SUPERFUND REDEVELOPMENT AND TECHNICAL ASSISTANCE SERVICES CONTRACT

Superfund Redevelopment and Technical Assistance Services Statement of Work

I. BACKGROUND

The US Environmental Protection Agency's (EPA) mission is to protect human health and the environment. The Superfund program's mission is to protect human health and the environment through the remediation of contaminated sites. EPA is committed to ensuring sites are cleaned up, the Agency and its stakeholders have effective response processes, and the necessary tools and information for decision-making and communication regarding remediation and future land uses. Contractor support for the Office of Land and Emergency Response (OLEM) cleanup programs, including the Office of Superfund Remediation and Technology Innovation (OSRTI), Office of Emergency Management (OEM) and Federal Facilities Restoration and Reuse Office (FFRRO) provides the means of selecting remedies that are accepted by communities and provide the best approach to productively use sites following cleanup. The support provided under this contract provides community members, Agency partners and stakeholders with technical assistance so they can substantively participate in decisions regarding Superfund site cleanups and future reuse.

The purpose of tasks in the BPA is to support the evaluation of Superfund cleanup activities, including examining remediation progress, modeling and analyzing remediation data and supporting the redevelopment of cleaned up sites. Additionally, BPA tasks are intended to provide supplemental, non-advocacy technical assistance services at no cost to communities, to empower them to substantively participate in addressing environmental issues and actions which impact their community.

This contract will primarily support EPA's Site Redevelopment (SR) (formerly known as the Superfund Redevelopment Initiative or SRI) and Technical Assistance Services for Communities (TASC) programs. On May 24, 2017, EPA kicked off a thirty–day Superfund Task Force (SFTF) to identify opportunities for accelerating the cleanup of Superfund sites and returning them to reuse in a timelier manner. Specifically, Goal 4 of the SFTF promotes redevelopment and community revitalization. SR focuses on building capacity and providing training to EPA, Federal, state, tribal and local government staff, elected officials, and other community-based organizations on the overall site cleanup process as it relates to redevelopment potential; key components of land use and economic development planning; and funding and financing tools will provide better support to communities and promote redevelopment of Superfund sites. The TASC program provides independent assistance to help communities better understand the science, regulations and policies of environmental issues and EPA actions. The services are

determined on a project-specific basis and support community efforts to become more involved and work more productively with EPA to address environmental issues.

II. WORKING DIRECTLY WITH STAKEHOLDERS AND DEVLOPING MATERIALS FOR STAKEHOLDER AUDIENCES

To achieve the Superfund mission, EPA, throughout the cleanup process, meaningfully engages the public in order to integrate their knowledge and opinions into the Agency's decision-making. EPA's May 2003 Public Involvement Policy guides EPA staff on effective and reasonable means of involving the public in regulatory and program implementation. Contractor support provides tools and technical assistance that facilitates all stakeholders and the EPA to have a better understanding of technical issues at all steps of the cleanup process at both individual sites and throughout the program.

Supplemental technical assistance may be necessary for a community to fully address their environmental concerns and engage in the established Superfund decision-making process. With contractor support EPA staff is able to furnish the information, education and support that is required by stakeholders be to effectively engaging in Agency environmental actions, decisions and projects.

Meaningful engagement varies from community to community (stakeholder to stakeholder) and should take into consideration community dynamics and other factors such as culture, socio-economic issues, education-level, literacy and language. These considerations should modify all support delivered directly to or for the use of communities and other stakeholders, as necessary. The Contractor shall ensure all deliverables are communicated without bias (e.g., based on current science/technology/etc. without advocacy towards a particular viewpoint) and in a manner and/or language that are culturally appropriate for the designated community(s).

The Contractor will be interacting directly with individuals and entities outside EPA in addition to EPA staff and managers. Contractor personnel shall identify themselves as contractors in all activities associated with work performed, attendance at meetings, etc.

III. TASKS

1. TECHNICAL AND ANALYTICAL SUPPORT

The contractor shall provide research, data collection, analytics, technical documentation, report generation and other technical and analytical support activities on site-specific and broad technical issues/areas for OSRTI, in particular Superfund Redevelopment, TASC and mining programs. Deliverables, projects and activities will vary based on program need.

