EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-01

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-D-14-032	09/16/2014 To 09/15/2019 Base X Option Period Number	Supp Svs to Implement Training

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: 12, 14

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [X] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 09/16/2014 To 09/15/2015

Comments:
Contractor¿s revised work plan/cost estimate dated 11/24/2014 has been reviewed and is approved for the increase in cost of $5,152.31. Total cost/fee is now $133,085.98. This increase due to inclusion of contract administration fees in WA. The funding cap remains at $30,000. No previously performed work shall be duplicated.

Accounting and Appropriations Data

☐ Superfund ☒ Non-Superfund

SFO (Max 2): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 09/16/2014 To 09/15/2019	$127,933.67	1146
This Action:	$5,152.31	0
Total:	$133,085.98	1,146

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated: 11/24/2014	$5,152.31	0
Cumulative Approved:	$133,085.98	1,146

Work Assignment Manager Name: Toni Colon	(Signature)	(Date)	Branch/Mail Code: Phone Number: 919-541-0069 FAX Number:
Project Officer Name: Carolyn Blake	(Signature)	(Date)	Branch/Mail Code: Phone Number: 919-541-5256 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: McDonald Morrison	(Signature)	12-9-2015 (Date)	Branch/Mail Code: Phone Number: 919-541-4364 FAX Number:

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Work Assignment

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EP-D-14-032	09/16/2014 To 09/15/2019 Base X Option Period Number	Supp Svs to Implement Training

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: 12, 14

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [X] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 09/16/2014 To 09/15/2015

Comments:
The work plan and cost estimate dated 10/27/2014 have been received, reviewed, and are hereby approved for 1,146 hours and $127,933.67. No previously performed work shall be duplicated.
Due to budgetary constraints, a cap of $30,000 is placed on this work assignment, which the contractor shall not exceed unless authorized by the Contracting Officer.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 09/16/2014 To 09/15/2019	$0.00	0
This Action:	$127,933.67	1,146
Total:	$127,933.67	1,146

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated: 10/27/2014	$127,933.67	1,146
Cumulative Approved:	$127,933.67	1,146

Work Assignment Manager Name: Toni Colon	(Signature)	(Date)	Branch/Mail Code: Phone Number: 919-541-0069 FAX Number:
Project Officer Name: Carolyn Blake	(Signature)	(Date)	Branch/Mail Code: Phone Number: 919-541-5256 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Rob D. Flowers	(Signature)	12/11/2014 (Date)	Branch: Phone: FAX:

Update WA Log ✓

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-01

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-D-14-032	09/16/2014 To 09/15/2019 Base X Option Period Number	Supp Svs to Implement Training

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: Section 12, 14

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 09/16/2014 To 09/15/2015

Comments:
Full Title: Supp. Svs. to Implement the Training & Outreach of the Tribal NSR Rule (Review of New Sources & Mods. in Indian Country). See attached SOW. 150 hours are included for preparation of the work plan and to begin the work assignment. To the best of our knowledge, this WA does not duplicate any previous or current work being done by this office.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (Max 2) ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 09/16/2014 To 09/15/2019 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Toni Colon (Signature) (Date)		Branch/Mail Code: Phone Number 919-541-0069 FAX Number:
Project Officer Name Carolyn Blake (Signature) (Date)		Branch/Mail Code: Phone Number: 919-541-5256 FAX Number:
Other Agency Official Name (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name Rob D. Flowers (Signature)	9/26/2014 (Date)	Branch/Mail Code: Phone Number: 919-541-2182 FAX Number:

WORK ASSIGNMENT STATEMENT OF WORK

I. TITLE: Support Services to Implement the Training and Outreach of the Tribal NSR Rule (Review of New Sources and Modifications in Indian Country)

CONTRACTOR NAME: Industrial Economics, Inc.

