



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

David Holmes.
Commissioner

December 29, 2014

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Final Report

Mr. Rosen:

Enclosed please find the Final Technical/Performance Report for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the entire performance period.

It has truly been a pleasure working with you. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Services

cc: File

FINAL TECHNICAL/PERFORMANCE REPORT
Lexington-Fayette Urban County Government
EPA Brownfield Program Assessment Grant
Cooperative Agreement Number BF-95461610-1
December 29, 2014

BACKGROUND

The Lexington-Fayette Urban County Government received a \$200,000 EPA FY 2010 Brownfield Petroleum Assessment Grant in July of 2010 and a \$200,000 EPA FY 2011 Brownfield Hazardous Substances Assessment Grant in July of 2011, under Cooperative Agreement Number BF-95461610-1.

We have successfully complied with all of the terms of the assessment grants. The assessment grant period ended September 30, 2014 and all of the \$400,000 in EPA Brownfield Program assessment grant funds have been successfully expended. All Quarterly Reports as well as our final MBE/WBE report and final Federal Financial Report have been submitted. This, the Final Technical/Performance Report (close out report), is the final requirement of our grant.

PROJECT DESCRIPTION

Upon award, the LFUCG put together a Cooperative Agreement Recipient (CAR) Team to administer the grants. We then put forth a competitive Request for Proposals and selected a highly experienced (consulting) firm to assist us. Efforts were then made to identify candidate sites that may benefit from participating in the brownfield assessment grant program and the owners contacted to gauge their interest. We performed outreach to the public, in the form of press releases, post cards and flyers as well as through social media. We established an information repository at the downtown branch of the Lexington Public Library and also posted the same information on the LFUCG website. We also created a brochure to hand out to interested parties. Finally we held a visioning session led by the Kentucky Division of Compliance Assistance which 30 people attended. Outreach materials are attached to this application.

RESULTS

When preparing our (approved) EPA Work Plan for the assessment grants we estimated we would perform twenty Phase I environmental site assessments (without sampling) at a cost of \$2,000 each; perform ten Phase II assessments (with sampling) at \$11,000 each and; prepare cleanup plans (also known as Analysis of Brownfield Cleanup Alternatives or ABCAs) for five properties at a cost of \$6,000 each.

Ultimately a total of 13 Phase I environmental site assessments (ESAs) were completed. Phase II ESAs were subsequently completed at 9 of these properties. Analysis of Brownfield Cleanup Alternatives were then completed for six of these properties. All of these outputs and outcomes have been recorded in

the EPA ACRES reporting system as required by the terms of our assessment grants. A brief summary of activities at each site is provided in the below table:

SUMMARY OF ACTIVITIES

Property	Petroleum			Hazardous			\$ Spent
	Phase I	Phase II	ABCA	Phase I	Phase II	ABCA	
250 N Upper	X	X	---	---	---	---	\$18,581
1151 Manchester	X	X	---	---	---	---	\$22,007.24
1211 Manchester	X	---	---	---	---	---	\$4,578.18
1200 Manchester	X	X	---	---	X	---	\$30,900
308 Newtown	X	X	X	---	X	X	\$35,222.12
322 Newtown	X	X	X	---	---	---	\$22,482.12
330 Newtown	---	X	X	X	X	X	\$45,822.12
275 Newtown	X	X	X	---	---	---	\$27,577.11
205 Burley	X	---	---	---	---	---	\$5,800
225 Midland	---	---	---	X	---	---	\$4,800
261 Midland	---	---	---	X	---	---	\$4,800
1631 Old Frankfort	---	---	---	X	X	X	\$30,371.11
215 W Main	---	---	---	X	X	X	\$75,774

While one should be cautious in trying to show a direct relationship, it should be noted that several of the properties assessed through this grant are in the process of being redeveloped and the assessment grants likely facilitated redevelopment.

The Old Pepper Distillery located at 1200 Manchester Street was the only distillery in Lexington to survive Prohibition, according to the National Historic Register. However by the 1950s the combination of overproduction and changing consumer tastes put it out of business and the site became dormant. This property is now being transformed into a restaurant and entertainment campus with 10,000 square feet of the 55,000 square feet available leased out this year. Ethereal Brewing, a microbrewery is opening their doors at this location. So is Fork in the Road restaurant which is an open-space restaurant. Plus the Break Room at Pepper, a bar in the distillery's old machine shop and employee break room, will soon be opening their doors as will Crank and Boom ice cream.

And a December 17, 2014 Lexington Herald Leader newspaper article notes "A development group is proposing a 16-story mixed-use building on Newtown Pike near the new Bluegrass Community and Technical College campus. The development, called Thistle Station, would include 200 apartments, and retail and restaurant space on its ground floor." This project will be located on the site of the Newtown Pike properties which were assessed under this grant.

Copies of all reports prepared using assessment grant funds on CDs (to include photographs) are included with this report.

IS THIS PROGRAM FOR ME?

Owners of abandoned, underutilized or idle properties often find that these properties are stigmatized as contaminated "brownfields."

Whether environmental contamination is real or perceived, these properties can be difficult to sell or redevelop.

Lexington's Brownfields Program can help. We can provide owners of eligible properties with free environmental site assessments and cleanup plans.

Lexington's Brownfields Program may be able to turn your problem site into a community asset.

WWW.LEXINGTONKY.GOV/BROWNFIELDS
LFUCG Division of Environmental Policy
200 East Main Street
9th Floor
Lexington, Kentucky 40507
Phone: 859-425-2808
Fax: 859-425-2859
Email: brownfields@lexingtonky.gov

livegreenlexington



**LEXINGTON'S
BROWNFIELD
ASSESSMENT
PROGRAM**

Help for Owners of
Underutilized Properties

Lexington-Fayette Urban
County Government

Department of
Environmental Quality
& Public Works



WHAT IS A BROWNFIELD?

Brownfields are abandoned or underused properties where real or perceived environmental contamination is preventing redevelopment. Former dry cleaning establishments, gas stations and industrial warehouses are just a few types of brownfield properties.

Because brownfield redevelopment is a vital part of urban planning, Lexington applied for and received two grants from the U.S. Environmental Protection Agency to assess Fayette County brownfield sites for contamination and to develop cleanup plans—all at no cost to the property owner.

The first grant, received in 2010, focuses on petroleum sites while the second grant, received in 2011, focuses on hazardous substances other than petroleum.

Why is brownfield redevelopment important?

Brownfield sites are often located in urbanized locations that would be prime targets for revitalization if not for concerns about contamination.

Brownfield sites are excellent locations for redevelopment since utility services, access roads and other needed infrastructure already exist.

Additionally, redeveloping brownfields can create jobs in areas that have lost employment due to businesses and industries closing.

Is my property eligible?

To be eligible for consideration, a site cannot have a “viable responsible party” capable of performing the cleanup.

There are a lot of considerations that go into determining whether a property is eligible to

participate, so any interested property owners are encouraged to submit their underutilized properties for consideration. Our brownfields consultant will help determine if your property is eligible at no cost to you.

Eligible sites being considered for assessment under this grant program will be “ranked” using a uniform screening tool. Sites that rank high enough will be selected for assessment.

If my site is selected, what happens next?

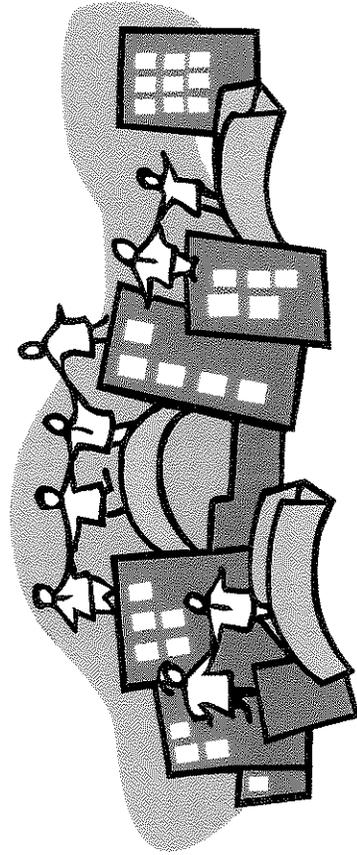
A Phase I Environmental Site Assessment (ESA)—basically a review of a property’s history—will be conducted. If the Phase I indicates that environmental contamination may be present, a Phase II ESA will be performed. Samples will be collected and analyzed to determine whether contamination is present and if it is, cleanup plans can be developed.

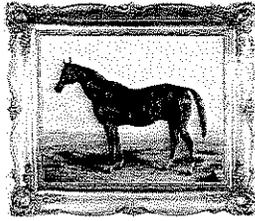
What does this cost me?

Eligibility determinations, site assessments and cleanup plans are completed free of charge using EPA grant funds.

I am a landowner who would like to participate. What steps should I take?

If you are a landowner and think you might want to have an assessment performed at your brownfield property or if you want more information, please contact Tom Webb by email at tomw@lexingtonky.gov or by phone at 859-425-2808.





Lexington-Fayette Urban County Government
OFFICE OF THE MAYOR

Jim Gray
Mayor

July 1, 2011

Contact: Tom Webb
Office: 859 425-2808

Lexington receives \$200,000 brownfields grant to assess underutilized properties in the city for hazardous substances

The U.S. Environmental Protection Agency has awarded Lexington a \$200,000 grant to assess brownfield properties in the city, Mayor Jim Gray announced today.

Brownfields are abandoned, idled or underused industrial and commercial properties where expansion or redevelopment is complicated by real or perceived environmental contamination.

“Contaminated properties very often can be cleaned up and redeveloped, creating jobs in our community and promoting infill and redevelopment,” Gray said. “One of the first steps in redeveloping these underutilized properties is to assess and determine whether any contamination exists and, if so, how extensive it is. Having this information helps reduce liabilities and often provides the level of certainty needed to allow redevelopment to occur.”

The \$200,000 grant will be used to perform environmental site assessments to identify whether hazardous substances are present and to develop cleanup plans for properties. This grant is in addition to a

FOLLOW MAYOR GRAY:

www.facebook.com/MayorJimGray

www.twitter.com/JimGrayLexKY

200 East Main Street

• Lexington, KY 40507

• (859) 425-2255

• www.lexingtonky.gov

HORSE CAPITAL OF THE WORLD

similar grant that Lexington was awarded last spring to assess brownfield properties for petroleum contamination. This new grant will give the city the ability to assess properties for both petroleum and hazardous substances.

“Lexington is focusing more and more on infill and redevelopment as a way to help us preserve our irreplaceable farmland,” said Cheryl Taylor, commissioner of the Department of Environmental Quality and Public Works. “Some of the properties suitable for infill and redevelopment may have associated environmental contamination as a result of changing land use over time. With this funding we can assess these properties, which will aid infill and redevelopment.”

Brownfield sites are prime locations for redevelopment since utility services, access roads and other economic development requirements are already on-site. The redevelopment of brownfield sites also creates jobs in areas where employment has declined as businesses and industries have closed.

This is a voluntary program and landowners that are interested in having their properties considered for assessment under this grant should contact Tom Webb within the LFUCG Division of Environmental Policy at 425-2808 or tomw@lexingtonky.gov.

For more information on Lexington’s brownfield program go to <http://www.lexingtonky.gov/brownfields> and for more info on the federal EPA brownfield program go to <http://www.epa.gov/brownfields/index.html>

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Lexington-Fayette Urban County Government
DIVISION OF GOVERNMENT COMMUNICATIONS

Jim Newberry
Mayor

April 19, 2010

Contact: Mark York
Office: 859 258-3586
Cell: 859 285-9130



Lexington receives \$200,000 brownfields grant to assess properties in the city

The U.S. Environmental Protection Agency has awarded Lexington a \$200,000 grant to assess brownfield areas in the city, Mayor Jim Newberry announced today.

Brownfields can be abandoned, idled or underused industrial and commercial properties where expansion or redevelopment is complicated by real or perceived environmental contamination.

“Contaminated properties very often can be cleaned up and redeveloped, creating jobs in our community,” Mayor Newberry said. “The first step in this process is an assessment of brownfield properties by willing owners to identify any contamination issues. This announcement is a great way to celebrate Earth Week.”

The \$200,000 grant will be used to perform 20 Phase I environmental site assessments and 10 Phase II site assessments for petroleum contamination. The city will also use the grant to pay for the development of cleanup plans for five properties.

“The Non-residential Infill Study completed in 2009 identified underutilized properties on the northwest side of our urban core that were previously home to petroleum bulk plants, automotive salvage

yards, warehouses and similar facilities,” said Cheryl Taylor, Commissioner of the Department of Environmental Quality. “With this funding we can begin the assessment of these properties.”

Brownfield sites are prime locations for redevelopment since utility services, access roads and other economic development requirements are already on-site.

The redevelopment of brownfield sites also creates jobs in areas where employment has declined as businesses and industries have closed.

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Vision-to-Action Lexington

What do you see in your neighborhood's future?

Redevelopment happens all the time, and the best development takes the wants and needs of the community into consideration.

