

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT #2

Cooperative Agreement Number: BF96166601

Reporting Period: January 1, 2013 – March 31, 2013

Date Submitted: April 30, 2013

Prepared for: City of Chicopee
274 Front Street
Chicopee, MA 01013

Prepared by: Lee M. Pouliot, Planner & Administrator
Office of Community Development
38 Center Street
Chicopee, MA 01013
413-594-1488

Submitted to:
Brownfields Data Manager
EPA – New England, Region 1
5 Post Office Square, Suite 100
Mail Code OSRR07-2
Boston, MA 02109-3912
r1bf_forms@epa.gov

Frank Gardner
EPA New England, Region 1
5 Post Office Square, Suite 100
Mail Code OSRR07-3
Boston, MA 02109-3912
Gardner.Frank@epa.gov

1. PROJECT PROGRESS

Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with EPA funds, and will relate EPA-funded activities to the objectives and milestones agreed upon in the grant workplan.

1.1 Status of Activities During the Reporting Period

For each task described in the workplan:

Describe the work ongoing/accomplished during the quarter

Descriptions should correlate to the activities (tasks, subtasks, objectives, milestones, etc.) agreed upon in the grant workplan.

Site-specific Outputs/Deliverables

Include a listing of site-specific products completed during the quarter; include dates. These outputs should align with the outputs in your approved workplan. Examples include:

- sites entered into the inventory
- site eligibility determination for site X
- signed access agreement for site X
- the sampling and analysis plan/quality assurance project plan for site X
- Phase I and/or Phase II investigation reports for site X
- ABCA or other cleanup planning documents for site X
- Community Relations Plan for site X

List other deliverables or work products completed in the reporting period and provide as attachments. The following are examples of attachments:

- list of properties considered for grant activities
- community meeting minutes or summaries
- educational brochures
- newspaper articles about the grant properties or the grant program
- photographs of properties

Workplan Task 1: Cooperative Agreement Oversight

Describe the work ongoing/accomplished during the quarter:

Subtask: Obtain QEP and legal services (if necessary)

A Request for Qualifications (RFQ) for Licensed Site Professional/Professional Environmental Services was released during the first Quarter. Nine proposals were submitted to the City's Purchasing Department for Review. A Selection Committee appointed by the Mayor, reviewed all proposals and selected two firms to interview.

Interviews were held on January 9, 2013. Following interviews, the Mayor was informed of the Selection Committee's recommendation to award a contract to Tighe & Bond of Westfield, MA. A contract between the City of Chicopee and Tighe & Bond was executed on April 1, 2013.

A kick-off meeting will be held during Quarter #3.

Subtask: Reporting

This second Quarterly Report covers January 1, 2013 through March 31, 2013. Also included with this Quarterly Report is the semi-annual M/WBE Utilization Report.

Subtask: Records

Grant and site project files are up to date, as of the submission of this Quarterly Report.

Subtask: Requests for Reimbursements or Advances

A Request for Reimbursement for expenses incurred during the first quarter (\$2,028.40) was submitted on February 26, 2013. Funds were not expended during the second quarter.

Subtask: Travel & Training

N/A in 2nd Quarter

Site-specific Outputs/ Deliverables:

- Quarterly Report #2 (January 1, 2013 – March 31, 2013)
- Selection Committee Recommendation of Award, Tighe & Bond – January 14, 2013
- Contract with Tighe & Bond for professional Brownfields and Environmental Services – April 1, 2013

Workplan Task 2: Community Outreach & Involvement

Describe the work ongoing/accomplished during the quarter:

Subtask: Establish Brownfields Steering Committee

N/A in 2nd Quarter

Subtask: Establish Information Repository

The Information Repository established during the first quarter is up to date as of the submission of this Quarterly Report. The Information Repository remains available at the Office of Community Development (OCD) at any time during normal business hours (Monday – Friday, 9:00a.m. – 5:00p.m.). Additionally, a second copy of the Repository is available at the Chicopee Public Library for review during normal business hours. All documents have also been uploaded to the OCD's webpage and are available digitally (<https://www.chicopeema.gov/page.php?id=74>).

