

**BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT  
WORK PLAN**

*June 19, 2022*

Submitted by:  
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110 WATULA AVENUE  
OCALA, FL 34471*

*TO:*  
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Cooperative Agreement Number:  
4B-02D28522

## **Purpose of the Work Plan**

The City of Ocala, a Fiscal Year (FY) 2022 Brownfields Assessment Grant Cooperative Agreement Recipient (CAR), has developed a work plan prior to the award of funds. The purpose of this work plan is for the City to describe the tasks necessary to implement the project identified in the proposal submitted in the FY 2022 competition for Brownfields Assessment Grants. This work plan is consistent with the outline provided by the United States Environmental Protection Agency (EPA); however, the City has modified as appropriate to correlate the activities identified in its proposal. The EPA Project Officer (PO) will review and work with the City to finalize the work plan. The City will not expend any funds to carry out the agreement until EPA approves the Pre-Award project costs, eligible activities necessary to implement the project and final work plan. Activities may commence as early as July 1, 2022, if approved by the EPA in anticipation of the award. The City of Ocala and EPA anticipates the project and budget period will begin July1, 2022.

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## **1.0 PROJECT OVERVIEW**

The City of Ocala (hereinafter the “Cooperative Agreement Recipient” or the “CAR”) has been selected for a Brownfields Assessment Cooperative Agreement from the U.S. Environmental Protection Agency (EPA). EPA anticipates the project and budget period to be from October 1, 2022, through September 30, 2026. EPA's Brownfields Program empowers states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields.

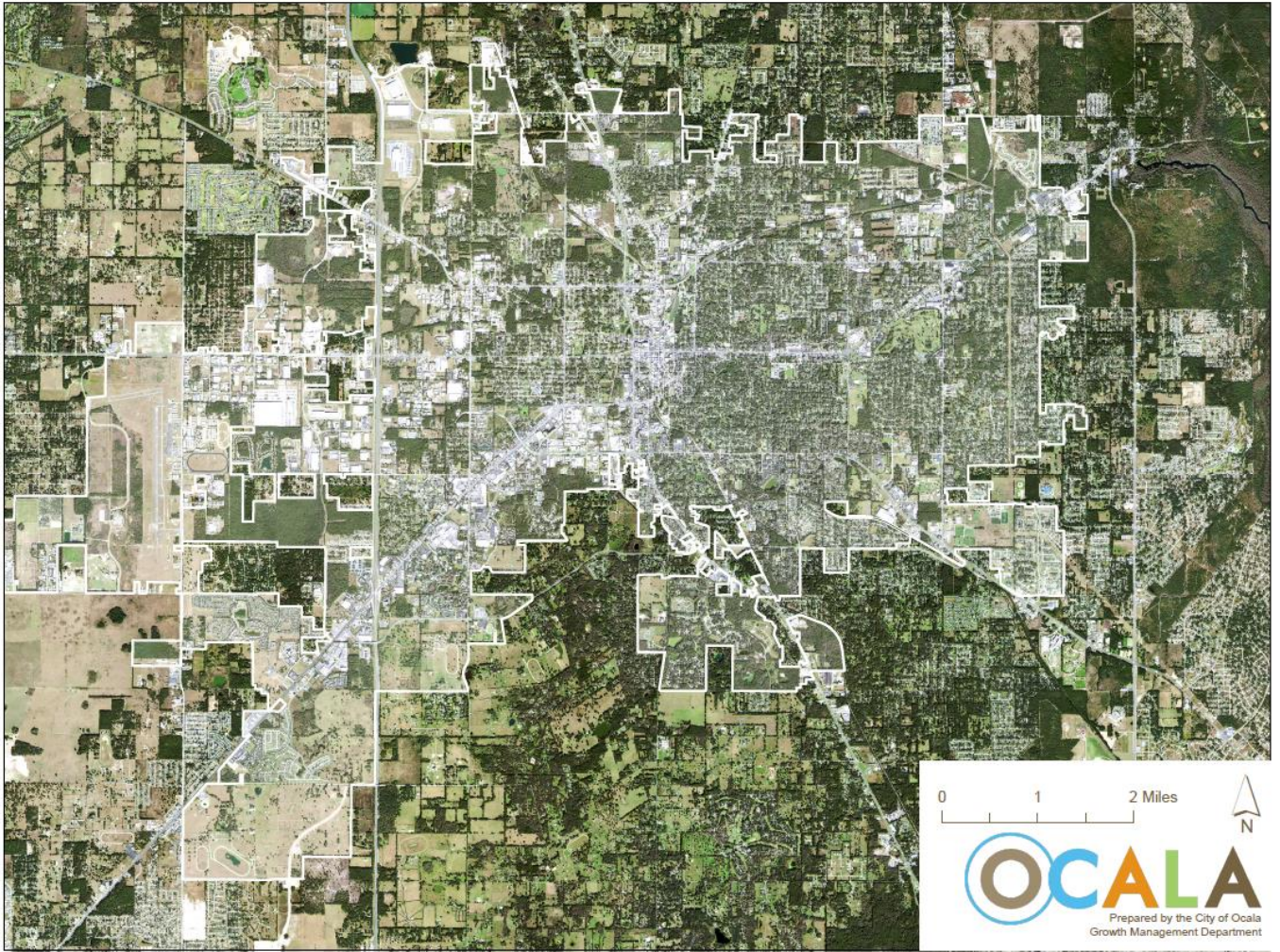
### **1.1 Project Description**

The City of Ocala is in North Central Florida and encompasses 45 square miles at the junction of five major roadways (I-75, SR40, US27, US441, and SR200). Economic development in the area was first promoted through agricultural production, which included the citrus industry. In 1883 downtown Ocala was destroyed by a fire and rebuilt with brick, granite, and steel, earning it the name “The Brick City.” From the 1930s to the 1960s, US 441/301 was the primary highway connecting the northern US with Florida. Ocala is synonymous with the adjacent Silver Springs State Park, a world-famous attraction that has provided a strong tourism base to the community for decades. The roads through Ocala and the once bustling downtown were a haven for motels, fueling and auto repair stations, and agricultural and industrial businesses. Many of the fueling stations were abandoned prior to the underground storage tank (UST) closure requirements under US EPA regulations. Additionally, many of the industrial businesses were run with no environmental regulations to guide their practices. Industrial businesses remain integral to the economy today, and recently emphasis has been placed on attracting logistics services for trucking and transportation as the City is home to a newly emerging downtown, several large distribution centers (FedEx, Chewy, AutoZone, and Amazon), and mid-sized manufacturing. The City of Ocala intends to perform community-wide assessments on multiple brownfield sites located within the core of the City, specifically the Midtown/Downtown and North Magnolia redevelopment areas. The City’s target area consists of Census Tracts (CT) 18, 19, and 14.01, which are all federally designated Opportunity Zones (OZ). These areas have endured sluggish growth over the last few years. Brownfield plans for the target area strongly correlates with the long-term vision of the City. The City intends to undertake the ambitious task of revitalizing this portion of its jurisdiction through multiple Phase I and Phase II assessments, cleanup planning where necessary as well as strategic community outreach all within a four-year time frame. The City will continue the momentum generated from its success implementing the last cycle of EPA funded assessments and activities. As a selected recipient of funding to the amount of \$500,000; the City will support selected development projects and that are expected to generate positive outcomes for both the business and residential stakeholders. The City will continue to leverage the strength of the project team, productive partnerships, an engaged community, and available resources.

