

BROWNFIELDS
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
FOR
KNOXVILLE SOUTH WATERFRONT REDEVELOPMENT AREA
June 17, 2009

Submitted by
CITY OF KNOXVILLE
South Waterfront Department
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**ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
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1.0 PROJECT OVERVIEW

- **Project Description**

The Big Picture:

In 2005, the City of Knoxville began seriously examining ways to aid in revitalizing the South Knoxville waterfront area directly across from downtown. Cities all over the nation have engaged or are engaging in this same effort to rehabilitate riverbanks that have primarily housed commercial and industrial uses. Though Knoxville is not unique in the attempt, the approach is unique. Instead of purchasing waterfront land, designing, and constructing the improvements to rehabilitate the area for public use, the City of Knoxville has invested in a master planning process, the implementation of which is private sector and market driven. If a developer expresses interest in an area on the waterfront, the City plans to purchase right of way and green space areas shown in the Vision plan associated with that area, and construct public improvements to compliment that development and encourage additional redevelopment interest.

The Public was involved throughout the open visioning process and participated in the details of development, resulting in an unusually high level of community input and support. Planning efforts produced City Council adopted 20-year Vision and Action Plans, a Redevelopment and Tax Increment Financing district, and a form based development code. The City's South Waterfront plan is to aid in the redevelopment of a historically industrial, commercial, and residential area through public-private partnerships; essentially, publicly funded infrastructure and green space development that is intended to attract and compliment mixed use private redevelopment throughout the waterfront, to ultimately reenergize the economy in this area and allow the Public to enjoy a currently inaccessible riverfront. This Brownfield Assessment Project will provide environmental exploration of the Redevelopment Area as a whole, instead of a project by project approach, and will be a significant planning asset to the Community, City, and private developers.

Brownfield Project Overview and Task Summary:

Because the City of Knoxville intends to only purchase what green space and right of way is set aside in the Vision Plan and leave the building and developable areas exhibited in the Vision Plan in private ownership, program objectives for the three years of the planned environmental exploration exhibited in this Cooperative Agreement need to be well articulated and have the support of private property owners. Program objectives include the following:

1.) Program Development: Having a strong technical and legal support team in place to guide the consultants is one of the main characteristics of successful grantees. This stage will identify what pieces are critical to success. Then the focus will be to develop that network, establish guiding criteria, and host a kick-off meeting with critical players, including the EPA (EPA) and Tennessee Department of Environment and Conservation. Environmental outcomes of this Task include laying a framework for successful completion of area assessments, which will result in an understanding of environmental issues that will be faced in redevelopment efforts. Deliverables include getting a strong oversight team and Consultant(s) in place.

2.) Community Outreach: In keeping with the transparent nature of all South Waterfront Department undertakings, this task has already begun with the announcement of the grant award and press release in the May 2009 South Waterfront Newsletter, which reaches almost 800 recipients. Community understanding of the work this grant authorizes and

individuals' support of this effort as it applies to personal properties is one of the greatest challenges we face. Environmental outcomes of this Task include increasing environmental awareness and building trust for successful completion of assessments. Deliverables include a network established to effectively transfer information through written documents and face time.

3.) Area Inventory: Completion of this task will allow identification of which properties within the South Waterfront Redevelopment area meet petroleum or hazardous substance criteria for Phase I and II Assessments, as well as the property owners our team will strive to work with. Phase I & II Environmental Site Assessments will include conversations with property owners, obtaining right of entry permission, historical records review, and site visits, and will be conducted primarily by Consultants working with the South Waterfront Brownfield Assessment Grant Team. Environmental outcomes of this Task include identifying and prioritizing sites for completion of assessments. Deliverables include a prioritized map showing locations and the order we intend to target them.

4.) Phase I & II Assessments: Phase I & II Environmental Site Assessments will include conversations with property owners, obtaining right of entry permission, historical records review, and site visits, and will be conducted primarily by Consultants working with the South Waterfront Brownfield Assessment Grant Team. Environmental outcomes of this Task include identifying constituents that will be faced in redevelopment efforts. Deliverables include Phase I & II Assessment Reports.

5.) Preliminary Remedial Planning: Data analysis will define parameters that will be faced in public or private redevelopment efforts. Knowing what constituents to target in future clean up efforts will allow for scoping and budgeting of this work, and will remove some of the unknowns associated with brownfield site rehabilitation. Environmental outcomes of this Task include laying a framework to handle environmental issues that will be faced in redevelopment efforts. Deliverables include a Preliminary Remedial Plan.

Assessments that are the product of this Project will be offered as an asset to property owners, potential developers, and the Community as a planning tool for future uses of the waterfront area. The results, effects, or consequences that will occur from carrying out activities related to Project environmental or programmatic goals and objectives will extend beyond the grant period and include assessment, cleanup, and ultimately redevelopment of the South Waterfront for mixed use as identified in the Knoxville South Waterfront's Vision and Action Plan.

