

**CENTRAL STATES AIR RESOURCE AGENCIES ASSOCIATION
(CENSARA)
PROGRAM APPLICATION AND WORK PLAN
OCTOBER 1, 2015 – SEPTEMBER 30, 2020
REQUEST FOR NON-COMPETITIVE GRANT AWARD (Rev 3)
October 2017,**

Proposal Summary

Central States Air Resource Agencies Association (CenSARA) provides regional air quality program support and training to the Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, and Texas air quality programs. At the direction of these states, CenSARA teams with federal/state/local agency staff and contractors as the budget permits to develop technical and/or policy work products used to support comments on EPA regulatory developments and program updates; to assist states as they develop technical and regulatory program options; to help the members identify, understand, and address regional air quality challenges; and, to develop training courses relevant to members needs. Through these types of efforts to assist state/local air quality programs in efforts to prevent and/or reduce ambient air quality pollutants, CenSARA carries out the mission of the Environmental Protection Agency (EPA).

Background

The mission of the EPA is to protect human health and the environment. To that end, EPA's purpose is to ensure that:

- all Americans are protected from significant risks to human health and the environment where they live, learn and work;
- national efforts to reduce environmental risk are based on the best available scientific information;
- federal laws protecting human health and the environment are enforced fairly and effectively;
- environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy;
- all parts of society -- communities, individuals, businesses, and state, local and tribal governments -- have access to accurate information sufficient to effectively participate in managing human health and environmental risks;

Theresa Pella 9/21/2017 1:07 PM

Deleted: 2

Theresa Pella 9/17/2017 8:04 PM

Deleted: November 2016

- environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive; and the United States plays a leadership role in working with other nations to protect the global environment.

EPA's responsibilities include periodically reviewing and revising the National Ambient Air Quality Standards (NAAQS) and other pollutants. Per the Clean Air Act (CAA) Section 110, the primary responsibility for maintaining and improving air quality has been delegated to state air pollution control agencies. Their responsibilities, along with designated local governments, as co-regulators/co-implementers, are to develop, implement, and enforce plans and programs to show if/how pollutant standards are currently being or will be met.

Introduction of the Organization

CenSARA was formed in 1995 by nine state (and local) air quality directors as a multi-jurisdiction air pollution control organization (often referred to as a MJO or RPO) under the CAA Section 302(b) (2) with substantial duties relating to providing key technical, planning, and training assistance to the state and local air quality programs in Arkansas, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, Oklahoma, and Texas. Effective October 1, 2012, Minnesota is no longer a member of CenSARA. Individuals from the remaining eight states and two local agencies (one each from EPA Regions 6 and 7) comprise the Board of Directors.

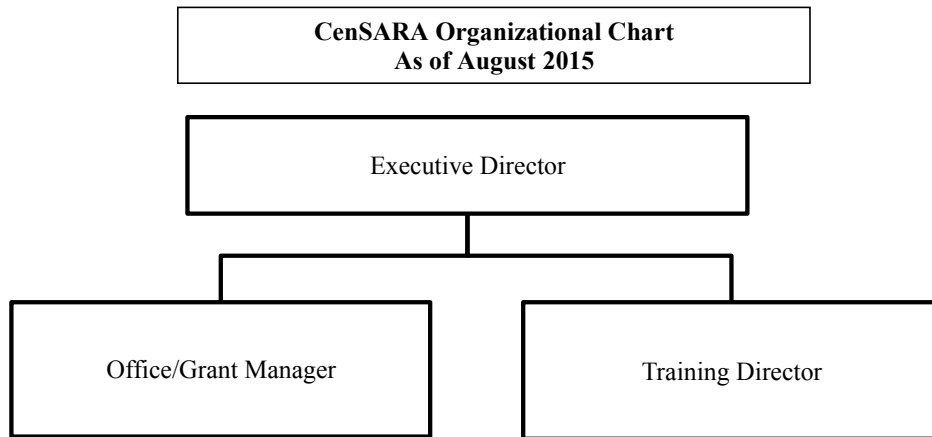
As a nonprofit organization whose board of directors is made up of CAA Section 302(b) agency officers and whose mission is to support the continuing environmental programs of the states, CenSARA is eligible to receive State/Tribal Assistance Grant (STAG) funds for associated program support, if the states request it. CenSARA, as an instrumentality of the state air directors and designated local governments, is uniquely formed to meet the needs of the states/locals by providing key planning, coordination, training, and technical assistance to support the states/locals in meeting the common goal of cleaner air by regulatory deadlines in ways that promote administrative efficiency and cost savings to the recipients.

