

BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT #2

Cooperative Agreement Number: BF96166501

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
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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 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: 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: Requests for Reimbursements or Advances

A Request for Reimbursement for expenses incurred during the first quarter (\$2,287.65) was submitted on February 26, 2013. Funds were expended during the second quarter; a Request for Reimbursement will be submitted during the third quarter.

Subtask: Travel & Training

The City of Chicopee plans to send four (4) City officials to the Brownfields Conference being held on Atlanta, GA on May 15-17, 2013. Registration and travel arrangements have been completed and will be part of the next Request for Reimbursement, to be submitted during the third quarter.

Subtask: Prepare Community Relations Plan (CRP)

The final Community Relations Plan (CRP) was released during the second quarter, in conjunction with the Analysis of Brownfields Cleanup Alternatives (ABCA). Both documents were released on March 20, 2013.

Subtask: Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)

The draft Analysis of Brownfields Cleanup Alternatives (ABCA) that were developed for the grant proposals were reviewed and edited based on additional information regarding the targeted buildings. A revised ABCA was released for public comment on March 20, 2013.

Subtask: Implement 30-Day Public Comment Period on ABCA

A revised ABCA was released for public comment on March 20, 2013. No comments have been received to date by the Office of Community Development (OCD). The Public Comment Period closes on April 19, 2013.

Subtask: Public Meetings

A public meeting has been scheduled, during the third quarter, (April 10, 2013) at the Chicopee Public Library to review the ABCA and solicit feedback from community members. The meeting has been advertised through the Republican, the OCD's webpage and posting in public buildings.

Subtask: Prepare Decision Document

A Decision Document will be compiled during the third quarter following the end of the Public Comment Period on April 19, 2013.

Subtask: Historic Preservation

Section 106 Review was completed during the first quarter (July 1, 2012).

Site-specific Outputs/ Deliverables:

- Quarterly Report #2 (January 1, 2013 – March 31, 2013)
- Updated information repository
- Final CRP (Parcel #'s 124-03, 124-11, 147-09 & 147-06) – March 20, 2013
- ABCA (Parcel #'s 124-03, 124-11, 147-09 & 147-06) – March 20, 2013

Workplan Task 2: Abatement Design & Procurement

Describe the work ongoing/accomplished during the quarter:

Subtask: Obtain Professional Engineering Services

Negotiations with BETA Group, Inc. the City's Licensed Site Professional (LSP)/Professional Engineer were completed in late February 2013. Amendment #9 to BETA's contract, detailing the Scope of Services related to this grant project, was executed on March 4, 2013.

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

A Kick-off Meeting was held during the first quarter.

Subtask: Green and Sustainable Remediation (GSR)

Green and Sustainable Remediation techniques are discussed in the current ABCA that is out for public comment. Techniques discussed focus on the use of Alternative Work Practices related to hazardous building material abatement and well as the on-site reuse of asphalt, brick and concrete, wastes that can be beneficially reused on site.

The following items are under consideration under this project, as well as under a grant from MassDevelopment:

- Segregation and re-use of clean asphalt, brick and concrete (ABC) materials;
- Application for beneficial reuse of building materials (BUD) (primarily coated asphalt, brick and concrete), at the Site; and
- On-site consolidation of processed waste materials, under either a BUD approval or under applicable provisions of the Massachusetts Contingency Plan (MCP).

This approach is both implementable and effective, as demonstrated on the RiverMills Remediation Project, located immediately adjacent to this Site. Through the Brownfields Support Team (BST), the City successfully obtained a BUD approval and conducted a Release Abatement Measure (RAM) under the provisions of the MCP, to consolidate both asbestos-impacted soil/debris and PCB-impacted building demolition debris in a secure cell on the Site. Assuming the waste characterization data for the Uniroyal Buildings support on-site re-use of coated ABC materials, after segregation, processing and/or crushing, it is anticipated that a BUD approval through the MassDEP Solid Waste Section will be granted. While there will be site-specific conditions issued with such approval, significant savings would be realized and that any such re-use can be implemented in a manner that is protective of human health and the environment. Furthermore, significant benefits to the environment would be realized, since there would be limited off-site trucking and much less need to consume limited landfill capacity.

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

Most sampling required for this project was completed through a separately funded program – to date, additional sampling needs that would require a QAPP submittal is being generated – and QAPP submittal will come in Quarter Three.

Subtask: Abatement Design & Engineering

As of this Quarterly Report, structural assessments on Buildings 7, 33 and 43 have been completed. In addition, walk-through assessments focused on the viability of conventional hazardous building material abatement techniques versus alternative work practices have occurred. Meetings with MassDEP, through the Brownfield Support Team (BST) will occur during the third quarter to further define/garner support for the most appropriate approach to abatement in these structures.

Subtask: Project Bidding / Contractor Selection

N/A in 2nd Quarter

Subtask: Project Status Meetings

A Brownfield Support Team (BST) meeting was held on January 23, 2013; the team was given updates on this project during the meeting.