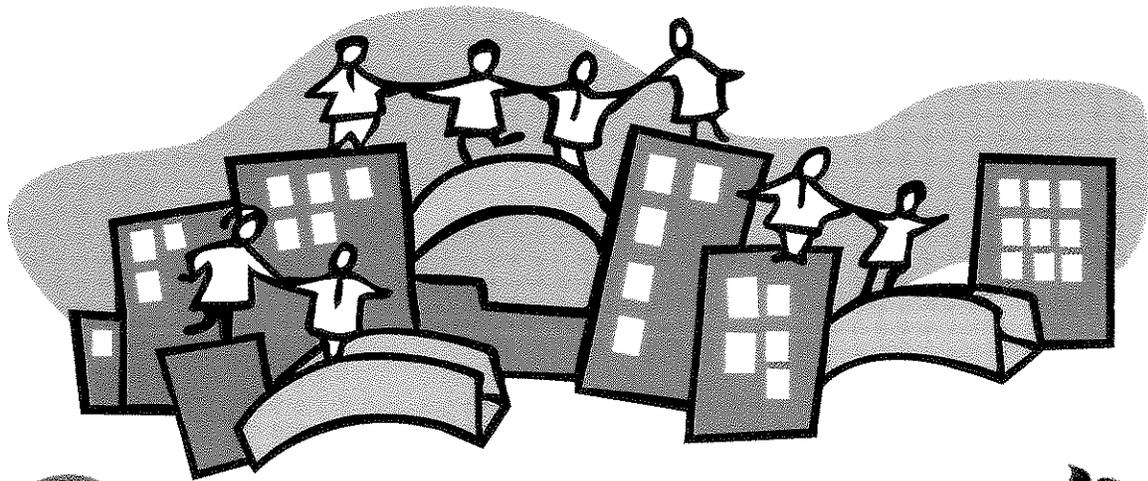
This is your chance to imagine how underutilized properties, such as old gas stations and empty warehouses, can be transformed into a community where you can live, work and play.

An artist will be on site to bring your vision to life, so join Mayor Gray and other community members to share your ideas!

Tuesday, May 24
5:30 p.m.-7:30 p.m.
Central Library, Room A
(on the lower level)
140 E. Main Street

- ◆ Refreshments will be served.
- ◆ No cost!
- ◆ Free parking is available in the Transit Center garage after 5 p.m.

Register at:
<http://dca.ticketleap.com>



livegreenlexington



For more information, please visit www.lexingtonky.gov/brownfields or call 425-2800.

Vision-to-Action Lexington

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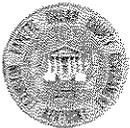
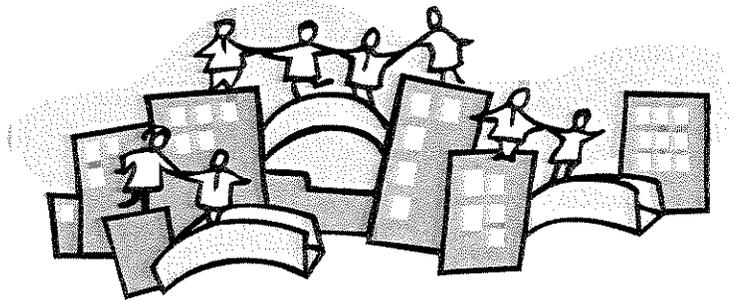
- ◆ Free parking is available in the Phoenix and Transit Center garages after 5 p.m.
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An artist will be on site to bring your vision to life, so come join us with your ideas!



livegreenlexington



For more information, please visit
www.livegreenlexington.com or call 425-2800.

Vision to Action Lexington

Agenda

May 24th, 5:30 – 7:30 p.m.

- **Opening Remarks** – Commissioner Cheryl Taylor, LFUCG Department of Environmental Quality and Public Works (5 min)
- **Guest Speaker** -- Lexington Mayor Jim Gray (10 min)
- **Overview of the USEPA Brownfield's Program** – Kentucky Department of Environmental Protection (5 min)
- **Discussion of the Vision to Action Lexington Process** -- Amanda LeFevre, Kentucky Department of Compliance Assistance Environmental Education Specialist (10 minutes)

The Personal “Vision” – Moderator & Group (20 minutes)

Individuals will have the opportunity to draw their own personal vision for the downtown target areas

Share Your Vision (20 minutes)

We will go over all ideas as a group, and talk about possible future redevelopment in target areas

Expanding the Idea- (20 minutes)

Using poster paper and small vignettes, participants will expand upon their visions

Sharing the Expanded Visions- (20 minutes)

Participants will get a chance to share their expanded visions

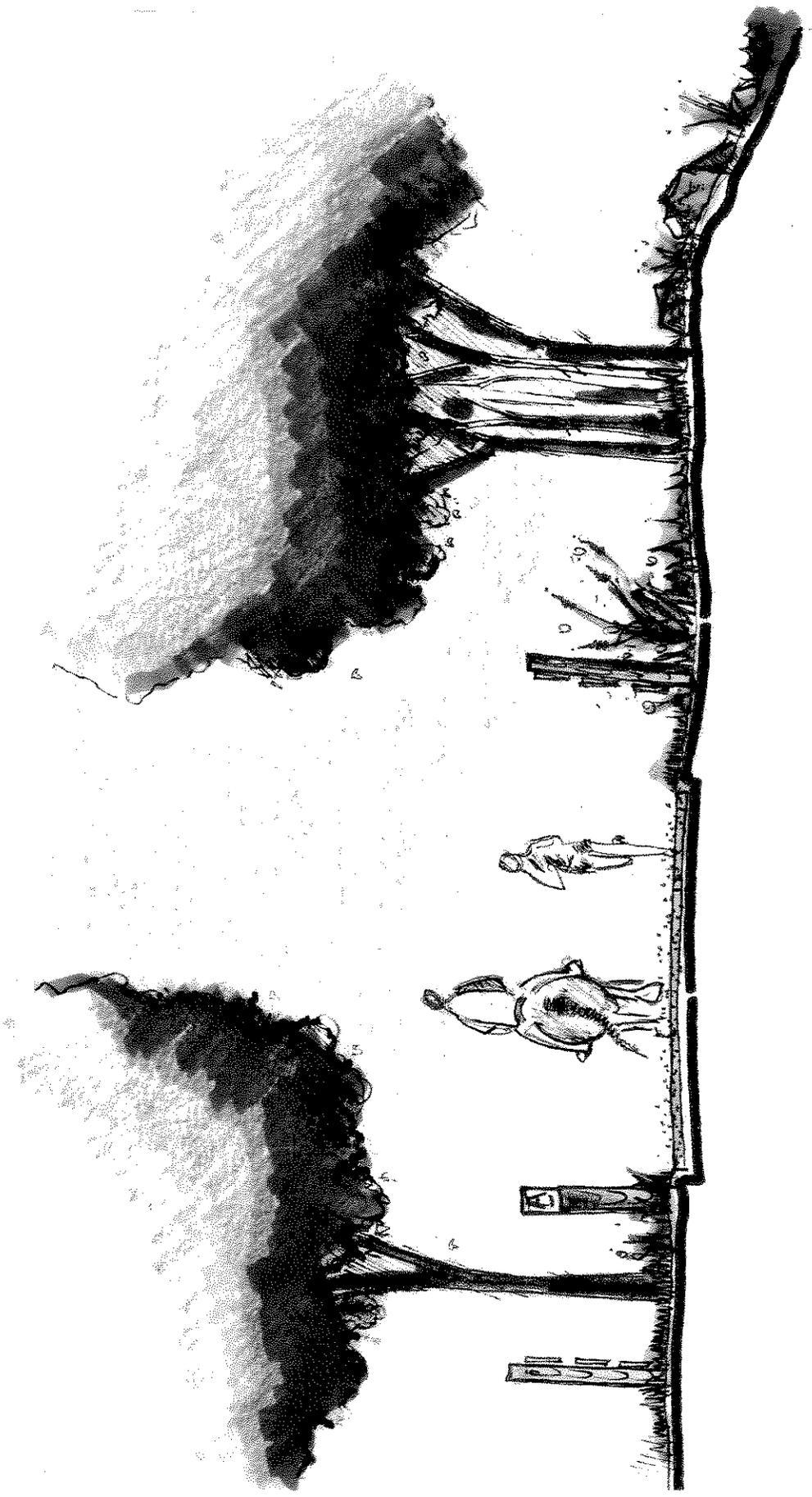
Sharing the Sketches

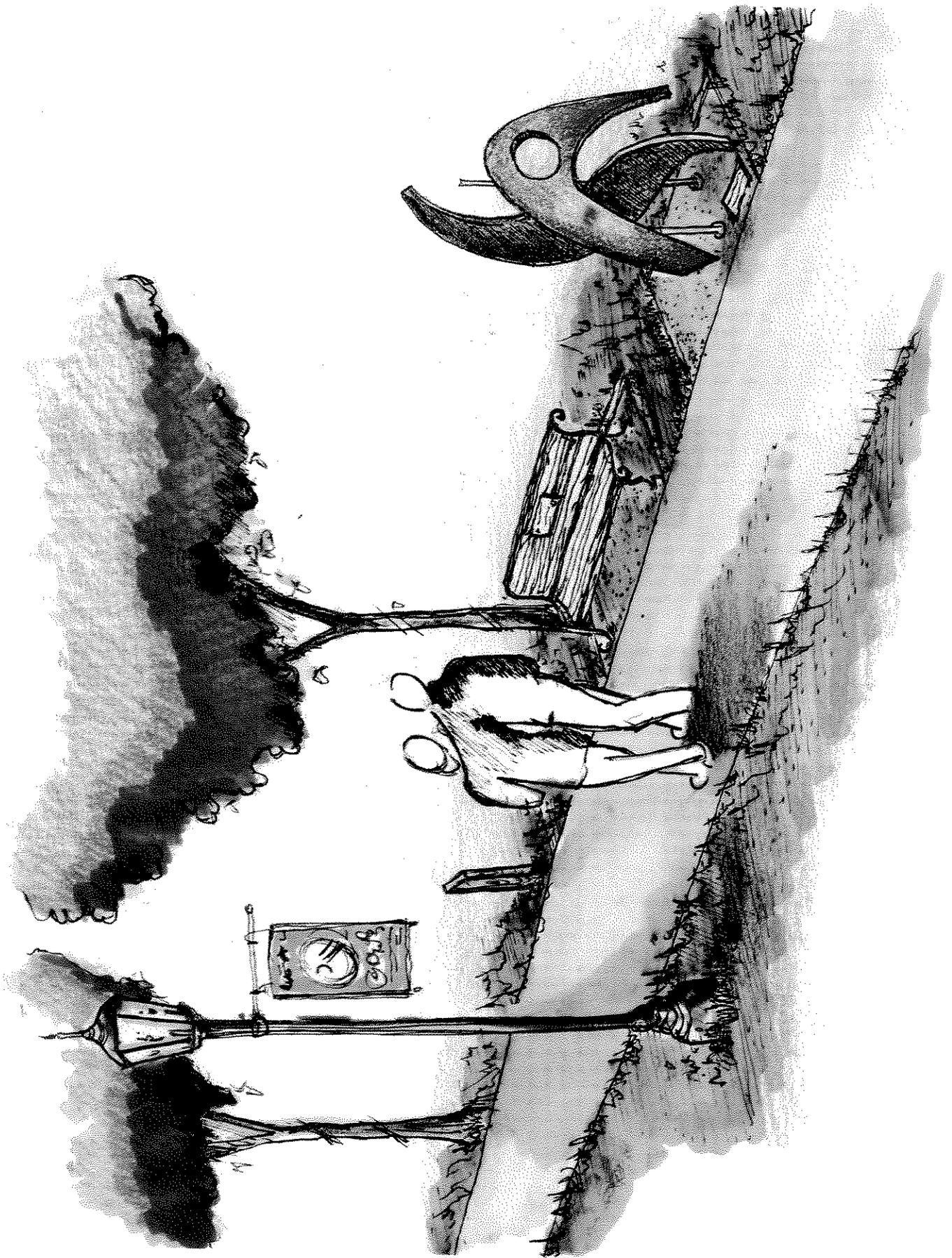
Participants will view the sketches created on site by Josh Despain, Landscape Designer with Ross Tarrant Architects, and offer any suggestions for improvement. These sketches will highlight some of the ideas presented during the sharing sessions.

