

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT GRANT WORK PLAN

For

Community Wide Brownfields Assessment Project

May 2010

Submitted by:

**Cooperative Agreement Recipient (CAR)
Lexington-Fayette Urban County Government (LFUCG)
Department of Environmental Quality
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**BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
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Lexington-Fayette Urban County Government, Lexington, Kentucky
Brownfields Assessment Cooperative Grant Work Plan
Petroleum Substances

I.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 petroleum substances only. This is a community-wide assessment grant and, as stated in our application, we anticipate assessments may focus on potential brownfields 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 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.

The goals of this brownfields assessment project are to reduce environmental threats to the community, reduce blight, increase redevelopment of idle 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, hire 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. The consultant(s) will be selected through a Request for Proposals process, both to ensure fairness and to ensure a highly qualified consultant is selected. Responses will be reviewed by (LFUCG) RFP selection committee which will include our Division of Central Purchasing, Division of Planning, and experienced environmental staff within our Division of Environmental Policy among others. It should be noted that several Division of Environmental Policy employees have environmental consulting experience and have performed Phase I and Phase II audits prior to joining the LFUCG. We will also use EPA guidance on hiring “environmental professionals,” a requirement of the AAI rule, to help us in our selection.

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 brownfields 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. 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.

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 join the CAR Project Team described below and/or attend CAR project Team meetings as their resources allow.

B. Organizational 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, and a CAR Project Team will be put together to facilitate the grant. This Team will consist of employees from the LFUCG Divisions of Environmental Policy, Planning, and Economic Development (with support from the Division of Community Development), and will meet on a regular 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 Division of Planning will help identify and rank 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. Kick-off Meeting: Once the contractor has been selected, the CAR Project Team, EPA and State partners will have a kick-off meeting. This meeting will serve to review roles and responsibilities, review project schedules, and ensure that all parties have the resources to successfully carry out their roles appropriately.

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. Contractor Procurement:** The Urban County Government will retain the services of qualified environmental consulting firm(s) to perform the technical aspects of the assessment grant project. The consulting firm(s) will be selected using a competitive procurement qualification-based process that complies with the provisions of 40 CFR Part 31.36. The successful consulting firm(s) will have the following minimum qualifications: knowledge of Kentucky's Voluntary Environmental Remediation Program; successful completion of brownfields assessment projects or similar assessment projects; and a demonstrated history of successfully performing in accordance with EPA All Appropriate Inquiry requirements where applicable.
- B. Project Management:** The Division of Environmental Policy will administer and manage the community-wide brownfields assessment grant, 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.

C. Quarterly Reporting: Quarterly progress reports will be due 30 days after the end of each federal fiscal quarter, or

<u>Performance Period</u>	<u>Report Due</u>
July – Sept. 2010	Oct 30, 2010
Oct. – Dec. 2010	Jan 30, 2011
Jan. – Mar. 2011	April 30, 2011
April – June 2011	July 30, 2011
July – Sept. 2011	Oct 30, 2011
Oct. – Dec. 2011	Jan 30, 2012
Jan. – Mar. 2012	April 30, 2012
April – June 2012	July 30, 2012
July – Sept. 2012	Oct 30, 2012
Oct. – Dec. 2012	Jan 30, 2013
Jan. – Mar. 2013	April 30, 2013
April – June 2013	July 30, 2013

The quarterly reports will be completed in the format described in this guidance and copies will be sent to the following three (3) email addresses:

1. EPA Region 4 Project Officer, Barbara Caprita (caprita.barbara@epa.gov)
2. EPA's Brownfields Data Manager (bf_forms@epa.gov)
3. State Brownfields Coordinator, Lee Nalley (Lee.Nalley@ky.gov)

D. 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 mailed to the following address:

EPA Region 4
Grants Management Office
61 Forsyth St., 14th Floor
Atlanta, GA 30303
Attn: Margaret Crowe

E. 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. Within 30 days of the cooperative agreement award for site-specific assessments, or selection of the assessment property for community-wide

- assessments
- b. Completion of Phase I ESAs
- c. Completion of Phase II ESAs
- d. Completion of the grant

F. Final Performance Report: The CAR Project Team will be responsible for submission of the Final Performance Report (Final Quarterly Report). It will be submitted to the EPA Region 4 Project Officer electronically or by mail within 90 calendar days after the expiration or termination 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, including 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 contractor(s) in implementing the Brownfields assessment as well as successes achieved.

TASK 2: PUBLIC INVOLVEMENT

- **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. For this brownfields 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 under-utilized 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, coordinating meetings, and similar measures.