CONTRACT NUMBER: EP-D-14-032

WORK ASSIGNMENT NUMBER: 0-01

II. WORK ASSIGNMENT MANAGER (WAM):

WAM Name: Toni Colón
U.S. Environmental Protection Agency
Office of Air Quality Planning and Standards (OAQPS)
Outreach and Information Division (C304-03)
Community and Tribal Programs Group
Mail Code: C304-03
Research Triangle Park, North Carolina 27711
Telephone Number: (919) 541-0069

Alt. WAM Name: Regina Chappell
U.S. Environmental Protection Agency
Office of Air Quality Planning and Standards (OAQPS)
Outreach and Information Division (C304-03)
Community and Tribal Programs Group
Mail Code: C304-03
Research Triangle Park, North Carolina 27711
Telephone: (919) 541-3650

III. BACKGROUND

The Clean Air Act (CAA) is a federal law that covers the entire country and defines EPA's responsibilities for protecting and improving the nation's air quality and the stratospheric ozone layer. The last major change in the law, the Clean Air Act Amendments of 1990, was enacted by Congress in 1990. Legislation passed since then has made several minor changes, including the addition of section 301(d) of the act that authorizes EPA to treat tribes in a manner similar to states. On February 28, 1998, EPA promulgated the Tribal Authority Rule (TAR) to implement section 301(d).

One result of the TAR was to clarify that states generally don't have jurisdiction in Indian country thus identifying regulatory gaps where State Implementation Plans (SIPs) do not apply. On June 10, 2011, the EPA finalized a Federal Implementation Plan (FIP) under the Clean Air Act (CAA or Act) for Indian country. The FIP includes two New Source Review (NSR) regulations for the protection of air resources in Indian country. The first rule applies to new and modified minor stationary sources (minor sources) and to minor modifications at existing major stationary sources (major sources) throughout Indian country. The second rule (nonattainment major NSR rule) applies to new and modified major sources in

areas of Indian country that are designated as not attaining the National Ambient Air Quality Standards (NAAQS).

The EPA crafted this Clean Air Act (CAA) rule after tribes identified a significant regulatory gap in permitting programs for Indian country – a gap that created uncertainty for both industries looking to locate in Indian country and for public health. This new rule, a part of the NSR program, will establish a preconstruction air pollution permitting program for minor stationary sources throughout Indian country and major stationary sources located in areas in Indian country not meeting national clean air standards for outdoor air.

The purpose of the NSR program is to protect public health and the environment as new industrial facilities are built and existing facilities expand. NSR is a CAA program that requires industrial facilities to install modern pollution control equipment when they are being constructed and when they are making modifications to their process or facility that increase air pollution emissions significantly. Owners or operators obtain NSR permits from EPA limiting air emissions before they begin construction or modification.

The CAA also requires EPA to establish NAAQS for pollutants that can impact public health and the environment, and come from "numerous" and "diverse sources." We have NAAQS for six pollutants: ozone, particulate matter, sulfur dioxide, lead, nitrogen oxides, and carbon monoxide. After EPA sets these NAAQS, the CAA requires EPA to designate areas as nonattainment, attainment, or unclassifiable related to the promulgated NAAQS. Under section 107(d)(1)(B)(ii) of the CAA, EPA must finalize the area designations no later than 2 years from the date a new or revised NAAQS is promulgated. Tribes are able to participate in the designations process. EPA is working on policy and guidance to implement the NAAQS in Indian country including Tribal Implementation Plan (TIP) development, TAS issues as they relate to CAA sections 126 and 110(a)(2)(D), and other guidance/policies.

IV. DESCRIPTION AND TASKS:

Task #1: Develop a New Work Plan

The Contractor shall meet with the Work Assignment Manager (WAM) to discuss the WA tasks and deliverables. This meeting can be via teleconference. The Contractor shall then prepare and submit a work plan and cost estimate for the WA. The Contractor shall not duplicate any work previously performed. This work assignment (WA) does not duplicate work previously completed under any previous contracts. The WAM is authorized to provide technical direction in accordance with the contract. The Contractor shall hold conference calls with the WAM on at least a biweekly basis after approval of the work plan to plan and review progress of this WA.