This grant request is for funding to continue assisting the membership in efforts directed by the Board. CenSARA's work supports EPA's mission by gap-filling individual state efforts through region-wide work to:

- Pool technical resources, such as emissions inventory development expertise, coordinating and compiling meteorological, modeling, and other data for individual states to use;
- Provide effective early communication and discussion of regional issues for input to EPA to help address issues related to federal proposed actions;
- Provide technical and administrative support in regional air quality planning;
- Develop templates and other documents that can be incorporated into SIPs and other required documents to provide continuity and EPA save review time;
- Manage and coordinate the development and instruction of professional skill and technical courses to help minimize staff learning curves and retain qualified staff.

Each year, the states notify EPA of the level of STAG funding they would like to be passed through to CenSARA. A formula was established over 15 years ago to recommend each state's contribution, based on total CAA Section 105 grant dollars received in the region. EPA Regions 6 and 7 consult with their states to verify each fiscal year's amount. Once the total is determined, EPA amends the assistance agreement for the non-competitive award to CenSARA. States may also opt to provide additional STAG funds to help achieve CenSARA's goals and objectives, such as developing new courses, adding course sessions, or doing additional technical or special projects. In addition to federal funding, CenSARA may generate program income as a byproduct of activities related to the approved work plan for this grant, such as, but not limited to, revenues from Visible Emissions Observation classes. CenSARA requests that any program income generated by this grant be allowed to fund other approved grant-related activities.

The objectives and goals of CenSARA are supported by a small but talented group (see Organizational Chart). These individuals coordinate CenSARA's training and workshops and regional activities as directed by the CenSARA membership, as well as facilitate regional coordination through personnel support and/or contract management.



Objectives and Methods

A revised Strategic Plan approved by the Board in April 2015 clarified CenSARA’s goals:

1. Help member states achieve federal air quality standards and address visibility problems in Class I areas.
2. Enhance Productivity of CenSARA membership staff.
3. Promote efforts for accurate and applicable science and focused research to help achieve efficiency and effectiveness in air quality improvement efforts.
4. Promote the understanding of air quality impacts from emission source categories within the CenSARA region, such as agriculture and oil and gas.
5. Inform membership about emerging issues and external factors.
6. Sustain CenSARA as an effective collective voice for the air quality programs in the region.

The detailed Strategic Plan, which is based on EPA’s FY14-18 Strategic Plan, is attached to this Work Plan and is reviewed periodically by the Board. What follows are descriptions of three focus areas that grant funds are used for to help achieve the organization’s goals.

- 1) Training** – In addition to the states’ annual commitments, CenSARA receives, via EPA Region 6, approximately \$252,000 each year from STAG funds that are allocated among six regional organizations by EPA’s Office of Air and Radiation (OAR) to provide training to member states and designated local air quality programs. CenSARA

Theresa Pella 9/17/2017 8:10 PM
Deleted: .

staff organizes, teaches, and contracts for basic through advanced air quality training to improve the technical and professional knowledge and skills of agency employees.

Need – In order to protect and improve air quality and achieve goals for compliance and environmental stewardship, it is essential for state and local air quality agency staff members to understand applicable requirements, possess sector-specific knowledge about industrial processes, keep current on best practices, and be able to assess a situation and advise regulated entities seeking help and guidance.

State and local air quality programs' abilities to hire and retain qualified workers continue to be a challenge throughout the region. State and local budget cuts have either decimated or eliminated training budgets altogether. A skilled, trained workforce is essential to an agency's ability to succeed in their CAA responsibilities through the issuance of proper permits; the enforcement of federal, state, and local air quality regulations; state implementation plan development; air pollutant monitoring; photochemical modeling; emissions inventory preparation; and, control strategy development.

To have a viable training program CenSARA must have resources to identify what training is needed and determine the best methodologies to develop and present the training to staff. CenSARA conducts an annual training needs assessment among state and local partners and provides beginning, intermediate, and advanced course work on an "as requested" basis for state and local air quality programs. When existing training does not meet the need, CenSARA develops, through its employees or contractors, courses designed to provide the expected learning outcomes.

In addition to classroom sessions, workshops may also be used to further training, as well as providing financial assistance for agency staff to attend EPA-sponsored conferences or training. Workshops create opportunities for member agency staff to exchange information and learn from each other, as well as interact with EPA staff on various regulations, programs, and guidance. Along with EPA and other MJOs, CenSARA participates on the National Association of Clean Air Agencies (NACAA) and Association of Air Pollution Control Agencies (AAPCA) Training Committees, as well as the EPA-led Joint Training Committee, where the national training strategy is reviewed each year and common issues addressed. CenSARA's Training

Director also stays informed of advances in training delivery, such as e-learning to incorporate into the program as feasible.