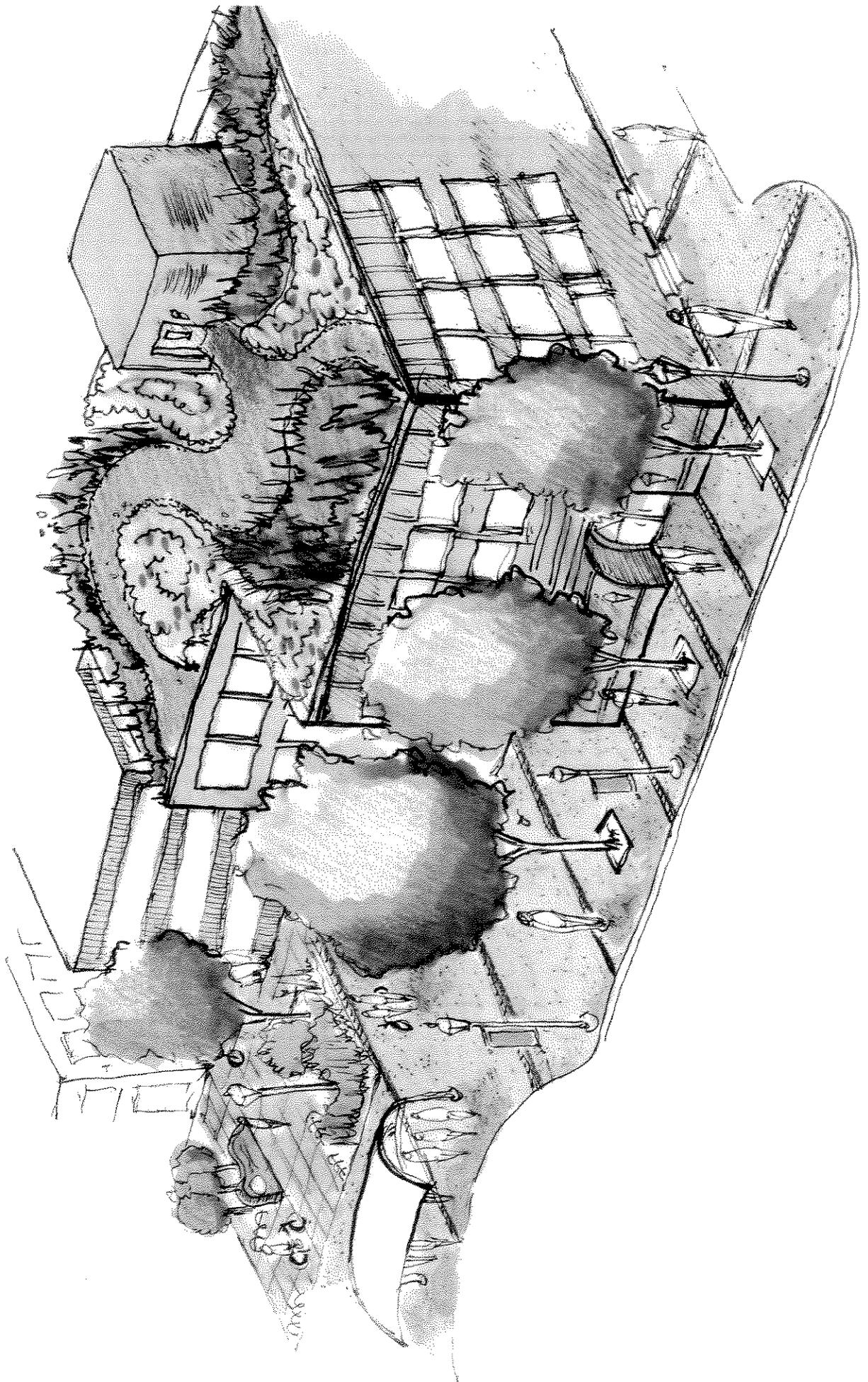
How do we get there from here? – Moderator & Group (30 minutes)

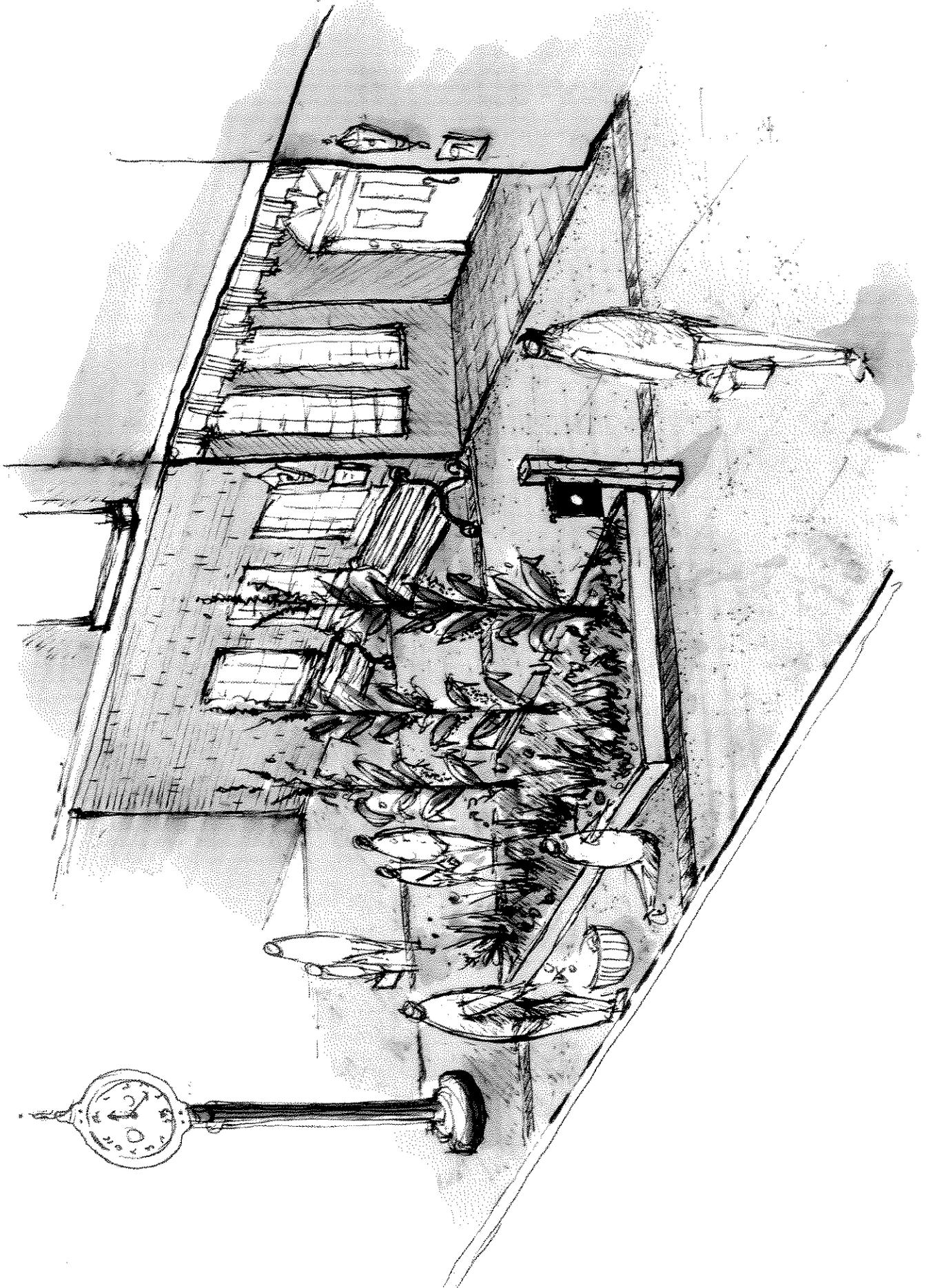
We will discuss projects that can be accomplished immediately and how to work toward accomplishing larger goals

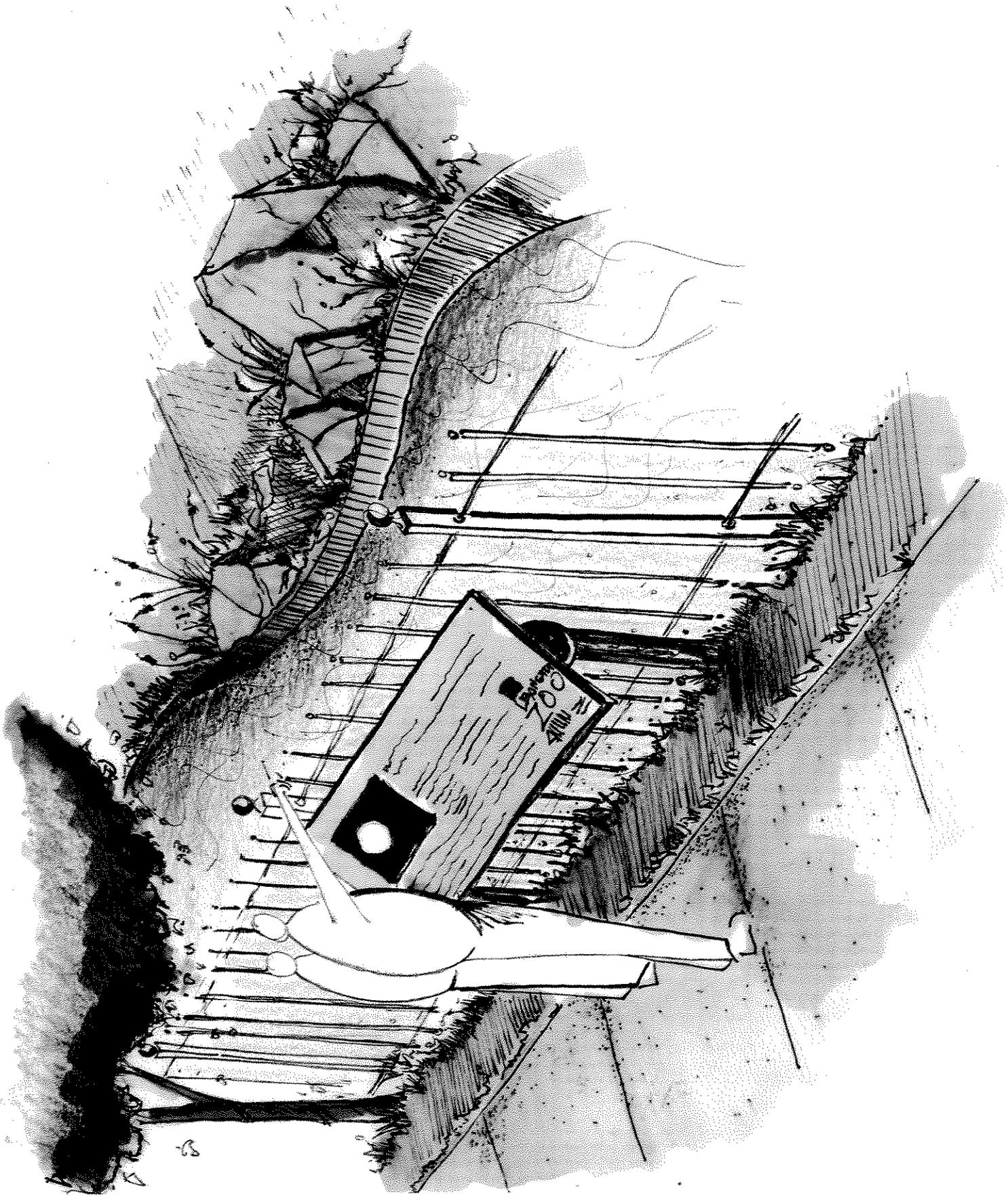
- What are the Strengths of Lexington?
- What are the Weaknesses of Lexington?
- Based on our Strengths & Weakness, what Opportunities and Threats do we have?
- Identify resources available for potential projects
- Connect people to groups represented in the audience

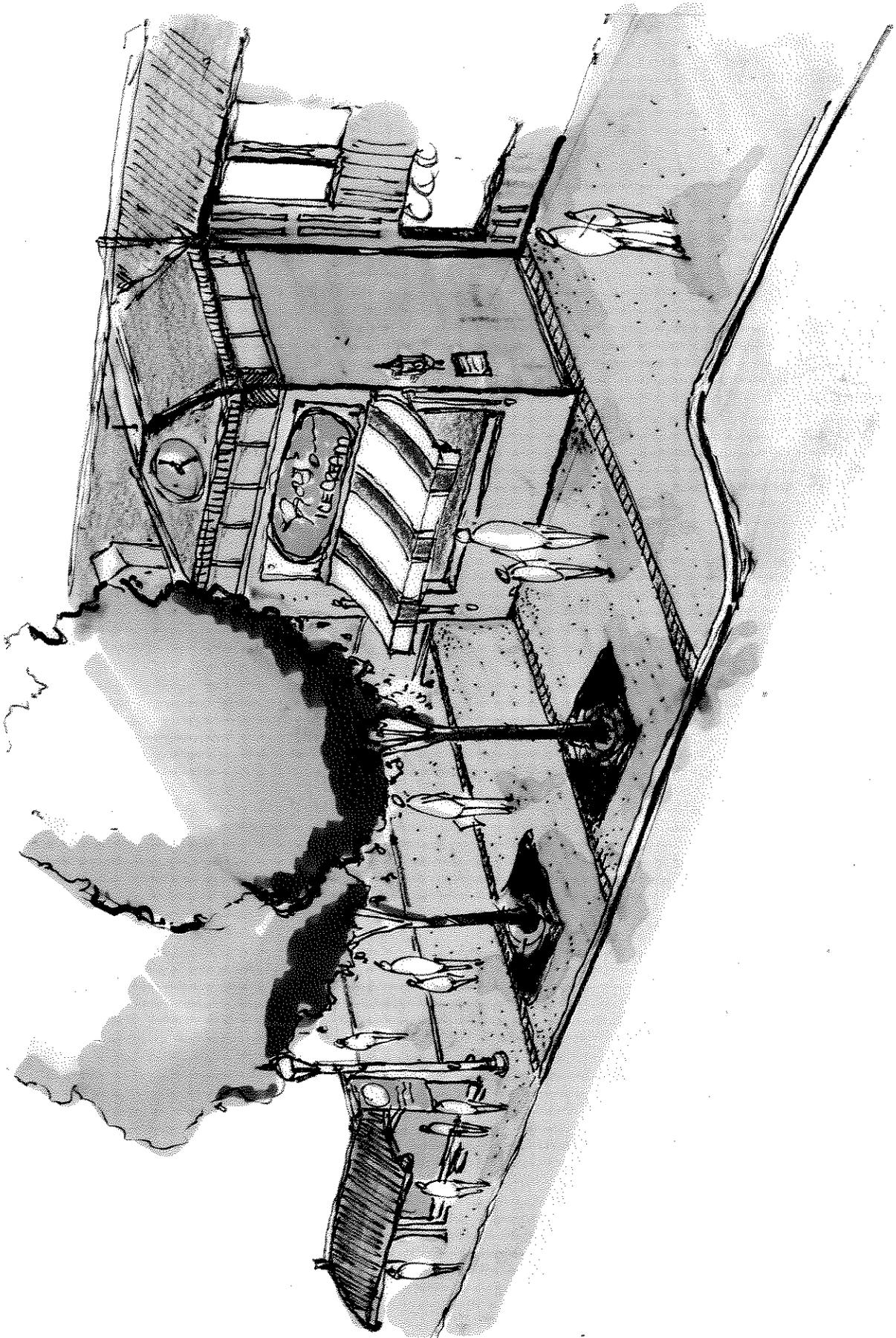














Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

David Holmes.
Commissioner

October 29, 2014

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report #17 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the July/August/September 2014 quarter. Please note we will be submitting a final report for this grant by December 30, 2014.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Date Submitted: October 29, 2014
Quarterly Report Number: #17 (July 1, 2014 through September 30, 2014)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)	Dec 29, 2014	Env Policy
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.