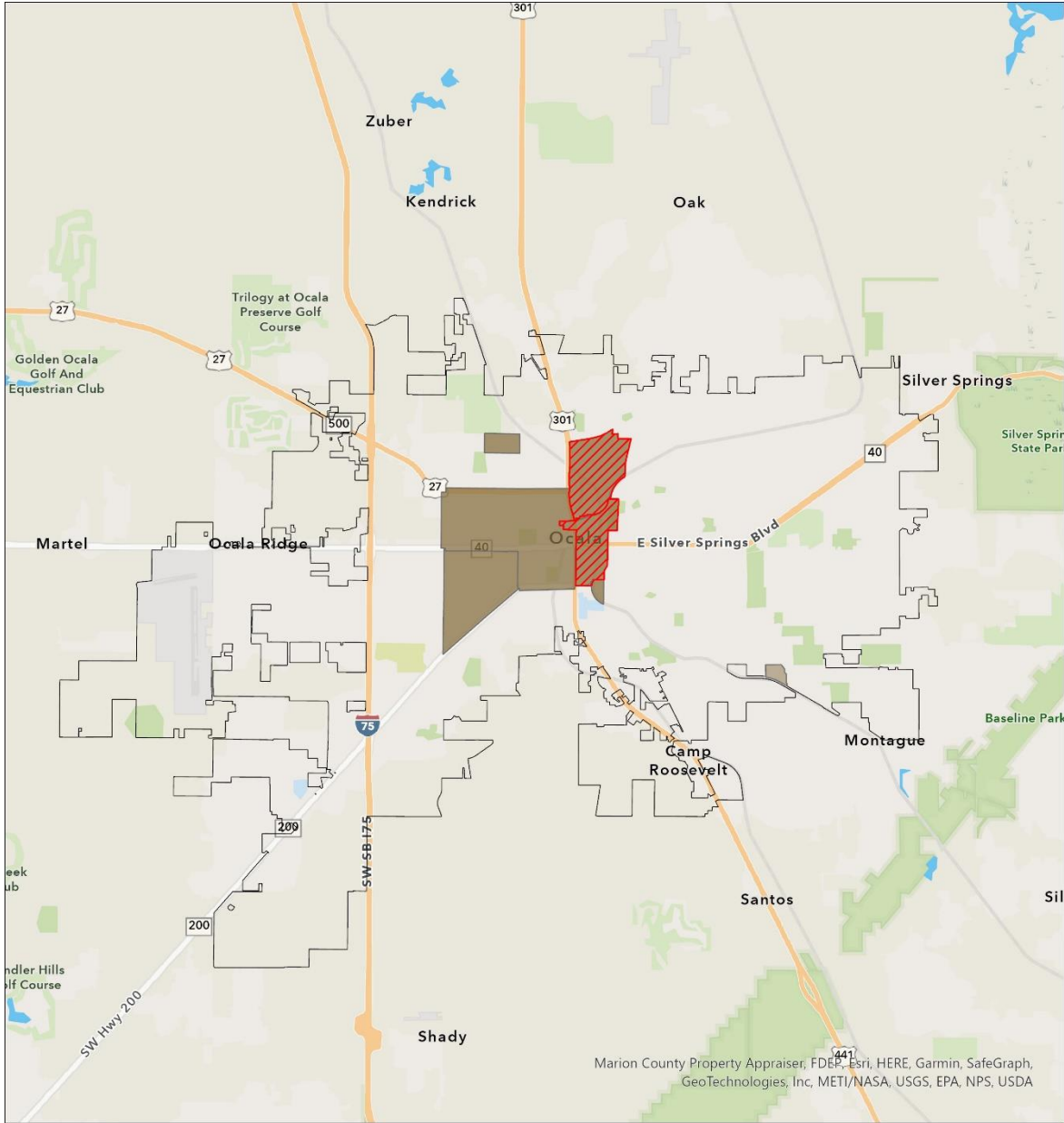
Brownfields initiatives are an important part of the City’s mission to provide fiscally responsible services consistent with the community's current and future expectations. The City is committed to transforming these blighted areas into the center of economic, cultural, and civic activity in the City and County. The City continues to be aware of and has catalogued known and possible brownfield sites across the municipality. In 2018, the City received \$300,000.00 in EPA Brownfield assessment Grant (BF00D71118) funding to provide support to perform community-wide hazardous substance and petroleum assessments on multiple brownfield sites within West Ocala target area focusing on three major sites, the Royal Oak Charcoal Plant,

Phoenix Heights – housing for the charcoal plant, and an abandoned hotel and service/gas station totaling nine acres. From 2022 to 2026 this focus will expand to the Midtown/Downtown and North Magnolia redevelopment areas in furthering the long-term plans for Ocala. The City’s Ocala 2035 Vision Plan establishes how this will be achieved through prosperous growth of residential, restaurant, entertainment, and retail hubs. This process of unlocking the development potential of brownfield sites and affected areas is crucial to realizing this vision. The overall goal of this project is to encourage redevelopment of brownfield sites by engaging the community, conducting Phase I and Phase II assessments, and developing cleanup and reuse plans. To achieve this the City will seek to educate the local community about the impact of brownfields and the benefits of assessments and cleanup for redevelopment while ensuring alignment with completed community plans and redevelopment strategies. A significant amount of time will be dedicated to conduct Phase I and Phase II site assessments and Cleanup planning as needed. The City aims to capitalize on the increasing interest in the Downtown Development District which is comprised of the Midtown/Downtown and North Magnolia redevelopment areas. The City is actively establishing relationships with prospective developers through economic and development agreements that will mature into key projects providing a significant benefit to the wider community. While the City has seen accelerated population growth in the last two years, majority of this growth is outside of the targeted Census Tracts. The residential communities within these areas consist of a sensitive low-income population with several environmental justice disadvantages, including high unemployment exacerbated by the COVID-19 pandemic. After decades of neglect coupled with the flight of residents to the sub urban, the target area can be considered poised for redevelopment. The 4-year timeframe allows for medium term projects that will have lasting impacts for years to come.

The assessment and cleanup of brownfields within the target area will further the goals and priorities of the City’s plans and programs. These projects support redevelopment strategies that incorporate equitable development (benefiting all Ocala residents) and sustainable practice/livability principles. In October 2017, the City adopted a resolution to expand a Community Redevelopment Agency (CRA) and brownfields area based on input from the community. Priority brownfield sites were identified to fulfill the goal of redevelopment to support affordable housing, grocery store access, business attraction and job creation. Two sites will be at forefront of the City’s revitalization plans namely the Concord Parking Lot located at 102 NE 1st Ave, Ocala, FL 34470 and Industrial Laundry Facility located at 317 NE 2nd St., Ocala, FL 34470. Both priority sites are located within the Ocala 2035 Vision Plan and Midtown Master Plan. Future affordable housing/mixed-use developments will benefit from existing infrastructure, especially public transportation and the proximity of the housing to the employment availability downtown.