- **Project Team Structure and Responsibilities**

Under the EPA and in close coordination with Tennessee Department of Environment and Conservation, the lead organization managing the project is the municipal government of the City of Knoxville, Tennessee, with the South Waterfront Department functioning as Project Manager. The organizational structure and communication flow of all key entities supporting this project is shown in Figure 1, and includes all City Departments that have applicable grant managing or technical experience (Community Development, Finance, Legal, and Engineering), and our regional development agencies: Knoxville Community Development Corporation, Knox County Development Corporation, and East Tennessee Design Development. The role of these parties is to provide oversight and guidance to the South Waterfront Department and the Consultant(s) as we execute the work outlined in this plan. Neighborhood representation is also included, to ensure that we remain plugged into the Community and have additional resources to spread the updates as work progresses.

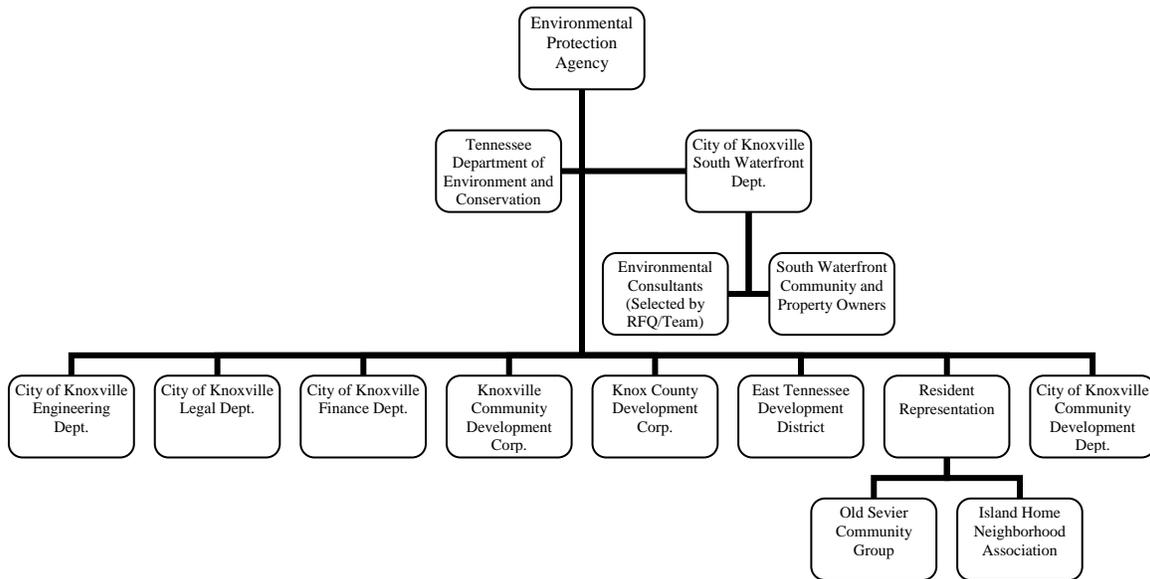


Figure 1. Knoxville South Waterfront Brownfields Assessment Team Organizational Chart

Communication will flow from the South Waterfront Department to all parties throughout the Project. As the EPA provides guidance and input, the South Waterfront will pass this information on the Team and Consultant(s). The South Waterfront Department will report to the EPA in the form of quarterly reports and between reports as questions or issues arise.

The following describes the roles and responsibilities of all key entities supporting this project. The South Waterfront Department will be point of contact and take the lead in coordinating with all other involved parties. City Engineering, Legal, Community Development, and Finance Departments will play key roles in Project technical and accounting support. Knoxville Community Development Corporation, Knox County Development Corporation, and East Tennessee Development District will provide advice and prior Brownfield management and grant experience, and South Waterfront Neighborhood Groups will provide insight and help the Team effectively reach the Community and individual property owners.

The attached workplan and reporting template identifies the responsible party for each element/task of the work plan, including supporting organizations, Consultants, Contractors, the EPA, and the State of Tennessee’s Department of Environment and Conservation. It is understood that as the Cooperative Agreement Recipient (CAR), the City of Knoxville is expected to obtain the technical and legal support needed to execute this cooperative agreement, and to oversee and direct the Contractor working on the City’s behalf for this Project. Knoxville’s Health Department and Knoxville Utilities Board will be consulted as necessary throughout the course of this Project as well. The Team and the Project Manager will review and approve contractor documents and make the necessary site-specific decisions.