CenSARA member agencies have determined that using CenSARA's services is the most cost-effective way for them to obtain needed training and to facilitate the exchange of information with subject experts. By directing CenSARA to take the lead on course development and delivery, states do not need to duplicate staff time, course material, and administrative work.

For the next grant period, in addition to EPA's APTI and NACT courses that states may request, several existing CenSARA courses will be offered. These may include Drilling Rig Operations, Basic and Advanced Access database, Technical Writing, Basic and Intermediate Permit Writing, and Risk Communications. New, updated, or redesigned CenSARA courses may include CAA 101, Introduction to SIP Planning and Oil and Gas Midstream Operations. All new courses are "piloted" to ensure that when released on a broad-scale level, the training material meets the intended objectives.

It is in the public interest for CenSARA to provide its members training services because CenSARA staff has demonstrated unique expertise in organizing, developing, and conducting training that meets the specific needs of each agency's air quality staff. CenSARA offers efficiency and cost savings by developing and administering common training at the regional level. Historical statistics show that CenSARA has trained approximately 1,000 students per fiscal year at an average cost/student of \$200. With an average of 40-50 courses per fiscal year, in addition to development of new courses as needed, a full-time training director is a very efficient approach to providing high-quality training in the region.

2) Communication - CenSARA promotes the exchange of information, knowledge, experience and data between member states and other interested parties related to the control of air pollution. These actions are accomplished within the scope of the federal and state air quality statutes and regulations.

Need – One of the main reasons the member agencies formed and continue to support CenSARA is to increase and enhance communication, understanding, and mutual support among member agencies. As member agencies develop regulations, issue permits, and enforce Clean Air Act requirements, keeping each other informed can help produce consistency for

the regulated community and other interested stakeholders while addressing each state's and local's unique air pollution issues.

It is in the public interest to promote inter-agency communication and understanding as one way to strengthen the state and local agencies' programs to implement and enforce Clean Air Act requirements. This type of interaction and coordination between member agencies through CenSARA could not be attained by another organization without lengthy start-up time and duplication of work previously accomplished by CenSARA. Additionally, state and local agencies have "buy-in" with the current organization fostering a harmonious working relationship that would not exist with a new agency. Effective communication is critical, as most regional air quality problems require the involvement of multiple agencies.

The public interest is also served through CenSARA's work with other MJOs and federal agencies to exchange information, provide for consistency when possible, and work together to find solutions to problems that will work for all. CenSARA serves its members as an efficient mechanism to convey CenSARA members' needs and concerns to EPA and other national and regional governmental agencies and report external organizations needs and concerns back to CenSARA membership.

3) Technical – While each state and local air program in the CenSARA membership has jurisdiction within its boundaries to address unhealthy levels of air pollution, managing a regional air shed is best achieved through a regional collaborative approach.

CenSARA provides a forum to develop balanced and sustainable solutions to regional air pollution problems and provide technical support in activities such as data compilation and analyses and air quality modeling. Computer equipment was donated by CENRAP to CenSARA during the last grant cycle, but has fully depreciated for grant purposes.

Need – Currently, technical support is provided through monthly conference calls managed by CenSARA for agency staff and through the distribution of information and data. Funds are made available as possible to hire contractors for specific regional-level tasks, such as enhancing emission inventory data or tools or performing regional haze work. Such technical work products are used by states in developing their State Implementation Plans (SIPs) and by states and localities in implementing regulations to control emissions from sources

found to be significant contributors to NAAQS problems. Technical products can also help states improve their periodic emissions inventories submitted to EPA that are used for trends analyses and inform national regulatory programs such as Standards of Performance for New Stationary Sources (NSPS) and interstate transport. In addition, technical work can help CenSARA areas that are trying to maintain attainment status through participation in the Ozone and PM Advance Programs.

Without appropriate technical work products, it is difficult for states to adequately and correctly identify the factors influencing poor or degrading air quality. Any multi-pollutant approach to air quality management to address criteria pollutant precursors also requires accurate technical products. Activities under this work award component promote the common goals of CenSARA members and EPA and promote administrative efficiency and cost savings.

It is in the public interest to save funds and staff resources for CenSARA members to pool resources provided under this grant request and support CenSARA in doing technical work under the direction and control of the state air directors.