Task #2: Development of Outreach Materials

The Contractor shall develop, update, and/or modify at a minimum, communication, training, education outreach tools (e.g., brochures, program activities, fact sheets, visual aids, compact discs) to support the Tribal NSR outreach, designations and permitting workshop/trainings within the EPA regions and throughout Indian country as determined by the WAM. It is assumed that a majority of the materials, or at least the contents developed under this task, will be used on the EPA website.

Task #3: Development of Training/Guidance Manuals

The Contractor shall develop and update training/guidance materials that will be used for and by the tribal community as educational and training tools. This documentation will be developed as directed by the WAM and is expected to be revised based on comments received at each stage of the guidance document review process as instructed by the WAM. The types of guidance/training documents that will be developed are similar to the following two examples: The Tribal New Source Review Implementation Manual and Developing Designation Recommendations for Areas of Indian Country. In addition, copies of work shall be submitted in hard copy and in electronic form in MS Word, Power Point, Microsoft Excel spreadsheets, or Access databases, as appropriate, and must be in a format that can be edited by the WAM. It is assumed that a majority of the materials, or at least the contents developed under this task, will be used on the EPA website.

Task #4: Develop an Effective Collaborative Communication Mechanism with Tribal Leaders and Environmental Programs

The Contractor shall develop an implementation strategy to engage with tribal leaders during standing national conferences which will allow for more transparent and face-to-face communication and collaboration on EPA rules and policies as directed by the WAM. The National Congress of American Indians Tribal leader's conference is an example of one of the types of conferences where EPA can reach out to tribal leaders to consult with and educate on current and future issues that may affect Indian country. At the direction of the WAM, the Contractor shall provide support for collaborative arrangements, administrative development and planning, meeting and discussion, tracking database for correct and effective contact information and post meeting analysis and reporting. The Contractor will use existing data sources to assist in the development of databases and/or materials. In addition, the Contractor, at the direction of the WAM, shall develop and ship meeting products, identify and arrange conference location meeting room, audio rental, as well as moderation or facilitation as needed.

Task #5: Meeting/Conference Call Support

In addition, at the direction of the WAM, the Contractor shall develop a Working Effectively with Tribal Governments (WETG) workshop which will enhance tribal outreach and collaboration between EPA, tribal leaders and tribal environmental professionals. The Contractor shall identify a pool of 3 to 4 tribal professionals with expertise on tribal history, how to implement a tribal air quality program, and who possesses knowledge of tribal sovereignty and Indian law.

a. The Contractor shall draft an email to selected candidate participants summarizing the workshop's objectives, estimated levels of effort and time commitment, and compensation terms. The Contractor shall indicate to the selected candidate participants that their presence will be required throughout the duration of the workshop.
b. The Contractor shall provide to each participant a description of the specific tasks required.
c. The Contractor shall follow up with non-responders by email or telephone to determine their interest and availability.

VI. DELIVERABLES:

The Contractor shall adhere to the following schedule:

Task	Deliverables	Due Date
1	Work Plan	20 days after effective date of WA
2	Develop outreach/training materials to be distributed to the tribal communities	Ongoing until September 15, 2015
3	Develop and update training/guidance manuals that will be used for and by the tribal community as educational and training tools.	Ongoing until September 15, 2015
4	Provide support in collaborative arrangements, administrative development and planning, meeting and discussion. Develop tracking database for correct and effective contact information. Provide post meeting analysis and reporting. Develop and ship meeting products, identify and arrange conference location meeting room, audio rental, as well as moderation or facilitation as needed.	Ongoing until September 15, 2015
4	Meeting/conference call support	Ongoing until September 15, 2015

VII. REPORTING REQUIREMENTS:

The Contractor shall provide monthly progress reports in accordance with the terms of the contract. The Contractor shall submit work products in electronic as well as hard copy form. In addition, the Contractor shall deliver to the WAM each draft and final report in electronic format that is readable by windows-based word-processing (Microsoft Word 2003), graphics (Microsoft PowerPoint 2003), spreadsheet (Excel 2003), and database (Access 2003) programs. The Contractor shall also provide electronic copies of reports in PDF format.