

**BROWNFIELDS
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
UNDER THE 2009 RECOVERY ACT**

FOR

City of Tampa, Florida
Community-Wide Brownfields Assessment
For Hazardous Substances and Petroleum Products Project

June 9, 2009

Submitted by
City of Tampa, Florida
306 East Jackson Street
Tampa, FL 33602

Jeanette LaRussa Fenton, Brownfields Coordinator
Urban Development Manager, Drew Park CRA
Economic and Urban Development Department
City of Tampa, FL
Phone: 813-274-7427 Fax: 813-274-7410

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1.0 PROJECT OVERVIEW

- **Project Description**

Tampa's requested \$400,000 in US EPA Brownfields Assessment funding will be used community-wide for hazardous substances and petroleum products. The requested funding will support economic development projects generating living wage and high wage jobs, community development projects including affordable/workforce housing, open space/green space projects and other community lead/driven projects in the Tampa Brownfields Target Area (TBTA) (consisting of 4 targeted CRAs: Drew Park, Central Park, Tampa Heights Riverfront, & East Tampa). This grant may also be used on a city-wide basis. The requested funding will be used to install environmental justice by assessing contamination and facilitating redevelopment within low income and minority communities that will ultimately result in the removal of contamination sources within the TBTA. Another goal of the Tampa brownfields program will be continuing to address public health issues through expansion of the East Tampa Public Health Monitoring Plan into the other CRAs within the TBTA to not only address health issues and disparities in this area, but to begin to improve opportunities for improved health and improved opportunities for healthcare within the TBTA.

Drew Park - Drew Park CRA is comprised of approximately 850 acres. While located within an area experiencing dramatic economic growth and development, Drew Park shows significant indications of blighted conditions, and the need for special attention from the City of Tampa.

While the area does have a number of healthy businesses, it also contains aging and inadequate infrastructure, an obsolete street system, a significant percentage of deteriorated structures and code compliance problems, and a general lack of the urban amenities necessary to become a healthy, mixed-use urban neighborhood. The Drew Park CRA also contains remnants of a former military base, Drew Field. Additionally, the historical development of this community has resulted in an awkward mix of residential, commercial and industrial properties which presents redevelopment challenges. The proximity of contaminated and potentially contaminated properties to low income and minority housing poses environmental justice issues and potential threats to public health. The proposed project will address potential contamination emanating from commercial sites onto residential properties and will provide funding for public health monitoring.

This funding will support activities consistent with goals and objectives established in the Drew Park Redevelopment and Strategic Action Plans, including focusing on key public sector initiatives by Hillsborough Community College (HCC) and Tampa International Airport, both of which are located within the Drew Park area. HCC utilized the State Brownfields Designation process for environmentally impaired properties on 2 separate occasions to expand its campus. One of these sites was a former dairy facility and the other a former state hospital. HCC also utilized EPA Brownfields Revolving Loan Funding for asbestos abatement prior to demolition of the hospital site for campus expansion. Another key concept of the CRA plan to be promoted by the proposed funding is protection and improvement of the core residential area in Drew Park while encouraging new, modern office, commercial and light industrial development in the area.

Central Park - Despite its achievements, the Central Park neighborhood could not escape the racial and economic struggles that prevailed in many inner-city neighborhoods during the 1960's. A racial disturbance in 1967 helped seal the demise of the Central Avenue business corridor. Since then, neglect and disenfranchisement have largely characterized the area. In an effort to stimulate growth, Tampa City Council adopted the Central Park Community Redevelopment Plan in June 2006. The plan identifies measures to foster public and private

partnerships that will help maximize redevelopment investment in a manner that respects the unique history and is inclusive of the community's vision for the neighborhood. Additionally, the Bank of America working in cooperation with the Tampa Housing Authority is in the process of a transformative Encore redevelopment project. This project began with the demolition of the functionally obsolete Central Park Village Public Housing project to prepare the site for redevelopment for the Encore Project. This 28-acre site is earmarked for an \$800 million redevelopment project north of downtown Tampa. This project will result in a 160-unit, \$26 million senior housing complex named the Ella (after Ella Fitzgerald). Another 203 unit affordable housing project the Tempo is also planned for the Encore project. While contamination from this project has consisted of asbestos abatement, the project is within a State Brownfields Area and funding from this grant will be used to assist with assessment of any additional environmental issues discovered for this project during site construction and to support redevelopment on adjacent properties within the Central Park CRA.

The funding will also support the Minority Affairs element of the CRA plan for Central Park including expanded use of minority and women business participation in City activities, promoting economic development initiatives to provide economic self sufficiency, maximizing employment opportunities, and improving quality of life for area minority residents. Brownfields funding will also support the housing element of the CRA plan by encouraging mixed-use redevelopment providing rental and ownership opportunities and affordable/workforce housing.

Tampa Heights Riverfront - Tampa Heights Riverfront CRA comprises about 66 acres. In 1997, the Tampa Police Dept. relocated its headquarters from the corner of Tampa and Henderson Streets to Franklin Street in downtown. Left behind was the antiquated headquarters building and a large empty parking lot. These properties, together with on-going general decline in the area, were contributing to the spread of urban blight. To help spur quality redevelopment, the City of Tampa created the Old Tampa Police Department Site CRA and adopted a long-term CRA plan in 1999. The plan envisions the complete master-planned transformation of the area from a place known for vacant land and poor aesthetics to a premiere waterfront community. The construction of the Stetson University Law School on the grounds of the former police headquarters site was one of the first major milestones of the area's renaissance. Additionally a major planned redevelopment project for the area is the Riverfront Redevelopment Site. Today, Tampa continues to work closely with private, public and community-based partners to bring the vision to fruition.

Tampa Heights Riverfront CRA is adjacent to the Tampa Riverwalk project, a 2.2 mile walkway along Hillsborough River and the shores of Tampa Bay. The Riverwalk is envisioned as a vibrant, interactive waterfront experience for pedestrians, exercise enthusiasts, tourists, and locals that will link parks, museums, cultural and convention facilities - becoming a catalyst for positive change. Its construction has focused renewed efforts to restore deteriorating seawalls, create improved habitats for marine life and construct better filtration systems for capturing pollution.

Another potential redevelopment project in Tampa Heights Riverfront CRA is "The Heights." This project is 48 acres planned residential redevelopment along the Hillsborough River that is expected to substantially increase the tax base to be reinvested in the area through Tax Increment Financing (TIF). The Heights will offer a wide array of homes, carefully planned to blend with the surrounding neighborhood, optimize its location on the Hillsborough River, and create vibrant public spaces at the proposed Waterworks Park and along the Riverwalk. The project will consist of about 2,000 townhomes/condominiums, 200,000 square feet of retail and 130,000 square feet of office space. The Heights will be pedestrian-friendly, with squares and small green areas, well-designed brick paved streets and tree-lined sidewalks, plentiful parking,

and transit connections. This site had numerous environmental impacts including past landfill activities and marine repair that resulted in remediation of solvents and petroleum contamination. An additional commercial property, the Tampa Armature Works, is located immediately adjacent to the Heights property.