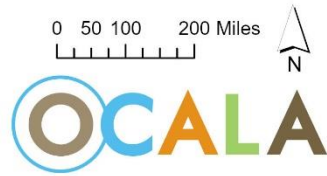
Ocala City limits



Marion County Property Appraiser, FDEP, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

# Brownfields Target Area

-  Target Area
-  Brownfields
-  City Limits



Prepared by the City of Ocala  
Growth Management Department

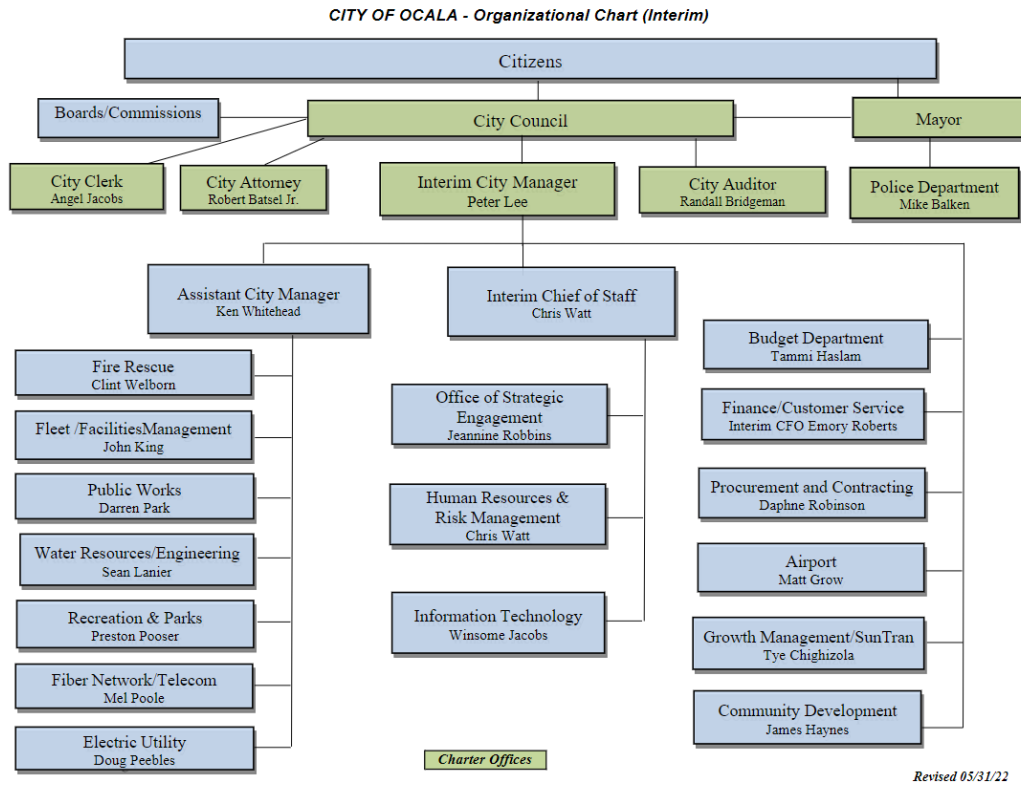
Target area and designated brownfield areas

## **1.2 Project Team Structure and Responsibilities**

The City of Ocala's Growth Management Department is tasked with undertaking economic development, redevelopment, and reinvestment initiatives, and oversees the brownfields program. The core project team for will consist of City staff. Consultants will provide support under guidance from the project team. Mr. Peter Lee is the Interim City Manager and is responsible for all City initiatives being implemented, he reports to governing local body the City Council. Mr. Aubrey Hale, Chief Development Official (CDO) will lead team to deliver timely and successful expenditure of funds and completion of administrative and financial requirements of the project as the Brownfield Project Director. Mr. Hale has 12 years of experience in Community Planning and Development and has been involved with brownfield redevelopment planning and grant management since 2021. Mr. Roberto Ellis, Economic Development Specialist reports directly to the CDO will provide day to day project management support. Ms. Catherine Larson, Fiscal Operations Supervisor will be responsible for managing the grant finances and will be responsible for all ASAP.gov drawdowns. Mr. Sean Lanier, PE, City Engineer, will serve as the Technical Lead. Growth Management/SunTran Director, Mr. Tye Chighizola will provide land use and planning expertise as required. Ms. Shayatta Roberts, Procurement and Vendor Relations Manager, will oversee procurement of services and remain the main liaison from the Procurement and Contracting Department. The City Attorney Robert Batsel Jnr, P.A, will provide legal support and direction. The core team will hold quarterly meetings for planning and project updates. The environmental contractor is expected to participate in these meetings. Required quarterly reports as well as any upcoming assessments and community educational efforts will be shared amongst team members. Project team and Consultants will meet virtually and in person as needed. The core team will handle administrative and technical support needed to manage the cooperative agreement. The cooperative agreement will be shared with community stakeholders through the Brownfields Advisory Committee (BAC), engagement sessions and social media.

The CAR now has an extensive understanding of the requirements and process necessary to make the current and future programs a success story for their community with the support of US EPA. The image below gives an overview of the City's organizational structure. Ocala benefits from an engaged community that provides public input and participates in the governmental process. Staff will utilize input from the BAC to assess sites identified based on redevelopment goals and potential. The Growth Management Department will use this inventory to engage potential developers and incorporate site development potential into site prioritization and selection.





City of Ocala Organization Chart

The EPA is responsible for approving site eligibility and Quality Assurance Project Plans (QAPPs) before expending funds. The EPA will also work with the CAR and Consultant(s) to provide guidance for Phase Two Assessments.

The City supports the use of incentives and resources available through Florida’s Brownfield Redevelopment Program. The Florida Department of Environmental Protection (FDEP) acknowledges that grant funding will strengthen the City’s cleanup and redevelopment efforts and the State’s Florida Brownfields Redevelopment Act. The cost to enroll in a State Brownfields or VCP is a grant-eligible cost. The CAR will discuss with the State whether they want to receive copies of grant documents and how they will be notified of the site assessment activities. The CAR will provide the State an opportunity to review all technical reports, including Quality Assurance Project Plans (QAPPs), Analysis of Brownfields Cleanup Alternatives (ABCAs), and cleanup plans. The CAR must request State and/or EPA site eligibility determinations for all petroleum sites.

### 1.3 Measuring Environmental Results: Outputs/Outcomes

To ensure the project remains on schedule the City's project team representatives and consultants, will meet quarterly to track all outputs and will report progress in fulfilling the scope of work, goals, and objectives to the EPA via quarterly reports. In addition, project expenditures and activities will be compared to the project's schedule to ensure the grant project is completed within the four-year time frame. Site specific information will be entered and tracked in the ACRES database. The outputs to be tracked are listed below. The CAR will make monthly calls to the EPA Project Officer and if needed take corrective actions to get the project back on schedule.