**TOTAL ESTIMATED GENERAL OPERATING BUDGET
OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2020**

CenSARA is proposing a grant to operate from a beginning date of October 1, 2015 until September 30, 2020 and requesting a total of \$2,684,413.00 from the following sources:

October 1, 2015 – September 30, 2016

- \$250,000 off the top of the member states STAG funds (FY 16).
- \$252,425 USEPA Region 6 for Training (FY 16).
- \$12,000 program income from Training (Visible Emissions Training)
- \$150 course registration fees for non-CenSARA members (FY 16).
- \$60,864 off the top of Arkansas STAG funds - Regulatory Streamlining Pilot Project – Arkansas Air Regulation (FY 16).
- \$25,000 off-the-top of Oklahoma STAG funds for additional training (FY16)

Total	\$600,439.00
-------	--------------

October 1, 2016 – September 30, 2017

- \$250,000 off the top of the member states STAG funds (FY 17).

\$252,153 from USEPA Region 6 for Training (FY 17).
 \$252,153 from USEPA Region 6 for Training (FY 17/18).
 \$12,000 program income from Training (Visible Emissions Training)
 \$150 course registration fees for non-CenSARA members (FY 17).
 \$15,461 off the top of Arkansas STAG funds - Regulatory
 Streamlining Pilot Project – Arkansas Air Regulation (FY 17).
 Total \$781,917.00

October 1, 2017 – September 30, 2018

\$250,000 off the top of the member states STAG funds (FY 18).
 \$12,000 program income from Training (Visible Emissions Training)
 \$150 course registration fees for non-CenSARA members (FY 18).
 \$11,301 off the top of Arkansas STAG funds - Regulatory
 Streamlining Pilot Project – Arkansas Air Regulation (FY 18).
 Total \$273,451.00

October 1, 2018 – September 30, 2019

\$250,000 off the top of the member states STAG funds (FY 19).
 \$252,153 from USEPA Region 6 for Training (FY 19).
 \$12,000 program income from Training (Visible Emissions Training)
 \$150 course registration fees for non-CenSARA members (FY 19).
 Total \$514,303.00

October 1, 2019 – September 30, 2020

\$250,000 off the top of the member states STAG funds (FY 20).
 \$252,153 from USEPA Region 6 for Training (FY 20).
 \$12,000 program income from Training (Visible Emissions Training)
 \$150 course registration fees for non-CenSARA members (FY 20).
 Total \$514,303.00

TOTAL \$2,684,413.00

FEDERAL FUNDS:	\$2,623,663.00
PROGRAM INCOME	<u>\$60,750.00</u>
TOTAL	\$2,684,413.00

PERSONNEL

To support the continuation of this Multi-jurisdictional organization (MJO), CenSARA employees devote 100% of their time to meet those goals. In September 2017 a new Executive Director was hired. Per the grant conditions, the Grant Officer was notified and an introductory conference call held on September 12, 2017. Current personnel and effort devoted to the grant are listed below.

- Executive Director – 100%
- Training Director – 100%
- Office/Grant Manager – 100%

Executive Director:

- Directs the preparation of grant documents, management and financial reports, Request for Proposals and any other solicitation documents, contracts or sub- awards from CenSARA.
- Seeks funding from federal, state, local, or private entities to support technical analyses and emission reduction projects or collaborative projects for the CenSARA membership.
- Manages deadlines for technical project contract deliverables to ensure they are met and deliverables received.
- Directs personnel workload for CenSARA.
- Represents CenSARA Membership at national and regional meetings.
- Develops initiatives to meet common air quality issues for a faster delivery of regional air improvements.
- Develops and periodically revises Quality Management Plans (QMPs and Quality Assurance Project Plans (QAPPs) or oversee related contractor tasks.

Training Director:

- Confers with Air Directors, Training Coordinators (Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, Oklahoma and Texas) or their representatives to gain knowledge of work situations requiring training for employees to help them better understand changes in policies, procedures, regulations, and technologies.
- Formulates subject content outline or works with contractors as they develop outlines.

