

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT DRAFT WORK PLAN

For

**Lexington, Kentucky Community-Wide Brownfield
Program Hazardous Substances Assessment Grant
June 2011**

Submitted by:

**Cooperative Agreement Recipient (CAR)
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Lexington, Kentucky
Brownfields Hazardous Substances
Assessment Grant Cooperative Agreement Work Plan

1.0 PROJECT OVERVIEW

A. Project Description: The Lexington-Fayette Urban County Government (LFUCG) is a merged city-county government in the Commonwealth of Kentucky and is defined by EPA and 40 CFR Part 31 as a general-purpose unit of local government. The LFUCG, which represents all Fayette County residents, is specifically charged under section 3.02 of our Code of Ordinances to "provide for the redevelopment, renewal or rehabilitation of blighted, deteriorated, or dilapidated areas" and this community-wide petroleum brownfields assessment grant will help us meet this obligation. Anticipated project tasks include site inventory, assessment and characterization, public involvement/outreach, project management and reporting, and cleanup planning.

This grant is for hazardous substances (other than petroleum). This is a community-wide assessment grant and, as stated in our application, we anticipate assessments may focus on potential brownfield sites on the northwest side of the urban CAR Project along the Manchester Street, Versailles Road and Newtown Pike corridors. This is one of the oldest sections of Lexington and was once a prominent commercial and industrial area. Redevelopment of this area has been contemplated for decades and now there is a groundswell of support for redevelopment of this area, as evidenced by the support being shown for the proposed Distillery District project, Town Branch Trail, and other initiatives in this area we described in our application. Please note however that since this is a community-wide assessment grant, we may choose to perform assessments in other portions of the county as optimal sites are identified.

Also we would like to point out that Lexington received a \$200,000 FY 2010 EPA Brownfield Program Petroleum Assessment grant which we are currently administering. This FY 2011 hazardous substances grant will complement the petroleum assessment grant and we anticipate having the ability to assess properties for both petroleum and hazardous substances will lower costs, allow us to be more efficient, increase landowner participation, and result in a more effective brownfield program.

The goals of this brownfields assessment project are to reduce environmental threats to the community, reduce blight, increase redevelopment of idled or abandoned properties, put under-utilized sites in the urban area back into productive use, and create new jobs. The project objectives are to assess potential brownfields sites and develop cleanup plans for select sites to promote redevelopment, particularly in areas where both the needs and the opportunities for redevelopment are great.

These grant funds will be expended within the specified three-year grant timeframe. The funds will be used to identify potential brownfields sites (candidate sites) for assessment, utilize qualified environmental consultant(s) to perform Phase I and Phase II ESAs which meet CERCLA due diligence All Appropriate Inquiry (AAI) requirements, and develop cleanup plans for select sites. AMEC Earth & Environmental, Inc (AMEC) was selected through a Request for Proposals process to perform brownfield site assessment services for the FY 2010 Petroleum Assessment grant. Knowing we had applied for a FY 2011 hazardous substance assessment grant, we included language in the petroleum assessment grant RFP to specifically allow us to use the selected ("winning") consultant to perform the same scope of work for the FY 2011 hazardous substances grant should Lexington be awarded this grant. Therefore our current plan is to use AMEC as our brownfield consultant for the 2011 Hazardous Substances Assessment grant without

issuing another RFP and we have received approval from Region 4 EPA to do so. This will expedite the hazardous substance grant significantly and provide a high level of continuity and also facilitate our existing petroleum assessment grant efforts.

Since the properties to be assessed lie within an urban area, protocol contained in ASTM International's E1527-05 "*Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process*" will be used by the consultant(s) when conducting Phase I ESAs. EPA recognizes the ASTM E1527-05 Standard as fully compliant with the AAI final rule. Should Phase I ESAs determine that sampling is required on a specific property; the selected consultant will develop a plan to conduct a Phase II ESA in accordance with ASTM Standard E1903-97(2002) "*Standard Guide for Environmental Site Assessments: Phase II Environmental Site Assessment Process*."

