



A G E N D A
ORMOND BEACH BROWNFIELD
ADVISORY BOARD
Regular Meeting

July 12, 2016

6:00 PM

City Hall
Ormond Beach City Commission Chambers
22 South Beach Street
Ormond Beach, FL

- I. ROLL CALL**
- II. APPROVAL OF THE MINUTES:** January 12, 2016 Minutes
- III. OTHER BUSINESS**
 - 1. EPA Grant information and discussion [Draft]
- IV. MEMBER COMMENTS**
- V. ADJOURNMENT**

MINUTES
BROWNFIELD ADVISORY BOARD

January 12, 2016

6:00 p.m.

City Commission Chambers
22 South Beach Street
Ormond Beach, Florida

I. ROLL CALL

Members Present

Pat Behnke
Ryck Hundredmark
Thomas MacDonald
William McMunn
Curtis Burkett (absent)
Patrick Opalewski (absent)
Michael Sznajstajler (absent)

Staff Present

Richard Goss, Planning Director
Melanie Nagel, Recording Technician
Randy Hayes, City Attorney

II. ADMINISTRATIVE ITEMS

A. Election of Chairperson and Vice-Chair

Mr. Hundredmark moved to appoint William McMunn as Chairperson. Mr. MacDonald seconded the motion. Vote was called, and the motion unanimously approved.

Mr. MacDonald moved to appoint Ryck Hundredmark as Vice Chair. Ms. Behnke seconded the motion. Vote was called, and the motion unanimously approved.

B. Review and Adoption of the 2016 Meeting Schedule

Mr. Hundredmark moved to approve the 2016 Meeting Schedule. Mr. MacDonald seconded the motion. Vote was called, and the motion unanimously approved.

C. Approval of the 2016 BAB Rules of Procedures

Mr. Hundredmark moved to approve the 2016 Brownfield Advisory Board Rules of Procedures. Mr. MacDonald seconded the motion. Vote was called, and the motion unanimously approved.

Ms. Behnke stated that in the Rules and Procedures, it states that the Board will do an invocation and Pledge of Allegiance. The Board doesn't do this,

so can that be removed from the Rules. Mr. McMunn stated that it can be added to the agenda or removed from the Rules. Atty. Hayes stated that it is up to the individual boards whether they do it or not. Ms. Behnke then made a motion that the Invocation and Pledge of Allegiance be removed from the Rules of Procedures. Getting no second to the motion, Chairperson McMunn stated that they would remain in the Rules. Ms. Behnke then led the invocation and Pledge of Allegiance.

III. APPROVAL OF THE MINUTES

A. February 10, 2015 Minutes

Mr. Hundredmark moved to approve the February 10, 2015 Minutes. Mr. MacDonald seconded the motion. Vote was called, and the minutes were unanimously approved.

IV. OTHER BUSINESS

A. Review of EPA Grant Submittal Application – Ric Goss, Planning Director

Mr. Goss explained that the grant was submitted last year, and the City got notice from EPA that we didn't get the funding. When Mr. Goss and the Cardno consultant spoke with the EPA representative, the City was very close to getting the grant. Two of the three reviewers gave the City enough points to get the grant, but one reviewer didn't. We requested from the EPA rep a list of what our strengths and weaknesses were, and a copy of the notes. Then we worked on the weaknesses, and amended the application.

Mr. Goss continued that there were more letters of support included with the application. Also, the airport was not part of the application, because they need to move forward in the northwest quadrant, and they have already done the level two analysis of the soils. The priority is still on US 1.

Mr. Goss stated that there are a number of properties on US 1 that are vacant, and have someone interested in developing, but there are environmental issues that need to be addressed.

Mr. MacDonald asked if the City would be notified by May again, if they received the grant or not. Mr. Goss stated that typically the cycle begins in September, the application is submitted in December, and grants are decided by May. Assuming the City gets the grant, an agreement then needs to be worked out with EPA.

Mr. McMunn stated that the Board didn't need to review anything. Mr. Goss stated that the application involves answering about 15 questions, and two years ago we completed the application. This time some items were changed in regards to the weaknesses that were found in the application, in order to get more points.

Mr. MacDonald asked if the application from last year had just been enhanced. Mr. Goss stated that was exactly what was done.

Mr. McMunn asked that it be put into the minutes that the Board had discussion on the application, and they concur with staff.

V. MEMBER COMMENTS.

There were none.

VI. ADJOURNMENT

As there was no other business, the meeting was adjourned at 6:14 p.m.

Respectfully submitted,

Richard Goss, Planning Director

ATTEST:

William McMunn, Chair

Minutes prepared by Melanie Nagel



CITY OF ORMOND BEACH

Planning • 22 S. Beach Street • Ormond Beach • Florida • 32174 • (386) 676-3311 • Fax (386) 676-3361

June 27, 2016

Ms. Camilla Warren
US EPA Region IV
Sam Nunn Atlanta Federal Center
61 Forsyth Street SW, 10th Floor
Atlanta, Georgia 30303-8960

**Re: EPA Brownfields Assessment Grant Award
2016 EPA Assessment Grant Work Plan and CAR Forms**

Dear Ms. Warren:

The City of Ormond Beach is excited to become a U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant recipient. In accordance with the terms and conditions of receiving the \$ 400,000 award, the City has prepared and attached the pre-award documents and forms for consideration and approval.

An electronic copy of these documents will also be submitted to the Florida Department of Environmental Protection, Florida State Clearinghouse Coordinator, Chris Stahl in accordance with Executive Order No. 12372.

If you have any questions or concerns, please do not hesitate to contact me at 386.676.3343 or via email at Ric.Goss@ormondbeach.org. Thank you for your support and guidance.

Sincerely,

Richard P. Goss, AICP
Planning Director
City of Ormond Beach

Checklist For Applications Required Items To Be Submitted

(For distribution and file maintenance, please include: An Original Application and 2 Copies)

SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature, includes:

SF-424 A, Budget by categories and indirect cost rate
SF-424 B, Assurances for non-construction programs

ASSURANCES NON-CONSTRUCTION PROGRAMS CERTIFICATION

CERTIFICATION REGARDING LOBBYING and SF LLL (Applicable if EPA funds are over \$100,000)

EPA FORM 4700-4 PRE-AWARD COMPLIANCE REVIEW REPORT

NARRATIVE STATEMENT (Work Plan)

QUALITY ASSURANCE NARRATIVE STATEMENT, if applicable

DETAILED ITEMIZED BUDGET

COPY OF NEGOTIATED INDIRECT COST RATE AGREEMENT

KEY CONTACTS FORM

BIOGRAPHICAL SKETCH

COMPLETE APPLICATION RECEIPT LETTER (If you want to receive notification of receipt)

ADDITIONAL INFORMATION TO BE SUBMITTED IF APPLICABLE

(1) If you are submitting your application under the Federal Demonstration Project, please indicate it in block 11 of the Standard Form (SF) 424.

(2) If your project requires an Environmental Impact Statement or Environmental Assessment, or both, please indicate it on a separate sheet of paper.

(3) If your project involves human testing studies, please indicate it on a separate sheet of paper.

(4) If your project involves animal testing studies, please indicate it on a separate sheet of paper.