The South Waterfront Department, in consultation with the Project Team, will provide project updates to the State of Tennessee’s Brownfields Voluntary Cleanup and Assistance Program (VOAP) designated contact on a regular basis. The City of Knoxville will make the State of Tennessee aware of all site-specific assessment activities to be initiated and will provide the State an opportunity to review and comment on all technical reports, including Quality Assurance Project Plans (QAPPs), sampling plans, Analysis of Brownfields Cleanup

Alternatives (ABCAs), cleanup plans, and other technical reports. The State of Tennessee will be specifically notified for Phase II activities, and will also be involved in any site eligibility determinations for this community-wide grant. A good working relationship with Tennessee's VOAP Department was established when the South Waterfront Department applied for and was admitted entry into the VOAP program for a Brownfield site that is to become a new Park and streetscape, prior to applying for this grant:

Mr. Andy Shivas, Brownfields Coordinator
State of Tennessee Department of Environment and Conservation
Division of Remediation
410 Church Street
4th Floor, L&C Annex
Nashville, TN 37243-1538
Andy.Shivas@tn.gov
615-532-0912

The Project Team described above will interact quarterly as a group, but will be called on an individual basis by the Project Manager as necessary between Team meetings. The Cooperative Agreement Terms and Conditions will be distributed to the Team prior to the first meeting via email, and will be discussed with the Project Team at the first meeting. The Team will also discuss and agree on the establishment and maintenance of necessary Cooperative Agreement records and files, financial management, and Project oversight.

- **Kick-off Meeting**

Upon selection of the Contractor, the City of Knoxville's Project Team, EPA, and State partners will have a project kick-off meeting that involves a tour of the South Waterfront Redevelopment Area. This will serve to orient all the partners to Project expectations. This will be utilized as a good opportunity to review Project roles, responsibilities, and schedules, and to ensure that everyone has what they need from one another to execute their roles appropriately.

2.0 PROJECT TASK DESCRIPTIONS

This section includes the tasks for the City of Knoxville South Waterfront Brownfields Assessment Project including required tasks described in the Cooperative Agreement Terms and Conditions. The City of Knoxville will work with the State of Tennessee Department of Environment and Conservation to consider information that would be needed if additional portions of this Project are to be considered eligible for entry into the VOAP program. To the extent applicable, the following includes what will be done to ensure State involvement within each task description.

TASK 1: Program Development

A. Contractor Procurement

Contractors will be procured in accordance with 40 CFR Part 30 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations or 40 CFR Part 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, and will also not violate City of Knoxville Purchasing laws:

<http://www.epa.gov/regulations/search/40cfr.html>
<http://www.epa.gov/ogd/grants/nonprofit/supply.htm>
<http://www.cityofknoxville.org/purchasing/>

As this is a community-wide agreement, site-specific quarterly budget reporting is required in order to ensure that expenditures on a single site do not exceed the \$200,000 statutory limit. The contractor procurement language will include a provision to report site-specifically and supply an overall programmatic task to include costs that would be shared across all sites, such as generic QAPP development. Site-specific sampling and analysis plans will be accounted for site-specifically.

B. Federal Grant Compliance

The City of Knoxville South Waterfront Department agrees to comply with EPA requirements associated with this Project, and to make every effort to insure that Consultants or Contractors acting on behalf of the City do the same.

C. Quarterly Reporting

The City of Knoxville's South Waterfront Department understands that quarterly progress reports will be due 30 days after the end of each federal fiscal quarter, on the schedule presented as follows:

<u>Performance Period</u>	<u>Report Due</u>
July – Sept	Oct 30
Oct – Dec	Jan 30
Jan – March	April 30
April – June	July 30

The quarterly reports will be completed in the format described in this guidance and copies will be sent to the following 3 email addresses:

1. EPA Region 4 Project Officer: Serdar Ertep, Ertep.Serdar@epamail.epa.gov
2. EPA's Brownfields Data Manager: bf_forms@epa.gov
3. State Brownfields Coordinator: Andy Shivas, Andy.Shivas@tn.gov

D. Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE)

Because it is the federal government's goal to support disadvantaged business enterprises with federal funds, and State agencies work with each federal agency to establish performance targets for federal funds invested in that State, the City of Knoxville will seek opportunities to participate in this goal throughout this Project when possible. EPA Form 5700-52A will be used for reporting efforts to this end, and will be submitted semi-annually with the quarterly reports due September 30 and April 30. These reports will be mailed to:

Keva Lloyd
EPA Region 4 Grants Management Office
61 Forsyth St. 14th Fl.
Atlanta, GA 30303

<http://www.epa.gov/osdbu/grants.htm>

E. ACRES/Property Profile Form

Property specific information will be submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. The information in the quarterly report will correlate with the information in ACRES. ACRES is a national database from which project status information is extracted and reported to Congress and the public. Relevant portions of the database will be updated for each property when the following occur:

- a. Within 30 days of the selection of the assessment property
- b. Completion of Phase I
- c. Completion of Phase II
- d. Completion of the grant

<http://www.epa.gov/brownfields/pubs/acres/acresinfo.htm>

F. Final Performance Report

The Final Quarterly Report will become the Final Performance Report. It will be submitted to the EPA Project Officer electronically or by mail within 90 calendar days after the expiration or termination of the award. The report shall contain the same information as in the Quarterly Progress Reports, and will ensure that copies of all site documents covering the entire project period have been provided to EPA, including photos of the assessment sites. In addition, the Final Performance Report shall detail successes achieved and lessons learned during the project both by the City of Knoxville and Consultant(s) in implementing the Brownfields assessment.

