

# BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

## QUARTERLY PROGRESS REPORT #6

**Cooperative Agreement Number:** BF96166601

**Reporting Period:** January 1, 2014 – March 31, 2014

**Date Submitted:** April 30, 2014

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

**Prepared by:** Lee M. Pouliot, Planner & Administrator  
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**Submitted to:**  
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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 contract between the City of Chicopee and Tighe & Bond, the City's selected Environmental Consultant was executed on April 1, 2013 (during the second quarter) and a Project Kick-off Meeting was held on April 30, 2013.

##### ***Subtask: Reporting***

This sixth Quarterly Report covers January 1, 2014 through March 31, 2014.

##### ***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 were expended during the sixth quarter. A Request for Reimbursement for sixth

quarter expenses (\$1,530.00) was submitted through the ASAP system on 01/24/14. A second Request for Reimbursement (\$3,130.43) was submitted through the ASAP system on 03/19/14.

***Subtask: Travel & Training***

N/A in 6<sup>th</sup> Quarter

**Site-specific Outputs/ Deliverables:**

- Quarterly Report #6 (January 1, 2014 – March 31, 2014)
- Reimbursement Request – March 19, 2014

**Workplan Task 2: Community Outreach & Involvement**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Establish Brownfields Steering Committee***

N/A in 6<sup>th</sup> 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>).

Additionally, the City is completing development of the Brownfields Program website. 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 June 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: Development of Marketing Materials***

N/A in 6<sup>th</sup> Quarter

***Subtask: Implement outreach strategy in target areas***

N/A in 6<sup>th</sup> Quarter

***Subtask: Hold local public meeting on Phase II sites***

N/A in 6<sup>th</sup> Quarter

**Site-specific Outputs/ Deliverables:**

- Updated information repository
- HEAL Chicopee Website Revision Updates (cdeVision) – March 12, 2014

### **Workplan Task 3: Phase I & Phase II Assessments**

Describe the work ongoing/accomplished during the quarter:

#### ***Subtask: Site prioritization and eligibility determination***

On June 25, 2013, Tighe and Bond representatives and City Officials met with representatives from the Pioneer Valley Planning Commission (PVPC) and the Trust for Public Land to discuss concept plans detailed in the West End Area-wide Plan (AWP) for the former Hampden Steam Plant Property, Lower Depot Street – located at the confluence of the Chicopee and Connecticut Rivers. The AWP supports the potential reuse of this property as open, green space tied into the regional bike trail system developing on both rivers.

Discussions regarding the potential redevelopment of the Steam Plant property as a trail connector and park space were on-going during the sixth quarter. The City in partnership with the Trust for Public Land and PVPC submitted a Letter of Interest to the Massachusetts Environmental Trust (MET) for potential grant funds (10/9/13). That funding request was not approved – per a letter from the MET dated 01/9/14. In addition, the City and Trust submitted a grant proposal to the National Endowment for the Arts (NEA) ‘Our Town’ program on 01/13/14. To date, the City is awaiting announcements from the NEA on funded proposals.

During the sixth quarter, the City decided to move forward with a Site Eligibility Determination and Phase I Assessment of the Steam Plant property. The Site Eligibility Determination was submitted to the City’s Project Officer was submitted and approved on 02/5/14.

#### ***Subtask: Phase I Investigations***

A Scope of Services - Phase I Assessment of the former Hampden Steam Plant property for Tighe & Bond was approved on 02/11/14. Phase I Assessment activities were completed during February 2014 and a final Assessment Report was issued on February 28, 2014. This City will authorize Phase II Assessment efforts upon NEA’s announcement of funded Our Town projects.

#### ***Subtask: Phase II preparation***

N/A in 6<sup>th</sup> Quarter

#### ***Subtask: Phase II investigation***

N/A in 6<sup>th</sup> Quarter

#### **Site-specific Outputs/ Deliverables:**

- MET Non-Selection Letter – January 9, 2014
- NEA Our Town Grant Proposal – January 13, 2014
- Approved Site Eligibility Determination, former Hamden Steam Plant property – February 5, 2014
- Approved Tighe & Bond Scope of Services, former Hamden Steam Plant property – February 11, 2014
- Draft Phase I Environmental Assessment, former Hamden Steam Plant property – February 21, 2014
- Final Phase I Environmental Assessment, former Hamden Steam Plant property –

February 28, 2014

**Workplan Task 4: Clean-up Planning**

Describe the work ongoing/accomplished during the quarter:

