

BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT #1

Cooperative Agreement Number: BF96166601

Reporting Period: October 1, 2012 – December 31, 2012

Date Submitted: January 29, 2013

Prepared for: City of Chicopee
274 Front Street
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:

- 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 on October 31, 2012. Nine proposals were submitted to the City's Purchasing Department by the November 14, 2012 deadline. A Selection Committee, appointed by the Mayor on November 27, 2012, reviewed proposals through December 13, 2012. The Committee met on December 13, 2012 and selected two firms to interview; interviews were scheduled for January 9, 2013.

During the Pre-Award Period, the City required immediate Site Assessment Services for a parcel of land at 165 Front Street, Chicopee, MA 01013 (Cotton Storage Building). A Request for Quote was issued on July 2, 2012 to conduct an ASTM Phase I Environmental Site Assessment on the property. A contract was executed with Weston & Sampson Engineers on July 27, 2012 to complete the work.

Subtask: Reporting

This first quarterly report covers October 1, 2012 – December 31, 2012 as well as the Pre-Award period. The Cotton Storage Warehouse (ACRES ID #155681) at 165 Front Street Chicopee, MA 01013 was assessed during the Pre-Award Period and was entered into the ACRES Database during November, 2012.

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

Funds have been expended; a Request for Reimbursement will be submitted during the second quarter.

Subtask: Travel & Training

N/A in 1st Quarter

Site-specific Outputs/ Deliverables:

- Quarterly Report #1 (October 1, 2012 – December 31, 2012 & Pre-Award)
- RFQ for Licensed Site Professional/Professional Environmental Services - October 31, 2012
- One site added to ACRES database - November, 2012 (Cotton Storage Building)
- One Final Phase I Report - August 27, 2012 (Cotton Storage Building)
- One Draft Phase I Report - August, 10, 2012 (Cotton Storage Building)
- Contract with Weston & Sampson Engineers for ASTM Phase I Environmental Site Assessment Services - July 27, 2012
- One site eligibility determination - July 19, 2012 (Cotton Storage Warehouse)
- Request for Quote, ASTM Phase I Environmental Site Assessment Services - July 2, 2012 (Cotton Storage Building)

Workplan Task 2: Community Outreach & Involvement

Describe the work ongoing/accomplished during the quarter:

Subtask: Establish Brownfields Steering Committee

N/A in 1st Quarter

Subtask: Establish Information Repository

An Information Repository for this project has been developed and is available for review in the Office of Community Development (OCD) at any time during normal business hours (Monday – Friday, 9:00a.m. – 5:00p.m.). Additionally, all documents included in the Information Repository will be available digitally from OCD's webpage (<https://www.chicopeema.gov/page.php?id=74>).

Subtask: Development Marketing Materials

N/A in 1st Quarter

Subtask: Implement outreach strategy in target areas

N/A in 1st Quarter

Subtask: Hold local public meeting on Phase II sites
N/A in 1st Quarter

Site-specific Outputs/ Deliverables:

- Established and 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 1st Quarter

Subtask: Phase I Investigations
N/A in 1st Quarter

Subtask: Phase II preparation
N/A in 1st Quarter

Subtask: Phase II investigation
N/A in 1st Quarter

Site-specific Outputs/ Deliverables:
N/A in 1st Quarter

Workplan Task 4: Clean-up Planning

Describe the work ongoing/accomplished during the quarter:

Subtask: Cleanup Planning
N/A in 1st Quarter

Site-specific Outputs/ Deliverables:
N/A in 1st 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 for the 2nd 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.

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	\$1,790.00	0	\$1,790.00
Other: Specify	-	-	-	-	-
Total	0	0	\$1,790.00	0	\$1,790.00

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

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