- Follows CenSARA Policies to procure instructors and initiate and evaluate teaching contracts.
- Manages deadlines for training contract deliverables to ensure they are met and deliverables received.
- Reviews instruction methods, utilizing knowledge of specified training needs and effectiveness of such methods. Consults with trainer on classroom style and audio/visual needs.
- Coordinates certification process of participants upon successful completion of training.
- Works with other CenSARA staff to accommodate the various training logistics to include but not be limited to:
 - Venue selection
 - Contract negotiations
 - Hotel management
 - Food & beverage
 - Audio/visual needs
- Monitors and Records Training Registrations.
- Represents CenSARA on multi-regional and national training organizations.
- Reports training discussions, decisions, and issues to the Executive Director.
- Provides detailed training report (oral, written or both) to the CenSARA Air Directors on conference calls or during meetings.
- Along with other CenSARA staff, ensures office administrative procedures (ex: mail, phone) are carried out in an efficient and timely manner.
- Maintains and keeps up to date, Office training procedures and manuals.
- Performs Training as an instructor for courses with expertise.

Office/Grant Manager:

- Responsible for the accounting functions within CenSARA, including:
 - verifying calculations to balance receipts and to determine taxes, discounts, deductions and additional charges;
 - compiling and analyzing financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions;

- Auditing contracts, orders, and vouchers, and preparing reports to substantiate individual transactions prior to settlement. Contact for external audit requests;
- Establishing accounting control procedures; utilizing accounting software for general accounting; and, compiling and sorting documents, such as invoices and checks; substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Directs the reconciliation of bank statements; prepares required adjusting entries.
- Maintains budgeting systems which provide control of expenditures made to carry out grant activities.
- Advises management on matters, such as effective use of resources and assumptions underlying budget forecasts. This position interprets budgets to management; prepares draft budgets and other periodical reports.
- Maintains cash management records, including funds drawn and received, funds disbursed by sources, deposits of funds, issuance of refunds; and, classifies revenue as to sources of funding and expenditures as to their nature.
- Manages payroll activities, including benefit options, and maintains related records in a confidential manner.
- Along with other CenSARA staff, ensures office administrative procedures (ex: mail, phone) are carried out in an efficient and timely manner.
- Responsible for maintenance and drafting updates for the Procurement and Personnel Manuals and Office SOPs.
- Manage and monitor all contracts to ensure vendor compliance to contract terms and conditions as well as financial limits. Prepares and maintains the approved contractors list.
- Drafts and negotiates office management contracts.
- Provides other administrative support to the Executive Director as needed.
- Prepares Accounts payable transactions;
- Reconciles invoices;
- Prints checks for signature and attaches supporting documentation;
- Assist the Training Director on logistics to include but not be limited to:

- Venue selection
- Contract negotiations
- Hotel management
- Food & beverage
- Audio/visual needs
- Maintains and updates CenSARA membership and committee rosters. Prepares meeting and conference call summaries, including decisions and action items.
- Manages the following logistics (not inclusive) for conferences, meetings, seminars, and other events ranging in size of 6 to 300 attendees.
 - Venue selection
 - Contract negotiations
 - Hotel management
 - Food & beverage
 - Audio/visual needs
 - Monitor and Record Program Registration
 - Authorized travel arrangements and reimbursements
- Acts as liaison for building matters.
- Maintains grant and contract master files.

FRINGE

CenSARA provides 100% coverage of employee’s health, dental, and a small life insurance policy. Per employee cost is determined by the insurance company and is based on age. Family coverage must be paid by the employee. Insurance rates are re-evaluated at least every three years and most times, annually. CenSARA offers a 403(b) Retirement program to which employees pay 100% of their contributions. The employer’s Social Security contributions are also paid by CenSARA.

PERSONNEL AND FRINGE

	Personnel and Fringe 10/1/15 – 9/30/16	Personnel and Fringe 10/1/16 – 9/30/17	Personnel Fringe 10/1/17 – 9/30/18	Personnel and Fringe 10/1/18 – 9/30/19	Personnel and Fringe 10/1/19 – 9/30/20	TOTAL BUDGET REQUEST
Salaries	\$195,000	\$195,000	\$195,000	\$195,000	\$195,000	\$ 975,000
Fringe	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 210,000

Total	\$237,000	\$237,000	\$237,000	\$237,000	\$237,000	\$1,185,000
-------	-----------	-----------	-----------	-----------	-----------	-------------

TRAVEL

Travel 10/1/15 – 9/30/16	Travel 10/1/16 – 9/30/17	Travel 10/1/17 – 9/30/18	Travel 10/1/18 – 9/30/19	Travel 10/1/19 – 9/30/20	TOTAL BUDGET REQUEST
\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000

CenSARA follows the federal per diem rates and attempts to secure lodging at government rates. Travel is generally confined to AR, IA, KS, LA, MO, NE, OK, and TX. Mileage for personally owned vehicles is generally to/from the Office and the Oklahoma City airport or employee’s home address, if using a personal vehicle for the trip. Out of state trips using personally owned vehicles is generally confined to AR, IA, KS, LA, MO, NE, OK, and TX and reimbursed at the current federal rate. Federal rates are adjusted at least annually and fuel rates may be adjusted more than once a year.

