

**EPA REGION 10
FY21 BROWNFIELDS COMMUNITY-WIDE ASSESSMENT
COOPERATIVE AGREEMENT WORK PLAN**

For

City of Chiloquin, Oregon Brownfield Program

July 1, 2021-June 30, 2024
(Pre-award Activities Proposed)



July 27, 2021

(MODIFIED TO BE USED IN DECEMBER 2022 RFP SOLICITATION)

Submitted by

City of Chiloquin

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EPA Cooperative Agreement Number: TBD

WORK PLAN FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

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1. INTRODUCTION

1.1 Project Description, Goals and Objectives

The City of Chiloquin (Chiloquin/City), **population 746**, is located at the confluence of the Williamson and Sprague Rivers, in the Klamath Basin, 40 miles north of the Oregon-California border and 85 miles east of Medford, the closest larger city in comparison (83,000 pop.). Chiloquin epitomizes the high desert area of South Western Oregon, and is the gateway between California, Crater Lake National Park, and Oregon. The area was originally home to the Klamath Modoc, and Yahooskin people. This region is still the treaty rights territory of the Klamath tribes for hunting, fishing, gathering cultural and sustenance rights, and tribal members make up nearly half of our population. Trappers from the Hudson's Bay Fur Company arrived in 1826. European settlers started arriving soon thereafter and a century later, the town of Chiloquin was incorporated. Chiloquin was a timber and lumber boomtown, built quickly and cheaply and, in the year of its incorporation, a fire consumed the downtown. It was rebuilt using more fire-resistant materials; the two priority sites were buildings built then. Chiloquin was nicknamed "Little Chicago," because the inhabitants (2,000 then) loggers, sawmill workers, miners, and ranchers, possessed a rough and tumble reputation. With its healthy forests, the economic vitality of the mill and train stop downtown, it was a busy and thriving town.

The priority sites are located in the heart of downtown Chiloquin on W. Chocktoot St., our main commercial street and the only thoroughfare connecting the West and East sides of town. The City is bisected by Williamson River, and **all sites are within two blocks of the River**. The entirety of the City is located within the **federally-Qualified Opportunity Zone**. Community input from the initial community engagement activities regarding the development of this project resulted in the selection of the priority sites. The location and the catalytic action associated with their reuse will transform our downtown from a series of disjointed blighted buildings into a new center for ecotourism and professional businesses that will bring jobs and essential services to the community.

Site #1: Former Markwardt Bros. Garage, intersection of 1st and Chocktoot St. (~ 1 acre): This county-owned building sits vacant at the heart of downtown and is one of only a handful of historic buildings still standing. Sadly, unless this building can be evaluated for restoration and reuse in a timely manner, it will be considered for demolition. A garage has existed on this site since 1919, though the current building was built around 1924. The former uses include gas station, warehouse and auto body repair shop. The building is deteriorating; however, its vaulted roof line is reminiscent of days past. Part of the grant monies will be used to determine if and how the onsite structure can be reused. Its current status represents a health hazard, as children attending the **Chiloquin Head Start program**, a mere **400 feet away**, could easily be tempted to venture into the decaying building. Potential contaminants include petroleum, asbestos, and lead from historical and industrial uses on and adjacent to the site. Site access is secured. **Reuse concept:** Proposed redevelopment concepts include an indoor farmers market with space for workforce development, an entrepreneurial/small business incubator, or youth center.

BIDDERS NOTE – ASSESSMENT WORK ON THIS SITE IS COMPLETE

Site #2: HIRVI Building, 108 E. Chocktoot St (~0.5 acres): This privately-owned building directly across Chocktoot St. from Site #1 was built in 1926 and is recommended for historic preservation. It is a single-story masonry building, partially boarded and vacant with paint peeling from damaged stucco. The building also has a separate space with six offices. Potential contaminants include asbestos and lead from historical and industrial uses and building materials due to age of the structure. The potential for vapor intrusion from historic on and off-site sources also exists. Residences are located within 200 feet. Site access has been secured, as the current owner does not have the means for necessary repairs. **Reuse concept:** youth activities/school after-care, social services/non-profit/multi-generational service center, shared work space, retail, or restaurant. **BIDDERS NOTE – ASSESSMENT WORK ON THIS SITE IS COMPLETE**

These same sites, once assessed, and if necessary cleaned up, will lend to redevelopment projects that have the potential to bring jobs and community resources with the use of sustainable redevelopment practices, such as the reuse of existing infrastructure while preserving the natural beauty of the area. The City has been awarded \$300,000 in funding for assessments to be accomplished over the three-year grant period.

The proposed project will provide environmental due diligence, cleanup planning, and reuse planning services necessary to position the priority properties and other sites for sale and redevelopment, or for use as safe municipally owned open/recreational space. These activities will accommodate new investments by stimulating the availability of other funds and resources, creating new jobs, particularly in the sectors of health services and small business, and medical/social services.

The assessment and reuse of the sites align with the preliminary community input towards the current revisions to a new City Strategic Plan and the adopted Chiloquin Community Pedestrian and Bicycle Plan. Through the brownfield program, we will address potential contamination threats in the key structures and land areas that will be integral to completing our vision:

- Capitalize on the City's QOZ designation to improve the City and in particular the priority target areas
- Maintain an economic-environmental balance in all resource management and allocation decisions
- Engage with appropriate investors
- Related economic development plans will be based on the best information available and will take into account areas suitable for economic development, effects on existing economy, available resources, labor market factors, transportation, energy availability, and community livability;
- Encourage a diversity of economic development resources, labor market factors, transportation, energy availability, and community livability;

The proposed project will lay the groundwork for providing real estate for reuse/redevelopment and creation of safe open/recreational space; thus, accommodating new investments by stimulating the availability of other funds and resources, creating jobs, particularly in the sectors of renewable energy, eco-tourism, and housing (with aging-in

place options for a growing elderly population), as well as generating higher wages and improving property values and increasing property tax revenues for the City.