Subtask: Development Marketing Materials

N/A in 2nd Quarter

Subtask: Implement outreach strategy in target areas

N/A in 2nd Quarter

Subtask: Hold local public meeting on Phase II sites

N/A in 2nd Quarter

Site-specific Outputs/ Deliverables:

- Updated information repository

Workplan Task 3: Phase I & Phase II Assessments

Describe the work ongoing/accomplished during the quarter:

Subtask: Site prioritization and eligibility determination

N/A in 2nd Quarter

Subtask: Phase I Investigations

N/A in 2nd Quarter

Subtask: Phase II preparation

N/A in 2nd Quarter

Subtask: Phase II investigation

N/A in 2nd Quarter

Site-specific Outputs/ Deliverables:

N/A in 2nd Quarter

Workplan Task 4: Clean-up Planning

Describe the work ongoing/accomplished during the quarter:

Subtask: Cleanup Planning

N/A in 2nd Quarter

Site-specific Outputs/ Deliverables:

N/A in 2nd Quarter

1.2 Modifications to the Workplan and Schedule

- 1.2.1 Include a description of any modifications to the workplan that were approved during the reporting period. Also mention in this section modifications to the workplan that will be proposed in the next reporting period. **If none, please state so.**

Please note that mentioning a proposed modification or item requiring approval in the quarterly progress report does not satisfy the requirement for submitting a request to EPA. *Modifications requiring formal approval include changes to the budget and the approved scope of work. Other items requiring approval, such as selection of grant sites, are identified under the terms and conditions of the cooperative agreement.*

No modifications to the workplan were approved during the reporting period; no modifications are anticipated during the 3rd Quarter.

- 1.2.2 Please also explain in this section any delays or other problems (if any) encountered during this reporting period for each activity, and describe the corrective measures that are planned. Also mention what kind of assistance (such as training or technical support) is needed to address these problems in the future.
If none, please state so.

No significant delays or other problems have been encountered during this reporting period.

- 1.2.3 Submit a revised schedule if changes have occurred. **If none, please state so.**

No changes to the schedule have occurred during this reporting period.

1.3 Resources Leveraged

Describe the efforts you have made during this quarter to leverage additional funds/resources to support your project(s). Describe how these funds are being used to contribute to the performance and success of your project(s) and the amounts.

This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments.

These efforts should align with the leveraging efforts you proposed in your grant application and match leveraging data reported in ACRES.

The City was awarded an EPA Region 1, Targeted Brownfields Assessment (TBA) (Petroleum Funding) for the former Racing Oil Property, 181 Center Street, Chicopee, MA 01013 totaling \$100,000 – assessment work is on-going at this property.

2. PROJECT FUNDS EXPENDED

If your assessment grant includes both hazardous substance and petroleum funding, you must have separate budget tables for each funding type.

Table 1: Costs incurred by task and object class for the quarter.

	Task 1 Cooperative Agreement Oversight	Task 2 Community Outreach & Involvement	Task 3 Phase I & II Assessments	Task 4 Cleanup Planning	Total
Personnel	0	-	-	-	0
Fringe Benefits	-	-	-	-	-
Travel	0	-	-	-	0
Supplies	0	-	-	-	0
Contractual	-	0	0	0	0
Other: Specify	-	-	-	-	-
Total	0	0	0	0	0

Table 2: Summary of costs incurred for project (reflects funding drawdown from grant).

Object Class	Current Approved Budget	Costs Incurred This Quarter	Cumulative Costs Incurred to Date	Total Remaining
Personnel	\$3,000.00*	0	0	\$3,000.00*
Fringe Benefits	-	-	-	-
Travel	\$1,500.00	0	0	\$1,500.00
Supplies	\$2,000.00*	0	0	\$2,000.00*
Contractual	\$193,500.00	\$1,790.00	\$1,790.00	\$191,710.00
Other: Specify	-	-	-	-
Total	\$200,000.00	\$1,790.00	\$1,790.00	\$198,210.00

*A Request for a Minor Budget Modification is pending with our Project Officer.

3. BUDGET AND OVERALL PROJECT STATUS

Include an estimate of the time and funds needed to complete the activities identified in the approved workplan, comparing that estimate with the time and funds remaining, and provide an explanation for any changes. If overall, the project is expected to be on target, please state so. For example, individual tasks may be behind schedule, but overall, is the project expected to be completed on time and within budget?

As of this report, the project is expected to be completed on time and within budget. No significant changes are currently anticipated.

4. PROPERTY-SPECIFIC INFORMATION

Use this table to track key milestones for each approved site worked on throughout the grant. Begin entering and updating site data in ACRES at the Phase I or greater stage of the project (not at site eligibility). Ensure final deliverable dates are consistent in all reports and in ACRES.

