

Dynamic Blueprints 2.0

Following up on CCLR's June 2024 "[Dynamic Blueprints](#)" [webinar](#), this is a quick "2.0" companion piece to help new awardees navigate the current landscape of federal regulations. While the core principles of building a solid workplan (WP) remain, Executive Orders have introduced changes that you need to be aware of.

Checklist for Success:

The Fundamentals - keep these best practices in mind:

- ✓ **Your Workplan is YOUR playbook:** It's a dynamic document that guides your project, serves as a key capacity tool, and is essential for tracking success.
- ✓ **Start EARLY and Communicate:** Begin drafting your plan as soon as possible. Share drafts with your EPA Project Officer (PO) in Word format, use correct document file names and clear subject lines.
- ✓ **Consistency is Key:** Your workplan tasks must align with your grant application (any modifications should be discussed with your PO). The spirit of the grant must remain.
- ✓ **ASK for help:** The process can be complex and frustrating. Reach out to your EPA PO or CCLR (info@cclr.org) for assistance.

Pitfalls to Avoid:

- ✓ **Don't procrastinate:** getting a late start can cause delays and errors; KNOW/WATCH DEADLINES!
- ✓ **Don't just copy/paste:** while consistency is key, you should not simply copy and paste text from your original application especially if a consultant wrote the application. Instead, make it your own, paraphrase, refine and be clear with your tasks, outputs/outcomes, and deliverables.
- ✓ **Don't use a consultant who will bid:** consultants who plan on bidding on any of the work funded by the grant cannot assist with the workplan in ANY WAY.
- ✓ **Blue text/example budget:** All workplan templates contain blue text which are prompts/guides and should be removed once the section has been filled out. The provided budget is just an example – you need to use your budget that you submitted in your application. Any modifications to the budget should be discussed with your EPA PO.

What's Changed?

As of January 2025, several Executive Orders have significantly impacted federal contracting priorities requiring the removal of certain provisions from contracts and solicitations.

- ✓ **DEI Provisions:** E.O. 14173 ends federal policies promoting DEI (Diversity, Equity and Inclusion) and affirmative action in federal contracting. DEI language should not be included in workplan.
- ✓ **DBE Reporting:** While still required in the procurement process, the required annual DBE reporting requirements have been suspended and therefore should not be included in workplans.
- ✓ **Certification of Compliance:** Your grant award may have new certification requirements – make sure you read them.

- Review entire award notice and workplan template
- Work closely with your EPA PO
- Review your workplan often
- Discuss any modifications with your EPA PO
- ASK FOR HELP- info@cclr.org



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