The expected Project Outputs to be measured during the grant period include the following:

- Number of community meetings held including meeting reports
- Number of ABCAs completed
- Number of advisory committee meetings held
- Number of brownfield sites identified via Brownfield Site Inventory
- Number of Phase I environmental site assessments completed
- Number of Phase II environmental site assessments completed
- Brownfield Revitalization Plan

Primary outcomes for this project are anticipated to include a brownfield site inventory, up to twenty (20) Phase I ESAs, one (1) Generic QAPP, ten (10) Phase II ESAs with SS QAPPs, four (4) ABCAs, and one (1) Brownfield Revitalization Plan. Associated activities include community/advisory meetings and education materials in support of the listed outcomes.

The expected Project Outcomes to be measured during the four-year grant period include the following:

- Number of acres of land assessed
- Number of jobs created/retained
- Amount of tax revenue generated
- Number of acres of property remediated
- Amount of leveraged funding (public and private)
- Number of acres of property redeveloped
- Value of capital investment for redevelopment
- Acres of parks and greenspace preserved and created

Outcomes and Outputs will be documented in a database maintained by the City's Growth Management Department during the four-year grant period and made available for review. Long-term outputs may include affordable housing units, grocery stores, business attraction and job creation. It is unlikely these long-term outputs will be completed within the project period, but the Growth Management Staff can monitor such results as a measure of overall redevelopment activity.

## 1.4 Budget

Below are the anticipated cost estimates for this project based on past brownfield projects as determined by local market standards and the skills needed for the specific tasks. The budget includes travel, supplies, and contractual costs. The City commits to spending over 70% of the budget on the Assessment Activities.

<b>Budget</b>	<b>Project Tasks</b>					
<b>Categories</b>						Total
	Community Involvement/ Outreach	Site Inventory	Assessments	Remediation/ reuse Planning	Programmic Support & Reporting	
Travel <sup>1</sup>					\$5,000	\$5,000
Supplies	\$1,500					\$1,500
Contractuals <sup>3</sup>	\$12,000	\$7,000	\$365,500	\$84,000	\$25,000	\$493,500
<b>Total</b>						\$500,000

## 1.5 Pre-Award Costs

It is anticipated that pre-award costs will be needed to create the Community Involvement Plan and any travel costs associated with Southeast, National and State conferences. No additional pre-award costs are anticipated. Two members of City staff will attend the National Brownfields Conference in Oklahoma City, Oklahoma August 16-19, 2022. The estimated cost for two (2) CAR representatives to attend this event includes travel- \$880, accommodation-\$1920 and incidentals and per diem (\$60/day) \$480. The conference will offer opportunities for capacity building and networking providing a significant benefit to the CAR. The CAR representatives will also be attending the 2-day EPA New Grantee meeting in Atlanta, Georgia October 2022. The estimated cost for two (2) CAR representatives to attend this event includes travel- \$400, accommodation-\$960 and incidentals and per diem (\$60/day) \$360. During the Pre-award phase, the CAR will also begin the Request for Proposal (RFP) process to identify and select qualified consultant(s).

## 2.0 PROJECT TASK DESCRIPTIONS

The work plan includes a summary of activities that will be conducted by the CAR to meet the project objectives. Required activities include Project Management and Reporting, Community Engagement, and the development of generic and site-specific QAPPs. The project tasks should be consistent with the budget. Other activities include site inventories, Phase I and Phase II ESAs, cleanup planning activities, area planning activities, and the development of Analysis of Brownfields Cleanup Alternatives (ABCAs). This is inclusive of the two priority brownfields sites The Concord Lot and laundry dry cleaning facility. Other sites will be identified, and list generated with the name, address, owner, and environmental issues. CAR will also identify any sites that will require a petroleum determination (sites where and primary environmental concern is petroleum). The CAR may continue to identify sites throughout the project period for community wide projects.

## **TASK 1 COMMUNITY INVOLVEMENT/ OUTREACH**

The CAR is required to develop a Community Involvement Plan (CIP) describing processes, activities, and planned outreach materials necessary to implement the grant activities. The plan should describe the community and appropriate methods of seeking input, methods of communicating progress and education/information sharing for the community. The CIP should be consistent with the activities mentioned in your grant proposal and include the partners and community-based organizations that were identified in the proposal.

EPA encourages the CAR to begin developing the Plan as soon as possible. Development of a CIP is an eligible and appropriate pre-award activity and Attachment 4 is included as a resource to use when developing the CIP.

Ocala relies on public in the governmental process, informing and gathering public input when implementing changes in the community is a top priority to the City. The City will use its experience with preparing Community Involvement Plan (CIP) to incorporate various inputs and outline planned community engagement activities, a programming schedule, and stakeholders. The CIP for this project will be compatible with and build on existing public involvement in implementing the Midtown and North Magnolia redevelopment plans. The City has established a series of implementation strategies for its engagement goals based on its experience of effective methods and specific target-area challenges. The City's goals for community involvement efforts are to give the public accessible, accurate, and timely information; ensure adequate opportunity for meaningful participation and for input to be considered; reflect community concerns, questions, and information needs in program activities and decisions; and respect and fully consider public input throughout the process. The City will ensure that residents are provided with ample opportunity to obtain valuable information despite social distancing requirements and will use various means of outreach that follow CDC/municipal guidelines. The City offers Zoom and Microsoft TEAMS meeting options in addition to socially distanced, in-person meetings. Virtual walkthroughs complete with mapped images of the target community will be used during meetings to provide visual context. The City will share major outcomes and development on City social media. Other plans include asking residents to provide their own photos and video clips to create a grassroots digital montage.

The City will leverage project-partner resources to encourage involvement and outreach/education. A Key part of this will be the eleven-member Brownfields Advisory Committee (BAC), made up of citizens, professionals, and business owners recruited based on their engagement in current civil and business organizations, will lead these efforts. The BAC will be integral to site selection, reuse planning, and overall redevelopment activities. Posts on the City's webpage displays in public spaces (libraries), and the use of mailers will provide a variety of informational resources. Additionally, many of the BAC are also members of other City Community Redevelopment Advisory Committees, bringing a strong redevelopment mindset to the group. The brownfields initiatives will flow through the BAC with additional involvement coming from the Downtown Business Alliance, and Downtown and North Magnolia CRA Advisory Committee where necessary.

***Task 1 will be primarily conducted by: City Staff***

## TASK 2 SITE INVENTORY

The City's Brownfields Project Director will work with the residents living in the target area during community meetings to update the existing site inventory for assessment. Although approximately 2,300 potential brownfield sites have already been identified out of the City's approximate 25,000 parcels, additional abandoned and underutilized properties identified by the residents of the target area will be researched further by City staff using a combination of the Marion County Property Appraiser's website and their established Geographical Information System (GIS) based OBIS inventory system. Once a list is compiled, the consultant will work with City of Ocala staff to use an accepted evaluation ranking tool and determine with the help of residents the order in which the sites will be addressed. A community meeting will be held in the 1st quarter to reassess the existing inventory and use the established evaluation ranking process throughout the grant project to add and prioritize sites.