TASK 2: Community Outreach

The following describes how public involvement will be performed. This is consistent with the Assessment Grant Proposal submitted, and will ensure Community concerns are considered in assessment planning and execution, that the Public is kept informed of project progress and results, and that Community involvement in the project is encouraged.

- **Outreach**

The targeting community is already engaged in the Plan for the South Knoxville Waterfront plan for redevelopment, and channels for engaging them in the work covered in this grant are already firmly established. Due to the publicity of the vision over the past 3 years which included over 50 public meetings, workshops, and openhouses, the waterfront documentation at <http://www.cityofknoxville.org/southwaterfront>, and the monthly newsletter with almost 800 mail and email recipients, community members understand and embrace the waterfront as sustainable redevelopment. Neighborhood organizations, citizens' groups, redevelopers, and stakeholders are treated with equality and privy to the same information, and are in the habit of calling with any questions.

Brownfields assessment will fit in well with the community's understanding of the intent of this project because sustainability is a key element in the vision for the South Waterfront. Future South Waterfront public spaces, many of which are currently brownfields, will be designed to work within the natural restraints and maximize the natural benefits of each site, resulting in environmentally conscious areas that will educate the community on sustainable brownfield redevelopment. The South Waterfront 5 acre park design and associated road redevelopment is

the first public improvement within the project area to develop on brownfield sites. Comments received at a recent Road and Park Design workshops placed emphasis on the environment, showing that the community not only accepts this level of commitment to green infrastructure but holds the City to these standards in the waterfront.

Both park and road design teams are planning public outreach opportunities throughout the project site. In addition to explaining the waterfront's green street design throughout the project area, brownfield redevelopment will be explained as well, because the new roads and park will be located on old industrial sites. Brownfield work will also be communicated monthly in newsletters, on the website, in our community meetings, and piggy-backed onto other project update openhouses.

From the South Waterfront Department, the Project Manager will be designated spokesperson. On an on-going basis, relevant documents will be placed in Reference at the Tyson McKee Library so they are available to the Public for review for a set amount of time. Each time a document is placed at the library, it will be noted in the South Waterfront Newsletter and on the South Waterfront website.

- **Project Updates and other Public Information**

English is the primary community language and will continue to be used for this communication. Brownfield updates will be shared in any South Waterfront community meetings. Meetings will continue to be located in the community in easily accessible public facilities (past locations have included accessible churches, schools, and community centers) and will continue to be held after working hours to accommodate community work schedules. As always, comment cards will be provided. Any feedback will be addressed individually.

Through our monthly newsletter, the community is already aware of this grant application submission (Issue 11-08) and award (Issue 05-09). Other means or activities that will be used to keep the public informed and involved include a Grant fact sheet prepared and distributed to the affected community through the South Waterfront Newsletter and the South Waterfront website at the beginning of the Project, and an additional fact sheet distributed after the Project is complete. New developments or delays will be noted and explained in the monthly newsletter updates.

TASK 3: Area Inventory

A. Site Inventory

There has been no formal brownfield inventory in the South Waterfront Redevelopment Area. Knoxville Community Development Corporation conducted an inventory of blighted properties that met specific criteria set by the Advisory Board, and that will act as a base property inventory resource to develop an accurate description of number and types of brownfields that meet EPA criteria within the redevelopment area. A site inventory and a site prioritization plan for further assessment is proposed as part of this Community-wide Cooperative Agreement. Activities necessary to complete this task include but are not limited to a vehicular area survey by the Consultants and the Project Manager, research of properties that appear to meet EPA Criteria, research of current property owners, and presentation of findings and recommendations to the Project Team for approval. Sites will be prioritized by proximity to the Vision Plan and owner willingness to participate.

B. Candidate Site Identification

Site eligibility will be determined by the following process. Candidate sites for assessment were not specifically identified in the grant proposal, so the City of Knoxville understands it must provide EPA with details about each site proposed for assessment. The City of Knoxville as the CAR intends to use Cooperative Agreement funds to evaluate site eligibility, and present the information to EPA for approval. The City of Knoxville will submit the EPA Region 4 Site Eligibility Determination Outline and receive EPA approval prior to authorizing any work or spending any funds or for Phase II Assessments (<http://www.epa.gov/region4/waste/bf/>).