1.2 Organizational Structure and Responsibilities

The overall grant will be managed by **Teresa Foreman**, City Recorder. Ms. Foreman will serve as financial director and will be assisted by Assistant City Recorder, **Ms. Kimberly Cowie**, who will support all programmatic and community engagement efforts. **Ms. Foreman**, is the chief financial officer for the City and is responsible for maintaining all financials records and reports and fiscal administration of all grant-funded programs cited in table that responses to criteria 4.b.ii(1) of the submitted grant proposal. The project will be directed by Cathy Stuhr of Creekside Consulting, LLC, who is a community resident and contractor to the City. The contractual amount for Ms. Stuhr meets the micro-purchase threshold (defined at 2 CFR 200.1), as described in the EPA’s [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#). **Ms. Stuhr** has 25 years of experience in community development, planning, engagement; environmental assessment and remediation; and program management. She will report directly to Ms. Foreman and handle day-to-day operations of the Brownfields program and will oversee the QEP. Should changes in staff occur, the City has processes in place to replace staff without significant project impacts.

The QEP will be responsible for the following project activities:

- Providing technical assistance and performing an advisory role to support successful completion of the project
- Preparing Phase I and II Environmental Site Assessments; Cleanup/Reuse Plans, Analysis of Brownfields Cleanup Alternatives, Reuse Plans, and other technical documents
- Monitoring and evaluation of the grantee’s fulfillment of all performance and ACRES reporting, record keeping, and other program requirements including compliance with all programmatic terms and conditions

The following community groups will provide ongoing support of community engagement:

Partner Name	Point of Contact	Specific Role in the Project
Chiloquin Vision In Progress/Chiloquin Community Builders	John Rademacher, Board President haserad@centurytel.net 541-891-4839	CVIP serves the area through projects that result in a healthy social, economic, natural, and cultural environment and will support reuse and redevelopment activities that foster community prosperity, health and well-being by providing community engagement, strategic partnership and reuse planning support
Healthy Klamath/Blue Zone	Jessie Hecocta jessie.hecocta@healthyklamath.org	In support of the Healthiest State initiative, Blue Zones encourage changes that lead to healthier options by bringing residents, worksites, schools, restaurants, grocery stores, and government together. Healthy Klamath/Blue Zone will inspire a community engagement program that has the power to improve the quality of life for everyone.
South Central Oregon Economic Development	Betty Riley, ED541.884.5593 betty@scoedd.org	SCOEDD is a key conduit for regional economic development assistance and will provide professional staff to support economic redevelopment planning and site selection and prioritization. SCOEDD currently administers the USEPA Coalition Assessment Program for

Partner Name	Point of Contact	Specific Role in the Project
		Lake County, and will advise and provide resources on Brownfield matters, strategic planning and economic development.
Oregon Health and Outdoors Initiatives	Barton Robison robison@willamettepartner ship.org	HOI is a key member of the Chiloquin Elementary School Green School Yard project and will advise the brownfield team on needs and outdoor recreation opportunities for all community members.
Oregon Main Street (OMS)	Sheri Stuart (503) 986-0679 sheri.stuart@oregon.gov	OMS will provide support to develop a vision for redevelopment planning and then attract the people and financial resources to bring about the desired change. OMS will provide training, technical assistance and networking opportunities
Chiloquin First	Valeree Lane 541-882-8846 vlane@klamathcounty.org	This community coalition sponsored by Klamath Tribal Health & Family. Services and Klamath County Public Health will work with the project to plan site reuse that will most benefit the community

The City will work in partnership with EPA Region 10. The Brownfields Project Officer responsibilities will include the following tasks:

- Program monitoring and evaluation
- Reviewing and approving quality assurance project plans/sampling and analysis plans
- Ensuring grantee compliance with Federal cross cutter requirements including the National Historic Preservation and Endangered Species Acts
- Providing technical assistance on site eligibility and approving site eligibility determinations

The City will work with the Oregon Department of Environmental Quality (ODEQ) to ensure that the project's scope of work will achieve environmental compliance and meet the needs of the City and developers based upon the intended end use of each property to be assessed using grant funds.

As referenced above, the City has also begun to seek additional leveraged funds from state-run Business Oregon, which provides services to grow business and communities across the state of Oregon. More specifically, the City recently applied for a Business Oregon Brownfields Redevelopment Grant to initiate assessment activities relative to the Former Markwardt Bros. Garage, a priority site identified in the City's successful FY2021 Community-wide Assessment Grant Application.

The Business Oregon Brownfield grant application resulted in a \$48,000 award that is funding a Phase I and Phase II Environmental Site Assessment (ESA). The EPA grant activities will further these leveraged efforts through any necessary supplemental assessment activities, cleanup planning and reuse planning.

The Business Oregon recruitment team also helps companies looking to relocate or expand into the state, helping to identify Oregon sites that meet size, utility, distribution, infrastructure and workforce requirements; identify business incentives, financial resources and workforce programs; identify potential Oregon vendors, distributors, patrons, etc., all of which will be critical to the success of the City.

In addition, when clean-up is necessary, the City may seek funding from the Oregon State Brownfields Cleanup Fund, which is a state government program that offers low-interest

loans and grant financing options for the cleanup of properties impacted by the existence of hazardous substances and for which cleanup is necessary.

Key Project Personnel

Personnel Name & Title	Organization	Contact Info
Susan Morales Brownfield Project Officer	EPA	206-553-7299 Morales.susan@epa.gov
Katie Daugherty, Cleanup Program Project Officer	ODEQ	503-229-6748 Katie.Daugherty@deq.state.or.us
Karen Homolac, Brownfields Program Specialist	Business Oregon	971-239-9951 Karen.Homolac@oregon.gov
Theresa Foreman City Recorder/Project Financial Director	City	541-783-2717 chicityhall@gmail.com
Kimberly Cowie Asst. City Recorder/Project Coordinator	City	541-783-2717 chicityhall@gmail.com
Cathy Stuhr Project Director	City (contractor)	503-702-4974 cathystuhr@gmail.com

1.3 Project Outputs and Outcomes

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” The City will track, measure and report, to the extent possible, the appropriate environmental outputs and outcomes associated with this City assessment project.