Application for Federal Assistance SF-424		
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify):
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	
* 3. Date Received:	4. Applicant Identifier:	
06/10/2016		
5a. Federal Entity Identifier:	5b. Federal Award Identifier:	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Ormond Beach, Florida		
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:	
59-6000398	0873201640000	
d. Address:		
* Street1:	PO Box 277, 22 South Beach St.	
Street2:		
* City:	Ormond Beach	
County/Parish:		
* State:	FL: Florida	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	32175-0277	
e. Organizational Unit:		
Department Name:	Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	Mr.	* First Name:
Middle Name:	Richard	
* Last Name:	Goss	
Suffix:		
Title:	Planning Director	
Organizational Affiliation:		
* Telephone Number:	386-676-3343	Fax Number:
		386-676-3361
* Email:	Ric.Goss@ormondbeach.org	

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

EPA

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

EPA-OSWER-OBLR-15-04

* Title:

Funding for EPA Brownfields Assessment

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Ormond Beach - EPA Brownfields Assessment Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="400,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="400,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
* Title:
* Telephone Number: Fax Number:
* Email:

* Signature of Authorized Representative:

Richard P. Goss
Digitally signed by Richard P. Goss
DN: cn=Richard P. Goss, o=Ormond Beach,
ou=Planning, email=ric.goss@ormondbeach.org,
c=US
Date: 2016.06.27 08:31:06 -0400

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Programmatic Support 50% Hazardous and 50% Petroleum	66.818	\$ 8,000.00	\$	\$	\$	\$ 8,000.00
2. Site Characterization 50% Hazardous and 50% Petroleum	66.818	340,000.00				340,000.00
3. Cleanup Plan 50% Hazardous and 50% Petroleum	66.818	34,000.00				34,000.00
4. Community Outreach 50% Hazardous and 50% Petroleum	66.818	18,000.00				18,000.00
5. Totals		\$ 400,000.00	\$	\$	\$	\$ 400,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Programmatic Support 50% Hazardous and 50% Petroleum	(2) Site Characterization and 50% Hazardous and 50% Petroleum	(3) Cleanup Plan 50% Hazardous and 50% Petroleum	(4) Community Outreach 50% Hazardous and 50% Petroleum	
a. Personnel	\$	\$	\$	\$	
b. Fringe Benefits					
c. Travel				5,000.00	5,000.00
d. Equipment					
e. Supplies				2,000.00	2,000.00
f. Contractual	8,000.00	340,000.00	34,000.00	11,000.00	393,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	8,000.00	340,000.00	34,000.00	18,000.00	400,000.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Programmatic Support	\$		\$	\$
9. Site Characterization				
10. Cleanup Plan				
11. Community Outreach				
12. TOTAL (sum of lines 8-11)	\$		\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth
16. Programmatic Support	\$ 8,000.00			
17. Site Characterization	340,000.00			
18. Cleanup Plan	34,000.00			
19. Community Outreach	18,000.00			
20. TOTAL (sum of lines 16 - 19)	\$ 400,000.00	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Richard P. Goss</p> <p><small>Digitally signed by Richard P. Goss DN: cn=Richard P. Goss, o=Ormond Beach, ou=Planning, email=ric.goss@ormondbeach.org, c=US Date: 2016.06.27 09:53:42 -0400</small></p>	<p>TITLE</p> <p>Brownfields Program Manager</p>
<p>APPLICANT ORGANIZATION</p> <p>City of Ormond Beach</p>	<p>DATE SUBMITTED</p> <p>06/28/2016</p>



U.S. ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

**Preaward Compliance Review Report for
All Applicants and Recipients Requesting EPA Financial Assistance**

Note: Read instructions on other side before completing form.

I. Applicant/Recipient (Name, Address, State, Zip Code). City of Ormond Beach, P.O. Box 177, 22 South Beach St., Ormond Beach, FL 32175	DUNS No. 08-732-0164
II. Is the applicant currently receiving EPA assistance? No	
III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) N/A	
IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) N/A	
V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) N/A	
VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). Yes <input type="checkbox"/> No <input type="checkbox"/> b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. Yes <input type="checkbox"/> No <input type="checkbox"/>	
VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No a. Do the methods of notice accommodate those with impaired vision or hearing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c. Does the notice identify a designated civil rights coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) YES +	
IX. Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) YES +	
X. If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. HR Director, 22 South Beach St., PO Box 277, Ormond Beach, FL +	
XI. If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. www.cityoformondbeach.org +	

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official Richard P. Goss <small>Digitally signed by Richard P. Goss DN: cn=Richard P. Goss, o=Ormond Beach, ou=Planning email=gpg11@ormondbeach.org, c=US Date: 2016.06.27 08:34:02 -0400</small>	B. Title of Authorized Official Planning Director	C. Date 6.27.2016
---	---	-----------------------------

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized EPA Official See * note on reverse side	B. Title of Authorized EPA Official	C. Date
--	-------------------------------------	---------

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General

Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).

Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities.

The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.

Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities.

Note: an education program or activity is not limited to only those conducted by a formal institution.

40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972.

40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

The Executive Order 13166 (E.O. 13166) entitled: "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items

"Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed.

"Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability.

Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission.

If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable."

In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.

* Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

"Burden Disclosure Statement"

EPA estimates public reporting burden for the preparation of this form to average 30 minutes per response. This estimate includes the time for reviewing instructions, gathering and maintaining the data needed and completing and reviewing the form. Send comments regarding the burden estimate, including suggestions for reducing this burden, to U.S. EPA, Attn: Collection Strategies Division (MC 2822T), Office of Information Collection, 1200 Pennsylvania Ave., NW, Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

The information on this form is required to enable the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by the above statutes and regulations.



To Be Assigned
EPA Project Control Number

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Richard Goss, Brownfields Program Manager

Typed Name & Title of Authorized Representative

Signature and Date of Authorized Representative

The public reporting and recordkeeping burden for this collection of information is estimated to average 15 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="City of Ormond Beach"/> * Street 1: <input type="text" value="PO Box 277, 22 South Beach St."/> Street 2: <input type="text"/> * City: <input type="text" value="Ormond Beach"/> State: <input type="text" value="FL"/> Zip: <input type="text" value="32175"/> Congressional District, if known: <input type="text" value="FL-6"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: <input type="text"/>		
6. * Federal Department/Agency: <input type="text" value="EPA"/>	7. * Federal Program Name/Description: <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix: <input type="text" value="NONE"/> * First Name: <input type="text"/> Middle Name: <input type="text"/> * Last Name: <input type="text"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix: <input type="text" value="NONE"/> * First Name: <input type="text"/> Middle Name: <input type="text"/> * Last Name: <input type="text"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix: <input type="text"/> * First Name: <input type="text" value="Richard"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Goss"/> Suffix: <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

BROWNFIELDS COOPERATIVE AGREEMENT WORK PLAN

Community-Wide Brownfields Assessment For Hazardous and Petroleum Products Project

**June 28, 2016
Revision # 0**

Submitted by:
City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174



Mr. Richard Goss
Brownfield Project Manager
City of Ormond Beach
Phone: (386) 676-3347
Email: ric.goss@ormondbeach.org

Cooperative Agreement Number (CAR No.):
(To be Assigned by EPA)

Table of Contents

1.0 PROJECT OVERVIEW	3
1.1 Project Description	3
1.2 Project Team Structure and Responsibilities.....	4
1.3 Measuring Environmental Results: Outputs/Outcomes.....	5
1.4 Budget.....	6
2.0 PROJECT TASK DESCRIPTIONS.....	6
Task 1: Programmatic Support.....	6
Task 2: Site Characterization	9
Task 3: Cleanup Planning/ABCA.....	10
Task 4: Community Outreach.....	11
3.0 SCHEDULE	13

Attachments

1. Budget Table for Work Plan Tasks
2. Example Quarterly Report Template
3. Preparing Your Brownfields Community Plan: Involving Your Community
4. Reporting Requirements Checklist for Assessment Grant Recipients
5. Generic & Site Specific Quality Assurance Project Plan Guidance
6. Ormond Beach – Brownfields Area Maps

1.0 PROJECT OVERVIEW

The City of Ormond Beach requested \$400,000 in US EPA Brownfields Assessment Grant funding for a community-wide brownfields assessment funding to provide support for efforts to perform hazardous substance (50%) and petroleum assessments (50%) on multiple brownfield sites within the US 1 corridor. The City anticipates that these assessment activities will be completed prior to the cooperative agreement 3-year project period (October 1, 2016 – December 31, 2019).