The funding will be used to support assessment activities in areas along the Riverwalk that have negative environmental impacts. Additionally, funding from this grant may be utilized to assist with adjacent assessment required to complete the Heights project, the Riverfront and community driven projects outlined in the Tampa Heights Riverfront CRA Plan including improvements to housing, existing infrastructure and the creation of open space.

East Tampa - The area included in the East Tampa CRA was incorporated into the City of Tampa in three separate annexations in 1911, 1923 and 1953. The East Tampa community has been a part of Tampa for over 50 years and represents some of the oldest neighborhoods in the City. East Tampa has considerable demonstrated success with the previous 2 EPA Assessment Grants Awarded and will provide leadership and knowledge gained through the EPA Assessment process with the other CRA's. Even with considerable success, there is much work to do to implement the East Tampa Redevelopment Plan. The proposed funding will be used to support activities in this plan including the plan's 5 strategies:

- Investment in neighborhoods to improve quality of life and encourage community self-reinvestment, as well as productive, private sector investment.
- Improve appearance and investment appeal of highly visible gateways and major corridors.
- Incentivize strategic, catalytic projects.
- Foster business growth.
- Prepare for light rail, density and associated redevelopment opportunities.

City-Wide - Tampa is becoming a Green City, certified by Florida Green Builders Coalition (FGBC). FGBC designates Green Cities/Counties for outstanding environmental stewardship. The program focuses on improving environmental performance via waste reduction, water conservation, air quality improvements, brownfields redevelopment and other criteria. Becoming a Green City is an opportunity to improve existing programs, start new ones, and set an example for the community to improve environmental sustainability. The City will use brownfields redevelopment opportunities to demonstrate the value of sustainable redevelopment (see website is http://www.tampagov.net/dept_green_tampa/information_resources/Green_City.asp). Tampa has begun linkage between its brownfields program and the Green Tampa initiative. In fact, brownfields redevelopment projects including commercial projects under/over 5,000 square feet can qualify for a Tampa Green Fast Track review to encourage sustainable redevelopment projects in the City and on brownfields sites. The fast track nature of permit review of these projects will provide a savings of time and money to potential developers, encourage and expedite green building in Tampa. Through this program, Tampa is encouraging development of LEED (Leadership in Environmental and Engineering Design) projects and will encourage brownfields redevelopment projects to be LEED certified and/or Florida Green Building Certified projects.

For sites requiring an FDEP Brownfields Site Rehabilitation Agreement, FDEP encourages the person responsible for brownfields site rehabilitation to contact its Pollution Prevention/Waste Reduction Program for recommendations on waste minimization/management and for assistance with pollution prevention measures such as: improved inventory/ production controls; procedures for preventing loss/spills/leaks of hazardous waste and materials; and goals for reduction of releases of toxic materials. Zoning regulations often dictate brownfields redevelopment accomplish non-polluting activities or "clean industry." Brownfields site redevelopers are more familiar with environmental concerns and impacts/costs of pollution – and

more likely to implement pollution prevention measures. The City will contact Hillsborough County's Environmental Protection Commission to set up a workshop for conditionally exempt generators of hazardous waste in the TBTA to educate facility operators about cost saving pollution prevention measures.

Concerning resource consumption, projects in the TBTA will use existing infrastructure. The TBTA is Tampa's oldest section and has an established street system with all public utilities and stormwater systems. By returning TBTA sites to active, pollution-free use, the City will make greater use of original investment in infrastructure. Most of the properties in the TBTA have ready access to roads, water, sewer, public transportation, telecommunications, electricity and natural gas.

TBTA's plan is to reverse local urban sprawl and economic dislocation, as well as correct disproportionate concentration of contaminated sites in the TBTA. Home to most of the City's minority, low-income citizens, the TBTA is being revitalized by an increase in green businesses, jobs and training opportunities, and an improved quality of life. Cleanup enhances the area's landscape, provides new job opportunities, and slows the rate of urban sprawl. Replacement of former polluting industries with new, ecologically compatible businesses provides jobs for locals.

Redevelopment of brownfields properties will improve stormwater quality via implementation of required stormwater retention/detention area. Most brownfields properties were developed prior to stormwater regulations; thus new development will result in improved stormwater treatment. Many brownfields properties were developed prior to landscaping/xeriscape requirements; redevelopment under current City regulations require improved landscaping and will result in a net increase of xeriscaped and landscaped properties. New developments will contribute to parks and recreation impact fees to ultimately create more open space/greenspace for residents in the TBTA.

The City has accomplished a model example brownfields project in East Tampa by using EPA Brownfields Assessment funding to complete due diligence on 5 properties slated to be used as affordable/workforce housing, certified as US Green Building Coalitions - Green Residential Homes. These GreenHeights Homes will provide a model example of building affordable sustainable housing the TBTA partners and other brownfields communities can emulate.

Program Objectives:

1. Perform 26 Phase I ESAs
2. Perform 8 Phase II ESAs
3. Complete 8 QAPPs
4. Complete up to 4 ABCAs/equivalent documents or Brownfields Reuse Plans
5. Continue public health monitoring plan activities

Program Outcomes:

1. Assessment of environmental conditions is completed on sites throughout the community.
2. Environmental risks associated with brownfields are understood by community members.
3. Assessed properties are ready for cleanup and/or redevelopment.
4. Environmental Justice is implemented in the Tampa Brownfields Targeted Area (TBTA).
5. Continuing to address public health issues through expansion of the East Tampa Public Health Monitoring Plan into the other CRAs within the TBTA to not only to address health issues and disparities in this area but to begin to improve opportunities for improved health and improved opportunities for healthcare within the TBTA.

- **Project Team Structure and Responsibilities**

The City of Tampa has the technical and legal support needed to execute this cooperative agreement, oversee and direct the contractor(s). The City may also coordinate with the Hillsborough County Health Department on health issues

The City of Tampa will provide project updates to the Florida Department of Environmental Protection (FDEP) Brownfields Redevelopment Program contact on a regular basis – FDEP Southwest District, John R. Sego, P.G., Brownfields Coordinator, Southwest District, Florida Department of Environmental Protection, 13051 N Telecom Parkway, Temple Terrace, FL 33637-0926, Phone: (813) 632-7600 / SC 514-9155, ext. 420, Fax: (813) 632-7665/ SC Fax 512-1037, E-mail: John.R.Sego@dep.state.fl.us.

Where applicable, the City of Tampa will make FDEP aware of all site-specific assessment activities to be initiated and will provide FDEP an opportunity to review and comment on all technical reports, including Quality Assurance Project Plans (QAPPs), sampling plans, Analysis of Brownfields Cleanup Alternatives (ABCAs), cleanup plans, and other technical reports. Where applicable, FDEP will be specifically notified for Phase II activities, and additionally be involved in any site eligibility determinations for community-wide grants.

Team members will include Jeanette LaRussa Fenton (Tampa's Urban Development Manager, Drew Park CRA) as Brownfields Coordinator, Tampa's selected environmental consultant, and others as appropriate.

