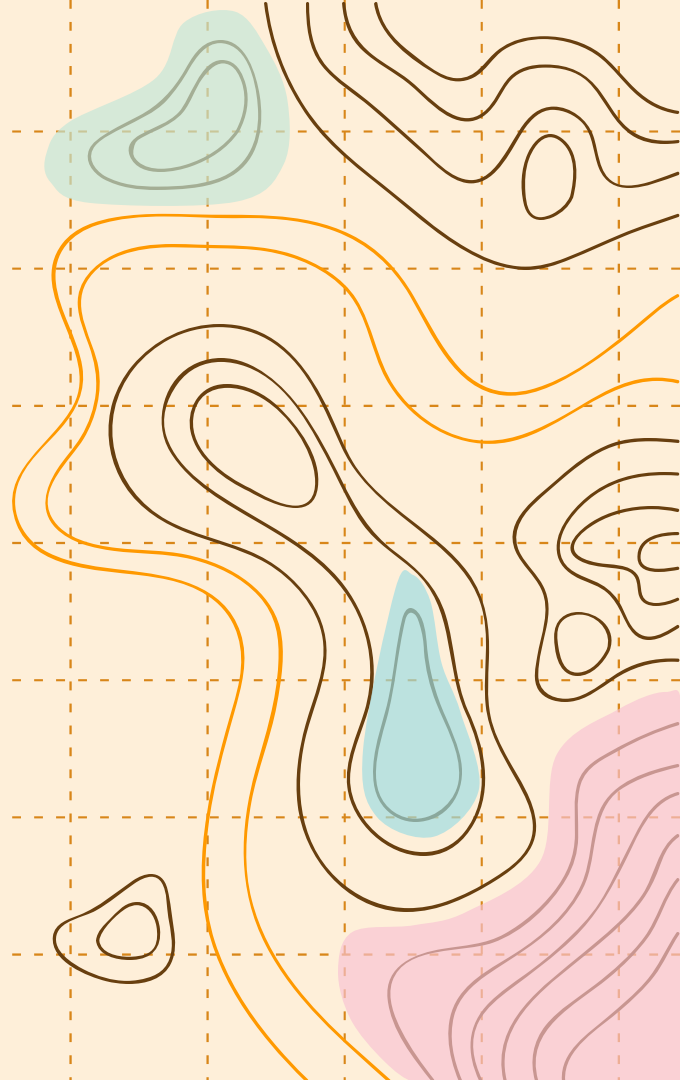
1. Bullet Journal with Coded Daily Tasks & a Running To-Do List
2. Monthly Work Log (refined): Mirrors Work Plan, Computer Desktop Folders
  - The Daily Work Log feeds directly into this
3. Quarterly Progress Report: 80% is cut/paste from Monthly Work Logs



**Year 7 Vibe Check:**  
Confidence comes from routine



- Bullet Journal Coding Method
- Monthly Work Log Template
- QPR Template



A vintage-style world map in sepia tones serves as the background. A silver compass with a black face and a black magnifying glass are placed on the map. The compass is positioned in the upper right, and the magnifying glass is in the lower left. Several small, colorful geometric shapes (triangles and diamonds) are scattered across the map. A dashed orange grid is overlaid on the entire image. The text "Templates in Action (Show & Tell)" is written in a bold, black, sans-serif font in the lower-left quadrant.

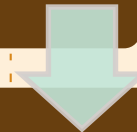
# **Templates in Action (Show & Tell)**



Bullet Journal



Monthly Work Log



Quarterly Progress  
Report (QPR)



Final / Annual Report

# My System - An Overview



# Bullet Journal

## Daily Work Log

It doesn't have to be fancy: make what works for you.

- Bullet Journal Coding Method

May 2025

Mon 5 (C) CUTC Staff → ANC (2 hrs)  
(GM) review/print TRP Work Plan guidance  
request meeting w/Accounting (Spinet Robertson)  
(W) ~~Enviro~~ Enviroclass - AAs in 2025  
(C) follow-up w/ ADEC, re: spill response plan  
\* (SS) RFP final edits → sent to ~~(10)~~ companies, ANTHC, CUTC  
+ Lisa for

Tue 6 (M) TWA-SC → EPA, OLEM staff 27  
(GM) FR → WP; review of documents, req. help from  
Accounting: apply current ICR to FR 1st, then  
cut thing to meet approved amount  
(GM) Spill Prevention Plan → EPA: Mary Godwin; Let Fish Passage  
know what's up

Wed 7 Brainstorming: how to alter RFP → remove ABCA section?  
- create a decision tree draft to:  
Spill Prevention Plan - edits → ~~Teri Huel~~ huel@epa.gov  
(A)(M) All Staff Meeting  
(C) Accounting: cut from WP → BK

Thu 8 (M) R(10) CERCLA 128(a) STRP's 3Q Quarter Call  
(E3) photos → MSVFF (of me doing outreach last year)  
(M) ARRT - Tribal Task Force  
(M) EMPC  
(GM) WP edits

Fri 9 (M) WP edits

Notes:  
follow up w/DEC: Spill Prevention Plan ← due: (16 May)  
prepare list of completed tasks (TRP → LUC; use template)  
WP due (16 May)  
ARRT - TT doc edits (16 May)





# Monthly Work Log

This takes my hand-written notes into a typed, organized document.