The community-wide brownfield assessment grant will be used to perform approximately twenty (20) Phase I Environmental Site Assessments (ESAs) and ten (10) Phase II ESAs as well as develop cleanup plans for 5 properties as funds allow. Please note these estimates are based on our anticipation that half of the sites where Phase I ESAs are performed to assess petroleum contamination will require a Phase II ESA and half of the sites where Phase II assessments are performed will require cleanup plans. The number of participating landowners, site conditions, etc could affect the actual number of ESAs performed and cleanup plans developed; however we anticipate spending the entire grant amount on this project.

Throughout the process the LFUCG will work closely with the EPA, the Kentucky Division of Compliance Assistance Brownfields Program, and community stakeholders to ensure the requirements of the grant are met.

Since we did not identify specific sites to be assessed in our original application, the EPA will be provided with details of candidate sites being proposed for assessment prior to the assessment. Additionally, prior to performance of Phase II assessments, we will obtain EPA approval of sites and provide EPA with details on potential ESA, NHPA, and wetlands permitting considerations. The contractor will also provide EPA with a community-wide assessment Quality Assurance Plan (QAPP) which also contains site-specific Sampling and Analysis Plans (SAPs), along with a site-specific Health and Safety Plan designed to protect the well being of site workers and the general public.

B. Project Team Structure and Responsibilities: The Urban County Government's staff will administer the community-wide Brownfields Assessment grant and will have primary responsibility for the financial management, contracting, consultant/contractor selection and oversight, and all reporting functions. The Division of Environmental Policy will manage the assessment grant. The CAR Project Team put together to facilitate the petroleum substance grant will also facilitate this hazardous substances grant. This Team consists of employees from the LFUCG Division of Environmental Policy, Division of Code Enforcement, Division of Planning, and economic development personnel (with support from the Division of Community Development), and will meet on an as needed basis. This Team will work closely with Kentucky Division of Compliance Assistance Brownfields Program personnel, the consultant(s) performing the ESAs, and community stakeholders to ensure success. The LFUCG will make the state aware of all site-specific assessment activities and give the state the opportunity to review and comment on all technical reports, including Quality Assurance Plans (QAPPs), sampling plans, cleanup plans and other technical documents. These reports will be submitted to: Kentucky Division of Compliance Assistance, 300 Fair Oaks Lane, Frankfort, Kentucky 40601. Kentucky Division of Compliance Assistance Brownfields

Program personnel will also be given the opportunity to attend CAR project Team meetings as their resources allow.

The Division of Planning will help identify potential candidate sites. The Division of Planning will also help shepherd developers through the local planning process to promote infill and redevelopment. Any potential developer of a brownfields site will have the opportunity to work directly with Planning in order to identify potential issues and to ensure that the development process will go as smoothly as possible. The Division of Planning regularly meets with developers and property owners of potential brownfields sites, and will be a great resource for potential public-private partnerships for redevelopment.

The Urban County Government uses fund accounting for financial management of all federal funds in accordance with OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments." Established procedures are in place to provide separate financial records for each project for the purpose of identifying the source and use of grant funds. All expenses are fully supported by source documentation. The Urban County Government's Department of Finance and Administration has three divisions that interact to ensure compliance with regulations. The **Division of Community Development** serves as the centralized grant management unit for all federal and state grants for purposes of monitoring allowable costs and to ensure timely programmatic and financial reporting. The **Division of Accounting** maintains the general accounting system and is responsible for paying all invoices. This Division has responsibility for reviewing and approving financial reports prepared by the Division of Community Development. The **Division of Central Purchasing** is responsible for all major purchases for the Urban County Government. This Division has responsibility for ensuring that the procurement regulations are met as well as the federal procurement provisions contained in 40 CFR Part 31. The Urban County Government has a history of successfully managing and performing work in accordance with our grants.

C. Project Budget: A budget for the hazardous substance grant (total of \$200,000) is presented in tabular form below. Please note as indicated in the notes section following the table, LFUCG personnel will not charge administrative or indirect costs to coordinate this grant.