Work to be performed under this task area may include, but are not limited to the following:

- Supporting EPA's research and analysis on site-specific and broad technical issues, emphasizing the areas of institutional controls; integration of remedies and future site use, and program evaluation.
- Conducting technical risk and remedy analysis, market analysis, analysis of local land use regulations, site analysis, and feasibility studies.
- Researching and conducting economic analyses on sites be used to assist community stakeholders that are considering redevelopment of Superfund sites in their community, which may include:
  - Collecting data related to the economic impacts of jobs, incomes, property values and property taxes
  - Conducting site visits and working with local
  - Obtaining graphics
  - Meeting local governmental offices and local stakeholders about the state of redevelopment at the site
  - Drafting case studies.
- Researching and conducting engineering analyses of risk, technologies and other issues associated with the cleanup and reuse of contaminated sites.
- Developing models and analyses of programs and technology.
- Assisting with technical issues regarding site characterization, remedial cleanup strategies, remedy design, and optimization approaches.
- Developing standard and ad hoc reports (to include data, text and graphics) extracting data from various national and regional systems (e.g., Superfund Enterprise Management System (SEMS), Compass Data Warehouse (CDW) and Compass Business Objects Reporting (CBOR)) in accordance with established schedules or as requested by the Government. Following are some considerations for this support:
  - user interviews conducted with EPA personnel to collect data, developing a log to track user response, populating the system with the data that has been gathered, and generating a report(s).
  - reports are run from EPA systems
  - report writing software to best suit each request
  - ability to provide ad hoc data pulls and analysis on short notice (within 24 hours).
  - majority of data is pulled by using Oracle, and/or Microsoft Access
  - data manipulation into spreadsheet
  - data transposition into charts, graphs, and text for reports, presentations, and other purpose
- Supporting EPA's technical work related to hardrock mining sites by:
  - Conducting technical studies in support of EPA's CERCLA 108(b) financial responsibility proposed rules efforts.

- o Developing existing or new EPA technical guides addressing releases from hardrock mine sites, including assessing acid mine drainage metal mobility, identifying mitigation and cleanup approaches for mine wastes and mine influenced waters, and identifying cost estimating methodologies for addressing releases from hardrock mine sites.
  - o Reviewing hardrock mining Environmental Impact Statements with specific emphasis on the review of site-specific geochemistry, hydrology, cleanup methodologies, and financial assurance estimates.
- Providing technical support for Superfund site Five-Years Review (FYR) Reports by:
  - o Drafting public notification announcing commencement of FYR process.
  - o Researching and reviewing site information, such as decision documents, data reports, O&M reports, etc.
  - o Collecting and analyzing relevant site data and documentation.
  - o Addressing institutional controls, clearly presenting implementation, monitoring and enforcement details.
  - o Reviewing site for eligibility for reuse-related performance measures.
  - o Developing a site inspection itinerary and conducting inspection.
  - o Developing a list of remaining information needs per initial site research (to be gathered during the site inspection).
  - o Developing interview questions.
  - o Interviewing site personnel and community stakeholders, and note taking.
  - o Summarizing meetings, data collected, and interviews during the site inspection.
  - o Documenting likely changes in future site use, highlighting how potential land use changes may affect protectiveness and present opportunities to create relationships with future users that would facilitate the long-term stewardship.
  - o Obtaining available copies of all implemented institutional controls for appendix.
  - o Assessing remedy based on communications with site staff, interviews, and document and monitoring data reviews.
  - o Developing FYR Report.
- Providing technical support to the site team for developing, revising and/or updating site Community Involvement Plans (CIPs) by:
  - o Assisting in background information/data collection.
  - o Assisting presenting, distributing and promoting CIP.
  - o Assisting developing interview questions.
  - o Assisting with interview coordination, scheduling and conduct.
  - o Note taking during interviews.
  - o Consolidating/summarizing interviews.
  - o Developing and/or updating text in plain, easily understood language.
  - o Formatting document into an easy-to-use, reader friendly style.
  - o Developing and/or Identifying graphics.