Jeanette LaRussa Fenton, Tampa's Urban Development Manager, Drew Park CRA, will be the Brownfields Coordinator, primarily responsible for day-to-day activities of this cooperative agreement. Ms. Fenton will also be the designated spokesperson. All information concerning the Brownfields Program will be conveniently located within the Economic and Urban Development Department, and will be made available to the interested stakeholders for review. Ms. Fenton was appointed 2005 to lead economic development efforts in West Tampa and Drew Park. She originally joined Tampa in 1995 as the Manager of the City's Private Industry Council. She was responsible for job training services to disadvantaged youth, adults, and displaced workers, and other economic development activities and was instrumental in guiding the successful consolidation of City/County workforce development programs. Previously with Hillsborough County for almost 20 years in capacities including social services, civil rights outreach and compliance, growth management, and community development, Ms. Fenton became Director of the Hillsborough County Commerce Dept. in 1991. She brings her extensive experience to the brownfields program, rounding out the Tampa brownfields team. As Manager of the Drew Park CRA, Ms. Fenton is responsible for oversight of that CRA.

Also on the Brownfields Team is Ed Johnson, Manager of the East Tampa CRA. Mr. Johnson has been with the City of Tampa in this position for over three years, and has extensive experience with the City's brownfields grants.

Ms. Bonnie Wise is the Director of Tampa's Revenue and Finance Department. Ms. Wise's staff will provide financial and administrative assistance for fiscal activities associated with this brownfields assessment grant to ensure compliance with EPA financial reporting requirements and other requirements of the terms and conditions of the Brownfields Assessment Grants.

Mark Huey, Economic & Urban Development Administrator, will be the Brownfields Project Director. Mr. Huey oversees several City departments including: Economic & Urban Development Tourism and Convention Center and the City's overall redevelopment initiatives. Mr. Huey previously worked in the non-profit sector for Metropolitan Ministries as its Chief Operating Officer and at the Tampa Housing Authority as its Chief Financial Officer. Mark helped guide both these organizations through significant expansion. Most recently, Mark was

involved with the ongoing public housing redevelopment initiatives. These public/private partnerships had combined redevelopment budgets in excess of \$200 million. Mr. Huey has an MBA from the Wharton School of Business and a BA in Accounting from the University of Florida, and is a CPA. Mr. Huey brings a wide experience to the position of Brownfields Project Director.

The City of Tampa has successfully managed EPA Brownfields funding for many years since its first awarded Brownfields Assessment Grant and subsequent awards. Tampa has an outstanding record of managing federal grants. The City has never had to comply with special “high risk” terms under regulations implemented by *OMB Circular A-102*. In the most recently completed audit (9/30/07), the City received an unqualified opinion on its basic financial statements with no reportable conditions or material weaknesses in internal control. Their tests disclosed no instances of noncompliance or other matters required to be reported under *Government Auditing Standards*. The auditors stated that the City complied in all materials respects with applicable requirements applicable to each of its major federal programs and state financial assistance projects for the year ended 9/30/2007.

Tampa has strictly adhered to all terms and conditions of Brownfields Cooperative Agreements and has demonstrated compliance with all EPA reporting requirements to date. Tampa has gone through the Consultants Competitive Negotiation Act (CCNA) to procure Brownfields Consulting Services and Environmental Engineering Services from experienced brownfields firms to carry out the tasks in past and for future Brownfields Assessment Grants.

The City has received EPA brownfields grant funding for many years and has met or exceeded goals and objectives for all EPA grants.

Team members will meet at least monthly initially to discuss strategies, plans, and results of Tampa’s Brownfields program.

- **Kick-off Meeting**

As soon as the contractor is selected, the Tampa Brownfields project team, EPA and State partners will have an on-site project kick-off meeting to orient all the partners to project expectations. Roles and responsibilities, as well as project schedules, will be reviewed at this Kick-off Meeting. Further, Cooperative Agreement Terms and Conditions will be distributed to each team member and discussed at this meeting.

2.0 PROJECT TASK DESCRIPTIONS

TASK 1 PROJECT MANAGEMENT AND REPORTING

A. Contractor Procurement

Tampa will go through the Consultants Competitive Negotiation Act (CCNA) to procure Brownfields Consulting Services and Environmental Engineering Services from experienced brownfields firms to carry out the tasks in past and for future Brownfields Assessment Grants. The City will comply with all state and federal purchasing requirements and procedures including 40 CFR Part 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. The City of Tampa will ensure site-specific quarterly budget reporting, as required in order to make sure that expenditures on a single site do not exceed the \$200,000 statutory limit. If appropriate, the contractor procurement language will include a provision to report site-specifically and include an overall programmatic task to include costs that would be shared across all sites, such as generic QAPP development. Site-specific sampling and analysis plans will be accounted for site-specifically.

The City of Tampa will contract for program support activities. Programmatic support

includes assistance in completing EPA quarterly reports, MBE/WBE forms, and EPA ACRES forms/updates. Other activities include those necessary to maintain compliance with EPA cooperative agreement terms and conditions.

B. Federal Grant Compliance

The City of Tampa will comply with all federal grant requirements, including taking any required on-line management assistance training to assure its preparedness for managing a federal grant.

C. Quarterly Reporting

The City of Tampa will submit quarterly progress reports which are due 10 days after the end of each federal fiscal quarter:

| <u>Performance Period</u> | <u>Report Due</u> |
|---------------------------|-------------------|
| July – Sept | Oct 10 |
| Oct – Dec | Jan 10 |
| Jan – March | April 10 |
| April – June | July 10 |

The quarterly reports will be completed in the format required and copies will be sent to the following three (3) email addresses, as applicable:

1. EPA Region 4 Project Officer – Barbara Caprita (caprita.barbara@epa.gov)
2. EPA’s Brownfields Data Manager (bf_forms@epa.gov)
3. State Brownfields Coordinator (John.R.Sego@dep.state.fl.us).

The City of Tampa will also submit MBE/WBE, Financial Reimbursement Forms, and Performance Evaluation Reports with the quarterly report. Further, the City of Tampa will report on any additionally required quarterly report information, such as including assessment start dates and jobs leveraged, or as noted in the agreement terms and conditions for specific reporting elements.

D. RecoveryReporting.gov

The City of Tampa (and any sub-recipients such as contractors) will report in www.RecoveryReporting.Gov within ten calendar days after the end of each calendar quarter (Recovery Act Section 1512 reporting requirements). The first report will be due on October 10, 2009.

E. Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE); Financial Reimbursement Forms

To support the federal government’s goal of supporting disadvantaged business enterprises with federal funds, the City of Tampa will seek opportunities to participate in the goal where possible. The City of Tampa acknowledges that participation is not mandatory, but reporting is. The City of Tampa will use EPA Form 5700-52A for this reporting, and will submit this form and Financial Reimbursement Forms quarterly with the quarterly report to:

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

Attn: Keva Lloyd

F. ACRES/Property Profile Form (see <http://www.epa.gov/brownfields/pubs/acres/acresinfo.htm>)

The City of Tampa will submit/maintain property specific information via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. The information in the quarterly report will correlate with the information in ACRES, a national database from which project status information is extracted and reported to Congress and the public. Relevant portions of the database will be updated for each property when the following occur:

- a. Within 30 days of the cooperative agreement award for site-specific assessments, or selection of the assessment property for community-wide assessments
- b. Completion of Phase I
- c. Completion of Phase II ESAs and Phase II ESA Addenda and Limited Site Assessments
- d. Completion of the grant

G. Final Performance Report

The City of Tampa's Final Quarterly Report will become 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 may be provided to the Project Officer electronically or by mail. The report shall generally contain the same information as in the Quarterly Progress Reports but will ensure that copies of all site documents covering the entire project period have been provided to EPA, including photos of the assessment site(s). In addition, the Final Performance Report will specifically address lessons learned during the project both by the City of Tampa and contractor(s) in implementing the Brownfields assessment as well as successes achieved.