***Subtask: Cleanup Planning***

N/A in 6<sup>th</sup> Quarter

**Site-specific Outputs/ Deliverables:**

N/A in 6<sup>th</sup> 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 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 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 Assessment services (Petroleum only) through the Pioneer Valley Planning Commission's (PVPC) Brownfields Assessment Grant to begin Assessment work on the former Mobil Service Station Property, 229 Center Street, Chicopee, MA 01013. A total of \$8,000 was approved by the Brownfields Advisory Committee to complete a review of the existing Activity and Use Limitation (AUL) for the Site and conduct a Qualitative Risk Screening including an evaluation of existing data to identify useable data and to identify the need for future additional Phase II site assessment activities to support the proposed removal or modification of the existing AUL allowing greater flexibility in the property's redevelopment. These assessment activities were completed during September 2013. PVPC's Consultant recommended additional Phase II assessment activities (estimated cost of approximately \$12,000) to support the proposed removal or modification of the existing AUL. A request for \$12,000 in additional funding from the PVPC Brownfields Assessment Grant was approved by the PVPC Brownfields Steering Committee and work was completed during the fifth quarter. Currently the City, PVPC and the property owner are developing a draft cleanup proposal to address on-site environmental issues. Work on this draft will be on-going through the seventh quarter.**

**Additionally, 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. The TBA has been completed and the City submitted a FY '14 U.S. EPA Brownfields Cleanup Grant Proposal to EPA on 01/27/14. A request for an estimated \$10,000 to complete additional assessment activities on the site was also submitted to PVPC on September 11, 2013 and was approved by the Brownfields Steering Committee. The City is working executed an access agreement with an adjacent property owner to complete these assessment activities, which will likely occur during the next quarter.**

## 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.**

	<b>Task 1 Cooperative Agreement Oversight</b>	<b>Task 2 Community Outreach &amp; Involvement</b>	<b>Task 3 Phase I &amp; II Assessments</b>	<b>Task 4 Cleanup Planning</b>	<b>Total</b>
<b>Personnel</b>	0	-	-	-	0
<b>Fringe Benefits</b>	-	-	-	-	-
<b>Travel</b>	0	-	-	-	0
<b>Supplies</b>	\$1,530.00	-	-	-	\$1,530.00
<b>Contractual</b>	-	0	\$3,130.43	0	\$3,130.43
<b>Other: Specify</b>	-	-	-	-	-
<b>Total</b>	<b>\$1,530.00</b>	<b>0</b>	<b>\$3,130.43</b>	<b>0</b>	<b>\$4,660.43</b>

**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>	\$1,500.00	0	0	\$1,500.00
<b>Supplies</b>	\$5,000.00*	\$1,530.00	\$3,308.40	\$1,691.60
<b>Contractual</b>	\$193,500.00	\$3,130.43	\$6,279.37	\$187,220.63
<b>Other: Specify</b>	-	-	-	-
<b>Total</b>	<b>\$200,000.00</b>	<b>\$4,660.43</b>	<b>\$9,587.77</b>	<b>\$190,412.23</b>

\*A Minor Budget Modification is approved by the EPA Project Officer on May 6, 2013.

### 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
<b>Cotton Storage Warehouse</b> 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
<b>Former Hampden Steam Plant</b> Depot Street Chicopee, MA 01013	Hazardous Materials	2/5/2014	Draft: 2/21/2014 Final: 2/28/2014	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 <sup>st</sup> (Oct-Dec) <input type="checkbox"/> 2 <sup>nd</sup> (Jan-Mar) <input type="checkbox"/> 3 <sup>rd</sup> (Apr-Jun) <input type="checkbox"/> 4 <sup>th</sup> (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: <u>Larry Wells</u> E-mail: <u>wells.larry@epa.gov</u>		2C. PHONE: <u>617-918-1836</u>  Fax: _____	3B. RECIPIENT REPORTING CONTACT: Name: <u>Lee M. Pouliot</u> E-mail: <u>lpouliot@chicopeema.gov</u>	3C. PHONE: <u>413-594-1488</u>  Fax: <u>413-594-1495</u>																			
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.) <u>96166601</u>			4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE or CFDA NUMBER:  <u>66-818</u>																				
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), <b>CHECK</b> and <b>SKIP</b> to Block No. 7. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. Accomplishments, in this context, are procurements made with MBEs and/or WBEs.)  <input type="checkbox"/>																				
5C. <b>Total Procurements This Reporting Period</b> (Only include amount not reported in any prior reporting period)  Total Procurement Amount \$ <u>8,100.00</u> (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 checked="" type="checkbox"/> Were contracts issued under this assistance agreement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																							
5E. <b>MBE/WBE Accomplishments This Reporting Period</b>  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;"> <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><b>\$MBE:</b></td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td align="right"><u>0.00</u></td> </tr> <tr> <td><b>\$WBE:</b></td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td align="right"><u>0.00</u></td> </tr> </tbody> </table>							<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>	<b>\$MBE:</b>	_____	_____	_____	_____	<u>0.00</u>	<b>\$WBE:</b>	_____	_____	_____	_____	<u>0.00</u>
	<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>																		
<b>\$MBE:</b>	_____	_____	_____	_____	<u>0.00</u>																		
<b>\$WBE:</b>	_____	_____	_____	_____	<u>0.00</u>																		
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.)  <u>M/WBE requirements will be addressed through future Phase I and Phase II Environmental Assessment activities on selected and approved sites.</u>																							
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE <u>Lee M. Pouliot</u>			TITLE <u>Planner &amp; Administrator</u>																				
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE 			DATE <u>04/30/14</u>																				

