# BROWNFIELDS ASSESSMENT

# COOPERATIVE AGREEMENT DRAFT WORK PLAN

FOR

The City of Tampa, Florida

FY 2013 Brownfields Assessment Grant

For Hazardous and Petroleum Project

JUNE 14, 2013

DRAFT

Submitted by:

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Cooperative Agreement Number: TBD

# ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN

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## 1.0 PROJECT OVERVIEW

The City of Tampa requested $400,000 in FY 13 Brownfields Assessment Grant funding (Hazardous and Petroleum) to conduct 28 Phase I Environmental Site Assessments (ESAs), 1 EPA Approved Generic Quality Assurance Project Plan (QAPP), 8 EPA Approved Site Specific QAPPs, 8 Phase II ESAs, 4 ABCAs/Remediation/Reuse Plans, implement community outreach activities and conduct programmatic support.

### 1.1 Project Description

The targeted East Tampa CRA and the Expanded Core include some of the City's oldest neighborhoods. The infrastructure that was put in place 50 years ago when these incorporated areas were platted is reaching the end of its useful service - e.g., potable water, wastewater and the transportation system. The area is characterized by lower income rates, higher levels of unemployment and poverty coupled with dilapidated housing stock.

The Tampa's Brownfields Target Area (TBTA) includes the targeted East Tampa Community Redevelopment Area (CRA) and adjacent Expanded Core (Columbus Ave. & I-4 to the north; 30th St. to the east, Ybor Channel, Garrison Channel & Crosstown Expressway to the south; & Armenia Ave. to the west); the area includes the Central Business District & adjacent neighborhoods, about 3,243 acres. The grant will be community wide with emphasis on the target areas.

Funding will support city-wide economic development projects generating living wage/high wage jobs, community development projects including affordable/workforce housing, open space/ green space projects and other community led/ driven projects in the TBTA (consisting of East Tampa CRA and the Expanded Core Area). The requested funding will be used to implement environmental justice by assessing contamination and facilitating positive redevelopment in low income/ minority East Tampa demonstrated overwhelming success with the previous 3 EPA assessment grants awarded and will provide leadership and knowledge gained via the EPA assessment process; but there is still much work to do to implement the East Tampa Redevelopment Plan.

Funding will support activities in this plan including its 5 strategies: investment in neighborhoods to improve quality of life & encourage community self-reinvestment, productive private sector investment; improve appearance & investment appeal of highly visible gateways/ major corridors; incentivize strategic, catalytic projects; foster business growth; and prepare for light rail, density & associated redevelopment opportunities.

**Program Objectives:**

1. Educate the local community about the impact of Brownfields and the utilization of the properties in fostering redevelopment as a part of a larger community reinvestment strategy.
2. Implement comprehensive service learning opportunities for University of South Florida Department of Environmental Engineering students, and Florida Center for Community Design and Research students.
3. Conduct site assessments based on environmental, health, social impact, and economic criterion.

4. Develop a comprehensive cleanup and redevelopment plan for the affected sites to facilitate new employment opportunities, amenities and infrastructure.

**Program Activities:**

1. Develop Tampa Brownfields Program Generic QAPP.
2. Complete 8 Site-Specific QAPP's coupled with a Health and Safety Plan.
3. Create a community involvement plan and conduct a minimum of four community engagement activities.
4. Perform geophysical investigations, site inventory and site prioritization activities for 28 Phase I sites and 8 Phase II site assessments.
5. Perform Additional Soil and Groundwater Assessment.
6. Maintain Grant Reporting Requirements and Coordination with FDEP.
7. Develop Four (4) Analysis Brownfields Cleanup Alternatives (ABCA) Reports with recommendations from the environmental assessments.

## 1.2 Project Team Structure and Responsibilities

The City of Tampa project teams consists of the following individuals with varying roles and responsibilities that will be incorporated into daily activities as needed to implement the program.

**Bob Buckhorn (Mayor)**: Serves as the authorized official for the City of Tampa.

**Bob McDonaugh (Administrator, Economic & Urban Development Department)**: Mr. McDonaugh is the Administrator for the department responsible for the oversight of the Brownfields Program and all redevelopment initiatives.

**Ed Johnson (Urban Development Manager, Economic & Urban Development Department)**: Mr. Johnson will serve as the Brownfields Director/Coordinator. He will be responsible for selecting consultants to perform the work and provide approvals for all programmatic reporting submitting them to the EPA Program Officer and the State Coordinator on a quarterly basis. Furthermore, as coordinator he will be responsible for reporting DBE activities on a semi-annual basis using EPA Form 5700-52A (due: **April 30 and October 30** of each project year). Additional duties include but are not limited to ensuring the project schedule and budget are implemented according to plan.

In addition, Mr. Johnson will provide project updates to the Florida Department of Environmental Protection (FDEP) Brownfields Redevelopment program contact on a regular basis and ensure all activities related to Phase II assessments are reported and request State and/or EPA petroleum site eligibility determinations for all petroleum sites.

*State of Florida FDEP Central District, Vicki Sue McGucken, Brownfields Coordinator, Southwest District, Florida Department of Environmental Protection, 13051 North Telecom Parkway, Temple Terrace, Florida 33637-0926, Phone: 813.632.7600, SC 514.9155, ext. 485, E-mail: vicki.mcGucken@dep.state.fl.us.*

**Kate Taylor (Assistant City Attorney, City Attorney Office)**: Ms. Taylor serves as legal counsel for the City of Tampa's Brownfields program and she will provide support for the execution of the cooperative agreement.

**Andrew Cookson (Grants Accountant I, Revenue and Finance Department) backup Cherrise Wilks (Grants Specialist, Revenue and Finance Department):** Mr. Cookson will be responsible for completing and reviewing all quarterly fiscal reporting during the term of the cooperative agreement. The staff from the Revenue & Finance Department will work in conjunction with the City Attorney's Office to review the terms and conditions of the cooperative agreement prior to execution, and host a meeting at least annually to review the success of the project. Mr. Cookson or Ms. Wilks will enter the project into the FFATA system under the City of Tampa's userid. In addition, the staff from the Revenue and Finance Department and the Brownfields Coordinator will maintain electronic files that include the application, correspondence, programmatic/fiscal reports, the cooperative agreement, contracts, and any site visits/audits.

## 1.3 Measuring Environmental Results: Outputs/Outcomes

**Program Outputs:**

| | |
|---|---|
| 1. # of Phase I Site Assessments completed | 28 |
| 2. # of Phase II Site Assessments completed | 8 |
| 3. # of generic and site specific QAPP plans/reports developed | 9 |
| 4. % of programmatic and fiscal reports complete and submitted timely | 95% |
| 5. # of community meetings held | 4-16 |
| 6. Total attendance at community meetings | TBD |
| 7. Total # of meetings held with community partners | 4-8 |
| 8. # of inquiries received related to the Brownfields Program Or property | TBD |
| 9. Total # of media activities (i.e. news stories) | 2-3 |
| 10. # of outreach materials produced | TBD |

**Program Outcomes:**

1. Maintain an efficient and effective Brownfields redevelopment program for the City of Tampa.
2. Leverage private investment coupled with state tax incentives (State of Florida Brownfield Tax Credits) for redevelopment projects on assessed or remediated properties.

## 1.4 Measures of Success

Tracking the measurements of success for selected assessment sites will be accomplished by documenting the following outcomes:

- Completion of all Phase I and Phase II assessment activities
- Approval of remediation plans by the EPA Program Officer and Florida DEP officials
- Identification of funding to perform cleanup activities on select sites
- Issuance of requests for proposals by the City of Tampa for the redevelopment of Brownfield parcels owned by the City
- Negotiation and approval of a specific redevelopment proposal

Successful outcomes will be reported, if applicable, on quarterly or semi-annual progress reports to the U.S. EPA Program Officer. Additional statistical data will be tracked on the ACRES online database.

## 2.0 PROJECT TASK DESCRIPTIONS

### Task 1 PROJECT MANAGEMENT AND REPORTING

Mr. Ed Johnson, City of Tampa designated Brownfields Program Director, will oversee the assessment and administration of all grant activities. He has heralded the Brownfields program for several years and project successes have been shared with other communities nationally thanks to his leadership. Mr. Johnson will be responsible for general oversight of all consultant activities, preparation and review of quarterly reporting, ACRES database updates, financial and DBE reporting, and all other correspondence with EPA. Progress reports will document progress toward meeting stated objectives and tasks described in this work plan herein.

The City of Tampa regularly retains the services of environmental consultants to conduct assessments, determine the need for cleanup, prepare cleanup plans and conduct cleanups at their redevelopment sites. The retained consultant firm will work with all appropriate city staff, the U.S. EPA and State of Florida officials for the implementation of the Brownfields Assessment Grant.

**A) Federal Funding Accountability & Transparency Act (FFATA).** The City will register with the System for Award Management registration (SAM) (www.sam.gov). A Data Universal Numbering System (DUNS) number has been provided. Additionally, the City is registered with the Central Contractor Registration, www.CCR.gov and will comply with further reporting requirements of FFATA as applicable.