TASK 2 PHASE I AND II ASSESSMENTS FOR BOTH PETROLEUM AND HAZARDOUS MATERIALS

A) Candidate Site Identification

Tampa is committed to revitalization/redevelopment within its historical urban boundaries, many parts of which are quite old and require concerted attention. There is a perception that many vacant/underutilized sites are contaminated; and prior to the award of the initial EPA Brownfields Assessment grant, there had been little done to determine the real extent of contamination due to the lack of funding to address the problem, with the exception of the ETTA which has had considerable success with previously awarded EPA Brownfields Assessment funding. The CRAs represented in the TBTA have been the hardest hit by these stigmas; they are the oldest areas with the least amount of resources to address the problem, and have predominantly minority populations and pervasive poverty. An indicator of the economic condition in the target area is the fact that 16% of the land in this densely populated urban area is vacant – demonstrating that environmental stigma associated with brownfields is inhibiting redevelopment potential.

The process begins with a pre-application conference between the Brownfields Project Applicant and City staff to discuss the proposed assessment site and determine eligibility of the applicant and/or site.

The Brownfields Assessment Grant Review Committee, comprised of key city personnel, meets on a regular basis to review and comment on all applications for brownfields assessment funds, make recommendation, and request approval from the EPA. As a part of the process, the

owner or agent also submits any documents (if applicable) of prior assessment (s) completed on the subject property.

A determination is also made concerning whether the proposed assessment site warrants economic development and has a reasonable potential to interest the private sector in rehabilitating the site. The City will also research brownfields opportunities pertaining to ongoing and proposed city projects that will utilize environmentally stigmatized properties to promote community development, economic development, open space/green space uses, and other potentially successful brownfields projects.

Prior to conducting any assessments on selected properties, the city submits EPA site eligibility information to the EPA Project Officer and receives an eligibility determination.

As opportunities occur, Tampa will provide grant funding resources to best serve optimal usage, primarily in areas where additional investment can be leveraged by providing an incentive to property owners/developers that will enhance redevelopment and job creation possibilities. Tampa will renew its commitment to outreach to community residents and stakeholders to identify potential brownfields projects that will demonstrate a direct community benefit and will result in community-driven brownfields projects. Through the proposed brownfields workshops, mailings, flyers and website postings Tampa will solicit ideas from community residents and businesses and other stakeholders for other viable projects. A special emphasis will be put on outreach to community based organizations currently engaged in the East Tampa Community Revitalization Partnership.

Tampa will utilize the GIS-based environmental and land use database of potential Brownfields sites within the TBTA, funded by the initial EPA Brownfields Assessment grant, from which to select potential brownfields redevelopment projects.

Tampa will provide EPA with details about each site proposed for further assessment (Phase I Assessment, Phase II Assessment, or other types of assessment activities) so EPA can confirm site eligibility and approve the site for further assessment using cooperative agreement funds. The City of Tampa will adhere to the site eligibility criteria as outlined in the *Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant*.

Tampa utilizes the Florida Brownfield Redevelopment Act administration notification process as outlined in Florida Statute 376.80 for the designation of brownfield areas within the City. The Brownfields Advisory Committee is also notified of ongoing remedial activities associated with sites with an active Brownfields Site Rehabilitation Agreement (BSRA). Assessment and remediation documents required through the execution of the BSRA are made available to the public and the Brownfields Advisory Committee. The City also provides notice when the Analysis for Brownfields Cleanup Alternatives (ABCA) or its equivalent document through the BSRA is developed. These are available for review/public comment at the Economic Development and Housing Department.

B) Site Characterization - Phase I Assessment

The City of Tampa will conduct up to 26 Phase I Environmental Site Assessments (13 for hazardous substances and 13 for petroleum products) in accordance with ASTM E1527-05 “Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process” and EPA’s All Appropriate Inquiries Final Rule (70 FR 66070).

C) ESA and NHPA

The City of Tampa will comply with applicable requirements under the Endangered Species Act and National Historic Preservation Act. As required, the City will screen sites for any threatened or endangered species or habitat which may be affected by the projects. The City will

seek guidance from the EPA Project Officer concerning the applicability of these requirements on a case by case basis. The City will contact the appropriate State Historic Preservation officer for sites with potential national historic significance.

D) Quality Assurance & Health and Safety Plans

Upon successful completion of Phase I ESAs, the City of Tampa will provide Generic Quality Assurance Project Plan and Site Specific QAPP Addenda and Health and Safety Plans conducted in accordance with EPA requirements and terms and conditions. For sites requiring further investigation which may include soil and groundwater sampling, Tampa will submit up to 8 Site Specific QAPP Addenda for EPA review, comment, and ultimate approval. In the event that modifications are required to QAPP Addenda submitted, the City will modify QAPP addenda as requested by EPA. The City will also prepare and follow an OSHA-compliant Health and Safety Plans for the sites requiring further investigation: the City will place copies of QAPPs and OSHA-compliant Health and Safety Plans in the cooperative agreement file as required.

E) Site Characterization – Phase II Assessment

The City of Tampa will conduct up to 8 Phase II Environmental Site Assessments (4 for hazardous substances and 4 for petroleum products or for projects with mixed plume/contamination issues) in accordance with ASTM E1903-97 or equivalent and EPA terms and conditions. These Phase II ESAs will result from recommendations made by qualified environmental professionals as a result of Phase I ESAs conducted within the TBTA.

TASK 3 REMEDIATION/REUSE PLANNING

In the event that selected sites require remediation, the City of Tampa may provide remediation and reuse planning to facilitate the productive reuse of environmentally impaired properties. The City will work cooperatively with the Florida Department of Environmental Protection (FDEP) to determine necessary remedial activities. The City will complete necessary remediation planning under the EPA terms and conditions but recognizes that FDEP's requirements also must be met. The City may also utilize funding under this task to perform reuse plans to determine the potential for reuse of brownfields sites and the feasibility of proposed end uses for brownfields properties. Basically, this funding is interchangeable, i.e., this funding can be used for either ABCAs/equivalent documents or Brownfields Reuse Plans as appropriate.

A) Analysis of Cleanup Alternatives:

The City of Tampa will conduct up to 4 Analysis of Brownfields Cleanup Alternatives (ABCAs) resulting from recommendations from Phase II ESAs completed by qualified environmental consultants (2 for hazardous substances and 2 for petroleum products or for projects with mixed plume/contamination issues). The ABCAs will also serve as the framework for remedial action plans required under Florida's Chapter 17-785 The Brownfield Cleanup Criteria Rule. Sites undergoing remedial planning through the City's brownfields program will be encouraged to evaluate entering into a Brownfields Site Rehabilitation Agreement (BSRA) with FDEP that provides the regulatory framework for assessment and remediation and potential redevelopment of environmentally-impacted sites within Florida.