The requested funding will support economic development projects generating living-wage and high-wage jobs and community development projects along the US 1 corridor and communitywide should there be need to go outside the targeted area.

1.1 Project Description

Ormond Beach (the City), Florida covers 39.0 sq. miles (31.9 land, 7.1 water) and is located in Volusia County, north of Daytona Beach. The City has a population of 38,345 and is an American tale of two cities, one for the wealthiest, an amazing beach community along the Atlantic Ocean, and one for the elderly and working class, a corridor of waning opportunity dotted with brownfields.

After the Civil War (1880-1900), settlers from Liberia arrived in the area of what is now Granada Boulevard and S. Washington Street. This area was eventually called Liberia, in honor of the first African independent country established by freed American slaves. Another community immediately east of U.S. Highway 1 (US1) and north of Granada Boulevard, was granted the name of Sudan. African-American residents still refer to their communities with these historical namesakes. Both the Liberia and Sudan communities are engulfed by abandoned commercial and industrial facilities. The communities are situated adjacent to one of the City's two designated brownfields areas, The Granada Economic Opportunity Zone.

Further south along US 1, the Corridor is a patchwork of used car lots, empty overgrown lots of long-forgotten uses, half-rented strip malls, store-front churches, and private residences only feet from a four-lane highway. This area and the Ormond Beach Airport are included in the City's second Designated Brownfield Area, the US 1 North Brownfield Area. The Granada Economic Opportunity Zone and US 1 North Brownfield Area are connected by the corridor of US 1, all of which will be the focus this project (to be known as the US 1 Corridor Project).

A primary focus of the brownfields program will be to provide environmental assessment and technical assistance to encourage living wage job creation. Over time, the US 1 corridor deteriorated due to age, perceived environmental problems, and a lack of investment. Use of brownfields assessment funding can be used to stimulate redevelopment of abandoned and/or underutilized sites to bring in businesses that create jobs. These areas include vacant commercial and industrial sites adjacent to lower income areas. The Brownfields assessment program will provide quality data to sort out "real versus potential" contaminants regarding health and environmental impairment inhibiting redevelopment. The assessment program will provide a missing technical bridge for Ormond Beach citizens and stakeholders to help move quickly sustainable redevelopment into the hands of developers

and business. The City of Ormond Beach seeks to improve environmental justice in low income and sensitive neighborhoods adjacent to the US 1 Corridor through assessment and ultimate redevelopment of brownfield properties. The City of Ormond Beach plans to accomplish the following over the 3- year time period of this award:

- Complete inventory of regulatory sites,
- Community Relations Plan (CRP),
- Up to 8 Phase I (Environmental Site Assessments (ESAs),
- 1 Generic Quality Assurance Plan (QAPP),
- Up to 6 Phase II ESAs,
- Up to 4 Analyses of Brownfield Cleanup Alternatives (ABCA's),
- Extensive public outreach & community involvement with area residents, businesses, financial institutions, and other stakeholders.

Potential projects include but are not limited to: 625 S. Yonge Street (US 1 South); 1535 US 1 North; and 1561 US 1 North.

1.2 Project Team Structure and Responsibilities

The City of Ormond Beach has the technical and legal support needed to execute this cooperative agreement, oversee and direct the contractor(s). The Ormond Beach City Manager **Joyce Shanahan**, Director of Finance, Ms. **Kelly McGuire**, CPFO, is responsible for financial oversight and tracking. With the City since 2006, she has been involved in governmental accounting for 20+ years. Ms. **Loretta Moisio**, grants manager, has managed disbursements of federal Community Development Block Grants to aid in the development of Ormond Beach. Project Management is the responsibility of **Richard Goss**, AICP, and the City of Ormond Beach Planning Director. Mr. Goss is responsible for the City's planning, zoning and land development regulation administration and has 39 years of governmental experience. Mr. Goss will be responsible for the day-to-day management of the brownfield program and the overall grant administration and will attend meetings, legislative hearings, and other functions that impact grant-funded projects.

A consultant has been selected to support grant management tasks and technical activities as described in the project task descriptions. The City has procured the contractor in a manner consistent with federal procurement requirements, 2 C.F.R. 2 and EPA rule, 2 C.F.R. 1500.

The City will work closely with the FDEP Brownfield program manager on all site assessments required under the Florida Brownfield Cleanup Criteria Rule (Chapter 62-785 FAC). The City will provide project updates to the following FDEP Brownfield Redevelopment program as needed – **George Houston**, Brownfield Coordinator, Central District, Florida Department of Environmental Protection, 3319 Maguire Boulevard, Suite 232, Orlando, FL, 32803-3767, Phone: 407.897.4322, Fax: 850.412.0465, Email: george.houston@dep.state.fl.us. Where applicable, the City will make FDEP aware of all site-specific assessment activities to be initiated and will provide FDEP an opportunity to

review and comment on all technical reports, including QAPPs, sampling plans, ABCA's, cleanup plans, and other technical reports. Where applicable, FDEP will be specifically notified for Phase II activities, and additionally be involved in any site eligibility determinations for community-wide grants.

The Ormond Beach Brownfields project team, EPA and State partners will have an on-site project kick-off meeting to orient all the partners to project expectations upon final award. 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. The City's Brownfields team will work closely together and on a continual basis throughout the grant period meeting at least monthly to coordinate strategies, plans, and results of Ormond Beach's Brownfields program. Records and files will be maintained the Project Director.

1.3 Measuring Environmental Results: Outputs/Outcomes

The City will track outcome and output measures in the EPA Assessment, Cleanup and Redevelopment Exchange System (ACRES) database for progress in achieving the expected outcomes on a quarterly and cumulative basis.

Program Outputs

1. Extensive Community Outreach following a civic engagement plan.
2. Complete and Maintain a Community Involvement Plan.
3. Prepare 1 Generic Quality Assurance Project Plan.
4. Perform 8 Phase I ESAs.
5. Prepare 6 Site-Specific Quality Assurance Project Plans.
6. Perform 6 Phase II ESAs.
7. Perform 4 ABCA'S.

