

# LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY



**FY 2008-09 through FY 2010-11**

**Leaking Underground Storage Tank Trust Fund  
Stimulus Funding**

**from the  
American Recovery and Reinvestment Act**

**Cooperative Agreement**

**Work Plan and Budget Detail**

**April 1, 2009 – June 30, 2011**

## Table of Contents

<b>BUDGET SUMMARY.....</b>	<b>2</b>
<b>WORK PLAN FOR LEAKING UNDERGROUND STORAGE TANK TRUST FUND STIMULUS FUNDING.....</b>	<b>3</b>
<b>SCHEDULE OF PERSONNEL EXPENSES – Years 1 and 2.....</b>	<b>10</b>
<b>SCHEDULE OF TRAVEL EXPENSES – Years 1 and 2.....</b>	<b>11</b>
<b>SCHEDULE OF SUPPLIES EXPENSES – Years 1 and 2.....</b>	<b>11</b>
<b>SCHEDULE OF CONTRACTUAL EXPENSES – Years 1 and 2.....</b>	<b>12</b>

## BUDGET SUMMARY

Year 1  
(April 1, 2009 – June 30, 2010)

Year 2  
(July 1, 2010 – June 30, 2011)

Budget Category	Year 1	Year 2	Total
Personnel	48,541.09	41,786.07	90,327.16
Fringe	14,562.33	12,535.82	27,098.15
Travel	720.00	720.00	1,440.00
Equipment	0	0	0
Supplies	0	0	0
Contractual	1,775,854.00	700,000.00	2,475,854.00
Construction	0	0	0
Other – (Operating Services)	0	0	0
Indirect Costs	47,611.53	40,985.86	88,597.39
<b>TOTALS</b>	<b>1,887,288.95</b>	<b>796,027.75</b>	<b>2,683,316.70</b>

**FISCAL YEAR 2009**  
**LEAKING UNDERGROUND STORAGE TANK TRUST FUND (STIMULUS)**  
**WORKPLAN PROGRAM ELEMENTS**

The Guidance for the American Recovery and Reinvestment Act of 2009 requires an initial set of government-wide requirement and guidelines that Federal agencies must immediately implement or prepare for in order to effectively manage activities under the American Recovery and Reinvestment Act (Recovery Act) of 2009. This work plan contains goals developed to measure LUST activities and reflects the commitment of both the State and EPA Region 6 in addressing the component of the Economic Stimulus Act.

The following work plan outlines the agreement between EPA Region 6 and the Louisiana Department of Environmental Quality in implementing the FY 09 LUST Stimulus Cooperative Agreement.

**TASK I: ADMINISTRATION OF FEDERAL LEGAL REQUIREMENTS FOR COOPERATIVE AGREEMENTS**

Coordinate and perform administrative management and staff work necessary for responding to releases according to EPA's guidelines. Maintain fiscal responsibility/accountability for funds allocated to support the LUST Trust Fund program.

The Recovery Act requires extensive reporting from recipients of Federal funding.

**METHODOLOGY:**

1. Adhere to legal grant requirements for LUST Trust Fund cooperative agreements described in 40 CFR Part 31.
2. Maintain a cost recovery policy and procedure program that is consistent with EPA's LUST Trust Fund Cost Recovery Policy (OSWER Directive 9610.10A). In situations where cost recovery will not be possible or feasible, the State will fully document its decision to close out each LUST case.
3. Prepare and submit quarterly cash transaction reports to EPA.
4. Prepare and submit **quarterly** LUST Trust Fund financial status reports as required by Regional policies.
5. Support the goals of transparency and accountability for activities carried out under the Act.
6. Ensure the public benefits of these funds are reported clearly, accurately, and in a timely manner.

## OUTPUT:

1. Maintain a master ledger of LUST Trust Fund program expenditures, obligations, cost recovery efforts and amounts recovered, and program income.
2. Submit **quarterly** financial status reports delineating the LUST Trust Fund program expenditures to EPA.
3. Maintain support documents verifying cost recovery from appropriate sites according to State's policy.
4. State will review annually and submit any revisions to Cost Recovery Policy.
5. Ensure all funds provided by the Recovery Act are clearly distinguished from non-Recovery Act funds in all agency financial systems.
6. State will provide reporting requirements for the **Recovery.gov website. (requirements?)**
7. State will provide the following information to EPA 10 days after the end of each calendar quarter, starting on July 10. **These reports will include the following data elements, as prescribed by the Recovery Act:**
  - (1) An estimate of the number of jobs created and the number of jobs retained by the project or activity. **How defined? DEQ contractor jobs?**
  - (2) The amount of recovery funds received that were obligated and expended to projects or activities. This reporting will also include unobligated allotment balances to facilitate reconciliations. **(Contracts encumbered?)**
  - (3) A detailed list of all projects or activities for which recovery funds were obligated and expended, including:
    - (A) The name of the project or activity;
    - (B) A description of the project or activity;
    - (C) An evaluation of the completion status of the project or activity; and
    - (D) An estimate of the number of jobs created and the number of jobs retained by the project or activity.