- o Assisting with document review and revision process. Such as, obtaining and summarizing stakeholder comments on draft, and revising document accordingly.
    - o Assisting with final CIP distribution and promotion.
    - o Developing CIP outreach materials (e.g., flyers, doorknockers, etc.).
- Developing community technical assistance needs assessments (TANAs) to identify and prioritize community information needs and concerns, and to determine what types of technical support could best meet the needs by:
    - o Identifying the range of community stakeholders.
    - o Collecting background information on the environmental issues and the community.
    - o Notifying community.
    - o Organizing, presenting and participating in informational meetings and/or listening sessions.
    - o Scheduling and conducting a sufficient number of community stakeholder discussions to help inform on issues of concern; gaps in technical and/or site understanding; misunderstandings of issues; etc.
    - o Coordinating, organizing and presenting draft TANA to community.
    - o Facilitating community feedback and prioritization of needs.
    - o Developing a report with plain, easy-to-understand language and ease-of-use formatting.
- Analyzing program effectiveness.
- Updating existing technical reports.
- Preparing briefing materials, draft and final reports of the findings or research analysis.
- Providing translation services for non-English speaking communities (oral and written).

Any recommendations or options provided by the Contractor should carefully consider EPA policies and procedures. EPA will make final decisions regarding any recommendations or options. The Contractor shall not have the authority to make any decisions on the course of action pursued by EPA.

Unless otherwise noted for specific projects, all public documents shall be developed and approved consistent with appropriate EPA publication standards and guidelines, and other requirements as applicable.

EXAMPLES OF TECHNICAL AND ANALYTICAL SUPPORT
- **Site-specific and broad topics:** methodologies to analyze Superfund remedies for integration of remedial strategies with future site uses; research and analysis of the

potential for future site use to protect remedies; researching site-specific instruments, such as deed notices and Ready for Reuse Determinations, as tools for supporting safe site reuse; reuse options for mining sites; analyses of the role of corporate social responsibility in site remediation and reuse; and conducting reuse assessments for sites.

- **Economic Analysis:** Superfund benefits analyses (including hedonic analysis and effect-by-effect analyses), and preparation of analyses of local economic impacts resulting from cleanup and reuse of Superfund, RCRA Corrective Action, Underground Storage Tank and Brownfields sites.
- **Engineering Analysis:** Technical support for institutional controls cost analyses; analyses of state one-call notification systems' potential for institutional control implementation; impacts of remedy on reuse; analysis of the potential for use of green building approaches and alternative energy as a part of future site use; analysis of and reporting on new technologies for remediation of groundwater or soil; and analysis of mining site remediation and closure impacts on future land use.
- **Models and Analysis:** model estimating the local impacts associated with specific site reuses, such as athletic tournaments; model for the estimation of life cycle costs of institutional controls; analyses of state one-call notification systems for issues related to scope, membership, and location technology to evaluate potential applicability for institutional control mechanisms; and modeling and analysis of demand for and potential supply of alternative energy at reclaimed sites.
- **Technical issues:** contaminant measurement and monitoring; sampling and sampling design; quality assurance policies and procedures; data quality; data management and interpretation approaches; geospatial analysis; information management tools; the Triad approach; innovative remediation techniques and technologies; vapor intrusion investigation and mitigation techniques; remedy optimization for all phases of cleanup; and value engineering.
- **Ad Hoc Reports:** pulling reports from SEMS for Superfund work planning and mid-year efforts; analyzing Superfund work planning and mid-year site planning and financial data to develop reports for management; and conducting quarterly reporting.
- **Mining:** assess effectiveness of institutional controls at mining sites; support efforts to identify beneficial use of mine waste; provide support of economic and technical feasibility of alternative energy development at mine sites; conduct studies on the beneficial reuse of mine sites.

2. MEETING AND CONFERENCE SUPPORT

The contractor shall provide technical and logistical support for meetings, conferences, and dialogues for:

1) *EPA Staff and partner agency meetings and conferences, as well as dialogues* to further understanding and exchange of programmatic processes, information, issues and potential solutions, etc.

