

UST Cleanup Fund Programs

Project Execution Plan (PEP) Introductory Presentation

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Topics

- What is a JET?
- What is a PEP?
- What does a JET do?
- Benefits of a PEP
- Completing a PEP
- Finalizing a PEP
- PEP Reviews
- Future Training Sessions

What is a JET?

- Joint Execution Team (JET)
- JET members are:
 - Project proponent (claimant/grant applicant with their consultant)
 - Regulatory agency staff
 - Fund staff
- Every project has a JET
- JET develops Project Execution Plan (PEP)
- Any JET member can initiate a PEP or review of a PEP

What is a PEP?

- PEP is a planning tool to complete a project.
- PEP provides focus for JET members for all to communicate, concur on a plan, and document the plan.
- PEP identifies goals, tasks, costs, and schedule to project completion.
- The PEP is not a contract.

What is a PEP?

Current Fund focus on PEP development is:

- Site Cleanup Subaccount Program (SCAP)
- Certain Underground Storage Tank (UST) Claims
 - Claims with Budget Change Requests (BCRs) if case won't close by July 1, 2017
 - Claims in Commingled Plume Account (CPAs)
 - Claims in Expedited Claims Account Program (ECAP) Pilot Project
- UST Emergency, Abandoned and Recalcitrant Account (EAR) cases
- UST Orphan Site Cleanup Fund (OSCF) cases
- When cases reviewed for Closure readiness
 - (e.g. 5-Year Reviews)

What is a PEP?

- For Petroleum UST cases:
 - Goal is to meet case closure (meet Low-Threat UST Case Closure Policy Criteria that have not been met).
 - The PEP lays out a scope of work and multi-year budget plan to get the site to case closure.
- For Site Cleanup Subaccount Program (SCAP) projects;
 - Goal is to complete project
 - The PEP lays out scope of work and budget for funding agreement.

The PEP Multi-Year Budget Plan, like all budgets, is a Fund set-aside. Costs incurred must be reviewed by Fund staff and determined reasonable and necessary in order to be reimbursed.

What is a PEP?

A PEP Documents:

- JET members.
- Summarized conceptual site model (CSM).
- Goals of project.
- Scope of work.
- Estimated schedule to complete project.
- Estimated costs to complete project, as a multi-year budget plan.

What is a PEP?

- A PEP documents a Multi-Year Budget Plan:
 - For UST cases:
 - Current year estimated costs becomes Annual Site Budget.
 - Future year = Estimated costs in Final PEP is planned set aside of funds, which must be re-evaluated each year before Annual Site Budget is set.
 - Mechanism to request change is BCR.
 - For SCAP: multi-year budget plan becomes grant amount.

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What does a JET do?

- Concurs on Conceptual Site Model (CSM).
- Identifies project goals/closure criteria that have not been met.
- Identifies tasks needed to meet project goals/closure criteria.
- Estimates cost to meet project goals/closure.
- Identifies schedule to meet project goals/closure.
- Documents agreements in PEP.
- Implements PEP.
- Notifies JET members if changes in project execution anticipated or occurred.

What does a JET do?

- Any JET member can initiate a PEP or PEP review.
- The process of developing the PEP provides a forum for all the parties involved with a case to effectively communicate.
- Once developed, the PEP will be agreed upon and finalized by the JET.
- Fund is the keeper of the official version of draft, final, and updates to PEP.
- Communicate so all JET members are aware of issues on a project.

Benefits of PEP

- Coordination Process.
- Documentation of a plan.
- Plan is detailed, implementable, and trackable.
- Transparency about the project.
- Increased certainty about future tasks and budget set-asides.

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Benefits of PEP

PEP process will increase certainty of:

- Tasks necessary to complete project.
- Timing of completion of project.
- Future budgets for UST claims.

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Benefits of PEP

PEP process should result in the reduction of:

- Time to assign an Annual Site Budget in future years.
- Performance of unnecessary or excessive tasks.
- Time to complete project.
- Overall costs for a project.