**B) Quarterly Reporting.** The City will submit Quarterly progress reports 30 days after the end of each federal fiscal quarter, or:

| Performance Period | Report Due |
|---|---|
| October – December | January 30 |
| January – March | April 30 |
| April – June | July 30 |
| July – September | October 30 |

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 (vicki.mcGucken@dep.state.fl.us)

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

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

The City will submit WBE/MBE semi-annually as required by April 30th and October 30th during each reporting period.

**D) Annual Reporting (Federal Financial Reports (FFRs)).** The City will submit Federal Financial Report EPA Standard Form 425 on an annual basis by January 30th of each reporting year.
The FFR will be submitted to the EPA Project Officer both electronically and by hard copy to:

U.S. EPA Las Vegas Finance Center
PO Box 98515
Las Vegas, NV 89193-8515
Attn: Sharen Rheinhardt
-and-
Rheinhardt.Sharen@epa.gov

**E) Annual Projections.** The City will make projections on an annual basis and provide these projections to the EPA Project Officer by the 30th day in April of every year during the grant period. The projections will include the anticipated number of Phase I and Phase II ESAs that are expected to be completed in the upcoming grant year. The listed sites will be a subset of the total number of sites where Phase I and II ESAs will be conducted during the entire project performance period.

**F) Final Performance Report.** The City'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 include a chart summarizing all sites assessed during the grant, a summary of outreach materials produced, and site photos of the assessment site(s). In addition, the Final Performance Report will specifically address lessons learned during the project both by the City and contractor(s) in implementing the Brownfields assessment as well as successes achieved.

**G) ACRES/Property Profile Form.** (http://www.epa.gov/brownfields/pubs/acres/acresinfo.htm)
The City 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 ESAs
c. Completion of Phase II ESAs and Phase II ESA Addenda and Limited Site Assessments
d. Completion of the grant

**H) Contractor Procurement.** Due to the specialized/technical skills needed for this project, the City will procure Brownfields Consulting Services and Environmental Engineering Services from an experienced brownfields firm to carry out the tasks for this grant and for future EPA Brownfields Grants. The City's procurement procedures fully comply with all State and Federal purchasing requirements and procedures including 40 CFR Part 30 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations or 40 CFR Part 31 Uniform Administrative Requirements for

Grants and Cooperative Agreements to State and Local Governments. The City anticipates that procurement will occur within 60-90 days.

The City will include a Site-Specific Budget Summary in order to demonstrate that expenditures on a single site do not exceed the $200,000 statutory limit. Additionally, procurement language will include a provision to invoice costs site-specifically and include an overall programmatic task to include costs that would be shared across all sites, such as generic quality assurance project plan development. Site-specific sampling and analysis plans will be accounted for site-specifically.

**I) Kick-off Meeting.** Upon award, the City Brownfields project team, environmental contractor, 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.

## Task 2 COMMUNITY INVOLVEMENT / ENGAGEMENT

The Brownfields Coordinator in concert with the selected consultant will prepare a Community Involvement Plan (CIP) in accordance with the EPA Region IV- Preparing Your Brownfields Community Plan: Involving Your Community (CIP) dated January 2013, to meet the goals and objectives of the grant's work plan. Public outreach activities will be performed to facilitate public participation for community members, businesses and other stakeholders within the project redevelopment area. A successful Brownfields program must include opportunities for meaningful public involvement as noted in EPA's Seven Steps for Effective Public Involvement.

The CIP will include an overview, City contact and spokesperson/administrative record information, project history, community background, chronology of community involvement, key concerns, schedule, other contacts and interested parties, as well as methodology for community outreach. This task will require input from City staff.

The Brownfields Coordinator and consultant will provide the necessary project oversight and coordination to foster an innovative community engagement process to not only educate and inform the community on the assessment and cleanup activities funded through the grant, but also to solicit information from the community as to the best use for the subject property; as follows:

- Identify community stakeholders, including but not limited to: local residents, local businesses, local churches, local property owners, and Tampa Housing Authority personnel, City Personnel and officials, local Schools and other interested parties.
- Assist in the development of community flyers and other public information to inform and educate the local community as to the activities to be performed under the grant, while soliciting input concerning the best use of the proposed redevelopment site. This includes utilizing the City's website and social media outlets to apprise the public.
- Facilitate community kick-off meeting and community informational sessions.
- Assist in development of Community End Use Survey.
- Complete Community End Use Survey using GIS-based phone application(s) and non-electronic means (to bridge the digital divide).
- Assist in the development of Community Risk Communication and project progress

information.

- A portion of the budget may be reserved to engage the University Of South Florida Centers for Community Engagement and Brownfields Research to provide limited support for community engagement. It is anticipated that this will be accomplished through stipends for graduate students.

Upon completion of all assessments the Brownfields Coordinator will develop a draft of a Brownfields Cleanup Alternatives plan which will be utilized in the acquisition of future Brownfields Cleanup agreements. This plan will be outlined during a public meeting as a part of the community engagement terms and conditions set forth in cooperative agreement.

**Task 3 ASSESSMENTS OF TARGETED PROPERTIES**

A. **Site Characterization – Phase I Assessment:** The City of Tampa will conduct up to 28 Phase I Environmental Site Assessments in accordance with ASTM E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process" or equivalent and EPA's All Appropriate Inquiries Final Rule (40 CFR Part 312).

B. **Candidate Site Eligibility:** The Brownfields Coordinator will submit the Region 4 Site Eligibility Determination Outline, and hazardous SED (for sites believed to be contaminated with hazardous substances) to the EPA Project Officer and ***receive EPA approval.*** The Brownfields Coordinator will request a petroleum site eligibility determination from the Florida Department of Environmental Protection Brownfields Officer and obtain approval for sites believed to be contaminated with **petroleum**. The Brownfields Coordinator will obtain EPA site eligibility determination approval and site access prior to expending any funds on a given site. Site eligibility forms will be obtained at: http://www.epa.gov/region4/rcra/bflr/documents/eligibilityscreensiteassess.doc.

   In the event that there are comingled sites the Coordinator in conjunction with the contractor will adhere to the EPA guidelines herein:

   - A commingled site at which you have reason to believe only *de minimus* petroleum exists must be processed using the hazardous substances eligibility screening only. The Brownfields coordinator will charge activities against hazardous funds only.
   - A commingled site where hazardous and petroleum contamination exist will go through both a hazardous and petroleum eligibility screening. Once the site is deemed eligible, the Brownfields Coordinator may charge activities against both categories of funding.
   - A commingled site whereby only *de minimus* hazardous substances exist will go through the petroleum eligibility screening. The Brownfields Coordinator will charge activities against petroleum funds only.

C. **Site Characterization – Phase II Assessment:** Once EPA has determined the site to be eligible, phase II assessment activities will begin. Describe the specific activities that will be performed to complete this task.

   a. **ESA, NHPA and Clean Water Act Section 404 Permitting.** The City of Tampa will comply with applicable requirements under the Endangered Species Act and National Historic Preservation Act (NHPA). 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.

b. **Quality Assurance & Health and Safety Plans.** The City will complete a new Generic Quality Assurance Project Plan (QAPP) document for their Brownfields Program. Upon successful completion of Phase I ESAs, the City will provide Site Specific Quality Assurance Project Plan 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 QAPPs for EPA review, comment, and ultimate approval. In the event that modifications are required to QAPPs submitted, the City will submit 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.

## Task 4 CLEANUP PLANNING AND INSTITUTIONAL CONTROLS

The Brownfields Coordinator coupled with the selected consultant will prepare and secure approvals for the Analysis of Brownfields Cleanup Alternatives (ABCA) based on the data collected and data derived from the environmental assessments completed for the sites tested. The report will be communicated to the public and supplied to the State Brownfields Office for feedback prior to final approval. The City will conduct up to 4 Analysis of Brownfields Cleanup Alternatives (ABCAs) resulting from recommendations from Phase II ESAs completed by qualified environmental consultants. The ABCAs will also serve as the framework for remedial action plans required under Florida's Chapter 62-785, F.A.C. (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.

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.

## 3.0 DETAILED SCHEDULE DEVELOPMENT

### Attachment 1: Detailed Project Schedule

| Time from Notice of Selection | Actions |
|---|---|
| | Grant Commitment and Planning Phase |
| **0 month** | Notice of Selection, May 8, 2013; Application Forms Webinar held May 22 & 29, 2013 |
| **3 weeks** | Grant Application Submitted with Draft Work Plan and detailed schedule<br>BROWNFIELDS COORDINATOR Internal Grants Management Team is in place with set roles |
| **2-4 months** | BROWNFIELDS COORDINATOR pre-award activities such as Community Engagement Plan and consultant RFP (with prior Project Officer approval) |
| **2 months** | EPA works with BROWNFIELDS COORDINATOR to finalize draft work plan (by August 2, 2013) |
| **3-4 months** | EPA executes grant award |
| **Sept. 4 & 5, 2013** | New Grantee Orientation in Atlanta, GA |