Hazardous Substances	Task 1 Programmatic Costs	Task 2 Community Outreach	Task 3 Site Inventory	Task 4 Site Assessment	Task 5 Cleanup Planning	Total Grant Budget
Personnel[1]	\$0	\$0	\$0	\$0	\$0	\$0
Fringe Benefits[1]	\$0	\$0	\$0	\$0	\$0	\$0
Travel[2]	\$4,200	\$500	\$0	\$0	\$0	\$4,700
Equipment[3]	\$0	\$0	\$0	\$0	\$0	\$0
Supplies[4]	\$0	\$2,000	\$0	\$0	\$0	\$2,000
Contractual[5]	\$0	\$4,000	\$9,300	\$150,000	\$30,000	\$193,300
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total [6]	\$4,200	\$6,500	\$9,300	\$150,000	\$30,000	\$200,000

Budget Notes:

[1] Existing LFUCG personnel will administer/coordinate this grant initiative and will not charge administrative or indirect costs to this grant.

[2] The amount budgeted includes \$500 for travel to facilitate community outreach. Since the FY 2010 petroleum assessment grant we were awarded includes funds allowing one LFUCG employee to travel to

the three US Brownfields annual conferences, this hazardous substance budget includes funds to allow one additional LFUCG employee to attend these annual conferences (for continuity and to build local expertise for our brownfields program) as well as to attend the new grantee workshop scheduled for August 2011. The travel costs for attending 3 national brownfield conferences and one new grantee workshop is estimated to be \$4,200 over the life of the hazardous substances assessment grant cycle.

[3] EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Equipment is typically not needed for assessment grants per EPA guidance.

[4] We anticipate using funds budgeted for supplies for printing outreach materials, forms, facilitating meetings, etc.

[5] We will comply with procurement procedures contained in 40 CFR 30.40 through 30.48 when contracting services.

[6] Total does not include in kind services provided by the LFUCG which will not be charged to this grant. Total LFUCG in kind personnel costs to facilitate this grant are estimated at \$29,000.

2.0 **PROJECT TASK DESCRIPTIONS**

TASK 1 **PROJECT MANAGEMENT AND REPORTING**

The purpose of this task is to perform project management as required to implement and manage this project under the cooperative agreement, including all required reporting and contractor procurement.

A. Federal Funding Accountability and Transparency Act (FFATA): We anticipate the FFATA reporting requirements contained in the Assessment Work Plan Template 2011 guidance will be met in the following manner:

- The LFUCG and our selected brownfield consultant (AMEC) both have the required DUNS number and are currently registered in the Central Contractor Registration (CCR).
- The LFUCG does not expect to use grant money for subawardees and should not need to register first tier subawards in the FFATA Subaward Reporting System (www.FSRS.gov).

B. Quarterly Reporting: Quarterly progress reports will be submitted no later than 30 days after the end of each federal fiscal quarter, or

<u>Performance Period</u>	<u>Report Due</u>
Oct. – Dec.	Jan 30
Jan. – Mar	April 30
April – June	July 30
July – Sept	Oct. 30

The quarterly reports will be completed in the format requested by the EPA and copies will be sent to the following three (3) email addresses unless directed otherwise:

1. EPA Region 4 Project Officer, Bob Rosen (Rosen.Bob@epamail.epa.gov)
2. EPA's Brownfields Data Manager (bf_forms@epa.gov)
3. State Brownfields Coordinator, Herb Petitjean (Herb.Petitjean@ky.gov)

Please note that since we now have two assessment grants to report on, if the EPA desires us to use a different format that streamlines reporting for both grants we will be happy to comply.