## BUDGET FOR TASK 1

<b>Task 1: Project Planning, Administration, and CA Reporting</b>	
<b>Year 1: April 2009 – June 30, 2010</b>	
Personnel, including Fringe Benefits and Indirect Costs	10,794.36
Travel	0
Contractual	0
Total Year 1	10,794.36
<b>Year 2: July 1, 2010 – June 30, 2011</b>	
Personnel, including Fringe Benefits and Indirect Costs	7,275.58
Travel	0
Contractual	0
Total Year 2	7,275.58
<b>TOTAL TASK 1</b>	<b>18,069.94</b>

**TASK II: SITE ASSESSMENTS AND CLEANUPS**

**OBJECTIVE:**

The LUST Trust Fund Cooperative Agreements provide assistance to States to respond to petroleum releases from UST's where owners and operators are unknown, unwilling or unable to take corrective actions themselves, and in emergency situations. This Cooperative Agreement will be used to increase the pace of cleaning up UST releases into the environment that have already occurred, but have not yet been cleaned up.

**METHODOLOGY:**

1. The State will oversee all cleanups with the intent of increasing the pace at which they are initiated and completed.

**OUTPUT:**

1. The State will conduct 3 site assessments and 2 site cleanups from the LDEQ Priority Abandoned UST Sites list below. Sites will be selected in order of priority provided that the department is able to obtain access to the property.

<b>LDEQ Priority Abandoned UST Sites</b>		
<b>March 4, 2009</b>		
<i>Facility</i>	<i>AI Number</i>	<i>City</i>
Burt's Gulf	14832	Ruston
Randazzo's Amoco	24554	Donaldsonville
Whitney Food (Kwik & Easy)	69065	New Orleans
U.P. Lachney (Town of Gilbert)	83492	Gilbert
C. V. Davis	79906	Heflin
Bossier Auto Service Center	77588	Bossier City
Lillie Gas Station	126087	Union Parish

2. Provide EPA with the number of confirmed releases, cleanups initiated, and cleanups completed **under this cooperative agreement (?)** on a semi-annual basis by **4/15/09 and 10/15/09**, or as otherwise requested by EPA.

## BUDGET FOR TASK 2

<b>Task 2: Site Assessments and Cleanups</b>	
<b>Year 1: April 2009 – June 30, 2010</b>	
Personnel, including Fringe Benefits and Indirect Costs	99,006.31
Travel	720.00
Contractual	1,775,854.00
<b>Total Year 1</b>	<b>1,875,580.31</b>
<b>Year 2: July 1, 2010 – June 30, 2011</b>	
Personnel, including Fringe Benefits and Indirect Costs	87,081.33
Travel	720.00
Contractual	700,000.00
<b>Total Year 2</b>	<b>787,801.33</b>
<b>TOTAL TASK 2</b>	<b>2,663,381.64</b>

### **TASK III: PROGRAM APPRAISAL PROCESS**

#### **OBJECTIVE:**

Provide end-of-year evaluation of the State's performance in administering the LUST Stimulus grant.

#### **METHODOLOGY:**

1. The State will conduct a self-assessment evaluation based upon a questionnaire provided to the State **by EPA – when?**
2. State will maintain adequate quality assurance programs by ensuring Quality Management Plan (QMP) and Quality Assurance Project Plan (QAPP) are centrally maintained and updated annually.
3. Prepare other related reports/information requested by EPA.