2) *Stakeholder Community meetings/dialogues with and/or among community groups* in order to address environmental issues of interest and concern. The ultimate goal is to build community knowledge and understanding of environmental issues so stakeholders are informed and can meaningfully participate in the EPA actions and decisions.

Work to be performed under this task area may include, but are not limited to the following:

- Providing overall coordination, administrative and technical assistance.
- "Designing" the meeting, conference and/or dialogue to best achieve the objectives and meet participants needs, and consider participation/engagement techniques. Identifying and notifying potential participants and speakers
- Providing and coordinating logistical arrangements:
  - In-person, identify potential locations and facilities; securing, reserving/procuring and managing usage of space at facility selected by EPA; if needed, securing hotel room blocks for anticipated attendees; and identifying and providing required supplies and equipment.
  - Remote, identifying best remote tool (such as Adobe Connect; Skype, etc.), scheduling, audiovisual checks, instructions for participants, etc.
- Preparing, update and maintain invitee/attendee registration and contact lists.
- Developing, implementing and managing advance and on-site registration system.
- Preparing and distributing outreach materials including information packages, fact sheets, success stories, agenda and brochures.
- Preparing internet-ready versions of presentations and materials.
- Providing facilitation support and monitor panel sessions, as requested by EPA. Contractor shall limit their attendance to the portion of the meeting associated with the subject matter they are providing support for under the requirements of the contract.
- Providing note taking support and prepare proceedings in either written or electronic formats, as directed by EPA.
- Providing speakers, such as national subject matter experts, for topics identified by EPA.
- Preparing and distributing summary reports.
- Preparing, distributing and collecting evaluation forms.
- Coordinating post-meeting follow-up actions and communications with the community, EPA, and other stakeholders (e.g., phone calls, e-mails, etc.), as needed.
- Facilitating to organization and formation of community functional community groups (such as a Superfund site-specific community groups, generally known as "Community Advisory Groups (CAGs)) so they may support their community in become aware of issues of concern and more involved in environmental decision-making.
  - Working with EPA and community stakeholders identify, recommend group member and organize a selection process.
  - Working with EPA and community stakeholders to develop a functional organizational structure, working procedures and necessary skills/tool to function effectively.
  - Working EPA and community group to conduct internal and general community.

- Designing and facilitating inclusive/diverse stakeholder processes which integrate technical site and market analysis, aimed at evaluating reasonably anticipated future uses of sites after cleanup.
- Providing facilitation for meetings and discussions (internal EPA and community stakeholders).
- Providing translation services for non-English speaking communities (oral and written).

Contractor shall arrange travel only in accordance with the authority and limitations of the Section H clause entitled "Approval of Contractor Travel." If Contractor attendance is required, all Contractor personnel shall wear badges and clearly display their affiliation at meetings or other forums.

EXAMPLES OF MEETINGS AND CONFERENCE SUPPORT
- Attending a symposium on institutional controls to support EPA in the development of a compendium of best practices.
- Design and implementation of a potential future land use charette with local government, businesses and community members.

3. TRAINING SUPPORT

The contractor shall provide technical and logistical support for training for:

1) *EPA staff and partner agencies,* to meet programmatic needs (such as, training for EPA staff on how to support community advisory group formation and Superfund site reuse).

2) *Stakeholder communities,* with the purpose of broadening understanding/awareness of environmental issues, processes, policies; to allow for education exchange of information, ideas and concerns; and/or providing a forum for communication among community groups in order for the community to more effectively engage discussing concerns, perspectives and roles related to community environmental issues and planning.

3) *Community-based Job Training, also known as Superfund Jobs Training Initiative (Super JTI),* to provide job training and placement opportunities in communities affected by Superfund sites, and encouraging their employment in site cleanup activities.