C. Semi-annual Reporting- Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise-MBE/WBE):

The Community Development Grants Manager will be responsible for ensuring timely submission of EPA form 5700-52A. The reports will be submitted semi-annually with the quarterly report due October 30 and April 30, of each year and will be sent electronically to the EPA Project Officer Bob Rosen (Rosen.Bob@epamail.epa.gov) and also mailed to the following address:

EPA Region 4
Grants Management Office
61 Forsyth St., 14th Floor
Atlanta, GA 30303
Attn: Shantel Shelmon (Shelmon.shantel@epa.gov)

- D. Annual Reporting- Federal Financial Reports (FFRs):** The FFRs will be completed by January 30 of each year in the format described in the Assessment Work Plan Template 2011 guidance. They will be sent electronically in separate attachments along with quarterly reports to the EPA Region 4 Project Officer, Bob Rosen (Rosen.Bob@epamail.epa.gov) and copies sent to the following:

1. EPA Region 4
Grants Management Office
61 Forsyth St., 14th Floor
Atlanta, GA 30303
Attn: Shantel Shelmon (Shelmon.shantel@epa.gov)

2. U.S. EPA Las Vegas Finance Center
PO Box 98515
Las Vegas, NV 89193-8515
Fax: 702/794-2423
Attn: Sharen Rheinhardt (Rheinhardt.Sharen@epa.gov)

- E. Annual Projection:** Annually during April, the LFUCG will report the number of Phase I's and II's expected to be completed over the next year. This number will be a subset of the total number of Phase I's and II's expected under the entire performance period and may be submitted with the quarterly report.

- F. Final Performance Report:** The LFUCG will submit the Final Performance Report (Final Quarterly Report) as described in Assessment Work Plan Template 2011 guidance within 90 calendar days after the expiration of the award. The report shall generally contain the same information as in the Quarterly Progress Reports but will ensure that copies of all site documents covering the entire project period have been provided to EPA to include: a chart summarizing all sites assessed during the grant, the work completed, and the funds expended at each site; a list of all outreach material produced and; photos of the assessment site(s). The Final Performance Report will also address lessons learned during the project both by the City of Lexington and AMEC in implementing the Brownfield assessment as well as successes achieved and will be submitted to

1. EPA Region 4 Project Officer, Bob Rosen (Rosen.Bob@epamail.epa.gov)
2. EPA Region 4

Grants Management Office
61 Forsyth St., 14th Floor
Atlanta, GA 30303
Attn: Shantel Shelmon (Shelmon.shantel@epa.gov)

3. U.S. EPA Las Vegas Finance Center
PO Box 98515
Las Vegas, NV 89193-8515
Fax: 702/794-2423
Attn: Sharen Rheinhardt (Rheinhardt.Sharen@epa.gov)

- G. ACRES/Property Profile Form:** The CAR Project Team will be responsible for ensuring the property specific information is submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database, ensuring it correlates with the information in the quarterly reports. Information for each property will be updated when the following occur:
- a. As significant events occur at the site, but not later than the quarter in which the event occurred
 - b. Completion of Phase I ESAs
 - c. Completion of Phase II ESAs
 - d. Completion of the grant
- H. Contractor Procurement:** The LFUCG has retained the services of AMEC, a qualified environmental consulting firm to perform the technical aspects of our current petroleum assessment grant project. AMEC was selected using a competitive procurement qualification-based process that complied with the provisions of 40 CFR Part 31.36. Knowing we had applied for a FY 2011 brownfield program hazardous substance assessment grant, the LFUCG included language in the petroleum assessment grant RFP to specifically allow us to use the selected ("winning") consultant to perform the scope of work for the FY 2011 hazardous substances grant- should Lexington be awarded this grant. Therefore we plan to use AMEC as our brownfield consultant for the 2011 hazardous substances assessment grant without issuing another RFP and we have received approval from Region 4 EPA to do so. This will expedite the hazardous substance grant significantly and provide a high level of continuity. AMEC has the following minimum qualifications: knowledge of Kentucky's Voluntary Environmental Remediation Program; successful completion of brownfield assessment projects or similar assessment projects; and a demonstrated history of successfully performing in accordance with EPA All Appropriate Inquiry requirements where applicable.
- I. Kick-off Meeting:** The CAR Project Team, AMEC, EPA and State partners will have a kick-off meeting to review roles and responsibilities, review project schedules, and ensure that all parties have the resources to successfully carry out their roles appropriately.
- J. Project Management:** The Division of Environmental Policy will administer and manage the community-wide brownfield assessment grants for both petroleum and hazardous substances, and will have primary responsibility for the financial management, contracting, consultant/contractor selection and oversight and quarterly reporting functions. As is the case with all federal and state grants received by the LFUCG, the Division of Community

Development's Grants Manager will monitor disbursements to ensure all expenditures are appropriate and ensure programmatic and financial reporting is accomplished in a timely manner.