**A. Site Inventory and Prioritization [Community-Wide Only]:** To identify petroleum sites, City will contact the State UST program official to identify the petroleum sites within its grant jurisdiction. Additional sites have been identified and prioritized through a cooperative community effort resulting in improvement of the current brownfields database. Site specific information will be entered and tracked in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) database. The City has received commitment from several local organizations such as the Chamber of Economic Partnership, Downtown Business Alliance and the Ocala Housing Authority who will continue to provide key inputs as it relates to site identification, effective implementation of activities and future redevelopment of sites.

**B. Site Characterization – Phase I ESA:** The City shall ensure that all Phase I site characterizations and assessments conducted with the grant funding be performed in accordance with EPA's standard for all appropriate inquiries. The City shall utilize the practices in ASTM standard E1527-21 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process," or EPA's All Appropriate Inquiries Final Rule. The City must complete and sign the "All Appropriate Inquiries: Reporting Requirements Checklist for Assessment Grant Recipients" (Publication Number: EPA 560-F-17-194 or the current version in effect at the time) for each Phase I ESA conducted with Brownfields grant funds. The current version of this form is available at: [https://www.epa.gov/sites/default/files/2017-07/documents/aa\\_i\\_factsheet\\_reporting\\_requirements\\_checklist\\_epa\\_560\\_f\\_17\\_194\\_508.pdf](https://www.epa.gov/sites/default/files/2017-07/documents/aa_i_factsheet_reporting_requirements_checklist_epa_560_f_17_194_508.pdf) Given that Phase I ESAs have a limited shelf life (generally 180 days), particularly if the property has near-term cleanup or development plans. The timing of Phase I completion or update may be sensitive and relate to property acquisition. This will be considered when developing the overall site strategy.

**Site Eligibility:** Prior to spending funds for Phase II ESAs (or any other site-specific work other than a Phase I ESA) for community-wide grants, the CAR must submit a completed EPA Region 4 Site Eligibility Determination Outline (provided by the EPA Project Officer) to the EPA Project Officer and **receive EPA approval**. In some cases, this may be completed in conjunction with the appropriate State agency. The EPA must approve the site as eligible for funding before Phase II work begins. If the CAR does not own the site, the CAR must obtain site access prior to expending any funds on a brownfields site. The City shall request site access from City Council for City owned properties.

**C. Site Characterization – Phase II ESA:** Once EPA has determined the site to be eligible, Phase II ESA activities can begin. The City is estimating to complete ten (10) Phase II ESAs including Site Specific QAPPs. Phase II ESAs/SS QAPPs will be completed at an estimated cost of \$28,000 each for a total of \$280,000. The City will follow the various approved requirements for the assessment of lead-based paint and asbestos.

*Task 2 will be primarily conducted by: Qualified Environment Professional/Consultant*

### TASK 3 ASSESSMENTS

This project seeks to direct revitalization to some of the most economically disadvantaged portions of Ocala and generate interest in ideally located properties overlooked due to poverty as well as racial, socioeconomic, and environmental stigmas. The consultant will conduct Environmental Site Assessment (ESA) activities at sites selected and ranked through the Site Inventory Task, starting first with the two priority sites listed in this application. ASTM-AAI compliant Phase Is; Generic Quality Assurance Project Plan (QAPP); Phase IIs will include the SS-QAPP. Prior to assessment, site access agreements and property eligibility determinations approval will be obtained.

The City has created, digitized, and maintained an extensive inventory of brownfield sites in the Ocala's Brownfield Information System (OBIS), a GIS-based inventory system. The City intends to continue to build and prioritize its inventory with assistance from project partners and target area residents. The City has identified two priority sites based on consistent interest from developers to redevelop the sites into mixed-use properties which align with the City's redevelopment plans, including the Ocala 2035 Vision Plan and North Magnolia Redevelopment Area Community Redevelopment Plan. Site access has been secured for these two priority sites. In 2010, the City started a multi-year process developing a vision plan to guide the community City of Ocala, Florida.

The resulting Ocala 2035 Vision Plan identified the need for redevelopment in the target area among other areas of the City. The North Magnolia Community Redevelopment Area Development Plan was adopted in 2019 as a community driven collective effort of community residents, businesses, and City staff. The assessment and cleanup of brownfields within the target area will further the goals and priorities of the City's plans and programs. These projects support redevelopment strategies that incorporate equitable development (benefiting all Ocala residents) and sustainable practice/livability principles. Sites have been identified and prioritized through community engagement, with the goal of expanding brownfield redevelopment in the target area. The brownfield properties best suited to capitalize on current growth and development interest opportunities include the Concord Parking Lot and Industrial Laundry Facility. The locations of the two priority sites will make them suitable for mixed-use retail and commercial/office centers, with a residential/affordable housing component. Not only will these uses add employment opportunities in the target area, but they will create affordable housing opportunities for the sensitive populations of the target area while enhancing the attractiveness to the entire City.

**A. Federal Cross-Cutting Requirements:** The CAR must comply with Federal cross-cutting requirements. These requirements include but are not limited to OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

**B. Quality Assurance Project Plans (QAPPs):** When environmental samples are collected as part of any brownfields cooperative agreement, recipients shall have in place an EPA- or State-approved QAPP

prior to sample collection. The QAPPs must be consistent with the EPA Region 4 QAPP Toolbox. The documents in the Toolbox can be found at: <https://www.epa.gov/brownfields/region-4-quality-assurance-project-plan-qapp-tool-box>

Costs incurred for sampling performed without an approved QAPP are not eligible for reimbursement. See the QAPP guidance for more information.

The City will complete a Generic Quality Assurance Project Plan (QAPP) document for their Brownfields Program at an estimated cost of \$5,500. Upon successful completion of a Phase I ESA which will need a subsequent Phase II ESA including the Site-Specific Quality Assurance Project Plan in accordance with EPA Region 4's Instructions for the Preparation of Quality Assurance Project Plans for EPA Brownfields-Funded Projects in the Southeast. Costs incurred for sampling without an approved QAPP are not eligible for reimbursement.

**C. Health & Safety Plans:** The CAR must also prepare and follow an OSHA-compliant Health and Safety Plan (HASP). CARs must also submit these to EPA and the State for the Brownfields project file. EPA approval of the HASP is not required.

*Task 3 will be primarily conducted by: Qualified Environment Professional/Consultant*

#### **TASK 4 REMEDIATION/REUSE PLANNING**

The City will have well defined remediation activities that will include calculating remediation costs and determining site appropriate remediation and/or reuse plans to reduce health/environmental risks for selected sites. Working with the community and FDEP, the City will establish a unified vision and set goals for reuse planning. The consultant will prepare one (1) comprehensive Brownfields Revitalization Plan, at a cost of \$50,000, will define the City's goals and objectives, identify potential and beneficial land-use regulations, document the necessary site improvement needs for each site, and define an implementation strategy and funding sources. Charrettes or visioning sessions may be held for the redevelopment of key properties. The Project Director coupled with the selected environmental consultant will prepare and secure approvals for the Analysis of Brownfields Cleanup Alternatives (ABCAs) based on the data collected and data derived from the environmental assessments completed for the sites tested. Cleanup planning will include evaluating cleanup alternatives, calculating cleanup costs, and determining site appropriate remediation and/or reuse planning to reduce health/environmental risks. The report will be communicated to the public and supplied to the State Brownfields office for feedback prior to final approval. The City is estimating to conduct up to four (4) ABCAs at a cost of \$7,000 each for a total of \$28,000 resulting from the recommendations of the Phase II ESAs completed by the qualified environmental consultants. The ABCAs will also serve as the framework for remedial action plans/corrective measure plans.