The ABCA or its equivalent will include:

- 1) 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);

- 2) Identification of the contaminants of concern.
- 3) A summary of cleanup/protectiveness standards, applicable laws and regulations.
- 4) A description of the remedial alternatives considered.
- 5) 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.
- 6) A comparative analysis of the alternatives considered.
- 7) A selected or proposed alternative.

In consultation with the City of Tampa, the City's environmental consultant will consider the use of institutional controls, as well as engineering controls, as a part of the analysis of Brownfields cleanup alternatives.

B) Brownfields Reuse Plans:

The City of Tampa may also utilize funding under this task to perform up to 4 Reuse Plans to determine the potential for the reuse of brownfields sites and the feasibility of proposed end uses of brownfields properties

C) Final Cleanup Plan:

In the event that the proposed budget can accommodate additional remedial planning, the City of Tampa may provide assistance to eligible sites to complete Remedial Action Plans (RAPs) under Florida's Chapter 17-785 The Brownfield Cleanup Criteria Rule and executed Brownfields Site Rehabilitation Agreements (BSRAs). As mentioned above, the ABCAs completed to meet EPA terms and conditions will provide the framework for RAPs required under the FDEP Brownfields Program.

TASK 4 OUTREACH/PUBLIC INVOLVEMENT

Tampa has in place several regularly advertised/scheduled public meetings to communicate project progress to the community (e.g., CRA Community Advisory Committees meetings). The City uses email distribution lists, City of Tampa cable television, newsletters (printed and electronic), newspaper advertising/notices, website/ brownfields link, and a computer for public access at the East Tampa Development Office site.

Tampa will continue to use these resources to notify the community of brownfields program opportunities/activities. Public participation is critical in assuring successful implementation of the brownfields program. In conjunction with stakeholders, Tampa will develop a public education program to describe benefits of participating in the brownfields program, including potential economic and health benefits that accrue to the community.

The City will make special efforts to ensure adequate and informative communication to its residents. The City will develop/distribute an educational brochure that helps the community to better understand brownfields and brownfields remediation. The City will also update its brownfields website with new educational information on brownfields and its continuing brownfields program. The City may also utilize government access cable television to broadcast items of interest and existing brownfields project updates, notifications of public meetings where brownfields topics will be discussed, and televised meetings in some instances.

The City will continue to actively develop and sustain partnerships with a number of stakeholders, and other local, state and federal agencies to ensure appropriate assessments,

cleanups, and resulting redevelopment of brownfields sites. Including:

- Partnership committees in each of the four CRAs
- Mayor's Resource Council (a group of public and private organizations such as Univ. of South Florida, Hillsborough Community College, Hillsborough County School System, Hillsborough County Planning Commission, National Association of Industrial Office Parks, Florida DOT)
- US Dept. of HUD, US EDA, US EPA, Enterprise Florida, FDEP, Office of Greenways and Trails, Florida DCA, Housing Finance Agency, and Southwest Florida Water Management District.
- Local non-profits and developers for both economic development and housing projects, Chamber of Commerce, Committee of One Hundred, Downtown Partnership, Westshore Alliance, Westshore CDC, and the civic and neighborhood associations in TBTA.
- Leary Vo-Tech and Tampa Vocational Technical Schools
- International Longshoremen's Union.

Tampa is fortunate to have the support of numerous community based organizations for its Brownfields program.

Tampa has developed a community involvement plan by using the administrative process established in the Florida Brownfields Redevelopment Act. The City also established an administrative record that is available for public review at the Economic and Urban Development Department. To further community involvement efforts, the City will establish a Brownfields Advisory Committee in accordance with the Florida Brownfields Redevelopment Act, Chapter 376.84(4); this committee assists with the community involvement and awareness component of the Tampa Brownfields Program. The City also receives input on potential projects and activities in the TBTA through the four Community Redevelopment Agencies. The City will continue concerted efforts to engage residents, community based organizations, business owners, and other stakeholders in the TBTA for potential viable brownfields redevelopment projects.

Tampa will continue to elicit community discussion on brownfields topics via several methods: public notice in local newspapers, announcement/discussions at public meetings (e.g., Tampa Brownfields Advisory Committee and CRAs), City of Tampa TV, email and posting on the Economic and Urban Development Department's website. Tampa has several boards and committees that meet on a publicized regular basis to discuss various issues, including brownfields topics. Tampa televises many of these meetings on its cable access channel, as well as advertising meeting schedules. Public service announcement on local radio stations is also used, as well as printed flyers delivered via a variety of channels (including local churches, neighborhood associations, and schools). Printed materials will be available in both English and Spanish.

The City will follow the EPA's Seven Steps for Effective Public Involvement which include plan/budget for public involvement, identify interested/affected public, consider technical or financial assistance, provide information/outreach, conduct involvement activity, review/use input and provide feedback, and evaluate activities/processes. The City will continue to practice the Core Values and Guiding Principles for the Practice of Public Participation as noted in the NEJAC Model Plan for Public Participation. To illustrate its commitment to meaningful public involvement, Tampa recently co-hosted a brownfields/public health workshop with several public health providers to determine public health issues and challenges for the community. The City will also host a brownfields and public health listening session for TBTA residents and will collaborate with Clearwater on a regional brownfields and public health workshop.

Tampa's communication plan includes project updates on: City website; in City mailings and email distributions; City cable television station; presentations at Tampa Brownfields Advisory

Committee, CRAs, and community meetings; articles in the newsletters (printed and electronic). Some meetings (e.g., CRAs) are televised, and meeting minutes are available on the City's website. These communications activities will continue. Tampa has found that the methods listed above work best for communicating with the public concerning issues such as brownfields. While this is a broad media approach (i.e., utilizing several types of media), it has been successful in the past in public notifications. Printed materials are available in both English and Spanish.

The City will continue to actively develop and sustain partnerships with a number of stakeholders, and other local, state and federal agencies to ensure appropriate assessments, cleanups, and resulting redevelopment of brownfields sites. Including:

- Partnership committees in each of the four CRAs
- Mayor's Resource Council (a group of public and private organizations such as Univ. of South Florida, Hillsborough Community College, Hillsborough County School System, Hillsborough County Planning Commission, National Association of Industrial Office Parks, Florida DOT)
- US Dept. of HUD, US EDA, US EPA, Enterprise Florida, FDEP, Office of Greenways and Trails, Florida DCA, Housing Finance Agency, and Southwest Florida Water Management District.
- Local non-profits and developers for both economic development and housing projects, Chamber of Commerce, Committee of One Hundred, Downtown Partnership, Westshore Alliance, Westshore CDC, and the civic and neighborhood associations in TBTA.
- Leary Vo-Tech and Tampa Vocational Technical Schools
- International Longshoremen's Union.

All information concerning the Tampa Brownfields Program will be conveniently located in the Economic and Urban Development Department, and will be made available to the interested stakeholders for review.