| | Time from Grant Award | Actions |
|---|---|---|
| | | Startup |
| | **0 months** | Grant award |
| **Planning** | **0–3 months** | Request for Proposal (RFP) for contractor procurement is finalized (if not completed pre-award) |
| | **1 - 4 months** | Consultant contract executed and contractor on-board<br>Kick-off meeting held with BROWNFIELDS COORDINATOR, Contractor, EPA, State<br>First Meeting with Community, Complete Community Engagement Plan |
| | | Grant Specific Schedule |
| | **4 months** | Quarterly Report 1 is due January 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **4 - 7 months** | Initial Site Inventory activities completed / Site Selection Priority Process established (with input from Community) and implemented |
| | **4 - 7 months** | Phase I activities initiated on first priority sites (concurrent with Inventory refinement & Community Input) |
| | **4 – 7 months** | **Community-wide grant recipients develop generic QAPP (concurrent with Phase I report writing); submit to EPA/State (allow 4 weeks for approval)** |
| | **6 – 9 months** | Phase I reports are being finalized/ACRES forms are being updated/<br>Community has been engaged in Phase I findings |
| | **7 months** | Quarterly Report 2 is due April 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **7 months** | Submit projections to EPA for Phase I & Phase II ESAs for the next year |
| | **8 – 9 months** | Submit site eligibility forms to EPA/State (for petroleum sites); obtain site access |
| | **9 months** | Site specific QAPP(s) submitted to EPA/State for each property (allow 2 weeks for approval) |
| **Year 1** | **10 months** | Quarterly Report 3 is due July 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **10 months** | Phase IIs initiated |

| | | |
|---|---|---|
| | **11 – 13 months** | Phase II reports are being finalized; ACRES forms are being updated; Community has been engaged in Phase II findings |
| | **11 -13 months** | Assess status to ensure work is on target to meet set year end goals, if not inform PO as soon as possible in writing |
| | **13 months** | Quarterly Report 4 is due October 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **12 – 24 months** | Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties |
| | **12 – 24 months** | Begin clean-up planning (ABCA) on sites where cleanup funds may be desired<br>Submit to EPA /State for review/comment/public involvement<br>Begin securing/seeking financial support for cleanup |
| | **16 months** | Quarterly Report 5 is due January 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **18 months** | **Half of 3 year grant is complete; check-in with EPA/State for any modifications to work plan budget or scope of work. 35% of funds should be expended by this time.** |
| | **19 months** | Quarterly Report 6 is due April 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **19 months** | Submit projections to EPA for Phase I & IIs for the next year |
| | **22 months** | Quarterly Report 7 is due July 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **24 months** | One year left on grant; concrete plans should be in place to accomplish Brownfields Coordinators goals for the grant and to spend remaining grant funds. All or most site specific QAPPs for Phase IIs should be submitted **(No QAPPS will be accepted after month 30)** |
| | **25 months** | Quarterly Report 8 is due October 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **26 – 30 months** | Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties. Continue public involvement. |
| | **26 – 30 months** | Clean-up planning (ABCA) on sites where cleanup funds may be desired<br>Submit to EPA/State for review/comment/public involvement<br>Begin securing/seeking financial support for cleanup |
| | **28 months** | Quarterly Report 9 is due January 30, 2016 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| **Year 2** | **28 months** | Make sure all work has been entered in ACRES so that credit is given for all of BROWNFIELDS COORDINATOR's accomplishments |
| | **30 months** | 6 months remain on the grant; Start winding down activities in preparation for grant closing |
| | **31 months** | Quarterly Report 10 is due April 30, 2016 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **34 months** | Quarterly Report 11 is due July 30, 2016 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **35 month** | Reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report |
| | **36 months** | Grant project/budget period closes; no further costs can be incurred after final date |
| | **37 months** | Quarterly Report 12 is due October 30, 2016 (30 days after 12th quarter ends); May serve as Final Close-out Report if all project documentation is complete and ready. If so, then it is due 90 days after close, or December 30, 2016. Disadvantaged Business Enterprise (DBE) report due with this quarterly report. |
| **Year 3** | **37 – 39 months** | Submit final request for reimbursement with Final FFR (Standard Form 425); All Close-out documentation and final deliverables due within 90 days after project end date (December 30, 2016) |

# Attachment 2: Budget Table for Work Plan Tasks

| Hazardous Assessment Activities | | | | | |
|---|---|---|---|---|---|
| **Budget Categories** | **Project Tasks** | | | | |
| **(Programmatic costs only)** | **Task 1 Project Management and Reporting** | **Task 2 Community Involvement/Engagement** | **Task 3 Assessment** | **Task 4 Cleanup Planning** | **Total** |
| Personnel | | | | | |
| Fringe Benefits | | | | | |
| Travel[1] | | $9,750 | | | $9,750 |
| Equipment[2] | | | | | |
| Supplies | | $3,000 | | | $3,000 |
| Contractual[3] | $15,000 | $4,000 | $145,750 | $22,500 | $187,250 |
| Other – specify | | | | | |
| **Total** | $15,000 | $16,750 | $145,750 | $22,500 | $200,000 |

| Petroleum Assessment Activities | | | | | |
|---|---|---|---|---|---|
| **Budget Categories** | **Project Tasks** | | | | |
| **(Programmatic costs only)** | **Task 1 Project Management and Reporting** | **Task 2 Community Involvement/Engagement** | **Task 3 Assessment** | **Task 4 Cleanup Planning** | **Total** |
| Personnel | | | | | |
| Fringe Benefits | | | | | |
| Travel[1] | | $9,750 | | | $9,750 |
| Equipment[2] | | | | | |
| Supplies | | $3,000 | | | $3,000 |
| Contractual[3] | $15,000 | $4,000 | $145,750 | $22,500 | $187,250 |
| Other – specify | | | | | |
| **Total** | $15,000 | $16,750 | $145,750 | $22,500 | $200,000 |

**Attachment 3: Annual Projections**

Public outreach activities will be performed to facilitate public participation for community members, businesses and other stakeholders within the project redevelopment area. The City will utilize these community involvement events to identify sites. Once sites have been identified for assessment activities, the City will provide annual projections in the following format.

| **Property/Site Name** | **Activity** | **Start Date** | **Completion Date** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Attachment 4:**
**AAI REPORTING REQUIREMENTS CHECKLIST FOR PHASE I ESAs**

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

**Contact Information**

Grantee Name: _____

Grant Number _____

☐CRES Property ID: _____

Program Manager Na☐e: _____
(Point of Contact)

Contact Phone Number: _____

☐Name / Address of Property Assessed: _____

**Checklist**

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

☐ An *opinion* as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.

☐ An identification of "*significant data gaps*" (as defined in §312.10 of AAI final rule and §12.7.61 ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps include missing and unavailable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.

☐ *Qualifications* and *signature* of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:

☐ *I/ We declare that, to the best of my/ our professional knowledge and belief, I/ we meet the definition of environmental professional as defined in §312.10 of this part.*

☐ *I/ We have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. I/ We have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.*

**Note: Please use either "I" or "We."**

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

| | |
|---|---|
| Signature of Grantee Program Manager | Date |

**Attachment 5: Example Quarterly Reporting Template -- Assessment**

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

## Task 1: Project Management and Reporting

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date[a] | Lead Party |
|---|---|---|---|
| A. Assemble internal team, including technical, financial, managerial. Establish project schedule. | Team established, agreement written. Schedule developed. | Qtr. 1 | PM, team |
| B. Prepare bid documents for procuring contractor support. | Bid package complete. | Qtr. 1 | City Engineer |
| C. Select contractor. | Contractor selected | Qtr. 2 | PM |
| D. Kick-off meeting held. | Kick-off meeting complete | Qtr. 2 | Team |
| E. Grant Project Reporting and Performance Evaluation: | | | |
| a. Quarterly Progress Reports to EPA & State | Quarterly Progress Reports (10 days after end of qtr.) | | PM |
| b. Final Grant Reporting | Final Report (90 days after grant) | | PM, team |
| F. Attend Regional & National Brownfields workshops | | | PM |

**Cost Estimates for Task 1[b]:** 1) Travel to Grantees' Workshop: Flight: $300 Hotel: $120/day x 2 night = $240 Per diem: $60/day x 3 = $180 Total: $620 x 2 people = $1240
2) Local site related travel: $0.53/mi = $500/yr x 3 years = $1500

Actual Accomplishments and Progress Reporting for *(fill in the blank)* Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 2: Community Involvement/Engagement

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Setup Information Repository for Public Information | Files made publicly available. | Qtr. 1 | PM, team |
| B. Detailed demographic assessment | Assessment complete, part of Plan. | Qtr. 1 | Team |
| C. Community Engagement Plan Developed | Plan complete. | Qtr. 1 | Contractor |
| D. Media, Electronic & Social Networking Systems Updated | Radio, TV, flyers newspaper, etc. | Every Qtr. | Team |
| E. Meetings to describe project/schedule and/or updates<br>Kick-off meeting<br>Update after Phase I | Meetings conducted. | Qtrs.: 2, | PM, Team |

[a] The project schedule needs to be more detailed and specific than the overall completion quarter represented here.
[b] If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

| | | | |
|---|---|---|---|
| Update after Phase II<br>Project completion with ABCA | | 4,<br>8,<br>10 | |

**Cost Estimates for Task 2:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 3: Assessments of Targeted Sites

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Site Inventory<br><br>B. Characterization (Phase I, Phase II)<br><br>C. Generic QAPP<br><br>D. Site Specific QAPPs | | | |

**Cost Estimates for Task 3:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 4: Cleanup Planning and Institutional Controls

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A.<br><br>B.<br><br>C. | | | |

