Request for Qualifications

For

City of Laramie, Brownfield "West Side" Revitalization Project
(EPA Brownfield Assessment Grant for Petroleum and Hazardous Substances)

Submittal Deadline:

Date: Thursday, January 4, 2018
Time: 4:00 p.m. local time
Place: City of Laramie, Planning Division
P.O. Box C
Laramie, WY 82073
(Street Address: 405 Grand Avenue, Laramie, WY 82070)
Phone: 307-721-5207
Email: planning@cityoflaramie.org
REQUEST FOR QUALIFICATIONS

The City of Laramie (hereafter "City" or "COL") will accept written submittals for:

**City of Laramie, Brownfield "West Side" Revitalization Project**

(EPA Brownfield Assessment Grant for Petroleum and Hazardous Substances)

The City of Laramie (hereafter "City" or "COL") invites firms to submit qualifications from a multi-disciplinary environmental contractor firm or firms to provide, but not limited to, project management, environmental inventory and assessment, brownfield grant management, stormwater /floodplain mitigation and management, redevelopment/economic assessment and public information and outreach related to its EPA Brownfield Assessment grant for Petroleum and Hazardous Substances grant. The purpose of which will be for an assessment of petroleum/hazardous substance contaminated sites for an area known as the "West Side". Brownfields throughout the "West Side" likely contain, or are suspected to contain, contamination from petroleum or other hazardous sources. These sites will be those identified by the contractor, staff or through other documents as priority redevelopment areas.

This project seeks to propel the revival of Laramie’s oldest neighborhood which sits at the geographic heart of the community. Environmental pollution is woven into the fabric and history of this otherwise vibrant, culturally diverse and up-and-coming neighborhood, which today, continues to be burdened with the community’s largest concentration of known and suspected brownfield sites. Additionally, portions of the "West Side" neighborhood lie within mapped 100-year and 500-year floodplains of the Laramie River, which can swell to 50 times its base flow discharge during spring snow melt, and has flooded out many residences as recently as 2010. The City is working with FEMA on flooding concerns, primarily through seasonal mitigation, assuring storm water run-off does not negatively impact the quality of the Laramie River.

With these concerns in mind, the City of Laramie will incorporate site reuse option analyses and apply real estate strategies to prioritize opportunities and ensure the most feasible and beneficial sites/redevelopment areas are selected for environmental site assessment and site cleanup/reuse planning. Initiation of this grant will establish an effective brownfield program, engage the community and "West Side” stakeholders, and create a comprehensive brownfield inventory, prioritize revitalization opportunities, perform Phase I/II ESAs and conduct planning activities. With this organizational infrastructure, the City will develop a process to assess and remediate sites and facilitate public-private partnerships necessary to complete the revival of the "West Side" neighborhood. The project will include assessment activities at sites identified first through the inventory process, and then through Phase I Environmental Site Assessments (ESA) and, finally, Phase II investigations.

The City of Laramie seeks to integrate energy efficiency practices into all aspects of day-to-day operations, from capital construction to staff behaviors, to use economic and environmental sustainability. The City encourages submissions that 1) enhance efficiency of City projects and ongoing operations, and/or 2) consider all energy types, including traditional and renewable sources. Preference is hereby given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the State, as provided in W. S. §§ 16-6-101 through 16-6-119. Written, sealed submittals must be submitted to the City of Laramie, Planning Division, Attn: Derek T. Teini, AICP, P.O. Box C, Laramie WY, 82073 (street address: 405 Grand Ave., Laramie WY 82070) no later than 4:00 p.m. local time on Thursday, January 4, 2018. Copies of the Request for Qualifications may be obtained by contacting the City Planning Division, Derek T. Teini at 307-721-5207. The City reserves the right to award this project to the firm that best fits the requirements outlined in the Request for Qualifications. The City reserves the right to waive any informality in any submittal and/or reject all submittals, and to accept the submittal that is in the best interest of the City.

Janine Jordan, City Manager

Publication Dates: November 25, 2017
December 9, 2017

I. PROJECT INFORMATION

The City of Laramie invites firms to submit qualifications from an environmental contractor firm or firms to provide project management, environmental inventory and assessment, and public information and outreach related to its EPA Brownfield Assessment grant for Petroleum and Hazardous Substances, the purpose of which will be for an assessment of potentially contaminated sites for an area known as the "West Side". Brownfields throughout the "West Side" likely contain, or are suspected to contain, contamination petroleum sources. These sites will be those identified by the contractor, staff or through other documents as priority redevelopment areas.

The successful contractor/sub-contractor/team will bring experience and insight to a partnership with the City to successfully administer the grant award, explore other funding opportunities or/and brownfields initiatives and programs to achieve project goals as outlined within the grant application (approved by the EPA & Attached: Attachment A), in accordance with Work Plan (also approved by the EPA & Attached: Attachment B) and all US Environmental Protection Agency requirements as noted within the Cooperative Agreement (also approved by the EPA & Attached: Attachment C). Modifications to the approved work plan will be entertained if the approach is beneficial to the community, improves performance, improves compliance or maximizes the grant funding. The successful contractor is expected to perform many tasks including, but not limited to, the following:

- Prepare and maintain schedules and budgets for all activities associated with this grant award in constancy with the work plan (Attachment B), and with review and approval by the City prior to submission.

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>ANTICIPATED OUTPUTS (PROJECTED ACTIVITIES, DELIVERABLES, REPORTS) AND ANTICIPATED OUTCOMES (PROJECTED RESULTS, EFFECTS, IMPROVEMENTS)</th>
<th>ANTICIPATED ACCOMPLISHMENT DATE(S) (MONTH/YEAR)</th>
<th>ACTUAL ACCOMPLISHMENT DATE(S)</th>
<th>PROJECT MANAGEMENT, REPORTING AND OVERSITE</th>
</tr>
</thead>
</table>

PAGE 2
### Task 1: Procure Qualified Environmental Professional (QEP)

**Activities**
- Prepare Request for Qualifications, Evaluate Applications, Conduct Interview and Hire a Qualified Environmental Consultant
- Coordinate Selection Committee, including at least one representative from the West Laramie Neighborhood

**Outputs**
- Solicitation of RFQ in accordance with City and Federal Policy
- Contract with QEP for Grant Implementation

**Outcomes**
- High quality work and services to meet project needs

**Grant Compliances**
- Maintain grant files
- Designated administration team and formalize roles and responsibilities
- Establish and maintain the following files and records: grant, compliance, project site, and financial

**Outputs**
- Accurate and complete files suitable for audits

**Outcomes**
- High quality project records reflective of the work performed.

**Requests for Reimbursement or Advances**
- Complete and all requests for reimbursements in accordance with municipal and grant policies and procedures

**Outputs**
- Forms submitted from payment

**Outcomes**
- Accurate and timely accounting and utilization of grant funds

**Reporting**
- Prepare Quarterly Progress Reports
- Prepare Disadvantaged Business Enterprise Reports
- Prepare Federal Financial Report (FFR SF 424 Form)
- In-fill right column (*Actual Accomplishment Date* [S]) as needed
- Prepare Final Report describing how each item in the work plan was addressed
- Complete any required Grant close out materials

**Outputs**
- QPRS
- DBE/MBE/WBE Reports
- Updated Acres Database
- Final Financial and Close out forms

**Outcomes**
- Regular communication regarding project state and next steps
- Documentation of compliance

**Conferences and Training**
- Attend the EPA National Brownfields Conference in Pittsburgh, PA in December 2017.
- Participate in other webinars, training sessions, or roundtables as needed or as opportunities arise

**Outputs**
- Attend brownfield conference and pursue other training opportunities

**Outcomes**
- Improve brownfields knowledge and expand networking opportunities

**Anticipated Outputs**
- *Submit 30 days from each quarter DBE/MBE/WBE Reports*
- *Submit annually, by October 30th Acres Property Profile:*
- *Submit at the end of the grant term*
- *Or as direct by Grant Contract*

**Anticipated Outcomes**
- QPRS
- DBE/MBE/WBE Reports
- Updated Acres Property Profile

### Task 2: Public Outreach and Involvement

**Activities**
- Consultant Selection Committee noted above transitions to serve as Advisory Committee
- Additional advisory committee members added as needed
- Ensure that commitments made by community based organizations in proposal are implemented.

**Outputs**
- Monthly meetings, meeting agendas, attendance lists and meeting notes

**Outcomes**
- An active and motivated workgroup

**Anticipated Outputs**

<table>
<thead>
<tr>
<th>Anticipated Outputs (Projected Activities, Deliverables, Reports) and Anticipated Outcomes (Projected Results, Effects, Improvements)</th>
<th>Anticipated Accomplishment Date(s) (Month/Year)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee formed following the selection of consultant with kick-off meeting anticipated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Anticipated Outcomes**

- An active and motivated workgroup

---

**Page 3**
<table>
<thead>
<tr>
<th>DRIVING BROWNFIELDS INITIATIVES</th>
<th>FOR OCTOBER - NOV. 2017 ONGOING MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• BI-MONTHLY PROJECT PLANNING MEETINGS WITH TEAM</td>
<td></td>
</tr>
</tbody>
</table>

**DEVELOP MARKETING MATERIALS:**
- Create brochure targeting private & public property owners, lenders and developers
- Create FAQ fact sheet
- Create and update project website
- Create community relations plan (CRP) to provide CBOS and public

**OUTPUTS**
- Create color brochures; FAQ inserts; and easy to navigate and attractive project website
- Up-to-date marketing tools to promote project work and disseminate information
- Create a CRP at project initiation
- Hold developer recruitment forum to “sell” redevelopment sites

**OUTCOMES**
- Update-to-date marketing tools to promote project work and disseminate information
- Create a CRP at project initiation
- Hold developer recruitment forum to “sell” redevelopment sites

**LATE WINTER 2017/EARLY SPRING 2018**
- First QTR 2018
- Feb 2018
- Mar 2018
- April/May 2018

**IMPLEMENT OUTREACH STRATEGY**
- Meet with local community organizations and/or attend local meetings
- Publish program information in newspapers, city hall, social media platforms, etc.

**OUTPUTS**
- Develop presentation materials and attendance lists
- Presentations at pertinent community meetings/events
- Publish and post ads and announcements in high traffic areas
- Improve community knowledge of brownfield-related issues and identify potential brownfield sites
- Encourage public participation and support of brownfield projects going forward

**OUTCOMES**
- Improve community knowledge of brownfield-related issues and identify potential brownfield sites
- Encourage public participation and support of brownfield projects going forward

**FALL ’17; SUMMER ’18; SUMMER ’20**
- First QTR ’18 and then continuous

**IMPLEMENT OUTREACH STRATEGY IN TARGET AREAS:**
- Meet w/ local orgs. and/or attend local town meetings
- Publish program info in local papers and post notices in town halls & community centers

**OUTPUTS**
- Give BF presentations at three meetings
- Several rounds of ads/postings in local target areas
- Improve community knowledge on BF issues and identify potential BF sites

**OUTCOMES**
- Improve community knowledge on BF issues and identify potential BF sites
- Encourage public participation and support of BF projects going forward

**FALL ’17; SUMMER ’18; SUMMER ’20**
- First QTR ’18 and then continuous

**HOLD LOCAL PUBLIC MEETING ON PHASE II SITES:**
- Discuss Phase II results and potential cleanup and redevelopment plans

**OUTPUTS**
- Minimum one local public meeting, presentation materials, attendance list
- Encourage public participation and support of BF project(s) going forward

**OUTCOMES**
- Encourage public participation and support of BF project(s) going forward

**WITHIN 90 DAYS FOLLOWING COMPLETION OF REPORT**
**TASK 3: SITE INVENTORY AND PRIORITIZATION**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>ANTICIPATED OUTPUTS (PROJECTED ACTIVITIES, DELIVERABLES, REPORTS) AND ANTICIPATED OUTCOMES (PROJECTED RESULTS, EFFECTS, IMPROVEMENTS)</th>
<th>ANTICIPATED ACCOMPLISHMENT DATE(S) (MONTH/YEAR)</th>
<th>ACTUAL ACCOMPLISHMENT DATE(S)</th>
</tr>
</thead>
</table>
| INVENTORY  | • COMPLETE AN INVENTORY OF RECOGNIZED AND POTENTIAL BROWNFIELDS SITES IN TARGET AREAS  
• ENTER SITES ON GIS MAPPING TOOL  
• INCORPORATE PORTIONS OF THE INVENTORY INTO EXISTING GIS DATABASE(S) | OUTPUTS  
• LIST OF POTENTIAL SITES IN AREA  
• GIS MAP OF POTENTIAL BROWNFIELDS SITES  
OUTCOMES  
• GRAPHICAL CAPTURING OF BROWNFIELDS SITES FOR PLANNING WORK | DECEMBER 2017 |
| PRIORITIZATION AND ELIGIBILITY DETERMINATION | • CONVENE AN ADVISORY COMMITTEE MEETING TO RANK AND PRIORITIZE SITES  
• CHOOSE SITES FOR PHASE I INVESTIGATION | OUTPUTS  
• PLANNING MEETINGS WITH ADVISORY COMMITTEE TO PRESENT INVENTORY RESULTS  
• IDENTIFY 6-10 ELIGIBLE SITES  
OUTCOMES  
• FOUR TO SIX BROWNFIELDS SITES ARE IDENTIFIED WITHIN TARGET AREA BASED ON HIGHEST REDEVELOPMENT AND GREATEST COMMUNITY BENEFIT | NOVEMBER ’17 - ONGOING THRU FEB ’18  
MAY 2018 |
| AREA-WIDE PLANNING:  
• IDENTIFY BROWNFIELD-IMPACTED AREAS (NEIGHBORHOOD, DISTRICT, CITY BLOCK, ETC.)  
• DEVELOP STRATEGIES FOR THE REUSE OF EXISTING INFRASTRUCTURE IN THE AREA  
• CHOOSE INITIAL SITES FOR PHASE I INVESTIGATION | OUTPUTS  
• PRODUCE AN AREA-WIDE PLAN FOR THE BROWNFIELD IMPACTED AREA  
• CREATE A SET OF AREA-WIDE STRATEGIES FOR ASSESSMENT, CLEANUP AND REUSE MEASURES  
OUTCOMES  
• FUTURE USES OF AT LEAST SIX PROPERTIES IN THE AREA WIDE PLAN HAVE BEEN IDENTIFIED  
• NEXT STEPS TO IMPLEMENT THE PLAN HAVE BEEN IDENTIFIED | APRIL 2018  
MAY 2018  
SUMMER 2018  
SEPT 2018 |
### Task 4: Phase I ESAs

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs (Projected Activities, Deliverables, Reports) and Anticipated Outcomes (Projected Results, Effects, Improvements)</th>
<th>Anticipated Accomplishment Dates (Month/Year)</th>
<th>Actual Accomplishment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I ESAs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Conduct planning meeting with consultant to discuss approved sites and to evaluate potential sites for eligibility and access issues</td>
<td>• Internal planning meetings and neighborhood outreach as needed</td>
<td>Bi-monthly through grant period</td>
<td></td>
</tr>
<tr>
<td>• For each selected site, provide site eligibility information to EPA (or state) for review</td>
<td>• Execute access agreements, if needed, authorizing QEP to</td>
<td>Continuous as Phase I ESAs are completed</td>
<td>3rd QTR. of 2018 TBD</td>
</tr>
<tr>
<td>• Obtain EPA (or state) approval for Phase I</td>
<td>• 7-10 Phase I reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant obtains access agreement and performs Phase I investigation</td>
<td>• Updated acres database</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant submits draft Phase I report to project team members</td>
<td>• Four to six brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Team reviews/comments on draft Phase I</td>
<td>• Approval of Petro &amp; Haz Mat. SEDs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant submits final Phase I report to project team members</td>
<td>• Planning meetings and neighborhood outreach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant submits QAPP addendum to Phase I report</td>
<td>• 7-10 Phase I reports and AAI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant submits EPA approved Generic QAPP w/ updated organization chart</td>
<td>• UPA updated acres database</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Task 5: Phase II ESA, Investigation and Planning

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs (Projected Activities, Deliverables, Reports) and Anticipated Outcomes (Projected Results, Effects, Improvements)</th>
<th>Anticipated Accomplishment Dates (Month/Year)</th>
<th>Actual Accomplishment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase II ESAs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Meet with internal/external brownfield committee to review Phase I results and project direction</td>
<td>• Project planning meetings approved by the EPA and/or Phase I state for ESA</td>
<td>Meetings bi-monthly Jan. 2018 - final approved QAPP TBD</td>
<td></td>
</tr>
<tr>
<td>• Obtain EPA approval to proceed with Phase II</td>
<td>• Approved Generic QAPP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Meet with consultant to plan Phase II</td>
<td>• Four to six sites approved for Phase II investigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Encourage consultant to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities</td>
<td>• Two to four high priority sites identified for further investigation and potential redevelopment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant submits EPA approved generic QAPP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultant submits EPA approved QAPP with updated organization chart</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Phase II Investigation:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs</th>
<th>Anticipated Accomplishment Dates (Month/Year)</th>
<th>Actual Accomplishment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consultant submits draft site-specific QAPP addendum to project team for review and comments</strong></td>
<td>• One approved site-specific QAPP addenda (describing extent of site contamination on 1 brownfield site) including sampling and analysis plan (SAP) and QAPP crosswalk document</td>
<td>MAR 2018</td>
<td></td>
</tr>
<tr>
<td><strong>EPA/State approval is obtained and consultant submits final site-specific QAPP addendum to team</strong></td>
<td>• Phase II report(s) documenting the results</td>
<td>TBD following Phase II ESA acres updates after project completion TBD</td>
<td></td>
</tr>
<tr>
<td><strong>Consultant performs field work per plan</strong></td>
<td>• Updated acres database</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grantee monitors site work and communicates any concerns with EPA/state</strong></td>
<td>• Green and sustainable efforts reported in quarterly reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grantee tracks green and sustainable site assessment efforts used during Phase II investigations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Consultant submits draft Phase II report to project team for review and comments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Consultant submits final Phase II report to project team</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project team &amp; advisory committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CLEANUP & REUSE PLANNING

- Strategize with Advisory Committee on reuse plans for the site
- Conduct marketing to leverage developer/lender interest in the property
- Meet with consultant to develop draft cleanup alternatives and remediation plans for the site
- Incorporate GSR principles/techniques into analysis of brownfields cleanup alternatives (ABCA)
- Perform public outreach and involvement in cleanup and reuse planning

<table>
<thead>
<tr>
<th>II ASSESSMENTS THAT ARE READY FOR CLEANUP AND REUSE PLANNING</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Total Acres assessed through Phase II assessments</td>
<td></td>
</tr>
<tr>
<td>• Greener and more sustainable site assessment techniques utilized</td>
<td></td>
</tr>
</tbody>
</table>

### OUTPUTS

- Two or more internal cleanup and reuse planning meeting(s)
- Two draft cleanup alternatives plans
- Two draft remedial action plans
- We will include green and sustainability language in ABCA
- Updated Acres database
- One public meeting on project results
- Potential for developer / lender workshop and transaction forum

### OUTCOMES

- 3-4 properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment
- Acres ready for cleanup & redevelopment
- Greener and more sustainable plans for cleanup

<table>
<thead>
<tr>
<th>WEB SITE CREATION OF INNOVATIVE AND INFORMATIVE MARKETING MATERIALS AND STRATEGIES, AND THE DEVELOPMENT OF AN ATTRACTIVE AND USER-FRIENDLY WEBSITE</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of cleanup options and risk assessment analysis and costs</td>
<td></td>
</tr>
<tr>
<td>Prepare of all written plans, including but not limited to Quality Assurance Project Plans Sampling and Analysis plans, etc. in compliance with USEPA regulations and best practices.</td>
<td></td>
</tr>
<tr>
<td>Develop a list of potentially eligible sites for investigation and prioritize the list of sites through the use of a &quot;Brownfield Advisory Committee&quot;. The committee will help the contractor evaluate sites based on environmental need, site issues, complexity, economics, neighborhood effect, among other factors.</td>
<td></td>
</tr>
<tr>
<td>Conduct Phase I and Phase II environmental assessments in the project area and deliver to the City and Wyoming DEQ completed Phase I and Phase II environmental site assessment reports in print and a compiled and printable electronic format (e.g. PDF).</td>
<td></td>
</tr>
<tr>
<td>Perform project management, implementation, and/or technical oversight.</td>
<td></td>
</tr>
<tr>
<td>Professional advice regarding environmental issues associated with land reuse/ redevelopment and related matters.</td>
<td></td>
</tr>
<tr>
<td>Identify West Side revitalization initiatives beyond basic redevelopment and reuse for land. Culturally significant resources, geographic importance and public art, are examples of possible initiatives that could be used in addressing contamination issues.</td>
<td></td>
</tr>
<tr>
<td>Attend meetings within the community as necessary and as requested, such as neighborhood meeting, stakeholder meetings, Planning Commission or City Council.</td>
<td></td>
</tr>
<tr>
<td>Prepare presentations to provide information about the project’s progress as requested. Any additional meetings shall also be identified, with each meeting recommended including a cost proposal for facilitation. Finally, a generic meeting cost proposal is required from all applicants to assess and aid elected officials in possible request for additional meeting throughout the process.</td>
<td></td>
</tr>
<tr>
<td>Develop preliminary budget, financing options and implementation plans for cleanup and reuse of identified sites.</td>
<td></td>
</tr>
<tr>
<td>Promote redevelopment sites through outreach and actives like developer outreach forums and creation and dissemination of marketing materials</td>
<td></td>
</tr>
<tr>
<td>Complete contaminant characterization and risk assessments as determined necessary, following Phase II activities and as funds allow.</td>
<td></td>
</tr>
</tbody>
</table>

The request for qualifications describes the selection process and documentation required for submitting proposals for this project. Any firm failing to submit a proposal in accordance with the procedures set forth in this Request for Proposals may be considered non-responsive.
All Information shall be submitted at the dates and times indicated herein to:

Mailing: City of Laramie
Planning Division
P.O. Box C, Laramie, WY 82073

Physical: City of Laramie
Planning Division
405 Grand Ave., Laramie, WY 82070
Attn: Derek T. Teini, AICP, Planning Manager

All inquiries for the Proposal process shall be directed to:

City of Laramie
Planning Division
Attn: Planning Manager, Derek T. Teini
PO Box C, 405 Grand Ave.
Laramie, WY 82073
Phone: 307-721-5207, email: planning@cityoflaramie.org.

