

# BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

## QUARTERLY PROGRESS REPORT #1

**Cooperative Agreement Number:** BF96175601

**Reporting Period:** October 1, 2013 – December 31, 2013

**Date Submitted:** January 29, 2014

**Prepared for:** City of Chicopee  
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Chicopee, MA 01013

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## 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:

- Established and updated information repository
- Approved ABCA or other cleanup planning documents
- Approved Community Relations Plan
- Sampling and analysis plan/quality assurance project plan
- Davis-Bacon documentation
- Final cleanup completion letter from the state agency (or LEP/LSP in CT/MA)

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

- 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: Establish Information Repository***

The Information Repository was established during the first quarter and is up to date as of the submission of this Quarterly Report. The Information Repository is 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>).

Additionally, the City is pursuing the development of a new website for the Brownfields Program. Entitled HEAL Chicopee and incorporating the elements of Health, Ecology, Activity and Legacy – the HEAL Chicopee website will serve as the City’s main community outreach platform for the Brownfields Program. All materials in the

Information Repository will be uploaded and available from the website which is expected to launch in March 2014. The City will also utilize social media including RSS Feeds, Facebook, Twitter, LinkedIn, YouTube, Vimeo, Tumblr and Instagram to further connect the community to the program while opening numerous avenues for residents to provide feedback, thoughts and ideas to the City.

***Subtask: Reporting***

This first Quarterly Report covers October 1, 2013 through December 31, 2013.

***Subtask: Requests for Reimbursements or Advances***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Travel & Training***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Prepare Community Relations Plan (CRP)***

The final Community Relations Plan (CRP) was released on March 20, 2013 (during the second quarter for FY 2012 Brownfields Cleanup projects initiated by the City).

***Subtask: Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)***

A revised ABCA was released for public comment on March 20, 2013 (during the second quarter for FY 2012 Brownfields Cleanup projects initiated by the City).

***Subtask: Implement 30-Day Public Comment Period on ABCA***

No comments regarding the ABCA were received by the Office of Community Development (OCD) during the Public Comment Period. The Public Comment Period closed on April 19, 2013.

***Subtask: Public Meetings***

A public meeting was held on April 10, 2013 at the Chicopee Public Library to review the ABCA and solicit feedback from community members. Two community members attended the meeting along with staff from the OCD and the City's Environmental Consultant, BETA Group, Inc.

In lieu of a public meeting prior to the beginning of cleanup activities, the City will develop and install a project sign at the Uniroyal property that will provide contact information and link residents interested in project information to the HEAL Chicopee website, which will go live in March 2014.

***Subtask: Prepare Decision Document***

The presentation and sign-in sheets from the ABCA public meeting held on April 10, 2013 were submitted to the Project Officer on April 12, 2013. No comments were received from the community during the Public Comment Period. The ABCA was approved as final following the close of the Public Comment Period on April 19, 2013.

***Subtask: Historic Preservation***

Section 106 Review was completed during the first quarter (July 1, 2012) for FY 2012 Brownfields Cleanup projects initiated by the City.

**Site-specific Outputs/ Deliverables:**

- Established Information Repository
- Quarterly Report #1 (October 1, 2013 – September 31, 2013)
- Community Relations Plan – March 20, 2013
- Revised Draft ABCA – March 20, 2013
- HEAL Chicopee Website Draft Documents (cdeVision) – November 22, 2013
- HEAL Chicopee Website Revision Documents (cdeVision) – December 26, 2013
- Final ABCA & Decision Document – April 19, 2013
- Section 106 Review – July 1, 2012

**Workplan Task 2: Abatement Design & Procurement**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Obtain Professional Engineering Services***

Prior to the City being awarded cleanup grant funds, a Licensed Site Professional (LSP) / Professional Engineer had been procured by the City for assessment and cleanup activities occurring at the property. BETA Group, Inc., the City’s LSP, was procured through an open/competitive process (MA 30B Procurement requirements). BETA has been under contract with the City since January 2010.

A review of the procurement process, by the City and EPA Project Officer, determined that BETA was procured through an open/competitive process and therefore could provide the LSP/professional engineering services required on this project. Negotiations regarding a Scope of Work specific to this project began in the first quarter and the final Scope will be completed during the second quarter.

***Subtask: Hold a kickoff meeting with State, EPA, LSP & Professional Engineer***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Green and Sustainable Remediation (GSR)***

Green and Sustainable Remediation techniques are discussed in the final ABCA. Techniques discussed focus on the use of Alternative Work Practices (AWP) related to hazardous building material abatement. Additional GSR strategies will be reviewed when abatement design and engineering begins.

***Subtask: Prepare Site Specific Quality Assurance Project Plan and Health & Safety Plan***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Abatement Design & Engineering***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Project Bidding / Contractor Selection***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Project Status Meetings***

No BST meetings were held during the first quarter, a BST meeting will likely be

scheduled later in 2014. Periodic update meetings between City Staff and the Licensed Site Professional are ongoing.