Obtaining involvement and community support will be key to the success of our efforts. A total of \$2,350 from the petroleum 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 \$2,000 in contractual costs (which will allow the selected consultant to hold community outreach meetings and explain the ESA process), \$200 in supplies to facilitate printing of brochures and pamphlets (to be printed in English and Spanish), and \$150 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 our Recycling Center and/or the McConnell Springs Nature Center, both 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. There will be presentations to community groups in the brownfields sectors we have identified. 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: SITE INVENTORY AND CHARACTERIZATION

A. Site Inventory: Costs to develop a site inventory are estimated to be \$6,000. A consultant 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. 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 Identification: 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, Division of Community Development personnel, and Division of Planning 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.

C. Site Characterization – Phase I Assessment: The LFUCG anticipates conducting appropriately twenty (20) Phase I assessments under the Petroleum 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 any 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.

D. Site Characterization – Phase II Assessment: Cost to perform the Phase II ESAs for the petroleum assessment grant is estimated to be \$118,350. This includes performing 10 Phase II ESAs at \$11,835 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.

E. Quality Assurance and Health and Safety Plans: 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 for 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. 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.

F. Endangered Species Act (ESA) and National Historic Preservation Act (NHPA): The LFUCG will require the contractor to identify any threatened or endangered species or habitat at or in the vicinity of any selected sites, and 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. 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.

TASK 4 CLEANUP PLANNING

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) (likely the same consultant that performed the ESA). Cleanup plans will provide approaches to addressing contamination, and 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 petroleum contamination at a cost of \$6,000 each. Please note these estimates are also based on our anticipation that half of the petroleum 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 WORK PLAN / QUARTERLY REPORTING

A. Regular Reporting: The LFUCG will comply with reporting requirements in the grant conditions and will also consult with assigned project officers on project specific reporting needs. The LFUCG will provide regular reports to EPA including Quarterly Progress reports, MBE/WBE Reports and Annual Financial Status Reports. Quarterly Reports will generally follow the format of the approved Work Plan. It will include a list by project task and budget category of expenses that will be invoiced and/or have been invoiced during the reporting period. The Quarterly Report will also include a description of cumulative expenditures to date by project task and budget category. Property Profile Forms (PPF) will be submitted initially with the relevant Quarter Report. An updated PPF will be submitted each quarter thereafter (see Attachment 1).

B. Final Reporting: The LFUCG will submit the final report to the EPA project officer within 90 calendar days after the expiration of the award or termination of the award. A final summary report describing the initial goals and objectives of the brownfields grant, accomplishment of goals and objectives and any changes implemented. The report will highlight lessons learned and clearly describe future tasks which will be necessary to complete the cleanup and development of the site(s). The report will describe resources leveraged during the project (other than this grant), how they were used, and any resources leveraged to continue the project after the expiration of the Brownfields grant. The report will include any supporting assessment documents or summaries not previously provided (see Attachment 1).

C. Schedule and Deliverables: Attachment 1: Work Plan/Quarterly Reporting is a schedule of key milestones, activities and accomplishments anticipated over the length of the cooperative agreement. This is a tentative schedule and is based on the suggested Schedule and Deliverables attachment provided by the EPA (see Attachment 2). The CAR Project Team will work with the EPA project officer to finalize the schedule and deliverables before July 1, 2010 if needed.

D. Tracking and Measuring Progress: The LFUCG will track and measure progress in achieving the project's goals and will be in contact with the EPA project manager to review the status of the project at least quarterly. We will work in concert with the community and specific stakeholders to prioritize

properties for evaluation under this project. In addition, Urban County Government plans to work closely with the EPA project manager to set realistic goals for this community wide assessment grant project (see Attachment 1).

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

Petroleum	Task 1 Programmatic Costs	Task 2 Community Outreach	Task 3 Site Inventory and Assessment	Task 4 Cleanup Planning	Total Grant Budget
Personnel[1]	\$0	\$0	\$0	\$0	\$0
Fringe Benefits[1]	\$0	\$0	\$0	\$0	\$0
Travel[2]	\$3,300	\$150	\$0	\$0	\$3,450
Equipment[3]	\$0	\$0	\$0	\$0	\$0
Supplies[4]	\$0	\$200	\$0	\$0	\$200
Contractual[5]	\$0	\$2,000	\$164,350	\$30,000	\$196,350
Other	\$0	\$0	\$0	\$0	\$0
Total [6]	\$3,300	\$2,350	\$164,350	\$30,000	\$200,000

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 \$150 for travel to facilitate community outreach and \$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).

[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, 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.