Outputs:

Outputs to be tracked and measured include the following:

- 1 Generic Quality Assurance Project Plan (QAPP)
- 1 Community Involvement Plan(s)
- City-wide Brownfields Inventory
- A minimum of 8 Eligibility Determinations
- Estimated 8 Phase I Assessments and 4 Phase II ESAs (# of sites assessed)
- 4 Site-specific QAPPs
- 3 Analysis of Brownfield Cleanup Alternatives (ABCA) reports
- Brownfields 101 Community Meeting and Project Update Community Meetings
- 2 Planning Charrettes and Reuse plans/visioning documents
- Property Owner Meetings, as needed
- 1 Economic Development/Market Feasibility Study
- 1 Investment/redevelopment funding strategy report
- 10-11 Quarterly and 1 final closeout reports
- ACRES Property Profile data entries
- 4 NHPA/ESA compliance evaluations

Further, the City will track, measure and evaluate outputs through periodic meetings with our Contractor, EPA and ODEQ.

Outcomes:

Projected outcomes of this grant are as follows:

- Remediation of brownfield properties
- Redevelopment of unused or underutilized lands
- Additional tax revenues including those from adjacent properties and from properties returned to the tax rolls
- Leveraged private investment
- Creation of new businesses and jobs;
- Increase in the acres of recreation space repurposed and health benefits from removal of pollutant sources.

Outcomes will be tracked and recorded by project staff and through direct measurements tools, such as tax rolls (increases in revenue), new business licenses, etc. Ongoing public participation in our planning processes will also help us to measure and track outcomes. The City intends for the afore-mentioned outcomes to be achieved as a result of this assessment project; however, achievement of these results will not necessarily be reached within the project performance period.

2. PROJECT TASK DESCRIPTIONS

2.1 TASK 1 – PROJECT MANAGEMENT AND REPORTING

2.1.1 Project Management

ACTIVITY DESCRIPTION AND OBJECTIVE: Sub-task activities in this category include those necessary to manage the project in accordance with the work plan required statutes, circulars, and terms and conditions (T&Cs), including establishment and maintenance of necessary cooperative agreement records and files. The City will also work with ODEQ to streamline project management and to meet state assessment and remediation standards/requirements.

LEAD: The day-to-day operations will be conducted by Cathy Stuhr, as project director, with support from the QEP. Ms. Stuhr will also be supported by Ms. Kimberly Cowie, who will support all programmatic and community engagement efforts. Ms. Stuhr will oversee the QEP. Financial management activities including drawdown, invoicing, payment processing and fiscal recording keeping will be conducted by Ms. Foreman, City Recorder.

Ms. Stuhr will provide a written monthly report as well as verbally report to the City Council in person on a bi-monthly basis, as part of a public meeting. The Council will come to a consensus agreement to make decisions related to the project, and, where necessary, the council will make a motion. These items will be noted in the meeting minutes. All financial transactions are also subject to City Council approval.

MILESTONES AND DELIVERABLES: Fund account set up, records and files maintained, ongoing interaction with QEP.

TIMEFRAME: Throughout project performance period.

2.1.2 Project Reporting - Periodic

ACTIVITY DESCRIPTION AND OBJECTIVE: Sub-task activities in this category include those necessary to meet required periodic reports per Terms and Conditions of contract.

LEAD: The task will be conducted by the QEP in conjunction with project staff.

MILESTONES AND DELIVERABLES:

Quarterly Reporting: In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 *monitoring and reporting program performance*), the City will submit quarterly progress reports to the EPA Project Officer within 30 days of the end of each federal fiscal quarter ending December, March, June, and September (due by January 30, April 30, July 30, and October 30). The exception will be for the last quarter of the grant project period when a final performance report will be submitted.

Annual Reporting:

1. Disadvantaged Business Enterprise Reporting: Disadvantaged Business Enterprise Reporting (Minority Business Enterprise/Women-owned Business Enterprise (MBE/WBE)) will be completed annually using EPA Form 5700-52A. These forms will be sent electronically to the EPA Project Officer and Grants Management Office (GMO) by October 30 of each project year. The City will utilize the services of Disadvantaged Business Enterprises, where ever possible.
2. Federal Financial Reports (FFRs): EPA Standard Form 425 will be submitted annually to EPA by January 30 of each project year and at the close of the grant. An electronic copy will be sent to the EPA Project Officer and to the Research Triangle Park Finance Center (RTPFC) at rtpfc-grants@epa.gov.
3. Projections: the City will identify the specific sites where Phase I and Phase II environmental site assessments (ESAs) are expected to be completed in the upcoming year. This Projections list will be submitted with the quarterly report at the end of project years 1 and 2. An example of the annual projection reporting format is provided below.

T1: Example Format for Annual Assessment Projections Due April 30			
Site Name	Site Address	Phase I/II ESA to be Completed	Projected Timeframe for Phase I/II Completion
<i>(ex. Maryann's Gas Station)</i>	<i>(ex. 123 Jane Doe St)</i>	<i>(ex. Phase II)</i>	<i>(ex. August 2016)</i>

ACRES: Property specific information, including the property address and Phase I and II ESA and ABCA completions, will be entered electronically in EPA's Assessment Cleanup Redevelopment Exchange System (ACRES) database at: <http://www.epa.gov/acres>. The information in the quarterly report will correlate with the information in ACRES. ACRES is a national database from which site-specific accomplishments are measured by Congress and the public. ACRES will be updated for each property when the following occur:

- Completion of Phase I ESA
- Completion of Phase II ESA
- Completion of ABCA
- Completion of the Project Period
- As significant events occur at the site, but not later than the end of the quarter in which the event occurred

TIMEFRAME: Throughout project performance period.

2.1.3 Staff Training/Travel

ACTIVITY DESCRIPTION AND OBJECTIVE: The City has designated a portion of its awarded grant funding for travel to local, state and national brownfields-related conferences in pursuit of educational and training opportunities that will enhance its program development. The City will attempt to send two representatives to the next Oregon Brownfields and Infrastructure Summit (TBD), the EPA National Brownfield Training Conference, and/or the EPA Western Brownfields Conference within the first 18 months of the project period. The City is also considering attending the 2021 EPA National Brownfields Training Conference to be held in Oklahoma City in December of this year.

LEAD: Project director

MILESTONES AND DELIVERABLES: One national or regional conference and one state conference attended.