Estimated Annual Travel Should Remain Constant from year 1 through year 5 (10/1/15 - 9/30/20)

Four yearly out-of-state trips are anticipated for the Executive Director to attend CenSARA, national or regional organization or EPA scheduled meetings that include a set agenda. At least one of these trips is expected to be beyond the borders of CenSARA. Estimated total costs for mileage reimbursement, airfare, hotel, per diem, etc., is \$6,000.

Four out-of state trips for the Training Director to provide on-site training, training evaluations, or attend meetings in CenSARA states. Estimated costs for mileage reimbursement, airfare, hotel, per diem, etc., are \$6,000. Because it is usually necessary for the Training Director to deliver course materials and/or props, it is anticipated most trips will be via vehicle rather than flight.

Michael Vince 9/19/2017 9:39 PM
Formatted: Space Before: 0 pt, After: 0 pt

One out-of-state trip for the Office/Grant Manager to attend a grant financial course generally held beyond the borders of CenSARA with a set agenda. Estimated costs for mileage reimbursement, airfare, hotel, per diem, etc., are \$1,500. One out-of-state trip to attend a CenSARA meeting that includes a set agenda. Estimated costs for mileage reimbursement, airfare, hotel, per diem, etc., are \$1,250. One out of state trip to assist the Training Director or an Instructor and evaluate options to improve training logistics and identify cost saving options. Estimated total costs for mileage reimbursement, airfare, hotel, per diem, etc., is \$1,250. Estimated total annual costs are \$4,000.

The remaining \$14,000 will be used to reimburse training contractor travel expenses, which are part of their contract with CenSARA and can include mileage to/from airport or direct mileage reimbursement when there is no viable airfare option, hotel, and per diem. Travel costs are anticipated to average \$800 per trainer per course.

EQUIPMENT

Equipment to assist states in technical work necessary for area designation recommendations and/or SIP development was donated by CENRAP to CenSARA in August 2011. The equipment is outdated and fully depreciated for grant purposes and has been phased out of CenSARA operations.

As the lease for the printer/copier expired in mid-2017, an RFP was released to determine if it would be more efficient to purchase the equipment or continue to lease. Following a review of the bids received the decision was made to purchase the existing equipment. Because the cost was over \$5,000, the Grant Officer was notified and approved the purchase. This category also continues to be included in the Workplan in the event there is a change in policy direction and the region needs to purchase equipment for Regional Haze SIP technical work. Total estimate for equipment is \$5,000.

SUPPLIES

An annual budget of \$18,000 is estimated for office supplies that include employees' desktop supplies, copy paper, copier lease, toner, ink cartridges, binding materials for training manuals, training USB flash drives, shipping boxes (to ship training projectors to the next class), and other supplies requested by instructors. Total estimate for all office and training supplies is \$90,000.

Theresa Pella 10/6/2017 10:27 AM
Deleted: expected to be

Theresa Pella 9/17/2017 8:25 PM
Deleted: While this

Theresa Pella 9/17/2017 8:26 PM
Deleted: , it is anticipated that as Regional Haze

Theresa Pella 9/17/2017 8:26 PM
Deleted: technical work gears up, contractors and other MJOs will need to be utilized for necessary activities.

CONTRACTUAL

- CenSARA special projects and technical work - In order to facilitate regional planning efforts, approximately three-five contracts may be developed to coordinate emissions inventory improvements for identified source categories (ex: nonpoint, mobile), preliminary data analysis and quality assurance exercises, and/or develop initial products for the 2018/2021 Regional Haze SIPs and address other technical needs that arise. The estimated contractual budget is \$125,272 for the five-year grant period.
- Arkansas Regulatory Streamlining Pilot Project – The contractor's tasks were completed in September 2017 and the project closed out.

OTHER

Training

CenSARA has traditionally provided training to meet the needs of the member agencies in three ways. First, CenSARA staff teaches courses such as Access Database Management, VBA, and an oil drilling rig operations course. Second, CenSARA avails itself of EPA's contractor to provide experienced instructors for the NACT courses. Third, CenSARA contracts with vendors to provide specific training, such as EPA's APTI courses, requested by member states. CenSARA may also co-sponsor activities with other organizations to obtain efficiencies in developing and presenting courses and workshops of common interest.