Actual Accomplishments and Progress Reporting for July 1, 2014 through September 30, 2014 reporting period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.*
- B. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- C. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- D. *No activity this quarter. Kick off meeting held prior to quarter.*
- E. *The 16th quarterly report (dated April 31 2014) was completed and submitted to USEPA. This is our 17th quarterly report. Final report will be completed and submitted by December 29, 2014.*
- F. *No activity this quarter.*

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: October 29, 2014
 Quarterly Report Number: #17 (July 1, 2014 through September 30, 2014)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2014 through September 30, 2014 Reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

We made progress on the public involvement front this quarter

- A. Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. The LFUCG meets with the contractor (AMEC) monthly to discuss project status. A CAR team meeting was last held on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then “votes” via email to decide whether to expend brownfield funds on the identified property.*



CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: October 29, 2014
 Quarterly Report Number: #17 (July 1, 2014 through September 30, 2014)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2014 through September 30, 2014 reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

A. Site inventory process is now complete. The inventory process was expanded to include the entire Lexington-Fayette County area yielding multiple potential sites. Property owners were contacted to gauge their level of interest, and a determination of site eligibility was made for parcels owned by interested property owners. As sites were determined to be eligible they were ranked by the CAR Team.

B. Site selection process has been established and implemented. Sites identified and determined to be eligible

under the grant were ranked according to criteria determined by the CAR Team. We solicited input from the stakeholder; however, the final decision rested with the CAR Team. Fifteen (15) properties have been approved by the CAR team.

- C. Eligibility Screening Forms for fifteen (15) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. No additional Phase I ESAs have been initiated.
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. All Phase I ESA reports completed to date have been finalized and ACRES is being updated to reflect this.
- I. No activity this quarter.
- J. Site-specific QAPP/SAPs were submitted to USEPA for .275 Newtown Pike and 1631 Old Frankfort Pike. Phase II activities will be conducted in July/August 2013

Phase II Reports prepared for 275 Newtown Pike and 1631 Old Frankfort Pike. ACRES forms updated for both properties.
- K. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: October 29, 2014
 Quarterly Report Number: #17 (July 1, 2014 through September 30, 2014)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2014 through September 30, 2014: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. ABCAs were prepared for 275, 308, 322, and 330 Newtown Pike and 1631 Old Frankfort Pike.
- B. No activity this quarter.
- C. No activity this quarter.

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$5350.64	\$0	\$5350.64	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$197.03	\$0	\$197.03	\$0
Contractual	\$394,452.33	\$60,301.48	\$394,452.33	\$0
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$60,301.48	\$400,000	\$0

Notes:

Budget revised with EPA approval on 9/29/14 to move \$197.03 from contractual to supplies.

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$0	\$18,581
1151 Manchester St	\$0	\$22,007.24
1211 Manchester St	\$0	\$4,578.18
1200 Manchester St	\$0	\$30,900
215 W Main St	\$0	\$75,774
308 Newtown	\$5,342.12	\$35,222.12
322 Newtown	\$3,842.12	\$22,482.12
330 Newtown	\$5,342.12	\$45,822.12
1631 Old Frankfort	\$22,871.11	\$30,371.11
225 Midland Avenue	\$0	\$4,800
261 Midland Avenue	\$0	\$4,800
205 Burley	\$0	\$5,800
275 Newtown	\$20,827.12	\$27,577.11
3801 Nicholasville Center Drive	\$0	\$1,774
1718 Alexandria Drive	\$0	\$1,774



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

David Holmes,
Commissioner

July 29, 2014

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report #16 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the April/May/June 2014 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Date Submitted: April 30, 2014
Quarterly Report Number: #16 (April 1, 2014 through June 30, 2014)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)	Dec 29, 2014	Env Policy
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.

Actual Accomplishments and Progress Reporting for April 1, 2014 through June 30, 2014 reporting period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.*
- B. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- C. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- D. *No activity this quarter. Kick off meeting held prior to quarter.*
- E. *The fifteenth quarterly report (dated April 31 2014) was completed and submitted to USEPA. This is our sixteenth quarterly report. Final report will be completed and submitted when work is complete.*
- F. *No activity this quarter.*

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 30, 2014
 Quarterly Report Number: #16 (April 1, 2014 through June 30, 2014)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2014 through March 31, 2014 Reporting period:
 Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

We made progress on the public involvement front this quarter

- A. *Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. *No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then "votes" via email to decide whether to expend brownfield funds on the identified property.*



CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 30, 2014
 Quarterly Report Number: #16 (April 1, 2014 through June 30, 2014)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2014 through June 30, 2014 reporting period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

A. Site inventory process is now complete. The inventory process was expanded to include the entire Lexington-Fayette County area yielding multiple potential sites. Property owners were contacted to gauge their level of interest. and a determination of site eligibility was made for parcels owned by interested property owners. As sites were determined to be eligible they were ranked by the CAR Team.

B. Site selection process has been established and implemented. Sites identified and determined to be eligible

under the grant were ranked according to criteria determined by the CAR Team. We solicited input from the stakeholder; however, the final decision rested with the CAR Team. Fifteen (15) properties have been approved by the CAR team.

- C. Eligibility Screening Forms for fifteen (15) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. Phase I ESAs were initiated for 3801 Nicholasville Center Drive and 1718 Alexandria Drive. These properties were subsequently pulled from the program by the property owner. No additional work is planned.
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. All Phase I ESA reports completed to date have been finalized and ACRES is being updated to reflect this.
- I. No activity this quarter.
- J. Site-specific QAPP/SAPs were submitted to USEPA for 275 Newtown Pike and 1631 Old Frankfort Pike. Phase II activities will be conducted in July/August 2013
- K. No activity this quarter.
- L. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 30, 2014
 Quarterly Report Number: #16 (April 1, 2014 through June 30, 2014)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2014 through June 30, 2014: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

- A. Cleanup planning activities were completed for 215 W Main Street.
- B. U.S. EPA Brownfields Cleanup Grant Application submitted.
- C. Submitted EPA cleanup grant application for the Old Courthouse previously. Notified this quarter that our cleanup grant application was not selected for funding during this cycle. Received debriefing from EPA.

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$5350.64	\$0	\$5350.64	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$197.03	\$0	\$197.03	\$0
Contractual	\$394,452.33	\$6,548	\$324,608.74	\$69,843.59
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$6,548	\$330,156.41	\$69,843.59

Notes: Budget revised with EPA approval on 6-24-14 to move \$2799.36 in travel category to contractual and \$5,002.97 in office supplies funds to contractual for AMEC to perform assessment work and develop ABCAs.

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$0	\$18,581
1151 Manchester St	\$0	\$22,007.24
1211 Manchester St	\$0	\$6,120.55
1200 Manchester St	\$0	\$27,200
215 W Main St	\$0	\$62,474
308 Newtown	\$0	\$29,880
322 Newtown	\$0	\$18,640
330 Newtown	\$0	\$40,480
1631 Old Frankfort	\$1,000	\$7,500
225 Midland Avenue	\$0	\$4,800
261 Midland Avenue	\$0	\$4,800
205 Burley	\$0	\$5,800
275 Newtown	\$2,000	\$6,750
3801 Nicholasville Center Drive	\$1,774	\$1,774
1718 Alexandria Drive	\$1,774	\$1,774



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

Charles H. Martin, P.E.
Acting Commissioner

April 30, 2014

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report #15 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the January/February/March 2014 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Thomas R. Webb".

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Date Submitted: April 30, 2014
Quarterly Report Number: #15 (January 1, 2014 through March 31, 2014)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
	Contractor selected	Qtr. 2	CAR Team
C. Select contractor.			
	Kick-off meeting complete	Qtr. 2	CAR Team
D. Kick-off meeting held.			
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.

Actual Accomplishments and Progress Reporting for January 1, 2014 through March 31, 2014 Reporting Period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

- A. No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.
- B. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.
- C. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.
- D. No activity this quarter. Kick off meeting held prior to quarter.
- E. The fourteenth quarterly report (dated January 30, 2014) was completed and submitted to USEPA. This is our fifteenth quarterly report. Final report will be completed and submitted when work is complete.
- F. No activity this quarter.

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 30, 2014
 Quarterly Report Number: #15 (January 1, 2014 through March 31, 2014)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2014 through March 31, 2014 Reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

We made progress on the public involvement front this quarter

A. Update of the information repository is on-going as new information becomes available and meetings are held.

B. We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>

C. As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.

D. No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then “votes” via email to decide whether to expend brownfield funds on the identified property.

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 30, 2014
 Quarterly Report Number: #15 (January 1, 2014 through March 31, 2014)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2014 through March 31, 2014 Reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

A. *Site inventory process is ongoing. The inventory process was expanded to include the entire Lexington-Fayette County area yielding multiple potential sites. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

B. *Site selection process has been established. Sites identified and determined to be eligible under the grant*

will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Fifteen (15) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.

- C. Eligibility Screening Forms for fifteen (15) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. Phase I ESA activities were completed for 275 Newtown Pike and we received approval for Phase I ESAs at 2 additional properties (3801 Nicholasville Road and 1718 Alexandria Drive).
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. All Phase I ESA reports completed to date have been finalized and ACRES is being updated to reflect this.
- I. Phase II activities were completed for 1151 Manchester, 1200 Manchester, 308 Newtown, 322 Newtown, and 330 Newtown Pike.
- J. Site-specific QAPP/SAPs were submitted prior to initiating Phase II activities. Additional QAPP/SAPs are being drafted for additional sites.
- K. Phase II Reports are under review.
- L. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 30, 2014
 Quarterly Report Number: #15 (January 1, 2014 through March 31, 2014)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2014 through March 31, 2014: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. Cleanup planning activities were completed for 215 W Main Street.
- B. U.S. EPA Brownfields Cleanup Grant Application submitted.

C. No activity this quarter.

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2,200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$127,747	\$318,060.74	\$71,589.26
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$127,747.00	\$321,883.00	\$78,117

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$0	\$18,581
1151 Manchester St	\$17,322	\$22,007.24
1211 Manchester St	\$0	\$6,120.55
1200 Manchester St	\$15,245	\$27,200
215 W Main St	\$6,130	\$62,474
308 Newtown	\$26,880	\$29,880
322 Newtown	\$15,640	\$18,640
330 Newtown	\$35,980	\$40,480
1631 Old Frankfort	\$0	\$6,500
225 Midland Avenue	\$0	\$4,800
261 Midland Avenue	\$0	\$4,800
205 Burley	\$5,800	\$5,800
275 Newtown	\$4,750	\$4,750



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

Charles Martin
Acting Commissioner

January 30, 2014

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report #14 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the October/November/December 2013 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 6/30/2014**

CAR Name: Lexington – Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Date Submitted: January 31, 2014
Quarterly Report Number: #14 (October 1, 2013 through December 31, 2013)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.

Actual Accomplishments and Progress Reporting for October 1, 2013 through December 31, 2013 Reporting Period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

- A. *No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.*
- B. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- C. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- D. *No activity this quarter. Kick off meeting held prior to quarter.*
- E. *The thirteenth quarterly report (dated October 30, 2013) was completed and submitted to USEPA. This is our fourteenth quarterly report. Final report will be completed and submitted when work is complete.*
- F. *No activity this quarter.*

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: January 31, 2014
 Quarterly Report Number: #14 (October 1, 2013 through December 31, 2013)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1, 2013 through December 31, 2013 Reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

We made progress on the public involvement front this quarter

- A. Update of the information repository is on-going as new information becomes available and additional sites participate in the program.*
- B. We instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We also participated in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then "votes" via email to decide whether to expend brownfield funds on the identified property.*

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: January 31, 2014
 Quarterly Report Number: #14 (October 1, 2013 through December 31, 2013)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1, 2013 through December 31, 2013 Reporting period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

A. Site inventory process is ongoing. The inventory process was expanded to include the entire Lexington-Fayette County area yielding multiple potential sites. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.

B. Site selection process has been established. Sites identified and determined to be eligible under the grant

will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Eleven (11) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.