TASK 5 PUBLIC HEALTH MONITORING PLAN

Many of Tampa's petroleum contaminated sites have co-mingled plumes of petroleum and hazardous substances that may be assessed with the proposed funding. Any of these properties brought to the attention of the City that may be posing public health threats to the surrounding residential/business community could potentially use assessment funding. The age of the housing stock in these older sections signifies the potential for high levels of lead. Tampa's initiative to assess vacant and abandoned properties for affordable/ work force housing will result in removal of older/obsolete housing that could contain lead based paint, and provide new non lead-impacted housing. Tampa will implement its public health monitoring plan in development with HCHD, Hillsborough County HHS, Tampa Community Health Center, USF College of Public Health, and other health care providers in the targeted area.

As to health issues in the TBTA, one of the CRAs accounted for 23.7% of HIV, STD, and TB cases and for 20% of total infant deaths county-wide – but was only 2% of the county's population. Such health disparities demonstrate the potential for public health improvement in the TBTA.

In continuing its public health monitoring plan activities, Tampa will continue to seek assistance from public health advocates currently involved in the advancement of public health through brownfields redevelopment. Tampa will continue to seek guidance and assistance from EPA's Brownfields and Public Health Lead. Tampa will additionally continue to seek guidance from other federal agencies, including the Agency for Toxic Substances and Disease Registry (ATSDR) and the Centers for Disease Control (CDC).

3.0 WORKPLAN / REPORTING TEMPLATE (Attachment 1)

4.0 DETAILED SCHEDULE DEVELOPMENT (Attachment 2)

5.0 TERMS AND CONDITIONS (Attachment 3)

Attachment 1: Workplan Quarterly Reporting:

| CAR Name: City of Tampa, Florida Date Submitted: | Cooperative Agreement Number: Quarterly Report Number: | | |
|---|--|--|----------------------|
| Task 1: Project Management and Reporting /Programmatic Support | | | |
| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date ¹ | Lead Party(ies) |
| A. Assemble internal team, including technical, financial, managerial. Establish project schedule. | Team established, agreement written. Schedule developed. | Qtr. 1 | PD and BC |
| B. Prepare bid documents for procuring contractor support. | Bid package complete. | Qtr. 1 | BF Team |
| C. Select contractor. | Contractor selected | Qtr. 2 | BF Team |
| D. Kick-off meeting held. | Kick-off meeting complete | Qtr. 2 | BF Team |
| E. Grant Project Reporting and Performance Evaluation: | | | |
| a. Quarterly Progress Reports to EPA & State, Quarterly reporting to Recovery Reporting.gov (includes MBE/WBE reports, Financial Reimbursement Forms, Performance Evaluation Reports) | Quarterly Progress Reports (10 days after end of qtr.) | Oct, 10, Jan 10, April 10, July 10 each year | BC, BF Team, and QEC |
| b. Final Grant Reporting | Final Rpt (90 days after grant) | 1/30/2012 | BC and QEC |
| F. Attend Regional & National Brownfields workshops | Attendance at conferences; training on EPA requirements and best practices | 7/09, 11/09 | PD, BC, and BF Team |
| Cost Estimates for Task 1²: Contract for program support activities with \$30,000 budgeted in this category (50% hazardous substances and 50% petroleum). Programmatic support includes assistance in completing EPA quarterly reports, MBE/WBE forms, and EPA property profile forms. Other activities include completion of EPA work plans and other programmatic support necessary to maintain compliance with EPA cooperative agreement terms and conditions. | | | |
| 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> | | | |

PD = Project Director

BC = Brownfields Coordinator

BF Team includes PD, BC, and other relevant City staff – team may vary and include City Finance, Purchasing, Public Works, and/or other departments

QEC = Qualified Environmental Consultant, may be providing contractual programmatic support

EPA-PO – EPA Project Officer

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

² 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.

| CAR Name: City of Tampa, Florida Date Submitted: | | Cooperative Agreement Number: Quarterly Report Number: | |
|--|---|--|------------------------------|
| Task 2: Phase I/II Assessments | | | |
| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party(ies) |
| A. Phase I ESAs: | | | |
| a. EPA Eligibility Criteria to EPA Project Officer for approval | Submission of completed Eligibility Criteria Screening Forms to EPA for review | Ongoing; estimate 8-9 sites/year | BC |
| b. Obtain EPA approval | EPA determination of approval for a site | Ongoing; estimate 8-9 sites/year | EPA Project Officer |
| c. Conduct planning meetings with QEC to discuss approved sites | Planning meetings and coordination of assessment activities on approved sites | Ongoing; estimate 8-9 meetings annually | BF Team and QEC |
| d. QEC obtains site access agreement and performs Phase I investigation, submits draft Phase I report to project team members, and conducts Endangered Species Act and National Historic Preservation Act assessments. | 26 executed site access agreements prior to beginning Phase I ESA investigations; completion of 28 draft Phase I ESAs | Ongoing; estimate execution and completion of 8-9 site access agreements and draft Phase I ESAs annually | BC and QEC |
| e. Team reviews/comments on draft Phase I | Review and comment on 26 Phase I ESAs | Ongoing review of 8-9 draft Phase I ESAs annually | BF Team |
| f. QEC submits final Phase I report to project team members | Finalization of 26 Phase I ESAs | Ongoing completion of 8-9 Phase I ESAs annually | QEC |
| g. Update property information on ACRES database | updated ACRES database for 26 Phase I ESAs | Ongoing, 8-9 Phase I ESA properties annually | BC and QEC |
| B. Phase II ESA Preparation: | | | |
| a. Meet with BF Team to review Phase I results and project direction, including Recognized Environmental Conditions (RECs) | BF Team planning meetings | Ongoing; estimate average of 3/year | BF Team |
| b. Develop and receive EPA approval for generic QAPP | EPA approved generic QAPP | 1 generic QAPP by Qtr. 2 | BC, QEC, EPA Project Officer |
| c. Obtain scope of services for Site Specific QAPP Addenda , Phase II ESA and Health and Safety Plan for review and comment and approval by BC | Approved scope of services for site specific QAPP Addendum , Phase II ESA & Health And Safety Plan | Ongoing, estimate average of 3/year | BC and QEC |
| d. QEC submission of Site Specific QAPP Addendum to BF Team and EPA project | Submission of 8 draft site specific QAPP and | Ongoing, estimate | QEC and BF |