TASK 2: PUBLIC INVOLVEMENT/ENGAGEMENT

- **Outreach:** Only through community engagement can we achieve the goals of this grant. LFUCG has a very good track record establishing mechanisms for community engagement. As with the petroleum assessment project, LFUCG will take advantage of existing partnerships and form new relationships with other entities with a stake in the sustainable development of our community.

One of the existing partnerships already in place to promote redevelopment of brownfields is the Infill and Redevelopment Steering Committee. The Infill and Redevelopment Steering Committee has been operational for over nine years. With support from our Division of Planning, this committee includes realtors, planning consultants, businesses, home builders, neighborhood associations, attorneys, engineers, architects, and representatives of community development organizations. The underlying premise of the committee's work, and Lexington's overall comprehensive plan, has been to promote development of the underutilized parcels of land within the Urban Services Boundary in order to preserve the unique rural landscape of Fayette County. The Division of Planning, a member of our CAR Project Team, will serve as liaison to this group as we move forward with our assessment activities.

In addition to this committee, the LFUCG has an outstanding group of supporters aligned to move this brownfields assessment program forward as identified in our grant application. Stakeholders for this project include social service organizations, economic development interests, land preservation groups, property owners, financiers, environmentalists, and educators. Each of these groups will be given the opportunity to provide input.

Finally, the LFUCG Division of Environmental Policy has an Education and Outreach section that we will use to educate the community on the topic of brownfields and to provide the community with information on this grant. This will include preparation of plain language fact sheets, postings on the LFUCG website, press releases, and similar measures.

Obtaining involvement and community support will be key to the success of our efforts. We anticipate a total of \$6,500 from the hazardous assessment grant budget will be spent on outreach efforts to educate the community on this initiative and to reach out to stakeholders, including property owners. This total includes \$4,000 in contractual costs (which will allow the selected consultant to hold community outreach meetings and explain the ESA process), \$2,000 in supplies to facilitate printing of brochures and pamphlets (to be printed in English and Spanish), and \$500 in travel. LFUCG staff will also provide in kind resources (labor) to attend outreach meetings, provide coordination, draft and issue press releases, post brownfields information on the LFUCG website, and compile public comments. These in kind labor services are estimated to be worth approximately \$4,000. We will also provide meeting space at the Lexington Central Public Library, our Recycling Center and/or the McConnell Springs Nature Center, all of which are located near potential project sites.

- **Project Updates and other Public Information:** Various means of communication will be employed for this brownfields assessment project. There will be press releases, emails, and web updates of our goals, progress, and accomplishments. The current brownfield petroleum assessment grant information repository we have established at our downtown library will be updated regularly to include

information on the hazardous substance assessment grant as will our existing brownfield webpage <http://www.lexingtonky.gov/brownfields>. There will be presentations to community groups in the brownfields sectors we have identified as needed. There will be public hearings held to receive input from our citizenry and the LFUCG CAR Project Team will provide timely updates to the Urban County Council (the local government's legislative branch) on the project's progress. Our stakeholders will serve in advisory roles to provide input on the project, facilitate the project and possibly host meetings.