- C. Eligibility Screening Forms for eleven (11) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. Phase I ESA activities were completed for the following properties: 205 Burley Avenue, 225 Midland Avenue, 261 Midland Avenue, 308 Newtown Pike, 322 Newtown Pike, and 330 Newtown Pike. One additional site has been approved and Phase I ESA activities have begun. We are in discussions with property owners of several other sites.
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. Phase I ESAs for 250 205 Burley Avenue, 225 Midland Avenue, 261 Midland Avenue, 308 Newtown Pike, 322 Newtown Pike, and 330 Newtown Pike have been finalized and ACRES is being updated to reflect this.
- I. Phase II activities were completed for 250 N Upper and are being scheduled for 1151 Manchester, 1200 Manchester, 308 Newtown, 322 Newtown, and 330 Newtown Pike for the 1st Quarter 2014.
- J. Site-specific QAPP/SAPs were submitted prior to initiating Phase II activities. Additional QAPP/SAPs are being drafted for additional sites.
- K. Phase II Reports will be drafted upon completion of field activities in 1st Quarter 2014.
- L. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: January 31, 2014
 Quarterly Report Number: #14 (October 1, 2013 through December 31, 2013)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1, 2013 through December 31, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Cleanup planning activities were completed for 215 W Main Street.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2,200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$44,022.95	\$190,313.74	\$199,336.26
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$52,830.20	\$134,898.48	\$265,101.52

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$13,037.25	\$14,057.25
1151 Manchester St	\$0	\$4,685.24
1211 Manchester St	\$0	\$6,120.55
1200 Manchester St	\$0	\$11,955.00
215 W Main St	\$3,936.31	\$56,344
308 Newtown	\$3,000	\$3,000
322 Newtown	\$3,000	\$3,000
330 Newtown	\$0	\$4500
1631 Old Frankfort	0	\$6,500
225 Midland Avenue	\$4,800	\$4,800
261 Midland Avenue	\$4,800	\$4,800



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

Charles Martin
Acting Commissioner

October 30, 2013

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report #13 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the July/August/September 2013 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 6/30/2014**

CAR Name: Lexington – Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Date Submitted: October 31, 2013
Quarterly Report Number: #13 (July 1, 2013 through September 30, 2013)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.

Actual Accomplishments and Progress Reporting for July 1, 2013 through September 30, 2013 Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.*
- B. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- C. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- D. *No activity this quarter. Kick off meeting held prior to quarter.*
- E. *The twelfth quarterly report (dated July 29, 2013) was completed and submitted to USEPA. This is our thirteenth quarterly report. Final report will be completed and submitted when work is complete.*
- F. *No activity this quarter.*

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: October 31, 2013
 Quarterly Report Number: #13 (July 1, 2013 through September 30, 2013)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2013 through September 30, 2013 Reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

We made progress on the public involvement front this quarter

- A. Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then "votes" via email to decide whether to expend brownfield funds on the identified property.*

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: October 31, 2013
 Quarterly Report Number: #13 (July 1, 2013 through September 30, 2013)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2013 through September 30, 2013 Reporting period:
Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

A. *Site inventory process is ongoing. The inventory process was expanded to include the entire Lexington-Fayette County area yielding multiple potential sites. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

B. *Site selection process has been established. Sites identified and determined to be eligible under the grant*

will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Eleven (11) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.

- C. Eligibility Screening Forms for eleven (11) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. Phase I ESA activities have been completed for the following properties: 250 N Upper, 1151 Manchester, 1211 Manchester, 1200 Manchester, and 215 W Main Street. Four additional sites have been approved and Phase I ESA activities have begun. We are in discussions with property owners of several other sites.
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. Phase I ESAs for 250 N Upper, 1151 Manchester, 1211 Manchester, 1200 Manchester, and 215 W Main Street have been finalized and ACRES has been updated to reflect this.
- I. Phase II activities have been completed for 215 W Main Street and are being scheduled for 250 N Upper, 1151 Manchester, 1200 Manchester, and 1211 Manchester for the 3rd Quarter 2013.
- J. Site-specific QAPP/SAPs were submitted prior to initiating Phase II activities. Additional QAPP/SAPs are being drafted for additional sites.
- K. Phase II Reports will be drafted upon completion of field activities in 4th Quarter 2013.
- L. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: October 31, 2013
 Quarterly Report Number: #13 (July 1, 2013 through September 30, 2013)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2013 through March 31, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. Cleanup planning activities have begun for 215 W Main Street.
- B. No activity this quarter.
- C. No activity this quarter.

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2,200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$62,644.17	\$146,390.79	\$243,259.21
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$52,830.20	\$134,898.48	\$265,101.52

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$1,020	\$4,523.75
1151 Manchester St	\$765	\$4,685.24
1211 Manchester St	\$0.0	\$6,120.55
1200 Manchester St	\$810	\$11,955.00
215 W Main St	\$39,235.20	\$52,407.69
308 Newtown	\$0	\$0
322 Newtown	\$0	\$0
330 Newtown	\$4500	\$4500
1631 Old Frankfort	\$6500	\$6500



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

Richard Maloney
Commissioner

July 29, 2013

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report #12 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the April/May/June 2013 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Date Submitted: July 29, 2013
Quarterly Report Number: #12 (April 1, 2013 through June 30, 2013)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.

Actual Accomplishments and Progress Reporting for April 1, 2013 through June 30, 2013 Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.*
- B. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- C. *No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.*
- D. *No activity this quarter. Kick off meeting held prior to quarter.*
- E. *The eleventh quarterly report (dated April 23, 2013) was completed and submitted to USEPA. This is our twelfth quarterly report. Final report will be completed and submitted when work is complete.*
- F. *Two LFUCG employees attended the EPA Atlanta Brownfield Conference during this quarter.*

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: July 29, 2013
 Quarterly Report Number: #12 (April 1, 2013 through June 30, 2013)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2013 through June 30, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. *Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. *No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then "votes" via email to decide whether to expend brownfield funds on the identified property.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: July 29, 2013
 Quarterly Report Number: #12 (April 1, 2013 through June 30, 2013)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January April 1, 2013 through June 30, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Site inventory process is ongoing. To date, approximately 65 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. Determinations of site eligibility are ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*
- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Seven (7) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these*

properties will be submitted to the CAR Team for ranking.

- C. Eligibility Screening Forms for seven (7) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. Phase I ESA activities have been completed for 1200 Manchester Street and the Historic Fayette County Courthouse. The CAR Team granted approval to include the properties prior to Phase I activities beginning. We are in discussions with property owners of several other sites.
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. Phase I ESAs for 250 N Upper, 1151 Manchester, 1211 Manchester, 1200 Manchester, and 215 E Main Street have been finalized and ACRES has been updated to reflect this.
- I. Phase II ESA activities are being scheduled for 250 N Upper, 1151 Manchester, and 1211 Manchester for the 3rd Quarter 2013.
- J. Site-specific QAPP/SAPs were submitted to KDEP for 1200 Manchester. Phase II activities have been initiated for 215 W Main consisting of an asbestos/lead based paint/mold assessment.
- K. Phase II Reports will be drafted upon completion of field activities in 3rd Quarter 2013.
- L. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: July 29, 2013
 Quarterly Report Number: #12 (April 1, 2013 through June 30, 2013)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2013 through June 30, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. No activity this quarter.
- B. No activity this quarter.
- C. No activity this quarter.



Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$1725.51	\$5775.64	\$2374.36
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2,200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$9032.17	\$78,246.12	\$311,403.88
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$10,757.68	\$84,218.79	\$315,781.21

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$0.0	\$3,503.75
1151 Manchester St	\$0.0	\$3,920.24
1211 Manchester St	\$0.0	\$6,120.55
1200 Manchester St	\$1,445	\$11,145.00
215 W Main St	\$7,672.49	\$13,172.49



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray
Mayor

Richard Maloney
Commissioner

April 24, 2013

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1

Mr. Rosen:

Enclosed please find quarterly report number 11 for the Lexington Fayette Urban County Government brownfield assessment grant (Cooperative Agreement Number: BF-95461610-1). This report covers the January/February/March 2013 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
LFUCG Division of Environmental Policy

cc: File

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: April 23, 2013 Quarterly Report Number: #11 (January 1, 2013 through March 31, 2013)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.			
Actual Accomplishments and Progress Reporting for October 1, 2012 through December 31, 2012 Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
A. No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.			
B. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.			
C. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.			
D. No activity this quarter. Kick off meeting held prior to quarter.			
E. The tenth quarterly report (dated January 30, 2013) was completed and submitted to USEPA. This is our eleventh quarterly report. Final report will be completed and submitted when work is complete.			
F. No activity this quarter.			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 23, 2013
 Quarterly Report Number: #11 (January 1, 2013 through March 31, 2013)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2013 through March 31, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then "votes" via email to decide whether to expend brownfield funds on the identified property.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 23, 2013
 Quarterly Report Number: #11 (January 1, 2013 through March 31, 2013)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2013 through March 31, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Site inventory process is ongoing. To date, approximately 65 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*
- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Six (6) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*

- C. Eligibility Screening Forms for six (6) sites have been completed.
- D. No activity this quarter.
- E. The generic QAPP was submitted to and approved by USEPA in July 2011.
- F. Phase I ESA activities have been completed for 1200 Manchester Street and the Historic Fayette County Courthouse. The CAR Team granted approval to include the properties prior to Phase I activities beginning. We are in discussions with property owners of several other sites.
- G. The ACRES database has been updated with properties approved by the CAR team.
- H. Phase I ESAs for 250 N Upper, 1151 Manchester, 1211 Manchester, 1200 Manchester, and 215 E Main Street have been finalized and ACRES has been updated to reflect this.
- I. Phase II eligibility forms were submitted to EPA. We project that we will be performing Phase II ESAs at six properties within the next 12 months: 215 W Main, 1200 Manchester, 1151 Manchester, 1211 Manchester, 250 N Upper, and 1158 Manchester.
- J. Site-specific QAPP/SAPs were submitted to KDEP for 250 N. Upper, 1151 Manchester, 1211 Manchester, and 215 W Main. Site-specific QAPP was submitted to USEPA for 215 W Main and was approved. Phase II activities have been initiated for 215 W Main consisting of an asbestos/lead based paint/mold assessment. Site-specific QAPP has been drafted for 1200 Manchester and is under review.
- K. Phase II Reports will be drafted upon completion of field activities in 2nd Quarter 2013.
- L. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: April 23, 2013
 Quarterly Report Number: #11 (January 1, 2013 through March 31, 2013)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2013 through March 31, 2013 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. No activity this quarter.

- B. No activity this quarter.
- C. No activity this quarter.

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$425.00	\$4050.13	\$4099.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2,200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$3653,20	\$69,213.95	\$320,436.05
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$4,078.20	\$73,461.11	\$326,538.89

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$0.0	\$3,003.75
1151 Manchester St	\$0.0	\$3,920.24
1211 Manchester St	\$0.0	\$6,120.55
1200 Manchester St	\$505.00	\$9,700.00
215 W Main St	\$2,774.00	\$6,574.00

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: January 30, 2013 Quarterly Report Number: #10 (October 1, 2012 through December 31, 2012)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.			
Actual Accomplishments and Progress Reporting for October 1, 2012 through December 31, 2012 Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
A. <i>No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.</i>			
B. <i>No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i>			
C. <i>No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i>			
D. <i>No activity this quarter. Kick off meeting held prior to quarter.</i>			
E. <i>The ninth quarterly report (dated October 29, 2012) was completed and submitted to USEPA. This is our tenth quarterly report. Final report will be completed and submitted when work is complete.</i>			
F. <i>No activity this quarter.</i>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: January 30, 2013
 Quarterly Report Number: #10 (October 1, 2012 through December 31, 2012)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings Conducted	Every Qtr. Qtrs.: 2, 4, 8, 10	Contractor/ CAR Team CAR Team

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1, 2012 through December 31, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. *Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. *No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then “votes” via email to decide whether to expend brownfield funds on the identified property.*

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted: January 30, 2013
 Quarterly Report Number: #10 (October 1, 2012 through December 31, 2012)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1, 2012 through December 31, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

A. *Site inventory process is ongoing. To date, approximately 65 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Six (6) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*
- C. *Eligibility Screening Forms for six (6) sites have been completed.*
- D. *No activity this quarter.*
- E. *The generic QAPP was submitted to and approved by USEPA in July 2011.*
- F. *Phase I ESA activities have been completed for 1200 Manchester Street and the Historic Fayette County Courthouse. The CAR Team granted approval to include the properties prior to Phase I activities beginning. We are in discussions with property owners of several other sites.*
- G. *The ACRES database has been updated with properties approved by the CAR team.*
- H. *Phase I ESAs for 250 N Upper, 1151 Manchester, 1211 Manchester, 1200 Manchester, and 215 E Main Street have been finalized and ACRES has been updated to reflect this.*
- I. *Phase II eligibility forms were submitted to EPA.*
- J. *Site-specific QAPP/SAPs are being drafted for submittal to KDEP and USEPA.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: January 30, 2013 Quarterly Report Number: #10 (October 1, 2012 through December 31, 2012)			
Task 4: Cleanup Planning and Institutional Controls			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant
Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.			

