

**BROWNFIELDS CLEANUP GRANTS IN RHODE ISLAND  
MAJOR TASKS**

TASK	CLEANUP GRANT RECIPIENT	DEM PROJECT MANAGER	EPA PROJECT OFFICER
<b>General Requirements</b>			
<i>Site must be enrolled in the Rhode Island Department of Environment Management (DEM) response program to be eligible to receive federal brownfields cleanup funds</i>	✓		
<i>Identifies the DEM project manager to review the proposed cleanup plans and actions</i>		✓	
<b>Community Relations Planning</b>			
<i>Designates Community Relations Spokesperson</i>	✓		
<i>Prepares a draft Community Relations Plan (CRP) and submits to EPA for review</i> <ul style="list-style-type: none"> <li>▪ CRP must be prepared before issuing public notice.</li> <li>▪ CRP outlines steps to provide reasonable notice of proposed cleanup, opportunity for involvement, response to comments, and administrative records that are available to the public.</li> </ul>	✓		
<i>Reviews and comments on draft CRP</i>			✓
<i>Establishes an information repository and maintains the administrative record for the site throughout the grant</i> <ul style="list-style-type: none"> <li>▪ The repository must be established before issuing public notice and contain the CRP, the Site Investigation Report (SIR), and any other relevant documents to the administrative record.</li> </ul>	✓		
<b>Analysis of Brownfields Remedial Alternatives Requirement</b>			
<i>Submits the Draft SIR (which contains the analysis of remedial alternatives) to DEM for review</i> <ul style="list-style-type: none"> <li>▪ Identifies the objectives of the environmental response action and provides an analysis of cleanup alternatives</li> <li>▪ Documents that the situation meets the need for an environmental response action</li> <li>▪ Provides information pertaining to site background; threats to public health and/or the environment posed by the site; enforcement activities</li> <li>▪ Identifies the proposed action, and explains the rationale for its selection.</li> </ul>	✓		
<i>Reviews and provides written comments on the draft SIR and remedial alternatives, and issues a Program Letter upon completion of the final SIR</i>		✓	
<i>Submits an estimated cost analysis worksheet on the remedial alternatives presented in the SIR to EPA and DEM</i>	✓		
<i>Submits a copy of DEM comments on the draft SIR, the final SIR, and the DEM Program Letter to EPA</i>	✓		
<b>Community Involvement &amp; Public Participation Requirements</b>			
<i>Provides public notice of availability of the SIR, with the analysis of remedial alternatives, and conducts a 30-day public comment period</i>	✓		
<i>Conducts a public meeting during the 30-day public comment period to inform public of the proposed cleanup plans and to elicit comments</i>	✓		

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<i>Issues a Remedial Decision Letter indicating the SIR and Public Notice are complete and the Remedial Action Work Plan should be submitted</i>		✓	
<i>Submits copy of Remedial Decision Letter to EPA</i>	✓		
<b>Remedial Action Work Plan Requirements</b>			
<i>Develops and submits the Draft Remedial Action Work Plan (RAWP) to DEM for review</i> <ul style="list-style-type: none"> <li>▪ Preparation of the RAWP may occur simultaneously with the completion of the final SIR</li> </ul>	✓		
<i>Reviews the RAWP, provides written comments as appropriate, and upon completion of the final RAWP, issues a Remedial Approval Letter to proceed</i>		✓	
<i>Submits copy of DEM comments on the draft RAWP, the final RAWP and Remedial Approval Letter to EPA</i>	✓		
<i>Submits budget of proposed cleanup to EPA that details activities to be funded with EPA funds</i>	✓		
<i>Reviews and approves budget of anticipated cleanup activities and costs</i>			✓
<b>Quality Assurance Project Plan (QAPP) Requirements</b>			
<i>Prepares QAPP if environmental sampling is to be conducted and submits to EPA for approval</i> <ul style="list-style-type: none"> <li>▪ If the consultant has an approved brownfields generic QAPP, the QAPP Addendum (describing the sampling and analysis plan for the remediation) should be incorporated into the RAWP.</li> </ul>	✓		
<i>Reviews and approves QAPP</i>			✓
<b>Cleanup Activities</b>			
<i>Performs remedial action activities according to the approved RAWP</i>	✓		
<i>Conducts periodic site visits during implementation</i> <ul style="list-style-type: none"> <li>▪ Ensure compliance with approved plans</li> </ul>		✓	
<i>Prepares Remedial Action Closure Report and Draft Environmental Land Use Restrictions (ELUR) at the conclusion of the cleanup and submits to DEM for review and approval</i> <ul style="list-style-type: none"> <li>▪ Documents that cleanup is complete and is protective of human health and the environment.</li> <li>▪ Identifies any engineering controls and institutional controls used and long-term monitoring requirements.</li> </ul>	✓		
<i>Reviews and provides written comments on the Closure Report and ELUR, as appropriate. Upon completion of the final Closure Report/ELUR, DEM issues a Letter of Compliance (or an Interim Letter of Compliance if long term monitoring is required).</i>		✓	
<i>Submits a copy of DEM comments on the draft Remedial Action Closure Report and ELUR, the final Remedial Action Closure Report and ELUR, and the Letter of Compliance (or Interim Letter of Compliance) to EPA</i>	✓		