

Suggested Elements for SPAPs Workplans Submitted with Grant Applications

Name of Applicant and Project Title

Items 5 and 11 from standard form 424 are necessary as project identifiers.

Project Objectives and Need

State the environmental or public health objective of the proposed project (i.e., the environmental/public health problem and the needed solution).

Environmental Results or Benefits of Project

Describe the environmental and public health benefits to be achieved by implementing the proposed project. To the extent possible, describe the incremental environmental and public health benefits of the proposed project. Describe how the benefits will be measured at the conclusion of the project. Use the attached "Environmental Results" table format to help streamline the EPA review of the work plan.

Project Description and Activities

The project description must be consistent with the EPA Appropriations language for the line item. The description should include the total project which is anticipated regardless of funding, i.e., some projects may have phases and multiple funding sources. From the description, specify which activities (i.e., planning, design, and construction) or phases are to be included in the total project amount. This includes the federal EPA funds as well as all local funds. Describe the relationship between this project and other work planned, anticipated, or underway under federal assistance, if applicable. If the proposed project includes combined sewer overflow related work or activities, describe how the work will be in conformance with EPA's Combined Sewer Overflow Control Policy. List each key agency, organization, cooperator, or consultant who will be involved in the project along with a short description of the nature of their effort or contribution. (See also OMB Circular A-102).

If the project includes land acquisition, or the grantee intends to use land as part of their match requirement, the work plan should include a description of the need for land acquisition in making the project feasible. A discussion of the alternative parcels of land being considered should also be included. (See grant regulations at 40 CFR section 31.31 and 49 CFR Part 24 Uniform Relocation Assistance and Real Property Acquisition for more information.)

Some pre-award costs are eligible for reimbursement. If the grantee intends to request reimbursement for pre-award costs, this must be stated in the work plan. In addition, the grantee should describe the work and estimate the cost of the potential pre-award request.

Geographic Location

Provide a location map of the proposed construction activities, including latitude and longitude of the main facility(s) (i.e., plant location, water tank location, etc.). Include a map of the area to be served by the proposed project.

Project Schedule

Provide a plan of action (i.e., project schedule with milestones and outputs) and indicate when the proposed work will be accomplished. At a minimum the schedule should include targeted dates for project initiation, engineering services procurement documents to EPA, environmental documents, easement acquisitions, permits, plans and specs to EPA, construction start date, construction completion date, final report and close-out date.

Project Budget

Provide costs for planning, design, and construction with all federal and local shares broken out.

Reporting Requirements

This includes quarterly reports until construction begins followed by monthly construction reports. A final report will be required which includes an assessment of how effective the project was in achieving the stated environmental and public health objectives. The quarterly report schedule is as follows:

<u>Reporting Period</u>	<u>Report Due Date</u>
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

- References:
1. OMB Circular No. A-102 (dated August 29, 1997)
 2. EPA Guidelines for the Award of Grants and Cooperative Agreements for the Special Projects and Programs Authorized by the Agency's FY2003 Appropriations Act (dated July 22, 2003)
 3. EPA Grant Regulations at 40 CFR Part 31.

FY04 WORKPLAN EXAMPLE

Name of Applicant and Project Title

Town of Perfection Municipal Authority
Sewer Line Extension Construction Project

Project Objectives and Need

The objective of this project is to connect existing residences in the Town of Perfection currently served by on-site septic systems to the wastewater treatment plant in the City of Near Perfection, Tennessee. The project is needed to provide reliable wastewater treatment and disposal for residences in the Town of Perfection. The residences are currently served by on-site septic systems. In 1999, the County Health Department conducted a survey of on-site septic systems in the Town of Perfection. The survey found nearly 50 percent of all on-site systems were failing in the project planning area. Failing septic systems provide a pathway for human exposure to raw sewage and also allow raw sewage to enter public water bodies impairing water quality. Additionally, the State DEP found that many of the residences appeared to be piping the sanitary waste away from their property through a "wildcat sewer system." This creates a potential public health and water quality problem at the wildcat systems discharges.

Environmental Results or Benefits of Project

The project would reduce the discharge of raw sewage into yards, public right-of-ways, and water bodies resulting in less human exposure to raw sewage and improved water quality in adjacent streams. Approximately 1,004 residences would be taken off on-site systems and connected to the Near Perfection wastewater treatment plant. The benefits will be measured at the conclusion of the project by the number of residences which have been removed from failing septic systems.

Project Description and Activities

The proposed project includes the construction of 165,240 linear feet of 8-inch and 10-inch diameter sanitary sewers, 14,470 linear feet of 3-inch, 4-inch, and 10-inch diameter force main, and eight pump stations to serve 1,004 customers in the Town of Perfection (see figure 1). The areas that will be served by the project include Midtown, Near-town, and About-town. See preliminary engineering report for a more detailed description of the project (attached).

Currently, the primary sewage treatment and disposal method within the Town of Perfection is individual on-site septic systems. Mass failure of these individual systems have been noted in Health Department surveys. Construction of sanitary sewers to serve these areas in the Town will meet the wastewater disposal needs of 50 percent of the Town and will virtually eliminate failing systems in the project planning area.

Sewage flow from the project area will be conveyed to the Near Perfection wastewater treatment facility for treatment and disposal. The City of Near Perfection just completed a sewage treatment plant expansion project using local funds. The expanded plant has sufficient capacity to treat the flows from the Town of Perfection, including future growth. The proposed sewers will connect to the Utopia Street pump station and the Pure Creek pump station, which are owned and operated by the City of Near Perfection. The City of Near Perfection and the Town of Perfection have signed an agreement to allow the Town to connect to the City's wastewater treatment plant.

Geographic Location

See figures 1 and 2 for the general location of the project, the planning area, and the new lines and pump stations. The latitude and longitude for the project is 36⁰ 42' 06" and 84⁰ 24' 31" , based on the approximate center of the project planning area.

Project Schedule

The Authority anticipates a project schedule as listed:

Complete NEPA review	July 2004
Complete easement acquisition	September 2004
Submit plans & specs to EPA	October 2004
Advertise project	January 2005
Award construction contract	March 2005
Construction start date	April 2005
Construction complete date	July 2006
Final report & grant close-out	December 2006

Project Budget

The overall cost of the project is \$11,265,050. The EPA grant request of \$4,545,500 (federal and match dollars) will cover land acquisition/easements and the majority of the construction costs. The amount of the EPA special appropriations for this project is \$2,500,000. The 45 percent local match (\$2,045,000) will be made through tap in fees of about \$2,600 per residence. The remainder of the project funding, \$6,719,550, will pay for administration, legal, engineering, interest and some of the construction costs. These funds will come from the State Clean Water SRF loan fund and additional tap-in fees. For a funding breakdown, please see the attached budget sheet with estimated project costs.

Reporting

The Authority will submit quarterly reports until the start of the construction. Estimate of quarterly reports due is:

October 31, 2004

January 31, 2005

April 30, 2005

The authority will submit monthly construction reports after construction begins. These reports will include reimbursement requests (SF271) and supporting invoices as needed.