CenSARA is committed to providing training opportunities for its membership at the lowest possible cost and in the closest proximity possible for attendees to minimize travel expenses. To help, each member state has committed FTE resources for "Training Coordinators", who compile and submit training priorities for their states. The Coordinators work closely with CenSARA's Training Director to establish dates and locations for training. Since most courses are held at agency locations, training room expenses are minimal.

A summary report of all training-related activities are submitted on a quarterly basis as part of the grant progress report and shared with EPA's OAQPS Training Office. The training report includes an overview of the course, cost, and evaluations of the instructor and materials. An updated

Theresa Pella 9/17/2017 8:27 PM

Deleted: -

Theresa Pella 9/17/2017 8:27 PM

Deleted: The total estimated budget for the remaining tasks for the Arkansas Regulatory Streamlining Pilot Project, expected to be completed in FY18, is \$87,626

CenSARA website now provides for reports to be generated electronically, saving hours/quarter for staff to compile.

CenSARA anticipates spending \$150,150.00 for years 1– 5, for a total of \$750,750.00. CenSARA’s goal is to meet each state’s yearly training priorities within the annual budget.

Light refreshments are offered at most CenSARA training events. In the chart below, we have included an estimated cost for each course. The light refreshments we provide will consist of coffee, water, juices, sodas and snacks up to three times per day. For purposes of assuring reasonableness and allowability as required by 2 CFR Part 230, CenSARA is prudent when selecting catering vendors. For each training event, attempts are made to have at least 3 vendors bid on the event and, ultimately, the most reasonably priced vendor is selected. The estimated amount of light refreshments per course has been calculated at an average of \$1,000 per course, based on historical data of monies spent on catering. We anticipate spending an average of \$10-\$12 per student, per day of instruction, along with all applicable taxes and delivery fees, but ultimately class size, availability and training location will affect the final cost of catering per course.

Examples of courses to be taught each year during the forthcoming five-year grant period are show below.

**Example Training Courses/Year
October 1, 2015 through September 30, 2020**

Course/Workshop Title	Total Estimated Instructor Fees and Refreshment Costs	Total Estimated # Students
NACT 200 Series – 8 sessions Example courses include: NACT 272 – Stationary Gas Turbines and Power Plants NACT 221 – Continuous Emission Monitoring NACT 242 – Hot Mix Asphalt Facilities	\$8,000	220

Course/Workshop Title	Total Estimated Instructor Fees and Refreshment Costs	Total Estimated # Students
NACT 243 – Aggregate Plants Refreshments \$1,000/session		
APTI Courses – 6 sessions Example Courses include: APTI 413 Control of Particulate Emissions APTI 418 Control of Nitrogen Oxide APTI 423 Dispersion Models Applications Refreshments \$1,000/session	\$40,000	120
NSR-PSD (Advanced) Refreshments \$1,000/session	\$15,000	25
180 CenSARA Introduction to Effective PowerPoint – 3 sessions Refreshments \$1,000/session	\$3,000	50
101 CenSARA Clearing the Air – 6 sessions Refreshments \$1,000/session	\$30,000	200
454 CenSARA Permit Writing Refreshments \$1,000/session	\$12,000	25
461 CenSARA Intermediate Permit Writing Refreshments \$1,000/session	\$9,000	20
110 CenSARA Introduction to Drilling Rigs – 2 sessions Refreshments \$1,000/session	\$6,000	60
CenSARA Oil and Gas Midstream Operations Refreshments \$1,000/session	\$7,000	25
210 CenSARA Technical Writing – 2 sessions Refreshments \$1,000/session	\$12,000	50
150 CenSARA Introduction to MS	\$4,000	40

Course/Workshop Title	Total Estimated Instructor Fees and Refreshment Costs	Total Estimated # Students
ACCESS – 2 sessions Refreshments \$1,000/session		
301 CenSARA Microsoft Access Interface Jumpstart – 2 sessions Refreshments \$1,000/session	\$4,000	20
Total Estimated Costs	\$150,000	
Total # Students		855

Direct Conference Expenses, Equipment Rental

CenSARA incurs basically the same costs each year. There is one face-to-face business meeting, generally in the fall. Equipment rental is generally projectors, screens, and flip charts. The CenSARA membership meeting is expected to cost approximately \$10,000 per year for the five-year grant period.