TIMEFRAME: Anticipated in 2021 and 2022

Pre-award activity: Potential travel arrangements to be made for National Brownfields Training/Conference.

2.1.4 Contractor Procurement

ACTIVITY DESCRIPTION AND OBJECTIVE:

Procuring consultants under the CCNA is consistent with new federal procurement requirements, 2 C.F.R. 200 and EPA's rule at 2 CFR. 1500. Contractor procurement language included a provision to track costs site-specifically, such as for site-specific QAPPs and ESAs, and includes an overall programmatic task to include costs that would be shared across all sites. Further, the City affirms its responsibility to ensure that selected QEP comply with the terms of this cooperative agreement.

LEAD: City Recorder (Financial Officer)

MILESTONES AND DELIVERABLES: The City is currently reissuing the RFP for this work.

TIMEFRAME: RFP to be issued in December 2022 and contractor selected by end of February 2023.

2.1.5 Final Performance Report

ACTIVITY DESCRIPTION AND OBJECTIVE: In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 *monitoring and reporting program performance*), the City agrees to submit to the EPA Project Officer a final technical report. This report will summarize the accomplishments (outcomes, outputs, and other leveraged resources) during the entire grant project period, including the last quarter.

The Final Performance Report will include the following information:

- A table listing all the sites assessed during the grant, the deliverables associated with each site, activities conducted at the site, and the funds expended at each site;
- A list of any other deliverables;
- Site photographs; and
- Lessons learned.

LEAD: The task will be conducted by the QEP in conjunction with project staff.

MILESTONES AND DELIVERABLES: A final technical report and at least one reproducible copy suitable for printing.

TIMEFRAME: Within 90 days after the expiration or termination of the approved project performance period.

2.2 TASK 2 – PUBLIC INVOLVEMENT

2.2.1 Public Outreach and Involvement

ACTIVITY DESCRIPTION AND OBJECTIVE: The City will use the following strategies to outreach to the public to ensure that community concerns are considered in assessment planning and execution.

LEAD: Project staff with the QEP and voluntary community organizations will conduct these activities.

MILESTONES AND DELIVERABLES:

Maintain Point of Contact. The City will designate points of contact for the project and contact information will be updated as necessary and will be provided on all written and electronic information. The community will be notified of any contact information changes.

Maintain Communication with Local Officials, Agencies and Community Residents: Project staff will attend neighborhood and civic organization meetings and provide updates on project activities, as well as answer questions from residents. Meetings with property owners will be held on an ongoing basis as additional sites are identified through community engagement activities. A project information sheet will be developed

Establish and Maintain a Site-Specific Information Repository: Documents include project fact sheets, technical reports, the Community Involvement Plan (CIP), and other documents will be kept at a central repository in the project office. Information repositories

provide residents with local access to site information in forms that can be easily read and photocopied for future use.

Conduct Public Meetings and Information Sessions with web-based alternatives due to COVID-19 impacts: A minimum of four public meetings/planning charrettes/information sessions will be held to communicate information and to solicit input from the community. Community comments will be captured in meeting minutes. Responses to comments, when appropriate, will be answered on a one-to-one basis or a response will be added as an addendum to the agenda at the following public engagement meeting. Input will also be addressed in the development/design of project activities, such as site selection or planning documents.

The achievement of certain project milestones or discovery of new information may warrant an additional formal public meeting with presentations of technical information, such as Brownfields 101 presentation. During ongoing site work, less formal information sessions will be held to keep the community informed of progress, answer resident questions about ongoing work, and obtain information about the resident perceptions and concerns. The City will also seek to provide internet based participation to allow those that live in remote areas to participate. Outdoor meetings will also be considered to accommodate appropriate physical distancing.

The potential meeting dates stated below are based upon known stakeholder availability:

- September 2021 – Brownfields 101 and presentation of Markwardt Brothers Site Analysis of Brownfield Cleanup Alternative Report/Cleanup plan. (Designated as pre-award service). Prior to this meeting, a public information flyer was distributed (June 28, 2021) to inform the public of assessment activities and to provide contact information for questions and comments.
- April 2022 – Status report and Planning Charrette 1
- October 2022 – Status Report and Planning Charrette 2
- April 2023 – Project Update & Grant Planning Meeting

Further, a separate Community Involvement Plan (CIP) detailing outreach plans as described above. The CIP will be submitted to EPA for review within 30 days of the executed cooperative agreement. The preparation of the CIP is designated as a pre-award service.

More specifically, the CIP will designate a spokesperson, establish an information repository (IR) convenient to the sites and available to the public for review. Examples of documents to be placed in the IR include the cooperative agreement work plan, inventory of brownfields and the criteria used to prioritize for assessment, site investigation reports, any proposed cleanup plans, ABCAs, cleanup standards referenced, and responses to public comments.

TIMEFRAME: Outreach ongoing throughout the project.

Pre-award: The draft CIP and initial public engagement meeting are specified as pre-award services. An educational brochure will be also be developed as a pre-award service to provide community members and stakeholders with project information. As noted

above, a public engagement meeting to discuss the Markwardt site is also designated as a pre-award expense.

2.2.2 Project Updates and Other Public Information

ACTIVITY DESCRIPTION AND OBJECTIVE: The objective of this task is to ensure that the community is kept informed of Project goals, methods, and progress. We also want to ensure the public is provided opportunity for meaningful participation.

LEAD: Project staff with the QEP and voluntary community organizations will conduct these activities.

MILESTONES AND DELIVERABLES: Update and Maintain a Site Mailing List: A focused mailing list of local residents, organizations, businesses and officials will be established for the project. The site mailing list is used to ensure that those that do not have access to the Internet have a way to receive information (via the U.S. Postal Service).

Prepare and Distribute News Releases, Fact Sheets, Newsletters, Social Media Updates and Site Updates: Fact sheets, newsletters, and site updates summarizing current project information and describing upcoming activities (including public meetings) will be prepared and distributed to those on the project mailing and email lists. These documents are written in non-technical language and are typically prepared to coincide with important project milestones. The City will distribute information to residents through the Klamath Tribe, local associations, social and civic organizations, and churches as these have been successful partners in communicating information to the residents. The City will prepare and release announcements to local newspapers and television media to provide information about events such as opportunities for public input, significant Site investigation findings, completion of major milestones, important scheduling information, and other pertinent Site-related information. Social media outlets, as appropriate, will also be employed to convey these messages.