Planning Program Outcomes

1. Environmental conditions within the community are evaluated.
2. Environmental risks associated with brownfields are understood by the affected business owners and financial community.
3. Assessment of environmental conditions is completed on sites within the community.
4. Assessed properties are ready for cleanup and/or redevelopment.
5. Environmental justice is implemented in the communities adjacent to the brownfield areas.
6. Leverage private investment coupled with state tax incentives (State of Florida Brownfields Tax Credits) for redevelopment projects on assessed or remediated properties.
7. Creation of permanent living-wage jobs
8. Creation of acres made ready for reuse.
9. Creation of new green spaces.

1.4 Budget

The City will use the following to measure the success of its Brownfield program and to inform the brownfields advisory committee and the public of its progress. The City may also use this information in communications with prospective developers to spur their investments in the community. A breakdown of budget costs between category and tasks are included in **Attachment A**.

1. Creation of jobs, both temporary and permanent;
2. Generation of wages and increased consumer power;
3. Expansion of the community tax base, both through enhanced property tax value and elevated sales tax revenues;
4. Reduction of blight and improved community image to entice end users;
5. Improved air and water quality for residents.

2.0 PROJECT TASK DESCRIPTIONS

The tasks outlined below will be performed under this Brownfield Assessment Grant project in accordance with the EPA Cooperative Agreement Terms and Conditions.

Task 1: Programmatic Support

Task 1 includes systematically recording outcomes, tracking data, writing EPA quarterly reports, MBE/WBE forms, property profile forms and other support necessary to maintain compliance with EPA cooperative agreement terms/conditions. This task includes the following requirements.

A. Quarterly Reporting: In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 *monitoring and reporting program performance*), the City agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. Quarterly progress reports will be due 30 days after the end of each federal fiscal quarter as detailed below, except for the last quarter of the grant project period when a final performance report must be submitted.

<u>Performance Period</u>	<u>Report Due</u>
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 will cover work status, work progress, difficulties encountered, financial expenditures, preliminary data results, anticipated activities and any changes of key personnel. As a community-wide agreement, the City will also submit a quarterly Site-Specific Budget Summary in order to ensure that expenditure on a single site does not exceed the \$200,000 statutory limit. Copies will be sent to the following three (3) email addresses, as applicable:

1. EPA Region 4 Project Officer – David Champagne (Champagne.David@epa.gov)
2. EPA’s Brownfields Data Manager (bf_forms@epa.gov)
3. State Brownfields Coordinator (george.houston@dep.state.fl.us)

B. Annual Reporting:

1. Disadvantaged Business Enterprise Reporting: Disadvantaged Business Enterprise Reporting (Minority Business Enterprise/Women-owned Business Enterprise (MBE/WBE)) will be completed annually using EPA Form 5700-52A. These forms will be sent electronically to the EPA Project Officer and Grants Management Office (GMO) by October 30 of each project year. The City will utilize the services of DBEs, where ever possible.
2. Federal Financial Reports (FFRs): EPA Standard Form 425 will be submitted annually to EPA by January 30 of each project year and at the close of the grant. An electronic copy will be sent to the City’s EPA Project Officer, David Champagne (Champagne.David@epa.gov), and to the EPA financial center in Las Vegas at the following email address: taylor.wayne@epa.gov.
3. Projections: On April 30 of each project year, the City will identify the specific sites where Phase I and Phase II ESAs are expected to be completed in the upcoming year. This Projections list will be submitted with the quarterly report. An example of the annual projection reporting format is provided below.

<i>Example Format for Annual Assessment Projections Due April 30</i>			
Site Name	Site Address	Phase I/II ESA Anticipated	Phase I/II Completion Timeframe
<i>(ex. Maryann’s Gas Station)</i>	<i>(ex. 123 Jane Doe St)</i>	<i>(ex. Phase II)</i>	<i>(ex. August 2017)</i>

C. Final Performance Reporting: In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 *monitoring and reporting program performance*), the City agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report and at least one reproducible copy suitable for printing. This report should summarize the accomplishments (outcomes, outputs, and other leveraged resources) during the entire grant project period, including the last quarter. The Final Performance Report will include:

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

D. ACRES/Property Profile Form: Property specific information, including the property address and Phase I and II ESA completions, will be entered electronically in EPA’s Assessment Cleanup

Redevelopment Exchange System (ACRES) database at: <http://www.epa.gov/acres>. The information in the quarterly report should correlate with the information in ACRES. ACRES is a national database from which site-specific accomplishments are measured by Congress and the public. ACRES must be updated for each property when the following occur:

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

E. Contractor Procurement: The City of Ormond Beach has procured Brownfields Consulting Services & Environmental Engineering Services from experienced brownfields firms to carry out tasks associated with this brownfields assessment grant through the Consultants Competitive Negotiation Act (CCNA). Procuring consultants under the CCNA is consistent with new federal procurement requirements, 2 C.F.R. 2 and EPA's rule at 2 C.F.R. 1500. The City's contractor procurement language includes a provision to track costs site-specifically, such as for site-specific QAPPs and ESAs, and includes an overall programmatic task to include costs that would be shared across all sites. Further the City affirms its responsibility to ensure that selected contractors comply with the terms of their agreements with the City, and that the agreement between the City and contractors comply with the terms and conditions of this cooperative agreement.

F. Reimbursement Request: The City will submit reimbursement requests through EPA's preferred method of payment, the Automated Standard Application for Payments (ASAP).

G. Kick-off Meeting: Upon award, the 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.

H. Travel: EPA Region 4's Brownfield Program supports the use of grant funding for travel to local, state and national brownfield-related conferences. The City will identify and budget for educational/training opportunities that enhance its program development. Travel to brownfield state association meetings, conferences or workshops provide valuable opportunities for networking which can lead to capacity building. EPA is aware of the benefits of this type of outreach travel in moving sites toward and achieving the end result of revitalization. Costs for necessary travel and transportation expenses, including local trips, are allowable programmatic costs.

Task 1 will be primarily conducted by the City's selected Brownfields contractor, Ormond Beach Finance Director, Kelly McGuire, Grants Manager, Loretta Moision, with oversight by the City Manager Joyce Shanahan, and the Project Manager.

Task 2: Site Characterization

Site Inventory and Prioritization: Research and environmental database searches of potential hazardous substance and petroleum products sites will be conducted. Database searches will include research of state and federal regulatory lists and be consistent with database research conducted as part of the ASTM standard E1527-13. In addition, the State UST program will be contacted to identify low-priority petroleum sites within the City of Ormond Beach Assessment Work Plan. This research will establish the number/type of potential hazardous substance and petroleum product brownfields sites in the City. Prioritization criteria has been established by the City's Brownfield Advisory Board and presented in the grant application. The City will seek input from community-based organizations and local citizens on selection of potential brownfields sites for reuse. This inventory will set a baseline of regulatory listed hazardous substance and petroleum product sites within the project area that can be measured during the development and implementation of their Brownfields program.

Site Characterization – Phase I ESA: The City will conduct up to 8 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 “All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients”, (Publication Number: EPA 560-R-11-030). In addition the City will complete the AAI Reporting Requirements Checklist for each Phase I ESA.

Site Eligibility: The Project Manager will submit an EPA Region 4 Site Eligibility Determination Outline, and hazardous SED (for sites with suspect hazardous substance contamination) to the EPA Project Officer and receive EPA approval. The Project Manager will request a petroleum site eligibility determination from the FDEP Brownfield Officer and obtain approval for sites suspected of petroleum contamination. The Project Manager 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 commingled 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 Project Manager will charge activities against hazardous funds only.