II. PROJECT SCHEDULE AND BUDGET

Time is of the essence for this project. Per the grant award the City of Laramie has 3 years to complete the project and spend all money associated with the Grant. The proposal submittal and selection process has been designed to maximize the time a contractor will have to investigate and complete necessary studies within the allotted timeframe.

The fiscally responsible entity is the City of Laramie. Participation of affected property owners is expected.

III. SELECTION PROCESS

The COL reserves the right to select a qualified firm without holding interviews. If it is determined that interviews are not to be held, the ranking will be based on the first step – Review of Proposals submitted. The process for selection and award of the agreement will be as follows:

Step One Review of Proposals submitted
Step Two Interviews (if required)
Step Three Selection of successful firm, negotiation of Professional Services Agreement
Step Four Fee Proposal – separate sealed envelope
Step Five City Council approval of Agreement for Professional Services

3.1 Schedule for Selection Process

Dates are approximations for the process steps and are subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Selection Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9, 2017</td>
<td>RFQ Available</td>
</tr>
<tr>
<td>December 22, 2017</td>
<td>Last day for questions and comments</td>
</tr>
<tr>
<td>January 4, 2018</td>
<td>Proposals due at 4:00 p.m., local time</td>
</tr>
<tr>
<td>Week of January 8, 2018</td>
<td>Notifications of Interviews (if required)</td>
</tr>
<tr>
<td>Week of January 15, 2018</td>
<td>Interviews conducted (if required)</td>
</tr>
<tr>
<td>January 22, 2018</td>
<td>COL notifies staff-recommended firm</td>
</tr>
<tr>
<td>February 6 or 20, 2018</td>
<td>COL Council approves Professional Services contract</td>
</tr>
</tbody>
</table>

3.2 Submittal Information

1. The proposing firm shall submit six (6) copies of its Qualifications for the project. Each copy shall be provided in a loose-leaf binder or a spiral-bound booklet with the firm name and the Request for Qualifications name on both cover and spine. (Project: City of Laramie, Westside Revitalization Project). All RFQ’s submitted shall be organized and/or follow the approved Workplan as attached, with corresponding sections of the work plan, corresponding to the proposal.

2. One price proposal shall be submitted that outline the scope of services/deliverables as specified in the RFQ. Hourly billing per contractors title/position, reimbursable expenses and price schedule for each firm/sub-contractor involved shall be included. A maximum price quote for work must be stated. A second price proposal may be submitted specifying any alternates proposed, such as additional public meetings, outreach or specialized investigation needed. This shall be submitted in a similar format to the original price proposal.

3. The submittal shall be limited to a maximum of forty (40) pages, 8-1/2” x 11” (pages up to 11” x 17” are acceptable if folded to 8-1/2” x 11”), single sided, not smaller than 11 pt type.

4. The cover letter, table of contents, and tabs do not count toward the page limits.
5. Project cut sheets, including photos, are included in the page limits; submittals exceeding the page limits may be considered non-responsive.

6. Digital copies of all items shall be submitted in a PDF Format (except for price proposal).

7. Please Note: In preparing design-team members’ Statement of Qualifications, the proposing firm shall clearly identify the team member’s role on the referenced project. If the proposing firm is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.

3.3 Qualifications Statement

1. Qualifications Statement Table of Contents

2. Separate sections with a tab: Executive Summary. Provide a summary highlighting the firm’s qualifications and special expertise to provide the services/deliverables requested in the Request for Qualifications.

3. Separate section with a tab: Lead Firm(s) Profile.

    3.1 Identification of lead firm, including address, telephone number, Wyoming registration or certification information (if applicable), email address, and date firm was established.

    3.2 Provide total size and breakdown of firm personnel by category (e.g., principals, engineers, architects, project managers, construction managers, superintendents, estimators, schedulers, and other technical, clerical). A firm organizational chart would be useful.

    3.3 Describe the lead firm’s experience in successfully completing similar environmental projects, including projects of this scope, and success in working with DEQ and EPA.

    3.4 State the lead firm’s annual average volume (in dollars) of similar projects for the past five years and plans for the next approx. 12 months, including this project.

    3.5 Describe the types of projects or services normally performed by the lead firm and the relative value of each for the past five years.

    3.6 Describe the experience of the lead firm, expressed both in number of projects and in total dollar volume, in completing new facilities and major renovations.

    3.7 Describe your approach and techniques for claims/disputes avoidance and mitigation.

    3.8 Describe your approach for completing this project specifically for the City of Laramie Laramie, Wyoming. Include how you would provide access to staff locally (in-person visits, phone, email, skype, etc.) throughout the project if you are not located in Laramie or do not have offices in the City. (It is understood that all subcontractor contracts will be bid through a publicly advertised and publicly bid process that shall be reviewed by the COL.)

    3.9 Provide three (3) client references from previous similar projects within the last three (3) years and contact information so the selection team can contact them.

4. Separate section with a tab: Project Team. Explain your proposed team organization, roles and responsibilities, and personnel qualifications in the following manner:

    4.1 Organization: Provide an organization chart for your project team indicating firm management team, task specific discipline team members (firms) and individual design discipline team component leaders (architects, engineers, etc.). Give a brief description of the roles of the personnel on the project and list their current location and the length of service with their respective firms. All management and team members listed within the proposal must be the personnel who will actually be assigned to the project. All positions should be filled with personnel of a quality, expertise and experience level of the personnel commensurate with the requirements of the proposal.

    4.2 Experience: For each of the individual design team members named above, briefly discuss experience, registrations, and education. Address experience on work for projects of similar type, size and complexity, and experience working with design teams, the public, regulatory agencies, and local communities. Submit resumes for all key positions including the design team.

    4.3 Availability: Briefly discuss the availability of all key personnel for the scheduled time frame of the proposed project. Additionally, discuss the capacity of the proposed team to accomplish the work.

    4.4 Project Understanding: Describe your team's general understanding of the project and your role in the project team. Include any special issues that you believe may affect the project or may affect your performance of the services/deliverables. Discuss your team's approach to completing the project. Discuss the major challenges to successful completion and how your project team proposes to approach them.

    4.5 Relationship History: Describe how long the project team and the lead organization have worked together and detail sample projects that the project team and lead organization have completed together. If this will be the first time the project team and lead organization will be working together, describe a process by which the lead organization will assure effective and efficient communications with this new relationship.

3.4 STEP ONE: Review of Proposals

Following an initial screening of the proposals, the committee will select what it considers the most highly qualified firms to provide the services/deliverables required for the proposed project. Selection will be based on the evaluation criteria set forth below. The firms/teams submitting proposals will be ranked, and the committee will then recommend the most qualified firms. The list of most qualified firms will be provided without any ranking whatsoever.
The COL reserves the right to award this project to the firm that best fits the requirements outlined in the request for proposals. The COL reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the City.

The following selection criteria will be the basis for the list of most qualified firms:

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications and Experience of Key Personnel;</td>
</tr>
<tr>
<td>2. References for Firm and Project Team;</td>
</tr>
<tr>
<td>3. Project Scope and Scope Alterations;</td>
</tr>
<tr>
<td>4. Project Schedule;</td>
</tr>
<tr>
<td>5. Current and prospective workload; capacity to accomplish the work in required time.</td>
</tr>
</tbody>
</table>

In accordance with EPA's Program for utilization of Disadvantaged Business Enterprise (DBE) Program, Small (SBE), Minority (MBE), and Women's Business Enterprises (WBE), the contractor must ensure that the six affirmative steps are followed in extending subcontracting opportunities to qualified MBE/WBE firms (see 40 CFR 35.6580(a)).

3.5 STEP TWO: Fee Proposal – Separate Sealed Envelope

Submission of Pricing Proposals

1. The qualified firms will be asked to submit to the COL a fully compliant priced proposal with all associated project fees. The proposal shall also include a detailed breakdown of costs for the project by discipline. The COL reserves the right to modify the contract documents included in this Request for Qualifications for the priced proposal submittal.

2. The COL reserves the right to award this project to the firm that best fits the requirements outlined in the Request for Qualifications. The COL reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the City.

Final submissions will be reviewed by the COL for a recommendation to the Laramie City Council. The COL reserves the right to reject any proposal which is unbalanced

Based on the recommendations of the review committee and subject to approval by the Laramie City Council, the COL intends to enter into a Professional Services Agreement with the recommended lead firm for the project.

3.6 STEP THREE: Interviews (if required)

1. If the COL determines that interviews are required in the best interest of the Project, interviews will be conducted for the purpose of determining which of the firms is the most highly qualified for the project; which firm has the project personnel best able to complete the scope of services/deliverables; which firm most fully understands and is able to perform as project contractor as envisioned by the COL.

2. Key personnel from proposing firms to be assigned to the project are required to be present and participate in the interview.

3. In addition to the material requested herein, and information which may be requested by the committee, the firms shall be prepared to demonstrate the firm's approach to management of the project based on their understanding of the City's adopted Master Plans, codes, and requirements of the EPA related to the work plan and reporting; the firm's ability to perform the services within a fully integrated professional team; and the firm's past performance of similar services in similar team situations. The interviews may include an interactive work session.

4. A short list will be developed of firms that will be interviewed based on the evaluation criteria noted above in step one and step two. The list will be provided in alphabetical order without any ranking.

3.7 STEP FOUR: Selection of Successful Firm, Negotiation of Professional Services Agreement

1. After the successful firm is selected, the COL will negotiate an Agreement for Professional Services. The agreement will include the following elements:
   - Project Scope of Work/Deliverables
   - Term of Contract
   - Contract Sum (not to exceed)
   - Responsibilities of Contractor (Firm)
   - Responsibilities of COL
   - Indemnification of COL
   - Professional Liability or Errors and Omissions Liability Insurance (not less than one (1) million dollars, aggregate for all claims arising from the Firm's work for a period of five (5) years from the date of substantial completion)

Proposals cannot be withdrawn from consideration for a period of sixty (60) days after the submittal deadline of Thursday, January 4, 2018.

3.8 STEP FIVE: City Council Approval of Agreement, Notice to Proceed
1. The COL will forward the Final Agreement for Professional Services to the City Council for their consideration and approval. The successful lead firm and other team members are encouraged to attend the Council meeting with the COL staff to answer any questions concerning the proposal, the project, or the Firm's qualifications.

2. The COL reserves the right to undertake or award supplemental or successor agreements for work related to this agreement or this project.

3. The agreement shall not be binding upon the COL or the Firm, and no services shall be performed under the terms of the proposal or the agreement until the agreement has been reduced to writing and approved by the Laramie City Council.

4. After approval by the Laramie City Council, the COL shall issue a Notice to Proceed with the work upon the receipt and acceptance of all required agreement submittals and requirements.

IV. SELECTION AND CONTRACTING PROVISIONS

5.1 Notifications. The COL will provide timely notifications in writing (letters and/or emails) of the following actions to firms responding to the Request for Qualifications as follows:

Selection of short-listed firms for interviews (if required);
Firms not short-listed;
Selection of recommended firm; and
Laramie City Council approval.

5.2 Right to Reject

5.2.1 The COL reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise the project at any time prior to Laramie City Council approval of the recommended firm and the negotiated agreement. The COL reserves the right to award this project to the firm that best fits the requirements outlined in the request for proposals. The COL reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the City.

5.2.2 The COL reserves the right to eliminate a submittal based on current and anticipated workload. The COL reserves the right to terminate the contract of the selected firm for cause as identified in the executed Professional Services Agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. Proposals submitted in response to this Request for Qualifications shall become the property of the COL.

5.2.3 If the COL and the selected lead firm cannot agree on the contract, the negotiations will be terminated, and the COL reserves the right to begin negotiations with the next highest ranked proposer.

5.3 Procedures Requirements

5.3.1 Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

5.3.2 All costs incurred by firms choosing to participate in this RFQ process shall be borne by the proposing firms.

5.3.3 All proposals submitted regarding this RFQ are the property of the COL and will only be returned to the firm(s) if requested in writing to the COL at the sole discretion of the COL.

5.3.4 Late submittals shall not be accepted. It is the responsibility of the firms to ensure that the proposal arrives at the Planning Division, prior to the date and time stated in this RFQ.

5.4 Conflicts of Interest

5.4.1 Any conflicts of interest whether real or perceived by the firm submitting a proposal should be fully disclosed and explained within the proposal. Please refer to w. s. §§ 15-1-127 through 15-1-128, w. s. §§ 6-5-101 through 6-5-118, and w. s. §§ 9-13-101 through 9-13-109 for additional information on conflicts of interest.

END OF REQUEST FOR QUALIFICATIONS
Attachment A
Appendix 3  
Regional Priorities Form/Other Factors Checklist

Name of Applicant: Laramie WY

Regional Priority Title(s): Region 8: Protect/Enhance Water

Page Number(s): Pages 3, 7

Protect/Enhance Water – The West Side Revitalization project seeks to propel a revival of Laramie’s most historic but polluted neighborhoods. Much of the West Side neighborhood lies within the 100-year floodplain of the Laramie River, which can swell to 50 times its base flow discharge during spring snow melt and has flooded out many residences as recently as 2010. The neighborhood is also near and downwind of one of the nation’s busiest transportation thoroughfares, Interstate 80, which is a major contributor to dust, exhaust and sound pollution from the south and west, with up to 20,000 vehicles/day passing by. To the east of the neighborhood is a very busy industrial railyard and rail service hub, with 75 to 100 trains/day, 7 days/week. A former superfund site, known as the Baxter Tie Plant, abuts the southern boundary to the West Side while a mid-remediation brownfield, known as Yttrium Plant/Midwest Refinery, sits at its northern gateway. EPA Region 8 is particularly interested in projects that improve or protect the quality of water associated with brownfield sites or whereby addressing the brownfield site will reduce threats to nearby residents.

Regional Priority Title(s): Region 8: Assistance to Small and Underserved Communities

Page Number(s): Pages 2 and 5

Assistance to Small and Underserved Communities – With a population of just over 32,000 residents, the City of Laramie is the largest municipality in Albany County, WY which has a population of less than 36,000. The West Side neighborhood in which this project will take place has a population of 1,600. The West Side is in the geographic heart of Laramie. Its next closest neighbor is the downtown district.

There are a number of factors that can affect the future of any given neighborhood, but for the West Side, the history of environmental pollution and seasonal flooding of the Laramie River are believed to be the most significant roadblocks to success. The city is working with FEMA on flooding concerns, and this brownfield application presents an important opportunity to address environmental concerns. Alongside this effort, the City wants to assure that storm water run-off does not negatively impact the quality of the Laramie River. The Brownfields program then serves as an opportunity to not only holistically understand environmental concerns impacting the neighborhood, but also explore green infrastructure and filtration systems to support water quality.
Assessment Other Factors Checklist

Please identify (with an x) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

<table>
<thead>
<tr>
<th>Other Factor</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>None of the Other Factors are applicable.</em></td>
<td></td>
</tr>
<tr>
<td>Community population is 10,000 or less.</td>
<td></td>
</tr>
<tr>
<td>Applicant is, or will assist, a federally recognized Indian tribe or United States territory.</td>
<td></td>
</tr>
<tr>
<td>Targeted brownfield sites are impacted by mine-scarred land.</td>
<td></td>
</tr>
<tr>
<td>Project is primarily focusing on Phase II assessments.</td>
<td></td>
</tr>
<tr>
<td>Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.</td>
<td>10, 15</td>
</tr>
<tr>
<td>Recent (2008 or later) significant economic disruption has occurred within community, resulting in a significant percentage loss of community jobs and tax base.</td>
<td></td>
</tr>
<tr>
<td>Applicant is one of the 24 recipients, or a core partner/implementation strategy party, of a “manufacturing community” designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, <strong>applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation</strong> which demonstrate either designation as one of the 24 recipients, or relevant pages from a recipient’s IMCP proposal which lists/describes the core partners and implementation strategy parties.</td>
<td></td>
</tr>
<tr>
<td>Applicant is a recipient or a core partner of HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant funding or technical assistance that is directly tied to the proposed Brownfields project, and can demonstrate that funding from a PSC grant/technical assistance has or will benefit the project area. Examples of PSC grant or technical assistance include a HUD Regional Planning or Challenge grant, DOT Transportation Investment Generating Economic Recovery (TIGER), or EPA Smart Growth Implementation or Building Blocks Assistance, etc. To be considered, <strong>applicant must attach documentation.</strong></td>
<td>10</td>
</tr>
<tr>
<td>Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant.</td>
<td></td>
</tr>
</tbody>
</table>
December 20, 2016

Environmental Protection Agency Region 8
Attn: Ms. Barbara Alfano
Atlanta Federal Center
61 Forsyth Street, S.W. 10 Floor
Atlanta, GA 30303-8960
Via Email: alfano.barbara@epa.gov

Re: Laramie, WY Brownfield Revitalization Initiative- West Side Revitalization
USEPA Brownfield Combined Petroleum and Hazardous Materials Assessment Grant

Dear Ms. Alfano,

The City of Laramie is pleased to submit this combined application for the USEPA Brownfield Assessment Grant, requesting funding of $300,000 for Petroleum and Hazardous Materials sites. Our application includes responses to all threshold and ranking criteria as described within the application materials.

The goal of this project is to revitalize Laramie's oldest neighborhood which sits at the geographic heart of the community, next door to our vibrant Main Street Area. Laramie is a small along the I-80 corridor just a short drive from many of Colorado's major cities. At first glance Laramie appears to be an idyllic college town, but it is actually among the most cash-strapped towns in WY. With a poverty rate that is 53.9% higher than WY averages, our residents face similar if not greater challenges. Laramie's precarious financial standing was served another blow with a steep reduction in state funding resulting from a historic plunge in energy revenues. Recognizing Laramie's best opportunity to grow its economy hinges largely on capitalizing its intellectual resources the City and the UW, along with our state and local economic development partners, embarked on an aggressive strategy to halt the flight of highly qualified graduates from leaving Laramie in search of healthier economies. Nearly 10 years into this effort, Laramie now boasts of nearly 70 local tech companies and is now solidly positioned as the frontrunner in growing the state's tech sector.

One of the final frontiers for our economic revival is the renewal of the West Side which is the town's oldest neighborhood. Founded in the 1800s, the West Side is flanked on east by a Union Pacific railyard, to the south and west by I-80, and to the north by Laramie River wetlands and flood plain. The West Side hosts both Laramie's oldest brownfield properties but also the highest concentrations of assumed brownfield sites and has a significantly higher percentage of minority and economically disadvantaged residents than Laramie and the state. Because of its history and location - success in the West Side has direct impact on the entire community. The good news is that the West Side, with its dedicated residents, quaint homes, vibrant community center, and popular amenities, is already quite successful. This project is intended to build on those successes and to mitigate any pitfalls, the most significant and complex of which is the large industrial areas that surround the vibrant neighborhood. Of particular concern is the northern gateway to the West Side at which the 85-acre former refinery site sits alongside other worrisome properties including an auto salvage and a cement plant.

"Improving Our Quality of Life"
The three-pronged goal of this project is to propel West Side neighborhood revitalization, improve the quality of life for its residents, and to remove any real or perceived barriers to private investment. With several projects and initiatives coalescing momentum in the West Side is at an all-time high. With this energy and each of these plans already in place, the EPA funded assessment effort is primed for immediate action and success.

We look forward to having you join us and our eager partners to launch this important project!

Applicant Identification
The proposed recipient of the EPA Assessment monies is the City of Laramie – P.O. Box C Laramie, WY 82073 (406 Ivinson Ave, Laramie, WY 82070) DUNS: 783261892

A. Funding Requested
   i. Grant Type: Assessment
   ii. Assessment Grant Type: Community-Wide
   iii. Federal Funds Requested: $300,000
   iv. Contamination: We are requesting $200,000 for contaminated land assessment activities for Hazardous Substances and $100,000 for Petroleum assessment to assist in future West Side revitalization and redevelopment efforts.

B. Location: Laramie, WY

C. Site Specific: This is a Community Wide application and does not include site-specific information.

D. Project Contacts

Project Director
Dave Derragon
P.O. Box C
Laramie, WY 82073
Phone 307-721-5304
dderragon@cityoflaramie.org

Chief Executive
Janine Jordan, City Manager
P.O. Box C
Laramie, WY 82073
Phone 307-721-5226
jjordan@cityoflaramie.org

E. Population
   i. 32,158 (Census 2015 Estimate).
   ii. The City of Laramie, WY is a municipal form of government.
   iii. Persistent poverty: We affirm that Albany County is not classified as a Persistent Poverty County.