Work to be performed under this task area may include, but are not limited to the following:

- Designing the training to best achieve the training objectives and meet participants needs.
- Providing and coordinating logistical arrangements for training sessions-
  - In-person, identify potential locations and facilities; securing, reserving/procuring and managing usage of space at facility selected by EPA; if

needed, securing hotel room blocks for anticipated attendees; and identifying and providing required supplies and equipment.
- o Remote, identifying best remote tool (such as Adobe Connect; Skype, etc.), scheduling, audiovisual checks, instructions for participants, etc.
- Identifying and notifying potential participants.
- Preparing, updating and maintaining attendee registration and contacts.
- Preparing and updating training outreach materials such as: agenda, manuals, brochures and handouts in accordance with Agency and Federal guidance.
- Developing and updating training and exercise materials such as curriculum and how-to-manuals, multi-media presentation materials, instructor(s) materials, participant materials (including manuals, workbook, etc.) and slides in accordance with Agency and Federal guidance.
  - o Training course outlines shall at a minimum identify course objectives, major and supporting topics of instructions, and the methods of instruction.
  - o Course materials shall be clearly and directly in support of identified course objectives.
- Providing subject matter experts to participate in and/or conduct training.
- Providing overall communication and coordination support.
- Providing oversight of procured services of trainers/presenters.
- Providing assistance during training, exercises and demonstrations.
- Developing and coordinating a registration process.
- Providing evaluation forms of training to participants.
- Developing a results summary to include recommendations for improving the training effectiveness as well as any suggestions for revisions and improvements.
- Conducting follow-up activities (e.g., follow-up calls with participants and presenters, posting/e-mailing/mailing summary).
- Providing translation services for non-English speaking communities (oral and written)
- Conducting job training (SuperJTI) events by:
  - o Conducting outreach, in coordination with EPA project lead(s), to local community organizations (such as, one-stop employment centers, job banks, community groups and workforce investment boards) to build a pool of potential applicants.
  - o Determining training needs of communities in coordination with the EPA project staff (in the case of Super JTI, the Contractor would work with the regional Superfund site community involvement coordinator (CIC) and remedial project manager (RPM)).
  - o Coordinating and/or providing training specific to the project needs (for example, Super JTI projects may include, but are not limited to the following trainings: 40 Hours Hazardous Waste Operations and Emergency Response (HAZWOPER) training, lead abatement, asbestos abatement, confined space entry, and safety regulations, etc.).
  - o Working with EPA project staff to examine opportunities for hiring of training graduates (for example, a number of Contractors working on Superfund sites

have volunteered to hire a percentage of the Super JTI trainees upon graduation from the training program).

- o Working with EPA project staff to establish an applicant orientation and selection process. This may include such activities as drug-testing, and reading and writing comprehension skills testing.
- o Working with local nonprofit organization, to the maximum extent practicable, to provide services that can eliminate barriers to employment, such as, life readiness skills-training, mechanical reasoning, computer basics and environmental justice training.
- o Working with local governmental, academic and nonprofit organizations /entities to ensure program sustainability.

Contractor shall arrange travel only in accordance with the authority and limitations of the Section H clause entitled "Approval of Contractor Travel." If Contractor attendance is required, all Contractor personnel shall wear badges and clearly display their affiliation at meetings or other forums.

EXAMPLES OF TRAINING SUPPORT
- Attending a symposium on institutional controls to support EPA in the development of a compendium of best practices.
- Providing technical support for training on preparation and use of Ready for Reuse Determination.
- Providing technical support for training on the role of site reuse planning in determining reasonably anticipated future use.
- Building skills (such as facilitation, regulatory processes, etc.) so that leaders and active members of the community have the tools they need to engage constructively in dialogue and the decision-making process related to environmental issues of community concern.
- Building technical skills so that the community can continue to steward its environment after EPA actions/projects have been completed (such as training in green infrastructure and web page development).
- Community training on Superfund process and opportunities to participate in site decision-making processes.
- Staff training on what to consider in determining if site is a good fit for a SuperJTI event.

4. TECHNICAL INFORAMTION ASSISTANCE SUPPORT

The Contractor shall provide a range of support to assist communities stakeholders with overcoming the various challenges associated with understanding scientific, technical and process information related to their environmental issues. Specifically the Contractor shall provide expert review and interpretation of technical information, documents and data, and explain the information in plain, neutral language to ensure the information is easily understandable by all segments of the community. The Contractor shall be required to have

expertise in the relevant scientific/technical subject area. This expertise shall include the capability to communicate complex technical information and data in terms that can be easily understood by the community.