Organizing like this makes the quarter reports a snap.

- Monthly Work Log Template



## **General Management: General Cooperative Agreement Management Activities. (GM)**

- April 2025 – Monthly Work Log – done
- Update: Monthly Work Log template (start new documentation using updated form: May)
- Updates to Spill Prevention and Response Plan (v.2.0.1)
- May Work Log – complete: cleaning, filing, file updates
- June Work Log – begin
- Continue compiling SCH binder
- Review Work Plan Edits from EPA PM – Madison Sanders-Curry
- TWAR SC – July Meeting Agenda; Zoom Meeting Schedule for R10 TROK and AK people on TWAR SC
- 2025 National Brownfield Conference – Registration
- Updated Work Plan; SF-424; SF-424A and sent to EPA PM Madison Sanders-Curry
- TWAR SC – travel plans – flight itinerary planning
- Approve travel packet produced by CVTC Accounting for National Brownfields Conference in August
- email: EPA PM – Madison Sanders-Curry RE: Supplemental Agreement for this year's WP – so that I can tell Weston about how we can adjust the timeline (since we're now behind)
- Email: ANTHC – Bailey Richards – accept invite to present @ BF training in September
- CVTC Admin – travel planning for National Brownfields Conference 2025

## **Element 1: Timely survey and inventory of brownfield sites. (E1)**

- Potential Brownfield Site (PBS) Report – create report for the Gold Bullion property
  - PBS Report – finished and filed (E12024Q316Jun2025)

## **Element 2: Oversight and enforcement authorities or other mechanisms and resources. (E2)**

- #MonthlyMonitoring
- #MonthlyMonitoring – PR updates complete

## **Element 3: Mechanisms and resources to provide meaningful opportunities for public participation. (E3)**

- Email: Respond to Knik Tribe TRP, Kyle Robillard – questions about Annual Gathering
- Outreach Supply Gathering for Saturday (Annual Gathering of the Tribes)
  - created Public Input Visioning Binder for the Sutton Community Hall project
- Brownfields Outreach: Annual Gathering of the Tribes 2025

## **Element 4: Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete. (E4)**

- Snow Goose Rd property – ask questions to ADEC (Shawn Tisdell): compare to CVFH site, and strategize moving to site closure

## **Public Record: Maintain the Public Record (PR) #monthlymonitoring**

- #MonthlyMonitoring
- #MonthlyMonitoring – PR updates complete



# Quarterly Progress Report

All five (5) of these full-sentence summaries of the month were created in the Monthly Work Log and cut-and-pasted directly into the QPR.



- QPR Template
- Purchase Log - Monthly



## June

1. The TRP Coordinator, Richard Chiolero, coordinated the contractor selection process for Sutton Community Hall, scoring submitted bids and facilitating the Working Group meeting that resulted in the selection of Weston Solutions, Inc. He finalized and submitted formal letters of acceptance and rejection to all bidders and worked closely with CVTC staff to begin negotiating contract terms.
2. He updated the CVTC Spill Prevention and Response Plan with a site-specific map and key project details to support upcoming sampling work at Sutton Community Hall, also coordinating with the Tribal Historic Preservation Officer (THPO) to complete the cultural review section of the plan.
3. To support future redevelopment planning, the TRP Coordinator created a Public Input Visioning Binder and developed a flexible system for gathering community reuse ideas, including poster displays, handwritten notes, and informal outreach at events.
4. He conducted a comparative review of a similar site in the ADEC Contaminated Sites Database to help identify possible strategies for moving the long-standing CVFH site toward closure. He contacted DEC staff with questions to inform this evaluation.
5. In preparation for the 2025 National Brownfields Conference, he registered for the event, confirmed travel logistics, and worked with CVTC Accounting to approve a finalized travel packet. He also documented all outreach materials and feedback collected at the Annual Gathering of the Tribes and submitted a trip report following the event.



Coded Work Plan  
Tasks and to-do items

Bullet Journal

Sections mirror  
CAg Work Plan &  
Desktop Computer Folders

Monthly Work Log

80% Cut and Paste,  
Complete Sentences,  
“Deliverables” Included

Quarterly Progress  
Report (QPR)

**My System -  
In Practice**

Final / Annual Report



# Bringing It All Together

## Some Closing Thoughts

### Cooperative Agreement

Structured but flexible.  
Create systems that reinforce each other  
and are defensible if you're audited or  
questioned.

### Growth

Steady and layered, not giant leaps.  
Reach out when you need help.

### Transparency > Perfection

Give yourself wiggle room in your Work  
Plan, but also let your PO know what's  
going on. Life happens.

(Need to adjust your Work Plan?  
There's a template for that!)



- EPA PM Work Plan Edit Request

# Tsin'aen!

What questions do you have?

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@BrownfieldBear



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