Actual Accomplishments and Progress Reporting for October 1, 2012 through December 31, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2,200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$21,294.24	65,560.75	\$324,089.25
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$21,294.24	\$69,382.91	330,617.09

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	\$500.00	\$3,003.75
1151 Manchester St	\$312.50	\$3,920.24
1211 Manchester St	\$312.50	\$6,120.55
1200 Manchester St	\$1,720.52	\$9,194.52
215 W Main St	\$1,677.00	\$3,800.00

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: Quarterly Report Number: 9 (July 1, 2012 through September 30, 2012)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.			
Actual Accomplishments and Progress Reporting for April 1, 2012 to June 30, 2012 Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<i>A. No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.</i>			
<i>B. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i>			
<i>C. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i>			
<i>D. No activity this quarter. Kick off meeting held prior to quarter.</i>			
<i>E. The eighth quarterly report (dated June 26, 2012) was completed and submitted to USEPA. This is our ninth quarterly report. Final report will be completed and submitted when work is complete.</i>			
<i>F. No activity this quarter.</i>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 9 (July 1, 2012 through September 30, 2012)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings Conducted	Every Qtr. Qtrs.: 2, 4, 8, 10	Contractor/ CAR Team CAR Team

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2012 through September 30, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*
- D. No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then “votes” via email to decide whether to expend brownfield funds on the identified property.*

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 9(July 1, 2012 through September 30, 2012)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for July 1, 2012 through September 30, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

A. *Site inventory process is ongoing. To date, approximately 65 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Six (6) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*
- C. *Eligibility Screening Forms for six (6) sites have been completed.*
- D. *No activity this quarter.*
- E. *The generic QAPP was submitted to and approved by USEPA in July 2011.*
- F. *This quarter Phase I ESA activities have been completed for 1200 Manchester Street and the Historic Fayette County Courthouse. The CAR Team granted approval to include the properties prior to Phase I activities beginning. We are in discussions with property owners of several other sites.*
- G. *The ACRES database has been updated with properties approved by the CAR team.*
- H. *Phase I ESA are under review and ACRES has been updated..*
- I. *No activity this quarter.*
- J. *Site-specific QAPP/SAPs are being drafted for submittal to KDEP and USEPA.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 9 (July 1, 2012 through September 30, 2012)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2012 to June 30, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*

- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$5197.50	\$44,266.51	\$345,383.49
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$5197.50	\$48,088.67	\$351,911.33

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	0	\$2,503.75
1151 Manchester St	\$385.49	\$3,607.74
1211 Manchester St	\$5,808.05	\$5,808.05
1200 Manchester St	\$6,442	\$7,474
215 W Main St	\$2,123	\$2,123

July-Aug-Sept 2012-LFUCG BF Grant Quarterly Report # 9 - FINAL.doc

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: Quarterly Report Number: 8 (April 1, 2012 to June 30, 2012)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.			
Actual Accomplishments and Progress Reporting for April 1, 2012 to June 30, 2012 Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<i>A. No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.</i>			
<i>B. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i>			
<i>C. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i>			
<i>D. No activity this quarter. Kick off meeting held prior to quarter.</i>			
<i>E. The seventh quarterly report (dated 24 April 2012) was completed and submitted to USEPA. This is our eighth quarterly report. Final report will be completed and submitted when work is complete.</i>			
<i>F. No activity this quarter.</i>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 8 (April 1, 2012 to June 30, 2012)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings Conducted	Every Qtr. Qtrs.: 2, 4, 8, 10	Contractor/ CAR Team CAR Team

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2012 to June 30, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

A. *Update of the information repository is on-going as new information becomes available and meetings are held.*

B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*

C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer to property owners and other interested parties as opportunities arise.*

D. *No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant. As an eligible property is identified, information is exchanged electronically and the CAR team then “votes” via email to decide whether to expend brownfield funds on the identified property.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 8 (April 1, 2012 to June 30, 2012)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made Documents to EPA	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Records search	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Info entered	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Written report	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Sampling conducted	Qtr 4	Contractor
I. Phase II is initiated	Documents to EPA	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Written reports	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated		Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

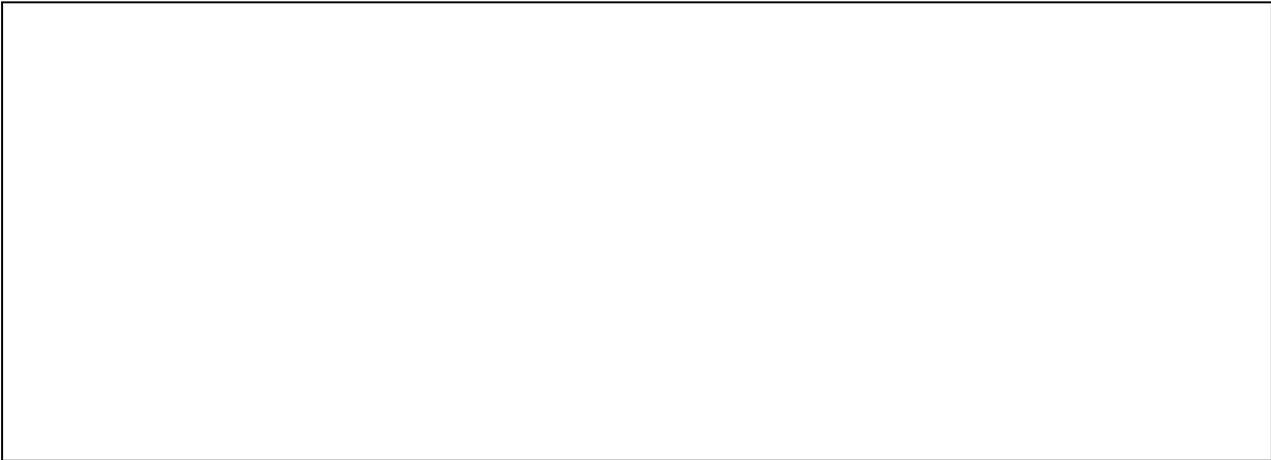
Actual Accomplishments and Progress Reporting for April 1, 2012 to June 30, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

A. *Site inventory process is ongoing. To date, approximately 55 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Five (5) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*

- C. *Eligibility Screening Forms for five (5) sites have been completed.*
- D. *No activity this quarter.*
- E. *The generic QAPP was submitted to and approved by USEPA in July 2011.*
- F. *Phase I ESA activities have been completed for 1151 and 1211 Manchester Street. We have been granted access to 1200 Manchester Street and have initiated Phase I ESA activities for that property. The CAR Team granted approval to include the properties prior to Phase I activities beginning. We are in discussions with property owners of several other sites.*
- G. *The ACRES database has been updated with properties approved by the CAR team.*
- H. *Phase I ESA Reports for 1151 and 1211 Manchester Street are under review.*
- I. *No activity this quarter.*
- J. *Site-specific QAPP/SAPs are being drafted for submittal to KDEP and USEPA.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: Quarterly Report Number: 8 (April 1, 2012 to June 30, 2012)			
Task 4: Cleanup Planning and Institutional Controls			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant
Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.			
Actual Accomplishments and Progress Reporting for April 1, 2012 to June 30, 2012 period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<ul style="list-style-type: none"> A. <i>No activity this quarter.</i> B. <i>No activity this quarter.</i> C. <i>No activity this quarter.</i> 			



Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$12,358.54	\$39,069.01	\$350,580.99
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$12,358.54	\$42,891.17	\$357,108.83

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
250 N Upper St	0	\$2,503.75
1151 Manchester St	\$385.49	\$3,607.74
1211 Manchester St	\$5,808.05	\$5,808.05
1200 Manchester St	\$1,032.50	\$1,032.50

LFUCG BF Grant Quarterly Report # 8 - FINAL.doc

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: Quarterly Report Number: 7 (January 1, 2012 to March 31, 2012)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US EPA Brownfield Program annual conferences.			
Actual Accomplishments and Progress Reporting for January 1, 2012 to March 31, 2012 Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<p><i>A. No activity this quarter. We incorporated the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 in previous quarter(s). The internal technical, managerial, and financial teams already in place will remain unchanged.</i></p> <p><i>B. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i></p> <p><i>C. No activity this quarter. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i></p> <p><i>D. No activity this quarter. Kick off meeting held prior to quarter.</i></p> <p><i>E. The sixth quarterly report (dated 27 January 2012) was completed and submitted to USEPA. This is our seventh quarterly report. Final report will be completed and submitted when work is complete.</i></p>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

F. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 7 (January 1, 2012 to March 31, 2012)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.:	CAR Team
Update after Phase I		2,	
Update after Phase II		4,	
Project completion with ABCA		8,	
		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:
 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$650 to facilitate community outreach.
 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2012 to March 31, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. *Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We are also participating in public meetings associated with the Lexington Distillery District Improvements Program Manchester Street corridor project in order to leverage public support by associating the brownfields program with the other (larger) redevelopment project. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We are distributing an Informational Flyer for to property owners and other interested parties.*
- D. *No activity this quarter. A CAR team meeting was held previously on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant.*

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 7 (January 1, 2012 to March 31, 2012)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2012 to March 31, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Site inventory process is ongoing. To date, approximately 55 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Four (4) properties have been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*
- C. *Eligibility Screening Forms for five (5) sites have been completed.*
- D. *No activity this quarter.*
- E. *The generic QAPP was submitted to and approved by USEPA in July 2011.*
- F. *Phase I ESA activities were initiated on 1151 Manchester Street. We are waiting for the landowner to provide access so we can proceed with Phase I activities on 1200 Manchester Street. The CAR Team granted approval to include the properties prior to Phase I activities beginning. Several other sites are awaiting property owner approval and are anticipated to begin in the second quarter 2012.*
- G. *The ACRES database has been updated with properties approved by the CAR team.*
- H. *Phase I Report for 1151 Manchester is under review.*
- I. *No activity this quarter.*
- J. *No activity this quarter.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 7 (January 1, 2012 to March 31, 2012)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for January 1, 2012 to March 31, 2012 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amended Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$5804.67	\$26,710.47	\$362,939.53
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$5804.67	\$30,532.63	\$369,467.37

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
St. Paul AME Church Garage (250 N Upper)	0	\$2,500
1151 Manchester St	\$3,082.50	0

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-1 Date Submitted: Quarterly Report Number: 6 (October 1, 2011 to December 31, 2011)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$7,500. 1) The amount budgeted includes funds to allow LFUCG employees to travel to new grantee workshops and four US Brownfields annual conferences.			
Actual Accomplishments and Progress Reporting for October 1, 2011 to December 31, 2011 Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<p style="margin-left: 40px;"><i>A. We continued incorporating the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011. The internal technical, managerial, and financial teams already in place will remain unchanged.</i></p> <p style="margin-left: 40px;"><i>B. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence.</i></p> <p style="margin-left: 40px;"><i>C. The current brownfield contractor (AMEC) was retained under the Assistance Amendment with EPA concurrence per an amended contract executed December 1, 2011.</i></p> <p style="margin-left: 40px;"><i>D. No activity this quarter.</i></p>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

E. The fifth quarterly report (dated October 31, 2011) was completed and submitted to USEPA. This is our sixth quarterly report. Final report will be completed and submitted when work is complete.

F. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 6 (October 1, 2011 to December 31, 2011)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8850. We anticipate:

- 1) Using \$2200 budgeted for supplies for printing outreach materials, forms, etc.
- 2) Local site related travel: \$650 to facilitate community outreach.
- 3) \$6000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1, 2011 to December 31, 2011 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We have designed and printed an Informational Flyer for distribution to property owners and other interested parties.*
- D. *A CAR team meeting was held on October 13, 2011, during which the internal advisory team was briefed on the progress of the petroleum grant as well as the award of the hazardous grant.*

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CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 6 (October 1, 2011 to December 31, 2011)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. The funds budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1 through Dec 31, 2011 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Site inventory process is ongoing. To date, approximately 55 potential sites have been identified by the CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*

- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. One property has been approved by the CAR team. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*
- C. *Eligibility Screening Forms for three (3) sites have been submitted to the EPA project manager.*
- D. *No activity this quarter.*
- E. *The generic QAPP was submitted to and approved by USEPA in July 2011.*
- F. *Phase I ESA activities were initiated on a single site where the property owner has given approval. The CAR Team granted approval to include the property prior to Phase I activities beginning. Several other sites are awaiting property owner approval and are anticipated to begin in the first quarter 2012.*
- G. *ACRES will be updated upon approval from the CAR team.*
- H. *Phase I Report for 250/252 N Upper Street is under review and will be submitted in January 2012.*
- I. *No activity this quarter.*
- J. *No activity this quarter.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-1
 Date Submitted:
 Quarterly Report Number: 6 (October 1, 2011 to December 31, 2011)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$60,000. The \$60,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for October 1 through December 31, 2011 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amendment Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$0	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$1,512.50	\$20,905.80	\$368,744.20
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$1,512.50	\$24,727.96	\$375,272.04

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
None	0	0

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-1
Grant Term 7/01/2010 to 9/30/2014**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-0 Date Submitted: Quarterly Report Number: 5 (July 1, 2011 to September 30, 2011)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 (to include the Assistance Amendment) is \$7,500. 1) The amount budgeted includes funds to allow two LFUCG employees to travel to the US EPA Brownfields annual conferences as well as having one LFUCG employee attend new grantee workshops.			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<p>A. <i>We began incorporating the Assistance Amendment (BF-95461610-1) awarded to LFUCG on 8/16/2011 which increased the amount of our assessment award by an additional \$200,000 (for hazardous substance assessment) and increased the time for this grant to 9-30-2014. We anticipate the internal technical, managerial, and financial teams already in place will remain unchanged.</i></p> <p>B. <i>We began taking the necessary steps to contract our current brownfield assessment consultant under the Assistance Amendment (after receiving EPA approval).</i></p> <p>C. <i>It is anticipated that the current brownfield contractor will be retained under the Assistance Amendment.</i></p>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

- D. No activity this quarter.
- E. The fourth quarterly report (dated 27 July 2011) was completed and submitted to USEPA. This is our fifth quarterly report. Final report will be completed and submitted when work is complete.
- F. No activity this quarter.