TIMEFRAME: Project updates will be ongoing throughout the project.

2.3 TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION

2.3.1 Site Inventory/Site Prioritization

ACTIVITY DESCRIPTION AND OBJECTIVE: The objective is to identify priority cleanup and redevelopment opportunities sites that need assessments. The QEP will complete a brownfields inventory covering potential brownfields sites across the City. This inventory will serve as the basis for selection of additional sites to assess/redevelop under this and future grant funded programs.

LEAD: Project staff with the QEP will conduct these activities in consultation with property owners willing to participate in the assessment process.

MILESTONES AND DELIVERABLES:

The priority sites are located in the heart of downtown Chiloquin on W. Chocktoot St., our main commercial street and the only thoroughfare connecting the West and East sides of

town. In the application, the City identified the following sites:

Priority Site #1: Former Markwardt Bros. Garage, intersection of 1st Street and Chocktoot St. (~ 1 acre): This county-owned building sits vacant at the heart of downtown and is one of only a handful of historic buildings still standing. Sadly, unless this building can be evaluated for restoration and reuse in a timely manner, it will be considered for demolition. A garage has existed on this site since 1919, though the current building was built circa 1924. The former uses include a car dealership, gas station, warehouse and auto body repair shop. The building is deteriorating; however, its vaulted roof line is reminiscent of days past.

Part of the grant monies will be used to determine if and how the onsite structure can be reused. Its current status represents a health hazard, as children attending the **Chiloquin Head Start program**, a mere 400 feet away, could easily be tempted to venture into the decaying building. Potential contaminants include petroleum, asbestos, and lead from historical and industrial uses on and adjacent to the site. Site access is secured. **Reuse concept:** Proposed redevelopment concepts include an indoor farmers market with space for workforce development, an entrepreneurial/small business incubator, or youth center.

As previously stated, a Business Oregon Brownfield Grant is currently funding a Phase I ESA, Phase II ESA, and an Asbestos containing Material And Lead-based Paint Survey. This work will be complete by August 2021. The City's EPA grant will fund supplemental investigations, and the Development of an Analysis of Brownfield Cleanup Alternatives report which is to be appended to a FY2022 EPA Cleanup Grant for the Site. As noted previously, a community engagement meeting that focuses on the cleanup of this site is planned for September and is planned to be conducted as a pre-award service.

Priority Site #2: HIRVI Building, 108 E. Chocktoot St (~0.5 acres): This privately-owned building directly across Chocktoot St. from Site #1 was built in 1926 and is recommended for historic preservation. It is a single-story masonry building, partially boarded and vacant with paint peeling from damaged stucco. The building also has a separate space with six offices. Potential contaminants include asbestos and lead from historical and industrial uses and building materials due to age of the structure. The potential for vapor intrusion from historic on and off-site sources also exists. Residences are located within 200 feet. Site access has been secured, as the current owner does not have the means for necessary repairs. **Reuse concept:** youth activities/school after-care, social services/non-profit/multi-generational service center, shared work space, retail, or restaurant.

The City proposes to complete a Phase I ESA of the Hirvi Building as well as a lead paint and asbestos survey in July or August of 2021 as pre-award services.

Deliverables for Task 3 include completed site eligibility worksheets and brownfields inventory.

Other Sites:

Modoc Motors is potential site that has been brought to the attention of the City by community members. If eligible, an Asbestos and Lead Survey be completed as pre-award services. The former City Hall would also be a likely candidate for early assessment.

TIMEFRAME: The site inventory and prioritization will be initiated in the first six months of the project and is projected to be completed within the first year. **BIDDERS NOTE – A DRAFT INVENTORY HAS BEEN COMPLETED.**

2.3.2 Candidate Site Identification

ACTIVITY DESCRIPTION AND OBJECTIVE: The Public will be given the opportunity to submit ideas on additional potential sites within the community and the targeted area.

LEAD: Project staff with the QEP and voluntary community organizations will conduct these activities.

MILESTONES AND DELIVERABLES: For the purpose of efficiency in the process, the City will work with ODEQ and the assigned EPA Project Officer to establish site eligibility before moving forward to secure site access. Property owners will be invited to public meetings and provided one-on-one opportunities to talk to City staff before site priorities are finalized. Deliverables include site nomination forms completed and community input recorded in meeting notes.

TIMEFRAME: Throughout first two years of project.

2.3.3 Site Characterization – Phase 1 Assessment BIDDERS NOTE –SEVERAL PHASE I'S HAVE BEEN COMPLETED TO DATE. THE NUMBER OF FUTURE PHASE I's TO BE COMPLETED IS NOT KNOWN AT THIS TIME.

ACTIVITY DESCRIPTION AND OBJECTIVE: Evaluate past and current site uses to assess potential for environmental contamination. Phase I ESAs will support eventual redevelopment and provide information for evaluating the need for Phase II ESAs and cleanup. The City will ensure that all Phase I site assessments conducted with the grant funding be performed in accordance with EPA's standard for all appropriate inquiries. The City will utilize the practices in ASTM standard E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," or EPA's All Appropriate Inquiries Final Rule "All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients", (Publication Number: EPA 560-R-11-030).

LEAD: This task will be completed by the QEP and oversight of the QEP will be carried out by project staff.

MILESTONES AND DELIVERABLES: Prepare Eligibility Determination Worksheet. Prepare Phase I Environmental Site Assessment reports. The City will complete the AAI Reporting Requirements Checklist for each Phase I ESA conducted with Brownfields grant funds.

TIMEFRAME: Phase I ESA reports will be prepared throughout the grant period.
Pre-award activity: 2 Phase I ESAs may be completed prior to the project start in order to move priority sites towards expected Phase II activities.

2.3.4 Site Characterization – Phase II Assessment **BIDDERS NOTE –ONE PHASE II HAS BEEN COMPLETED TO DATE. THE NUMBER OF FUTURE PHASE II's TO BE COMPLETED IS NOT KNOWN AT THIS TIME.**

ACTIVITY DESCRIPTION AND OBJECTIVE: Collect environmental sampling data to assess conditions, evaluate risks to human health and the environment, prepare for cleanup planning and facilitate property transfers and redevelopment.