TASK 4: Phase I & II Assessments

A. Site Characterization – Phase I Assessments

Per EPA requirements, all sites assessed with EPA Cooperative Agreement funds meet the “All Appropriate Inquiry” standards established in the Brownfields Law. At this time, the “All Appropriate Inquiry” standard includes the completion of an ASTM Phase I Site Assessment, unless such a Phase I has already been done. As part of the work plan, if an ASTM Phase I Assessment has already been completed, who performed it and when it was completed will be documented, and a copy will be included in the City’s cooperative agreement file. Documenting will be performed by the Project Manager in cooperation with the Consultant(s). It is noted that the requirement for completion of an ASTM Phase I Assessment does not apply to site inventories.

- **ESA, NHPA and Wetlands Permitting:**

It is acknowledged that the EPA has certain requirements related to the Endangered Species Act (ESA), National Historic Preservation Act (NHPA), and Clean Water Act Section 404, which must be met before giving approval to proceed with field work under the Cooperative Agreement. As part of a Tennessee Valley Authority (TVA) Section 26A and Army Corp of Engineers 404 Permitting Process, the South Waterfront area has undergone a Federal Environmental Assessment (EA), Environmental Impact Statement (EIS), and is in the process of finalizing a Programmatic Agreement with TVA, the State Historic Preservation Officer (SHPO), and Tribes to insure historic and archaeological preservation will be addressed over the 20-year time frame for the South Waterfront Redevelopment effort. EPA contact information was recently provided by the City to TVA so they can invite the EPA to be a signatory to this agreement if deemed appropriate.

It has been determined by area ecological studies performed in preparation of the 26A permit, and by the TVA EA and the EIS, that there are no threatened or endangered species or critical habitat which may be affected by the project. The Programmatic Agreement is being required prior to permit issuance to ensure the overall redevelopment effort will not unnecessarily disturb and will strive to protect cultural resources, and it includes a Historic Structures survey requirement. The City has also identified any waters subject to Clean Water Act Section 404 that may be affected by the project, as part of the ecological study. Finally, the mitigation plan for a seasonal wetland area identified within the Park project boundary has been approved and permitted by the State of Tennessee through their Aquatic Resource Alteration Permit (ARAP). The South Waterfront Department has been through at least four 30-day review periods and three

30-day Public Notices in conjunction with these permitting activities. A CD of the following is enclosed with the hardcopies of this workplan sent to the EPA June 17, 2009:

- *Cultural Context, Archaeological Research Design, and Phase I Survey Results for Cherokee Trail Connector/Spring Water Center, and Baker Creek Landing Report*
- *Natural Resources and Ecological Evaluation Report*
- *Hydraulic Investigation Report*
- *Sidescan Sonar Survey Results*
- *Knoxville South Waterfront Traffic Study Report*
- *Wetlands Delineation Report*
- *26 A / 404 Application (TVA and COE)*
- *Proposed Cultural Resources Programmatic Agreement (TVA, SHPO, Tribes)*
- *ARAP Application (TDEC)*
- *Proposed Brownfield Agreement for the Park & Road Project (with associated Phase I & II studies)*

B. Site Characterization – Phase II Assessments

The City of Knoxville understands that the CAR may perform additional assessments (Phase II Assessment or other assessment activities) on an EPA-approved site with cooperative agreement funds. These activities are being planned for; however, the City will contact the EPA to request this option as the need arises, and the following plans will be submitted:

- **Quality Assurance Project Plans (QAPPs):**

Where environmental sampling is to be conducted as part of an assessment funded wholly or in part with EPA funds, a site specific Quality Assurance Project Plan will be prepared and submitted to EPA and the State for review and approval 3 weeks prior to performance of any sampling. As this is a community-wide agreement, the City, in conjunction with the Consultant(s) will develop a generic QAPP for all the common elements, in addition to site-specific SAPs for each property. It is understood that sampling performed without an approved QAPP is not an allowable cost (<http://www.epa.gov/QUALITY/qapps.html>).

- **Health & Safety Plans:**

The City, in conjunction with the Consultant(s), will also prepare and follow an OSHA-compliant Health and Safety Plan, and a copy will be in the Cooperative Agreement file. These will also be submitted to the EPA and the State for the Project file.

If Phase II sampling results suggest that a site cleanup is needed, additional sampling may be needed to sufficiently characterize the site to reasonably determine the costs of cleanup. In that case, additional sampling may be performed.