| | | | |
|---|--|---|---------------------|
| Officer for review and approval | sampling plans | average of 3/year | Team |
| e. EPA approval for 8 site specific QAPP sampling plans | EPA approval for 8 site specific QAPP Addenda | Ongoing; estimate average of 3/year | EPA Project Officer |
| C. Phase II ESA investigation: | | | |
| a. QEC performs Phase II ESA field work according to plan and grantee monitors site work and communicates any concerns to EPA/state | Field notes and communications regarding findings of Phase II investigations to BC and BF Team; consultation with EPA/state agency regarding concerns (if any) | Ongoing; estimate average of 3/year | QEC |
| b. QEC submits draft Phase II report to BF Team and BC for review and comments | 8 Draft Phase II ESAs; comments back to QEC | Ongoing; estimate average of 3/year | QEC, BF Team and BC |
| c. QEC submits final Phase II report to BF Team | Phase II report(s) documenting results | Ongoing; estimate average of 3/year | QEC |
| d. ACRES database is updated to reflect Phase II ESA Activities | Updated ACRES database to reflect Phase II ESA Activities | ACRES forms within 30 days of completion of Phase II ESAs | QEC and BC |
| e. BF Team evaluates Phase II findings, and implements additional Phase II investigations or Limited Site Assessments as appropriate to delineate extent of contamination, (dependent on funding limitations). Phase II Assessments and Limited Site Assessments will be coordinated through FDEP (where necessary). | Additional Phase II ESA Addendums or Limited site Assessment Reports | Ongoing, depending upon funding limitations | BF Team |
| f. ACRES database updated to reflect any additional Phase II or Limited Site Assessment Activity | Updated ACRES database to reflect additional Phase II ESA or Limited site Assessment Activity | ACRES forms within 30 days of completion of Phase II ESAs | QEC and BC |
| Cost Estimates for Task 2: Conduct Environmental Site Assessment activities (ESAs) at selected sites: 26 Phase I's @ \$3,500 each for a total of \$91,000; 8 Quality Assurance Project Plans (QAPPs) @ \$3,200 each for a total of \$25,600; 8 Phase II's @ \$20,000 each for a total of \$160,000. The total in the category is \$276,600 (50% hazardous substances and 50% petroleum). | | | |
| Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i> | | | |

| CAR Name: City of Tampa, Florida Date Submitted: | | Cooperative Agreement Number: Quarterly Report Number: | |
|--|--|---|--|
| Task 3: Remediation/Reuse Planning | | | |
| Subtask / Activity | Deliverable/ Outputs/ Milestone | Target Date | Lead Party(ies) |
| A. Cleanup and reuse planning: | | | |
| a. Develop Analysis of Brownfields Cleanup Alternatives (ABCAs) or Equivalent Documents or Brownfields Reuse Plans for EPA/FDEP Approval | Up to 4 EPA Approved ABCAs or Equivalent Documents or Brownfields Reuse Plans | Continuous – up to 4 completed during the 3 year project period | BC, QEC & EPA Project Officer |
| b. Utilize Brownfields Reuse Plans and other marketing materials to market potential sites to interested developers and to promote community based Brownfields redevelopment with stakeholders. | Distribution of Reuse Plans and Marketing Materials to Stakeholders and potential developers. Increase interest in redevelopment of City Brownfields Sites. Determine feasibility of potential end uses for Brownfields sites. | Continuous – up to 2 completed during the 3 year project period | PD, BC, BF Team, Developer, Local stakeholders |
| c. Perform public outreach and involvement in cleanup and reuse planning | Public meetings to discuss ABCAs/equivalent documents or reuse plans | Ongoing | PD, BC, BF Team, and QEC |
| Cost Estimates for Task 3: Development of site appropriate remediation and/or reuse plans to reduce risks to health/environment for selected sites. City and community vision and goals will be considered in reuse planning. Up to 4 Analysis for Brownfields Cleanup Alternatives (ABCAs)/equivalent documents or Brownfields Reuse Plans are planned at \$7,350 each for a total of \$29,400 (50% hazardous substances and 50% petroleum). | | | |
| Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i> | | | |

| CAR Name: City of Tampa, Florida Date Submitted: | | Cooperative Agreement Number: Quarterly Report Number: | |
|---|--|---|--|
| Task 4: Outreach/Public Involvement | | | |
| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party(ies) |
| A. Develop a Tampa Brownfields Advisory Committee consisting of members from Community Redevelopment Agencies | Regular and ad-hoc meetings according to established schedule; minutes of meetings published | Ongoing | PD, BC, BF Team, Tampa BF Advisory Board |
| B. Continue regularly advertised/scheduled public meetings to communicate brownfields project progress to the community | Public meetings held where brownfields progress is noted (e.g., CRA Community Advisory committee meetings) | Ongoing | BC and BF Team |
| C. Continue use of newspaper advertising, notices, website/brownfields link, and a computer for public access | Newspaper ads, notices, website, and computer in place | Ongoing | BC and BF Team |
| D. Develop and deliver brownfields public education program to describe benefits of participating in the brownfields program, including potential economic and health benefits that accrue to the community | Brownfields public education program delivered | Qtr. 4 | BC and BF Team |
| <p>Cost Estimates for Task 4: Development of strategic partnerships and community involvement; dissemination of information and comments to/from the community and stakeholders, as well as community meetings and printed materials. \$20,000 in travel funds is budgeted here to supplement travel funds from other sources; attendance at national and regional brownfields-related training conferences/workshops is anticipated. Additionally, \$6,000 is budgeted for printing/reproduction of materials that will be used in outreach efforts. \$8,000 is budgeted in Contractual to fund community workshops throughout the TBTA to inform and educate residents, businesses, and other stakeholders on the availability of brownfields assessment funding and other resources available through the EPA and state brownfields programs. Total budgeted in this category is \$34,000 (50% hazardous substances and 50% petroleum).</p> | | | |
| <p>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i></p> | | | |

| CAR Name: City of Tampa, Florida Date Submitted: | | Cooperative Agreement Number: Quarterly Report Number: | |
|---|--|---|---|
| Task 5: Public Health Monitoring | | | |
| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party(ies) |
| A. Implement Public Health Monitoring Plan Activities | Public meetings to facilitate dialog with local community and public health stakeholders to implement recommendations in the Public Health Monitoring Plan to identify health issues related to brownfields redevelopment in the Clearwater Brownfields Area Meetings, proceedings, quarterly report updates | Years 1 and 2 | BC, BF Team, QEC, Hillsborough County Health Department |
| B. Publish Public Health Monitoring Plan Implementation Activities | Public Health Monitoring Plan implementation document | Year 3 | BC and QEC |
| Cost Estimates for Task 6: Develop a public health monitoring plan with \$30,000 budgeted in this category (50% hazardous substances and 50% petroleum). The City will coordinate with Hillsborough County Health Department (HCHD) and possibly other appropriate health care providers to develop a public health monitoring plan. | | | |
| Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i> | | | |

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

| Budget Update: | | | | | |
|-----------------------------|---|--|-------------------------------------|------------------------------------|--|
| Expense Category | Current Approved Recovery Act Budget (from workplan)* | Recovery Act Costs Incurred This Quarter | Recovery Act Costs Incurred To Date | Total Recovery Act Funds Remaining | |
| Hazardous Substances | | | | | |
| Travel | \$10,000 | | | | |
| Supplies | \$3,000 | | | | |
| Contractual | \$187,000 | | | | |
| Total | \$200,000 | | | | |
| Petroleum Products | | | | | |
| Travel | \$10,000 | | | | |
| Supplies | \$3,000 | | | | |
| Contractual | \$187,000 | | | | |
| Total | \$200,000 | | | | |
| Grand Total | \$400,000 | | | | |