F. Regional Priorities Form/Other Factors Checklist: Please see attached.

G. Letter from the State or Tribal Environmental Authority: Please see attached.

Thank you for consideration of our grant application materials. We trust you will find them complete and worthy of an award.

Sincerely,

David Paulekas
Mayor

Enclosure
IV.C.3.1. Community Need (45 Total Points)

IV.C.3.1.a Target Area and Brownfields (15 points)

IV.C.3.1.a.i Community and Target Area Descriptions (5 points)

The goal of the West Side project is to identify and address environmental impediments in a larger effort to revitalize Laramie’s oldest neighborhood which sits at the geographic heart of the community. Environmental pollution is woven into the fabric and history this otherwise vibrant neighborhood, which today, continues to be burdened with the community’s largest concentration of suspected brownfield sites. Laramie’s West Side was built alongside the transcontinental railroad in the 1800s and in the 1920s-50s, industrial developments grew on outer edges of the residential neighborhood. Today, the West Side boundaries are flanked to the north by two large brownfield sites, to the south by one of the region’s largest delisted (but still active) superfund sites, to the east by the very railroad and a 100 acre railyard that created this neighborhood, and to the west by the flood-prone Laramie River. Dotted between these boundaries are a number of abandoned and active sites of concern including an estimated 235 acre former refinery site (of which 85 acres are owned by BP Amoco), a large auto salvage, a cement plan, and a gas station. The West Side neighborhood is also near and downwind of one of the nation’s busiest transportation thoroughfares, Interstate 80, which is a major contributor to dust, exhaust and sound pollution from the south and west, with up to 20,000 vehicles/day passing by. While the 100+ year history and geographic extent of pollution in the West Side certainly affects livability in the area, another essential component of the neighborhood’s narrative is that its residents have banded together with state and local partners to overcome substantial environmental concerns. For example, the former 140-acre superfund site known as the Baxter Tie Plant, which abuts the southern boundary of the West Side along the Laramie River, was cleaned up in the 1980s and 1990s. This massive effort included an innovative phytoremediation project which resulted in the planting of 1,500 trees and the beginning stages of the Laramie River Greenbelt trail system which runs through the West Side. More recently, the Laramie Rivers Conservation District and the City of Laramie partnered to use a $330,535 Community Development Block Grant funds to launch the first phase of revitalizing a 5.6 acre industrial site, known as the Yttrium Plant/Midwest refinery, which sits at the northern gateway to the West Side. Volunteer Remediation funds awarded through the WY DEQ along with TBA funding and a $200,000 Brownfield Clean up grant are being used to clean up the area. The third of this project, slated to launch in the mid-2017, is the WY Department of Transportation’s construction of a multi-million dollar viaduct that will convey traffic through this former industrial site.

In its heyday, the West Side was a bustling neighborhood with grocery stores, churches, and an elementary school. But, according to the “Laramie's West Side Neighborhood Inventory of Historic Buildings” conducted in 2011 by UW faculty and graduate students,"….Mexican immigration occurred during the 1930s-40s, in part as a result of the Bracero Program, a government program that encouraged legal immigration from Mexico in order to bring in workers during World War II. Discrimination in housing and employment meant that Laramie’s Hispanic population was unofficially segregated on the West Side. Many West Side residents suffered from prejudice against Hispanics, who were not welcome in restaurants, movie theaters, stores and other establishments east of the tracks”. Today, the grocery stores and churches are gone and the West Side’s original Hispanic population is aging. The neighborhood is now characterized by a repeating pattern of pockets of blight and swaths of success. Overall, private investment and property values have both lagged considerably behind other areas of the community even in spite of substantial public investments in the area. The City believes that overcoming environmental concerns in the neighborhood is essential for maximizing existing investments and encouraging new investments in the area.

The benefits of this project are not limited to the West Side, which not only sits across from a 100 acre railyard from Laramie’s bustling and vibrant downtown district, but also serves as a gateway to Laramie’s popular greenbelt which runs along the Laramie River that snakes through the West Side’s western boundary. The West Side’s proximity to
these cherished local assets provides a unique synergy and enormous opportunities. A brownfield assessment grant will therefore greatly help to catalyze environmental investments that will spur redevelopment of blighted areas within this culturally rich and geographically important neighborhood.

**IV.C.3.1.a.ii. Demographic Information and Indicators of Need (5 points)**

<table>
<thead>
<tr>
<th>Target Community: (Census Tract 9629, Albany County, WY) Laramie’s “West Side”</th>
<th>City/Town or County: Laramie</th>
<th>State: Wyoming</th>
<th>National: USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>1,609</td>
<td>32,228</td>
<td>587,142</td>
</tr>
<tr>
<td>Unemployment</td>
<td>2.4%</td>
<td>3.67%</td>
<td>3.69%</td>
</tr>
<tr>
<td>Poverty Rate</td>
<td>13.9%⁴</td>
<td>11.08%⁵</td>
<td>7.2%⁵</td>
</tr>
<tr>
<td>Percent Minority</td>
<td>17.9%</td>
<td>12.42%</td>
<td>10.49%</td>
</tr>
<tr>
<td>Median Household Income</td>
<td>$33,428</td>
<td>$45,692</td>
<td>$59,076</td>
</tr>
</tbody>
</table>

¹Data is from the 2010 U.S. Census data and is available at [http://www.census.gov/](http://www.census.gov/)
²Data is from the Bureau of Labor Statistics and is available at [www.bls.gov](http://www.bls.gov)
³Data is from the 2010 American Community Survey and is available on American FactFinder at [http://factfinder2.census.gov/](http://factfinder2.census.gov/)
⁴Data is for 2008-2012, ACS Poverty Status, Census Tract 9629, Albany County, WY
⁵Data is for 2008-2012, from the ACS Poverty Status for Wyoming and Laramie

**IV.C.3.1.a.iii. Brownfields and Their Impacts (5 points)**

The West Side has perplexed municipal authorities and community developers for decades. This quaint and ideally located neighborhood, which has a strong corps of dedicated neighborhood advocates, possesses many of the ingredients for success, however, public investments and the sweat equity of dedicated volunteers have yielded comparatively marginal returns. With millions of public dollars invested in quality of life improvements (trails, parks, environmental cleanup, development of a community center, etc) in the West Side, it would seem that widespread renewal would naturally follow suit. And, because the neighborhood sits right between the Laramie’s bustling downtown district and the trailhead to the popular greenbelt trail on the Laramie River, it would seem that the West Side would be a highly desirable location for development. In reality, property values and private investment in the West Side remain among the lowest in the community. The benefit of the lower property values is that young families and early career professionals have been able to affordably purchase “fixer uppers” in the neighborhood and those newcomers, along with longtime residents, have worked to improve not only their own homes but also to launch beautification projects throughout the area. The downside, however, is that there a number of aging properties and neglectful landlords who allow their properties to fall into disrepair. While municipal code enforcement can and does alleviate some of the most egregious neglect, it can only go so far to truly fix the problem. With an aging population, additional housing stock will come on the market over the next several years. This new housing stock presents opportunities for more young families and professionals to purchase homes and take root or, conversely, for dollar-driven landlords to reinforce the pattern of pocket blight plaguing the neighborhood.

The Baxter Tie Plant and the Yttrium Plant/Midwest Refinery projects have been incredibly successful site-specific improvements to the area, but the specter of numerous other polluted areas remain. For long-term systematic change to occur in the West Side, other sites in the area must also be addressed. With several projects and initiatives coalescing in the area- WY Dept. of Transportation’s removal and rerouting of a viaduct which carries heavy loads and divides the neighborhood, successful downtown development projects, a newly adopted parks and recreation master plan which identifies parks developments in the West Side, and a public art plan which emphasizes the importance of the West Side, and city council goals to create a revitalization plan for the area, a citywide neighborhood improvement program, and to launch its first urban renewal program-momentum in the West
Side is at an all-time high. With this momentum and these plans in place, the EPA funded assessment effort is primed for immediate action and success.

IV.C.3.1.b. Welfare, Environmental, and Public Health Impacts (15 points)

IV.C.3.1.b.i. Welfare Impacts (5 points)

Various data sources paint a grim picture of Laramie. The 2006-2010 Census, revealed that Albany County (in which Laramie is largest municipality) had the third lowest median household income in Wyoming. In addition, the poverty level in Laramie is 53.9% greater than the Wyoming average. With three institutions of higher education Laramie has a disproportionate number of enrolled students and residents under the age of 25. However, poverty in Laramie extends beyond this age demographic. An Annie E. Casey Foundation study completed in 2015, for example, reported that 23% of Albany County children and families are living in poverty, as compared 15% in the rest of the state. Poverty is especially acute in the West Side where poverty rates nearly double that of the statewide rates (13.9% vs. 7.2%). The majority of West Side school aged children attend Linford Elementary, which has a low-income rate of 55%, meanwhile a smaller minority of West Side children attend Slade Elementary which have a low-income rate of 52%. These schools rank as the first and second for the highest concentrations of low-income students. Laramie’s only Head Start program recently relocated to the Lincoln Community Center in the West Side. The Lincoln Community Center was selected because the vast majority of its students and families reside in the West Side. As a federally subsidized program, Head Start maintains detailed records about their families. Unsurprisingly, his data reveals concerns like other lack of insurance, households of single parents, and insecurity in employment, housing, and food.

The good news is that the Laramie Police Department reports no notable crime patterns in the West Side that differ from any other parts of Laramie, which already has a comparatively low crime rate. This means that while many West Side residents face significant struggles related to poverty, safety related to crime is not a great concern. Low crime rates in the West Side is not surprising, given the enormous amount of volunteerism and neighborhood pride throughout the West Side. This is an important considerations because, combined with other neighborhood and community strengths, low crime rates also indicate that revival of the West Side is less costly and less complex than areas of high crime.

IV.C.3.1.b.ii. Cumulative Environmental Issues (5 points)

There are a number of factors that can affect the future of any given neighborhood, but for the West Side, the history of environmental pollution and seasonal flooding of the Laramie River are believed to be the most significant roadblocks to success. The city is working with FEMA on flooding concerns, and this brownfield application presents an important opportunity to address environmental concerns. Alongside this effort, the City wants to assure that storm water run-off does not negatively impact the quality of the Laramie River. The Brownfields program then serves as an opportunity to not only holistically understand environmental concerns impacting the neighborhood, but also explore green infrastructure and filtration systems to support water quality.

Polluted industrial sites not only encircle the neighborhood, but are also dotted throughout its boundaries. At its northern boundary, there is a large former refinery site, of which 85 acres are owned by BP Amoco, which sits in between the Midwest Refinery Site. At this same gateway is a five to 10 acre auto salvage site which has collected cars and machinery for generations, a cement plant for a construction firm, and a diesel mechanic. A 100 acre Union Pacific railyard sits at the area’s southern boundary. The Laramie River snakes through its western boundary. A truck stop and (former) dormitories for an automotive college operate on the other side of the river and both truck stop patrons and previous dormitory residents have been known to not only litter along the river, but also repair cars and semis within a dormitory parking lot abutting the river bank. A 100 year old lumberyard, which serves as the headquarters to Laramie’s oldest family-owned construction companies operates on its southern boundary, just a few blocks west of the Baxter Tie Plant. A gas station specializing in contractor and company fuel accounts for fleet vehicles sits in the center of the neighborhood adjacent to the Laramie River. Vacant lots and abandoned buildings,
which are strewn about the neighborhood, have in some cases become dumping grounds for unwanted items like lumber and furniture. Combined, these areas of concern not only cast pall over the entire area but also diminish returns on public investments and discourage private investment.

IV.C.3.1.b.iii. Cumulative Public Health Impacts (5 points)
The 140-acre Baxter Tie Plant operated on an intermittent basis between 1886 and 1983. At this site, railroad ties were soaked in creosote, pentachlorophenol and oil, a concoction which kept railroad ties from rotting. By the time the plant closed, it was estimated to be leaking more than 14,000 gallons of pentachlorophenol, benzene, naphthalene, toluene, and phenol to contaminate the shallow groundwater beneath the site and has impacted the scenic Laramie River which meanders through the West Side community.

Dr. Harold Bergman, an environmental physiologist and toxicologist at the University of Wyoming, reported to the Casper Star Tribune (Wyoming’s only statewide newspaper), one his graduate students inserted a Teflon tube through the ice of the frozen Laramie River into the underlying mud sampling groundwater beneath. According to Bergman, the student “…struck oil, and then walked the river and there were blebs of creosote and oil bubbling to the top…” The student eventually found that each time the Laramie River flooded in the spring, “the groundwater table rose forcing the oily mess into the river”. After frustrated neighbors voiced their concerns, the EPA designated the site as a superfund. Following an ambitious $200 million clean-up process a greenbelt trail and a small urban forest now sits on the site. The greenbelt trail has been one of the most transformative community projects in the past two decades, benefiting not only the West Side, but also the entire community. While this has been an incredible success, high background PAHs in the area exceed residential standards. In addition to this project, the City of Laramie is working with the DEQ on characterizing the extent of contamination by a variety of organic solvents in a 65-acre area including the downtown area. The West Side is hydrologically connected and upgradient of study area.

With a poverty rate of 13%, and minority rate of 17%, the 1,609 residents of the West Side are not only more vulnerable to the effect of this environmental legacy, but are also exposed to a disproportionally higher number of potentially polluted industrial sites. A study completed by the Mayo Clinic, (https://www.sciencedaily.com/releases/2010/05/100506141634.htm), for example, measuring 3,970 people found asthma to be 40 to 70 percent more prevalent in children who lived near a railroad intersection. The pollution caused by the diesel engines permeate the air around the tracks and the homes in the nearby area. The study found that children who lived in census tracts facing the intersection with major highways or railways had about 40 to 70 percent increased risk of developing childhood asthma. With lower insurance coverage and income levels, asthma can have a bigger effect on lower income residents. Given the high poverty rates in the area, the environmental justice concerns are particularly acute especially acute when paired with other risk factors that are borne from poverty. Pollution compounds these problems in a variety of direct and subtle ways. Food insecurity can be addressed, for example, by home gardening, which is a priority project for the West Side League of Neighbors. However, the Laramie Rivers Conservation District suggests that all local gardens (both inside and outside of the West Side) be planted above ground (in raised beds) because soils samples reveals lingering PAH and metals contamination from coal burning. Given its industrial legacy, toxins in soils may be elevated in the West Side.

IV.C.3.1.c. Financial Need (15 total points)

IV.C.3.1.c.i. Economic Conditions (5 Points)
A number of combined factors make Laramie among the most budget-challenged communities in Wyoming. Laramie does not benefit from the revenue generated by the energy industry, which during boom cycles, are enjoyed by other Wyoming communities. Local sales taxes are also slim both because the community does not have a large retail sector. Property tax collections are also low because the community’s largest industry, property owner, and employer is the University of Wyoming, which is tax-exempt. Given all of these revenue shortcomings, the City operates on a shoestring budget and is faced with making difficult budgetary choices. In 2008, the City’s budget
neared $32 million, but by 2014, it sat at around $25 million which triggered across-the-board budget reductions and furloughs of employees. Just as municipal revenues began to stabilize, they dropped sharply in 2016 with the statewide economic crisis resulting from a historic decline the energy sector revenues on which it depends. As a result the plunge in energy income, state-shared revenues to local governments was reduced by 43% in 2016, and a large program that helped fund capital improvement projects like streets and drainage was completely eliminated. This is the most significant decrease in State funding in more than fifteen years. Compounding this decline is the fact that revenues from sales tax, which constitute the second largest source of funding for municipal infrastructure and services (after State-shared funding) have not increased in a decade. Deep cuts from the state paired with this prolonged flattening of sales tax revenues has required the city to reduce employee benefits and decrease its already slim workforce by an additional 6.5%, which totals 14 additional full time positions. Recent State forecasts for the upcoming biennium continue to show an unfavorable revenue outlook and, because Wyoming municipalities are heavily reliant upon State-shared funding by design, the City of Laramie’s budget outlook continues to be highly uncertain. Given all of these forces, the City’s ability to fund basic municipal services is dwindling thereby making non-essential but enormously important projects, such as West Side revitalization, impossible without grant funding.

IV.C.3.1.c.ii. Economic Effects of Brownfields (10 Points)
A notable barrier to Laramie’s economic success is the costly remediation of former industrial sites within the community, of which the majority are located in the West Side. With a population of 32,228 residents, Laramie is plagued with a disproportionate number of current and delisted CERCLA sites. Laramie’s eleven CERCLA sites exceed most metro area averages on a per-capita basis. While many of these CERCLA sites have been delisted, their presence continues to cast a pall over Laramie. The superfund site known as the Baxter Tie Plant for example, allowed pentachlorophenol, benzene, naphthalene, toluene, and phenol to contaminate the shallow groundwater beneath the site and has impacted the scenic Laramie River which meanders through the West Side community. This site has been delisted, but still subject to monitoring. The City of Laramie has taken on other smaller-scale although costly remediation projects as well. Right now, for example, the City of Laramie is working with Wyoming DEQ on characterizing the extent of contamination by a variety of organic solvents in a 65-acre area, including the downtown area. This study area is hydrologically connected and up-gradient of the West Side neighborhood.

In the West Side neighborhood, which is home to some of Laramie’s most financially vulnerable residents and largest minority population, is exposed to environmental health risks. Compounding the health concerns are the adverse impacts on potential economic development in the area. The brownfield assessment described in this proposal takes on the most acutely contaminated sites and comprehensively addresses the environmental cleanup issues on that site. There is no better way to start tackling the bigger picture problems in a neighborhood, than starting at ground-zero.

IV.C.3.2. Project Description and Feasibility of Success (55 Total Points)
V.C.3.2.a Project Description, Timing and Site Selection (30 points)

IV.C.3.2.a.i Project Description and Alignment with Revitalization Plans (17 points)
For over a decade, the City of Laramie has worked with West Laramie residents and stakeholders as well as other local, state, and federal agencies to revitalize this valuable neighborhood. In this time, millions of public dollars via local, state, and federal sources and countless staff hours have been invested in important public improvements and amenities like the development of the greenbelt, transformation of a derelict school building to serve as gathering place known as the “Lincoln Community Center”, restoration of the Laramie River, flood mitigation, and the demolition of an abandoned refinery that was both an eyesore and a hazard. Additionally, area residents have rolled up their sleeves and invested sweat equity in each of these projects and more! The Lincoln Community Center board, for example, originally formed to call for the revitalization of this otherwise neglected building and today remains a gathering place and asset to the entire community. For its part, the West Side League of Neighbors has
rallied volunteers to initiate various beautification projects, including a decorative garden planted at the base of Garfield Street Footbridge, which connects the West Side to the downtown over the railyard. Academics and amateur historians are equally intrigued by the West Side and have worked closely with residents to collect oral histories and publish guides for walking tours. Yet, in spite of these substantial investments and the enormous amount of energy and pride, the neighborhood continues to face challenges, including but not limited to an industrial legacy, aging houses, lagging property values, etc.

At the beginning of each calendar year, the Laramie City Council has sets (or renews) annual goals and priorities for the upcoming year. In 2016 three key goals were identified that will (or could) directly impact the West Side: 1) designate its northern gateway to the West Side as a critical beautification and walkability corridor for, 2) launch a neighborhood Improvement Program, and 3) pursue its first urban renewal program. Each of these goals are timely because the WY Department of Transportation is in its beginning stages of a large construction project which will remove and existing viaduct in the center of the neighborhood and move it to its northern gateway. (The historic Garfield Street Footbridge, which connects the West Side to the downtown area, will remain intact). This rerouting presents enormous opportunities and potential challenges. One the one hand, the removal of the bridge will make the neighborhood more bikable and walkable by removing a barrier to the north and south side of the neighborhood, but on the other hand, the bridge relocation will increase traffic loads to another parts of the neighborhood and might deter private investment because of increased drive times. Rerouted traffic will now be conveyed through the most industrial parts of the neighborhood, which may inadvertently sway the perception of new travelers, but the reroute may also spur development due to increased traffic and visibility. The City’s goals are therefore to maximize the benefits of this rerouting and mitigate any potential challenges with this project. In order for these goals for revitalization to be successful, the West Side’s brownfield legacy must be also be addressed.

In addition to annual council goals, improvements to the West Side have been noted in every pertinent community development plans, including but not limited to: Laramie Comprehensive Plan (2007), Downtown Laramie Development Plan (2012), Laramie Housing Study and Action Plan (2015), Laramie Public Art Plan (2016), Laramie Parks and Recreation Master Plan (2016), underscored the important connectivity between the downtown and the West Side. The Public Art Plan, for example, notes “Although separated by the railroad, there are many reasons to plan for connections between these two neighborhoods. Residents of and visitors to Downtown cross the bridge to access the Greenbelt and Optimist Park, and enjoy Laramie’s oldest neighborhood. Residents of and visitors to the West Side cross the bridge to access the Downtown for business, shopping, dining, and entertainment. Now is the time to diversify the arts experience in Downtown Laramie and initiate public art projects on the West Side.” The Housing Study and Action Plan (2015) advocated for concentrating rehabilitation and redevelopment efforts in the West Side, and the Parks and Recreation Master Plan identifies the 85 acre BP Amoco-owned brownfield as an ideal location for new park space and soccer fields.