TASK 4: Preliminary Remedial Planning

The City of Knoxville understands that we may elect to use assessment grant funds to evaluate and select appropriate remediation strategies. A site cleanup plan or an Analysis of Brownfields Cleanup Alternatives (ABCA) or equivalent State-required document describes the findings of the assessment phases, and presents an evaluation of cleanup alternatives. The ABCA is a useful communication tool for the Public, and review by the VOAP project manager will help ensure

that cleanup plans will ultimately be acceptable to the State of Tennessee.

The 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, implementability, 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) A selected or proposed alternative.

Institutional controls (ICs) are administrative or legal mechanisms that help minimize the potential for human exposure to contamination or protect the integrity of a remedy. While it is the City's and the EPA's desire to see every site cleaned up to a level that requires no further action, for some sites, it may not be practicable. Land use changes, easements, etc. generally require both State and local mechanisms and approvals. Property transfers and/or property development often cannot occur until these controls are in place. Because of this, the City of Knoxville anticipates multiple IC jurisdictions and the associated timing requirements in the cleanup planning schedule. We will work closely with the State for the approvals.

http://www.epa.gov/brownfields/tools/tti_lucs.htm

3.0 WORKPLAN / REPORTING TEMPLATE (Attachment 1)

The purpose of the workplan / reporting template is twofold: first, to align project tasks with the specific milestone, delivery dates and responsible party; second, to provide a convenient vehicle for quarterly reporting of each task against the original workplan. The template column contents are described here:

Template Task Description:

Tasks descriptions contain sufficient narrative detail to clarify the intended scope of work for the task. Descriptions are summarized within the task description box of the template.

Template Schedule Description:

Key milestones and outputs associated with each task and/or subtask are described. General time frames are used in the template. This three year project is referenced with 36 months. The anticipated start date for this agreement will be discussed with our EPA project contact.

Template Deliverables/ Outputs/ Milestones Description:

The completion of each task results in a specific deliverable/output/milestone. The expected product is defined for each task or subtask.

Template Budget Description:

The workplan justifies all costs documented on the application budget form (SF424). The basis upon which the budget estimate was based is described in this template and in the detailed

narrative of the workplan. The proposed workplan budget only includes those tasks and activities funded with EPA funds; approved expenditures are outlined at <http://www.epa.gov/ogd/recipient/tips.htm>, <http://www.epa.gov/brownfields/>

Breaking out Project Costs:

Project costs for community-wide recipients will be broken down by site. This is to ensure that any one site does not account for costs exceeding the \$200,000 statutory maximum allowed per site.

Project costs will also be accounted for according to the hazardous and petroleum accounting codes. The budget status will break out the hazardous and petroleum costs. This may involve judgment calls for sites which contain both hazardous and petroleum contaminants. The following guidelines are recommended:

→ 50% split between funding sources for general tasks programmatic costs.

→ Allocation between funds based on a logical, consistently applied rationale. For example, a site may have a 70/30 allocation split based on relative volume of waste or cost. The allocation justification will be documented in the Project file.

Template as Quarterly Report:

The workplan template will become the quarterly report template, with the original workplan budget and schedule. Space is provided at the bottom of the template for quarterly reporting for each task. By using the workplan template as the quarterly report, the City of Knoxville sees the original project schedule and budget each quarter. This will serve as a reminder to notify EPA regarding changes to the project budget and schedule.

The quarterly report also will have a budget update to verify that the budget is still on schedule. Changes to the budget require EPA notification. Once the cumulative changes exceed 10% of the total budget, a formal grant amendment is required. Also note prior budget discussion in the quarterly reporting section of this guidance, regarding site-specific budget detail.

4.0 DETAILED SCHEDULE DEVELOPMENT (Attachment 2)

Attachment 2 provides a detailed Project schedule. Many tasks run concurrently. For that reason, a Gantt chart will be created in by the City in consultation with the Consultant(s) to help steer the project. Sufficient time for management or governing board approvals that may be necessary at critical points in the project is included in the schedule.

Attachment 1: Workplan / Quarterly Reporting Template:

CAR Name: CITY OF KNOXVILLE SOUTH WATERFRONT		Cooperative Agreement Number:		
Date Submitted:		Quarterly Report Number:		
Task 1: Program Development				
Subtask / Activity	Deliverable/ Milestone	Outputs /	Target Date ¹	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written. Schedule developed. Bid package complete.		Qtr. 1	PM, Team
B. Prepare bid documents for procuring contractor support.			Qtr. 1	PM
C. Select Contractor.	Contractor selected		Qtr. 2	Team
D. Kick-off meeting held.	Kick-off meeting complete		Qtr. 2	Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (30 days after end of qtr.)		Oct 10, Jan 10,	PM
a. Quarterly Progress Reports to EPA & State, Quarterly reporting to Recovery Reporting.gov	Final Rpt (90 days after grant)		April 10, July 10,	PM, team
b. Final Grant Reporting			1/30/2012	
F. Attend Regional & National Brownfields workshops			7/09, 11/09	PM
Cost Estimates for Task 1: \$18,000 for Program Development (\$6,000 for travel, \$7,000 for Contractual Services, \$5,000 for marketing).				
Reimbursable Cost Estimates for Task 1²: 1) Travel to Asheville: \$120/day x 3 nights = \$360 Per diem: \$60/day x 3 = \$180 Total: \$540 x 1 person = \$540				
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>				