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Completing a PEP

- The most current version of the PEP template can be downloaded from the Project Execution Plan Webpage.
- Versions are dated and updated as appropriate.
- Check webpage to make sure you are using the most recent version.
- http://www.waterboards.ca.gov/water_issues/programs/ustcf/pep.shtml

PEP Components

- Instructions
- Cover Page
- Summary Page Worksheet
- Site Location Map Worksheet
- Multi-Year Budget Plan Worksheet
- Cost Estimating Worksheets by Work Phase
- Remediation Information Worksheet

PEP Instructions

- PEP is a macro-enabled Excel[®] Workbook.
- Follow PEP instructions to ensure that all information is completed accurately for JET review & communication.
- Address UST questions to the Fund's general email address subject line "PEP":
ustcleanupfund@waterboards.ca.gov
- Address SCAP questions to the SCAP general email address, subject line "SCAP PEP":
gwquality.funding@waterboards.ca.gov

PEP Cover Page

- Identifies project
- Identifies JET members
- Summarizes PEP
- Summarizes multi-year budget
- Summarizes UST closure criteria not met
- Summarizes scope of work

PEP Summary Page Worksheet

- More detail than PEP Cover Page.
- Includes place for links to regulatory directives, most recent case closure Review Summary Report, and LTCP Checklist.
- Shows fields automatically filled from other worksheets:
 - Tasks needed to meet project goals or unmet closure criteria.
 - Task schedule.
 - Estimated budget for each task shown by fiscal year.

PEP Site Location Map Worksheet

- Site Location Map is to orient the JET members.
- Maps should include:
 - Site, site address, adjacent streets.
 - Adjacent properties' land use (e.g., residential areas, etc.).
 - Other pertinent features such as water supply wells, streams.
 - Entire area of contamination caused by release.
 - North arrow, scale, title block, and legend (if necessary).
 - Date of map preparation.

PEP Multi-Year Budget Plan Worksheet

- Populated automatically from “Cost Estimating Worksheets”.
- Summary of work phases estimated costs by fiscal year until project completion.
- Reviewed at least annually for UST claims to set appropriate Annual Site Budget.

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PEP Cost Estimating Worksheets by Work Phase

- Basis for Cover Page, Summary Page, Multi-Year Budget Plan.
- Complete a worksheet for each work phase.
- Cost estimates include:
 - Labor
 - Materials
 - Subcontractors
 - Analytical costs
 - Other costs associated with the tasks to be performed
- Consultants use their labor rates, bids from subcontractors, etc. using Cost Guidelines for reference.

PEP Remediation Information Worksheet

- Same information as Remediation Information Form (RIF).
- Complete Remediation Information Worksheet for projects operating, or planning to operate, a remediation system.
- Allows JET members to evaluate remediation systems performance and efficiency.

Submitting a Completed PEP

Once the PEP is ready for JET Team review, save the workbook in Excel format and email to the appropriate mailbox:

- Fund: ustcleanupfund@waterboards.ca.gov
 - Subject Line: Completed Fund PEP
 - Completed ECAP PEP
- SCAP: gwquality.funding@waterboards.ca.gov
 - Subject line: Completed SCAP PEP

Finalize PEP

After agreement on the PEP, Fund staff will:

- Finalize PEP with date of agreement and notation of the parties who agreed.
- Convert final PEP to a .PDF document.
- Share dated PEP .PDF with JET members.

PEP Reviews

- Any JET member may initiate a PEP or PEP review.
- As site conditions change or at least yearly ensures an annual site budget is up to date and appropriate.
- Updated PEP supersedes previous PEP.

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Training Sessions

Training sessions are web-based using the GlobalMeet® teleconferencing. Instructions are posted on web & in June 21, 2016 Lyris email. Information is intended to be same in each session, but may change slightly over time.

Session 1: June 22, 2016 10:00 a.m. – 12:00 p.m.

Session 2: June 30, 2016 1:00 p.m. – 3:00 p.m.

Session 3: July 7, 2016 9:00 a.m. – 11:00 a.m.

Session 4: July 21, 2016 1:00 p.m. – 3:00 p.m.

Session 5: August 4, 2016 9:00 a.m. – 11:00 a.m.

Session 6: August 18, 2016 1:00 p.m. – 3:00 p.m.

Session 7: September 1, 2016 9:00 a.m. – 11:00 a.m.

Session 8: September 15, 2016 1:00 p.m. – 3:00 p.m.

Session 9: September 29, 2016 9:00 a.m. – 11:00 a.m.

PEP Information

- **UST Cleanup Fund Cases (not in SCAP):**

http://www.waterboards.ca.gov/water_issues/programs/ustcf/

- Email UST questions with subject line “PEP” to:
ustcleanupfund@waterboards.ca.gov

- **Site Cleanup Subaccount (SCAP):**

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/scap/

- Email SCAP questions with subject line “SCAP PEP” to:
gwquality.funding@waterboards.ca.gov

- **PEP Webpage:**

http://www.waterboards.ca.gov/water_issues/programs/ustcf/pep.shtml