#### **OUTPUT:**

1. EPA will provide the State with self-assessment questionnaire prior to the end-of-year review period.
2. State will complete and submit response to EPA self-assessment questionnaire **within 2 weeks of receipt date.**
3. EPA and the State will discuss State's response to self assessment during the end-of-year program review.
4. The State will submit an updated QMP and QAPP 60 days prior to the expiration date of current QMP and QAPP.
5. If EPA discovers major deficiencies with the QMP or the QAPP, the State will address these deficiencies and submit revised plans within 45 days of receipt of EPA comments.
6. **Submit all other LUST related reports/information as requested by EPA.**

### BUDGET FOR TASK 3

<b>Task 3: Program Appraisal</b>	
<b>Year 1: April 2009 – June 30, 2010</b>	
Personnel, including Fringe Benefits and Indirect Costs	914.27
Travel	0
Contractual	0
Total Year 1	914.27
<b>Year 2: July 1, 2010 – June 30, 2011</b>	
Personnel, including Fringe Benefits and Indirect Costs	950.84
Travel	0
Contractual	0
Total Year 2	950.84
<b>TOTAL TASK 3</b>	<b>1,865.10</b>

## Schedule of Personnel Expenses - Years 1 and 2

Job Title	Base Salary	Related Benefits	Total	FTE	Year 1 Personnel and Fringe	Base Salary	Related Benefits	Total	FTE	Year 2 Personnel and Fringe	
ES Senior	85,814.14	25,744.24	111,558.38	0.0192	2,145.35	89,246.71	26,774.01	116,020.72	0.0058	669.35	
ES Supervisor	58,190.08	17,457.02	75,647.10	0.1240	9,383.15	60,517.68	18,155.30	78,672.99	0.1192	9,380.24	
ES Senior	68,483.52	20,545.06	89,028.58	0.0240	2,140.11	71,222.86	21,366.86	92,589.72	0.0192	1,780.57	
ES Scientist 3	45,073.60	13,522.08	58,595.68	0.0601	3,521.38	46,876.54	14,062.96	60,939.51	0.0481	2,929.78	
ES Scientist 3	46,029.43	13,808.83	59,838.27	0.1115	6,674.27	47,870.61	14,361.18	62,231.80	0.1115	6,941.24	
ES Scientist 3	43,659.20	13,097.76	56,756.96	0.0601	3,410.88	45,405.57	13,621.67	59,027.24	0.0481	2,837.85	
ES Supervisor	62,596.43	18,778.93	81,375.36	0.0601	4,890.35	65,100.29	19,530.09	84,630.38	0.0481	4,068.77	
ES Scientist 3	50,258.92	15,077.68	65,336.60	0.0154	1,005.18	52,269.28	15,680.78	67,950.06	0.0120	816.71	
Geologist 3	52,612.92	15,783.88	68,396.80	0.0154	1,052.26	54,717.44	16,415.23	71,132.67	0.0120	854.96	
Geologist 2	46,309.69	13,892.91	60,202.60	0.1202	7,235.89	48,162.08	14,448.62	62,610.70	0.0962	6,020.26	
Geologist 3	53,243.49	15,973.05	69,216.54	0.0298	2,063.19	55,373.23	16,611.97	71,985.20	0.0240	1,730.41	
ES Staff	69,677.48	20,903.24	90,580.73	0.1202	10,887.11	72,464.58	21,739.37	94,203.96	0.0962	9,058.07	
ES Scientist 3	43,213.04	12,963.91	56,176.95	0.0601	3,376.02	44,941.56	13,482.47	58,424.03	0.0481	2,808.85	
ES Scientist 3 - Tox	42,021.00	12,606.30	54,627.30	0.0601	3,282.89	43,701.84	13,110.55	56,812.39	0.0481	2,731.37	
Env Scientist Staff	47,940.81	14,382.24	62,323.05	0.0240	1,498.15	49,858.44	14,957.53	64,815.98	0.0192	1,246.46	
Attorney Supervisor	85,961.21	25,788.36	111,749.57	0.0048	537.26	89,399.66	26,819.90	116,219.56	0.0038	447.00	
<b>Totals</b>				0.9091	63,103.41	<b>Totals</b>				0.7596	54,321.89

**Schedule of Travel Expenses – Years 1 and 2**

Travel	Year 1	Year 2	Total Years 1 and 2
Task 1	0	0	0
Task 2 - 3 trips per year for two staff (6 trips) @ \$120 per trip	720	720	1,440
Task 3	0	0	0
<b>Total</b>	<b>720</b>	<b>720</b>	<b>1,440</b>

**Schedule of Supplies Expenses – Years 1 and 2**

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**Schedule of Contractual Services – Years 1 and 2**

<b>Contractual</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total Years 1 and 2</b>
Task 1: Project Planning, Administration, and CA Reporting	0	0	0
Task 2: Site Assessments and Cleanups	1,775,854	700,000	2,475,854
Task 3: Program Appraisal	0	0	0
<b>Total</b>	<b>1,755,854</b>	<b>700,000</b>	<b>2,475,854</b>