¹ The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

² If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

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CAR Name: CITY OF KNOXVILLE SOUTH WATERFRONT	Cooperative Agreement Number:
Date Submitted:	Quarterly Report Number:

Task 2: Community Outreach

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Files made publicly available.	Qtr. 1	PM, Team
B. Detailed Demographic Assessment	Assessment complete, part of Plan.	Qtr. 1	Team
C. Public Involvement Plan Developed	Plan Complete	Qtr. 1	Contractor
D. Media, Electronic & Social Networking Systems Updated	Newsletters, website, flyers	Every Qtr.	Team
E. Meetings to describe project/schedule and/or updates: Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings Conducted	Qtrs.: 2 4 8 10	PM, Team

Cost Estimates for Task 2: \$3,000 for Community Outreach (\$2,000 budgeted for marketing efforts, \$1,000 budgeted for supplies: will cover informational mailings, advertising expenses, and meeting facility rental)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

CAR Name: CITY OF KNOXVILLE SOUTH WATERFRONT Date Submitted:		Cooperative Agreement Number: Quarterly Report Number:	
Task 3: Area Inventory			
Subtask / Activity	Deliverable/ Milestone / Outputs	Target Date	Lead Party
A. Area Inventory	Area property survey	Qtr. 2	PM, Contractor
B. Candidate Site Identification	List of prioritized targeted properties	Qtr. 2	PM, Contractor
C. Candidate Site Prioritization	Phase I Reports	Qtr. 2,3,4	Contractor
D. Permission to perform assessments, Right of Entry Approvals	Signed right of entry forms	Qtrs. 5,6,7	Contractor
Cost Estimates for Task 3: \$5,000 for Area Inventory			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

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CAR Name: CITY OF KNOXVILLE SOUTH WATERFRONT Date Submitted:	Cooperative Agreement Number: Quarterly Report Number:
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Task 4: Phase I & II Assessments			
Subtask / Activity	Deliverable/ Milestone	Outputs / Target Date	Lead Party
A. Site Characterization – Phase I Assessments	Phase I Reports	Qtr. 2, 3, 4	PM, Contractor
B. Site Characterization – Phase II Assessments	Phase II Reports	Qtr. 5, 6, 7	PM, Contractor

Cost Estimates for Task 3: \$350,000 for Phase I & II Site Assessments

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

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CAR Name: CITY OF KNOXVILLE SOUTH WATERFRONT Date Submitted:	Cooperative Agreement Number: Quarterly Report Number:
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Task 5: Preliminary Remedial Planning

Subtask / Activity	Deliverable/ Milestone	Outputs /	Target Date	Lead Party
A. Evaluate and select appropriate remediation strategies	Report		Qtr. 8	Contractor, PM, Team
B. Describe the findings of the assessment phases	Report		Qtr. 8	Contractor
C. Present an evaluation of cleanup alternatives	Report		Qtr. 9	Contractor, PM, Team
D. Anticipate IC jurisdictions and the associated timing requirements in the cleanup planning schedule	Schedule		Qtr. 9	Contractor, PM, Team

Cost Estimates for Task 4: \$24,000 for Remedial Planning (\$4,000 for travel and \$20,000 for contracting services)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*



Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Hazardous Substance Budget						
Budget Update:						
Expense Category	Current Recovery Act Budget (from workplan)*	Approved Act Budget	Recovery Act Costs Incurred This Quarter	Recovery Act Costs Incurred To Date	Costs	Total Recovery Act Funds Remaining
Personnel						
Travel	\$5,000					
Equipment						
Supplies	\$500					
Contractual	\$191,000					
Other	\$3,500					
Total	\$200,000					

Petroleum Substance Budget						
Budget Update:						
Expense Category	Current Recovery Act Budget (from workplan)*	Approved Act Budget	Recovery Act Costs Incurred This Quarter	Recovery Act Costs Incurred To Date	Costs	Total Recovery Act Funds Remaining
Personnel						
Travel	\$5,000					
Equipment						
Supplies	\$500					
Contractual	\$191,000					
Other	\$3,500					
Total	\$200,000					

* example budget figures. Use the actual budget figures from the SF424

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date

Attachment 2: City of Knoxville South Waterfront Detailed Schedule

Time from Notice Selection	of	Actions
Grant Commitment and Planning Phase		
0 month		Notice of Selection, Conference Call held June 3, 2009
2 weeks		Grant Application Submitted with Draft Work Plan and detailed schedule June 17, 2009
2-3 months		City of Knoxville Internal Grants Management Team is in place with set roles EPA executes grant award
2-3---> months		EPA works with the City of Knoxville to finalize draft workplan (by 60 days after grant award date)
July 20 – 22, 2009		New Grantee Workshop in Asheville, NC