Beyond planning, various public bodies working alongside non-profit partners and committed volunteers have worked for over a decade to tack meaningful action to address significant environmental issues and quality of life concerns affecting Laramie’s West Side. These projects include, but are not limited to:

- Delisting of the superfund site abutting the southern boundary to the West Side through an innovative bioremediation project
- Creation of the greenbelt trail system
- Remodeling a derelict school building and creation of the Lincoln Community Center
- Restoration of the Laramie River
- Refurbishment of the Garfield Street Footbridge
- Demolition and remediation of a former refinery site

While each of these projects have made a meaningful impact on the quality, character, and health of the West Side neighborhood the West Side (especially its northern gateway) continues to be plagued by a disproportionate number
of brownfields sites which have somewhat diminished the return on these numerous investments. The purpose of this assessment grant is therefore to get at the heart of the problem and to develop an action-ready roadmap for near term renewal and long term benefit.

IV.C.3.2.a.ii Timing and Implementation (13 points)
The City of Laramie has established a streamlined process to assure successful completion of this project within three years.

*Contractor procurement:* Should our application be awarded, the City will undertake a competitive contractor procurement process, fully compliant with the requirements of 40 CPR 31.36. Our extensive knowledge of brownfield sites located in the West Side redevelopment area will allow us to begin assessment and implementation tasks immediately upon execution of the Cooperative Agreement (CA). Our qualified environmental professional (QEP) will be used as a technical resource before the CA is finalized to help us establish the CA work plan, create a Quality Assurance Project Plan (QAPP) for use on this project, develop site eligibility determination (SED) requests for known priority sites, initiate site access negotiations, and support ongoing community outreach activities. To ensure project goals are met, the City will document, track, and evaluate outputs and outcomes on a continual basis. Progress will be reported via quarterly EPA progress reports and ACRES updates.

*Site Selection Process:* To identify sites with near-term redevelopment potential, eliminate threats to human health and the environment, and contribute to community revitalization and economic development goals, Laramie will complete a comprehensive brownfield inventory within the West Side target area. Accordingly, we will incorporate market analysis, perform site reuse option analyses, and apply real estate strategy to prioritize opportunities and help focus assessment dollars on the most feasible sites/redevelopment areas.

Our inventory will include outreach to neighborhood members, real estate/development community; meetings with site owners, businesses, and other stakeholders; and review of Wyoming Department of Environmental Quality (WYDEQ) records and databases to identify sites with previously documented, suspected, or potential impacts. We will also examine historic resources such as Sanborn maps, city directories, aerial photographs, to identify additional potential impacted sites. The success of our brownfields initiative will not only be measured by the number of brownfield sites prioritized or assessed, but also by how well we can diminish or eliminate the environmental impacts caused by brownfield sites.

(c) Obtaining and Securing Site Access. We will consider landowner willingness and access issues when prioritizing privately owned sites. Our partners have extensive experience working with local property owners to provide a personal introduction of the project team to help answer any questions. We will work with EPA to ensure that all selected assessment sites are eligible.

IV.C.3.2.b. Task Descriptions and Budget Table (20 Points)

IV.C.3.2.b.i Task Descriptions (15 points)
**Task 1 – Site Inventory, Selection and Planning ($31,500 Grant-Funded Activities+ $4,000 Voluntary Match):** Task 1 presents an opportunity to engage City residents in a comprehensive site identification and evaluation process. Data gathered during the inventory will be integrated with existing City databases. The inventory will become a long-term planning tool which can be used to better understand economic and health impacts associated with brownfield sites, identify potential issues during infrastructure improvement projects, and support various other local initiatives. Our City staff and qualified environmental contractor will perform the following inventory activities as part of this task: (1) Conduct tours/windshield surveys of priority focus areas to identify potential petroleum and hazardous substance brownfield sites and verify current conditions; (2) review City’s municipal records relevant to identification of brownfields (including occupancy, permits, tax delinquency status, crime violations and police responses, etc.); (3) review historical Sanborn Maps and other historical resources to identify past manufacturing facilities, gasoline/auto repair stations, drycleaners, and other sites with potential for historic environmental impacts;
(4) survey local developers, real estate industry representatives, and other stakeholders for information on vacant and underutilized commercial/industrial properties; and (5) review City, County and State Health Department records to verify that all sites with known/suspected impacts or threats to public health are included in the prioritization process. The budget (for each hazardous substance/petroleum inventory) includes City personnel costs of $2,000 (50 hours at an average of $40/hr) to assist with inventory and prioritization tasks. The budget (for each grant) includes contractual services of $31,500 (300 hours at an average of $100/hr) to perform property inspections, conduct records review, and assist with prioritization. Task deliverables include a brownfield inventory report and GIS overlay of brownfield sites over current aerial photographs. City voluntary match is approximately $2,000 (50 hours at $40/hr) per assessment and petroleum grant for inventory assistance.

Task 2 – Site Assessment ($213,000 Grant Funded Activities + $4,000 Voluntary Match): Under direction of the City, our qualified environmental professional (QEP) will complete an estimated 12 Phase I ESAs at up to nine high priority petroleum and 6 hazardous substance brownfield sites within the target area and throughout the County and City Communities. Phase I ESAs will be performed in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the ASTM E1527-13 Phase I ESA Process. The QEP will complete Phase I ESAs, including SEDs and ACRES updates, at an average cost of $5,000 (total cost of $30,000/grant). Task deliverables include numerous SEDs, ACRES reporting, ESA Reports, project website maintenance. City voluntary match is estimated at $2,000 (50 hours at $40/hr) per each of the grants for City personnel to assist with data acquisition and report review and distribution.

The environmental consultant will perform the following activities: (1) preparation of a comprehensive QAPP [estimated cost of $10,000 ($5,000/grant)]; (2) completion of Phase II ESAs at 1 priority petroleum site ($12,000) and 2 hazardous substance sites [average cost of $20,000 ($40,000)]; (3) completion of supplemental Phase II ESAs at 1 petroleum and 1 hazardous substance sites [average cost of $22,500 ($22,500/grant)]; (4) preparation of Remedial Action Plans at one petroleum and two hazardous substance sites [average cost of $5,000 ($15,000)]; and (5) planning activities for one focus area at a cost of ($15,000). Phase II ESA costs include site-specific sampling and analysis plans and health and safety plans. The budget (for each grant) includes City personnel costs of $2,000 (50 hours at $40/hr) to assist with data acquisition and report review and distribution. Task deliverables include QAPP, SAPs/HASPs, ESAs, RAPs, etc. City voluntary match is approximated at $2,000 (75 hours at 40/hr) per grant.

Task 3 – Programmatic Costs ($24,000 Grant-Funded Activities + $3,000 Voluntary Match): The budget includes $3,000 for two City staff to attend two 3-day national/regional brownfield conferences. Estimated travel costs include airfare ($500/person/conference = $1,000) and hotel, meal and incidental costs ($200/person/day/conference $2,000). In addition, $21,000 is budgeted for contractual costs for reporting and other eligible activities to support tasks outlined above. Task deliverables include quarterly reports, ACRES updates, DBE Reports, financial reports, project closeout report. Voluntary match is estimated at $3,000 (75 hours at 40/hr) for staff time to assist with eligible grant management and reporting activities. A majority of programmatic costs will be outsourced to an experienced consultant retained by the City.

Task 4 – Remediation Planning (ABCA) ($16,500 Grant Funded Activities + $2,500 Voluntary Match): This task includes preparing comprehensive Analysis of Brownfield Cleanup Alternatives (ABCA) and Remedial Action Plans (RAPs) to address individual site contamination identified in the previous tasks. The plans will follow guidelines issued by the Wyoming Department of Environmental Quality (WDEQ) under Remedy Selection and Implementation for sites within the Voluntary Remediation Program (VRP). These plans will actively incorporate projected development plans and long-term goals for the properties. Costs assigned to this task assume that 2 hazardous substances sites and one petroleum site will require preparation of these plans at a cost of approximately $5,500 per site for an estimated cost of $16,500. The City estimates that it will require approximately $2,500 of “In-Kind” staff time (primarily public notification activities and staff planning time) to assist in the remedial planning.
Task deliverables include future brownfield site renderings, visioning sessions, ABCAs, and RAPs for redevelopment and reuse of brownfield sites in Laramie, WY.

Task 5 – Community Outreach ($15,000 Grant-Funded Activities + $2,000 Voluntary Match): This task includes: (1) coordinating and conducting at least three meetings with stakeholders [including formation of a Brownfields Advisory Committee (BAC); (2) implementing meaningful public input into the grant processes; (3) preparing and publishing public notices; (4) preparing meeting materials and presentations; and (5) preparing and distributing brochures and other public information materials. The community outreach budget includes $15,000 for the City’s QEP to facilitate community outreach meetings, produce project informational materials, and assist the City with site-specific outreach. The budget includes City personnel voluntary matching costs of $2,000 (50 hours at $40/hr) to assist with community outreach activities. Task deliverables include a public involvement plan, project website, fact sheets, meeting informational materials and minutes. In addition, as summarized in the letters of support provided in Attachments C and D, community-based organizations and agency partners have pledged additional in-kind (labor) contributions to assist with research, outreach and participation on the BAC.

IV.C.3.2.b.ii. Budget Table (5 Points)

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Task 1 Inventory Planning</th>
<th>Task 2 Environ. Site Assess.</th>
<th>Task 3 Programmatic Costs</th>
<th>Task 4 ABCA</th>
<th>Task 5 Community Outreach</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel – H</td>
<td>$1,500</td>
<td>$8,000</td>
<td>$5,500</td>
<td>$15,000</td>
<td>$200,000</td>
<td>$31,500</td>
</tr>
<tr>
<td>Travel – P</td>
<td>$1,500</td>
<td>$5,500</td>
<td>$9,500</td>
<td>$15,000</td>
<td>$97,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>Contractual * – H</td>
<td>$18,000</td>
<td>$157,000</td>
<td>$11,000</td>
<td>$5,500</td>
<td>$200,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Contractual * – P</td>
<td>$13,500</td>
<td>$56,000</td>
<td>$5,500</td>
<td>$9,500</td>
<td>$97,000</td>
<td>$97,000</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$31,500</td>
<td>$213,000</td>
<td>$16,500</td>
<td>$15,000</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

IV.C.3.2.c. Ability to Leverage (5 Points)

Due to the diversity of benefits associated with this project – environmental, economic, safety, quality of life, etc. – there are numerous opportunities from state, federal, and private sources to leverage additional funds. Obtaining Brownfield funding is a critical step toward that goal. Assessment funding will allow for the completion of initial steps in this process and include cost coverage for such crucial elements as public outreach, site selection, and site assessments to identify properties that would need to undergo remediation prior to redevelopment.

Laramie has a strong track record for leveraging funds for a wide variety of local projects ranging from public arts to critical infrastructure. Since 2010, the City has received over $51 million in grants for which it has invested $17 million in cash and in-kind. One of the grassroots examples of leveraging constituents and funds is the Laramie River Restoration Project which has raised over $1 million from the Beautification Committee, Laramie Rivers Conservation District, City of Laramie, Albany County US Fish and Wildlife, WY Game & Fish, WY DEQ, British Petroleum, and the Wyoming Natural Resource Trust.

The City was similarly successful in leveraging resources to support the development of a strategic public arts plan for the community. This plan was initially intended to be funded exclusively by an ‘Our Town’ grant from the NEA with a small portion of City funds used as the match. The NEA request was successful, however, due in large part to national competition for funding, the City’s award was half of its original request. As a result, the City quickly secured additional funds from the WY Dept. of State Parks and Cultural Resources, the WY Arts Council, and in-kind contributions of expertise and materials from the UW Art Museum and Laramie Main Street Alliance to bring the project back to full funding.

For this project, the City can leverage its own resources-staff time, economic development revolving loan fund, etc.-to match or encourage additional public and private funding sources. Likely state funding sources include the Department of State Parks and Cultural Resources, Arts Council, Department of Environmental Quality, Business
Council, and the Department of Transportation. Private sources may include the Guthrie Family Foundation, First Interstate Bank Foundation, Bike Belong and the Union Pacific Foundation. In the past five years, Wyoming Business Council has already invested over $4 million in state and federal pass-through funds in the West Side. Most recently, $330,000 Community Development Block Grant funds awarded through Wyoming Business Council were used to demolish a portion of the Midwest Refinery. Since 2010, a total of $240,000 in Transportation Alternatives Program (formerly TEAL) awarded through the Wyoming Department of Transportation has been invested in the West Side. The city will work with the DEQ to help property owners to successfully navigate the Voluntary Remediation Program enrollment process.

IV.C.3.3. Community Engagement and Partnerships (35 Total Points)

IV.C.3.3.a. Engaging the Community (15 total points)

   IV.C.3.3.a.i. Community Involvement Plan (10 Points)

The City of Laramie regards community engagement and involvement as essential components to any public improvement projects. Successful revitalization in particular is not something that can be done to a neighborhood; instead, it must be done with its residents. To that end, this project is positioned for success because the West Side residents are, by far, the most engaged and active residents in Laramie. The West Side is in fact the only neighborhood in Laramie with an organized league of neighbors. The West Side League of Neighbors serves as the eyes, ears, voice and labor force for preservation and improvement in this vibrant neighborhood. Working with state, local, and county governments, the West Side League of Neighbors has been a both a leader and partner in impactful projects of every size. And, working on its own, has launched ambitious beautification efforts that have transformed parts of the neighborhood.

For this project, anticipated outreach efforts include walking tours, community forums, design charrettes, and block parties all designed to encourage participation from as many residents as possible. The City of Laramie will coordinate outreach and advertising efforts with key stakeholders and partners-West Side League of Neighbors, Lincoln Community Center, Main Street, etc- and advertise public engagement opportunities through direct mailings, new paper articles, radio advertising (including Spanish Radio), and social media outlets (Facebook, Twitter, etc) to assure the broadest range of community participation.

The City of Laramie and the West Side League of Neighbors have agreed that a league member or designee will participate in the selection process for a consulting firm if this grant is awarded and a league member or designee will serve on any committees, etc resulting from this effort. This agreement was codified by the Laramie City Council on December 20, 2016. With this strong partner already “at the table”, the City of Laramie will develop an outreach strategy to tap into the expertise and experience of other stakeholders to assure outreach to a broad constituency. Proposed outreach efforts will include notifying the community via traditional media channels including websites, social and print media, and mailings. Beyond information sharing, the goal of the outreach is to engage and educate residents about the issues that may hinder or diminish existing and continued revitalization in order to develop locally sourced solutions.

Working with the West Side League of Neighbors and the Albany County Historic Preservation Board, City staff will organize walking tours of the neighborhood to get a firsthand view of potential brownfield redevelopment sites and to help in prioritization of those sites. In addition to walking tours, the City will work with partners plan and host a block-party style kick-off meetings designed to reengage previous participants and to introduce new players into the discussion. These engagement activities and subsequent community forums will offer exercises and resources to generate enthusiasm and buy-in for revitalization efforts. The public will be updated continually through website updates and direct outreach to constituent groups. Visuals and renderings of potential redevelopment sites will help to draw interest in the project will make potential outcomes more tangible. City staff are also actively involved in the local community and will present progress reports and project to partner organizations.
Laramie’s West Side is a testament to the strength of the City’s partnership with other government agencies. Remediation of the of the Baxter Tie Plant included EPA, DEQ, the Union Pacific Railroad and local partners and launched the beginning phases of the City’s expansive greenbelt trail system which has been funded in large part by multiple grants from the Wyoming Department of Transportation using funding from the FHWA. The revitalized Lincoln Community Center was funded in large part grant awards to Albany County government in excess of $1 million. And, most recently and pertinently, Community Development Block Grant funds allocated to the Wyoming Business Council and sub-granted to the City, launched the demolition of a former refinery site in the West Side that had been acquired by the Laramie Rivers Conservation District, which in turn, used DEQ and a $200,000 EPA Brownfield cleanup award to remove all contaminated soil. The city will work with the DEQ to help property owners to successfully navigate the Voluntary Remediation Program enrollment process.

The State of Wyoming (DEQ, Department of Transportation, Wyoming Business Council, and State Parks and Cultural Resource) have all been partners in major improvement projects in the West Side. Moving forward, these agencies will continue to play a key role in continued revitalization projects. On the federal level, the HUD, EPA and FHTA funds have all been invested in West Side projects. FEMA is the newest partner in West Side improvement through flood mitigation efforts along the Laramie River. We see the West Side as being a great opportunity to advance the HUD-EPA-DOT Sustainable Partnership by uplifting this neighborhood through improvements to housing, environment, and transportation.

Lastly, the City will partner with the Laramie Rivers Conservation District, which is a local leader in environmental initiatives and projects in throughout the area and particularly the West Side. Not only did the Laramie Rivers Conservation District orchestrate the Laramie River Restoration project, it led the charge to remediate the Midwest Refinery. Through years of collaboration and especially through co-management of the Community Development Block Grant funded demolition of refinery buildings, the city staff and the Laramie Rivers Conservation District have developed a strong working relationship. For this project, the Laramie Rivers Conservation District will serve in an advisory capacity to assist City staff and consultants in gaining an understanding of the environmental history any concerns impacting the area.

Progress will be communicated through multiple venues, including website and social media updates, press releases, in-person meetings, monthly ward meetings, etc.

Laramie’s nationally recognized Main Street program sits to the east across the railyard from the West Side. The Main Street program recognizes that there’s a lot more synergy between the West Side and the downtown area that could be maximized to for the benefit of both areas. As a result, the Laramie Main Street Alliance will participate in the community engagement process and will work with the City and other partners to move any planning outcomes into action.

The West Side League of Neighbors formed in 2012 in response to WYDOT’s plans to rebuild the main highway artery through the neighborhood. Through a grass roots effort of its members, the League persuaded the FHWA and the WYDOT to reroute their original plan for a new viaduct to assure that as few residents as possible were impacted. The League has conveyed its interest in participating in
the project by requesting a league member or designee will participate in the selection process for a consulting firm if this grant and that a league member or designee will serve on any committees, etc resulting from this effort. The Laramie City Council agreed to the League’s request on December 20, 2016.

**Lincoln Community Center:** Another neighborhood group on the West Side who joined together to turn a run-down schoolhouse into a vibrant community center and home to Laramie Head Start. The City will coordinate with the Lincoln Community Center to use this high-profile community gathering place will be one of the main physical location for posting notices, disseminating information and holding meetings.

**Albany County Historic Preservation Board:** The ACHPB was created to protect and enhance the county’s historical, archaeological and cultural heritage. It has published a walking tour guide of the West Side, [http://visitlaramie.org/wp-content/uploads/2013/03/WestSideStories_Tour.pdf](http://visitlaramie.org/wp-content/uploads/2013/03/WestSideStories_Tour.pdf). For this project, the board will assist City staff and consultants in understanding the history of the area.

**IV.C.3.3.c.ii. Letters of Commitment (4 Points)**

Attached. (Note: A letter from the West Side League of Neighbors is not included, however, the city has met with the League and at the League’s request, the Laramie City Council passed a motion during its December 20th meeting, to assure that the League will have a member on the selection for a consulting firm for this project and a member will serve on any subsequent committees resulting from this project)

**IV.C.3.3.d. Partnerships with Workforce Development Programs (2 points)**
The City of Laramie has strong partnerships with the University of Wyoming and this project builds on that partnership by offering opportunities for students for multiple disciplines, ranging from Urban Planning to Art History or from Environmental Engineering to American Studies, to have meaningful hands-on learning experiences. If this grant is awarded, the City will reach out to the University Administration and to relevant departments to identify and develop learning opportunities.

**IV.C.3.4. Project Benefits (25 Total Points)**

**IV.C.3.4.a. Welfare, Environmental, and Public Health Benefits (13 points)** Much of the West Side neighborhood lies within the 100-year floodplain of the Laramie River, which can swell to 50 times its base flow discharge during spring snow melt and has flooded out many residences as recently as 2010. The West Side neighborhood is also near and downwind of one of the nation's busiest transportation thoroughfares, Interstate 80, which is a major contributor to dust, exhaust and sound pollution from the south and west, with up to 20,000 vehicles/day passing by. To the east of the neighborhood is a very busy industrial railyard and rail service hub, with 75 to 100 trains/day, 7 days/week. A former superfund site, known as the Baxter Tie Plant, abuts the southern boundary of the West Side while a mid-remediation brownfield, known as Yttrium Plant/Midwest Refinery, sits at its northern gateway. The City received a Community Development Block grant to demolish former buildings on the site, and West Side’s strongest environmental ally, the Laramie Rivers Conservation District, has used EPA funds have propel significant improvements. Remaining across the street from this site, however, is large refinery site. This remaining site, which abuts the Laramie River, has plagued the neighborhood and perplexed the City and its partners with cleanup/land donations negotiations starting and stopping intermittently over the past several decades. While this larger adjacent brownfield site, which is owned by BP Amoco, continues to be a frustration, success on the Yttrium Plant/Midwest Refinery Brownfield cleanup project has offered renewed optimism for cleanup and rejuvenation of the area. The City’s recently adopted Parks and Recreation Master Plan in fact identifies this site as a prime location for park space. Known and assumed contaminants on properties in other parts of the West Side include petroleum hydrocarbons, SVOCs, PAHs associated with the Baxter Tie Plant, for example, continues to have high background PAHs in soils. Other potential contaminants through the industrial section of the West Side may include metals, PAHs and asbestos and lead-based paint in existing structures. Through this
proposed project, the City hopes build on the success of the Yttrium Plant/Midwest Refinery to gain a more thorough understanding and an action-ready prioritization of environmental hazards potentially affecting the West Side residents in particular and to the public in general. In turn, these funds will be used to catalyze public and private investments that will help the West Side to flourish.