Site-specific Outputs/ Deliverables:

- Amendment #9 to BETA Group's Contract – March 4, 2013
- Green & Sustainable Remediation Techniques incorporated into the ABCA – March 20, 2013
- BST Meeting Minutes – January 23, 2013

Workplan Task 3: Abatement Activities

Describe the work ongoing/accomplished during the quarter:

Subtask: Oversight of cleanup activities

N/A in 2nd Quarter

Subtask: Davis-Bacon Documentation

N/A in 2nd Quarter

Subtask: Abatement Activities

N/A in 2nd Quarter

Subtask: Cleanup Documentation

N/A in 2nd Quarter

Subtask: Cleanup Complete Documentation

N/A in 2nd Quarter

Site-specific Outputs/ Deliverables:

N/A in 2nd 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 in 2nd Quarter

Site-specific Outputs/ Deliverables:

N/A in 2nd 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 in 2nd Quarter – Note: Green Remediation efforts discussed in the ABCA include strategies to segregate and reuse/recycle asphalt, brick and concrete on-site.

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 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.

N/A in 2nd 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	
\$ 120,000.00	3/31/13	CDBG Funds	\$2,020.67	\$3,390.45*

***This total includes Personnel and Fringe Costs for Lee Pouliot, Grant Administrator and Meagen Mulherin, Community Development Intern for time spent on this grant project.**

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

The City will utilize 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 # 124-03).

	Task 1 Cooperative Agreement Oversight	Task 2 Abatement Design & Procurement	Task 3 Abatement Activities	Task 4 Air Monitoring & Post- Abatement Air Clearance Testing	Total
Personnel	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Travel	\$691.13	-	-	-	\$691.13
Supplies	\$111.20	-	-	-	\$111.20
Contractual	-	0	0	0	0
Other: Specify	-	-	-	-	-
Total	\$802.33	0	0	0	\$802.33

Table 2: Costs incurred by task and object class for the quarter (Parcel # 124-11).

	Task 1 Cooperative Agreement Oversight	Task 2 Abatement Design & Procurement	Task 3 Abatement Activities	Task 4 Air Monitoring & Post- Abatement Air Clearance Testing	Total
Personnel	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Travel	\$691.13	-	-	-	0
Supplies	\$111.20	-	-	-	\$111.20
Contractual	-	0	0	0	0
Other: Specify	-	-	-	-	-
Total	\$802.33	0	0	0	\$802.33

Table 3: Costs incurred by task and object class for the quarter (Parcel # 147-09).

	Task 1 Cooperative Agreement Oversight	Task 2 Abatement Design & Procurement	Task 3 Abatement Activities	Task 4 Air Monitoring & Post- Abatement Air Clearance Testing	Total
Personnel	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Travel	\$691.14	-	-	-	-
Supplies	\$111.20	-	-	-	\$111.20
Contractual	-	0	0	0	0
Other: Specify	-	-	-	-	-
Total	\$802.34	0	0	0	\$802.34

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	-	-	-	-
Fringe Benefits	-	-	-	-
Travel	\$5,928.00*	\$2,073.40	\$2,073.40	\$3,854.60*
Supplies	\$1,572.00*	\$333.60	\$1,821.25	\$(-249.25)*
Contractual	\$592,500.00	0	0	\$592,500.00
Other: Specify	-	-	-	-
Total	\$600,000.00	\$2,407.00	\$3,894.65	\$596,105.35

***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

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.

	Parcel # 124-03 154 Grove Street Chicopee, MA 01020	Parcel # 124-11 154 Grove Street Chicopee, MA 01020	Parcel # 147-09 154 Grove Street Chicopee, MA 01020
Hazardous Substance Amount	\$200,000.00	\$200,000.00	\$200,000.00
Petroleum Amount	N/A	N/A	N/A
CRP Date	<i>Draft – 11/26/12 Final – 3/20/13</i>	<i>Draft – 11/26/12 Final – 3/20/13</i>	<i>Draft – 11/26/12 Final – 3/20/13</i>
ABCA	<i>Draft – 3/20/13</i>	<i>Draft – 3/20/13</i>	<i>Draft – 3/20/13</i>
Public Meeting Date			
Cleanup Plan Completion Date			
Approved SSQAPP Date			
Cleanup Start Date			
Cleanup Completion Date			

**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: <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>96166501</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>600,000.00</u> Recipient Share: \$ <u>120,000.00</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. (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 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;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:15%; text-align: center;"><u>Construction</u></th> <th style="width:15%; text-align: center;"><u>Equipment</u></th> <th style="width:15%; text-align: center;"><u>Services</u></th> <th style="width:15%; text-align: center;"><u>Supplies</u></th> <th style="width:15%; 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"><u>0.00</u></td> </tr> <tr> <td>\$WBE:</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>	\$MBE:	_____	_____	_____	_____	<u>0.00</u>	\$WBE:	_____	_____	_____	_____	<u>0.00</u>
	<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>														
\$MBE:	_____	_____	_____	_____	<u>0.00</u>														
\$WBE:	_____	_____	_____	_____	<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.) 																			
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE <u>Lee M. Pouliot</u>	TITLE <u>Planner & Administrator</u>																		
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE 	DATE <u>4/30/2013</u>																		