	Time from Grant Award	Actions
Planning	Getting Contractor on Board	
	0 months	Grant award (est. July 31)
	<---2 month	Workplan revisions begin before grant award is final; due within 60 days after grant award date
	0 - 3	Request for Proposal (RFP) for contractor procurement is prepared
	4 - 6 months	First Meeting with Community Advisory Board (CAB) to select contractor & set meeting schedule. Consultant contract executed and Contractor on-board Kick-off meeting held with City of Knoxville, CAB, Contractor, EPA, State
	4 months	Quarterly Report 1 is due October 10, 2009 (10 days after 1 st quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with October quarterly report
Grant Specific Schedule		
Year 1	November 16 – 18, 2009	National Brownfields Conference, New Orleans, LA www.Brownfields2009.org
	4 - 8 months	Site Inventory activities completed / Site Selection Priority Process established (with input from CAB) and implemented
	5 – 9 months	Phase I activities initiated on high priority site/ Endangered Species Act and National Historic Preservation Act assessments are completed
	4 – 9 months	ACRES forms are completed within 30 days of site ID or grant execution
	7 months	Quarterly Report 2 is due January 10, 2010 (10 days after 2 nd quarter ends) Reimbursement Request Submitted/
	8 – 9 months	Develop generic QAPP (community wide)
	10 months	Quarterly Report 3 is due April 10, 2010 (10 days after 3 rd quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with April quarterly report
	10 months	QAPP and SAP submitted to EPA/State for approval (EPA/State review 4 weeks)
	10 months	Assess status to ensure work is on target to meet set year end goals; if it is not, we will inform EPA-PO ASAP in writing
	11 months	Phase I reports are being finalized/ACRES forms are being updated/ CAB has been engaged in Phase I findings
	11 - 15 months	Phase II is initiated
	13 months	Quarterly Report 4 is due July 10, 2010 (10 days after 4 th quarter ends)

*City of Knoxville, Tennessee, South Waterfront Redevelopment Area
Community Wide Petroleum and Hazardous Substance Assessment Work Plan 2009*

		Reimbursement Request Submitted
	15 – 17 months	Phase II reports are being finalized/ ACRES forms are being updated/ CAB has been engaged in Phase II findings
Year 2	16 months	Quarterly Report 5 is due October 10, 2010 (10 days after 5 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
	18 – 24 months	Phase I planning to Phase II initiation cycle (community-wide) grants repeats year one cycle, but it may be shorter/faster in repetitive cycles for subsequent properties
	18 – 24 months	Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property
	18 - 24 months	Make sure all work has been entered in ACRES so that credit is given for all of City of Knoxville's accomplishments
	18 – 24 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin securing/seeking financial support for cleanup
	18 months	Half of 3 year grant is complete; check-in with EPA/State for any modifications to workplan budget or scope of work
	19 months	Quarterly Report 6 is due January 10, 2011 (10 days after 6 th quarter ends) Reimbursement Request Submitted
	22 months	Quarterly Report 7 is due April 10, 2010 (10 days after 7 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report
	24 months	One year left on grant; Concrete plans should be in place to accomplish City of Knoxville's goals for the grant and to spend remaining grant funds/ all or most QAPPS and SAPs for Phase IIs should be submitted (No QAPPS accepted after month 30)
	25 months	Quarterly Report 8 is due July 10, 2011 (10 days after 8 th quarter ends) Reimbursement Request Submitted
		26 – 30 months
Year 3	26 – 30 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired/ Submit to EPA /State for review/comment/ Begin securing/seeking financial support for cleanup
	28 months	Quarterly Report 9 is due October 10, 2011 (10 days after 9 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
	28 months	Make sure all work has been entered in ACRES so that credit is given for all of City of Knoxville's accomplishments
	30 months	6 months remain on the grant; Start winding down activities in preparation for grant closing;
	31 months	Quarterly Report 10 is due January 10, 2012(10 days after 10 th quarter ends) Reimbursement Request Submitted
	34 months	Quarterly Report 11 is due April 10, 2012 (10 days after 11 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report
	35 month	reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report
	36 months	Grant closes; no further costs can be incurred after final date
	37 months	Quarterly Report 12 is due July 10, 2012 (10 days after 12 th quarter ends); may serve as Final Close-out Report if all project documentation is complete and ready.
	37 – 39 months	Submit final request for reimbursement with Final FSR (Standard Form 269) All Close-out documentation and final deliverables due w/in 90 days after grant end date.