**Cost Estimates for Task 4:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

## *Budget:*

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

| Budget Update: | | | | |
|---|---|---|---|---|
| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

| **Petroleum Substance Budget** | | | | |
|---|---|---|---|---|
| Budget Update: | | | | |
| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

## *Site Specific Community-Wide Quarterly Budget Summary:*

| Site Name | Current Quarter Costs | Cumulative Costs Incurred to Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**Attachment 4**
**AAI REPORTING REQUIREMENTS CHECKLIST FOR PHASE I ESAs**

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

**Contact Information**

Grantee Name: _____

Grant Number _____

□CRES Property ID: _____

Program Manager Na□e: _____
(Point of Contact)

Contact Phone Number: _____

□Name / Address of Property Assessed: _____

[redacted]

_____ _____
Signature of Grantee Program Manager Date

**Attachment 5: Example Quarterly Reporting Template -- Assessment**

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

## Task 1: Project Management and Reporting

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date[a] | Lead Party |
|---|---|---|---|
| A. Assemble internal team, including technical, financial, managerial. Establish project schedule. | Team established, agreement written. Schedule developed. | Qtr. 1 | PM, team |
| B. Prepare bid documents for procuring contractor support. | Bid package complete. | Qtr. 1 | City Engineer |
| C. Select contractor. | Contractor selected | Qtr. 2 | PM |
| D. Kick-off meeting held. | Kick-off meeting complete | Qtr. 2 | Team |
| E. Grant Project Reporting and Performance Evaluation: | | | |
| a. Quarterly Progress Reports to EPA & State | Quarterly Progress Reports (10 days after end of qtr.) | | PM |
| b. Final Grant Reporting | Final Report (90 days after grant) | | PM, team |
| F. Attend Regional & National Brownfields workshops | | | PM |

**Cost Estimates for Task 1[b]:** 1) Travel to Grantees' Workshop: Flight: $300 Hotel: $120/day x 2 night = $240 Per diem: $60/day x 3 = $180 Total: $620 x 2 people = $1240
2) Local site related travel: $0.53/mi = $500/yr x 3 years = $1500

Actual Accomplishments and Progress Reporting for *(fill in the blank)* Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 2: Community Involvement/Engagement

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Setup Information Repository for Public Information | Files made publicly available. | Qtr. 1 | PM, team |
| B. Detailed demographic assessment | Assessment complete, part of Plan. | Qtr. 1 | Team |
| C. Community Engagement Plan Developed | Plan complete. | Qtr. 1 | Contractor |
| D. Media, Electronic & Social Networking Systems Updated | Radio, TV, flyers newspaper, etc. | Every Qtr. | Team |
| E. Meetings to describe project/schedule and/or updates<br>Kick-off meeting<br>Update after Phase 1 | Meetings conducted. | Qtrs.: 2, | PM, Team |

[a] The project schedule needs to be more detailed and specific than the overall completion quarter represented here.
[b] If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

| | | | |
|---|---|---|---|
| Update after Phase II<br>Project completion with ABCA | | 4,<br>8,<br>10 | |

**Cost Estimates for Task 2:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 3: Assessments of Targeted Sites

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Site Inventory<br><br>B. Characterization (Phase I, Phase II)<br><br>C. Generic QAPP<br><br>D. Site Specific QAPPs | | | |

**Cost Estimates for Task 3:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 4: Cleanup Planning and Institutional Controls

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A.<br><br>B.<br><br>C. | | | |

**Cost Estimates for Task 4:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

## *Budget:*

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

Budget Update:

| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
|---|---|---|---|---|
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

**Petroleum Substance Budget**

Budget Update:

| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
|---|---|---|---|---|
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

## *Site Specific Community-Wide Quarterly Budget Summary:*

| Site Name | Current Quarter Costs | Cumulative Costs Incurred to Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

# CITY OF TAMPA-FY 13 BROWNFIELDS ASSESSMENT
## BUDGET JUSTIFICATION WORKSHEET

**You must provide a detailed cost justification for the estimated budget amounts reflected in Section B of your SF-424A application form. This detailed information will enable the EPA project officer to perform the required analysis to determine if the costs are reasonable and necessary. You may use the following format or a format of your choice to provide this information.**

**a. PERSONNEL**

| POSITION | NUMBER | SALARY | WORK YEARS | HAZARDOUS AMOUNT | PETROLEUM AMOUNT |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| **a. PERSONNEL TOTAL** | | | | $0 | |

**b. FRINGE BENEFITS**

| | |
|---|---|
| **BASE** | |
| **RATE** | **X0.30** |
| **b. FRINGE BENEFITS TOTAL** | |

**c. TRAVEL**

| | Hazardous Amount | Petroleum Amount |
|---|---|---|
| *Conference 1: New Grantees Workshop (3 attendees)<br>-Flight @ $1500 ($500 x 3)<br>-Hotel for 2 nights @ $1200 ($200/night x 3)<br>-Per Diem for 2 days @ $300 ($50/day x 3) | $1,500 | $1,500 |
| Conference 2 & 3 : 2 National Brownfields Conference (3 attendees)<br>-Flights @ $1500 ($500 x 3) * 2 conferences = $3000<br>-Hotel for 3 nights @ $1800 ($200/night x 3) * 2 conferences = $3600<br>-Per Diem for 3 days @ $450 ($50/day x 3) * 2 conferences = $900 | $3,750 | $3,750 |
| Conference 4&5 : 2 Annual Florida Brownfields Conferences (3 attendees)<br>-Mileage estimate = $500 per conference * 2 conferences = $1000<br>-Hotel for 3 nights @ $1800 ($200/night x 3) * 2 conferences = $3600<br>-Per Diem for 3 days @ $450 ($50/day x 3) * 2 conferences = $900 | $2,750 | $2,750 |
| Site Visits/Community Outreach<br>$0.50 per mile = $3500 (during the life of the agreement) | $1,750 | $1,750 |
| Travel Subtotals | $9,750 | $9,750 |
| **c. TRAVEL TOTAL:** | **$19,500.00** | |

## BUDGET JUSTIFICATION WORKSHEET

**d. EQUIPMENT**

**Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Please list equipment items (i.e., vehicles, boats, etc.) and provide adequate detail to enable the EPA project officer to make an eligibility determination and to verify cost. For "equipment" with a cost of less than $5,000 per unit, list under supplies.**

| ITEM | NUMBER | COST PER UNIT | TOTAL |
|---|---|---|---|
| NA | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **d. EQUIPMENT TOTAL:** | | | $0 |

**e. SUPPLIES**

**List by groups (as appropriate), such as office supplies, lab supplies, field supplies. If the cost for a particular group is over $50,000, please provide a list of the more costly items or subsets.**

| | Hazardous | Petroleum |
|---|---|---|
| Basic office supplies for 3 staff members at an average cost per year of $200.00x3x3 | $900 | $900 |
| Brochures/Field Supplies (2000) @ cost of $1.80 | $1800 | $1800 |
| Presentation materials | $300 | $300 |
| | | |
| **e. SUPPLIES TOTAL** | **$6,000.00** | |

# BUDGET JUSTIFICATION WORKSHEET

**f. CONTRACTUAL**

**List each planned contract and the type of services/project activity to be procured. Agreements/contracts with other governmental agencies (state, local or Federal) should be listed under category h. OTHER.**

| | Hazardous | Petroleum |
|---|---|---|
| Phase I/II Assessments | $145,750 | $145,750 |
| Remediation/Reuse Planning | $22,500 | $22,500 |
| Outreach | $4,000 | $4,000 |
| Programmatic Support | $15,000 | $15,000 |
| | | |
| | | |
| **f. CONTRACTUAL TOTAL** | **$374,500** | |

**g. CONSTRUCTION (N/A)**

**h. OTHER**

**List other items that would not be appropriately included elsewhere, such as costs for maintenance, operations, repairs, motor pools, rental, training, publication, and printing, and Intergovernmental Agreements**

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **h. OTHER TOTAL** | |

| | |
|---|---|
| **i. TOTAL DIRECT COSTS: (Sum of categories A through H)** | **$400,000** |
| **j. INDIRECT COSTS: (RATE: %)** | |
| **k. TOTAL PROPOSED COSTS: (Sum of categories I through J)** | **$400,000** |
| **FEDERAL FUNDS REQUESTED: AWP, A=100%; C, RLF=80%** | $400,000 |
| **RECIPIENT SHARE OF TOTAL PROPOSED COSTS: AWP, A=0%; C, R= 20%** | $0 |

# BROWNFIELDS ASSESSMENT

# COOPERATIVE AGREEMENT DRAFT WORK PLAN

FOR

The City of Tampa, Florida

FY 2013 Brownfields Assessment Grant

For Hazardous and Petroleum Project

JUNE 14, 2013

DRAFT

Submitted by:

ED JOHNSON

URBAN DEVELOPMENT MANAGER

BROWNFIELDS COORDINATOR

CITY OF TAMPA

306 E. JACKSON STREET, SUITE 2N TAMPA, FL 33602

Phone (813) 242-3806

ED.JOHNSON@TAMPAGOV.NET

Cooperative Agreement Number: TBD

# ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN

## TABLE OF CONTENTS

**Section Title**

1.0 PROJECT OVERVIEW

- 1.1 Project Description
- 1.2 Project Team Structure and Responsibilities
- 1.3 Measuring Environmental Results: Outputs and Outcomes
- 1.4 Measures of Success

2.0 PROJECT TASK DESCRIPTIONS

- 2.1 Project Management and Reporting
- 2.2 Community Involvement, Awareness, and Agency Coordination
- 2.3 Assessment of the Area
- 2.4 Cleanup Planning and Anticipated Activities

3.0 DETAILED SCHEDULE DEVELOPMENT

Attachments (5):

- Detailed Project Schedule
- Budget Table
- Annual Projections
- AAI Reporting Requirements Checklist
- Example Quarterly Reporting Template

## 1.0 PROJECT OVERVIEW

The City of Tampa requested $400,000 in FY 13 Brownfields Assessment Grant funding (Hazardous and Petroleum) to conduct 28 Phase I Environmental Site Assessments (ESAs), 1 EPA Approved Generic Quality Assurance Project Plan (QAPP), 8 EPA Approved Site Specific QAPPs, 8 Phase II ESAs, 4 ABCAs/Remediation/Reuse Plans, implement community outreach activities and conduct programmatic support.