Attachment 2: Guideline for Detailed Schedule Development

| Time from Notice of Selection | Actions |
|--|--|
| Grant Commitment and Planning Phase | |
| 0 month | Notice of Selection, Conference Call held May 7, 2009 |
| 3 weeks | Grant Application Submitted with Draft Work Plan and detailed schedule City of Tampa Internal Grants Management Team is in place with set roles |
| 2-3 months | EPA executes grant award |
| 2-3---> months | EPA works with to finalize draft workplan (by 30 days after grant award date) |
| July 20 – 22, 2009 | New Grantee Workshop in Asheville, NC www.ashevillerenaissance.com Group code: MCCMCCA |

| | Time from Grant Award | Actions |
|--------------------------------|--|---|
| Planning | Getting QEC on Board | |
| | 0 months | Grant award |
| | <---1 month | Workplan revisions beginning before grant award is final within 30 days after grant award date |
| | Quarter 1 | Request for Proposal (RFP) for contractor procurement is prepared |
| | Quarter 2 | QEC contract executed and Contractor on-board / First Meeting with Tampa Brownfields Advisory Committee Kick-off meeting held with City of Tampa, QEC, EPA, State |
| | 4 months | Quarterly Report 1 is due October 10, 2009 (10 days after 1 st quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with October quarterly report |
| Grant Specific Schedule | | |
| Year 1 | November 16 – 18, 2009 | National Brownfields Conference, New Orleans, LA www.Brownfields2009.org |
| | 4 - 8 months | Site Inventory activities completed/Site Selection Priority Process established (with input from Tampa Brownfields Advisory Committee) and implemented |
| | Ongoing, 9-10/year | Phase I activities initiated on high priority sites/Endangered Species Act and National Historic Preservation Act assessments are initiated |
| | Ongoing, 9-10/year | ACRES forms are completed within 30 days of site ID |
| | 7 months | Quarterly Report 2 is due January 10, 2010 (10 days after 2 nd quarter ends) Reimbursement Request Submitted/ |
| | Quarter 2 | Community-wide grants develop generic QAPP |
| | 10 months | Quarterly Report 3 is due April 10, 2010 (10 days after 3 rd quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with April quarterly report |
| | Quarter 2 | QAPP and SAP submitted to EPA/State for approval (EPA/State review 3 weeks) |
| | 10 months | Assess status to ensure work is on target to meet set year end goals; if not inform EPA-PO ASAP in writing |
| | Ongoing, 9-10/year | Phase I reports are being finalized/ACRES forms are being updated/ Tampa Brownfields Advisory Committee has been engaged in Phase I findings |
| | Ongoing, avg. 3/year | Phase II is initiated |
| | 13 months | Quarterly Report 4 is due July 10, 2010 (10 days after 4 th quarter ends) Reimbursement Request Submitted/ 35% of grant must be expended by end of year 1 |
| Ongoing, avg. | Phase II reports are being finalized/ ACRES forms are being updated/ | |

| | | |
|-----------------------------|--|---|
| Year 2 | 3/year | Tampa Brownfields Advisory Committee has been engaged in Phase II findings |
| | 16 months | Quarterly Report 5 is due October 10, 2010 (10 days after 5 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report |
| | Ongoing, avg. 3/year | Phase I planning to Phase II initiation cycle for community-side grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties |
| | Ongoing, avg. 3/year | Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property |
| | Ongoing | Make sure all work has been entered in ACRES so that credit is given for all of City of Tampa's accomplishments |
| | Ongoing, 1-2/year | Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin securing/seeking financial support for cleanup |
| | 18 months | Half of 3 year grant is complete; check-in with EPA/State for any modifications to workplan budget or scope of work |
| | 19 months | Quarterly Report 6 is due January 10, 2011(10 days after 6 th quarter ends) Reimbursement Request Submitted |
| | 22 months | Quarterly Report 7 is due April 10, 2010 (10 days after 7 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report |
| | 24 months | One year left on grant; Concrete plans should be in place to accomplish City of Tampa's goals for the grant and to spend remaining grant funds/ all or most QAPPS and SAPs for Phase IIs should be submitted (No QAPPS will be accepted after month 30) |
| 25 months | Quarterly Report 8 is due July 10, 2011 (10 days after 8 th quarter ends) Reimbursement Request Submitted | |
| Ongoing, avg. 3/year | Phase I planning to Phase II initiation cycle for community-side grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties | |
| Year 3 | Ongoing, 1-2/year | Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin securing/seeking financial support for cleanup |
| | 28 months | Quarterly Report 9 is due October 10, 2011 (10 days after 9 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report |
| | Ongoing | Make sure all work has been entered in ACRES so that credit is given for all of City of Tampa'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 January 10, 2012(10 days after 10 th quarter ends) Reimbursement Request Submitted |
| | 34 months | Quarterly Report 11 is due April 10, 2012 (10 days after 11 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report |
| | 35 month | reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report |
| | 36 months | Grant closes; no further costs can be incurred after final date |
| | 37 months | Quarterly Report 12 is due July 10, 2012 (10 days after 12 th quarter ends); may serve as Final Close-out Report if all project documentation is complete and ready. |
| | 37 – 39 months | Submit final request for reimbursement with Final FSR (Standard Form 269) All Close-out documentation and final deliverables due w/in 90 days after grant end date. |

Attachment 3: Terms and Conditions for Recovery Act Funding

Requirements for Fund Recipients from the American Recovery and Reinvestment Act (ARRA) of 2009, also referred to as the Recovery Act

The Cooperative Agreement Recipients (CAR) (City of Tampa) will pay particular attention to the terms and conditions attached to the final assistance agreement. They will also ensure that their contractors and subcontractors read and adhere to the terms and conditions specified. This award is subject to all applicable provisions of implementing guidance for the American Recovery and Reinvestment Act of 2009 issued by the United States Office of Management and Budget (OMB), including the Updated Implementing Guidance for the American Recovery and Reinvestment Act (M-09-10) issued on April 3, 2009 and available on www.recovery.gov, and any subsequent guidance documents issued by OMB. In part, the terms and conditions will address the following requirements:

→ Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with Recovery Act funds.

→ The recipient shall report the information described in section 1512(c) using the reporting instructions and data elements that will be provided online at www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed.

→ Recipients and contractors shall buy American iron, steel or manufactured goods **IF** the work meets the definition of a ‘public works’, is related to construction of a cap to mitigate contamination, or is related to providing an alternate water supply. It does not apply to direct grants, RLF loans and subgrants to private sector borrowers, non profit organizations and other non-governmental recipients, borrowers or subgrantees or tribes.

→ Federal agencies providing grants, cooperative agreements, and loans under the Recovery Act shall ensure that the standard Davis-Bacon contract clauses found in 29 CFR 5.5(a) are incorporated in any resultant covered contracts that are in excess of \$2,000 for construction, alteration or repair (including painting and decorating).

→ For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations,” recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133.

→ For purposes of the Recovery Act Assessment Grants, the recipient demonstrates “sufficient progress” when 35% of funds have been drawn down and obligated to eligible activities within one year of the grant, but not later than September 30, 2010.

→ The CAR (City of Tampa) (**and any sub-recipients such as contractors**) must report in www.RecoveryReporting.Gov within ten calendar days after the end of each calendar quarter (Recovery Act Section 1512 reporting requirements). The first report is due on October 10, 2009.

RecoveryReporting.Gov is a Government-wide system, managed by OMB, which will collect information on the use of Recovery Act funds from all Recovery Act fund recipients **and** their sub-recipients.