Work to be performed under this task area may include, but are not limited to the following:

- Conducting background research on topics.
- Citing literature reviews and summarizing existing science and published literature.
- Reviewing technical document with focus on community concerns.
- Summarizing technical issues/information in plain language (orally and written).
- Developing straight-forward graphics to convey complex information.
- Presenting technical information to community stakeholders.
- Responding to community stakeholder questions, at the time of the presentation and as follow-up.
- Providing ongoing community-specific support to ensure community stays information on EPA actions/meetings and EPA stays informed on community questions and concerns
- Organizing, coordination and logistics support technical assistance presentations/discussions:
  - In-person, identify potential locations and facilities; securing, reserving/procuring and managing usage of space at facility selected by EPA; if needed, securing hotel room blocks for anticipated attendees; and identifying and providing required supplies and equipment.
  - Remote, identifying best remote tool (such as Adobe Connect; Skype, etc.), scheduling, audiovisual checks, instructions for participants, etc.
- Developing and providing materials to accompany technical information (e.g., presentation summary, slides, handout graphic).
- Providing a debriefing to EPA (such as issues experiences, summary of community questions, etc.).
- Providing translation services for non-English speaking communities (oral and written).

Contractor shall arrange travel only in accordance with the authority and limitations of the Section H clause entitled "Approval of Contractor Travel." If Contractor attendance is required, all Contractor personnel shall wear badges and clearly display their affiliation at meetings or other forums.

EXAMPLES OF TECHNICAL INFORAMTION ASSISTANCE SUPPORT
- Documents that have been reviewed in the past include: proposed plans for Superfund site remediation; remedial investigation and feasibility studies; site sampling and monitoring plans and resulting data; Superfund site five-year reviews; planning and land use related documents, and Agency for Toxic Substances and Disease Registry's (ATSDR) health assessment for sites.

- Coordinating with community members on issues related to EPA's work in the field such as livestock studies, grazing land usage, air sampling, crop and irrigation sampling and accessing property for Navajo Nation abandoned uranium mine cleanups.
- Supporting ongoing communication between EPA staff and Navajo community members in Navajo Nation areas.
- Presenting on sampling methodology and results of data collected at the beginning stages of site cleanup actions, per community request.

5. COMMUNICATIONS AND OUTREACH SUPPORT

The contractor shall provide support for communications and outreach materials development for a variety of audiences (such as EPA, partner agencies, local governments, developers, and community stakeholders).

Work to be performed under this task area may include, but are not limited to the following:

- Researching, fact-finding and documenting background information for materials.
- Developing communication and outreach materials (e.g., brochures, flyers, fact sheets, video recordings, audio recordings, presentation materials, draft press releases, success stories, profiles, art/conference displays (booths for conferences), annual reports and multimedia presentations).
- Developing talking points, slides, etc. for EPA meetings and briefings.
- Responding to short quick turnaround requests for information, bullet points, summaries in response to EPA management requests.
- Coordinating with EPA staff, Agency partners and stakeholders to develop outreach materials.
- Formatting materials for web posting.
- Developing content for electronic communications (this does not include procuring and/or maintaining web and other communications media/tools).
- Hosting tele/video conferences (including technical support in scrip development, booking and arrangement of studio support, satellite time, and downlink sites and equipment and other support necessary to produce a teleconference).
- Developing and assessing contact lists and mailing lists In coordination with EPA staff, Agency partners and stakeholders.
- Identifying, developing and revising graphics.
- Supporting EPA by participating in meetings, conferences, briefings, etc.
- Providing translation services for non-English speaking communities (oral and written)
- Managing the Superfund Site Reuse Help Desk to provide EPA staff and local stakeholders quick response expertise and assistance on issues related to the reuse of Superfund sites -