### 1.1 Project Description

The targeted East Tampa CRA and the Expanded Core include some of the City's oldest neighborhoods. The infrastructure that was put in place 50 years ago when these incorporated areas were platted is reaching the end of its useful service - e.g., potable water, wastewater and the transportation system. The area is characterized by lower income rates, higher levels of unemployment and poverty coupled with dilapidated housing stock.

The Tampa's Brownfields Target Area (TBTA) includes the targeted East Tampa Community Redevelopment Area (CRA) and adjacent Expanded Core (Columbus Ave. & I-4 to the north; 30th St. to the east, Ybor Channel, Garrison Channel & Crosstown Expressway to the south; & Armenia Ave. to the west); the area includes the Central Business District & adjacent neighborhoods, about 3,243 acres. The grant will be community wide with emphasis on the target areas.

Funding will support city-wide economic development projects generating living wage/high wage jobs, community development projects including affordable/workforce housing, open space/ green space projects and other community led/ driven projects in the TBTA (consisting of East Tampa CRA and the Expanded Core Area). The requested funding will be used to implement environmental justice by assessing contamination and facilitating positive redevelopment in low income/ minority East Tampa demonstrated overwhelming success with the previous 3 EPA assessment grants awarded and will provide leadership and knowledge gained via the EPA assessment process; but there is still much work to do to implement the East Tampa Redevelopment Plan.

Funding will support activities in this plan including its 5 strategies: investment in neighborhoods to improve quality of life & encourage community self-reinvestment, productive private sector investment; improve appearance & investment appeal of highly visible gateways/ major corridors; incentivize strategic, catalytic projects; foster business growth; and prepare for light rail, density & associated redevelopment opportunities.

**Program Objectives:**

1. Educate the local community about the impact of Brownfields and the utilization of the properties in fostering redevelopment as a part of a larger community reinvestment strategy.
2. Implement comprehensive service learning opportunities for University of South Florida Department of Environmental Engineering students, and Florida Center for Community Design and Research students.
3. Conduct site assessments based on environmental, health, social impact, and economic criterion.

4. Develop a comprehensive cleanup and redevelopment plan for the affected sites to facilitate new employment opportunities, amenities and infrastructure.

**Program Activities:**

1. Develop Tampa Brownfields Program Generic QAPP.
2. Complete 8 Site-Specific QAPP's coupled with a Health and Safety Plan.
3. Create a community involvement plan and conduct a minimum of four community engagement activities.
4. Perform geophysical investigations, site inventory and site prioritization activities for 28 Phase I sites and 8 Phase II site assessments.
5. Perform Additional Soil and Groundwater Assessment.
6. Maintain Grant Reporting Requirements and Coordination with FDEP.
7. Develop Four (4) Analysis Brownfields Cleanup Alternatives (ABCA) Reports with recommendations from the environmental assessments.

## 1.2 Project Team Structure and Responsibilities

The City of Tampa project teams consists of the following individuals with varying roles and responsibilities that will be incorporated into daily activities as needed to implement the program.

**Bob Buckhorn (Mayor)**: Serves as the authorized official for the City of Tampa.

**Bob McDonaugh (Administrator, Economic & Urban Development Department)**: Mr. McDonaugh is the Administrator for the department responsible for the oversight of the Brownfields Program and all redevelopment initiatives.

**Ed Johnson (Urban Development Manager, Economic & Urban Development Department)**: Mr. Johnson will serve as the Brownfields Director/Coordinator. He will be responsible for selecting consultants to perform the work and provide approvals for all programmatic reporting submitting them to the EPA Program Officer and the State Coordinator on a quarterly basis. Furthermore, as coordinator he will be responsible for reporting DBE activities on a semi-annual basis using EPA Form 5700-52A (due: **April 30 and October 30** of each project year). Additional duties include but are not limited to ensuring the project schedule and budget are implemented according to plan.

In addition, Mr. Johnson will provide project updates to the Florida Department of Environmental Protection (FDEP) Brownfields Redevelopment program contact on a regular basis and ensure all activities related to Phase II assessments are reported and request State and/or EPA petroleum site eligibility determinations for all petroleum sites.

*State of Florida FDEP Central District, Vicki Sue McGucken, Brownfields Coordinator, Southwest District, Florida Department of Environmental Protection, 13051 North Telecom Parkway, Temple Terrace, Florida 33637-0926, Phone: 813.632.7600, SC 514.9155, ext. 485, E-mail: vicki.mcGucken@dep.state.fl.us.*

**Kate Taylor (Assistant City Attorney, City Attorney Office)**: Ms. Taylor serves as legal counsel for the City of Tampa's Brownfields program and she will provide support for the execution of the cooperative agreement.

**Andrew Cookson (Grants Accountant I, Revenue and Finance Department) backup Cherrise Wilks (Grants Specialist, Revenue and Finance Department):** Mr. Cookson will be responsible for completing and reviewing all quarterly fiscal reporting during the term of the cooperative agreement. The staff from the Revenue & Finance Department will work in conjunction with the City Attorney's Office to review the terms and conditions of the cooperative agreement prior to execution, and host a meeting at least annually to review the success of the project. Mr. Cookson or Ms. Wilks will enter the project into the FFATA system under the City of Tampa's userid. In addition, the staff from the Revenue and Finance Department and the Brownfields Coordinator will maintain electronic files that include the application, correspondence, programmatic/fiscal reports, the cooperative agreement, contracts, and any site visits/audits.

## 1.3 Measuring Environmental Results: Outputs/Outcomes

**Program Outputs:**

| | |
|---|---|
| 1. # of Phase I Site Assessments completed | 28 |
| 2. # of Phase II Site Assessments completed | 8 |
| 3. # of generic and site specific QAPP plans/reports developed | 9 |
| 4. % of programmatic and fiscal reports complete and submitted timely | 95% |
| 5. # of community meetings held | 4-16 |
| 6. Total attendance at community meetings | TBD |
| 7. Total # of meetings held with community partners | 4-8 |
| 8. # of inquiries received related to the Brownfields Program Or property | TBD |
| 9. Total # of media activities (i.e. news stories) | 2-3 |
| 10. # of outreach materials produced | TBD |

**Program Outcomes:**

1. Maintain an efficient and effective Brownfields redevelopment program for the City of Tampa.
2. Leverage private investment coupled with state tax incentives (State of Florida Brownfield Tax Credits) for redevelopment projects on assessed or remediated properties.

## 1.4 Measures of Success

Tracking the measurements of success for selected assessment sites will be accomplished by documenting the following outcomes:

- Completion of all Phase I and Phase II assessment activities
- Approval of remediation plans by the EPA Program Officer and Florida DEP officials
- Identification of funding to perform cleanup activities on select sites
- Issuance of requests for proposals by the City of Tampa for the redevelopment of Brownfield parcels owned by the City
- Negotiation and approval of a specific redevelopment proposal

Successful outcomes will be reported, if applicable, on quarterly or semi-annual progress reports to the U.S. EPA Program Officer. Additional statistical data will be tracked on the ACRES online database.

## 2.0 PROJECT TASK DESCRIPTIONS

### Task 1 PROJECT MANAGEMENT AND REPORTING

Mr. Ed Johnson, City of Tampa designated Brownfields Program Director, will oversee the assessment and administration of all grant activities. He has heralded the Brownfields program for several years and project successes have been shared with other communities nationally thanks to his leadership. Mr. Johnson will be responsible for general oversight of all consultant activities, preparation and review of quarterly reporting, ACRES database updates, financial and DBE reporting, and all other correspondence with EPA. Progress reports will document progress toward meeting stated objectives and tasks described in this work plan herein.

The City of Tampa regularly retains the services of environmental consultants to conduct assessments, determine the need for cleanup, prepare cleanup plans and conduct cleanups at their redevelopment sites. The retained consultant firm will work with all appropriate city staff, the U.S. EPA and State of Florida officials for the implementation of the Brownfields Assessment Grant.

**A) Federal Funding Accountability & Transparency Act (FFATA).** The City will register with the System for Award Management registration (SAM) (www.sam.gov). A Data Universal Numbering System (DUNS) number has been provided. Additionally, the City is registered with the Central Contractor Registration, www.CCR.gov and will comply with further reporting requirements of FFATA as applicable.