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-0 Date Submitted: Quarterly Report Number: 4 (July 1, 2011 to September 30, 2011)			
Task 2: Public Involvement			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA		Qtrs.: 2, 4, 8, 10	CAR Team
Cost Estimates for Task 2: Total estimated cost for Task 2 is \$8,850 (total) under the new assistance amendment. We anticipate: 1) Using \$2,200 budgeted for supplies for printing outreach materials, forms, etc and to hold public outreach meetings. 2) Local site related travel: \$650 to facilitate community outreach. 3) \$6,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i> <i>We made progress on the public involvement front this quarter</i> A. <i>Update of the information repository is on-going as new information becomes available and meetings are held.</i> B. <i>We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We continue to update our brownfields webpage as new information becomes available. http://lexingtonky.gov/index.aspx?page=2646</i> C. <i>As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We have designed a Draft Informational Flyer for distribution to property owners and other interested parties.</i>			

D. A CAR team meeting is planned for early October 2011.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 4 (July 1, 2011 to September 30, 2011)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$323,650. These funds are budgeted for contractual services and will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

A. *Site inventory process is ongoing. To date, approximately 55 potential sites have been identified by the*

CAR Team or suggested by the public. Many of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.

- B. Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Several sites appear to be eligible. One property has been submitted to the CAR team for approval. Several other properties are pending owner buy-in at which point these properties will be submitted to the CAR Team for ranking.*
- C. Eligibility Screening Forms for three (3) sites have been submitted to the EPA project manager.*
- D. No activity this quarter.*
- E. The generic QAPP has been submitted to and approved by USEPA.*
- F. Phase I ESA activities are anticipated to begin on high priority sites in early October, 2011.*
- G. ACRES will be updated upon approval from the CAR team.*
- H. No activity this quarter.*
- I. No activity this quarter.*
- J. No activity this quarter.*
- K. No activity this quarter.*
- L. No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 4 (July 1, 2011 to September 30, 2011)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 (under the assistance amendment) is \$60,000. The \$60,000 is budgeted for contractual services and will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Assessment Grant Assistance Amendment Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel	\$0	\$0	\$0	\$0
Travel	\$8,150	\$983.56	\$3,625.13	\$4,524.87
Equipment	\$0	\$0	\$0	\$0
Supplies	\$2200	\$0	\$197.03	\$2,002.97
Contractual	\$389,650	\$12,711.08	\$19,393.30	\$370,256.70
Other	\$0	\$0	\$0	\$0
Total	\$400,000	\$13,694.64	\$23,215.46	\$376,784.54

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
None	0	0



Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY

Jim Gray
Mayor

Cheryl Taylor
Commissioner

July 27, 2011

Mr. Bob Rosen
EPA Brownfields Project Manager
US EPA Region 4
RCRA/Brownfields Section
61 Forsyth Street, S.W.
Atlanta, Georgia 30303-8960

Re: CAR Lexington Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-0

Mr. Rosen:

Enclosed please find quarterly report number 4 for the Lexington Fayette Urban County Government brownfield petroleum assessment grant (Cooperative Agreement Number: BF-95461610-0). This report covers the Apr/May/June 2011 quarter.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Thomas R. Webb
Environmental Initiatives Program Manager Sr.
Division of Environmental Policy

cc:

Bob Money, Environmental Department Manager, AMEC
Herb Petitjean, Brownfield Coordinator, Kentucky Division of Compliance Assistance
Irene Gooding, Acting Director, LFUCG Division of Community Development
File

Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-0
Grant Term 7/01/2010 to 6/30/2013

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 4 (April 1, 2011 to June 30, 2011)

Task 1: Project Management and Reporting

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			

Cost Estimates for Task 1 Total estimated cost for Task 1 is \$3,300. 1) The amount budgeted includes \$3,300 to allow one LFUCG employee to travel to the three US Brownfields annual conferences (\$1,100 per trip, one trip each year of assessment grant cycle). Cost of 2010 Conference Travel to Jacksonville: Flight: \$390 Hotel: \$88 + tax/day x 3 night Meals maximum \$35 day x 4 days

Actual Accomplishments and Progress Reporting for April 1, 2011 to June 30, 2011 Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter (completed previously).*
- B. *No activity this quarter (completed previously).*
- C. *No activity this quarter (completed previously).*
- D. *No activity this quarter (completed previously).*
- E. *The third quarterly report (dated 25 April 2011) was completed and submitted to USEPA. This is our fourth quarterly report. Final report will be completed and submitted when work is complete.*

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

F. Two LFUCG staff members attended the 2011 National EPA Brownfields Workshop in Philadelphia, Pennsylvania on 3- 5 April 2011.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 4 (April 1, 2011 to June 30, 2011)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$2350. We anticipate:
 1) Using \$200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$150 to facilitate community outreach.
 3) \$2000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2011 to June 30, 2011 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. *The (public) information repository was established previously and is being updated as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working and what is not. We continue to update our brownfields webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfields webpage, designed to provide information to the public on this grant project. We also compiled email distribution lists for stakeholders and interested parties and are circulating Kentucky DCA "Brownfield Bits" newsletter to this contact list.*
- D. *LFUCG conducted an USACE-style "Visioning Session" on 24 May 2011 to gather input from stakeholders and the public. To promote this meeting we conducted a bulk mailing to 2,840 potential*

stakeholders in the targeted area, emailed key stakeholders and also issued a news release inviting the public to attend. The session included an explanation of the program and the targeted project area; activities during which participants were asked to sketch their "vision" of the project area; and an artist who compiled recurring themes into a vision for the project area. These sketches were shared with the attendees and also posted on LFUCG's brownfield website. Attendees were also asked to take part in a "SWOT" exercise to identify potential strengths, weaknesses, opportunities and threats relative to redeveloping Lexington's brownfields.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 4 (April 1, 2011 to June 30, 2011)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$164,350. The \$158,350 and \$6,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2011 to June 30, 2011 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Site inventory process is ongoing. To date, approximately 35 potential sites have been identified by the CAR Team or suggested by the public. Some of these have been deemed ineligible whereas others are awaiting property owner response. A determination of site eligibility is ongoing and property owners are being contacted to gauge their level of interest. As sites are determined to be eligible they will be ranked by the CAR Team.*
- B. *Site selection process has been established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team. Several sites appear to be eligible. Pending property owner buy-in these properties will be submitted to the CAR Team for ranking and the USEPA for approval.*
- C. *When a formal list of eligible sites has been developed and approved by the CAR Team and we have obtained property owner buy-in, the list will be sent to USEPA.*
- D. *No activity this quarter.*
- E. *The generic QAPP has been developed and is undergoing internal review. Upon approval it will be sent to USEPA for review and approval.*
- F. *No activity this quarter.*
- G. *No activity this quarter.*
- H. *No activity this quarter.*
- I. *No activity this quarter.*
- J. *No activity this quarter.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 4 (April 1, 2011 to June 30, 2011)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
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A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$30,000. The \$30,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for April 1, 2011 to June 30, 2011 period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Petroleum Substance Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel				
Travel	\$3,450	\$1,691.48	\$2,641.57	\$808.43
Equipment				
Supplies	\$3,200	\$197.03	\$197.03	\$3,002.97
Contractual	\$193,350	\$6,682.22	\$6,682.22	\$186,667.78
Other				
Total	\$200,000	\$8,570.73	\$9,520.82	\$190,479.18

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
None	0	0

Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-0
Grant Term 7/01/2010 through 6/30/2013

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-0 Date Submitted: Quarterly Report Number: 3 (Jan 1, 2011 through March 31, 2011)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$3,300. 1) The amount budgeted includes \$3,300 to allow one LFUCG employee to travel to the three US Brownfields annual conferences (\$1,100 per trip, one trip each year of assessment grant cycle). Cost of 2010 Conference Travel to Jacksonville: Flight: \$390 Hotel: \$88 + tax/day x 3 night Meals maximum \$35 day x 4 days			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<p style="margin-left: 40px;">A. No activity this quarter (completed previously).</p> <p style="margin-left: 40px;">B. No activity this quarter (completed previously).</p> <p style="margin-left: 40px;">C. No activity this quarter (completed previously).</p> <p style="margin-left: 40px;">D. This quarter we held our internal kick off meeting. This meeting included the selected consultant (AMEC) as well as employees from the LFUCG Divisions of Environmental Policy, Planning, and Community Development. In addition to this meeting, we subsequently hosted a project meeting attended by our USEPA project manager (Barbara Caprita), LFUCG staff, and AMEC to discuss project</p>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

management, project execution, site selection, and deliverables.

E. The second quarterly report (dated 28 January 2011) was completed and submitted to USEPA. This is our third quarterly report. Final report will be completed and submitted when work is complete.

F. Two LFUCG staff registered to attend the 2011 National EPA Brownfields workshop in Philadelphia, Pennsylvania scheduled for April 3 through April 5.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 3 (Jan 1, 2011 to March 31, 2011)

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.:	CAR Team
Update after Phase I		2,	
Update after Phase II		4,	
Project completion with ABCA		8,	
		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$2350. We anticipate:
 1) Using \$200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$150 to facilitate community outreach.
 3) \$2000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

We made progress on the public involvement front this quarter

- A. *Update of the information repository is on-going as new information becomes available and meetings are held.*
- B. *We have instituted a public involvement strategy consisting of stakeholder meetings and outreach to local institutions, business, etc. This strategy is considered to be dynamic and can/will be altered as we determine what is working best. We continue to update our brownfield webpage as new information becomes available. <http://lexingtonky.gov/index.aspx?page=2646>*
- C. *As noted in item B above, we continue to update our brownfield webpage, designed to provide information to the public on this grant project.*

D. During this quarter we conducted several meetings including a CAR Team meeting on 16 February 2011 and our initial stakeholders meeting on 2 March 2011. The CAR Team meeting included a recap of the process and roles for the project; site identification and eligibility; site ranking; the procedure for approaching property owners; potential participants in a stakeholders meeting; and dates for upcoming meetings and visioning sessions.

The stakeholder's meeting was attended by community organizations, businesses, and residents in our areas of interest. The meeting introduced the community to the brownfields project and process.

As part of our kickoff meeting, the first CAR Team meeting, and in conjunction with the first stakeholders meeting we began the planning process for a USACE-style "Visioning Session" to be conducted in the next quarter.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 3 (Jan 1, 2011 to March 31, 2011)

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor

L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor
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Cost Estimates for Task 3: The total estimated cost for Task 3 is \$164,350. The \$158,350 and \$6,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *Site inventory process is underway. To date, approximately twelve (12) potential sites have been identified by the CAR Team or suggested by the public. A determination of site eligibility is ongoing. As sites are determined to be eligible they will be ranked by the CAR Team.*
- B. *Site selection process has been tentatively established. Sites identified and determined to be eligible under the grant will be ranked according to criteria determined by the CAR Team. We will solicit input from the stakeholder; however, the final decision will rest with the CAR Team.*
- C. *A partial list of sites was shared with the US EPA project manager during her site visit. When a formal list of eligible sites has been developed and approved by the CAR Team the list will be sent to US EPA.*
- D. *No activity this quarter.*
- E. *No activity this quarter.*
- F. *No activity this quarter.*
- G. *No activity this quarter.*
- H. *No activity this quarter.*
- I. *No activity this quarter.*
- J. *No activity this quarter.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number: BF-95461610-0
 Date Submitted:
 Quarterly Report Number: 3 (Jan 1, 2011 to March 31, 2011)

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents	Qtr 8	CAR

C. Begin securing/seeking financial support for cleanup	submitted Stakeholder discussions/options identified	Qtr 10	Team/consultant CAR Team/consultant
<p>Cost Estimates for Task 4: Total estimated cost for Task 4 is \$30,000. The \$30,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.</p>			
<p>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i></p> <p>A. <i>No activity this quarter.</i> B. <i>No activity this quarter.</i> C. <i>No activity this quarter.</i></p>			

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Petroleum Substance Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel				
Travel	\$3,450	\$393.80	\$1,378.39	\$2,071.61
Equipment				
Supplies	\$200			\$200
Contractual	\$196,350	1,137.50	1,137.50	\$195,212.50
Other				
Total	\$200,000	\$1,531.30	\$2,515.89	\$197,484.11

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
None	0	0

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-0
Grant Term 7/01/2010 to 6/30/2013**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-0 Date Submitted: Quarterly Report Number: 2 (Oct 1, 2010 to Dec 31, 2010)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
	Contractor selected	Qtr. 2	CAR Team
C. Select contractor.			
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$3,300. 1) The amount budgeted includes \$3,300 to allow one LFUCG employee to travel to the three US Brownfields annual conferences (\$1,100 per trip, one trip each year of assessment grant cycle). Cost of 2010 Conference Travel to Jacksonville: Flight: \$390 Hotel: \$88 + tax/day x 3 night Meals maximum \$35 day x 4 days			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<i>During the period of October through December 2010, the Lexington-Fayette Urban County Government (LFUCG) made significant progress during this period as noted below:</i>			
<i>A. We have now assembled our internal team. This includes representatives of our Division of Planning, our Division of Community Development, our Division of Environmental Policy, and our environmental consultant.</i>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

- B. We completed drafting a Request for Proposals (bid documents) for consultant services to perform the assessment work and this RFP was issued on October 25, 2010. Responses were required to be received by November 30, 2010.*
- C. Our internal selection committee met on December 20, 2010 to evaluate the responses we received from seven consultants and this selection committee made a recommendation to hire AMEC Earth and Environmental. This selection still needs to be approved by the Urban County Council (tentatively scheduled for January 14, 2011). Once Council approval is given, we will enter into a contract with AMEC.*
- D. The internal kick off meeting has not been held yet. This meeting will be held in early January and will include the selected consultant as well as employees from the LFUCG Divisions of Environmental Policy, Planning, and Community Development.*
- E. This is our second quarterly report. Final report will be completed and submitted when work is complete.*
- F. No activity this quarter in regards to attending Regional & National Brownfields workshops. Previously we had an LFUCG employee attend the EPA Region 4 Brownfield Program workshop in Jacksonville, Florida, in July. Travel costs for this employee totaled \$984.59 and these are the only grant funds expended to date. Please note that several key LFUCG personnel also attended a (free) local Brownfield grant workshop in September facilitated by the Kentucky Division of Compliance Assistance.*

Please note we prepared and submitted an FY 2011 EPA Brownfield Program grant application requesting \$200,000 in additional funds so that we can assess properties for hazardous substances (which if awarded will complement our current petroleum assessment grant).