**A. ABCA:** An ABCA briefly summarizes information about the site and contamination issues, cleanup standards, applicable laws, cleanup alternatives considered, and the proposed cleanup. It should include information on the cleanup effectiveness, the ability of the grantee to implement each alternative, the cost of each proposed cleanup alternative and an analysis of the reasonableness of the various cleanup alternatives



considered including the one chosen. Further details on the elements of an ABCA can be found in Section L of the [FY22 Brownfields Frequently Asked Questions \(FAQs\)](#).

**B. Institutional controls (ICs):** ICs are administrative or legal mechanisms that help minimize the potential for human exposure to contamination or protect the integrity of a remedy. While it is EPA’s desire to see every site cleaned up to a level that allows for unlimited use and unrestricted exposure, it may not be practical. Zoning changes, easements, etc. generally require both State and local mechanisms and approvals. Property transfers and/or property development often cannot occur until these controls are in place. Anticipate multiple IC jurisdictions and the associated timing requirements in your cleanup planning schedule. Work closely with the State for the approvals.

Note: Only sites owned by local governments or non-profits may apply for EPA cleanup funds; however, cleanup planning done under the assessment grant may be done at any site that meets eligibility requirements.

*Task 4 will be primarily conducted by: Qualified Environment Professional with support from City Staff*

## **TASK 5 PROGRAMMIC SUPPORT AND REPORTING**

The City’s project team led by the Brownfields Project Director will oversee grant implementation and administration to ensure compliance with the EPA Cooperative Agreement Work Plan, schedule, and terms and conditions. The City will procure the services of qualified environmental consultant(s) through a competitive process. A Request for Proposal will be issued during the pre-ward stage of the EPA Brownfields Grant to select up to two consultants. The consultant (s) will assist the City in completing ACRES Database Reporting, Annual Financial Reporting, Quarterly Reporting, MBE/WBE Forms, and all additional Programmatic Support for the three-year term of the grant. The City staff travel budget allows for two staff to attend one national/regional/grantee brownfield training conferences/workshops. Consultant procurement to happen in the 1st quarter. The City aim to have ACRES Reporting started in the 1st quarter & Quarterly Reporting at the 2nd quarter and continues periodically throughout the grant project. When required Annual Reporting and Forms created in 5th quarter, 9th quarter, and during final close out will be produced. Other outputs will include ACRES Database Reporting, 3 Annual Financial Reports, 12 Quarterly Reports, 3 MBE/WBE Forms, Programmatic Support will be provided for the four-year grant period at an estimated cost of \$25,000.

**A. Quarterly Reporting:** In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, § 200.329 Monitoring and Reporting Program Performance), the CAR agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period, except for the last quarter of the grant project period when a final performance report must be submitted (see Final Performance Reporting below).

These reports cover work status, work progress, difficulties encountered, financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel. For community-wide agreements, a

quarterly Site-Specific Budget Summary is required to ensure that expenditure on a single site does not exceed the \$200,000 statutory limit. Quarterly Reports may be submitted either by using the Quarterly Reporting function in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) or by emailing a progress report to the Project Officer (an example is included as Attachment 3).

**B. Annual Reporting:**

1. Disadvantaged Business Enterprise Reporting: Minority Business Enterprise/Women- owned Business Enterprise (“MBE/WBE” or “DBE”) reporting is required for CARs whose total budget funds for procurement, equipment, services, and supplies exceed \$150,000. This reporting must be completed annually using EPA Form 5700-52A. These forms must be sent electronically to the EPA Project Officer and your Grant Specialist from the Grants Management Office (GMO). A link to the form is at: <https://www.epa.gov/grants/epa-grantee-forms>. CARs are encouraged to utilize the services of DBEs, where possible. The CAR must submit the form by October 30 of each project year. The Cooperative Agreement will have further details, including the name of the EPA Grants Specialist in GMO that should receive your report.
2. Federal Financial Reports (FFRs): EPA Standard Form 425 must be submitted annually to EPA by December 31 of each project year and at the close of the grant. An electronic copy should be sent to the EPA Project Officer and to the EPA Finance Center via email at RTPFC-Grants@epa.gov. A link to the form is at: <https://www.epa.gov/grants/epa-grantee-forms>
3. Projections: With the April 30 quarterly report of each project year, the CAR will identify the specific sites where Phase I and Phase II ESAs are expected to be completed in the upcoming year. An example of the annual projection reporting format is provided in the table below.

<b>Example Format for Annual Assessment Projections</b>			
<b>Site Name</b>	<b>Site Address</b>	<b>Phase I/II ESA to be Completed</b>	<b>Projected Timeframe for Phase I/II Completion</b>
<i>(ex. Maryann’s Gas Station)</i>	<i>(ex. 123 Jane Doe St)</i>	<i>(ex. Phase II)</i>	<i>(ex. August 2022)</i>

**C. Final Performance Reporting:** In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, § 200.329 Monitoring and Reporting Program Performance), the CAR agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report and at least one reproducible copy suitable for printing. This report should summarize the accomplishments (outcomes, outputs, and other leveraged resources) during the entire grant project period, including the last quarter. The Final Performance Report should include

- A table listing all the sites assessed during the grant, the deliverables associated with each site, activities conducted at the site, and the funds expended at each site;
- A list of any other deliverables;
- Site photographs; and

- Lessons learned.

**D. ACRES:** Property specific information, including the property address and Phase I and II ESA completions, will be entered electronically in EPA’s Assessment Cleanup Redevelopment Exchange System (ACRES) database at: <https://www.epa.gov/brownfields/brownfields-grantee-reporting-using-assessment-cleanup-and-redevelopment-exchange>. The information in the quarterly report should correlate with the information in ACRES. ACRES must be updated for each property when the following occur:

- Completion of Phase I
- Completion of Phase II
- Completion of the Project Period
- As significant events occur (i.e. leveraged dollars or jobs) at the site, but not later than the end of the quarter in which the event occurred

**E. Contractor Procurement:**

The CAR will follow the City of Ocala Procurement Policy and Standard Operating Procedures (SOP) to acquire the services of two Qualified Environment Professionals/ Consultants through a competitive bidding process beginning with a Request for Proposal. City staff will prepare a Request for Proposal to provide environmental consultant services. The Procurement and Contracting Department and Selection Committee will lead the vetting and selection of suitable candidates that will offer maximum value and support to the City. Terms and conditions with the selected contractor will include a provision to track site-specific costs including QAPPs and ESAs and include an overall programmatic task to include costs that will be shared across all sites, such as generic QAPPs. The procurement process is expected to take less than sixty (60) days. Having previously participated in federal funding programs with success, City staff is equipped to navigate through the process with experience and efficiency. As part of the RFP issuance, all contractors are advised of federal requirements and their required compliance. The Project Director will oversee and direct the environmental contractor via monthly meetings and communications.