TASK 3: ASSESSMENT OF TARGETED PROPERTIES

A. Site Inventory and Prioritization: Costs to develop a site inventory are estimated to be \$9,300. AMEC will be tasked with reviewing the underutilized properties listing for completeness, possibly conducting windshield surveys of the targeted area, and compiling site recommendations received from the community. In developing this inventory we anticipate we will rely heavily on information contained in the recent "Nonresidential Infill and Redevelopment Study" of underutilized properties completed in April 2009 by our Division of Planning as well as the Underutilized Property Study completed in 2007 also by the Division of Planning. Plus relevant site inventory information obtained during the current petroleum assessment grant activities will be used in this grant when possible. Candidate sites will be ranked by the CAR Team using uniform criteria. LFUCG employees will help in developing the site inventory and the prioritization of sites. These in kind labor services are estimated to be worth \$5,000.

B. Candidate Site Eligibility: In determining which properties to assess, we will utilize the inventory described above as well as the recent "Nonresidential Infill and Redevelopment Study" of underutilized properties mentioned above. The sites will be prioritized for the performance of Phase I and Phase II ESAs. As part of this prioritization, the CAR Project Team and/or consultant will discuss promising economic development opportunities in the targeted area with landowners, LFUCG economic development personnel, and other stakeholders as warranted/practical. The CAR Project Team and/or consultant will also discuss greenway plans with Town Branch Trail Inc, review pending infill and redevelopment projects in the targeted area, and review the needs of the affected community. We will also use recommendations from stakeholders and LFUCG staff to identify candidate sites and encourage property owners to submit properties for consideration directly. All candidate properties will be submitted to EPA for eligibility review and approval prior to funds being spent on Phase II assessments of the properties.

C. Site Characterization – Phase I Assessment: The LFUCG anticipates conducting appropriately twenty (20) Phase I assessments under the Hazardous Substances grant. Cost to perform the Phase I ESAs for the petroleum assessment grant is estimated to be \$40,000. This includes performing 20 Phase I ESAs at \$2,000 each.

- Phase I ESAs will be performed by a qualified environmental professional (consultant) in accordance with AAI protocol. The ESAs will provide the knowledge needed to help ascertain cleanup requirements, develop cleanup plans, and spur redevelopment. LFUCG will provide project management and oversight of the ESA investigations and resulting reports, and we anticipate that the LFUCG in kind labor will be worth approximately \$5,000.

Please note that prior to assessing properties, we will engage the community in a discussion of the EPA Brownfields Program and will work to educate individual property owners on the benefits of participating in the EPA Brownfields Program. We will attempt to obtain information on whether candidate properties have had assessments performed previously and we will also obtain landowner permission (and EPA permission) prior to beginning any

assessment work on the targeted properties. Once specific properties are assessed, the LFUCG plans to work with property owners to develop cleanup plans as grant funds allow, and to work with property owners to apply for EPA Brownfields program cleanup grants for eligible properties in subsequent years as our resources allow. We also plan to work with LFUCG economic development personnel to promote reuse of properties that are not contaminated (as determined through these assessments) or are cleaned up as a result of these grant efforts.

- **Endangered Species Act (ESA), National Historic Preservation Act (NHPA) and Wetlands Permitting:** The LFUCG will require the contractor to identify any threatened or endangered species or habitat at or in the vicinity of any selected sites, contact the Division of Historic Preservation and any tribes with an interest in the site to determine if any historic or cultural resources are present, and identify if there are any waters subject to the Clean Water Act Section 404 that may be affected by the project. Along with that information, the contractor will evaluate and report whether assessment alternatives appear likely to disturb or harm any species or resources, and if so what mitigation could be done. This information will be presented to EPA in a separate letter and in a timely manner. The cost to compile this information will be included in the assessment cost. Measures of success include completion of the document and ESA/NHPA letter to EPA. Deliverables are documentation of sites information as required by ESA and NHPA. The subtask will be completed prior to initiation of Phase II assessments.

D. Site Characterization – Phase II Assessment: Cost to perform the Phase II ESAs for the petroleum assessment grant is estimated to be \$110,000. This includes performing 10 Phase II ESAs at \$11,000 each. Please note these estimates are based on our anticipation that half of the sites where Phase I ESAs are performed to assess petroleum contamination will require a Phase II ESA.