\$ 50,000.00

Information Services

- IT Support and licenses (\$13,200/year x 5) \$ 66,000.00
- Website Support and licenses (~~\$3,600~~/year x 5) \$ 18,000.00

Telephone/Conference Calls*

Monthly Air Director Calls; Calls on a as needed basis between Executive Director and Chair/Vice Chair; Calls with EPA, other regional organizations, and/or national organizations; Calls with member state and local agencies; CenSARA Committee Conference Calls; Video/Conference CenSARA Meetings (\$5,000/year x 5) \$ 25,000.00

Postage and Delivery

Mailings of vendor payments; federal and state government income taxes; correspondence on behalf of the CenSARA Membership; Federal Express and UPS shipping of grant documents, recycled ink cartridges, Etc.; (\$500/year x 5) \$ 2,500.00

Insurance

Theresa Pella 9/17/2017 8:29 PM
Deleted: 400

Theresa Pella 9/17/2017 8:29 PM
Deleted: 2

Workman's Compensation and Liability and Profession Liability
(\$3897/year x 5) \$19,485.00

Professional Services*
A-133 Audit (\$8,500/year x 5) \$42,500.00

Rent
Office rental/lease at \$1,388/month (\$16,656/year x 5) \$83,280.00

TOTAL OTHER COSTS \$1,041,515.00

INDIRECT COSTS

CenSARA's current provisional indirect cost rate is 10.29% and was negotiated with the U.S. Department of the Interior on behalf of EPA. The base methodology for the current indirect cost rate was calculated by taking the total direct costs (minus contracts over \$25,000 dollars) and dividing that amount by the total amount of indirect costs incurred for the same time period. However, CenSARA has no other programs/grants at this time and it is anticipated that 100% of time and effort will be solely devoted to this grant, resulting in no indirect costs for the five-year grant period.

Special Projects October 1, 2015 through September 30, 2020

- (1) In September 2010, CenSARA closed the Blue Skyways Collaborative Grant. The related website continues to be available to help companies recognize the importance of continued diesel emissions reductions as well as voluntary emission reductions to promote sustainability.

Outcomes are dependent upon funding and could result in lower diesel emissions in the states of AR, IA, KS, LA, MO, NE, OK, and TX.

Inputs from CenSARA include program or special topic management; payment of the website registration; providing limited support to the maintenance of the existing website; securing speakers to inform the membership; conference call lines; hotel/meeting locations, refreshments, meals; and, occasionally, travel monies.

Objective 1: To inform the CenSARA Membership on diesel emission reduction projects.

Objective 2: To develop and disseminate information on previously awarded projects.

Objective 3: To inform the CenSARA Membership on action items from other organizations on this topic.

Objective 4: To develop and present information on different types of diesel emission reductions projects including any air quality data to the CenSARA Membership.

- (2) The CenSARA membership desires the development of technical work products to support work to develop air quality and Regional Haze plans.

Outcomes are dependent upon funding. It is anticipated that an additional \$125,000 over the five-year grant period would provide contractual support needed to yield or support SIP-related activities in the states of AR, IA, KS, LA, MO, NE, OK, and TX.

Inputs from CenSARA include program or special topic management; technical workgroup facilitation; staff support or contractual support; conference calls; hotel/meeting locations, refreshments, meals; and, occasionally, travel monies.

Objective 1: To calculate/determine a geographical area's design value (attainment/nonattainment) or Class I visibility range

Objective 2: To compile, store, and disseminate regional emissions inventories to support air quality modeling.

Objective 3: To prepare meteorological and/or photochemical modeling inputs.

Objective 4: To compile regional data for comparison purposes.

Objective 5: To develop trends and measure the effectiveness of emissions reduction strategies.

- (3) CenSARA is supporting one of its member states, Arkansas, through logistical and administrative support for a regulatory permitting streamlining pilot project. The project consists of combining four existing air regulations into one that will be more concise and easily understood by the regulated community, agencies, and the public. The project may benefit other CenSARA member organizations by serving as a process guide as they periodically review their own rules. In addition, supporting materials produced may be adaptable by other states and local agencies for their needs.

Outcomes are to provide an example of a process that could help other organizations meet rulemaking and SIP requirements. Outcomes are dependent upon funding for FYs 16-18.

Inputs from CenSARA include administrative oversight of the project, such as scheduling conference calls, providing conference lines, processing invoices, and qa/qc activities and ensuring appropriate review of documents by interested organizations, including EPA Region 6. Member State Arkansas will provide technical expertise and management for the project.

Objective 1: To help Arkansas meet specific regulatory and SIP obligations.

Objective 2: To provide an example of a process that other organizational members may be able to utilize.

[This project was closed out in September 2017.](#)