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number:
 Date Submitted:
 Quarterly Report Number:

Task 2: Public Involvement

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
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A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates	Meetings Conducted	Every Qtr.	Contractor/ CAR Team
Kick-off meeting		Qtrs.: 2,	CAR Team
Update after Phase I		4,	
Update after Phase II		8,	
Project completion with ABCA		10	

Cost Estimates for Task 2: Total estimated cost for Task 2 is \$2350. We anticipate:
1) Using \$200 budgeted for supplies for printing outreach materials, forms, etc.
2) Local site related travel: \$150 to facilitate community outreach.
3) \$2000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

A. *During the current quarter we set up an information repository in the "Kentucky reference room" in the downtown branch of the Lexington Public Library. Current documents in the repository include a Brownfields 2010 Assessment Grant Fact Sheet, Brownfields Assessment Project LFUCG Website excerpt, Funding Opportunity Announcement FY10 Guidelines for Brownfields Assessment Grants, Lexington-Fayette Urban County Government FY10 Brownfield Petroleum Program Assessment Grant Application, EPA Notice of Award, Lexington-Fayette Urban County Government's approved Work Plan, Lexington-Fayette Urban County Government Quarterly Report, RFP Solicitation, and Infill & Redevelopment Study. Additional items will be added as the project progresses.*

B. *We have developed an initial public involvement strategy; however this strategy will not be made "final" until can incorporate the consultant's recommendations and ideas into this strategy. We did establish a brownfield webpage this quarter designed to provide information to the public on this grant project to include frequently asked questions. <http://lexingtonky.gov/index.aspx?page=2646>*

C. *As noted in item B above, we did establish a brownfield webpage this quarter designed to provide information to the public on this grant project.*

D. *We plan to begin conducting these meetings during the upcoming quarter. The consultant will play a key role in these efforts.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number:
 Date Submitted:
 Quarterly Report Number:

Task 3: Site Inventory and Characterization

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor

Cost Estimates for Task 3: The total estimated cost for Task 3 is \$164,350. The \$158,350 and \$6,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*
- D. *No activity this quarter.*
- E. *No activity this quarter.*
- F. *No activity this quarter.*
- G. *No activity this quarter.*
- H. *No activity this quarter.*
- I. *No activity this quarter.*
- J. *No activity this quarter.*
- K. *No activity this quarter.*
- L. *No activity this quarter.*

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number:
 Date Submitted:
 Quarterly Report Number:

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
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A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$30,000. The \$30,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

- A. *No activity this quarter.*
- B. *No activity this quarter.*
- C. *No activity this quarter.*

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Petroleum Substance Budget				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel				
Travel	\$3450	\$984.59	\$984.59	\$2465.41
Equipment				
Supplies	\$200			\$200
Contractual	\$196,350			\$196,350
Other				
Total	\$200,000	\$984.59	\$984.59	\$199,015.41

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
None	0	0

**Assessment Quarterly Progress Report
Lexington-Fayette Urban County Government
Cooperative Agreement Number: BF-95461610-0
Grant Term 7/01/2010 to 6/30/2013**

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: BF-95461610-0 Date Submitted: Quarterly Report Number: 1			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written.	Qtr. 1	CAR
B. Prepare bid documents for procuring contractor support.	Schedule developed. Bid package complete.	Qtr. 1	CAR Team
C. Select contractor.	Contractor selected	Qtr. 2	CAR Team
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	CAR Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)	Quarterly beginning in Oct 2010	Env Policy/Community Development
a. Quarterly Progress Reports to EPA & State			
b. Final grant reporting	Final Rpt (90 days after grant ends)		
F. Attend Regional & National Brownfields workshops			
Cost Estimates for Task 1 Total estimated cost for Task 1 is \$3,300. 1) The amount budgeted includes \$3,300 to allow one LFUCG employee to travel to the three US Brownfields annual conferences (\$1,100 per trip, one trip each year of assessment grant cycle). Cost of 2010 Conference Travel to Jacksonville: Flight: \$390 Hotel: \$88 + tax/day x 3 night Meals maximum \$35 day x 4 days			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<i>During the period of July through September 2010, the Lexington-Fayette Urban County Government (LFUCG) made significant progress during this period as noted below:</i>			
A. <i>We met with members of our internal team to include our local Infill and Redevelopment Committee, our Division of Planning, and the Kentucky Division of Compliance Assistance Brownfield Program staff to discuss the optimal way/strategies to implement our grant.</i>			

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

B. We also began drafting a Request for Proposals for consultant services to perform the assessment work and this RFP is scheduled to be issued in October.

C. As mentioned in B above we began drafting a Request for Proposals for consultant services to perform the assessment work and we anticipate being able to select a consultant during the second quarter (in November).

D. Kick off meeting has not been held yet. We plan to hold this meeting during the upcoming quarter after our consultant is selected.

E. This is our first quarterly report. Final report will be completed and submitted when work is complete.

F. We had an LFUCG employee attend the EPA Region 4 Brownfield Program workshop in Jacksonville, Florida, in July. Travel costs for this employee totaled \$984.59 and these are the only grant funds expended to date. Please note that several key LFUCG personnel also attended a (free) local Brownfield grant workshop in September facilitated by the Kentucky Division of Compliance Assistance.

Please note we also began preparing an FY 2011 EPA Brownfield Program grant application to request \$200,000 in additional funds so that we can assess properties for hazardous substances (which will complement our current petroleum assessment grant if awarded).

CAR Name: Lexington – Fayette Urban County Government Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
Task 2: Public Involvement			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup information repository for public information	Files made publicly available.	Qtr. 1	CAR Team
B. Public involvement strategy finalized	Plan Complete	Qtr. 1	CAR Team
C. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
D. Meetings to describe project/schedule and/or updates		Every Qtr.	Contractor/

Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings Conducted	Qtrs.: 2, 4, 8, 10	CAR Team CAR Team
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Cost Estimates for Task 2: Total estimated cost for Task 2 is \$2350. We anticipate:
 1) Using \$200 budgeted for supplies for printing outreach materials, forms, etc.
 2) Local site related travel: \$150 to facilitate community outreach.
 3) \$2000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

A. We have not set up an information repository yet. This item is pending and will be completed during the upcoming quarter (we are discussing how best to establish this repository now).

B. We have developed an initial public involvement strategy; however this strategy will not be made "final" until we select a brownfield consultant to perform the work and can incorporate the consultant's recommendations and ideas into this strategy. We think that the consultant will be able to bring a lot of good ideas to the table.

C. Media, electronic and social networking systems have not been updated yet but we are working on creating a brownfield grant website now. We plan to complete updating in upcoming quarter.

D. We plan to begin conducting these meetings during the upcoming quarter as scheduled.

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number:
 Date Submitted:
 Quarterly Report Number:

Task 3: Site Inventory and Characterization			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Site inventory activities completed	Inventory complete	Qtr 3	CAR Team/Contractor
B. Site selection priority process established and implemented	Written Procedures	Qtr 3	CAR Team/Contractor
C. List of proposed sites sent to EPA	List to EPA	Qtr 3	CAR Team
D. Endangered Species Act and National Historic Preservation Act assessments are initiated	Determinations made	Qtr 3	Contractor
E. QAPP and SAP submitted to EPA/State for approval	Documents to EPA	Qtr 3	Contractor
F. Phase I activities initiated on high priority sites	Records search	Qtr 4	CAR Team
G. ACRES forms are completed within 30 days of site ID	Info entered	Qtr 4	CAR Team
H. Phase I reports are being finalized/ACRES forms are being updated	Written report	Qtr 4	Contractor
I. Phase II is initiated	Sampling conducted	Qtr 5	CAR Team/Contractor
J. Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property	Documents to EPA	Qtr 8	CAR Team/Contractor
K. Phase II reports are being finalized/ ACRES forms are being updated	Written reports	Qtr 6	CAR Team/Contractor
L. Community has been engaged in Phase II findings	Meetings/outreach	Qtr 6	CAR Team/Contractor
Cost Estimates for Task 3: The total estimated cost for Task 3 is \$164,350. The \$158,350 and \$6,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			
<p>A. No activity this quarter.</p> <p>B. No activity this quarter.</p> <p>C. No activity this quarter.</p> <p>D. No activity this quarter.</p> <p>E. No activity this quarter.</p> <p>F. No activity this quarter.</p> <p>G. No activity this quarter.</p> <p>H. No activity this quarter.</p> <p>I. No activity this quarter.</p> <p>J. No activity this quarter.</p> <p>K. No activity this quarter.</p> <p>L. No activity this quarter.</p>			

CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number:
 Date Submitted:
 Quarterly Report Number:

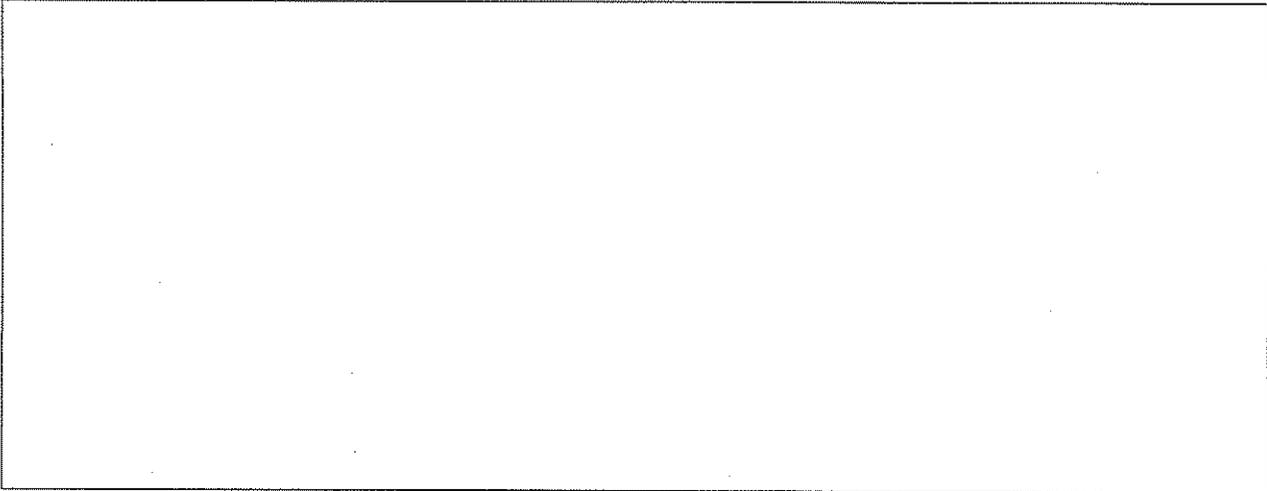
Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/	Draft plan	Qtr 8	CAR Team/consultant
B. Submit to EPA /State for review/comment/	Documents submitted	Qtr 8	CAR Team/consultant
C. Begin securing/seeking financial support for cleanup	Stakeholder discussions/options identified	Qtr 10	CAR Team/consultant

Cost Estimates for Task 4: Total estimated cost for Task 4 is \$30,000. The \$30,000 budgeted for contracting services will comply with procurement procedures contained in 40 CFR 30.40 through 30.48.

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

- A. No activity this quarter.
- B. No activity this quarter.
- C. No activity this quarter.



Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Petroleum Substance Budget

Budget Update:

Expense Category	Current Approved Budget (from work plan)	Costs Incurred This Quarter	Costs Incurred To Date	Total Remaining Funds
Personnel				
Travel	\$3450	\$984.59	\$984.59	\$2465.41
Equipment				
Supplies	\$200			\$200
Contractual	\$196,350			\$196,350
Other				
Total	\$200,000	\$984.59	\$984.59	\$199,015.41

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date
None	0	0