IV.C.3.4.b. Economic and Community Benefits (12 points)
Laramie is a small town in the Rocky Mountain West located along the I-80 corridor a short drive from many of Colorado’s major cities. At an elevation of 7,220’ and with 300 days of sunshine, residents enjoy year-round outdoor recreation. In the summer, cars are packed with camping gear. In the fall, trucks tote hunting supplies and in the winter, skis reign. As WY’s unofficial cycling capital, bikes don car racks and fill streets all year in spite of seemingly prohibitive weather, and as home to the state’s only university the University of WY, residents enjoy amenities that more typical of urban areas. At first glance Laramie appears to be an idyllic college town, but it is actually among the most cash-strapped towns in WY. With a poverty rate that is 53.9% higher than WY averages, Laramie residents face similar if not greater challenges in the face of limited employment opportunities. Laramie’s precarious financial standing was served another blow with a steep reduction in state funding resulting from a historic plunge in energy revenues. Recognizing Laramie’s best opportunity to grow its economy hinges largely on capitalizing its intellectual resources the City and the UW, along with our state and local economic development partners, embarked on an aggressive strategy to halt the flight of highly qualified graduates from leaving Laramie in search of healthier economies. Nearly 10 years into this effort, Laramie now boasts of nearly 70 local tech companies (as compared to just nine in 1994) and is now solidly positioned as the frontrunner in growing the state’s tech sector.

One of the final frontiers for Laramie’s economic revival is the renewal of the West Side, which is an incredible community asset which has a lot of the key indicators of success- it has a rich history, it’s walkable and it’s in a prime location, it has a low crime rate, committed neighbor advocates, a greenbelt and a vibrant community center. For these reasons, millions of public dollars have already been invested in the West Side. Moreover, every relevant community development plan has cited the need for continued improvements to the West Side. The Parks and Rec Masterplan, for example, identified the 85 acre BP Amoco brownfield as a prime location for parks space and soccer fields. The Public Art plan encourages “artists of all disciplines collaborate with the West Side to connect the community to Downtown and enhance the experience of entering and exploring the community from the footbridge”. Meanwhile, the Housing Study and Master Plan urges redevelopment of West Side housing.

None of the plans can be propelled into meaningful action if 1) seasonal flooding of the Laramie River, and 2) pollution borne from the area’s industrial legacy is not addressed. The City of Laramie is working with FEMA on flood mitigation, which leaves the brownfield program as an important missing link to prioritize additional public improvements and especially to catalyze private investments to help the West Side to flourish. We hope to use this assessment to build on the West Side’s numerous strengths and to overcome any identified weaknesses. The end result of this effort will be reduced poverty, improved housing, increased private investment and an overall elevation of the quality of life in this historic neighborhood.

IV.C.3.5. Programmatic Capability and Past Performance (40 Total Points)

IV.C.3.5.a. Audit Findings (2 Points)
The City of Laramie has no significant or adverse audit findings or financial penalties with any state or federal loan or grant. EPA Brownfields Assessment Grant funds will be used in accordance with all requirements and conditions set forth by the EPA. In compliance with federal guidelines, the City will retain consultants to assist in the management of specific aspects of grant in the event of staff changes, etc.

IV.C.3.5.b. Programmatic Capability (23 Points)
The City has successfully managed numerous grants in accordance with individual funding requirements and A-133. The City’s Finance Director, Malea Brown, has been with the City 15 years and during that time her department has
consistently met the specific A-133 audit requirements. The City has always received a “clean” audit opinion with no adverse findings. Based upon our previous grant management experience, the City of Laramie is well qualified to undertake the responsibilities associated with an Assessment Grant, including completion and submittal of a Cooperative Agreement and Work Plan to the EPA, enrollment in the Automated Standard Application for Payments system, and submittal of progress reports to the EPA Region 8 Office, including specifying the assessment tasks completed, financial tracking, and proposed grant activities. In the past decade, the city has managed over $34 million in grant funded projects. Each grant is managed in accordance with the City’s Grant Policy which incorporates new federal requirements with respect to internal controls, etc. This project will be managed in accordance with all City of Laramie via a team approach. Key players include:

**Dave Derragon, Assistant City Manager:** Dave has held leadership roles in municipal finance and administration for over two decades. In his role as Assistant City Manager, Dave directs the Planning Division and Code Administration Division, which is tasked with implementation of the City’s inaugural urban renewal program as well as the West Laramie revitalization plan.

**Derek Teini, Planning Manager:** Derek is the Planning Manager for the City of Laramie. With a Master’s in Planning and over 10 years of experience in the Planning field he is highly knowledgeable about the development within the Community. Derek has been a key figure in many major projects within the community including Laramie’s Comprehensive Plan, Downtown Plan, Aquifer Protection Plan, Parks and Rec Plan, Cirrus Sky Technology Park and Unified Development Code.

**Sarah Reese, Grants Analyst:** The City employs an “all hands on deck” approach to grants management requiring that all employees working on grant-funded projects be appropriately trained and versed in best practices. Working in partnership with Dave, Sarah leads the effort to assure that department heads and their staffs are prepared for quality grant management. Sarah also pursues funding, primarily for public infrastructure, economic development and quality of life projects. In doing so, she works closely with several partner agencies. One of the most relevant partnerships with respect to this project is with the Laramie River Conservation District, with which she co-managed the CDBG-funded effort to demolish the former refinery at the northern gateway to the West-side. Following the demolition of the refinery, the Laramie Rivers Conservation secured TBA funds to continue work on the site. The City will assure that all staff members working on this project are knowledgeable and up to date on the brownfields programs. Should turn over occur, the city will recruit new staff members with qualifications and skills necessary to be an effective partner in this project. In addition to City staff, the City intends to pursue a contract with a professional consulting firm with expertise in environmental assessments and brownfields redevelopment to assist with the inventory and prioritization process, site assessment, community outreach, day-to-day grant management activities, and other eligible programmatic activities allowed. The City intend to release an RFP or RFQ with experienced project managers to oversee and approved proposed grant activities to ensure the highest quality work is being provided by the consultants in all phases of the grant program.

**IV.C.3.5.d. Past Performance and Accomplishments (10 Points)**

**IV.C.3.5.d.i. Currently or Has Ever Received an EPA Brownfields Grant (10 Points)**

Although the City has never received a Brownfield grant, it has successfully administered grant funding from other federal and state agencies. Annual audits have been conducted in accordance with OMB Circular A-133. In all cases, the independent auditor concluded that Laramie complied in all material respects with the requirements of the state and federal programs and the City has never received a “high risk” classification. Additionally, all reporting requirements have always been met and projects have been completed within the required time limit. The following is a list of most recent grants received and other funding by the City:
Wyoming Business Council, Business Ready Community Program – Since 2013, the city has secured over $12 million in funding from the Wyoming Business Council to accelerate the growth of its burgeoning tech sector. Most recently, the city has received a preliminary award for a $3 million grant to construct a two-story building on a blighted lot in the downtown area to house a natural grocer featuring the state’s largest inventories of locally and regionally grown produce. A precursor to this grant was Phase I Environmental Site Assessment funded by the Wyoming DEQ to determine the size and extent of contamination left behind by a pigeon and asbestos-laden theatre that had been demolished by the City in the face long-term abandonment and the threat of imminent collapse.

Wyoming Department of Transportation, TAP (formerly TEAL) funds: As the state’s unofficial biking capital, the City has invested millions and leveraged millions more in trail development, enhancements and safety and WYDOT has been a key partner in this effort using funds from the FHWA’s TAP (formerly TEAL) program. In the past five years, over $725,000 in TAP funds have been used to make investments in biking infrastructure. Projects have included improvements to the iconic and heavily used Garfield Street Footbridge and the development of a ridgeline trail which offers bikers and walkers panoramic views the Rocky Mountains that extends from Northern Colorado to Southern Wyoming.

National Endowment of Arts, Our Town Grant: NEA funds were used in tandem with WY Arts Council and WY Department of State Parks and Cultural Resources funding and in-kind investments to develop Laramie’s first public art plan. This project included broad reaching opportunities for public participation and will serve as a good model for the West Side project.

IV.C.3.5.d.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 Points)
The City of Laramie has not received an EPA Brownfields Grant, but is quite familiar with the program through its close partnership with the Laramie Rivers Conservation District, which is a brownfield awardee. The City has, however, successfully received and managed other EPA awards (305j, etc) as well as grants from other federal sources including, but not limited to the USDA, HUD, DOJ, etc.

IV.C.3.5.d.iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 Points)
To assure the West Side revitalization project meets key milestones and desired outcomes, the City will document, track and evaluate the following outcomes on an ongoing basis: 1) number sites addressed, 2) changes of ownership, 3) acres of land redeveloped and square footage of buildings positions for adaptive reuse; 4) private investment dollars leveraged; 5) other funding leveraged; 6) jobs created or retained; 7) property/sales tax revenue generated; 8) overall change in census poverty rates; and 9) new housing units permitted. Progress will be reported to the EPA via quarterly progress reports and ACRES database updates to maintain the schedule created in the work plan and cooperative agreements.

IV.C.3.5.c. Measuring Environmental Results: Anticipated Outputs/Outcomes (5 Points)
To assure the West Side revitalization project meets key milestones and desired outcomes, the City will document, track and evaluate the following outcomes on an ongoing basis: 1) number sites addressed, 2) changes of ownership, 3) acres of land redeveloped and square footage of buildings positions for adaptive reuse; 4) private investment dollars leveraged; 5) other funding leveraged; 6) jobs created or retained; 7) property/sales tax revenue generated; 8) overall change in census poverty rates; and 9) new housing units permitted. Progress will be reported to the EPA via quarterly progress reports and ACRES database updates to maintain the schedule created in the work plan and cooperative agreements.
Appendix A:

Threshold Eligibility Documentation

“West Side Revitalization”
Laramie, WY

USEPA Brownfield Communitywide Petroleum and Hazardous Materials Assessment
1. **Applicant Eligibility**  
The applicant for this combined EPA Communitywide Hazardous Materials and Petroleum Assessment Grant is the City of Laramie, Wyoming. The City of Laramie fulfills the definition of an “eligible applicant” by being recognized by the State of Wyoming’s legislative definition of a political subdivision per 40 CFR stats 35.6016 (a) (31). The City of Laramie is a General Purpose Unit of Local Government as defined in the eligibility for this grant.

2. **Letter from State or Tribal Authority**  
The Wyoming Department of Environmental Quality has reviewed this application and has provided a letter of support. See Attachment B.

3. **Community Involvement**  
Our City Council has regular business meetings on the first and third Tuesdays of every month. Second and fourth Tuesdays are reserved for Work Sessions, and fifth Tuesdays are reserved for Ward meetings. Staff will assure that there will be regular and thorough updates during each these meetings. Updates are planned for every month during the work on this project and will include a briefing on progress of the brownfield assessment and future cleanup. Moreover, the City will organize an advisory group composed of neighborhood representatives and other stakeholders to advise on planning, cleanup, and phasing. Staff will actively seek to identify concerns that residents have and respond to these concerns in quick and constructive manner. This will be done through frequent surveys and polling, both paper and electronically, door to door outreach, and a close monitoring of our social media channels. Staff will identify and reach out to sensitive populations through our partnership with community organizations. Progress will be communicated through public notices and frequent updates posted at highly visible locations (library, recreation center, Lincoln Community Center, etc), and through newsletters, email blasts, and bulk mailings to the thousands of contacts in the City’s database.

4. **Site Eligibility**  
A specific property eligibility is not requested at this time. Site eligibility and property ownership eligibility requirements will be determined in accordance with the community-wide assessment grant requirements. Specific sites have not been identified, however, the intent is to use the grant to assess sectors of the West Side. Properties to be used under this grant include a mix historical uses, including some vacant and other abandoned sites.
Appendix B:

Letter of Support from State Regulatory Authority

“West Side Revitalization”
Laramie, WY

USEPA Brownfield Communitywide Petroleum and Hazardous Materials Assessment
December 14, 2016

Ms. Janine Jordan
City Manager, City of Laramie
P.O. Box C
Laramie, WY 82070

RE: Letter of Support for USEPA FY 2017 Brownfields Assessment Grant Application for the City of Laramie, WY West Side Project Area

Dear Ms. Jordan:

The Wyoming Department of Environmental Quality Voluntary Remediation and Brownfields Assistance Programs (WDEQ/VRP/BAP) wish to express our full support for the City of Laramie’s application for a USEPA FY17 Brownfields Assessment Grant. Brownfields remediation is critical to protecting and restoring the environment, protecting human health, and revitalizing communities.

The West Side area holds great potential, as the gateway to the Medicine Bow National Forest, and will certainly benefit from assessment and brownfields inventory activities as the City seeks to identify catalyst properties for remediation and redevelopment. As contaminated properties are identified and assessed, it is the expectation that those properties will be enrolled in the VRP for cleanup.

The VRP/BAP look forward to working with the City of Laramie to ensure properties and parcels are properly assessed and cleaned up (if needed) in accordance with the VRP’s protocols and procedures. Please don’t hesitate to call me at (307)777-2948, or email me at cindi.martinez@wyo.gov if you’d like to discuss this letter of support.

Sincerely,

Cindi Martinez
Brownfields and Orphan Sites Remediation Program Supervisor
Wyoming Department of Environmental Quality
Appendix C:

Documentation for Leveraging

“West Side Revitalization”
Laramie, WY

USEPA Brownfield Communitywide Petroleum and Hazardous Materials Assessment

1. City Budget
2. Grant Award History FY ’10 to ’16
3. Community Development Block Grant Award for the demolition of the Midwest Refinery
4. Sample of recently funded project, Empress Lot Redevelopment
Budget Resolution

RESOLUTION NO. 2014 - 35


FINDINGS:

On April 25, 2014, the City Manager prepared and filed with the City Council a tentative city budget, together with a budget message in explanation of the tentative budget, for all funds for the 2014-2015 fiscal year (ending June 30, 2015) and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and the Major Capital Construction Fund for the 2015-2016 fiscal year (ending June 30, 2016).

The proposed budget was duly entered in the City Council’s record with a copy made available for public inspection at the Office of the City Clerk.

Notice of public hearing on the budget together with the summary of the budget and required notices concerning mill levy and expenditures, was published in the Laramie Daily Boomerang, a legal newspaper published and of general circulation in Albany County, on May 31, June 1, and June 3, 2014 as required by law.

As allowed by Wyoming Statute 39-13-104 (c), the FY 2015 General Fund budget includes a property tax levy of 8 mills projected to collect approximately $1,725,000.

A public hearing was held on the proposed budget at the time and place specified in the published notice. All interested parties were given an opportunity to be heard.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:

The tentative budget for all funds for fiscal year 2014-2015 and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and the Major Capital Construction Fund for fiscal year 2015-2016, as amended by the City Council, is hereby adopted. The following appropriations, subject to future amendment, are made for all funds for the fiscal year ending June 30, 2015 and for the General Fund, Utility Fund, Recreation Center Fund, Solid Waste Fund, and the Major Capital Construction Fund for the fiscal year ending June 30, 2016; and the expenditures of each officer,
department or spending agency are authorized, limited to the amounts herein appropriated or as established by future amendment.

Council authorizes the Finance Department to update project actuals through year end, June 30, in which the final budget adoption for projects in FY 2015 could decrease. Overall project budgets will remain the same; only the fiscal year in which expenditures are budgeted in shall be amended. Any changes shall be noted in the final resolution submitted to the City Council.

<table>
<thead>
<tr>
<th>DETAILS OF GENERAL FUND REQUIREMENTS</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>655,215</td>
<td>670,099</td>
</tr>
<tr>
<td>City Attorney</td>
<td>516,631</td>
<td>499,950</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>362,093</td>
<td>359,874</td>
</tr>
<tr>
<td>City Clerk</td>
<td>266,922</td>
<td>261,292</td>
</tr>
<tr>
<td>City Council</td>
<td>241,407</td>
<td>215,580</td>
</tr>
<tr>
<td>General Accounts</td>
<td>2,548,711</td>
<td>2,107,412</td>
</tr>
<tr>
<td>Safety</td>
<td>8,960</td>
<td>8,960</td>
</tr>
<tr>
<td>Police Administration</td>
<td>4,623,867</td>
<td>4,569,468</td>
</tr>
<tr>
<td>Investigations</td>
<td>778,663</td>
<td>830,366</td>
</tr>
<tr>
<td>Records &amp; Communications (LARC)</td>
<td>1,710,332</td>
<td>1,744,888</td>
</tr>
<tr>
<td>Police Grants</td>
<td>428,571</td>
<td>435,585</td>
</tr>
<tr>
<td>Animal Control</td>
<td>505,619</td>
<td>437,676</td>
</tr>
<tr>
<td>Fire</td>
<td>2,562,335</td>
<td>2,618,626</td>
</tr>
<tr>
<td>E.M.S.</td>
<td>2,318,667</td>
<td>2,583,912</td>
</tr>
<tr>
<td>Fire Operations</td>
<td>1,262,754</td>
<td>395,281</td>
</tr>
<tr>
<td>Fire Prevention</td>
<td>269,930</td>
<td>275,393</td>
</tr>
<tr>
<td>Fire Training</td>
<td>40,900</td>
<td>40,900</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>13,650</td>
<td>13,650</td>
</tr>
<tr>
<td>Fire – Grants</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Public Works Administration</td>
<td>340,148</td>
<td>323,239</td>
</tr>
<tr>
<td>Engineering</td>
<td>1,174,952</td>
<td>511,017</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>526,676</td>
<td>389,009</td>
</tr>
<tr>
<td>Street</td>
<td>5,048,613</td>
<td>5,150,527</td>
</tr>
<tr>
<td>Fleet Services</td>
<td>356,966</td>
<td>363,106</td>
</tr>
<tr>
<td>Parks</td>
<td>1,399,750</td>
<td>1,023,998</td>
</tr>
<tr>
<td>Cemetery</td>
<td>561,934</td>
<td>296,426</td>
</tr>
<tr>
<td>Mosquito Control</td>
<td>359,777</td>
<td>362,304</td>
</tr>
<tr>
<td>Recreation</td>
<td>203,728</td>
<td>205,431</td>
</tr>
<tr>
<td>Ice Arena</td>
<td>398,205</td>
<td>417,123</td>
</tr>
<tr>
<td>Parks &amp; Recreation Administration</td>
<td>291,485</td>
<td>276,553</td>
</tr>
<tr>
<td>Community Development Administration</td>
<td>240,826</td>
<td>246,172</td>
</tr>
<tr>
<td>Planning</td>
<td>435,826</td>
<td>274,725</td>
</tr>
<tr>
<td>Code Administration</td>
<td>632,798</td>
<td>591,251</td>
</tr>
<tr>
<td>Finance</td>
<td>947,463</td>
<td>1,046,325</td>
</tr>
<tr>
<td>Human Resources</td>
<td>788,904</td>
<td>779,712</td>
</tr>
<tr>
<td>Information Technology</td>
<td>478,198</td>
<td>421,198</td>
</tr>
</tbody>
</table>

| TOTAL GENERAL FUND REQUIREMENTS     | 33,401,476| 30,847,028|
### Recreation Fund Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Center Fund</td>
<td>1,804,099</td>
<td>1,828,871</td>
</tr>
<tr>
<td><strong>TOTAL RECREATION FUND REQUIREMENTS</strong></td>
<td><strong>1,804,099</strong></td>
<td><strong>1,828,871</strong></td>
</tr>
</tbody>
</table>

### Utility Fund Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fund</td>
<td>28,474,127</td>
<td>24,490,854</td>
</tr>
<tr>
<td>Wastewater Fund</td>
<td>16,210,285</td>
<td>10,869,852</td>
</tr>
<tr>
<td><strong>TOTAL UTILITY FUND REQUIREMENTS</strong></td>
<td><strong>44,684,412</strong></td>
<td><strong>35,360,706</strong></td>
</tr>
</tbody>
</table>

### Total Solid Waste Fund Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL UTILITY FUND REQUIREMENTS</strong></td>
<td><strong>4,814,247</strong></td>
<td><strong>4,189,307</strong></td>
</tr>
</tbody>
</table>

### Total Major Capital Construction Fund

<table>
<thead>
<tr>
<th>Requirement</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL MAJOR CAPITAL CONSTRUCTION FUND</strong></td>
<td><strong>24,567,469</strong></td>
<td><strong>8,294,876</strong></td>
</tr>
</tbody>
</table>

### Details of Other Fund Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E911 Fund</td>
<td>127,150</td>
</tr>
<tr>
<td>Wyoming Territorial Prison Debt Service Fund</td>
<td>10,000,000</td>
</tr>
<tr>
<td>Self Insurance Fund</td>
<td>3,082,740</td>
</tr>
<tr>
<td>Parks and Recreation Development Fund</td>
<td>313,657</td>
</tr>
<tr>
<td>Specific Purpose Tax Fund - 2002</td>
<td>4,711,668</td>
</tr>
<tr>
<td>Specific Purpose Tax Fund - 2010</td>
<td>4,386,320</td>
</tr>
<tr>
<td>Cemetery Fund</td>
<td>10,500</td>
</tr>
<tr>
<td>Downtown Development Fund</td>
<td>5,233</td>
</tr>
<tr>
<td>Economic Development Fund</td>
<td>95,529</td>
</tr>
<tr>
<td><strong>TOTAL OTHER FUNDS</strong></td>
<td><strong>22,732,797</strong></td>
</tr>
</tbody>
</table>

Passed, approved and adopted on June 10, 2014.