A commingled site at which you have reason to believe hazardous and petroleum contamination exist must go through both a hazardous and petroleum eligibility screening. Once the site is deemed eligible, the Project Manager may charge activities against both categories of funding.

A commingled site at which you have reason to believe only de minimus hazardous substances exist must go through the petroleum eligibility screening. The Project Manager will charge activities against petroleum funds only.

Site Characterization – Phase II ESA: Once EPA has determined the site to be eligible, Phase II ESA activities will begin.

Federal Cross-Cutting Requirements: The City will comply with applicable requirements under the Endangered Species Act (ESA), National Historic Preservation Act (NHPA), and Clean Water Act Section 404. The City will provide EPA with information on the location of the project; any threatened or endangered species or habitat which may be affected by the project; whether the site is considered to be of concern by the State Historic Preservation officer; and, a list of Tribes who may believe the site or project could disturb cultural resources. The City will also identify any waters subject to Clean Water Act Section 404 that may be affected by the project. 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 site with potential national historic significance.

Quality Assurance Project Plans (QAPPs): The City will develop a Generic Quality Assurance Project Plan (QAPP) document for their Brownfield Program. Upon successful completion of Phase I ESAs, the City will provide Site Specific Quality Assurance Project Plan addenda in accordance with EPA requirements and terms and conditions. For sites requiring further investigation which may include soil and groundwater sampling, the City will submit individual 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.

Health & Safety Plans: The City will also prepare and follow an OSHA-compliant Health and Safety Plan (HASP), and place a copy in the Cooperative Agreement file. The City will also submit these to EPA and the State for the Brownfields project file.

Task 2 will be primarily conducted by the City's selected Brownfields contractor, Ormond Beach with oversight by the City Manager Joyce Shanahan, and Ric Goss, the Project Manager.

Task 3: Cleanup Planning/ABCA

In the event that selected sites require remediation, the City may provide remediation and reuse planning to facilitate the productive reuse of environmentally-impaired properties. The City will work cooperatively with the FDEP to determine necessary remedial activities, as applicable. The City will complete necessary remediation planning under the EPA terms and conditions but recognizes that FDEP's requirements also must be met. The City may also utilize funding under this task to perform reuse plans to determine the potential for reuse of brownfield sites and the feasibility of proposed end users for City of Ormond Beach brownfield properties. This funding may be used either for ABCAs/equivalent documents of Brownfield Reuse Plans as appropriate.

ABCA: The City will conduct up to 4 Analyses of Brownfields Cleanup Alternatives (ABCAs) resulting from recommendations from Phase II ESAs completed by qualified environmental consultants. The ABCAs will serve as the framework for remedial action plans required under Florida's Chapter 62-

785, F.A.C., the Brownfield Cleanup Criteria Rule. Sites undergoing remedial planning through the City's brownfield 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 site within Florida. The ABCA or its equivalent will include:

- Information about the site and contamination issues (ie., Exposure pathways, identification of contaminants, contaminant levels and sources, source volume or other estimates as needed to compare relative costs between remedies).
- A summary of cleanup/protectiveness standards, applicable laws and regulations.
- A description of the remedial alternatives considered.
- Assessment of the effectiveness, ability to implement, and 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. • A comparative analysis of the alternatives considered.
- A selected or proposed alternative.

Institutional controls (ICs): The City's environmental consultant will consider the use of institutional controls as part of the analysis of Brownfield cleanup alternatives.

Task 3 will be primarily conducted by the City's selected Brownfields contractor, Ormond Beach Finance Director Kelly McGuire, and Ric Goss, the Project Manager.

Task 4: Community Outreach

The City will develop a Civic Engagement Plan to facilitate public participation from community members, businesses, financial institutions, and other stakeholders. The Plan will include a chronology of community involvement, key concerns, schedule, contacts and interested parties, as well as methodology for community outreach activities. This task will require input from City staff.

The City's project manager (Ric Goss) 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:

1. Identify community stakeholders, including but not limited to: local residents, local businesses, local churches, local property owners, financial institutions, City personnel and officials, and other interested parties.
2. 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.

3. Facilitate community kick-off meeting and community informational sessions.

Task 4 will be primarily conducted by the City's selected Brownfields contractor, Ormond Beach City Manager Joyce Shanahan, and the Project Manager, Ric Goss.

"The remainder of this page intentionally left blank."

3.0 SCHEDULE

Schedule of Activities and Deliverables			
Pre-Award	0 month	Notice of Selection: May 2016	
	2-4 months	Project Manager pre-award activities such as drafting the Civic Engagement Plan (with EPA Project Officer approval)	
	2 months	EPA works with Project Manager to finalize draft work plan (by June 2016)	
	3-4 months	EPA executes grant award	
Time and Actions from Award/Project Start			
Year 1: August 1, 2016 – September 30, 2017	0 months	Grant award on October 1, 2016	
	1-4 months	Kick-off meeting held with Contractor, EPA, State and others on the Project Team Complete Community Engagement Plan Conduct First of Six Public Meeting Start regular conference call meetings with Project Team	
	4 months	Quarterly Report 1 is due January 30, 2016 (30 days after 1st quarter ends Dec 31st) Reimbursement Request Submitted	Conduct /reassess/amend civic engagement plan as needed Programmatic Activities On-going
	4 – 8 months	Develop generic QAPP and submit to EPA/State for approval. Complete Site Inventory and Prioritization Contact affected property owners for participation. Conduct Limited Site Characterization Brownfield Advisory Board (BAB) hosts public meeting	
	7-8 months	Start Phase I ESA(s) Convene regular conference call meetings with Project Team	
	8 months	Quarterly Report 2 is due April 30, 2017 (30 days after 2nd quarter ends Mar 31st, 2017) Reimbursement Request Submitted	
	10 months	Quarterly Report 3 is due July 30, 2017 (30 days after 3rd quarter ends Jun 30) Reimbursement Request Submitted. BAB hosts Public Meeting	
	8-12 months	Complete Phase I ESAs Submit signed AAI checklist to EPA Submit Site Eligibility Determination forms to EPA Develop site-specific QAPP and submit to EPA/State for approval Start Phase II ESAs	
	12 months	Submit Federal Financial Report (SF425)	
	13 months	Quarterly Report 4 is due October 30, 2017 (30 days after 4th quarter ends Sept 30) Reimbursement Request Submitted Disadvantaged Business Enterprise (DBE) due with this quarterly report BAB hosts Public Meetings	
16 months	Quarterly Report 5 is due January 31, 2018 (30 days after 5th quarter ends Dec 31) 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 if required. Accomplishments to be put in ACRES. All draw downs have been made. 35% of funds should be expended by this time. BAB hosts Public Meetings		
Year 2: October 1, 2017 to September 30, 2018	19 months	Quarterly Report 6 is due April 30, 2018 (30 days after 6th quarter ends Mar 31, 2018)	Identify financial commitments, developers, cleanup planning activities Programmatic Support Activities