**B) Quarterly Reporting.** The City will submit Quarterly progress reports 30 days after the end of each federal fiscal quarter, or:

| Performance Period | Report Due |
|---|---|
| October – December | January 30 |
| January – March | April 30 |
| April – June | July 30 |
| July – September | October 30 |

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 (vicki.mcGucken@dep.state.fl.us)

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

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

The City will submit WBE/MBE semi-annually as required by April 30th and October 30th during each reporting period.

**D) Annual Reporting (Federal Financial Reports (FFRs)).** The City will submit Federal Financial Report EPA Standard Form 425 on an annual basis by January 30th of each reporting year.
The FFR will be submitted to the EPA Project Officer both electronically and by hard copy to:

U.S. EPA Las Vegas Finance Center
PO Box 98515
Las Vegas, NV 89193-8515
Attn: Sharen Rheinhardt
-and-
Rheinhardt.Sharen@epa.gov

**E) Annual Projections.** The City will make projections on an annual basis and provide these projections to the EPA Project Officer by the 30th day in April of every year during the grant period. The projections will include the anticipated number of Phase I and Phase II ESAs that are expected to be completed in the upcoming grant year. The listed sites will be a subset of the total number of sites where Phase I and II ESAs will be conducted during the entire project performance period.

**F) Final Performance Report.** The City'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 include a chart summarizing all sites assessed during the grant, a summary of outreach materials produced, and site photos of the assessment site(s). In addition, the Final Performance Report will specifically address lessons learned during the project both by the City and contractor(s) in implementing the Brownfields assessment as well as successes achieved.

**G) ACRES/Property Profile Form.** (http://www.epa.gov/brownfields/pubs/acres/acresinfo.htm)
The City 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 ESAs
c. Completion of Phase II ESAs and Phase II ESA Addenda and Limited Site Assessments
d. Completion of the grant

**H) Contractor Procurement.** Due to the specialized/technical skills needed for this project, the City will procure Brownfields Consulting Services and Environmental Engineering Services from an experienced brownfields firm to carry out the tasks for this grant and for future EPA Brownfields Grants. The City's procurement procedures fully comply with all State and Federal purchasing requirements and procedures including 40 CFR Part 30 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations or 40 CFR Part 31 Uniform Administrative Requirements for

Grants and Cooperative Agreements to State and Local Governments. The City anticipates that procurement will occur within 60-90 days.

The City will include a Site-Specific Budget Summary in order to demonstrate that expenditures on a single site do not exceed the $200,000 statutory limit. Additionally, procurement language will include a provision to invoice costs site-specifically and include an overall programmatic task to include costs that would be shared across all sites, such as generic quality assurance project plan development. Site-specific sampling and analysis plans will be accounted for site-specifically.

**I) Kick-off Meeting.** Upon award, the City Brownfields project team, environmental contractor, 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.

## Task 2 COMMUNITY INVOLVEMENT / ENGAGEMENT

The Brownfields Coordinator in concert with the selected consultant will prepare a Community Involvement Plan (CIP) in accordance with the EPA Region IV- Preparing Your Brownfields Community Plan: Involving Your Community (CIP) dated January 2013, to meet the goals and objectives of the grant's work plan. Public outreach activities will be performed to facilitate public participation for community members, businesses and other stakeholders within the project redevelopment area. A successful Brownfields program must include opportunities for meaningful public involvement as noted in EPA's Seven Steps for Effective Public Involvement.

The CIP will include an overview, City contact and spokesperson/administrative record information, project history, community background, chronology of community involvement, key concerns, schedule, other contacts and interested parties, as well as methodology for community outreach. This task will require input from City staff.

The Brownfields Coordinator and consultant will provide the necessary project oversight and coordination to foster an innovative community engagement process to not only educate and inform the community on the assessment and cleanup activities funded through the grant, but also to solicit information from the community as to the best use for the subject property; as follows:

- Identify community stakeholders, including but not limited to: local residents, local businesses, local churches, local property owners, and Tampa Housing Authority personnel, City Personnel and officials, local Schools and other interested parties.
- Assist in the development of community flyers and other public information to inform and educate the local community as to the activities to be performed under the grant, while soliciting input concerning the best use of the proposed redevelopment site. This includes utilizing the City's website and social media outlets to apprise the public.
- Facilitate community kick-off meeting and community informational sessions.
- Assist in development of Community End Use Survey.
- Complete Community End Use Survey using GIS-based phone application(s) and non-electronic means (to bridge the digital divide).
- Assist in the development of Community Risk Communication and project progress

information.

- A portion of the budget may be reserved to engage the University Of South Florida Centers for Community Engagement and Brownfields Research to provide limited support for community engagement. It is anticipated that this will be accomplished through stipends for graduate students.

Upon completion of all assessments the Brownfields Coordinator will develop a draft of a Brownfields Cleanup Alternatives plan which will be utilized in the acquisition of future Brownfields Cleanup agreements. This plan will be outlined during a public meeting as a part of the community engagement terms and conditions set forth in cooperative agreement.

**Task 3 ASSESSMENTS OF TARGETED PROPERTIES**

A. **Site Characterization – Phase I Assessment:** The City of Tampa will conduct up to 28 Phase I Environmental Site Assessments in accordance with ASTM E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process" or equivalent and EPA's All Appropriate Inquiries Final Rule (40 CFR Part 312).

B. **Candidate Site Eligibility:** The Brownfields Coordinator will submit the Region 4 Site Eligibility Determination Outline, and hazardous SED (for sites believed to be contaminated with hazardous substances) to the EPA Project Officer and ***receive EPA approval.*** The Brownfields Coordinator will request a petroleum site eligibility determination from the Florida Department of Environmental Protection Brownfields Officer and obtain approval for sites believed to be contaminated with **petroleum.** The Brownfields Coordinator will obtain EPA site eligibility determination approval and site access prior to expending any funds on a given site. Site eligibility forms will be obtained at: http://www.epa.gov/region4/rcra/bflr/documents/eligibilityscreensiteassess.doc.

   In the event that there are comingled sites the Coordinator in conjunction with the contractor will adhere to the EPA guidelines herein:

   - A commingled site at which you have reason to believe only *de minimus* petroleum exists must be processed using the hazardous substances eligibility screening only. The Brownfields coordinator will charge activities against hazardous funds only.
   - A commingled site where hazardous and petroleum contamination exist will go through both a hazardous and petroleum eligibility screening. Once the site is deemed eligible, the Brownfields Coordinator may charge activities against both categories of funding.
   - A commingled site whereby only *de minimus* hazardous substances exist will go through the petroleum eligibility screening. The Brownfields Coordinator will charge activities against petroleum funds only.

C. **Site Characterization – Phase II Assessment:** Once EPA has determined the site to be eligible, phase II assessment activities will begin. Describe the specific activities that will be performed to complete this task.

   a. **ESA, NHPA and Clean Water Act Section 404 Permitting.** The City of Tampa will comply with applicable requirements under the Endangered Species Act and National Historic Preservation Act (NHPA). 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.

b. **Quality Assurance & Health and Safety Plans.** The City will complete a new Generic Quality Assurance Project Plan (QAPP) document for their Brownfields Program. Upon successful completion of Phase I ESAs, the City will provide Site Specific Quality Assurance Project Plan 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 QAPPs for EPA review, comment, and ultimate approval. In the event that modifications are required to QAPPs submitted, the City will submit 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.

## Task 4 CLEANUP PLANNING AND INSTITUTIONAL CONTROLS

The Brownfields Coordinator coupled with the selected consultant will prepare and secure approvals for the Analysis of Brownfields Cleanup Alternatives (ABCA) based on the data collected and data derived from the environmental assessments completed for the sites tested. The report will be communicated to the public and supplied to the State Brownfields Office for feedback prior to final approval. The City will conduct up to 4 Analysis of Brownfields Cleanup Alternatives (ABCAs) resulting from recommendations from Phase II ESAs completed by qualified environmental consultants. The ABCAs will also serve as the framework for remedial action plans required under Florida's Chapter 62-785, F.A.C. (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.

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.