David Paulekas, Mayor and President of the City Council

Attest:

Sue Morris-Jones, MMC
City Clerk
FY2010 – 2016 Grant, Match, & Pass-through Figures

FY10 – FY16 total Grant Awards: $31,262,262 Total cash match: $18,126,629 Total pass-through amount: $20,455,860

BUILDING COMMUNITY THROUGH RESPECT, INTEGRITY, TEAMWORK, AND STEWARDSHIP
CSWPA-MAARIE 8
PUBLIC INFRASTRUCTURE

**Project Description**: The city of Laramie is requesting $330,525 Public Infrastructure Grant for the demolition of derelict buildings and reclamation of a former 5.6 acre industrial site. The Laramie Rivers Conservation District (LRCD) owns the site.

**Background**: The area has been a hazard nuisance and eyesore for over fifty years. The LRCD purchased the property in January of 2012 after determining that the former private owner had no intention of remedying the public safety, visual, and environmental problems associated with the property. It was determined that local government entities like LRCD are much more effective in dealing with such properties, because of eligibility for federal EPA programs like Targeted Brownfield Assessment, which has funded extensive environmental evaluations at the site, and the State of Wyoming Volunteer Remediation Program, which is assisting LRCD in determining environmental (soil and groundwater) cleanup and monitoring needs and plans.

**Project Goals and Objective**: The scope of the grant is limited to reclaiming the property to prepare it for redevelopment in the next few years as the LRCD board identifies sources of funding. Because of the status as a special district, the LRCD is legally precluded from acquiring a mortgage. This means that other financing options or partnerships must be identified. The board anticipates seeking a planning grant after remediating the dangers on the property and currently contemplates either using it as a location for a new administrative facility or selling it to the private sector for development. Without the proposed demolition and remediation, the community will not have a complete understanding of the future use and potential redevelopment for the site.

This property is part adjacent to what is slated to be the new Harney Street viaduct (HWY 130/230), for which construction is anticipated in 2015 or 2016 depending upon funding availability. This viaduct will be the primary east/west connector in the core of town and will act as a gateway for many visitors and citizens passing through town.
The Laramie Rivers Conservation District: On December 29, 1945, the Laramie Rivers Conservation District was organized in accordance with Wyoming State Statues. The district is responsible for directing conservation programs in Albany County. To promote sustainable use of nature resources in both rural and urban communities, the District Board of Supervisors oversees technical assistance provided by the Natural Resource Conservation Service (NRCS). LRCD employs four full-time staff members.

Project Funding: The total project cost is $330,525 of which components are as follows: site work $96,640; demolition and removal $233,885.

<table>
<thead>
<tr>
<th>Projected Grant Expenditure Schedule for Laramie Cedar Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>Construction Costs</td>
</tr>
<tr>
<td>Total Project Cost</td>
</tr>
</tbody>
</table>

Regional Directors Comments by Tom Johnson The project complies with the national objective of the removal of slum and blight in the community. The area in question will soon be near an overpass; as such, the area will be a high profile area viewed by both residents and visitors to the community. This grant will go a long way to helping to remediate this entrance into downtown.

Staff Recommendation: Staff recommends funding for this project. Project funding is contingent upon WBC receiving their allocation from HUD. The project scored 150 points out of a possible 200. The project will provide elimination of slum and blight and will provide opportunities for economic development in the area.
## Community Development Detailed Analysis of Project

### Scoring Criteria

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seriousness Need (max 100)</td>
<td>80</td>
<td>Environmental clean up and rid the community of nuisance. Stop the transients and teenagers from hanging out in the area. Many calls to law enforcement.</td>
</tr>
<tr>
<td>Urgency (max 50)</td>
<td>40</td>
<td>WYDOT is putting in an off ramp in the area and they would like the area cleaned up for some economic development opportunities.</td>
</tr>
<tr>
<td>Integrated effort (max 50)</td>
<td>30</td>
<td>Working with Laramie Rivers Conservation District.</td>
</tr>
<tr>
<td>Total Points (total max 200)</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional &amp; Previous Activities</td>
<td>Yes</td>
<td>The property is enrolled in the Wyoming Department of Environmental Quality's Volunteer Remediation Program and the USEPA's Targeted Brownfield Assessment Program.</td>
</tr>
<tr>
<td>Community Planning</td>
<td>Yes</td>
<td>The community will be applying for an EPA Brownfield Remediation Grant in fall of 2013.</td>
</tr>
<tr>
<td>Timeliness</td>
<td>Yes</td>
<td>The project could commence as soon as the grant was awarded.</td>
</tr>
<tr>
<td>National objective</td>
<td>Yes</td>
<td>Low to moderate income families.</td>
</tr>
<tr>
<td>Qualifying Activity</td>
<td>Yes</td>
<td>Public Infrastructure.</td>
</tr>
</tbody>
</table>
Project Description

The city of Laramie requests a Business Ready Community (BRC), Community Readiness grant in the amount of $3,000,000 to redevelop the Empress Lot, a blighted property in the city’s downtown district on 2nd Street. Funds will be used to construct a two-story, mixed-use building, which will accommodate retail space on the ground floor and space available for tenant finish on the second floor. Laramie and the Main Street program believe the space would be prime for apartments; however, it could be used as office space or for another office. Ground floor space has been pre-leased to a local business, Big Hollow Food Co-op. The business anticipates this expansion will result in annual growth of 12% for the next five years.

Project Goals and Benefits

The purpose of this project is to construct a mixed-use building, which will provide additional retail and possibly residential space in Laramie’s downtown. The completed project would achieve four main goals:

1. **Rehabilitate a blighted property in the heart of Laramie’s downtown.** The Empress Lot has been an eyesore in Laramie’s downtown since the previous Fox Theater Building was permanently closed in the 1970s. The neglected building was demolished in 2009 at a cost of over $1 million; removing a large roadblock to development.

2. **Facilitate the expansion of Big Hollow Food Co-op.** The expansion of Big Hollow is expected to create 12 new positions and capital investment of at least $600,000 over the next five years.

3. **Increase downtown traffic and local business sales volume.** Increased customer traffic from Big Hollow’s expansion will also result in more downtown traffic, benefiting other businesses. Second floor residential units will also contribute to downtown business sales.

4. **Generate revenue to fund economic development projects.** Revenue generated from the lease and sale of building space will be reinvested in local and state economic development efforts. Local revenue would be specifically designated for Laramie Main Street projects.
This project will also benefit regional agricultural producers. Big Hollow currently stocks products from 30 Wyoming producers and 15 Colorado producers. Big Hollow’s intent to stock more products and increase sales volume will increase sales for these producers.

Information depicted in the investment analysis graphic is projected (i.e. tax revenues, possible sale of the building) however the project appears to have a return on investment of 2.68%.

**Lease and Revenue Recapture**

Big Hollow will lease the building from Laramie Main Street Alliance (LMSA) for a period of 10 years commencing June 1, 2018 or within 12 months of the City’s execution of the grant agreement with the WBC or upon issuance of Certificate of Occupancy, whichever is later. The lease rate is $34,404 annually ($2,867 per month) for the ground level space. LMSA will pay the property taxes. Big Hollow will pay utilities and insurance on their equipment and personal property. LMSA will insure the actual structure.

Big Hollow may purchase the property at any time during the lease term and has right of first refusal should LMSA receive a written offer from a third party for purchase of the property for 12 years after the date of the lease commencement. The purchase price is Fair Market Value. The purchase price can be adjusted to give Big Hollow a credit equal to 75 percent of the lease payments made. Disposal of property constructed with public funds must be done according to BRC rules and state statute.

Mainstreet also has the right to condominiumize the property and allow Big Hollow to purchase a portion of the property.

LMSA will return 25% of all net revenues realized to the BRC account. This includes revenues from the lease to Big Hollow and 25% of the purchase price of the building at the time of sale.

Information depicted in the investment analysis graphic is projected (i.e. the sale price of the building is estimated based on lease payments paid, date of purchase, etc.); however, the project appears to have a return on investment of 2.68%.

**Timeline**

The applicant estimates the project will be complete by May 2018. This completion date is based on the project being bid/awarded by April 2017, construction beginning June 2017 with substantial completion April 2018 and Big Hollow being able to occupy the building by May 2018.
**Funding**

The total project cost is $3,157,895, of which $3,000,000 represents the Community Readiness grant and $157,895 represents cash match. Cash and in-kind matches are provided from the following sources:

- $15,000: Laramie Main Street program reserves
- $22,500: Wyoming Main Street program grant
- $44,363: Big Hollow Food Co-op
- $76,032 (in-kind): Laramie Community Re-Development Foundation, land donation

**Staff Recommendation**

Staff recommends funding in the amount of $3,000,000, as requested.

Performance measures for this project include the rehabilitation of a blighted lot in Laramie’s downtown, construction of the building, job creation, capital investment, increased co-op membership, completion of the second floor space and lease of the second floor space, increased downtown traffic, increased sales in other downtown businesses, additional economic development made possible by revenue recapture.
The city of Laramie requests a Business Ready Community (BRC), Community Readiness grant in the amount of $3,000,000 to redevelop the Empress Lot, a blighted property in the city’s downtown district on 2nd Street.

### Project Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>BRC</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$</td>
<td>$</td>
<td>$4,762</td>
</tr>
<tr>
<td>In-Kind</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Land</td>
<td>$340,703</td>
<td>$9,297 $</td>
<td>$350,000</td>
</tr>
<tr>
<td>Non-Construction Costs</td>
<td>$2,659,297</td>
<td>$72,566 $</td>
<td>$2,731,863</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$3,000,000</td>
<td>$81,863 $</td>
<td>$3,157,895</td>
</tr>
</tbody>
</table>

### Performance

<table>
<thead>
<tr>
<th>Measure</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Businesses Assisted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Return on Investment</td>
<td>2.68%</td>
<td>Ten year annualized return</td>
</tr>
<tr>
<td>State Revenue Recapture</td>
<td>$769,159</td>
<td>Ten year estimate</td>
</tr>
<tr>
<td>Local Revenue Recapture</td>
<td>$2,307,476</td>
<td>Ten year estimate</td>
</tr>
<tr>
<td>Estimated State Tax Benefits</td>
<td>$157,882</td>
<td>Ten year estimate</td>
</tr>
<tr>
<td>Estimated Local Tax Benefits</td>
<td>$420,002</td>
<td>Ten year estimate</td>
</tr>
<tr>
<td>Jobs to be Created</td>
<td>12</td>
<td>Five year estimate (PT and FT equivalent to 7 FTE)</td>
</tr>
<tr>
<td>Annual Sales Growth</td>
<td>12%</td>
<td>Five year estimate</td>
</tr>
<tr>
<td>Additional Private Investment</td>
<td>$600,000</td>
<td>Big Hollow Investment and 2nd Floor Finish</td>
</tr>
<tr>
<td>Acres Developed</td>
<td>0.15</td>
<td></td>
</tr>
<tr>
<td>New Building Construction</td>
<td>11,000</td>
<td>Square Feet</td>
</tr>
</tbody>
</table>
Appendix D:

Letters of Commitment from Community Stakeholders

“West Side Revitalization”
Laramie, WY

USEPA Brownfield Communitywide Petroleum and Hazardous Materials Assessment

1. Laramie Main Street Alliance
2. Laramie River Conservation District
3. Chavawn Kelley (on behalf of the Lincoln Community Center)
4. Albany County Historic Preservation
5. Resolution 2016-82 in support of submitting a grant application (note: this is included in lieu of a letter of support from the West Side League of Neighbors. The League will participate in this project and their participation is codified in this Resolution at the League’s request.)
December 14, 2016

Attention Janine Jordan, City Manager, City of Laramie
Re: EPA/Brownfield Assessment grant

The Laramie Main Street Alliance strives to preserve historic downtown while enhancing the district’s economic and social vitality. As our closest neighbor, the West Side is a critical partner in our long-term success. This area has the potential to be a vibrant district with enhanced walkability, biking, tourism and reinvestment through public/private partnerships.

Geographically connected by a historic footbridge over the active Union Pacific railroad, the West Side complements downtown’s history, sense of place and cultural assets. We anticipate a grassroots, community driven exploration of options for redevelopment in this neighborhood will lead to an enhanced quality of life, a great downtown district, and higher return on investment.

As an award winning, nationally accredited Main Street program, we first learned about the potential for brownfield funding at the National Main Street conference in May 2016. Since that time, our wheels have been turning as we explore ways to enhance our partnerships with the City, the West Side and entrepreneurs to work collaboratively towards a vibrant community.

We feel the application of brownfield environmental justice principals are highly complementary to Main Street best practices. This assessment would be a wonderful way to maximize the benefits of both economic and community development practices.

Please consider the City of Laramie’s application knowing that there are key people and organizations in place to leverage your resources for long term, impactful results.

Thank you for this opportunity.

Trey Sherwood
Executive Director
Laramie Main Street Alliance
Tony Hoch, Ph.D., P.G.
Director

City of Laramie
Janine Jordan
City Manager
P.O. Box C
Laramie, WY 82070

December 16, 2016

Dear Janine,

I am writing in support of the City of Laramie’s submittal of an EPA Brownfield Assessment Grant to focus on the West Side. Your proposed project complements our work currently underway in the neighborhood which was supported by the EPA Targeted Brownfield Assessment Program and now an EPA Brownfield Cleanup Grant. It is a close fit for our mission, which is: to provide leadership for the conservation of Albany County’s soil, water, and natural resources; preserve and enhance wildlife habitat; protect the tax base; and promote the health, safety, and general welfare of the citizens of Albany county through responsible conservation ethic.

Over the past decade, some of the most important and frankly rewarding “urban projects” of the Laramie River Conservation District have been in the West Side. Our organization led the effort to restore the Laramie River, was involved in the revitalization of the Lincoln Community Center, and most recently tackled the demolition and clean-up of the old Midwest Refinery, a task which many people (including sometimes LRCD staff and board) thought could never be accomplished. These projects have been rewarding not only for their size and impact, but also and perhaps more importantly for the level of community enthusiasm, engagement and support.

Unfortunately, there is still more work to be done in the West Side. The Laramie Rivers Conservation District remains concerned about the remaining 85-acre refinery site across the street from our brownfield project, and the fact that the whole neighborhood lies in the shadow of industrial activities since it was settled in the 19th century. An assessment grant therefore will provide an excellent roadmap to prioritize and guide which projects we tackle next. If the grant is awarded, I would be happy to work alongside city staff and the selected consulting firm to provide the knowledge and insights we have gained over the years, particularly as we have waded through our own brownfield characterization process.

Sincerely,

Tony Hoch

The Laramie Rivers Conservation District offers all programs and services on a non-discriminatory basis, without regard to race, color, national origin, sex, religion, age, disability, political beliefs, or marital and familial status.
December 20, 2016

Janine Jordan
City Manager, City of Laramie
P.O. Box C
Laramie, Wyoming 82073

Dear Janine,

As I understand it, the purpose of the EPA Brownfield Assessment program is to empower communities and other stakeholders to work together to prevent, assess, clean up, and sustainably reuse brownfields.

As a West Side resident, I support this effort to explore the vestiges of our neighborhood’s industrial past and enhance its future. The West Side is a historic neighborhood that is friendly, walkable, and adjacent to downtown. It has been nice to see more young families and recently more artists and musicians joining the long-time residents, many of whom have lived here for generations. Ours is a funky “Little Bohemia,” alive with history, vibrancy, and resiliency.

As you know, the city, county, state, and many businesses and individuals came together to support the rehabilitation of the old Lincoln School. The result was in 2012 we fulfilled a 30-year dream to reopen the building as the Lincoln Community Center. What was essentially a derelict, boarded-up eyesore is now a thriving gem at the geographic and psychological heart of the West Side. In August, we welcomed Laramie Head Start to the center. In December we calculated that through classes, events, rentals, and anchor tenants, we made at least 36,963 client contacts in 2016, including children, seniors, and those of low income. Please see our website at http://www.laramielcc.com/

I hope the brownfield assessment can bolster efforts to preserve, protect and grow (compatibly) our dear neighborhood. I am pleased to participate and will be happy to help you work with the Lincoln Community Center to schedule community forums throughout the assessment process.

Best Wishes,

Chavawn Kelley
December 20, 2016

Ms. Janine Jordan
City Manager
City of Laramie
P.O. Box C
Laramie, WY 82070

Dear Janine,

I understand the City of Laramie is considering an application to the United States Environmental Protection Agency to fund environmental assessment and community visioning activities in the West Side. As the chair of the Albany County Historic Preservation Board, I would like to stress the importance of our West Side; it is a living document of not only Laramie’s but also the West’s railroad history.

Laramie’s West Side neighborhood, which first sprouted with the construction of the railroad, flourished as a community, with a fine mix of homes, businesses and professional offices for generations. Sadly, the cafés, churches, grocery stores, that once filled this neighborhood are gone; the area’s eclectic mix of Victorian, bungalow, and Mexican and Spanish-inspired stucco homes are aging. Moreover, with projects like the relocation of the Clark Street Viaduct, the landscape of the neighborhood is changing. With these forces combined, it can at times feel like the West Side is at a “make it or break it” crossroads.

However, our board recently completed a survey of historic structures, and in the process found that the West Side is very much a neighborhood in the process of refurbishing its homes and adding amenities. It is too cherished by residents and too valued by history buffs like myself to allow for any outcome other than success! Getting a deep and thorough understanding of environmental concerns in the area seems like a wise step toward ensuring a prosperous future for our most historic neighborhood.

The Albany County Historic Preservation Board, in partnership with other agencies, has published a popular walking tour guide featuring the West Side, and through this effort, has gained a lot of knowledge and insights into previous industrial, cultural, and economic activities in the West Side. If this grant is awarded, our board would be happy to participate in helping your staff and consultants understand the history of the West Side.

Sincerely,

Amy K. Williamson
Chair
RESOLUTION NO. 2016-82

A RESOLUTION AUTHORIZING SUBMISSION OF THE APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) FOR A BROWNFIELDS COMMUNITYWIDE ASSESSMENT GRANT (BROWNFIELD GRANT) IN AN AMOUNT OF $300,000 TO CONDUCT A BROWNFIELD ASSESSMENT OF HAZARDOUS SUBSTANCE AND PETROLEUM CONTAMINATED PROPERTIES THROUGHOUT THE WEST SIDE.

WHEREAS, the Governing Body for the City of Laramie desires to participate in the EPA’s Brownfield Grant to assist in financing this project; and

WHEREAS, the Governing Body of the City of Laramie understands the purpose of this program is to “empower communities and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields”; and

WHEREAS recognizing the high concentration of known and potential brownfield sites in tandem with a former superfund site in the area, the West Side is a priority location for this project; and

WHEREAS this project supports council-adopted goals and several community development plans; and

WHEREAS, the total amount of the request is $300,000, and the city will contribute an estimated $15,500 in staff time over a three year period to support this project;

WHEREAS if awarded, grant funds will be used hire a consulting firm to work alongside staff and stakeholders (West Side League of Neighbors, Lincoln Community Center, Laramie Main Street, Laramie River Conservation District, etc) to identify and prioritize brownfield sites, conduct assessments of those sites, develop plans for remediation, and to conduct community outreach to keep the public informed of project progress and to encourage public participation; and

WHEREAS if awarded, the City will ensure that a citizen living in the West Side serve on the consultant selection committee and any other committee relevant to the formation of this plan.

NOW THEREFORE THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. The City of Laramie, will submit grant application will be submitted to the EPA in an amount not to exceed $300,000 for consideration of assistance in funding the assessments throughout the West Side.

Section 3. If awarded, the city will contribute an estimated $15,500 in staff time over a three year period to support this project.

PASSED, APPROVED AND ADOPTED THIS 20th Day of December 2016.

ATTEST

CITY CLERK

MAYOR

Steff L. Pawley
Attachment B
ASSESSMENT WORKPLAN

City of Laramie, WY
West Side Revitalization Project
Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement
October 1, 2017 – September 30, 2020

1. GOAL 3: Healthy Communities and Ecosystems
   Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them
   Sub-objective 3.2.3 - Assess, Clean Up and Redevelop Brownfields

   CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

   OBJECTIVE
   This project seeks to propel the revival of Laramie’s oldest neighborhood which sits at the geographic heart of the community. Environmental pollution is woven into the fabric and history of this otherwise vibrant neighborhood, which today, continues to be burdened with the community’s largest concentration of suspected brownfield sites. Additionally, some of the West Side neighborhood lies within the 100-year floodplain of the Laramie River, which can swell to 50 times its base flow discharge during spring snow melt, and has flooded out many residences as recently as 2010. The city is working with FEMA on flooding concerns, primarily through seasonal mitigation, assuring storm water run-off does not negatively impact the quality of the Laramie River.

   With these concerns in mind, the City of Laramie will incorporate site reuse option analyses and apply real estate strategies to prioritize opportunities and ensure the most feasible and beneficial sites/redevelopment areas are selected for environmental site assessment and site cleanup/reuse planning. Brownfield funding will be used to establish an effective brownfield program, engage the community and West Side stakeholders, and to create a comprehensive brownfield inventory prioritize revitalization opportunities, perform Phase I/II ESAs and conduct planning activities. With this organizational infrastructure, the City will develop a process to assess and remediate sites and facilitate public-private partnerships necessary to complete the revival of the West Side neighborhood. The project will include assessment activities at sites identified first through the inventory process, and then through Phase I ESAs and, finally, Phase II investigations.
2. **FUNDING:** $200,000 Hazardous Substances; $100,000 Petroleum

3. **BUDGET:** A summary of the proposed tasks and estimated budgets for eligible grant-funded activities is listed here below. Additional information about anticipated work associated with each task is detailed within the Item 4, Workplan Tasks.