LEAD: This task will be completed by the QEP and oversight of the QEP will be carried out by project staff.

MILESTONES AND DELIVERABLES: Once EPA has determined the site to be eligible, Phase II ESA activities will begin. The specific activities performed to complete this task are described as follows.

1. **Federal Cross-Cutting Requirements:** The City will comply with Federal cross-cutting requirements. These requirements include but are not limited to OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.
2. **Quality Assurance Project Plans (QAPPs):** When environmental samples are collected as part of the awarded brownfields cooperative agreement, the City shall have in place an EPA/State-approved QAPP prior to sample collection that will include the different requirements for the assessment of hazardous substances and contaminants. The QAPPs will be prepared to be consistent with the EPA Region 10 QA requirements. A draft generic QAPP and site-specific QAPP amendments will be submitted to EPA for review and approval before any sampling is done. The Generic QAPP as well as site-specific QAPP (Markwardt site) amendments up to two Asbestos Containing Material Survey's and Lead-based paint surveys will be completed as Pre-award services.
3. **Health & Safety Plans:** The City in conjunction with its QEP will prepare and follow site specific OSHA-compliant Health and Safety Plans (HASPs) and place a copy in the Cooperative Agreement file. The plans will be submitted to EPA and the State for the Brownfields project file. The City understands that EPA approval of the HASP is not required, but will require that its QEP follow OSHA regulations regarding Health and Safety.

TIMEFRAME: Phase II ESA reports will be prepared throughout the grant period. The first Phase II ESA report is estimated to be completed for the Markwardt site in the first quarter

or as determined by completed Phase I ESAs.

Pre-award activity: The generic QAPP will be completed as a pre-award activity.

Supplemental Phase II ESA activities (if necessary) will be completed at the Markwardt site in order to ready this priority site for an FY 2022 EPA Brownfield Cleanup grant application anticipated to be submitted in late 2021. Note: The City is prepared to acquire this property from the County in September of 2021 after the Phase II ESA is complete.

2.3.5 ESA and NHPA requirements

ACTIVITY DESCRIPTION AND OBJECTIVE: The City agrees to meet EPA requirements under the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA) and will seek EPA concurrence that requirements have been met before proceeding with field work under the cooperative agreement.

LEAD: This task will be completed by the QEP and oversight of the QEP will be carried out by project staff.

MILESTONES AND DELIVERABLES: Applicable information will be provided to EPA for review. Information may be based on, but not limited to, information acquired after the completion of a Phase 1 Environmental Site Assessment and includes the following: the location of the project, any threatened or endangered species or habitat which may be affected by the project, whether the site is considered to be of concern by the State Historic Preservation Officer (SHPO), a list of Tribes who may believe the site or project could disturb cultural resources, and an evaluation as to whether activities could have adverse effects on endangered species or cultural resources.

TIMEFRAME: ESA and NHPA documentation will be provided throughout the grant period and leave sufficient time to meet the 30 day comment period for input from the SHPO and Tribes.

2.3.6 Integrating Sustainability

ACTIVITY DESCRIPTION AND OBJECTIVE: The projects will demonstrate, whenever possible, how aspects of sustainability have been considered or integrated into assessment and planning activities. As an example, sustainable sampling techniques, remedial technologies, and reuse options will be considered with respect to each eligible site addressed utilizing EPA Assessment grant funds.

LEAD: This task will be completed by the procured QEP and oversight of the QEP will be carried out by project staff.

MILESTONES AND DELIVERABLES: There are many ways to reduce the environmental footprint of site work including: utilization of fuel efficient vehicles; purchase or lease more sustainable equipment, supplies, and services; implementation of sustainable materials management practices (reduce, reuse, recycle); and consideration of other practices that directly reduce water, materials, climate, energy, or air impacts.

In addition, when site conditions warrant remediation, sustainable remediation technologies will be considered and addressed in the ABCA. When appropriate, in-situ

technologies with low energy demands will be considered and specified if justified.

TIMEFRAME: These sustainability initiatives will be reported in quarterly reporting throughout the project timeframe.

2.4 TASK 4 – SITE-SPECIFIC CLEANUP AND REUSE PLANNING

2.4.1 Analysis of Brownfields Cleanup Alternatives

ACTIVITY DESCRIPTION AND OBJECTIVE: The purpose of the ABCA is to analyze brownfield cleanup alternatives that will remediate or control contaminated media identified at the Site to provide protection of human health and the environment while allowing for redevelopment to move forward. Sites undergoing remedial planning through this Brownfields project will be encouraged to evaluate entering into a Brownfields Site Rehabilitation Agreement (BSRA) with ODEQ that provides the regulatory framework for assessment and remediation and potential redevelopment of environmentally impacted sites.

LEAD: This task will be completed by the procured QEP and oversight of the QEP will be carried out by project staff.

MILESTONES AND DELIVERABLES:

The QEP will prepare and secure approvals for the ABCA based on the data collected and derived from the environmental assessments completed for the sites assessed. The report will be communicated to the public and supplied to ODEQ for feedback prior to final approval.

Each ABCA or its equivalent will include:

- 1) Information about the site and contamination issues (i.e. exposure pathways, identification of contaminants, contaminant levels and contaminant sources, source volume or other estimates as needed to compare relative costs between remedies).
- 2) Identification of the contaminants of concern.
- 3) A summary of cleanup/protectiveness standards, applicable laws and regulations.
- 4) A description of the remedial alternatives considered.
- 5) Assessment of the effectiveness, ability to implement, and the cost of each alternative. As part of the evaluation of effectiveness, discuss whether/how each alternative would achieve cleanup/protectiveness standards and would comply with applicable laws and regulations.
- 6) A comparative analysis of the alternatives considered.
- 7) An evaluation of alternatives that considers the resilience of the remedial options in light of reasonably foreseeable changing climate conditions
- 8) A selected or proposed alternative.

TIMEFRAME: ABCAs will be completed for any project where redevelopment is imminent through-out the grant period.