**Site-specific Outputs/ Deliverables:**

- Compliance with the procurement of LSP/Professional Engineering Services

**Workplan Task 3: Abatement Activities**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Oversight of cleanup activities***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Davis-Bacon Documentation***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Abatement Activities***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Cleanup Documentation***

N/A during the 1<sup>st</sup> Quarter

***Subtask: Cleanup Complete Documentation***

N/A during the 1<sup>st</sup> Quarter

**Site-specific Outputs/ Deliverables:**

N/A during the 1<sup>st</sup> Quarter

**Workplan Task 4: Air Monitoring & Post-Abatement Testing**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Air Monitoring & Post-Abatement Testing***

N/A during the 1<sup>st</sup> Quarter

**Site-specific Outputs/ Deliverables:**

N/A during the 1<sup>st</sup> Quarter

**1.1.1 Green Remediation Efforts (if any)**

Describe briefly any green remediation efforts that have been implemented on any projects funded by this grant. Green remediation efforts should be consistent with the goals of EPA Region 1's Clean and Green Policy for Contaminated Sites, found at <http://www.epa.gov/region1/brownfields/pdfs/CleanGreenPolicy.pdf>.

EPA would like to have a site-specific comprehensive listing of these efforts, so please carry forward any activities reported during prior reporting periods. The following are examples of ways green remediation can be incorporated into a project:

- Minimizing energy consumption by using energy efficient equipment
- Maximizing use of machinery equipped with advanced emission controls
- Using cleaner fuels, such as ultra-low sulfur diesel and/or fuel-grade biodiesel, to power machinery and auxiliary equipment
- Minimizing water demand for revegetation (e.g., planting native species)
- Segregating and reusing or recycling materials, products, and infrastructure (e.g., soil, construction and demolition debris, and building materials)
- Providing erosion and sediment control to minimize runoff into environmentally sensitive areas
- Avoiding damage to environmentally sensitive areas when placing trailers and storage areas

**N/A during the 1<sup>st</sup> Quarter**

## **1.2 Modifications to the Workplan**

- 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 for the next 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 significant 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.

**N/A in the 1<sup>st</sup> Quarter**

### 1.4 Progress in Meeting the Cost Share

Describe your status in meeting the 20% cost share for this grant. Include the amount documented to date, the sources of the cost share, and plans to make up the difference. Also include the steps you are taking to ensure that you will meet the cost share by the end of the grant period of performance. (If you received a cost share waiver and do not have to meet the cost share requirement, please state so.)

Required cost share amount (20% of total grant)	Cost share information for <u>this quarter</u>			Total Cost Share Amount Met
	Cost share date	Cost share source	Cost share amount	
\$ 40,000.00	12/31/13	CDBG Funds	\$61.64	\$61.64*

**\*This total includes Personnel and Fringe Costs for Lee Pouliot, Grant Administrator who has spent time working on this project.**

Describe how you plan to make of the remaining balance of the cost share:

**The City will utilize Community Development Block Grant (CDBG) funds to meet the required cost share.**

## 2. PROJECT FUNDS

Include tables with details about how much was spent by task and object class and how much program income was generated and/or expended. Tables similar to the ones following may be used to summarize the overall finances for the project.

**If your cleanup 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 (Parcel # 147-06).**

	<b>Task 1 Cooperative Agreement Oversight</b>	<b>Task 2 Abatement Design &amp; Procurement</b>	<b>Task 3 Abatement Activities</b>	<b>Task 4 Air Monitoring &amp; Post- Abatement Air Clearance Testing</b>	<b>Total</b>
<b>Personnel</b>	-	-	-	-	-
<b>Fringe Benefits</b>	-	-	-	-	-
<b>Travel</b>	0	-	-	-	0
<b>Supplies</b>	0	-	-	-	0
<b>Contractual</b>	-	0	0	0	0
<b>Other: Specify</b>	-	-	-	-	-
<b>Total</b>	0	0	0	0	0

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

<b>Object Class</b>	<b>Current Approved Budget</b>	<b>Costs Incurred This Quarter</b>	<b>Cumulative Costs Incurred to Date</b>	<b>Total Remaining</b>
<b>Personnel</b>	-	-	-	-
<b>Fringe Benefits</b>	-	-	-	-
<b>Travel</b>	\$2,500.00	0	0	\$2,500.00
<b>Supplies</b>	\$3,500.00	0	0	\$3,500.00
<b>Contractual</b>	\$194,000.00	0	0	\$194,000.00
<b>Other: Specify</b>	-	-	-	-
<b>Total</b>	\$200,000.00	0	0	\$200,000.00



### 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

Include a listing of site-specific products completed. Examples include the community relations plan, analysis of brownfields cleanup alternatives, sampling and analysis plan, quality assurance project plan, site investigation/assessment reports, and remediation plans and designs.

Ensure final deliverable dates are consistent in all reports and in **ACRES**. Clean-up properties should be entered into ACRES immediately upon receipt of cooperative agreement award. Cleanup grant properties are often pre-existing in ACRES due to previous assessment work by other grantees. You may only need to associate your subject property record to your grant, rather than creating a new property record from scratch. Please consult you Project Officer if you have questions.

	<b>Parcel # 147-06 154 Grove Street Chicopee, MA 01020</b>
<b>Hazardous Substance Amount</b>	\$200,000.00
<b>Petroleum Amount</b>	N/A
<b>CRP Date</b>	<i>Draft – 11/26/12 Final – 3/20/13</i>
<b>ABCA</b>	<i>Draft – 3/20/13 Final – 4/20/13</i>
<b>Public Meeting Date</b>	<i>4/10/13</i>
<b>Cleanup Plan Completion Date</b>	<i>4/20/13</i>
<b>Approved SSQAPP Date</b>	
<b>Cleanup Start Date</b>	
<b>Cleanup Completion Date</b>	