<table>
<thead>
<tr>
<th><strong>HAZARDOUS SUBSTANCE</strong></th>
<th><strong>Task 1: Project Management, Reporting and Eligible Activities</strong></th>
<th><strong>Task 2: Public Outreach and Involvement</strong></th>
<th><strong>Task 3: Site Inventory and Prioritization</strong></th>
<th><strong>Task 4: Phase I ESAs</strong></th>
<th><strong>Task 5: Phase II Investigation, and Planning</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (in-kind match)</td>
<td>$2,000</td>
<td>$1,300</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$1,500</td>
<td>$9,800</td>
</tr>
<tr>
<td>Travel</td>
<td>$3,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,000</td>
</tr>
<tr>
<td>Contractual</td>
<td>$29,000</td>
<td>$19,000</td>
<td>$21,000</td>
<td>$28,000</td>
<td>$100,000</td>
<td>$197,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$34,000</td>
<td>$20,300</td>
<td>$23,500</td>
<td>$30,500</td>
<td>$101,500</td>
<td>$209,800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PETROLEUM</strong></th>
<th><strong>Task 1: Project Management, Reporting and Eligible Activities</strong></th>
<th><strong>Task 2: Public Outreach and Involvement</strong></th>
<th><strong>Task 3: Site Inventory and Prioritization</strong></th>
<th><strong>Task 4: Phase I ESAs</strong></th>
<th><strong>Task 5: Phase II Investigation, and Planning</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (in-kind match)</td>
<td>$1,000</td>
<td>$700</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,000</td>
<td>$5,700</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,500</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,500</td>
</tr>
<tr>
<td>Contractual</td>
<td>$13,000</td>
<td>$5,000</td>
<td>$8,500</td>
<td>$12,000</td>
<td>$60,000</td>
<td>$98,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$15,500</td>
<td>$5,700</td>
<td>$10,000</td>
<td>$13,500</td>
<td>$61,000</td>
<td>$105,700</td>
</tr>
</tbody>
</table>

4. **WORKPLAN TASKS** A summary of activities, anticipated outputs, anticipated accomplishment dates, and lastly, actual completion dates (to be completed) as project progresses, is included below and broken into the following task categories: **Task 1: Project Management, Reporting and Eligible Activities, Task 2: Public Outreach and Involvement, Task 3: Site Inventory and Prioritization, Task 4: Phase I ESAs, and Task 5: Phase II Investigation, and Planning.**
### Task 1: Project Management, Reporting and Oversight

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s) (Month/Year)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procure Qualified Environmental Professional (QEP):</strong></td>
<td>Outputs:</td>
<td>September 2017</td>
<td></td>
</tr>
<tr>
<td>• Prepare Request for Qualifications, evaluate applications, conduct interview and hire a qualified environmental consultant</td>
<td>• Solicitation of RFQ in accordance with city and federal policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Coordinate selection committee, including at least one representative from the West Laramie neighborhood.</td>
<td>• Contract with QEP for grant implementation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
<td>Outputs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td>Outcomes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• High quality work and services to meet project needs</td>
<td>• High quality project records reflective of the work performed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grant Compliances</strong></td>
<td>Outputs:</td>
<td>Currently progress &amp; ongoing throughout grant term</td>
<td></td>
</tr>
<tr>
<td>• Maintain Grant Files</td>
<td>• Accurate and complete files suitable for audits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Designated administration team and formalize roles and responsibilities</td>
<td><strong>Outcomes:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Establish and maintain the following files and records: grant, compliance, project site, and financial</td>
<td>• High quality project records reflective of the work performed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Requests for Reimbursement or Advances</strong></td>
<td>Outputs:</td>
<td>Ongoing throughout grant term</td>
<td></td>
</tr>
<tr>
<td>• Complete and all requests for reimbursements in accordance with municipal and grant policies and procedures</td>
<td>• Forms submitted from payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting</td>
<td>Outputs</td>
<td>Outcomes</td>
<td>QPRs</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td>----------</td>
<td>------</td>
</tr>
</tbody>
</table>
| • Prepare quarterly progress reports  
  • Prepare Disadvantaged Business Enterprise Reports  
  • Prepare Federal Financial Report (FFR SF 424 form)  
  • In-fill right column ("Actual Accomplishment Date(s)") as needed  
  • Prepare final report describing how each item in the work plan was addressed  
  • Complete any required grant close out materials | • QPRs  
• DBE/MBE/WBE reports  
• Updated ACRES database  
• Final financial and close out forms | • Regular communication regarding project state and next steps  
• Documentation of compliance | • Submit 30 days from each quarter  
  DBE/MBE/WBE reports  
  *Submit annually, by October 30th  
  ACRES property profile: *ongoing updates as activities occur  
  FFRs: *submit at the end of the grant term  
  *or as direct by grant contract |

<table>
<thead>
<tr>
<th>Conferences and Training</th>
<th>Outputs</th>
<th>Outcomes</th>
<th>December 2017 and ongoing throughout grant term</th>
</tr>
</thead>
</table>
| • Attend the EPA National Brownfields Conference in Pittsburgh, PA in December 2017.  
  • Participate in other webinars, training sessions, or roundtables as needed or as opportunities arise | • Attend Brownfield Conference and pursue other training opportunities | • Improve brownfields knowledge and expand networking opportunities |
## Task 2: Public Outreach and Involvement

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s) (Month/Year)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
</table>
| - Consultant Selection Committee noted above transitions to serve as Advisory Committee  
- Additional Advisory Committee members added as needed  
- Ensure that commitments made by community based organizations in proposal are implemented.  
Develop Marketing Materials:  
- Create brochure targeting private & public property owners, lenders and developers  
- Create FAQ fact sheet  
- Created and Update project website  
- Create community relations plan (CRP) to provide CBOs and public | Outputs  
- Monthly meetings, meeting agendas, attendance lists and meeting notes  
Outcomes  
- An active and motivated workgroup driving Brownfields initiatives | Outputs  
- Create Color brochures; FAQ insert(s); and easy to navigate and attractive project website  
Outcomes  
- Up-to-date marketing tools to promote project work and disseminate information | Outputs  
- Committee formed following the selection of consultant with kick-off meeting anticipated for October - Nov. 2017  
Ongoing meetings  
Bi- monthly project planning meetings with team | Late Winter 2017/Early Spring 2018  
First Qtr. 2018  
Feb 2018  
Mar 2018 |
<table>
<thead>
<tr>
<th>Implement Outreach Strategy</th>
<th>Outputs</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Meet with local community organizations and/or attend local meetings</td>
<td>Develop presentation materials and attendance lists</td>
<td>Improve community knowledge of brownfield-related issues and identify potential brownfield sites</td>
</tr>
<tr>
<td>* Publish program information in newspapers, city hall, social media platforms, etc.</td>
<td>Presentations at pertinent community meetings/events</td>
<td>Encourage public participation and support of brownfield projects going forward.</td>
</tr>
<tr>
<td></td>
<td>Publish and post ads and announcements in high traffic areas</td>
<td></td>
</tr>
<tr>
<td>Implement outreach strategy in target areas:</td>
<td>Outputs</td>
<td>Outcomes</td>
</tr>
<tr>
<td>* Meet with local orgs. and/or attend local town meetings</td>
<td>Give BF presentations at three meetings</td>
<td>Improve community knowledge on BF issues and identify potential BF sites</td>
</tr>
<tr>
<td>* Publish program info in local papers and post notices in town halls &amp; community centers</td>
<td>Several rounds of ads/postings in local target areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall ‘17; Summer ‘18; Summer ‘20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Qtr. ‘18 and then Continuous</td>
</tr>
</tbody>
</table>

April/May 2018

Other promotional materials and activities as needed and ongoing

Media outreach September 2017
Hold local public meeting on Phase II sites:
- Discuss Phase II results, and potential cleanup and redevelopment plans

| Outputs                      | Outcomes                                                        | Timeframe                     |
|------------------------------|=================================================================|--------------------------------|
| • Minimum one local public  | • Encourage public                                             | Within 90 days following     |
|     meeting, presentation    |  participation and support of                                   | completion of report          |
|     materials, attendance     |  BF project(s) going forward                                    |                                |
|     list                    |                                                                |                                |
### Task 3: Site Inventory and Prioritization

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s) (Month/Year)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inventory</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete an inventory of recognized and potential brownfields sites in target areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter sites on GIS mapping tool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incorporate portions of the inventory into existing GIS database(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of potential sites in area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS map of potential brownfields sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphical capturing of brownfields sites for planning work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prioritization and eligibility determination</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convene an Advisory Committee meeting to rank and prioritize sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose sites for Phase I investigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning meetings with Advisory Committee to present inventory results</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify 6-10 eligible sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four to six brownfields sites are identified within target area based on highest redevelopment and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November ‘17 - ongoing thru Feb ‘18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area-Wide Planning:</td>
<td>greatest community benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Identify brownfield-impacted areas (neighborhood, district, city block, etc.)</td>
<td>Outputs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Develop strategies for the reuse of existing infrastructure in the area</td>
<td>• Produce an area-wide plan for the brownfield impacted area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose initial sites for Phase I investigation</td>
<td>• Create a set of area-wide strategies for assessment, cleanup and reuse measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Future uses of at least six properties in the area wide plan have been identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Next steps to implement the plan have been identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sept 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Task 4: Phase I ESAs

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</th>
<th>Anticipated Accomplishment Date(s) (Month/Year)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I ESAs</strong></td>
<td>Outputs:&lt;br&gt;- Internal planning meetings and neighborhood outreach as needed&lt;br&gt;- Execute Access Agreements, if needed, authorizing QEP to&lt;br&gt;- 7-10 Phase I reports&lt;br&gt;- Updated ACRES database&lt;br&gt;- Four to six brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)&lt;br&gt;- Approval of Petro &amp; Haz Mat. SEDs&lt;br&gt;- Planning meetings and neighborhood outreach&lt;br&gt;- 7-10 Phase I Reports and AAI&lt;br&gt;- UPA updated ACRES database</td>
<td>Bi-monthly through grant period</td>
<td>Continuous as Phase I ESAs are completed 3rd qtr. of 2018 TBD</td>
</tr>
<tr>
<td>• Conduct planning meeting with consultant to discuss approved sites and to evaluate potential sites for eligibility and access issues&lt;br&gt;• For each selected site, provide site eligibility information to EPA (or state) for review&lt;br&gt;• Obtain EPA (or state) approval for Phase I&lt;br&gt;• Consultant obtains access agreement and performs Phase I investigation&lt;br&gt;• Consultant submits draft Phase I report to project team members&lt;br&gt;• Team reviews/comments on draft Phase I&lt;br&gt;• Consultant submits final Phase I report to project team members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Total acres assessed through Phase I ESAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</td>
<td>Anticipated Accomplishment Date(s) (Month/Year)</td>
<td>Actual Accomplishment Date(s)</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
</tr>
</tbody>
</table>
| **Phase II ESAs:**  
- Meet with internal/external brownfield committee to review Phase I results and project direction  
- Obtain EPA approval to proceed with Phase II  
- Meet with consultant to Plan Phase II  
- Encourage consultant to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities  
- Consultant submits EPA approved generic QAPP w/ updated organization chart | **Outputs**  
- Project planning meetings approved by the EPA and/or Phase I State for ESA  
- Approved generic QAPP  
- Four to six sites approved for Phase II investigation | Meetings bi-monthly Jan. 2018 - Final approved QAPP TBD |                           |
| **Phase II investigation:**  
- Consultant submits draft site-specific QAPP addendum to project team for review and comments  
- EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team  
- Consultant performs field work per plan  
- Grantee monitors site work and communicates any concerns with EPA/state  
- Grantee tracks green and sustainable site assessment efforts used during Phase II investigations | **Outputs**  
- One approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) including Sampling and Analysis Plan (SAP) and QAPP Crosswalk Document  
- Phase II report(s) documenting the results  
- Updated ACRES database | Mar 2018 | TBD following Phase II ESAs |
| Consultant submits draft Phase II report to project team for review and comments | Green and sustainable efforts reported in quarterly reporting | ACRES updates after project completion | TBD |
| Consultant submits final Phase II report to project team | **Outcomes** | | |
| Project team & Advisory Committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination | Two to four high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning | TBD | TBD |

**Cleanup & reuse planning**
- Strategize with Advisory Committee on reuse plans for the site
- Conduct marketing to leverage developer/lender interest in the property
- Meet with consultant to develop draft cleanup alternatives and remediation plans for the site
- Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)
- Perform public outreach and involvement in cleanup and reuse planning

**Outputs**
- Two or more internal cleanup and reuse planning meeting(s)
- Two draft cleanup alternatives plans
- Two draft remedial action plans
- We will include green and sustainability language in ABCA
- Updated ACRES database
- One public meeting on project results
- Potential for developer / lender workshop and transaction forum

**Outcomes**
- 3-4 properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment

Beginning in late 2018 and into 2019;
Mid to late 2018
TBD – end of 2018
Early 2018
TBD
5. QUALITY ASSURANCE
Following the selection of an environmental consultant and prior to Phase I & II EASs, the City of Laramie will, if necessary, schedule a pre-project conference with the City's project team, our environmental consultant, and the EPA project manager. After the call a, a Quality Assurance Project Plan (QAPP) will be prepared by our consultant for review and consideration by the City. Upon approval, the QAPP will be forwarded to the EPA Region 8 offices for review and approval. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS
The City of Laramie will not request approval of pre-award costs for this cooperative agreement.

7. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS
The City of Laramie will implement this project in accordance with all pertinent internal policies and procedures, and in doing so, will comply with all applicable federal requirements, including but not limited to other requirements including the following:

- Disadvantaged Business Enterprise (DBE) requirements found at 40 CFR Part 33
- OSHA Worker Health & Safety Standard 29 CFR 1910.120
- Uniform Relocation Act; Historic Preservation Act
- Endangered Species Act
- 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) and the Anti-Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250
Attachment C
U.S. ENVIRONMENTAL PROTECTION AGENCY
Cooperative Agreement

GRANT NUMBER (FAIN): 96855901
MODIFICATION NUMBER: 0
PROGRAM CODE: BF
DATE OF AWARD: 09/20/2017
TYPE OF ACTION: New
PAYMENT METHOD: ACH# 80088

RECIPIENT TYPE: Township
Send Payment Request to: Las Vegas Financial Center-LVFC

RECIPIENT:
City of Laramie
PO Box C
405 E. Grand Ave.
Laramie, WY 82073-0830
EIN: 83-6000072

PAYEE:
City of Laramie
PO Box C
405 E. Grand Ave.
Laramie, WY 82073-0830

PROJECT TITLE AND DESCRIPTION
West Laramie Revitalization Plan
This assistance agreement will provide funding for City of Laramie to inventory, characterize, assess, and conduct cleanup planning and community involvement related activities for Brownfields sites in the West Laramie Revitalization Plan. The West Side project will identify and address environmental impediments in a larger effort to revitalize Laramie’s old neighborhood which sits at the heart of the community. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

BUDGET PERIOD
10/01/2017 - 09/30/2020
PROJECT PERIOD
10/01/2017 - 09/30/2020
TOTAL BUDGET PERIOD COST
$315,500.00
TOTAL PROJECT PERIOD COST
$315,500.00

NOTICE OF AWARD
Based on your Application dated 12/22/2017 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards $300,000. EPA agrees to cost-share 95.99% of all approved budget period costs incurred, up to and not exceeding total federal funding of $300,000. Recipient’s signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)
Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202-1129

AWARD APPROVAL OFFICE
U.S. EPA, Region 8
Ecosystems Protection & Remediation
1595 Wynkoop Street
Denver, CO 80202-1129

The United States of America by the U.S. Environmental Protection Agency

Digital signature applied by EPA Award Official James Hageman
DATE 09/20/2017
## EPA Funding Information

### FUNDS

<table>
<thead>
<tr>
<th></th>
<th>FORMER AWARD</th>
<th>THIS ACTION</th>
<th>AMENDED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA Amount This Action</td>
<td>$</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>EPA In-Kind Amount</td>
<td>$</td>
<td>$</td>
<td>$0</td>
</tr>
<tr>
<td>Unexpended Prior Year Balance</td>
<td>$</td>
<td>$</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal Funds</td>
<td>$</td>
<td>$</td>
<td>$0</td>
</tr>
<tr>
<td>Recipient Contribution</td>
<td>$</td>
<td>$15,500</td>
<td>$15,500</td>
</tr>
<tr>
<td>State Contribution</td>
<td>$</td>
<td>$</td>
<td>$0</td>
</tr>
<tr>
<td>Local Contribution</td>
<td>$</td>
<td>$</td>
<td>$0</td>
</tr>
<tr>
<td>Other Contribution</td>
<td>$</td>
<td>$</td>
<td>$0</td>
</tr>
<tr>
<td>Allowable Project Cost</td>
<td>$0</td>
<td>$315,500</td>
<td>$315,500</td>
</tr>
</tbody>
</table>

### Assistance Program (CFDA)

- 66.818 - Brownfields Assessment and Cleanup
- Cooperative Agreements

### Statutory Authority

- CERCLA: Sec. 101(39)
- CERCLA: Sec. 104(k)(2)

### Regulatory Authority

- 2 CFR 200
- 2 CFR 1500 and 40 CFR 33

### Fiscal

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Req No</th>
<th>FY</th>
<th>Approp. Code</th>
<th>Budget Organization</th>
<th>PRC</th>
<th>Object Class</th>
<th>Site/Project Organization</th>
<th>Cost Organization</th>
<th>Obligation / Deobligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>1708LBF046</td>
<td>17</td>
<td>E4</td>
<td>08L0AG7</td>
<td>301D79</td>
<td>4114</td>
<td>G800NY00</td>
<td>200,000</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>1708LBF046</td>
<td>17</td>
<td>E4</td>
<td>08L0AG7</td>
<td>301D79XBP</td>
<td>4114</td>
<td>G800OR00</td>
<td>100,000</td>
<td></td>
</tr>
</tbody>
</table>

Total Obligation / Deobligation: 300,000
## Table A - Object Class Category (Non-construction)

<table>
<thead>
<tr>
<th>Object Class Category</th>
<th>Total Approved Allowable Budget Period Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$15,500</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0</td>
</tr>
<tr>
<td>Travel</td>
<td>$4,500</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0</td>
</tr>
<tr>
<td>Contractual</td>
<td>$295,500</td>
</tr>
<tr>
<td>Construction</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td>Total Direct Charges</td>
<td>$315,500</td>
</tr>
<tr>
<td>Indirect Costs: % Base</td>
<td>$0</td>
</tr>
<tr>
<td>Total (Share: Recipient 4.91 % Federal 95.09 %)</td>
<td>$315,500</td>
</tr>
<tr>
<td>Total Approved Assistance Amount</td>
<td>$300,000</td>
</tr>
<tr>
<td>Program Income</td>
<td>$0</td>
</tr>
<tr>
<td>Total EPA Amount Awarded This Action</td>
<td>$300,000</td>
</tr>
<tr>
<td>Total EPA Amount Awarded To Date</td>
<td>$300,000</td>
</tr>
</tbody>
</table>
Administrative Conditions

1. General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at [https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-april-27-2017-or-later](https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-april-27-2017-or-later). These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

2. Cybersecurity Grant Condition

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient’s network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the recipient’s connections as defined above do not go through the Environmental Information Exchange Network or EPA’s Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA’s regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient’s network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA’s Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

3. GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA’s Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part
SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C
Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

(a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

(b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302
The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)
Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D
A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share
objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements as described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

**Accepting the Fair Share Objectives/Goals of Another Recipient**
The dollar amount of this assistance agreement, or the total dollar amount of all of the recipient’s financial assistance agreements in the current federal fiscal year from EPA is $250,000, or more. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by The Wyoming Department of Environmental Quality as follows:

MBE: CONSTRUCTION 2.5%; SUPPLIES 1.0%; SERVICES 1.5%; EQUIPMENT 0%
WBE: CONSTRUCTION 3.5%; SUPPLIES 4.0%; SERVICES 2.5%; EQUIPMENT 5.0%

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as The Wyoming Department of Environmental Quality.

**Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404**
The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is not accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

**MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E**

MBE/WBE reporting is required annually for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subcontracts or loans in the “Other” category, that exceed the threshold amount of $150,000, including amendments and/or modifications.

Based on EPA’s review of the planned budget, this award meets the conditions above and is subject to the Disadvantaged Business Enterprise (DBE) Program reporting requirements. However, if recipient believes this award does not meet these conditions, it must provide Region 8 with a
justification and budget detail within 21 days of the award date clearly demonstrating that, based on the planned budget, this award is not subject to the DBE reporting requirements.

The recipient agrees to complete and submit a “MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements” report (EPA Form 5700-52A) on an annual basis. All procurement actions are reportable, not just that portion which exceeds $150,000.

When completing the annual report, recipients are instructed to check the box titled “annual” in section 1B of the form. For the final report, recipients are instructed to check the box indicated for the “last report” of the project in section 1B of the form. Annual reports are due by October 30 of each year. Final reports are due by October 30 or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program’s Home Page at [http://www.epa.gov/osbp/dbe_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D.

4. **Consultant Cap**

   EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient’s contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

   Subagreements with firms for services which are awarded using the procurement requirements in the Uniform Grant Guidance, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation.

5. **Voluntary Match**

   This award and the resulting federal funding share, as shown under "Notice of Award" above, is based on estimated costs requested in the application. Included in these costs is a proposed voluntary
contribution by the recipient. EPA’s participation shall not exceed the total amount of federal funds awarded; 95.09%.

Programmatic Conditions

Assessment Terms and Conditions
Please note that these Terms and Conditions (T&Cs) apply to Brownfields Assessment Cooperative Agreements awarded under CERCLA § 104(k).