Phase II ESAs will be performed by a qualified environmental professional (consultant) in accordance with AAI protocol. The ESAs will provide the knowledge needed to help ascertain cleanup requirements, develop cleanup plans, and spur redevelopment. LFUCG will provide project management and oversight of the ESA investigations and resulting reports, and we anticipate that the LFUCG in kind labor will be worth approximately \$5,000.

- **Quality Assurance and Health and Safety Plans:** Prior to conducting any sampling, the LFUCG will submit a "generic" Quality Assurance Project Plan (QAPP) to EPA for review and approval. The QAPP will be consistent with the EPA Region 4 (February 2010) *Interim Generic & Site Specific Quality Assurance Project Plan Guidance for Brownfield Site Assessments and/or Cleanups* and later revisions. The LFUCG will notify EPA of the schedule for field work and provide site-specific Quality Assurance Project Plans for each Phase II assessment to be performed with grant funds before any sampling is done. The contractor will be tasked to prepare and submit to EPA and the State the Quality Assurance Plans for confirmation at least three (3) weeks prior to the proposed sampling date. Lead and asbestos sampling will be conducted under the purview of an approved QAPP document. The LFUCG will also task the contractor to prepare and follow OSHA compliant Health and Safety Plans which will be forwarded to the EPA and state and a copy will also be placed in the grant file. The contractor costs to develop these documents will be included in the assessment cost.

TASK 4 CLEANUP PLANNING AND INSTITUTIONAL CONTROLS

Cleanup and redevelopment planning will be conducted on select properties where redevelopment is pending/promising and ESAs showed the presence of contamination which needs to be dealt with before the property can be redeveloped. This work will be contractual, in that it will be performed by consultant(s) (the same consultant that performed the ESA). Cleanup plans (Analysis of Brownfields Cleanup Alternatives) will include information on site contamination, summary of cleanup standards and applicable laws and regulations, description of remedial alternatives considered and their effectiveness, a comparative analysis of the alternatives considered, and the selected option. The plan may recommend removal of contaminants, on site treatment, management in place, risk based closure, or other similar approaches. We have budgeted \$30,000 to develop cleanup plans for 5 properties being assessed for hazardous contamination (other than petroleum) at a cost of \$6,000 each. Please note these estimates are also based on our anticipation that half of the hazardous assessment sites where Phase II ESAs are performed will require cleanup plans.

Although the consultant will be primarily responsible for cleanup recommendations, LFUCG personnel will work with the consultant and landowner on redevelopment plans, and we anticipate that the LFUCG in kind labor will be worth approximately \$10,000.

3.0 DETAILED SCHEDULE DEVELOPMENT

A. Schedule and Deliverables: Attachment 1 Schedule and Deliverables is a detailed schedule of key milestones, activities and accomplishments anticipated over the length of this cooperative agreement. This is a tentative schedule and is based on the suggested Schedule and Deliverables attachment provided by the EPA as well as the projected grant award date. The CAR Project Team will work with the EPA project officer to finalize the schedule and deliverables as needed. Although our proposed schedule format follows the EPA suggested Schedule and Deliverables, we anticipate some tasks may be completed before their respective target date due to the fact that we are administering a similar grant now.