## 3.0 DETAILED SCHEDULE DEVELOPMENT

### Attachment 1: Detailed Project Schedule

| Time from Notice of Selection | Actions |
|---|---|
| Grant Commitment and Planning Phase | |
| **0 month** | Notice of Selection, May 8, 2013; Application Forms Webinar held May 22 & 29, 2013 |
| **3 weeks** | Grant Application Submitted with Draft Work Plan and detailed schedule<br>BROWNFIELDS COORDINATOR Internal Grants Management Team is in place with set roles |
| **2-4 months** | BROWNFIELDS COORDINATOR pre-award activities such as Community Engagement Plan and consultant RFP (with prior Project Officer approval) |
| **2 months** | EPA works with BROWNFIELDS COORDINATOR to finalize draft work plan (by August 2, 2013) |
| **3-4 months** | EPA executes grant award |
| **Sept. 4 & 5, 2013** | New Grantee Orientation in Atlanta, GA |

| | Time from Grant Award | Actions |
|---|---|---|
| | Startup | |
| | **0 months** | Grant award |
| **Planning** | **0–3 months** | Request for Proposal (RFP) for contractor procurement is finalized (if not completed pre-award) |
| **Planning** | **1 - 4 months** | Consultant contract executed and contractor on-board<br>Kick-off meeting held with BROWNFIELDS COORDINATOR, Contractor, EPA, State<br>First Meeting with Community, Complete Community Engagement Plan |
| | | Grant Specific Schedule |
| | **4 months** | Quarterly Report 1 is due January 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **4 - 7 months** | Initial Site Inventory activities completed / Site Selection Priority Process established (with input from Community) and implemented |
| | **4 - 7 months** | Phase I activities initiated on first priority sites (concurrent with Inventory refinement & Community Input) |
| | **4 – 7 months** | **Community-wide grant recipients develop generic QAPP (concurrent with Phase I report writing); submit to EPA/State (allow 4 weeks for approval)** |
| | **6 – 9 months** | Phase I reports are being finalized/ACRES forms are being updated/<br>Community has been engaged in Phase I findings |
| | **7 months** | Quarterly Report 2 is due April 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **7 months** | Submit projections to EPA for Phase I & Phase II ESAs for the next year |
| | **8 – 9 months** | Submit site eligibility forms to EPA/State (for petroleum sites); obtain site access |
| | **9 months** | Site specific QAPP(s) submitted to EPA/State for each property (allow 2 weeks for approval) |
| **Year 1** | **10 months** | Quarterly Report 3 is due July 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **10 months** | Phase IIs initiated |

| | | |
|---|---|---|
| | **11 – 13 months** | Phase II reports are being finalized; ACRES forms are being updated; Community has been engaged in Phase II findings |
| | **11 -13 months** | Assess status to ensure work is on target to meet set year end goals, if not inform PO as soon as possible in writing |
| | **13 months** | Quarterly Report 4 is due October 30, 2014 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **12 – 24 months** | Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties |
| | **12 – 24 months** | Begin clean-up planning (ABCA) on sites where cleanup funds may be desired<br>Submit to EPA /State for review/comment/public involvement<br>Begin securing/seeking financial support for cleanup |
| | **16 months** | Quarterly Report 5 is due January 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **18 months** | **Half of 3 year grant is complete; check-in with EPA/State for any modifications to work plan budget or scope of work. 35% of funds should be expended by this time.** |
| | **19 months** | Quarterly Report 6 is due April 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **19 months** | Submit projections to EPA for Phase I & IIs for the next year |
| | **22 months** | Quarterly Report 7 is due July 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **24 months** | One year left on grant; concrete plans should be in place to accomplish Brownfields Coordinators goals for the grant and to spend remaining grant funds. All or most site specific QAPPs for Phase IIs should be submitted **(No QAPPS will be accepted after month 30)** |
| | **25 months** | Quarterly Report 8 is due October 30, 2015 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **26 – 30 months** | Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties. Continue public involvement. |
| | **26 – 30 months** | Clean-up planning (ABCA) on sites where cleanup funds may be desired<br>Submit to EPA/State for review/comment/public involvement<br>Begin securing/seeking financial support for cleanup |
| | **28 months** | Quarterly Report 9 is due January 30, 2016 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| **Year 2** | **28 months** | Make sure all work has been entered in ACRES so that credit is given for all of BROWNFIELDS COORDINATOR's accomplishments |
| | **30 months** | 6 months remain on the grant; Start winding down activities in preparation for grant closing |
| | **31 months** | Quarterly Report 10 is due April 30, 2016 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted<br>Disadvantaged Business Enterprise (DBE) due with this quarterly |
| | **34 months** | Quarterly Report 11 is due July 30, 2016 (30 days after 1st quarter ends)<br>Reimbursement Request Submitted |
| | **35 month** | Reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report |
| | **36 months** | Grant project/budget period closes; no further costs can be incurred after final date |
| **Year 3** | **37 months** | Quarterly Report 12 is due October 30, 2016 (30 days after 12th quarter ends); May serve as Final Close-out Report if all project documentation is complete and ready. If so, then it is due 90 days after close, or December 30, 2016. Disadvantaged Business Enterprise (DBE) report due with this quarterly report. |
| | **37 – 39 months** | Submit final request for reimbursement with Final FFR (Standard Form 425); All Close-out documentation and final deliverables due within 90 days after project end date (December 30, 2016) |

# Attachment 2: Budget Table for Work Plan Tasks

| Hazardous Assessment Activities | | | | | |
|---|---|---|---|---|---|
| **Budget Categories** | **Project Tasks** | | | | |
| **(Programmatic costs only)** | **Task 1 Project Management and Reporting** | **Task 2 Community Involvement/Engagement** | **Task 3 Assessment** | **Task 4 Cleanup Planning** | **Total** |
| Personnel | | | | | |
| Fringe Benefits | | | | | |
| Travel[1] | | $9,750 | | | $9,750 |
| Equipment[2] | | | | | |
| Supplies | | $3,000 | | | $3,000 |
| Contractual[3] | $15,000 | $4,000 | $145,750 | $22,500 | $187,250 |
| Other – specify | | | | | |
| **Total** | $15,000 | $16,750 | $145,750 | $22,500 | $200,000 |

| Petroleum Assessment Activities | | | | | |
|---|---|---|---|---|---|
| **Budget Categories** | **Project Tasks** | | | | |
| **(Programmatic costs only)** | **Task 1 Project Management and Reporting** | **Task 2 Community Involvement/Engagement** | **Task 3 Assessment** | **Task 4 Cleanup Planning** | **Total** |
| Personnel | | | | | |
| Fringe Benefits | | | | | |
| Travel[1] | | $9,750 | | | $9,750 |
| Equipment[2] | | | | | |
| Supplies | | $3,000 | | | $3,000 |
| Contractual[3] | $15,000 | $4,000 | $145,750 | $22,500 | $187,250 |
| Other – specify | | | | | |
| **Total** | $15,000 | $16,750 | $145,750 | $22,500 | $200,000 |

**Attachment 3: Annual Projections**

Public outreach activities will be performed to facilitate public participation for community members, businesses and other stakeholders within the project redevelopment area. The City will utilize these community involvement events to identify sites. Once sites have been identified for assessment activities, the City will provide annual projections in the following format.

| **Property/Site Name** | **Activity** | **Start Date** | **Completion Date** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Attachment 4:**
**AAI REPORTING REQUIREMENTS CHECKLIST FOR PHASE I ESAs**

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

**Contact Information**

Grantee Name: _____

Grant Number _____

☐CRES Property ID: _____

Program Manager Na☐e: _____
(Point of Contact)

Contact Phone Number: _____

☐Name / Address of Property Assessed: _____

**Checklist**

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

☐ An *opinion* as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products or controlled substances, on at, in, or to the subject property.

☐ An identification of *significant data gaps* (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected or the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps include missing and unavailable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.

☐ ***Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:

☐ *[I/We] declare that, to the best of my/ our professional knowledge and belief, [I/ we] meet the definition of Environmental Professional as defined in §312.10 of this part.*

☐ *[I/ we] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I/ We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.*

**Note: Please use either "I" or "We."**

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

| | |
|---|---|
| Signature of Grantee Program Manager | Date |

**Attachment 5: Example Quarterly Reporting Template -- Assessment**

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

## Task 1: Project Management and Reporting

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date[a] | Lead Party |
|---|---|---|---|
| A. Assemble internal team, including technical, financial, managerial. Establish project schedule. | Team established, agreement written. Schedule developed. | Qtr. 1 | PM, team |
| B. Prepare bid documents for procuring contractor support. | Bid package complete. | Qtr. 1 | City Engineer |
| C. Select contractor. | Contractor selected | Qtr. 2 | PM |
| D. Kick-off meeting held. | Kick-off meeting complete | Qtr. 2 | Team |
| E. Grant Project Reporting and Performance Evaluation: | | | |
| a. Quarterly Progress Reports to EPA & State | Quarterly Progress Reports (10 days after end of qtr.) | | PM |
| b. Final Grant Reporting | Final Report (90 days after grant) | | PM, team |
| F. Attend Regional & National Brownfields workshops | | | PM |

**Cost Estimates for Task 1[b]:** 1) Travel to Grantees' Workshop: Flight: $300 Hotel: $120/day x 2 night = $240 Per diem: $60/day x 3 = $180 Total: $620 x 2 people = $1240
2) Local site related travel: $0.53/mi = $500/yr x 3 years = $1500

Actual Accomplishments and Progress Reporting for *(fill in the blank)* Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 2: Community Involvement/Engagement

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Setup Information Repository for Public Information | Files made publicly available. | Qtr. 1 | PM, team |
| B. Detailed demographic assessment | Assessment complete, part of Plan. | Qtr. 1 | Team |
| C. Community Engagement Plan Developed | Plan complete. | Qtr. 1 | Contractor |
| D. Media, Electronic & Social Networking Systems Updated | Radio, TV, flyers newspaper, etc. | Every Qtr. | Team |
| E. Meetings to describe project/schedule and/or updates<br>Kick-off meeting<br>Update after Phase I | Meetings conducted. | Qtrs.: 2, | PM, Team |

[a] The project schedule needs to be more detailed and specific than the overall completion quarter represented here.
[b] If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

| | | | |
|---|---|---|---|
| Update after Phase II<br>Project completion with ABCA | | 4,<br>8,<br>10 | |