The CAR is responsible for ensuring all procurement is in accordance with 2 CFR Parts 200 and 1500, ensuring that contractors comply with the terms of their agreements with the CAR, and that agreements between the CAR and contractors comply with the terms and conditions of the cooperative agreement. Procurement is an activity that is eligible as a pre-award activity. The CAR’s contractor procurement language should include a provision to track costs site-specifically, such as for site-specific QAPPs and ESAs, and include an overall programmatic task to include costs that would be shared across all sites, such as generic QAPPs.

**F. Reimbursement Request:** EPA’s preferred method of payment for CARs is the Automated Standard Application for Payments (ASAP) through the U.S. Department of Treasury. If your organization uses multiple bank accounts for EPA grants/cooperative agreements, you must enroll in ASAP. Once enrolled,

grantees can access ASAP at [www.asap.gov](http://www.asap.gov) to request payments. The ASAP payment process is designed to provide federal funds to a recipient organization within 48 hours.

**G. Kick-off Meeting:** The CAR project team, contractor, and EPA and State partners should participate in a project kick-off meeting to review the work plan and terms and conditions of the cooperative agreement. This is an opportunity to review roles, responsibilities, expectations, and schedule.

**H. Travel:** EPA Region 4's Brownfields Program supports the use of grant funding for travel to local, state and national brownfields-related conferences. CARs may identify and budget for educational/training opportunities that enhance its program development. Travel to brownfields state association meetings, conferences or workshops provide valuable opportunities for networking which can lead to capacity building. EPA is aware of the benefits of this type of outreach travel in moving sites toward and achieving revitalization. Costs for necessary travel and transportation expenses, including local trips, are allowable programmatic costs. It is recommended that the CAR attend annual Regional Brownfields workshops, State Brownfields conferences, and national Brownfields conferences. The next national Brownfields Conference will be held in Oklahoma City, OK in August 2022. More information is available at: <https://brownfields2022.org>

**I. Administrative Costs:** The CAR may use up to five percent of the budget on administrative costs. Administrative costs are direct costs, including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges, incurred to comply with most provisions of the Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards contained in 2 CFR 200 and 2 CFR Subpart E.

**J. Project Meetings:** The CAR may participate in periodic calls / meetings with the EPA Project Officer to discuss the project status. Other project team members such as the contractor and State partners may also be invited to attend.

*Task 5 will be primarily conducted by: City Staff*

### **3.0 SCHEDULE**

Attachment 2 provides an example table with a detailed guideline for schedule development. Several tasks run concurrently so you may choose to use a Gantt chart or other scheduling software tool that can assist in scheduling. 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 Budget Table for Work Plan Tasks

Budget is consistent with Standard Form 424A, the budget justification worksheet, and work plan tasks.

Budget Categories	Project Tasks					
	Community Involvement/ Outreach	Site Inventory	Assessments	Remediation/reuse planning	Programmic Support & Reporting	Total
Travel <sup>1</sup>					\$5,000	\$5,000
Supplies	\$1,500					\$1,500
Contractuals <sup>3</sup>	\$12,000	\$7,000	\$365,500	\$84,000	\$25,000	\$493,500
<b>Total</b>						\$500,000

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

<sup>2</sup> 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.

<sup>3</sup> The CAR must comply with the procurement procedures contained in 2 CFR 200 and/or 1500.

## Attachment 2 Schedule of Activities and Deliverables

<b>Pre-Award</b>	<b>Time and Actions from Notice of Selection to Award</b>	
	<b>0 month</b>	Notice of Selection: May 12, 2022
	<b>0-2 months</b>	CAR completes required grant award documents and submits to EPA
	<b>2 months</b>	EPA works with CAR to finalize grant work plan during June 2022
	<b>2-4 months</b>	CAR may conduct pre-award activities such as drafting the Community Involvement Plan and issuing consultant RFP (This must be <b>denoted/written</b> in your Workplan)
	<b>3-4 months</b>	EPA executes grant award
<b>Year 1</b>	<b>Time and Actions from Award/Project Start to Project End</b>	
	<b>0 months</b>	Grant award
	<b>0-3 months</b>	<ul style="list-style-type: none"> <li>• RFP for contractor procurement is finalized (if not completed pre-award)</li> <li>• ACRES Training</li> </ul>
	<b>1-4 months</b>	<ul style="list-style-type: none"> <li>• Consultant contract executed and contractor on-board</li> <li>• Kick-off meeting held with Contractor, EPA, State and others on the Project Team</li> <li>• Complete Community Engagement Plan</li> <li>• Plan First Public Meeting</li> <li>• Start regular conference call meetings with Project Team</li> </ul>
	<b>4 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 1 is due 30 days after 1<sup>st</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>4 – 8 months</b>	<ul style="list-style-type: none"> <li>• Develop generic QAPP and submit to EPA/State for approval</li> <li>• Conduct Site Inventory and Prioritization</li> <li>• Host Public Meeting</li> </ul>
	<b>7 – 8 months</b>	<ul style="list-style-type: none"> <li>• Start Phase I ESA(s)</li> <li>• Convene regular conference call meetings with Project Team</li> </ul>
	<b>7 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 2 is due 30 days after 2<sup>nd</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>10 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 3 is due 30 days after 3<sup>rd</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>8-12 months</b>	<ul style="list-style-type: none"> <li>• Complete Phase I ESAs</li> <li>• Enter Phase I ESA information in ACRES</li> <li>• Submit signed AAI checklist to EPA</li> <li>• Submit Site Eligibility Determination forms to EPA</li> <li>• Develop site-specific QAPP and submit to EPA/State for approval</li> <li>• Start Phase II ESAs</li> </ul>
	<b>Year 2</b>	<b>13 months</b>
<b>16 months</b>		<ul style="list-style-type: none"> <li>• Quarterly Report 5 is due 30 days after 5<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>

	<b>18 months</b>	<ul style="list-style-type: none"> <li>• <b>Check-in with EPA on whether the CAR is making sufficient progress (see Cooperative Agreement Terms &amp; Conditions for details)</b></li> <li>• <b>Make sure accomplishments to date are in ACRES</b></li> <li>• <b>Make sure all drawdowns possible have been made</b></li> </ul>
	<b>19 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 6 is due 30 days after 6<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>22 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 7 is due 30 days after 7<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
<b>Ongoing</b>		<ul style="list-style-type: none"> <li>• Participate in regularly scheduled planning/status calls with Project Team</li> <li>• Conduct and build on Community Engagement activities</li> <li>• Identify financial commitments, developers, cleanup planning activities, etc.</li> </ul>
<b>Year 3</b>	<b>25 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 8 is due 30 days after 8<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> <li>• Submit Disadvantaged Business Enterprise (DBE) Report</li> <li>• Submit Federal Financial Report (SF425)</li> </ul>
	<b>28 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 9 is due 30 days after 9<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>30 months</b>	<ul style="list-style-type: none"> <li>• <b>Check-in with EPA on whether the CAR is making sufficient progress (see Cooperative Agreement Terms &amp; Conditions for details)</b></li> <li>• <b>Make sure accomplishments to date are in ACRES</b></li> <li>• <b>Make sure all drawdowns possible have been made</b></li> </ul>
	<b>31 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 10 is due 30 days after 10<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>34 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 11 is due 30 days after 11<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
<b>Year 4</b>	<b>37 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 12 is due 30 days after 12<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> <li>• Submit Disadvantaged Business Enterprise (DBE) Report</li> <li>• Submit Federal Financial Report (SF425)</li> </ul>
	<b>40 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 13 is due 30 days after 13<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>
	<b>42 months</b>	<p><b>Six months remain on the grant</b></p> <ul style="list-style-type: none"> <li>• Identify any remaining activities that should be completed prior to grant closing</li> </ul>
	<b>43 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 14 is due 30 days after 14<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of drawdown: _____</li> <li>• Update ACRES</li> </ul>