Attachment 1: Work Plan / Quarterly Reporting:

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

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:
 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
D. Media, electronic & social networking systems updated	Radio, TV, flyers newspaper, etc	Qtr. 1	CAR Team
E. 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.*

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>			

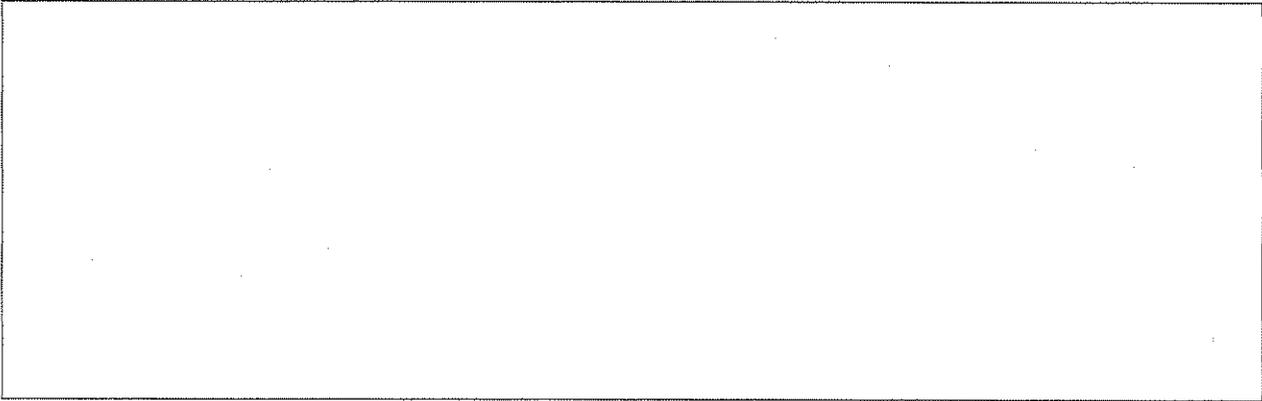
CAR Name: Lexington – Fayette Urban County Government
 Cooperative Agreement Number:
 Date Submitted:
 Quarterly Report Number:

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.*



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 Funds Remaining
Personnel				
Travel	\$3450			
Equipment				
Supplies	\$200			
Contractual	\$196,350			
Other				
Total	\$200,000			

* example budget figures. Use the actual budget figures from the SF424

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date

Attachment 2: Schedule and Deliverables

Time from Notice of Selection		Actions
Grant Commitment and Planning Phase		
0 month		Notice of Selection, Conference Call held May 5, 2010
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)
July 20 – 22, 2010		New Grantee Workshop in Jacksonville, FL http://www.trainex.org/R4Brownfields Password: 2010BFGW
	Time from Grant Award	Actions
Planning	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
	4 - 6 months	Consultant contract executed and Contractor on-board / First Meeting with Infill and Redevelopment Steering Committee Kick-off meeting held with CAR, Contractor, EPA, State
	4 months	Quarterly Report 1 is due October 30, 2010 (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 and implemented
	5 - 9 months	Endangered Species Act and National Historic Preservation Act assessments are initiated Phase I activities initiated on high priority sites
	4 - 9 months	ACRES forms are completed within 30 days of site ID or grant execution
	7 months	Quarterly Report 2 is due January 30, 2011 (30 days after 2 nd quarter ends) Reimbursement Request Submitted/
	8 - 9 months	Community-wide grants develop generic QAPP
	April 3-5, 2011	National Brownfields Conference, Philadelphia, PA www.Brownfields2011.org
	10 months	Quarterly Report 3 is due April 30, 2011 (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 July 30, 2011 (30 days after 4 th quarter ends) Reimbursement Request Submitted
	15 - 17 months	Phase II reports are being finalized/ ACRES forms are being updated/ Community has been engaged in Phase II findings
	16 months	Quarterly Report 5 is due October 30, 2011 (30 days after 5 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
	Year 2	18 - 24 months
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
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
19 months		Quarterly Report 6 is due January 30, 2012 (30 days after 6 th quarter ends) Reimbursement Request Submitted
22 months		Quarterly Report 7 is due April 10, 2012 (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 July 30, 2012 (30 days after 8 th quarter ends) Reimbursement Request Submitted	
26 - 30 months	Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle	

	26 – 30 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin efforts to secure/seek financial support for cleanup as resources allow
	28 months	Quarterly Report 9 is due October 30, 2012 (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
Year 3	30 months	6 months remain on the grant; Start winding down activities in preparation for grant closing;
	31 months	Quarterly Report 10 is due January 30, 2013 (30 days after 30 th quarter ends) Reimbursement Request Submitted
	34 months	Quarterly Report 11 is due April 30, 2013 (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 July 30, 2013 (30 days after 12 th quarter ends); may serve as Final Close-out Report if all project documentation is complete and ready.
	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.