- o Providing written responses to public inquiries received through the Superfund and Superfund Redevelopment Initiative websites, as requested by EPA.
  - o Contractor shall receive inquiries directly from the website, and respond directly or provide a draft response to EPA to respond directly.
  - o Contractor shall request EPA's help as needed in developing responses.
- Exploring, assessing and recommending approaches to using the Internet and/or other electronic communications media/tools.
- Perform web area maintenance -
  - o Ensuring timely posting of new material or updates to existing Web area content.
  - o Ensuring proper functionality of links, pages, and all other Web area content.
  - o Responding to ad-hoc requests for changes to Web area content.
  - o Maintaining logs for all activities to document requested changes.
- Evaluating web sites and recommending updates.
- Collecting and manipulating data for web posting.
- Formatting materials for website posting.
- Drafting, editing, formatting and updating web content.
- Developing, editing and updating website graphic content (e.g., maps, photos, tables, etc.).
- Developing messages for social media accounts.
- Developing content for the web and other electronic communications (this does not include procuring and/or maintaining other web and other communications media/tools
- Submitting deliverables and materials for uploading in Superfund Enterprises Management System (SEMS).

All support shall be consistent with EPA and Federal Web guidelines and shall comply with all laws and regulations. Contractor shall coordinate/communicate with the web editor-in-chief and/or EPA subject-matter experts to review and finalize content. Finalizing web content is to be determined by Superfund web editor-in-chief on case-by-case basis.

EXAMPLES OF PROGRAM COMMUNICATIONS AND OUTREACH SUPPORT

- E-expert consultation gained through hands-on experience at reuse sites.
- Lessons learned at other sites that may help in overcoming reuse obstacles, such as the selection and implementation of appropriate and effective institutional controls
- assistance in use of Ready for Reuse Determinations (RfRs), site reuse plans and other reuse-related tools.
- Links to EPA staff and local stakeholders who may be able to provide insight based on their reuse experience.
- Help in identifying key stakeholders and services to facilitate stakeholder participation.
- Appropriate tools and resources such as policy documents, guidance, and fact sheets, that may serve to support reuse at a site.

- Developing and maintaining detailed demographic information at the census block-group level to support benefits analyses.
- Collection and maintenance of tax assessment information on all properties around sites to be used in analyses of property value impacts of site cleanup and reuse.
- Collection and maintenance of costing data for institutional control mechanisms at sites.
- Maintain a "point and click" map displaying current and past project information.

6. PROGRAM EVALUATION, PLANNING AND IMPLEMENTATION SUPPORT

The contractor shall provide a variety of program evaluative, planning and administrative support, including evaluation of existing policies and procedures in terms of function, effectiveness, and options for improvement, as well as programmatic planning aspects and administrative functions.

Work to be performed under this task area may include, but are not limited to the following:

- Supporting strategic planning and performance measures across EPA cleanup programs.
- Conducting program evaluations.
- Developing implementation strategies/plans,
- Providing recommendations on program improvements and metrics.
- Conducting data and policy review and analysis.
- Researching, analyzing, measuring and evaluating program activities, strategies and effectiveness.
- Providing strategic recommendation.
- Designing and developing evaluation tools, briefing materials and reports of findings from program evaluation.
- Developing project reports. To include, but not limited to:
  - A summary of parties involved;
  - The nature of support provided during the project;
  - Summary of actions taken during the project;
  - Aspects of project that may be transferrable to (replicated by) other communities.
- A brief analysis of best practices and any challenges encountered throughout the project.
- Recommendations for program improvement and lessons learned;
- An overall assessment of the effectiveness of the support provided.

Any recommendations or options provided by the Contractor should carefully consider EPA policies and procedures. EPA will make final decisions regarding any recommendations or options. The Contractor shall not have the authority to make any decisions on the course of action pursued by EPA.

EXAMPLES OF PROGRAM EVALUATION, PLANNING & ADMINISTRATIVE SUPPORT

- Technical support for the analysis and implementation of existing performance measure requirements including Regional assistance for implementing institutional controls and development and implementation of new measures for cleanup programs (to include OSRTI, OEM and FFRRO).
- Evaluation of various program elements, such as use of in-kind community support teams; and technical support to assist Regional offices in developing Regional reuse plans that establish goals and approaches for supporting future use at Superfund sites.