Close out Year 3: October 1, 2018 to September 30, 2019

	Reimbursement Request Submitted DBE due with this quarterly report
22 months	Quarterly Report 7 is due July 30, 2018 (30 days after 7th quarter ends Jun 30, 2018) Reimbursement Request Submitted
25 months	Quarterly Report 8 is due October 30, 2018 (30 days after 8th quarter ends Sept 30) Reimbursement Request Submitted. DBE due with Quarterly Report 8
28 months	Quarterly Report 9 is due January 31, 2019 (30 days after 9th quarter ends Dec 31) Reimbursement Request Submitted
30 months	6 months remaining on the grant; Identify any remaining activities that should be completed prior to grant closing
31 months	Quarterly Report 10 is due April 30, 2019 (30 days after 10th quarter ends Mar 31) Reimbursement Request Submitted
34 months	Quarterly Report 11 is due July 30, 2019 (30 days after 11th quarter ends June 30) Reimbursement Request Submitted
Prior to Close Out	Enter all work in ACRES; Prepare and Submit final Phase I or II ESA Reports and draft ABCAs.
35 months	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, 2018 (30 days after 12th quarter ends Sept 30); 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, 2019. 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 project end date (by December 30, 2019)

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

Attachment 1
Budget Table for Work Plan Tasks

Hazardous Substances					
Categories	Project Tasks				
	Task 1 Programmatic Support	Task 2 Site Characterization Phase I/II's	Task 3 Cleanup Plan/ABCA	Task 4 Outreach/Community Participation	Total
Travel	0	0	0	2,500	2,500
Supplies	0	0	0	1,000	1,000
Contractual	4,000	170,000	17,000	5,500	194,500
Total	\$4,000	\$170,000	\$ 17,000	\$9,000	\$200,000
Petroleum Products					
Categories	Project Tasks				
	Task 1 Programmatic Support	Task 2 Site Characterization Phase I/II's	Task 3 Cleanup Plan/ABCA	Task 4 Outreach/Community Participation	Total
Travel	0	0	0	2,500	2,500
Supplies	0	0	0	1,000	1,000
Contractual	4,000	170,000	17,000	5,500	194,500
Total	\$4,000	\$170,000	\$ 17,000	\$9,000	\$200,000
Grand Total	\$8,000	\$340,000	\$34,000	\$18,000	\$400,000

Notes:

1. Travel to brownfields-related training conferences is an acceptable use of these grant funds.
2. EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year.
3. Items costing less than \$5,000 are considered supplies.
4. Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

Attachment 2
Quarterly Report Template

CAR Name:			
Cooperative Agreement Number:			
Date Quarterly Report Submitted:			
Quarterly Report Number:			
TASK 1: Community Outreach			
Subtask / Activity	Deliverable/ Outputs/Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Radio, TV, flyers newspaper, etc.	Every Qtr.	Contractor
B. Detailed demographic assessment		Qtr 1	Contractor PM
C. Community Engagement Plan Developed		Qtrs 1, 2, 3, and 4	Team, PM, Contractor
D. Media, Electronic & Social Networking Systems Updated	Meetings conducted		
E. Meetings to describe project/schedule and/or updates <ul style="list-style-type: none"> • Kick-off meeting • Update after Phase I • Update after Phase II • Project completion with ABCA 		Qtrs: 1 4, 8, 10	Contractor, Team, PM
Cost Estimates for Task 1: (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			
TASK 2: Site Characterization and ESA 1 & 2 Assessments			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Develop Site Inventory	Site List	Qtr 2	Contractor
B. Site Prioritization and Selection	Phase I ESA		
C. Develop Generic and Site Specific QAPPs	Phase II ESA		
D. Conduct Assessments	Site Eligibility Determinations AAI checklist Draft and Final QAPPs		
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.			
TASK 3: Cleanup Planning and ABCA			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Develop Cleanup Plans	Draft and Final ABCA	Qtr 7	Contractor
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.			

TASK 4: Programmatic Support			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Assemble internal team, including technical, financial, and managerial. Establish project schedule.	Team established, agreement written. Schedule developed.	Qtr. 1	PM, team
B. Select Contractor	Contractor Pre-selected	Qtr. 1	PM
C. Kick-off meeting held.	Kick-off meeting complete	Qtr. 1	PM Team
D. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (30 days after end of qtr.)	Qtr. 1	PM
a) Quarterly Progress Reports to EPA & State	Final Report (90 days after grant)		PM, team
b) Final Grant Reporting			
E. Attend Regional & National Brownfields workshops			PM
Cost Estimates for Task 1:			
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.			

Attachment 3
Preparing Your Brownfields Community Plan: Involving Your Community

The City of Ormond Beach shall use “Preparing Your Brownfields Community Plan” dated January 2013 as a guideline to prepare the City’s Civic Engagement Plan.

Date: January, 2013 Page 1

Preparing Your Brownfields Community Plan: Involving Your Community

Introduction

The Environmental Protection Agency (EPA) Region 4 Brownfields program has prepared this information to assist Brownfield Grantees and/or their consultants in developing a Community Involvement Plan (CIP). This is not intended to be a template. EPA requires applicants to describe their plans for involving community members and community-based organizations in the site cleanup and reuse decisions. Involving the community and soliciting feedback regarding Brownfields activities and redevelopment plans are essential to a community Brownfields program’s success.

This overview does not constitute a rulemaking by EPA.

General Overview

*EPA is committed to community involvement:
all citizens play key roles in the success of Brownfields Grants.*

-Mike Norman, EPA Region 4 Brownfields Section Chief

The (CIP) will describe the Grantee’s strategies to inform and motivate local communities for meaningful involvement throughout the project. The CIP should be an evolving document and is most effective when it is updated or revised as your project conditions change.

A CIP is an effective tool for managing community involvement activities, which involves communicating with citizens, community organizations, and other key stakeholders affected by the project. The CIP will define the roles of the grant recipient, State and Federal representatives, and/or consultants. The CIP will also help the public understand ways in which they can participate in the decision-making process.

The level of public involvement will vary from project to project. At a minimum, your plan should demonstrate a commitment to and strategy for two-way communication with people living or

Attachment 4
All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients

“The City of Ormond Beach shall follow all appropriate EPA Rulings and Regulation.”



**All Appropriate Inquiries Rule:
Reporting Requirements Checklist for Assessment
Grant Recipients**

WHAT IS "ALL APPROPRIATE INQUIRY?"

"All appropriate inquiries" or AAI is a process of evaluating a property's environmental conditions and assessing the likelihood of any contamination. Every Phase I assessment conducted with EPA Brownfields Assessment Grant funds **must** be conducted in compliance with the All Appropriate Inquiries Final Rule at 40 CFR Part 312. The All Appropriate Inquiries Final Rule provides that the ASTM E1527-05 and ASTM E1527-13 standards are consistent with the requirements of the final rule and may be used to comply with the provisions of the rule. In addition, all appropriate inquiries must be conducted in compliance with the Final Rule or the ASTM standard to obtain certain protections from liability under the federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, aka Superfund).

WHAT ARE THE DOCUMENTATION REQUIREMENTS FOR ALL APPROPRIATE INQUIRY?

The final rule requires that the results of an AAI investigation be documented in a written report. The specific reporting requirements for all appropriate inquiries are provided in 40 CFR §312.21 (Results of Inquiry by an Environmental Professional) and §312.31 of the final rule and in §12 of the ASTM E1527-05 and E1527-13 standards. All AAI final reports **must**, at a minimum include the following:

1. 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.
2. An identification of "**significant**" **data gaps** (as defined in §312.30 of AAI final rule and §12.7 of ASTM E1527-05 and E1527-13), if any, in the information collected for the inquiry. Significant data gaps include missing or unobtainable 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. The documentation of significant data gaps must include information regarding the significance of these data gaps.
3. **Qualifications and signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - *If We declare that, to the best of (we, our) professional knowledge and belief, (I, we) meet the definition of Environmental Professional as defined in §12.10 of this part.*
 - *If We have the specific qualifications based on education, training, and experience to assess a property of the nature, location, and setting of the subject property, (I, We) have developed and performed the all appropriate inquiries in compliance with the standards and practices set forth in 40 CFR Part 312.*
Note: Please use either "I" or "We."
4. In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05 and E1527-13, the environmental professional must include in the final report an **opinion regarding additional appropriate investigation**, if the environmental professional has such an opinion.