*Pre-award activity: A draft ABCA will be produced in relation to the Markwardt site, and the document will be made available for public comment. **BIDDERS NOTE THIS DRAFT***

ABCA FOR THE MARKWARDT SITE IS COMPLETE.

2.4.2 Reuse Planning

ACTIVITY DESCRIPTION AND OBJECTIVE: Identify potential future uses for targeted brownfields-impacted areas and develop strategies to facilitate the reuse of existing infrastructure, as well as identifying potential infrastructure investments needed to accommodate alternative future uses.

The QEP will develop economically feasible concept level redevelopment plans for sites and/or corridors. Visioning for the target area will also be a topic that will be addressed during planning charrettes and each community engagement meetings. The reuse plans will incorporate community input, the reuse of existing infrastructure, and will consider ecological factors and resiliency.

As reuse plans are developed, the QEP will work with the City project team to craft a strategy that outlines key site development opportunities based on market opportunities, adjacent property/target area health, and potential for job creation. This strategy will consider potential infrastructure constraints that may limit immediate development opportunities. If there is a need for infrastructure investment, the QEP will work with the City to identify potential public funding strategies that turn necessary infrastructure development into an incentive rather than a barrier.

LEAD: These activities will be completed by the QEP. Oversight of the QEP will be carried out by project staff.

MILESTONES AND DELIVERABLES:

To enhance quality of life, the City partners believe **land-use decisions must address job creation, housing and consider long-term use/management of natural resources.** The City assessment process will include citizen input and Community Based Organization (CBO) partnerships. The City fully supports improvements and reuse of infrastructure and will continue efforts to secure further funds for sustainable redevelopment. Increases in tax revenues would afford the City the opportunity to enhance public services within their communities and will result in equitable development that will maintain the core fabric of this rugged terrain and the determined people who live here.

In addition to the ABCAs listed above, the QEP will also produce a funding strategy report to identify funds and an appropriate approach to securing funds to advance sites towards the intended reuse as defined through planning efforts.

Project benefits will be realized as properties gain productive reuse, including through the growth of local employment opportunities brought by assessment activities, potential clean up, then constructions and redevelopment, and ultimately through reinvestment into public infrastructure.

TIMEFRAME: First written site-specific cleanup/reuse plan to be completed by end of year 1. The funding strategy will be developed after initial reuse plans and first community

planning charrette is held with the intention to complete in Year 2.

2.4.3 Final Cleanup Plan

ACTIVITY DESCRIPTION AND OBJECTIVE: Prepare the final clean up design plans to address contamination and risks to human health and the environment while supporting brownfields redevelopment

LEAD: This task will be completed by the procured environmental contractor and oversight of the contractor will be carried out by project staff.

MILESTONES AND DELIVERABLES: The City will prepare a final remedial action design plan. The plan will describe detected contamination; conceptual site models; site-specific remedial action objectives; and state and federal cleanup regulatory requirements.

The City, together with its QEP, will consider the use of institutional controls (ICs) in the cleanup plans, wherever appropriate/necessary to minimize the potential for human exposure to contamination or protect the integrity of a remedy, selected as a part of the ABCA. ICs may include, among others, zoning changes, use restriction and/or easements. The City has anticipated the additional timing requirements that ICs may place upon a project and will work closely with local and state officials in the approval process.

TIMEFRAME: The plan to be completed by end of year 3.

3. SCHEDULE AND DELIVERABLES

DUE DATE	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Months 1-3 (Pre-award July 2021- September 2021)	PRE-AWARD ACTIVITIES*: <ul style="list-style-type: none"> • <i>Develop Community Involvement Plan (CIP)</i> • <i>Community Meeting</i> • <i>Develop educational brochure</i> • <i>NHPA/ESA compliance evaluation for Markwardt Bros. Stie</i> • <i>Phase I ESA Update of Markwardt site, as appropriate</i> • <i>Draft generic QAPP (Dependent on EPA standard review turnaround time of 3 weeks)</i> • <i>Complete Site Specific QAPP (Dependent on EPA standard review turnaround time of 3 weeks) and Supplemental Phase II ESA relative to the Markwardt Brothers priority site (Dependent on Eligibility Determination and ESA/NHPA requirements)</i> • <i>Draft ABCA for Markwardt property to prepare for FY2022 EPA Cleanup Grant (Dependent on Eligibility Determination)</i> • <i>2 Phase I ESAs and Asbestos and Lead Paint Surveys (Dependent on Eligibility Determination), includes QAPPs (Dependent on EPA standard review turnaround time of 3 weeks)</i> 	X	X		
Month 3	Public Meeting – Project kick off meeting	X	X		
Month 3	Educational brochure distributed	X			
Month 4 and Each Federal Fiscal Quarter	Quarterly Progress report – continue quarterly Oct-Dec; Jan-Mar; Apr-Jun; Jul-Sept	X			
Month 5	Site Inventory developed	X			
Ongoing - At least 30 days before assessment is scheduled to begin	Site eligibility determination (for petroleum include State)	X	X		
Before fieldwork begins	<ul style="list-style-type: none"> • Quality Assurance Project Plan (QAPP)/Sampling & Analysis Plan (SAP) • Health and Safety Plan 	X	X		

DUE DATE	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Before field work begins	Endangered Species Act (ESA) & National Historic Preservation Act (NHPA) Letters	X			
Ongoing	Site Assessments Begin				
Ongoing	Phase I and II Reports submitted AAI Checklists required w/ Phase I	X	X		
Annually	DBE Report (MBE/WBE) (DBE = Disadvantaged Business Enterprises) Reports must be submitted annually by October 30th of each year.	X (copy)		X	
As Needed	Requests for Reimbursement – see Administrative Terms & Conditions				X
Month 36	Fact Sheet - Assessment results	X	X (copy)		
Annually & at End of Agreement (90 days after end of reporting period)	Final Federal Financial Report (FFR) (SF425) & Final Drawdown	X (copy)		X (copy)	X
Months 36 – 39	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

*Note: The City understands that recipients incur pre-award costs completed before the issuance of the cooperative agreement is undertaken at their own risk.