**Cost Estimates for Task 2:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 3: Assessments of Targeted Sites

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Site Inventory<br><br>B. Characterization (Phase I, Phase II)<br><br>C. Generic QAPP<br><br>D. Site Specific QAPPs | | | |

**Cost Estimates for Task 3:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 4: Cleanup Planning and Institutional Controls

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A.<br><br>B.<br><br>C. | | | |

**Cost Estimates for Task 4:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

## *Budget:*

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

| Budget Update: | | | | |
|---|---|---|---|---|
| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

| **Petroleum Substance Budget** | | | | |
|---|---|---|---|---|
| Budget Update: | | | | |
| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

## *Site Specific Community-Wide Quarterly Budget Summary:*

| Site Name | Current Quarter Costs | Cumulative Costs Incurred to Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**Attachment 4**
**AAI REPORTING REQUIREMENTS CHECKLIST FOR PHASE I ESAs**

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

**Contact Information**

Grantee Name: _____

Grant Number _____

□CRES Property ID: _____

Program Manager Na□e: _____
(Point of Contact)

Contact Phone Number: _____

□Name / Address of Property Assessed: _____

[redacted]

Signature of Grantee Program Manager _____ Date _____

**Attachment 5: Example Quarterly Reporting Template -- Assessment**

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

**Task 1: Project Management and Reporting**

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date[a] | Lead Party |
|---|---|---|---|
| A. Assemble internal team, including technical, financial, managerial. Establish project schedule. | Team established, agreement written. Schedule developed. | Qtr. 1 | PM, team |
| B. Prepare bid documents for procuring contractor support. | Bid package complete. | Qtr. 1 | City Engineer |
| C. Select contractor. | Contractor selected | Qtr. 2 | PM |
| D. Kick-off meeting held. | Kick-off meeting complete | Qtr. 2 | Team |
| E. Grant Project Reporting and Performance Evaluation: | | | |
| a. Quarterly Progress Reports to EPA & State | Quarterly Progress Reports (10 days after end of qtr.) | | PM |
| b. Final Grant Reporting | Final Report (90 days after grant) | | PM, team |
| F. Attend Regional & National Brownfields workshops | | | PM |

**Cost Estimates for Task 1[b]:** 1) Travel to Grantees' Workshop: Flight: $300 Hotel: $120/day x 2 night = $240 Per diem: $60/day x 3 = $180 Total: $620 x 2 people = $1240
2) Local site related travel: $0.53/mi = $500/yr x 3 years = $1500

Actual Accomplishments and Progress Reporting for *(fill in the blank)* Reporting Period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

**Task 2: Community Involvement/Engagement**

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Setup Information Repository for Public Information | Files made publicly available. | Qtr. 1 | PM, team |
| B. Detailed demographic assessment | Assessment complete, part of Plan. | Qtr. 1 | Team |
| C. Community Engagement Plan Developed | Plan complete. | Qtr. 1 | Contractor |
| D. Media, Electronic & Social Networking Systems Updated | Radio, TV, flyers newspaper, etc. | Every Qtr. | Team |
| E. Meetings to describe project/schedule and/or updates<br>Kick-off meeting<br>Update after Phase I | Meetings conducted. | Qtrs.: 2, | PM, Team |

[a] The project schedule needs to be more detailed and specific than the overall completion quarter represented here.
[b] If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

| | | | |
|---|---|---|---|
| Update after Phase II<br>Project completion with ABCA | | 4,<br>8,<br>10 | |

**Cost Estimates for Task 2:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 3: Assessments of Targeted Sites

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A. Site Inventory<br><br>B. Characterization (Phase I, Phase II)<br><br>C. Generic QAPP<br><br>D. Site Specific QAPPs | | | |

**Cost Estimates for Task 3:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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

## Task 4: Cleanup Planning and Institutional Controls

| Subtask / Activity | Deliverable/ Outputs / Milestone | Target Date | Lead Party |
|---|---|---|---|
| A.<br><br>B.<br><br>C. | | | |

**Cost Estimates for Task 4:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

## *Budget:*

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

| Budget Update: | | | | |
|---|---|---|---|---|
| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

| **Petroleum Substance Budget** | | | | |
|---|---|---|---|---|
| Budget Update: | | | | |
| Expense Category | Current Approved Budget (from work plan) | Costs Incurred This Quarter | Costs Incurred To Date | Total Funds Remaining |
| Personnel | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies | | | | |
| Contractual | | | | |
| Other | | | | |
| Total | | | | |

## *Site Specific Community-Wide Quarterly Budget Summary:*

| Site Name | Current Quarter Costs | Cumulative Costs Incurred to Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

# CITY OF TAMPA-FY 13 BROWNFIELDS ASSESSMENT
## BUDGET JUSTIFICATION WORKSHEET

**You must provide a detailed cost justification for the estimated budget amounts reflected in Section B of your SF-424A application form. This detailed information will enable the EPA project officer to perform the required analysis to determine if the costs are reasonable and necessary. You may use the following format or a format of your choice to provide this information.**

**a. PERSONNEL**

| POSITION | NUMBER | SALARY | WORK YEARS | HAZARDOUS AMOUNT | PETROLEUM AMOUNT |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| **a. PERSONNEL TOTAL** | | | | $0 | |

**b. FRINGE BENEFITS**

| | |
|---|---|
| **BASE** | |
| **RATE** | **X0.30** |
| **b. FRINGE BENEFITS TOTAL** | |

**c. TRAVEL**

| | Hazardous Amount | Petroleum Amount |
|---|---|---|
| *Conference 1: New Grantees Workshop (3 attendees)<br>-Flight @ $1500 ($500 x 3)<br>-Hotel for 2 nights @ $1200 ($200/night x 3)<br>-Per Diem for 2 days @ $300 ($50/day x 3) | $1,500 | $1,500 |
| Conference 2 & 3 : 2 National Brownfields Conference (3 attendees)<br>-Flights @ $1500 ($500 x 3) * 2 conferences = $3000<br>-Hotel for 3 nights @ $1800 ($200/night x 3) * 2 conferences = $3600<br>-Per Diem for 3 days @ $450 ($50/day x 3) * 2 conferences = $900 | $3,750 | $3,750 |
| Conference 4&5 : 2 Annual Florida Brownfields Conferences (3 attendees)<br>-Mileage estimate = $500 per conference * 2 conferences = $1000<br>-Hotel for 3 nights @ $1800 ($200/night x 3) * 2 conferences = $3600<br>-Per Diem for 3 days @ $450 ($50/day x 3) * 2 conferences = $900 | $2,750 | $2,750 |
| Site Visits/Community Outreach<br>$0.50 per mile = $3500 (during the life of the agreement) | $1,750 | $1,750 |
| Travel Subtotals | $9,750 | $9,750 |
| **c. TRAVEL TOTAL:** | **$19,500.00** | |

## BUDGET JUSTIFICATION WORKSHEET

**d. EQUIPMENT**

**Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Please list equipment items (i.e., vehicles, boats, etc.) and provide adequate detail to enable the EPA project officer to make an eligibility determination and to verify cost. For "equipment" with a cost of less than $5,000 per unit, list under supplies.**

| ITEM | NUMBER | COST PER UNIT | TOTAL |
|---|---|---|---|
| NA | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **d. EQUIPMENT TOTAL:** | | | $0 |

**e. SUPPLIES**

**List by groups (as appropriate), such as office supplies, lab supplies, field supplies. If the cost for a particular group is over $50,000, please provide a list of the more costly items or subsets.**

| | Hazardous | Petroleum |
|---|---|---|
| Basic office supplies for 3 staff members at an average cost per year of $200.00x3x3 | $900 | $900 |
| Brochures/Field Supplies (2000) @ cost of $1.80 | $1800 | $1800 |
| Presentation materials | $300 | $300 |
| | | |
| **e. SUPPLIES TOTAL** | **$6,000.00** | |

# BUDGET JUSTIFICATION WORKSHEET

**f. CONTRACTUAL**

**List each planned contract and the type of services/project activity to be procured. Agreements/contracts with other governmental agencies (state, local or Federal) should be listed under category h. OTHER.**

| | Hazardous | Petroleum |
|---|---|---|
| Phase I/II Assessments | $145,750 | $145,750 |
| Remediation/Reuse Planning | $22,500 | $22,500 |
| Outreach | $4,000 | $4,000 |
| Programmatic Support | $15,000 | $15,000 |
| | | |
| | | |
| **f. CONTRACTUAL TOTAL** | **$374,500** | |

**g. CONSTRUCTION (N/A)**

**h. OTHER**

**List other items that would not be appropriately included elsewhere, such as costs for maintenance, operations, repairs, motor pools, rental, training, publication, and printing, and Intergovernmental Agreements**

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **h. OTHER TOTAL** | |

| | |
|---|---|
| **i. TOTAL DIRECT COSTS: (Sum of categories A through H)** | **$400,000** |
| **j. INDIRECT COSTS: (RATE: %)** | |
| **k. TOTAL PROPOSED COSTS: (Sum of categories I through J)** | **$400,000** |
| **FEDERAL FUNDS REQUESTED: AWP, A=100%; C, RLF=80%** | $400,000 |
| **RECIPIENT SHARE OF TOTAL PROPOSED COSTS: AWP, A=0%; C, R= 20%** | $0 |