			Outputs			
Property Name Address	Haz/Petro	Eligibility Approval Date	Phase I - Draft & Final Date	QAPP Addenda Approval Date	Phase II Report - Draft & Final Date	Cleanup Planning - Draft & Final Date
Cotton Storage Warehouse 165 Front Street Chicopee, MA 01013	Hazardous Materials	7/19/2012	Draft: 8/10/2012 Final: 8/27/2012	N/A	N/A	N/A

**U.S. ENVIRONMENTAL PROTECTION AGENCY
 MBE/WBE UTILIZATION UNDER FEDERAL GRANTS
 AND COOPERATIVE AGREEMENTS**

PART I. (Reports are required even if no procurements are made during the reporting period.)

1A. FEDERAL FISCAL YEAR (Oct. 1-Sep 30) 20 <u>13</u>	1B. REPORTING PERIOD (Check ALL appropriate boxes) <input type="checkbox"/> 1 st (Oct-Dec) <input type="checkbox"/> 2 nd (Jan-Mar) <input type="checkbox"/> 3 rd (Apr-Jun) <input type="checkbox"/> 4 th (Jul-Sep) <input checked="" type="checkbox"/> Semi-Annual (Oct-Mar) <input type="checkbox"/> Semi-Annual (Apr-Sep) <input type="checkbox"/> Annual <input type="checkbox"/> Check if this is the last report for the project (Project completed).																				
1C. REVISION OF A PRIOR REPORT? Y or N Year: _____ Quarter: _____	BRIEFLY DESCRIBE THE REVISIONS YOU ARE MAKING: N/A																				
2A. EPA FINANCIAL ASSISTANCE OFFICE ADDRESS (ATTN: DBE Coordinator) 5 Post Office Square, Suite 100 Boston, MA 02109		3A. RECIPIENT NAME AND ADDRESS City of Chicopee 274 Front Street Chicopee, MA 01013																			
2B. EPA DBE COORDINATOR Name: Larry Wells E-mail: wells.larry@epa.gov	2C. PHONE: 617-918-1836 Fax:	3B. RECIPIENT REPORTING CONTACT: Name: Lee M. Pouliot E-mail: lpouliot@chicopeema.gov	3C. PHONE: 413-594-1488 Fax: 413-594-1495																		
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.) 96166601		4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE or CFDA NUMBER: 66-818																			
5A. TOTAL ASSISTANCE AGREEMENT AMOUNT (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.) EPA Share: \$ <u>200,000.00</u> Recipient Share: \$ <u>0.00</u>		5B. If NO procurement and NO accomplishments were made this reporting period (by the recipients, sub-recipients, loan recipients, and prime contractors), CHECK and SKIP to Block No. 7. (<u>Procurements</u> are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. <u>Accomplishments</u> , in this context, are procurements made with MBEs and/or WBEs.) <input checked="" type="checkbox"/>																			
5C. Total Procurements This Reporting Period (Only include amount not reported in any prior reporting period) Total Procurement Amount \$ _____ (Include total dollar values awarded by recipient, sub-recipients and SRF loan recipients, including MBE/WBE expenditures.)																					
5D. Were sub-awards issued under this assistance agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> Were contracts issued under this assistance agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>																					
5E. MBE/WBE Accomplishments This Reporting Period Actual MBE/WBE Procurement Accomplished: (Include total dollar values awarded by recipient, sub-recipients, SRF loan recipients and Prime Contractors.) <table style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:20%; text-align: center;"><u>Construction</u></th> <th style="width:20%; text-align: center;"><u>Equipment</u></th> <th style="width:20%; text-align: center;"><u>Services</u></th> <th style="width:20%; text-align: center;"><u>Supplies</u></th> <th style="width:5%; text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>\$MBE:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td align="right">0.00</td> </tr> <tr> <td>\$WBE:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td align="right">0.00</td> </tr> </tbody> </table>					<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>	\$MBE:	_____	_____	_____	_____	0.00	\$WBE:	_____	_____	_____	_____	0.00
	<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>																
\$MBE:	_____	_____	_____	_____	0.00																
\$WBE:	_____	_____	_____	_____	0.00																
6. COMMENTS: (If no MBE/WBE procurements were accomplished during the reporting period, please explain what steps you are taking to achieve the MBE/WBE Program requirements specified in the terms and conditions of the Assistance Agreement.)																					
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Lee M. Pouliot		TITLE Planner & Administrator																			
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE 		DATE 4/30/2013																			