	<b>46 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 15 is due 30 days after 15<sup>th</sup> quarter ends</li> <li>• Drawdown funds for eligible costs incurred</li> <li>• Date of final drawdown: _____</li> <li>• Update ACRES</li> <li>• Prepare and submit final Phase I or II ESA Reports and draft ABCAs</li> <li>• Reconcile accounts; collect remaining invoices for submission</li> <li>• Gather deliverables for Final Close-out Report</li> </ul>
	<b>48 months</b>	<b>Grant project/budget period closes; no further costs can be incurred after final date</b>
	<b>49 months</b>	<ul style="list-style-type: none"> <li>• Quarterly Report 16 is due 30 days after 16<sup>th</sup> quarter ends OR Submit the Final Close-out Report if all project documentation is complete and ready (due 90 days after project period ends)</li> <li>• Submit Disadvantaged Business Enterprise (DBE) Report</li> <li>• Submit Federal Financial Report (SF425)</li> </ul>



## Attachment 3 Example Quarterly Report Template

Quarterly Progress Reports may be submitted through the ACRES database or via email to the EPA Project Officer. If submitting Quarterly Progress Reports via email, this is an example format that can be used. Other formats may be used, provided that the report includes the information required by the Terms and Conditions of the Cooperative Agreement. Reports shall include property names and other details in the appropriate task description of accomplishments.

CAR Name: Cooperative Agreement Number: Date Quarterly Report Submitted: Quarterly Report Number: Reporting Period: (e.g, October 1, 2022 – December 31, 2022)				
<b>Task 1: Community Involvement / Outreach</b>				
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party	Status
A. Setup Information Repository for Public Information	Files made publicly available.	Qtr. 1	PM, Team	
B. Community Involvement Plan Developed	CIP being developed Radio, TV, flyers newspaper, etc. Meetings being planned	Qtr. 2	PM, Team	
C. Media, Electronic & Social Networking Systems Updated		Every Qtr.	Team	
D. Meetings to describe project/schedule and/or updates <ul style="list-style-type: none"> <li>• Grant Outreach Meetings</li> <li>• Update after Phase I</li> <li>• Update after Phase II</li> <li>• Project completion with ABCA</li> </ul>		Qtrs. 3 4, 8, 10 14	PM, Team	
<b>Costs Incurred for Task 1 during the Reporting Period:</b> Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)				
<b>Actual Accomplishments and Progress Reporting for <u>(fill in the blank)</u> Reporting Period:</b> Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.				

<b>Task 2: Site Inventory</b>				
<b>Subtask/Activity</b>	<b>Deliverable/ Outputs/Milestone</b>	<b>Target Date</b>	<b>Lead Party</b>	<b>Status</b>
A. Develop site inventory	Site List	Qtr. 3	PM, Team	
B. Create an interactive site map	Map			
C. Site prioritization and selection	Priority Site List			
<b>Costs Incurred for Task 2 during the Reporting Period:</b> Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)				
<b>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period:</b> Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.				

<b>Task 3: Assessments</b>				
<b>Subtask/Activity</b>	<b>Deliverable/ Outputs/Milestone</b>	<b>Target Date</b>	<b>Lead Party</b>	<b>Status</b>
A. Develop Generic QAPP	Draft and Final QAPPs	Qtr. 3-14	Contractor	
B. Develop Site Specific QAPP				
C. Conduct Assessments	Phase I ESA Phase II ESA Site Eligibility Determinations AAI Check List			
<b>Costs Incurred for Task 2 during the Reporting Period:</b> Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)				
<b>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period:</b> Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.				

<b>Task 4: Remediation and Reuse Planning</b>				
<b>Subtask/Activity</b>	<b>Deliverable/Outputs/Milestone</b>	<b>Target Date</b>	<b>Lead Party</b>	<b>Status</b>
A. Develop Cleanup Plans	Draft ABCA and Final ABCA	Qtr. 7	PM/Team	
B. Charrettes & Visioning Sessions				

C. Develop Brownfield Revitalization Plan				
<b>Costs Incurred for Task 2 during the Reporting Period:</b> Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)				
<b>Actual Accomplishments and Progress Reporting for <u>(fill in the blank)</u> Reporting Period:</b> Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.				

<b>Task 5: Programmic Support and Reporting</b>				
<b>Subtask/Activity</b>	<b>Deliverable/ Outputs/Milestone</b>	<b>Target Date</b>	<b>Lead Party</b>	<b>Status</b>
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written. Schedule developed. Bid package complete.	Qtr. 1	PM, Team, Staff	
B. Prepare bid documents for procuring contractor support.				
C. Select contractor.	Contractor selected	Qtr. 2	PM, Team	
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 3	PM, Team	
E. Grant Project Reporting and Performance Evaluation: a. Quarterly Progress Reports to EPA & State b. Final Grant Reporting	Quarterly Progress Reports (10 days after end of qtr.) Final Report (90 days after grant)	Cycles	PM, Team	
F. Attend Regional & National Brownfields Workshops.		Cycles	PM, Team	
<b>Costs Incurred for Task 2 during the Reporting Period:</b> Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)				
<b>Actual Accomplishments and Progress Reporting for <u>(fill in the blank)</u> Reporting Period:</b> Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.				

## Quarterly Expenditure Reporting

Date of Last Drawdown:

Budget Categories	Task 1	Task 2	Task 3	Task 4	Task 5	Total Budget	Total Spent this Qtr.	Total Spent to Date	Remaining Budget
	Project Management & Reporting	Community Involvement / Engagement	Site Identification & Assessment	Cleanup Planning & ICs	Area Planning				
Personnel									
Fringe Benefits									
Travel									
Equipment									
Supplies									
Contractual									
Other (describe)									
<b>Total</b>									

### Site Specific Reporting for Community-Wide Assessment Grants

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date

## **Attachment 4**

### **Brownfields Community Involvement Plan**

The City will use the “Preparing Your Brownfields Community Plan” dated January 2013 as the guideline to create the City’s Community Involvement Plan.

The plan will include:

- Introduction
- General Overview
- Community Involvement Plan
  - Section 1: Overview of Community Involvement Plan
  - Section 2: Project Description, Community Involvement Plan Objectives
  - Section 3: Community Involvement Actions
  - Section 4: Site or Site Selection Inventory Process, Description, Documentation
- Appendix
  - List of Contacts
  - Information Repositories and Potential Meeting Location
  - Glossary of Terms
  - Acronyms
  - Community Group Name
- Map of Site(s)