4. BUDGET

4.1 Budget Table(s)

Budget Table					
Project Tasks	1:Programmatic	2:Community Engagement	3:Assessment	4: Reuse and Cleanup Planning	Total
Personnel					0
Fringe					0
Travel (City)	\$6,000				\$6,000
Equipment					0
Supplies					0
Contractual (QEP and Project Director)	\$15,000	\$19,000	\$169,000	\$90,000	\$293,000
Other (registrations)	\$1,000				\$1,000
Total Direct Costs					
Category Totals	\$22,000	\$19,000	\$169,000	\$90,000	\$300,000

NOTE: PRE-AWARD ACTIVITIES*:

- *Develop Community Involvement Plan (CIP) (\$2,500)*
- *Fall 2021 Community Meeting (\$2,500)*
- *Develop educational brochure (\$1,000)*
- *Generic QAPP(\$5,000)*
- *Phase I ESA Update for Markwardt Sit, as appropriate (\$2,000)*
- *Complete Site Specific QAPP and Supplemental Phase II ESA relative to the Markwardt Brothers priority site (\$20,000)*
- *NHPA/ESA compliance evaluation for Markwardt Bros site (\$5,000)*
- *ABCA for Markwardt Bros. Property in order to prepare for a potential FY2022 EPA Cleanup Grant (\$5,000)*
- *1 Phase I ESAs and Asbestos and Lead Paint Surveys (Hirvi Building or other Priority Site, includes site specific QAPP) (\$12,000)*

*Pre-award costs are estimated at \$55,000 (Contractual)

Note: The pre-award activities will be initiated upon approval and will likely be completed during the first or second quarter of the project.

4.2 Budget Narrative

The City will conduct the following tasks to achieve project outputs.

Task 1 Programmatic Support:

\$6,000 travel funds to training and workshops (to cover, transportation, hotel, per diem) given the remote location of the City.

\$4,500 for 2 team members to attend the national conference [Costs are per person with 1 or two staff members to attend over the lifetime of the project for a total of two

conference slots to be covered.] Costs are estimated below for one person are as follows:

\$1,200 transport (mileage to airport, airfare, ground transportation, taxis, parking)

\$900 hotel (5 nights at \$180 per night– extra nights required due to distance from City locale to airport)

\$150 per diem (\$30 per x 5 days = \$150)

Subtotal: \$2,250 per person

\$1,500 for 2 trips to the Oregon Brownfields conference and regional economic redevelopment meetings

Costs are estimated below for one trip are as follows:

\$210 transport (mileage, ground transportation, taxis, parking)

\$450 hotel (3 nights at \$150 per night)

\$90 per diem (\$30 per x 3 days)

Subtotal: \$750 per trip

\$1,000 for conferences/training registrations are noted in the budget table as other
\$15,000 (150 hours of QEP support over three years at an average of \$100 per hour) to support City staff in ACRES reporting, quarterly reporting, annual federal form filing and related activities.

\$2,000 Project Director (contractual) (50 hours over three years at \$40 per hour)
Additionally, City staff will provide in-kind programmatic support to the project.

Total Task 1 costs = \$22,000

Task 2 Community Engagement:

\$2,500 Community Involvement Plan set fee of (*pre-award*).

\$14,500 (145 hours of QEP support over three years at an average of \$100 per hour with 35 of these hours in *pre-award time for meeting planning and brochure development*) includes meetings with property owners, support in public meetings, creating presentation materials, drafting supporting communication. Also includes planning charrettes/economic development roundtable meetings to engage stakeholders such as business leaders, brokers, developers and to determine barriers and opportunities for private investment and provide recommendation on how to remove/leverage. *Should COVID-19 safety precautions be required, the City and QEP are experienced at conducting alternative community engagement activities.*)

\$2,000 Project Director (contractual) (50 hours of community support at \$40 per hour)

Total Task 2 costs = \$19,000 (*includes \$6,000 in pre-award costs*)

Pre-award breakout:

- *Develop Community Involvement Plan (CIP) (\$2,500)*
- *Fall 2021 Community Meeting (\$2,500)*
- *Develop educational brochure (\$1,000)*

Task 3 Brownfield Site Identification and Assessments:

\$5,000 1 generic Quality Assurance Project Plan (QAPP) set fee

\$7,000 Brownfields Inventory

\$28,000 for 8 hazardous substance and petroleum Phase I ESAs at \$3,500, each subtotal

\$126,050 estimated for 4 Phase II ESAs and requisite site-specific QAPPs are estimated to cost per site between \$20,000 to \$50,000 based on size and complexity (which includes \$3,000-5,000 fee per site for Oregon Department of Environmental Quality required oversight and review of all ABCAs and QAPPS)

\$2,950 Project Director (contractual) (74.75 hours of QEP oversight over three years at an average of \$40 per hour)

Total Task 3 costs = \$169,000 (includes \$44,000 in pre-award costs)

Pre-award breakout:

- *Generic QAPP (\$5,000)*
- *Phase I ESA Update for Markwardt Sit, as appropriate (\$2,000)*
- *Complete Site Specific QAPP and Supplemental Phase II ESA relative to the Markwardt Brothers priority site (\$20,000)*
- *NHPA/ESA compliance evaluation for Markwardt Bros site (\$5,000)*
- *1 Phase I ESAs and Asbestos and Lead Paint Surveys (Hirvi Building or other Priority Site, includes site specific QAPP) (\$12,000)*

Note: Costs are based on QEP average of \$100 per hour

Task 4 Reuse and Cleanup Planning:

\$15,000 (\$5,000 per) for three potential Analysis of Brownfield Cleanup Alternatives (ABCA) (one ABCA is included in pre-award costs)

\$12,000 Two Planning Charrettes

\$50,000 for Market Feasibility Study for Downtown Target Area

\$10,000 Redevelopment Funding Strategy Report

\$3,000 Project Director (contractual) (75 hours of planning support and QEP oversight over three years at an average of \$40 per hour).

The contracted QEP team includes an Oregon-based WBE economic strategy firm.

Total Task 4 costs = \$90,000 (includes ABCA for Markwardt Brothers site as pre-award cost)

Pre-award breakout:

- *ABCA for Markwardt Bros. Property in order to prepare for a potential FY2022 EPA Cleanup Grant (\$5,000)*