For each Phase I Environmental Site Assessment, or AAI, conducted using EPA Brownfields Grant monies, the grantee must complete, sign, date, and submit the following check list with any AAI reports submitted to EPA.

Also see U.S. EPA's website at www.epa.gov/brownfields for additional information.

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds	
Contact Information	
Grantee Name	_____
Grant Number	_____
ACRI's Property ID	_____
Program Manager Name (Point of Contact)	_____
Contact Phone Number	_____
Name / Address of Property Assessed	_____
Checklist	
Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property.	
<input type="checkbox"/>	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.
<input type="checkbox"/>	An identification of "significant" data gaps (as defined in §312.30 of AAI final rule and §12.7 of ASTM E1527-05 and E1527-13), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unobtainable 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.
<input type="checkbox"/>	Qualifications and signature of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document: <ul style="list-style-type: none"> <input type="checkbox"/> <i>(I, We) declare that, to the best of (we, our) professional knowledge and belief, (I, we) meet the definition of Environmental Professional as defined in §12.10 of this part.</i> <input type="checkbox"/> <i>(I, We) have the specific qualifications based on education, training, and experience to assess a property of the nature, location, and setting of the subject property, (I, We) have developed and performed the all appropriate inquiries in compliance with the standards and practices set forth in 40 CFR Part 312.</i> Note: Please use either "I" or "We."
<input type="checkbox"/>	In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05 and E1527-13, 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	_____

Brownfields Part Three
4.4: Reporting Requirements and
Grantee Checklist

State House
and Emergency
Response (SHER)

EP 1508-B-11-010
February 2016
www.epa.gov/brownfields

Attachment 5
Interim Generic & Site Specific Quality Assurance Project Plan Guidance for Brownfield Site
Assessments and/or Cleanups

“The City of Ormond Beach shall follow the guidelines as provided by EPA for all QAPPs.”

Brownfields Quality Assurance Project Plans (QAPPs)

Interim Instructions

**Generic QAPP and Site-Specific QAPP Addendum
For
Brownfields Site Assessments and/or Cleanups**

**U.S. Environmental Protection Agency
Region 4**

Barbara J. Caprita, RCRA Division Brownfields Section
Contribution by: Belinda S. Richard, Cardno TBE

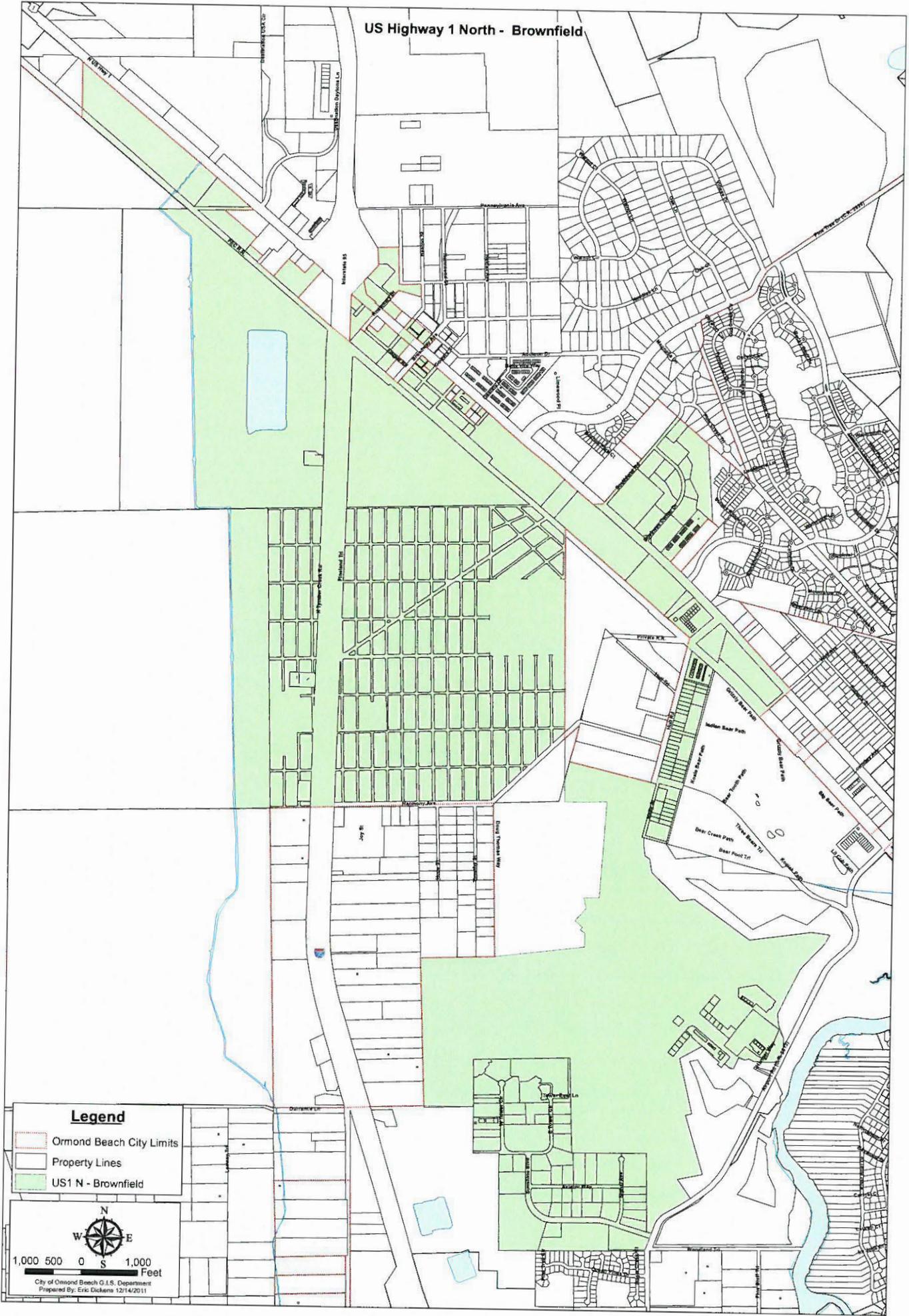
Revision No. 3 - July 13, 2010



U.S. Environmental Protection Agency
Region 4 RUST Branch, Brownfields Section
61 Forsyth St. S.W.
Atlanta, GA 30303