Attachment 1: Schedule and Deliverables

Time from Notice of Selection		Actions
Grant Commitment and Planning Phase		
0 month	Notice of Selection, June 6, 2011; Application Forms Webinar held June 14 & 15, 2011	
3 weeks	Grant Application Submitted with Draft Work Plan and detailed schedule CAR Internal Grants Management Team is in place with set roles	
2-3 months	EPA executes grant award	
2-3--> months	EPA works with CAR to finalize draft workplan (by 60 days after grant award date)	
August 17 & 18 , 2011	New Grantee Orientation in Atlanta, GA	
Time from Grant Award		Actions
Getting Contractor on Board		
0 months	Grant award	
<---2 month	Workplan revisions begin before grant award is final; due within 60 days after grant award date	
0 - 3	Request for Proposal (RFP) for contractor procurement is prepared as needed.	
4 - 6 months	Consultant contract executed and Contractor on-board / First Meeting with Community Advisory Board (CAB) (therein set meeting schedule amenable to CAB)/ Kick-off meeting held with CAR, Contractor, EPA, State	
4 months	Quarterly Report 1 is due January 30, 2012 (30 days after 1 st quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with October quarterly report	
Grant Specific Schedule		
Year 1	4 - 8 months	Site Inventory activities completed / Site Selection Priority Process established (with input from CAB) and implemented
	5 - 9 months	Phase I activities initiated on high priority site/ Endangered Species Act and National Historic Preservation Act assessments are initiated
	4 - 9 months	ACRES forms are completed within 30 days of significant site activity
	7 months	Quarterly Report 2 is due April 30, 2012 (30 days after 2 nd quarter ends) Reimbursement Request Submitted/
	8 - 9 months	Community-wide grants develop generic QAPP
	10 months	Quarterly Report 3 is due July 30, 2012 (30 days after 3 rd quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with April quarterly report
	10 months	QAPP and SAP submitted to EPA/State for approval (EPA/State review 4 weeks)
	10 months	Assess status to ensure work is on target to meet set year end goals; if not inform EPA-PO ASAP in writing
	11 months	Phase I reports are being finalized/ACRES forms are being updated/ CAB has been engaged in Phase I findings
	11 - 15 months	Phase II is initiated
	13 months	Quarterly Report 4 is due October 30, 2012 (30 days after 4 th quarter ends) Reimbursement Request Submitted
	15 - 17 months	Phase II reports are being finalized/ ACRES forms are being updated/ CAB has been engaged in Phase II findings
	16 months	Quarterly Report 5 is due January 30, 2013 (30 days after 5 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
18 - 24	Phase I planning to Phase II initiation cycle for community-side grants repeats year one	

	months	cycle, but it should be shorter/faster in repetitive cycles for subsequent properties
	18 – 24 months	Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property
	18 - 24 months	Make sure all work has been entered in ACRES so that credit is given for all of CAR's accomplishments
Year 2	18 – 24 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin securing/seeking financial support for cleanup
	18 months	Half of 3 year grant is complete; check-in with EPA/State for any modifications to workplan budget or scope of work. 35% of funds should be expended by this time.
	19 months	Quarterly Report 6 is due April 30, 2013 (30 days after 6 th quarter ends) Reimbursement Request Submitted
	22 months	Quarterly Report 7 is due July 30, 2013 (30 days after 7 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report
	24 months	One year left on grant; Concrete plans should be in place to accomplish CAR's goals for the grant and to spend remaining grant funds/ all or most QAPPs and SAPs for Phase IIs should be submitted (No QAPPs will be accepted after month 30)
	25 months	Quarterly Report 8 is due October 30, 2013 (30 days after 8 th quarter ends) Reimbursement Request Submitted
	26 – 30 months	Phase I planning to Phase II initiation cycle for community-side grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties
	26 – 30 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin securing/seeking financial support for cleanup
	28 months	Quarterly Report 9 is due January 30, 2014 (30 days after 9 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
	28 months	Make sure all work has been entered in ACRES so that credit is given for all of CAR's accomplishments
	30 months	6 months remain on the grant; Start winding down activities in preparation for grant closing;
Year 3	31 months	Quarterly Report 10 is due April 30, 2014 (30 days after 30 th quarter ends) Reimbursement Request Submitted
	34 months	Quarterly Report 11 is due July 30, 2014 (30 days after 11 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report
	35 month	Reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report
	36 months	Grant closes: no further costs can be incurred after final date
	37 months	Quarterly Report 12 is due October 30, 2014 (30 days after 12 th quarter ends); may serve as Final Close-out Report if all project documentation is complete and ready. If so, then it is due 90 days after close, or December 30, 2014
	37 – 39 months	Submit final request for reimbursement with Final FSR (Standard Form 269) All Close-out documentation and final deliverables due w/in 90 days after grant end date (December 30, 2014.