I. GENERAL FEDERAL REQUIREMENTS

NOTE: For the purposes of these Terms and Conditions the term “assessment” includes, eligible activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k)(2)(A)(i) such as activities involving the inventory, characterization, assessment, and planning relating to brownfield sites as described in the EPA approved workplan.

A. Federal Policy and Guidance

1. a. Cooperative Agreement Recipients: By awarding this cooperative agreement, the Environmental Protection Agency (EPA) has approved the proposal for the Cooperative Agreement Recipient (CAR) submitted in the Fiscal Year 2017 competition for Brownfields assessment cooperative agreements.

b. In implementing this agreement, the CAR shall ensure that work done with cooperative agreement funds complies with the requirements of the CERCLA § 104(k). The CAR shall also ensure that assessment activities supported with cooperative agreement funding comply with all applicable federal and state laws and regulations.

c. The CAR must comply with federal cross-cutting requirements. These requirements include, but are not limited to, DBE requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; 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.

d. The CAR must comply with Davis-Bacon Act prevailing wage requirements and associated U.S. Department of Labor (DOL) regulations for all construction, alteration and repair contracts and subcontracts awarded with funds provided under this agreement. Activities conducted under assessment cooperative agreements generally do not involve construction, alteration and repair within the meaning of the Davis-Bacon Act. However, the recipient must contact the EPA Project Officer if there are unique circumstances (e.g. removal of an underground storage tank or another structure and restoration of the site) which indicate that the Davis-Bacon Act applies to an activity the CAR intends to carry out with funds provided under this agreement. EPA will provide guidance on Davis-Bacon Act
II. SITE ELIGIBILITY REQUIREMENTS

A. Eligible Brownfields Site Determinations

1. a. The CAR must provide information to EPA about site-specific work prior to incurring any costs under this cooperative agreement for sites that have not already been pre-approved in the CAR’s workplan by EPA. The information that must be provided includes whether or not the site meets the definition of a brownfield site as defined in § 101(39) of CERCLA, whether the CAR is the potentially responsible party under CERCLA § 107 and/or has defenses to liability.

b. If the site is excluded from the general definition of a brownfield, but is eligible for a property-specific funding determination, then the CAR may request a property-specific funding determination. In their request, the CAR must provide information sufficient for EPA to make a property-specific funding determination on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for assessing sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that the Agency has determined that the property is eligible.

2. a. For any petroleum contaminated brownfield site that is not included in the CAR’s EPA approved workplan, the CAR shall provide sufficient documentation to EPA prior to incurring costs under this cooperative agreement which documents that:
   (1) a State has determined that the petroleum site is of relatively low risk, as compared to other petroleum-only sites in the State,
   (2) the State determines there is “no viable responsible party” for the site;
   (3) the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and
   (4) the site is not subject to any order issued under section 9003(h) of the Solid Waste Disposal Act.

   This documentation must be prepared by the CAR or the State, following contact and discussion with the appropriate petroleum program official. Refer to EPA’s FY17 Proposal Guidelines for Brownfields Assessment Grants, EPA-OLEM-OBIR-16-08 for discussion on this element.

b. Documentation must include (1) the identity of the State program official contacted, (2) the State official’s telephone number, (3) the date of the contact, and (4) a summary of the discussion relating to the state’s determination that the site is of relatively low risk, that there is no viable responsible party and that the person assessing or investigating the site is not potentially liable for cleaning up the site. Other documentation provided by a State to the recipient relevant to any
of the determinations by the State must also be provided to the EPA Project Officer.

c. If the State chooses not to make the determinations described in Section II.A.2.a. above, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the requisite determinations.

d. EPA will make all determinations on the eligibility of petroleum-contaminated brownfields sites located on tribal lands (i.e., reservation lands or lands otherwise in Indian country, as defined at 18 U.S.C. 1151). Before incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the determinations described in Section II.A.2.a. above.

III. GENERAL COOPERATIVE AGREEMENT
ADMINISTRATIVE REQUIREMENTS

A. Term of the Agreement

1. The term of this agreement is three years from the date of award, unless otherwise extended by EPA at the CAR’s request.

2. If after 18 months from the date of award, EPA determines that the CAR has not made sufficient progress in implementing its cooperative agreement, the recipient must implement a corrective action plan approved by the EPA Project Officer. Alternatively, EPA may terminate this agreement under 2 CFR 200.339 for material non-compliance with its terms, or with the consent of the CAR as provided at 2 CFR 200.339 if EPA determines that insufficient progress was not the fault of the CAR. For purposes of assessment cooperative agreements, the CAR demonstrates “sufficient progress” when 35% of funds have been drawn down and obligated to eligible activities; for assessment coalition cooperative agreements “sufficient progress” is demonstrated when a solicitation for services has been released, sites are prioritized or an inventory has been initiated if necessary, community involvement activities have been initiated and a Memorandum of Agreement is in place, or other documented activities that demonstrate to EPA’s satisfaction that the CAR will successfully perform the cooperative agreement.

3. Assessment funding for an eligible brownfield site may not exceed $200,000 unless a waiver has been granted by EPA. Following the granting of a waiver, funding is not to exceed $350,000 at the site.

B. Substantial Involvement

1. EPA may be substantially involved in overseeing and monitoring this cooperative agreement.

   a. Substantial involvement by EPA generally includes administrative activities by the Project Officer such as monitoring, reviewing project phases, and approving substantive terms included in professional services contracts.
b. Substantial EPA involvement also includes brownfields property-specific funding determinations described in Section I.B. If the CAR awards a subaward for site assessment, the CAR must obtain technical assistance from EPA on which sites qualify as a brownfield site and determine whether the statutory prohibition found in section 104(k)(4)(B)(i)(IV) of CERCLA applies. This prohibition does not allow the subrecipient to use EPA funds to assess a site for which the subrecipient is potentially liable under § 107 of CERCLA. (See Section III.C.3. for more information on subawards.)

c. Substantial EPA involvement may include reviewing financial and environmental status reports; and monitoring all reporting, record-keeping, and other program requirements.

d. EPA may waive any of the provisions in Term and Condition III.B.1. with the exception of property-specific funding determinations. EPA will provide waivers in writing.

2. Effect of EPA’s substantial involvement includes:

a. EPA’s review of any project phase, document, or cost incurred under this cooperative agreement, will not have any effect upon CERCLA § 128 Eligible Response Site determinations or rights, authorities, and actions under CERCLA or any federal statute.

b. The CAR remains responsible for ensuring that all assessments are protective of human health and the environment and comply with all applicable federal and state laws.

c. The CAR and its sub recipients remain responsible for incurring costs that are allowable under 2 CFR Part 200 Subpart E.

C. Cooperative Agreement Recipient Roles and Responsibilities

1. The CAR must acquire the services of a qualified environmental professional(s) to coordinate, direct, and oversee the brownfields assessment activities at a particular site, if they do not have such a professional on staff.

2. The CAR is responsible for ensuring that contractors and sub recipients comply with the terms of their agreements with the CAR, and that agreements between the CAR and sub recipients and contractors comply with the terms and conditions of this agreement.

3. Subawards are defined at 2 CFR 200.92. The CAR may not subaward to for-profit organizations. The CAR must obtain commercial services and products necessary to carry out this agreement under competitive procurement procedures as described in 2 CFR Part 200.317 through 200.326. In addition, EPA policy encourages awarding subawards competitively and the CAR must consider awarding subawards through competition.
4. The CAR is responsible for ensuring that EPA’s Brownfields assessment funding received under this cooperative agreement, or in combination with any other previously awarded Brownfields Assessment cooperative agreements does not exceed the $200,000 funding limitation for an individual brownfield site. Waiver of this funding limit for a brownfields site must be approved by EPA prior to the expenditure of funding exceeding $200,000. In no case may EPA funding exceed $350,000 on a site receiving a waiver.

5. CARs expending funding from a community-wide assessment cooperative agreement must include this amount in any total funding expended on the site.

6. Competency of Organizations Generating Environmental Measurement Data: In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, the CAR agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, the CAR agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. The CAR shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at http://www.epa.gov/fem/lab_comp.htm or a copy may also be requested by contacting the EPA Project Officer for this award.

D. Quarterly Progress Reports

1. In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 monitoring and reporting program performance), the CAR agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures and financial status for each workplan task, along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

Quarterly progress reports must clearly differentiate which activities were completed with EPA funds provided under the Brownfield assessment cooperative agreement, versus any other funding source used to help accomplish project activities.

In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments to the anticipated outputs/outcomes specified in the cooperative agreement workplan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The CAR agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the cooperative agreement workplan.
2. The CAR must submit progress reports on a quarterly basis to the EPA Project Officer. Quarterly progress reports must include:
   a. Summary and status of approved activities performed during the reporting quarter, summary of the performance outputs/outcomes achieved during the reporting quarter, a description of problems encountered or difficulties during the reporting quarter that may affect the project schedule and a discussion of meeting the performance outputs/outcomes.
   b. An update on project schedules and milestones; including an explanation of any discrepancies from the approved workplan.
   c. A list of the properties where assessment activities were performed and/or completed during the reporting quarter.
   d. A budget recap summary table with the following information: current approved project budget; costs incurred during the reporting quarter; costs incurred to date (cumulative expenditures); and total remaining funds. The CAR should include an explanation of any discrepancies in the budget from the approved workplan.

3. If the CAR makes any subawards under this agreement, then it becomes a pass-through entity under the “Establishing and Managing Subaward” General Term and Condition of this agreement. As the pass-through entity, the CAR must report to EPA on its subaward monitoring activities under 2 CFR 200.331(d), including the following information on subawards as part of the CAR’s quarterly performance reporting:
   a. Summaries of results of reviews of financial and programmatic reports.
   b. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
   c. Environmental results the subrecipient achieved.
   d. Summaries of audit findings and related pass-through entity management decisions.
   e. Actions the pass-through entity has taken to correct any deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

4. The CAR must maintain records that will enable it to report to EPA on the amount of funds disbursed by the CAR to assess specific properties under this cooperative agreement.

5. In accordance with 2 CFR 200.328(d)(1), the CAR agrees to inform EPA as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the approved workplan.

E. Property Profile Submission

1. The CAR must report on interim progress (i.e., assessment started) and any final accomplishments (i.e., assessment completed, cleanup required, contaminants, institution controls, engineering controls) by completing and submitting relevant portions of the Property Profile Form using the Brownfields Program on-line reporting system, known as Assessment, Cleanup and Redevelopment Exchange System (ACRES). The CAR must enter the data in ACRES as soon as the interim action or final accomplishment has occurred, or within 30 days after the end of each reporting quarter. EPA will provide the CAR with training prior to obtaining access.
to ACRES. The training is required to obtain access to ACRES. The CAR must utilize the ACRES system unless approval is obtained from the regional Project Officer to utilize and submit the Property Profile Form instead.

F. Community Outreach
1. The CAR agrees to clearly reference EPA investments in the project during all phases of community outreach outlined in the EPA-approved workplan, which may include the development of any post-project summary or success materials that highlight achievements to which this project contributed. Specifically:

a. The CAR agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction or site reuse projects as a result of this agreement, and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days’ notice.

b. To increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to include in their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

c. Project Outreach Materials
   i) If any document, fact sheet, and/or web material are developed as part of this cooperative agreement, then they shall include the following statement: "Though this project has been funded, wholly or in part, by EPA, the contents of this document do not necessarily reflect the views and policies of EPA."

   ii) If a sign is developed, as part of a project funded by this cooperative agreement, then the sign shall include either a statement (e.g., this project has been funded, wholly or in part, by EPA) and/or EPA’s logo acknowledging that EPA is a source of funding for the project. The EPA logo may be used on project signage when the sign can be placed in a visible location with direct linkage to site activities. Use of the EPA logo must follow the sign specifications available at: http://www.epa.gov/ogd/tc.htm.

G. Final Technical Cooperative Agreement Report with Environmental Results

1. In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 monitoring and reporting program performance ), the CAR agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report on the cooperative agreement and at least one reproducible copy suitable for printing. The final technical report shall document project activities over the entire project period and shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement workplan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The CAR agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the
cooperative agreement workplan.

H. Conflict of Interest

1. The CAR shall establish and enforce conflict of interest provisions that prevent the award of subawards that create real or apparent personal conflicts of interest, or the CAR’s appearance of lack of impartiality. Such situations include, but are not limited to, situations in which an employee, official, consultant, contractor, or other individual associated with the CAR (affected party) approves or administers a subaward to a subrecipient in which the affected party has a financial or other interest. Such a conflict of interest or appearance of lack of impartiality may arise when:

   (i) The affected party,
   (ii) Any member of his immediate family,
   (iii) His or her partner, or
   (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the subrecipient.

Affected employees will neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients. Recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by affected parties.

IV. FINANCIAL ADMINISTRATION REQUIREMENTS

A. Eligible Uses of the Funds for the Cooperative Agreement Recipient

1. To the extent allowable under the workplan, cooperative agreement funds may be used for eligible programmatic expenses to inventory, characterize, assess, and conduct planning and outreach. Eligible programmatic expenses include activities described in Section IV. of these Terms and Conditions. In addition, eligible programmatic expenses may include:

   a. Determining whether assessment activities at a particular site are authorized by CERCLA § 104(k);

   b. Ensuring that an assessment complies with applicable requirements under federal and state laws, as required by CERCLA § 104(k);

   c. Using a portion of the cooperative agreement funds to purchase environmental insurance for the characterization or assessment of the site. Funds may not be used to purchase insurance intended to provide coverage for any of the ineligible uses under Section IV.B.; and

   d. Any other eligible programmatic costs including direct costs incurred by the recipient in
reporting to EPA; procuring and managing contracts; awarding and managing subawards to the extent allowable under Section IV.B.2.; and carrying out community involvement pertaining to the assessment activities.

2. **Local Governments only.** No more than 10% of the funds awarded by this agreement may be used by the CAR itself as a programmatic cost for brownfield program development and implementation (including monitoring of health and institutional controls) as described in Task 1 of the EPA approved workplan. The CAR must maintain records on funds that will be used to carry out Task 1 of its EPA approved workplan to ensure compliance with this requirement.

B. **Ineligible Uses of the Funds for the Cooperative Agreement Recipient**

1. Cooperative agreement funds shall **not** be used by the CAR for any of the following activities:

   a. Cleanup activities;

   b. Site development activities that are not brownfields assessment activities (e.g., construction of a new facility);

   c. Job training unrelated to performing a specific assessment at a site covered by the cooperative agreement;

   d. To pay for a penalty or fine;

   e. To pay a federal cost share requirement (for example, a cost-share required by another federal grant) unless there is specific statutory authority;

   f. To pay for a response cost at a brownfields site for which the CAR of the cooperative agreement or subaward recipient is potentially liable under CERCLA § 107;

   g. To pay a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the assessment; and

   h. Unallowable costs (e.g., lobbying and fund raising) under 2 CFR Part 200 Subpart E.

2. **Under CERCLA § 104(k)(4)(B), administrative costs are prohibited costs under this agreement.** Prohibited administrative costs include all indirect costs under 2 CFR Part 225 for state, local and tribal governments, as applicable.

   a. Ineligible administrative costs include costs incurred in the form of salaries, benefits, contractual costs, supplies, and data processing charges, incurred to comply with most provisions of the *Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards at* 2 CFR 200 and 2 CFR 1500. Direct costs for cooperative agreement administration, with the exception of costs specifically identified as eligible programmatic costs, are ineligible even if the CAR is required to carry out the activity under the cooperative agreement.
Costs incurred to report quarterly performance to EPA under the cooperative agreement are eligible.

b. Ineligible cooperative agreement administration costs include direct costs for:

(1) Preparation of applications for brownfields grants;

(2) Record retention required under 2 CFR 1500.6;

(3) Record-keeping associated with equipment purchases required under 2 CFR 200.313;

(4) Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR 200.308;

(5) Maintaining and operating financial management systems required under 2 CFR 200.302;

(6) Preparing payment requests and handling payments under 2 CFR 200.305;

(7) Non-federal audits required under 2 CFR 200 Subpart F; and


3. Cooperative agreement funds may not be used for any of the following properties:

a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);

b. Facilities subject to unilateral administrative orders, court orders, and administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;

c. Facilities that are subject to the jurisdiction, custody or control of the United States government except for land held in trust by the United States government for an Indian tribe; or

d. A site excluded from the definition of a brownfields site for which EPA has not made a property-specific funding determination.

C. Interest-Bearing Accounts and Program Income

1. In accordance with 2 CFR 1500.7, during the performance period of the cooperative agreement the CAR is authorized to add program income to the funds awarded by EPA and use the program income under the same terms and conditions of this agreement. Program income for the assessment CAR shall be defined as the gross income received by the recipient, directly generated by the cooperative agreement award or earned during the period of the award. Program income includes, but is not limited to, fees charged for conducting assessment, site characterizations, clean up planning or other activities when the costs for the activity is charged to this agreement.
2. The CAR must deposit advances of cooperative agreement funds and program income (i.e. fees) in an interest bearing account.

   a. For interest earned on advances, CARs are subject to the provisions of 2 CFR 200.305(b)(7)(ii) relating to remitting interest on advances to EPA on a quarterly basis.

   b. Interest earned on program income is considered additional program income.

   c. The CAR must disburse program income (including interest earned on program income) before requesting additional payments from EPA as required by 2 CFR 1500.8.

V. ASSESSMENT ENVIRONMENTAL REQUIREMENTS

A. Authorized Assessment Activities

1. Prior to conducting or engaging in any on-site activity with the potential to impact historic properties (such as invasive sampling), the CAR shall consult with EPA regarding potential applicability of the National Historic Preservation Act and, if applicable, shall assist EPA in complying with any requirements of the Act and implementing regulations.

B. Quality Assurance (QA) Requirements

1. When environmental data are collected as part of the brownfields assessment, the CAR shall comply with 2 CFR 1500.11 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements.

C. All Appropriate Inquiry

1. As required by CERCLA § 104(k)(2)(B)(ii) and CERCLA § 101(35)(B), the CAR shall ensure that a Phase I site characterization and assessment carried out under this agreement will be performed in accordance with EPA’s all appropriate inquiries regulation. The CAR shall 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 (40 CFR 312). A suggested outline for an AAI final report is provided in “All Appropriate Inquiries Rule: Reporting Requirements and Suggestions on Report Content”, (Publication Number: EPA 560-F-14-003). This does not preclude the use of cooperative agreement funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable State standards.

2. All Appropriate Inquiries (AAI) final reports produced with funding from this agreement must
comply with 40 C.F.R. Part 312 and must, at a minimum, include the information below. All AAI reports submitted to EPA Project Officers as deliverables under this agreement must be accompanied by a completed “All Appropriate Inquiries Final Rule: Reporting Requirements Checklist for Assessment Grant Recipients” (Publication Number: EPA 560-R-10-030) that EPA’s Project Officer will provide to the recipient. The checklist also is available to CARs on EPA’s website at www.epa.gov/brownfields.

a. An opinion as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.

b. An identification of “significant” data gaps (as defined in 40 C.F.R. 312.10), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include information regarding the significance of these data gaps.

c. Qualifications and signature of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:

- “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
- “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”

d. In compliance with §312.31(b), the environmental professional must include in the final report an opinion regarding additional appropriate investigation, if the environmental professional has such an opinion.

3. EPA may review checklists and AAI final reports for compliance with the AAI regulation documentation requirements at 40 CFR part 312 (or comparable requirements for those using ASTM Standard 1527-13). Any deficiencies identified during an EPA review of these documents must be corrected by the recipient within 30 days of notification. Failure to correct any identified deficiencies may result in EPA disallowing the costs for the entire AAI report as authorized by 2 CFR 200.338 through 2 CFR 200.342. If a recipient willfully fails to correct the
deficiencies the Agency may consider other available remedies under 2 CFR 200.342.

D. Completion of Assessment Activities

1. The CAR shall properly document the completion of all activities described in the EPA approved workplan. This must be done through a final report or letter from a qualified environmental professional, or other documentation provided by a State or Tribe that shows assessments are complete.

VII. PAYMENT AND CLOSEOUT

A. Payment Schedule

DRAFT Assessment T&C 5/20/05

1. The CAR may request payment from EPA pursuant to 2 CFR 200.305.

B. Schedule for Closeout

1. Closeout will be conducted in accordance with 2 CFR 200.343. EPA will close out the award when it determines that all applicable administrative actions and all required work under the cooperative agreement have been completed.

2. The CAR, within 90 days after the end date of the period of performance or the termination of the cooperative agreement, must submit all financial, performance, and other reports required as a condition of the cooperative agreement or 2 CFR Part 200.

   a. The CAR must submit the following documentation:

      (1) The Final Technical Cooperative Agreement Report as described in Section III.G. of these Terms and Conditions.

      (2) A Final Federal Financial Report (FFR - SF425). Submitted to:
          US EPA, Las Vegas Finance Center
          4220 S. Maryland Pkwy, Bldg C, Rm 503
          Las Vegas, NV 89119
          Fax: (702) 798-2423
          https://www.epa.gov/financial/grants

      (3) A Final MBE/WBE Report (EPA Form 5700-52A). Submitted to the regional office.

   b. The CAR must ensure that all appropriate data has been entered into ACRES or all
Property Profile Forms are submitted to the Region.

c. The CAR must immediately refund to EPA any balance of unobligated (unencumbered) cash advanced that is not authorized to be retained for use on other cooperative agreements.