Attachment 6
Ormond Beach Brownfields Area Maps

US Highway 1 North - Brownfield



Legend

-  Ormond Beach City Limits
-  Property Lines
-  US1 N - Brownfield



1,000 500 0 1,000
Feet

City of Ormond Beach G.I.S. Department
Prepared By: Eric Dickman 12/14/2011



Not To Scale

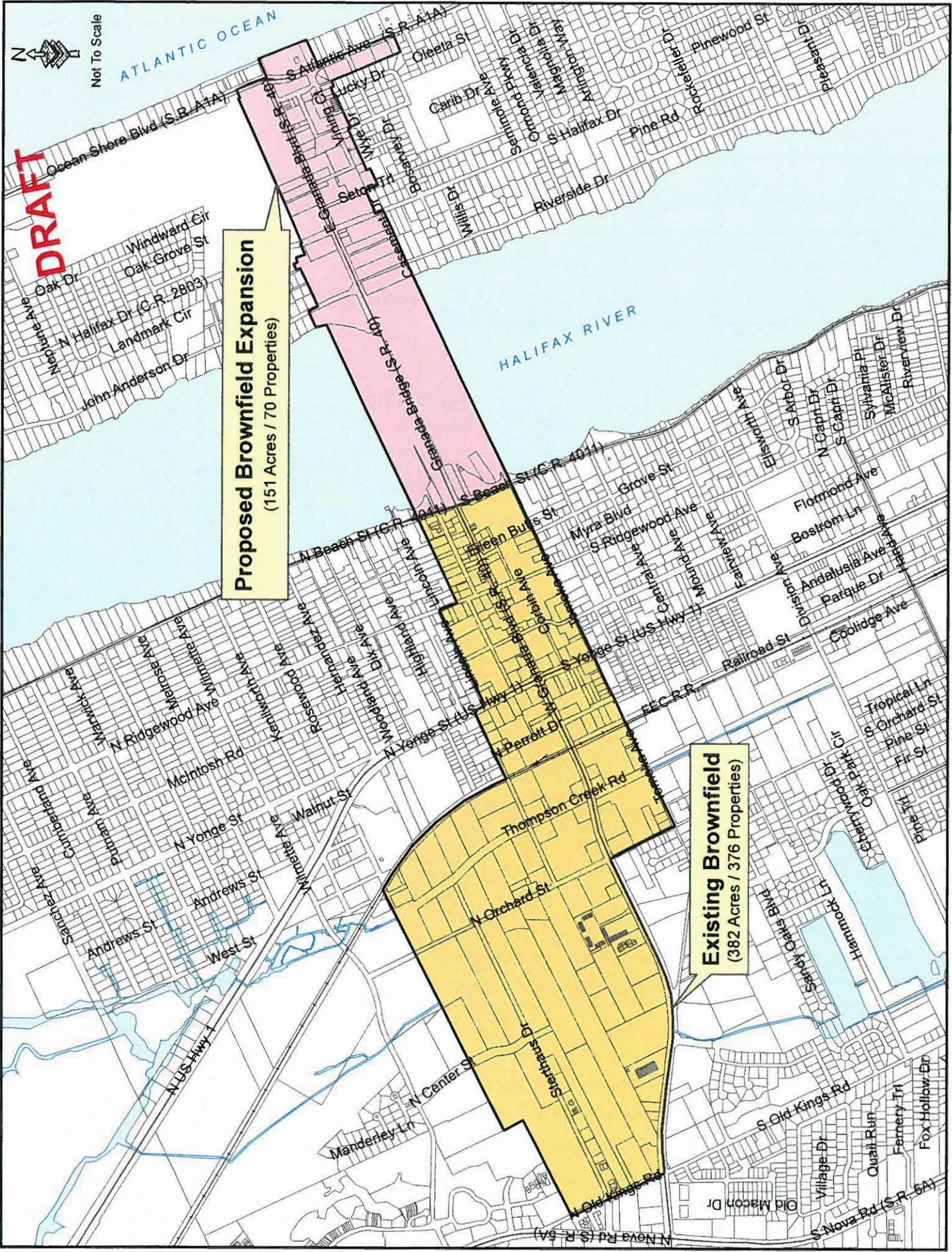
ATLANTIC OCEAN

DRAFT

Proposed Brownfield Expansion
(151 Acres / 70 Properties)

Existing Brownfield
(382 Acres / 376 Properties)

HALIFAX RIVER



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.

NOTE: Please indicate any pre-award costs with a star ().*

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	HAZARDOUS AMOUNT	PETROLEUM AMOUNT
a. PERSONNEL TOTAL					

b. FRINGE BENEFITS

BASE	
RATE	x
b. FRINGE BENEFITS TOTAL	

c. TRAVEL

If the grant is not for a continuing environmental program or if travel is not well documented in the work plan, provide a breakdown of the number of trips, destinations, number of travelers, etc. to document estimated travel costs.		
	Hazardous	Petroleum
*Conference 1: New Grantees Workshop (3 attendees) -Flight @ \$1260 (\$420 x 3) -Hotel for 2 nights @ \$1080 (\$180/night x 3) -Per Diem for 2 days @ \$240 (\$40/day x 3)	1290	1290
Conference 2 : National Brownfields Conference (2 attendees) -Flight @ \$840 (\$420 x 2) -Hotel for 3 nights @ \$1080 (\$180/night x 2) -Per Diem for 3 days @ \$240 (\$40/day x 2)	1080	1080
Site Visits/Community Outreach -\$.54 per mile x @482 miles = \$260 (during the life of the agreement)	130	130
c. TRAVEL TOTAL:	\$5000	

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
Brochures (500) @ cost of \$2	500	500
Presentation materials (electronic)	500	500
e. SUPPLIES TOTAL	\$2,000	

BUDGET JUSTIFICATION WORKSHEET

f. CONTRACTUAL

List <u>each</u> 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
Programmatic Support	4,000	4,000
Site Characterization & Phase I/II ESA	170,000	170,000
Cleanup Plan/ABCA	17,000	17,000
Community Outreach Public Participation	5,500	5,500
Contractual Subtotal	196,500	196,500
f. CONTRACTUAL TOTAL	\$393,000	

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	
NA	
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: A=100%; C, RLF=80%	\$ 400,000
RECIPIENT SHARE OF TOTAL PROPOSED COSTS: AWP, A=0%; C, R= 20%	

EPA KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Prefix: **First Name:** Richard **Middle Name:**

Last Name: Goss **Suffix:**

Title: Brownfields Program Manager

Complete Address:

Street1: 22 South Beach

Street2: Post Office Box 277

City: Ormond Beach **State:** FL: Florida

Zip / Postal Code: 32175 **Country:** USA: UNITED STATES

Phone Number: 386.676.3343 **Fax Number:**

E-mail Address: Ric.Goss@ormondbeach.org

Payee: *Individual authorized to accept payments.*

Name: Prefix: **First Name:** Kelly **Middle Name:**

Last Name: McGuire **Suffix:**

Title: Finance Director

Complete Address:

Street1: 22 South Beach

Street2: Post Office Box 277

City: Ormond Beach **State:** FL: Florida

Zip / Postal Code: 32175 **Country:** USA: UNITED STATES

Phone Number: 386.676.3226 **Fax Number:**

E-mail Address: kelly.mcguire@ormondbeach.org

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name: Prefix: **First Name:** Loretta **Middle Name:**

Last Name: Moisio **Suffix:**

Title: Grants Coordinator

Complete Address:

Street1: 22 South Beach

Street2: Post Office Box 277

City: Ormond Beach **State:** FL: Florida

Zip / Postal Code: 32175 **Country:** USA: UNITED STATES

Phone Number: 386.676.3315 **Fax Number:** 386.676.3330

E-mail Address: loretta.moisio@ormondbeach.org

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

Complete Address:

Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: **Fax Number:**
E-mail Address: