

REQUEST FOR QUALIFICATIONS

Issue Date: September 18, 2014

Issuing Department: City of Corinth
Community Development and Planning
David Huwe, Director
P.O. Box 669
Corinth, MS 38835-0669

RFQ Title: 2014 Corinth, Mississippi Community-Wide Brownfields Assessment

OBJECTIVES OF THE PROJECT:

The City of Corinth anticipates contracting with one firm for three (3) years to provide environmental consulting services. The City of Corinth is soliciting Statements of Qualifications (SOQs) from environmental/engineering firms with experience in Brownfields assessment, cleanup and redevelopment. The City of Corinth has received the following U.S. EPA Brownfields grant:

City of Corinth Brownfields Assessment Grant in the amount of \$400,000 to conduct community-wide assessments at Brownfields sites potentially contaminated with hazardous substances and petroleum products. The City of Corinth may also develop a site inventory, prioritize sites and conduct Phase I and/or Phase II assessments. Funds may be used for public outreach, community involvement, and cleanup/reuse planning activities.

The City of Corinth will contract with a firm to implement the scope of work outlined in the approved Brownfields Cooperative Agreement Work Plan. Firms interested in being considered should reply with a statement of qualifications no later than 4:00 p.m. CST on October 16, 2014. Statements of Qualifications received after this deadline will not be considered.

After careful review and consideration, responding firms will be evaluated and ranked in order of their qualifications. Following this internal evaluation, the City of Corinth will issue a Request for Proposal (RFP) from the top three candidates. This will be to acquire an estimate on cost of services based on a probable number of sites to be assessed. Following consideration of the RFPs, the City of Corinth will enter into contract negotiations with the firm(s) most highly qualified to perform the services described herein. The City reserves the right to reject any and all submittals.

Required Minimum Qualifications

The City of Corinth will only consider those Individuals or Firms with a qualified Environmental Professional on staff, as defined by the U.S. EPA All Appropriate Inquiries (AAI) Rule (40 CFR, § 312.20). All prime firms and sub-consultants must be registered to do business in the State of Mississippi prior to contract award.

To be evaluated for consideration under this RFQ the Required Minimum Qualifications are mandatory.

Preferred Qualifications

The City of Corinth prefers candidates to have previous experience working specifically with contamination as it relates to Brownfields. Demonstrated experience and success with the All Appropriate Inquiries Final Rule (40 CFR 312) and the ASTM E1527-05 Environmental Site Assessment (ESA) Standard practice when performing Phase I Environmental Site Assessments (ESA's) and Phase II ESA's to determine the nature and extent of contamination, community engagement (CE), including outreach, public meetings and the development of a website. Demonstrating the ability to assist communities in obtaining other types of funding which in turn will aid in the development of a sustainable program will be favored.

(Lack of these qualifications does not immediately disqualify any candidate.) The City of Corinth encourages all interested parties with minimum qualifications to submit SOQs.

Project Overview

The City of Corinth has been awarded through U.S. EPA Cooperative Agreements grant funding in the amount of \$400,000 to conduct brownfields assessments. As part of the community-wide assessment grant, the City of Corinth may choose to utilize U.S. EPA funding to conduct planning related to brownfields sites. The following tasks, but not limited to, are to be completed:

- Assist in conducting a kick off meeting with EPA and State representatives as well as developing a Brownfields Task Force Team
- Assist in generating a Brownfields sites inventory
- Assist in the final prioritization of sites from inventory
- Assist with site access
- Complete Site Eligibility Analysis of selected properties to be assessed
- Prepare Quality Assurance Project Plans (QAPP) and any other necessary plans (Health and Safety Plans (HSPs), Sampling and Analysis Plans (SAPs)) for U.S. EPA approval
- Complete Phase I Environmental Site Assessments (ESAs) (Estimate 31sites)
- Complete Phase II ESAs (Estimate 11 sites)
- Prepare remedial planning and design documents (Remedial Action Plans and Risk Assessments, Analysis of Brownfields Cleanup Alternatives (ABCA)) (Estimate 4 sites)
- Assist with community outreach activities
- Submit pertinent information to the City of Corinth for their completion of U.S. EPA ACRES reporting, quarterly reporting, and annual financial reporting
- Participate in EPA and City of Corinth related conferences and teleconferences
- Submit all documentation and a final report to City of Corinth and EPA

Selection of a Consultant

The City of Corinth plans on contracting with one selected firm for the duration of the grant period under the EPA Brownfields grant. The highest ranked firm will be asked to enter into an agreement with the City of Corinth to provide environmental consulting services. All work will conform to the standards set forth under the AAI Rule, Mississippi Department of Environmental Quality (MDEQ) and U.S. EPA requirements. The site(s) selected by the City of Corinth under the grant program will be submitted to the EPA and to MDEQ for review and eligibility approval before proceeding with the environmental site assessment work. The selected environmental consultant will be knowledgeable and proficient in aiding the City of Corinth with managing the grant as well as completing the specified Brownfields remediation activities.

The selected firm will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

Scope of Services

Services will include, but are not limited to:

Please refer to the attached U.S. EPA approved, Brownfields Cooperative Agreement Work Plan.

Maximum Project Cost

The budget for the scope of services included in this RFQ is limited to the funds provided through the U.S. EPA grant. The environmental consultant will be required to complete all project requirements within the scope of these available funds. No additional funds are available for the project and the (EPA Grant Recipient's) total obligation to the environmental consultant shall in no event exceed the total amount of these funds. (Refer to the attached Work Plan for more information regarding budget).

Tentative Timeline

Refer to attached Work Plan for the Schedule.

SOQ Submission Procedures

Applicants must submit one original and two (2) copies of their SOQ by 4:00 p.m. central time on October 16, 2014 to the following address:

City of Corinth
Community Development and Planning
300 Childs Street
Corinth, MS 38834
ATTN: David Huwe, Director

2014 Corinth, Mississippi Community-Wide Brownfields Assessment

Submittals received after the closing deadline will not be considered and will be returned unopened to the sender.

Questions

Potential respondents should provide their email address and fax number to so that a distribution list for responses to all questions received can be generated. Questions concerning any aspect of this RFQ must be submitted in writing by email or by fax to David Huwe, Brownfields Project Director. All questions must be received by close of business on October 1, 2014. Replies will be issued no later than the close of business on October 3, 2014.

Exhibits to REQ

Exhibit A: Instructions for Statement of Qualifications

Exhibit B: Evaluation Form for Statement of Qualifications

Exhibit C: Brownfields Cooperative Agreement Work Plan

EXHIBIT A

Instructions for Statement of Qualifications

The SOQ information shall be provided as specified below. Applicants who do not follow the guidelines listed below or do not provide comprehensive responses for all requested information will not be considered.

Statement of Qualifications Contents and Evaluation Criteria

Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers
2. Federal I.D. number
3. State Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure, website and promotional materials, if available. Please include these materials at the end of your submission. (No more than 6 pages)

Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.
2. Provide a summary of previous U.S. EPA Brownfields grant experience of the firm.
3. Provide a detailed description of Phase I and Phase II environmental assessments completed by the firm in the previous three years. Include project dates, project titles, community located, employees involved and original estimated and final costs. (No more than 6 pages)
4. Provide a detailed description of Brownfields cleanup experience of the firm. Include project dates, project titles, community located, employees involved and original and estimated final costs. (No more than 12 pages)
5. Provide a description of firm's community engagement experience as well as their process for keeping a community informed.
6. Describe the firm's experience working with MDEQ.
7. Include a description of the firm's resources, including staff, equipment, and capital available for project use and deployment. Detail efforts made on previous projects to control costs.
8. Demonstrate experience in preparing an Inventory of Brownfields Sites and Quality Assurance Project Plans (QAPPs) as required under federally funded environmental assessment activities. Provide original estimated and final costs.
9. Provide the firm's experience with taking a contaminated property from when it is first identified, through environmental assessment, cleanup and redevelopment.
10. Describe, if applicable, the firm's success in identifying and obtaining additional governmental and/or private funding to make the project a reality.
11. If selected for the project, provide information on what services the firm will provide to the City of Corinth at no cost to the City of Corinth in support of the project.

Key Personnel

1. Identify the Environmental Professional and Project Manager (if different) who will be assigned to the contract, and provide qualifications or resume. Describe the current workload of each.
2. Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. Include personnel name, title, years of experience, education, billable rate, the number and title of projects assigned to the individual in the last three years.
3. Supply resumes of key personnel including the Environmental Professional, who will be key to the success of the project. Please provide no more than eight (8) resumes.

References

Include two (2) clients for whom the firm has provided environmental consultation. Provide the name, telephone number, and email address of a contact for each client and a brief description of the services provided.

Required Attachments

1. Environmental Professional's name and qualifications per AAI Rule.
2. Standard billable rates for project personnel.
3. Firm's current certificate of professional liability, malpractice, errors and omissions insurance.
4. Firm's current certificate of general liability insurance.
5. Firm's Non-Collusion Affidavit.
6. Firm's Certificate of Personal Property Tax Affidavit (if applicable).
7. Firm's work force composition form (EEO-PT01).
8. Firm's Workers Compensation Certificate.

EXHIBIT B

Evaluation Form for Statement of Qualifications

Name of Project: U.S. EPA Brownfields Assessment Grant

Name of Individual/Firm: _____

Name of Evaluator(s): _____

Example: Possible Evaluation Criteria	Possible Points	Score
Firm and/or Individual Qualifications	0-10	
Background and Experience on Similar U.S. EPA Brownfields Projects	0-10	
Experience of Current Personnel on Similar U.S. EPA Brownfields Projects	0-10	
Capacity to Perform Work and Meet Schedule	0-10	
References on Previous U.S. EPA Brownfields Projects	0-10	
Meeting Schedules and Deadlines	0-10	
Controlling Costs and Meeting Budgets	0-10	
Experience with Public Outreach and Education	0-10	
Capacity/Commitment to Assist in Obtaining Additional Grants and Funding	0-10	
Quality and Completeness of Response	0-10	
Familiarity with AAI, ASTM Standards, local, MDEQ and EPA regulations	0-10	
Total Score =	0-110	

EXHIBIT C

**BROWNFIELDS OUTLINE
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN**

CITY OF CORINTH BROWNFIELDS AREA WIDE ASSESSMENT

JULY 1, 2014

Revision #0

Submitted by:

CITY OF CORINTH, MISSISSIPPI

P.O. BOX 669

DAVE HUWE (662) 287-2401

DUWE@BELLSOUTH.NET

Cooperative Agreement Number: TBD

OUTLINE
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
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- Task 1 Area-Wide Planning
- Task 2 Environmental Site Assessments and QAPP Preparation
- Task 3 Identify, Assess, and Monitor Risks to Sensitive Populations
- Task 4 Cleanup Planning
- Task 5 Community Engagement
- Task 6 Program Implementation

3.0 DETAILED SCHEDULE DEVELOPMENT

Attachments (5):

- Guideline for Detailed Project Schedule Development
- Budget Table: Costs should reflect the total amount of funding awarded and correlate with the tasks described in Section 2.0. If both hazardous substances and petroleum funds are awarded, provide a separate budget table for each.
- Annual Projections
- AAI Reporting Requirements Checklist
- Example Quarterly Reporting Template

1.0 PROJECT OVERVIEW

This portion of the narrative work plan should correspond with the approved proposal (without reciting all sections of the proposal). It should describe the CAR's strategy for implementation of the cooperative agreement over the three-year project period, reflect the commitments made in the proposal, and include a schedule for completing all work within the three year period.

1.1 Project Description

Corinth, Mississippi has unique blend of history and new growth. Located in northeast Mississippi, Corinth is a city of contrast that attracts people from all walks of life with its history and tradition, its community spirit and hospitality, and its excellent quality of life. Whether raising a family or retiring to the "good life," Corinth is the place to be, and no matter what your age is it is a great place to live. Considered the "Crossroads of the South", Corinth offers great access to Memphis, Nashville and Birmingham.

Corinth was founded in 1853 as Cross City, so-called because it served as a junction for the Mobile and Ohio and Memphis & Charleston railroads. Corinth's location at the junction of two railroads made it strategically important to the Confederacy during the American Civil War. Confederate General P. G. T. Beauregard retreated to Corinth after the Battle of Shiloh, only 20 miles to the north. Several battles were fought over possession of Corinth's strategic railroad crossing with the Union eventually gaining control of the city and the railroads. After the civil war, Corinth grew as an agricultural and industrial center. Many manufacturing jobs became available with large plants for businesses like Wurlitzer Piano, Kraft-Phenix Cheese (Kraft Foods, Inc.), and ITT. However, today Corinth is situated at a new crossroads, between growth and decay. Since the middle of the last decade industries have been closing their doors throughout Corinth and Alcorn County, Mississippi. Most of the industries that have closed are located in the southeastern side of Corinth. These facilities are mostly bordered by an economically distressed residential neighborhood infused with apartments and mobile home parks. Corinth's southeast site is also the most blighted and economically depressed area of the city. This area, the target area, is the focus of the City's economic redevelopment. These EPA assessment funds will afford the City an opportunity to rights the wrongs of the past and build a sustainable future.

Within the boundaries of the target area, there are twenty (20) RCRA facilities, eleven (11) facilities with air releases, eleven (11) facilities with water discharges, and seven (7) with toxic releases. Of the top four reported environmental releases from TRI Sources in 2002, three of those facilities are located within the target area. Due to the growing number of brownfield sites in portions of the city, our city has been developing their brownfields program over the past couple of years, using municipal budgets. An initial inventory of sites has been developed and from this inventory, thirty sites have been identified as targeted properties. Of these thirty sites, six of these were large closed manufacturing facilities that ranged in size from 1.0 acres to 17.3 acres in size. Six were various former commercial facilities ranging in size from 0.4 acres to 1.5 acres. Thirteen sites were vacant properties that had once had manufacturing or commercial business on them and some of the floor slabs still remain. These lots range in size between 0.5 acres to 4.0 acres in size. One former abandoned shopping center was identified along with one old scrap yard comprising about two acres each. The remaining sites include an abandoned small service station, and two automotive repair shops. These sites likely used, stored, and/or generated hazardous substance and petroleum products.

Task 1. Area-Wide Planning--The Brownfields Project Director will coordinate with City planning staff to identify potential future uses for brownfields properties in cooperation with the Brownfields Advisory Committee. This information will be used to determine priority sites for

developing cleanup plans based on the future use and contaminants identified. The Brownfields Project Director will act as the liaison between interested developers and planning staff to see that properties are suitable for the desired future use based on contamination present and the developer's goals.

Task 2. Environmental Site Assessments and QAPP Preparation-- Corinth will select a qualified consultant to implement the grant agreement per the requirements of 40 CFR 31.36. Initial activities in this task will be the prioritization of the inventoried sites. The funds expended for this task will be used to prepare and submit site eligibility requests to EPA and MDEQ, prepare a generic Data Quality Objectives and Quality Assurance Project Plans (QAPP), obtain access to sites, conduct Phase I ESAs per EPA's All Appropriate Inquiry (AAI) requirements and ASTM E 1527-13, prepare Site-Specific Addendums to the generic QAPP, and conduct Phase II ESAs.

Task 3. Identify, Assess, and Monitor Risks to Sensitive Populations—Corinth has enlisted Public Health District 2 as a partner in identifying, assessing, and monitoring risks to sensitive populations. The City will develop an assessment methodology, survey and gather data, and circulate necessary health information that arises during the assessment and redevelopment process. The City will seek advice from the Health District on improving communications with residents of the Target area to protect them from exposure to contamination.

Task 4. Cleanup Planning-- This task includes working with the EPA Region 4, MDEQ and Public Health District 2 to develop cleanup alternatives and associated cost estimates, and developing reuse plans for the areas affected by contamination, such that cleanup standards are appropriate and protective for the future intended use. Corinth will prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) for sites with the potential to be enrolled in MS's Voluntary Cleanup Program (VCP). The ABCA will be used to document that the appropriate type of cleanup is selected to address the environmental contamination issues and the cost effectiveness of alternatives.

Task 5. Community Engagement-- Corinth will rely on the successful strategies used during prior city-wide projects for community engagement. For this task the Brownfields Project Director will closely coordinate with our partner Community-Based Organizations (CBOs) to develop a Community Involvement Plan (CIP) that will meet the needs of our partners and the community at large. The City anticipates engaging the community in all aspects of the implementation of the grants including site selection and prioritization, cleanup alternatives, and redevelopment planning. As part of the CIP, the City anticipates development of informative written materials, planning for 2 community-wide meetings each year of the grant, attendance and/or presentation at neighborhood meetings, and other events which may include things such as an ice cream social and bus tour of the brownfields Target area.

Corinth is not new to engaging the public. Between now and the time of the grant awards, the City will solicit public comments on the EPA Brownfields Assessment Proposal on the City's website. Corinth has been successful in utilizing these techniques on previous projects. Contact information for making comments by mail or email will be provided. For citizens without access to the internet, copies of the grant proposal will be available for viewing at the City offices or at the Corinth Public Library. Comments received on the grant proposal will be included in the development of the Cooperative Agreement Work Plan, should the City receive funding.

Corinth will develop a Community Involvement Plan (CIP) to guide meaningful and effective methods of engaging the community throughout the project. After the grant funds are awarded, community feedback will be central in determining the sites to be assessed, cleanup planning, and the redevelopment process. Public input will also be a critical piece of determining the future use and other considerations that will affect the final redevelopment. Elements of the CIP for disseminating information and soliciting feedback will include:

- Public Service Announcements (PSAs) placed in Daily Corinthian (circ. 6, 711) and as well as aired on local radio stations WXRZ (94.3 FM) WADI (95.3) FM and WKCU (1350 AM).
- Monthly progress updates posted on the City's brownfields website with responses to questions and comments provided in the next monthly website and print media update.

- Copies of project reports, Phase I and II ESAs, Cleanup Plans placed in the Corinth Library (Northeast Regional Library headquarters).
- Brownfields project informational brochures will be available at various public venues around the community.

Corinth will conduct semi-annual public meetings, as a minimum. The meetings will be held in early evening so the working public may attend. Childcare will be provided to encourage those with young children to attend. The meetings will be a forum for updating the community on progress and to solicit comments regarding progress and process. Questions and feedback will be documented and either answered during the meeting or in the next monthly media update. The City does not anticipate the need for interpreters as less than 1% of those living in the Target area are non-English speaking. The city will work to accommodate those with other special needs so that they may participate in the meetings also.

Task 6. Program Implementation--This task includes programmatic implementation activities requiring the Brownfields Project Director's time for contractor oversight, review of reports from consultants, and providing monthly status, quarterly and closeout reports. This task also includes completion of Property Profile information as properties being assessed are entered into the Assessment, Cleanup and Redevelopment Exchange System (ACRES) database. Expenses for travel to the national EPA Brownfields conference are also included in this task. Some labor costs incurred by Corinth will be in-kind to maximize funding available for assessment efforts.

1.2 Project Team Structure and Responsibilities

Mr. Dave Huwe, Director, Floodplain Administrator, Grant Administrator, will be the Project Director.

- Mr. Huwe takes direction from the Mayor of Corinth and is responsible for adhering to City policies and practices.
- Mr. Huwe will represent the City of Corinth in communications with EPA. He will be responsible for following the project schedule and achieving the project objectives.
- Mr. Huwe will also be the person soliciting input from and providing information to Corinth residents, especially those residing in the targeted area.
- Information from the community will reported to the County and the Brownfields Advisory Board so community concerns are taken into consideration as decisions are made.
- The Qualified Consultant retained by the City of Corinth to conduct ESAs will report directly to Mr. Huwe.
- Mississippi Department of Environmental Quality (MDEQ) will be consulted on cleanup planning.

Trey Hess, MDEQ Brownfields Coordinator will be invited to attend the project kick-off meeting as well as periodic meetings with the City of Corinth's EPA Project Officer. Mr. Hess will be provided with copies of the QAPP, Phase I ESAs, and other technical documents for review and comment/approval. MDEQ will be notified in advance of Phase II activities in the targeted area. The enrollment fee for the MDEQ voluntary cleanup program (Mississippi Brownfields Program) is expected to be \$3,000. This amount has been budget in the grant under "other" in both hazardous and petroleum budgets.

The City has established a Brownfields Advisory Committee. This Committee is

comprised of key commercial business owners and other predominate members of the community as well as residents. This Advisory Board will facilitate the prioritization of sites to receive assessment using EPA funds, should the City be successful. The City has a plan to address key properties to help spur even more redevelopment. Corinth Brownfields Advisory Committee (CBAC) which is a citizen advisory committee for the project. As soon as the CA Work Plan is approved and a qualified consultant retained, the CBAC will have its project kick-off meeting where the CA Work Plan and Terms and Conditions will be distributed and discussed. The CBAC will meet on a quarterly basis to discuss project progress and discuss and address citizen concerns and/or feedback.

Dave Huwe will be responsible for reviewing and approving project-related invoices. Ms. Vickie Roach, Corinth City Clerk will be responsible for submitting invoices to EPA for reimbursement into the City treasury. The CA records and files will be maintained at the City of Corinth City Hall, 300 Childs Street, Corinth, MS. Public copies of approved Phase I and II ESAs will be located at City Hall, City of Corinth.

Additionally, Mr. Huwe will meet with the Qualified Consultant on a least a monthly basis or more often if warranted. The Consultant will provide Mr. Huwe with a monthly written update on project progress.

Budget for the project is provided in Attachment 2 as well as in the attached SF 424 A. Justification for the Budget is provided in the attached Budget Justification Worksheet.

1.3 Measuring Environmental Results: Outputs/Outcomes

Outputs:

- 2 Generic QAPP
- 1 CIP
- 1 Sensitive Population Monitoring Plan
- 31 Phase I ESAs
- 11 Site-Specific QAPPs
- 11 Phase II ESAs
- 4 ABCAs
- 4 Enrollment in MDEQ Mississippi Brownfields Program

Outcomes:

Economic benefits:

- **Economic Development/Business Retention**—The presence of abandoned properties affects a company's decision to relocate to an area. Properties determined to be free from environmental hazards, affordable housing, and bike paths will encourage economic development.
- **New Jobs**—Attractive properties ready for redevelopment will increase the number of jobs.
- **Increased Property Values**—Reduction of contamination, blight, and illegal drugs will improve property values and promote redevelopment of neighborhoods. Homes in areas with parks and business have an easier time selling.

- **Increased Tax Revenues**—Increased property values will lead to increased property tax revenue while increased business opportunities will translate into increased sales tax revenue.
- **Fewer Medical Expenses**—Sites that are clean will provide an opportunity for jobs with health benefits and will reduce medical expenses currently born by hospitals and local government.
- **More Safe and Affordable Housing**—The City will be able to provide more modern or remodeled affordable housing to populations currently living in or near brownfields properties, eliminating exposure to asbestos, lead paint and other contaminants commonly associated with older housing in brownfields areas.
- **Reduced poverty for children and seniors**—With more job opportunities for caregivers, fewer seniors and children will live in poverty, reducing the strain on local public assistance resources and adding to the City's economic vitality.
- **More Transportation Options**—Building on the City's commitment to greenspace, the community will be made more walkable and bike able, leading to cleaner air and healthier citizens.
- **Environmental Justice**—The impact of brownfields will no longer impinge upon those with the least economic power.
- **Attracting Green Business**—A city with an initiative to eliminate brownfields and promote sustainable development will attract environmentally conscious businesses and health conscious employees.

Health and/or Welfare and Environment Benefits—Environmental, social, and health concerns in the Target Area are tied to the risk associated with potential contamination of soil and groundwater from the brownfield sites. The benefits to the Target Area are:

Environmental:

- ☺ Cleaner soil and groundwater
- ☺ Cleaner air
- ☺ Less illegal drug manufacturing
- ☺ More greenspace
- ☺ Reuse existing infrastructure (roads, utilities)

Socio-Economic:

- ☺ Lower poverty rate
- ☺ Less need for public assistance
- ☺ More jobs
- ☺ Lower unemployment
- ☺ Fewer illegal drugs
- ☺ Better trained workforce
- ☺ Affordable housing

- ☺ Increased property values

- ☺ Increased tax revenue

Public Health:

- ☺ Lower cancer risk for sensitive populations
- ☺ Lower lung cancer rate for sensitive populations
- ☺ More people with health insurance
- ☺ More health care providers
- ☺ Reduced exposure to developmental toxicants
- ☺ Reduced exposure to reproductive toxicants
- ☺ Improved water quality

Precautions will be taken during ESAs to reduce the risk of exposure or physical hazard to the public and control site runoff. Fencing will be used to restrict access contaminated areas and unsafe dilapidated buildings. Contaminated waste drums will be properly labeled and secured inside fencing. Dust suppression methods will be used to reduce air-borne contamination. Elements on the site that could provide an attractive nuisance to children such as empty containers and holes in fencing will be removed or secured. When immediate threats to the public health are encountered, Corinth will immediately notify MDEQ, EPA, and Health District 2. The City will also take steps to minimize public exposure such as notifying impacted public utilities. When longer term action is needed, the City will work to put in place institutional controls to protect the public from exposure.

- **New Greenspace**—Greenways around the target area provides a quality of life enhancement to the community, increasing the opportunity for physical activity, and providing open space. Vegetated greenspace improves the air, soil, groundwater quality by absorbing contaminants, prevents erosion, and aids in passively cooling buildings.

1.4 Measures of Success

The City of Corinth's Plan for measuring success involves tracking:

- Acres in targeted area cleared for redevelopment
- Acres in targeted area cleaned up for redevelopment
- New businesses started in the City of Corinth
- Businesses retained in the City of Corinth
- Jobs created in the City of Corinth

2.0 PROJECT TASK DESCRIPTIONS

Outlined below are a number of common tasks for Brownfields Assessment projects, including certain required tasks described in the Cooperative Agreement Terms and Conditions. A project may require the inclusion of tasks in addition to those included below:

TASK 1 AREA-WIDE PLANNING

- Coordination:** The Brownfields Project Director will coordinate with the Corinth Brownfields Advisory Committee to identify potential future uses for various areas of the Target Area. The potential future uses will be based on:
 - i. the results from ongoing community meetings; and
 - ii. Adopted City planning documents.
- Prioritization:** This information will be used to determine priority areas for developing cleanup plans based on the future use and contaminants identified.
- Redevelopment:** The Brownfields Project Director will act as the liaison between interested developers and Northeast Mississippi PDD and/or The Alliance of Corinth and Alcorn County ("The Alliance") to see that properties are suitable for the desired future use. The County will also coordinate with Northeast Mississippi PDD and/or The Alliance to coordinate potential incentives available to new or expanding businesses in the GOP Target Area.

Task 1 will be conducted by: Dave Huwe, City of Corinth Director of Community Development and Planning with the assistance of the selected Qualified Consultant.

TASK 2 QAPP Preparation and ESAs

- A. **Site Inventory and Prioritization:** The City of Corinth has developed an initial inventory of sites identified as targeted properties. Additional sites will be identified based on their priority for redevelopment, potential threat to human health and the environment, or developer interest.
- B. **Phase I ESAs:** The City of Corinth will conduct 31 Phase I ESAs in accordance with AAI and ASTM E-1527-05 or 13 and 11 Phase II ESAs.
- C. **Candidate Site Eligibility:** Prior to Phase I ESA commencement, a site eligibility screening for Phase I Environmental Site Assessment will be complete to self-certify the eligibility of the site.
- D. **Phase II ESAs:**
 - i. **QAPP:** City of Corinth will prepare the generic Data Quality Objectives (DQO) and QAPP for the project. The QAPP will be submitted to EPA for review and approval. In addition, the City will prepare a site-specific QAPP for each targeted property that requires a Phase II ESA. It is anticipated that 11 Phase II ESAs will be performed.
 - ii. **Health and Safety Plan:** The City of Corinth will submit an OSHA-compliant Health and Safety Plan to EPA Region 4 and MDEQ prior to initiating Phase II ESA activities.
 - iii. **Collection of Subsurface Soil Samples:** The City of Corinth will retain the services of an environmental driller licensed in MS to assist with subsurface soil sampling. Prior to subsurface soil sampling, the City of Corinth will contact One-Call to clear utilities at the proposed drilling locations. : Subsurface soil samples will be collected and analyzed based on the specific Recognized Environmental Conditions for the target property..
 - iv. **Collection of Groundwater Samples:** Groundwater samples will be collected and analyzed based on the specific Recognized Environmental Conditions for the target property.

Task 2 will be conducted by: a Qualified Consultant retained by the City of Corinth.

TASK 3 IDENTIFY, ASSESS, AND MONITOR RISKS TO SENSITIVE POPULATIONS

- i. **Coordinate with Public Health District 2:** The City of Corinth will enlist Public Health District 2 as a partner in identifying, assessing, and monitoring risks to sensitive populations.

- ii. **Develop methodology:** The City of Corinth will develop assessment methodology, survey and gather data, and circulate necessary health information that arises during the assessment and redevelopment process.

Task 3 will be conducted by: a Qualified Consultant retained by the City of Corinth with assistance from Public Health District 2 with oversight by Dave Huwe.

TASK 4 CLEANUP PLANNING

- A. **Coordination:** The City of Corinth will work with EPA Region 4, MDEQ and the Health District 2 to develop cleanup alternatives and associated cost estimates, and develop reuse plans for the areas affected by contamination, such that cleanup standards are appropriate and protective for the future intended use.
- B. **ABCAs:** The City of Corinth will prepare ABCAs for up to 4 targeted properties. The ABCAs will include:
 - i. Information about the site and contamination issues (i.e. exposure pathways, identification of contaminants, contaminant levels and contaminant sources, source volume or other estimates as needed to compare relative costs between remedies);
 - ii. Identification of the contaminants of concern;
 - iii. A summary of Cleanup / protectiveness standards, applicable laws and regulations.
 - iv. A description of the remedial alternatives considered;
 - v. Assessment of the effectiveness, implementability, and the cost of each alternative; As part of the evaluation of effectiveness, discuss whether/how each alternative would achieve cleanup / protectiveness standards and would comply with applicable laws and regulations;
 - vi. A comparative analysis of the alternatives considered; and
 - vii. A selected or proposed alternative, noting any engineering controls.
 - viii. The ABCA may utilize Institutional Controls as a recommended remedy, if appropriate
- C. **Voluntary Cleanup Program:** If necessary, the City of Corinth has budgeted for up to 4 targeted properties to be enrolled in the MDEQ-Mississippi Brownfields Program.

Task 4 will be conducted by: a Qualified Consultant retained by the City of Corinth under the advisement of the CBAC.

TASK 5 COMMUNITY ENGAGEMENT

The City of Corinth will develop a **Community Involvement Plan (CIP)** covering processes, activities (e.g., public meetings), and planned deliverables (e.g., fact sheets, web page) over the life of the grant. The CBAC in conjunction with the Brownfields Project Director will develop a Community Involvement Plan for use at public meetings, CBAC meetings, and neighborhood meetings. The CIP will be designed to meet the needs of the partners and community at large. It will address meeting locations, transportation, child care, interpreters and other areas, that will impact public involvement.

As part of the CIP, the City anticipates development of informative written materials, planning for 2 community-wide meetings each year of the grant, attendance and/or presentation at neighborhood meetings, and other events which may include things such as an ice cream social and bus tour of the brownfields Target areas.

Other Community Involvement Plans: Besides the two public meetings per year, the City of Corinth plans:

- i. Brownfields page on the County's website
- ii. PSAs placed in the Daily Corinthian (print and online), and on the City of Corinth website;
- iii. Meetings in the Target Area.
- iv. Monthly progress updates posted on the City website with responses to questions and comments.
- v. Copies of project reports, Phase I and II ESAs, Cleanup Plans placed in Corinth City Hall.
- vi. Brownfields informational brochures available at various points around the community.

Task 5 will be conducted by: a Qualified Consultant retained by the City of Corinth under the advisement of the CBAC

TASK 6 PROJECT IMPLEMENTATION

D. Federal Funding Accountability & Transparency Act (FFATA): This is a new reporting requirement which occurs early in the grant. The CAR is required to:

- a. Complete the System for Award Management registration (SAM) at the time of application (www.sam.gov). First tier subgrantees must register before receiving the subaward. A Data Universal Numbering System (DUNS) number from both entities (CAR and subgrantee) is required.
- b. Register for the FFATA Subaward Reporting System (www.FSRS.gov) for first tier subawards. For CARs, this must be completed by the end of the month in which this award is made (generally by October 30, 2014), and, annually (by January 30) thereafter. Subawardees should register by the

end of month following the month in which award for over \$25,000 is made (i.e., awards in October must be reported by November 30).

Significant limitations apply to this requirement. See the Administrative Terms and Conditions for more information.

- A. **B. Quarterly Reporting:** The City of Corinth, MS will submit Quarterly progress reports no later than 30 days after the end of each federal fiscal quarter (quarterly performance period):

<u>Quarterly Performance Period</u>	<u>Report Due</u>
October – December	January 30
January – March	April 30
April – June	July 30
July – September	October 30

Quarterly reports will be sent electronically to the City's designated EPA Project Officer and Trey Hess, Mississippi's Brownfields Coordinator. The City of Corinth will send high resolution site/project photographs electronically (in a common format, such as JPEG), as well for use in EPA and Mississippi outreach materials and transferred to poster boards or other media.

- C. **Annual Reporting:** Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise (MBE/WBE)) and the Federal Financial Reports (FFR) must be completed annually.
- i. City of Corinth will complete Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise (MBE/WBE) and the Federal Financial Reports (FFR) annually.

The City of Corinth will attempt to utilize the services of DBEs, where possible and submit the DBE Reporting form with the quarterly report due **October 30** of each project year.

These forms should be sent electronically in separate attachments along with the corresponding quarterly reports to the EPA Project Officer.

The forms must also be mailed via hard copy and electronically to the EPA Grants Office on an annual basis to the following address:

EPA Region 4
Grants Management Office (GMO)
61 Forsyth St., 14th Floor
Atlanta, GA 30303

ATTN: See EPA Project Officer for the GMO contact's name & email address

Useful link: http://www.epa.gov/ogd/forms/adobe/5700_52a_new_sec.pdf

1. **Federal Financial Reports (FFRs):** The City of Corinth will submit Federal Financial Reports (EPA Standard Form 425) must be submitted annually to EPA by January 30 of each project year.

These forms should be sent electronically in separate attachments along with the quarterly reports to the EPA Project Officer.

The forms must also be mailed via hard copy and electronically to EPA's financial center in Las Vegas on an annual basis and at the close of the grant to the following address:

U.S. EPA Las Vegas Finance Center
PO Box 98515
Las Vegas, NV 89193-8515
Fax: 702-794-2423
ATTN: Wayne Taylor
Taylor.wayne@epa.gov

Useful link: <http://www.epa.gov/ogd/forms/adobe/SF425.pdf>

- D. Annual Projections:** On April 30 of each project year (i.e., April 30, 2015; April 30, 2016; and April 30, 2017), the City of Corinth will project the specific sites where Phase I and Phase II ESAs are expected to be completed in the upcoming year (see Attachment 3). This Projections list may be submitted with the quarterly report. The listed sites will be a subset of the total number of sites where Phase I and II ESAs will be conducted during the entire project performance period.
- E. Final Performance Report:** The City of Corinth will use the Final Quarterly Report as the Final Performance Report. It will be submitted to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report will be provided to the EPA Project Officer electronically or by mail. The report shall contain the same information as the Quarterly Progress Reports, and will also summarize the key deliverables over the life of the grant, including:
 - A chart summarizing all sites assessed during the grant, the work completed, and the funds expended at each site;
 - A list of all the outreach materials produced;
 - Site photographs (on disk), where available; and
 - Lessons learned
- F. ACRES/Property Profile Form:** Property specific information will be submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. The information in the quarterly report should correlate

with the information in ACRES. ACRES is a national database from which project status information is extracted and reported to Congress and the public. Relevant portions of the database must be updated for each property when the following occur:

- Completion of Phase I (must include site address)
- Start of Phase II
- Completion of Phase II
- Completion of the Project Period
- As significant events occur at the site, but not later than the end of the quarter in which the event occurred

Useful link: https://cdx.epa.gov/SSL/cdx/EPA_Home.asp

- G. Contractor Procurement:** The City of Corinth will solicit statements of qualifications (SOQs) from qualified brownfields consultants. The solicitation will be advertised in the Daily Corinthian and on the City of Corinth's website at www.cityofcorinthms.com/business/currentbids-rfgrfp/
- . A Committee comprised of members of the CBAC and City Staff will review qualifications. It may be necessary to conduct interviews of the top two or three respondents. Procurement will be done in accordance with 40 CFR Part 30 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations or 40 CFR Part 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- H. Kick-off Meeting:** Once the contractor has been selected, the City of Corinth, EPA and MDEQ will participate in a project kick-off meeting. This will allow the team to establish goals and familiarize the partners with the project expectations. This would be a good opportunity to review roles and responsibilities, project schedules, and ensure that all committed team members have what they need to execute the project roles effectively.

Task 6 will be conducted by: Dave Huwe with the assistance from a Qualified Consultant.

3.0 DETAILED SCHEDULE DEVELOPMENT (Attachment 1)

Attachment 1 provides a detailed guideline for schedule development. Several tasks run concurrently. For that reason, a Gantt chart or some other scheduling software tool will help make the schedule into a useful visual aid as well. Be sure to include sufficient time for management or governing board approvals as may be necessary at critical points in the project. Schedule development should be discussed with the EPA project officer.

Attachment 1: Guideline for Detailed Schedule Development - Assessment

- Start approved Phase I activities as soon as sites are identified (no need to wait for a final site inventory).
- Make community engagement a cornerstone of the program; it helps build the site inventory and program commitment.
- Projects with at least 35% of the funds expended on eligible tasks after 18 months are well positioned to spend all funds by the end of the project period.

Time from Notice of Selection	Actions
Grant Commitment and Planning Phase	
0 month	Notice of Selection, May 27, 2014; Application Forms Webinar held June 11 & 18, 2014
3 weeks	Grant Application Submitted with Draft Work Plan and detailed schedule CAR Internal Grants Management Team is in place with set roles
2-4 months	CAR pre-award activities such as Community Engagement Plan and consultant RFP (with prior Project Officer approval)
2 months	EPA works with CAR to finalize draft work plan (by August 1, 2014)
3-4 months	EPA executes grant award
Oct. 7-9, 2014	New Grantee Orientation in Atlanta, GA

Time from Grant Award	Actions
Planning	Startup
	0 months Grant award
	0-3 months Request for Proposal (RFP) for contractor procurement is finalized (if not completed pre-award)
	1 - 4 months Consultant contract executed and contractor on-board Kick-off meeting held with CAR, Contractor, EPA, State First Meeting with Community, Complete Community Engagement Plan
Grant Specific Schedule	
Year 1	4 months Quarterly Report 1 is due January 30, 2015 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	4 - 7 months Initial Site Inventory activities completed / Site Selection Priority Process established (with input from Community) and implemented
	4 - 7 months Phase I activities initiated on first priority sites (concurrent with Inventory refinement & Community Input)
	4 - 7 months Community-wide grant recipients develop generic QAPP (concurrent with Phase I report writing); submit to EPA/State (allow 4 weeks for approval)
	6 - 9 months Phase I reports are being finalized/ACRES forms are being updated/ Community has been engaged in Phase I findings
	7 months Quarterly Report 2 is due April 30, 2015 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	7 months Submit projections to EPA for Phase I & Phase II ESAs for the next year
	8 - 9 months Submit site eligibility forms to EPA/State (for petroleum sites); obtain site access

	9 months	Site specific QAPP(s) submitted to EPA/State for each property (allow 2 weeks for approval)
	10 months	Quarterly Report 3 is due July 30, 2015 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	10 months	Phase IIs initiated
	11 – 13 months	Phase II reports are being finalized; ACRES forms are being updated; Community has been engaged in Phase II findings
	11 -13 months	Assess status to ensure work is on target to meet set year end goals, if not inform PO as soon as possible in writing
Year 2	13 months	Quarterly Report 4 is due October 30, 2015 (30 days after 1 st quarter ends) Reimbursement Request Submitted Disadvantaged Business Enterprise (DBE) due with this quarterly
	12 – 24 months	Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties
	12 – 24 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired Submit to EPA /State for review/comment/public involvement Begin securing/seeking financial support for cleanup
	16 months	Quarterly Report 5 is due January 30, 2016 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	18 months	Half of 3 year grant is complete; check-in with EPA/State for any modifications to work plan budget or scope of work. 35% of funds should be expended by this time.
	19 months	Quarterly Report 6 is due April 30, 2016 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	19 months	Submit projections to EPA for Phase I & IIs for the next year
	22 months	Quarterly Report 7 is due July 30, 2016 (30 days after 1 st quarter ends) Reimbursement Request Submitted
Year 3	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 site specific QAPPs for Phase IIs should be submitted (No QAPPs will be accepted after month 30)
	25 months	Quarterly Report 8 is due October 30, 2016 (30 days after 1 st quarter ends) Reimbursement Request Submitted Disadvantaged Business Enterprise (DBE) due with this quarterly
	26 – 30 months	Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties. Continue public involvement.
	26 – 30 months	Clean-up planning (ABCA) on sites where cleanup funds may be desired Submit to EPA/State for review/comment/public involvement Begin securing/seeking financial support for cleanup
	28 months	Quarterly Report 9 is due January 30, 2017 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	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
	31 months	Quarterly Report 10 is due April 30, 2017 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	34 months	Quarterly Report 11 is due July 30, 2017 (30 days after 1 st quarter ends) Reimbursement Request Submitted
	35 month	Reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report
	36 months	Grant project/budget period closes; no further costs can be incurred after final date
	37 months	Quarterly Report 12 is due October 30, 2017 (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, 2017. Disadvantaged Business Enterprise (DBE) report due with this quarterly report.
	37 – 39 months	Submit final request for reimbursement with Final FFR (Standard Form 425); All Close-out documentation and final deliverables due within 90 days after project end date (December 30, 2017)

- Quarterly reports are due 30 days after the end of each quarter: Jan 30, April 30, July 30 and Oct 30.
- DBE/MBE reports are due with the October quarterly reports.
- ACRES data should be entered with each project phase and after significant work completion.
- Draw down expended funds at least quarterly or more frequently as expenditures warrant.

Attachment 2: Budget Table for Work Plan Tasks**Hazardous Substance Assessment Budget**

Budget Categories	Project Tasks						Total
	1	2	3	4	5	6	
Personnel	\$5,000	\$2,500	\$2,500		\$5,000	\$5,000	\$20,000
Fringe Benefits							In-Kind
Travel						\$3,000	\$3,000
Equipment							
Supplies							In-Kind
Contractual		\$139,200	\$8,000	\$7,800	\$12,000	\$8,500	\$175,500
Other: State Program Enrollment/Fees				\$1,500			\$1,500
Total	\$5,000	\$141,700	\$10,500	\$9,300	\$17,000	\$16,500	\$200,000

Petroleum Assessment Budget

Budget Categories	Project Tasks						Total
	1	2	3	4	5	6	
Personnel	\$5,000	\$2,500	\$2,500		\$5,000	\$5,000	\$20,000
Fringe Benefits							In-Kind
Travel						\$3,000	\$3,000
Equipment							
Supplies							In-Kind
Contractual		\$139,200	\$8,000	\$7,800	\$12,000	\$8,500	\$175,500
Other: State Program Enrollment/Fees				\$1,500			\$1,500
Total	\$5,000	\$141,700	\$10,500	\$9,300	\$17,000	\$16,500	\$200,000

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.

³ Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

Attachment 3: Annual Projections

<u>Property/Site Name</u>	<u>Activity</u>	<u>Start Date</u>	<u>Completion Date</u>

Attachment 4: AAI Reporting Requirements Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: _____

Grant Number: _____

ACRES Property ID: _____

Program Manager Name: _____

(Point of Contact) _____

Contact Phone Number: _____

Name / Address of Property Assessed: _____

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- ☐ An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- ☐ An identification of ***“significant” data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- ☐ ***Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
- ☐ *“[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”*
- ☐ *“[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”*

Note: Please use either “I” or “We.”

- ☐ In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.

Signature of Grantee Program Manager

Date

Attachment 5: Example Quarterly Reporting Template -- Assessment

CAR Name:	Cooperative
Agreement Number:	
Date Submitted:	Quarterly
Report Number:	

Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ^a	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written. Schedule developed.	Qtr. 1	PM, team
B. Prepare bid documents for procuring contractor support.	Bid package complete.	Qtr. 1	City Engineer
C. Select contractor.	Contractor selected	Qtr. 2	PM
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)		PM
a. Quarterly Progress Reports to EPA & State	Final Report		PM, team
b. Final Grant Reporting	(90 days after grant)		PM
F. Attend Regional & National Brownfields workshops			PM
Cost Estimates for Task 1^b: 1) Travel to Grantees' Workshop: Flight: \$300 Hotel: \$120/day x 2 night = \$240 Per diem: \$60/day x 3 = \$180 Total: \$620 x 2 people = \$1240 2) Local site related travel: \$0.53/mi = \$500/yr x 3 years = \$1500			
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>			

CAR Name:	Cooperative
Agreement Number:	
Date Submitted:	Quarterly
Report Number:	

Task 2: Community Involvement/Engagement			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Files made publicly available.	Qtr. 1	PM, team
B. Detailed demographic assessment	Assessment complete, part of Plan.	Qtr. 1	Team
C. Community Engagement Plan Developed	Plan complete.	Qtr. 1	Contractor
D. Media, Electronic & Social Networking Systems Updated	Radio, TV, flyers	Every Qtr.	Team

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

^b If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

E. Meetings to describe project/schedule and/or updates Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	newspaper, etc. Meetings conducted.	Qtrs.: 2, 4, 8, 10	PM, Team
Cost Estimates for Task 2: (include cost estimates here)			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> 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: Agreement Number: Date Submitted: Report Number:	Cooperative Quarterly		
Task 3: Assessments of Targeted Sites			
Subtask / Activity A. Site Inventory B. Characterization (Phase I, Phase II) C. Generic QAPP D. Site Specific QAPPs	Deliverable/ Outputs / Milestone	Target Date	Lead Party
Cost Estimates for Task 3: (include cost estimates here)			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> 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: Agreement Number: Date Submitted: Report Number:	Cooperative Quarterly		
Task 4: Cleanup Planning and Institutional Controls			
Subtask / Activity A. B.	Deliverable/ Outputs / Milestone	Target Date	Lead Party

C.			
Cost Estimates for Task 4: (include cost estimates here)			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.			

Budget:

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

Hazardous 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	\$15,000			
Equipment				
Supplies	\$5,000			
Contractual	\$180,000			
Other				
Total	\$200,000			

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	\$15,000			
Equipment				
Supplies	\$5,000			
Contractual	\$180,000			
Other				
Total	\$200,000			

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

Site Specific Community-Wide Quarterly Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date

