

FY20 Kansas City Regional Brownfields Coalition Assessment Grant Workplan
Kansas City Regional Brownfields Coalition

Workplan for CERCLA Section 104(k) Assessment Coalition Agreement

October 1, 2020 through September 30, 2023

8/10/2020

EPA Cooperative Agreement No. BF97782501

1.0 INTRODUCTION AND OBJECTIVES

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants" and submitted in a national competition. The Mid-America Regional Council (MARC) was selected as the recipient of an Assessment Coalition Agreement on behalf of the MARC and the coalition members (below) in the FY 2020 competition.

Work under this agreement supports:

EPA STRATEGIC PLAN GOAL 1: A Cleaner, Healthier Environment

OBJECTIVE 1.3: Revitalize Land and Prevent Contamination

Program Results Code (PRC): 103D79

**Catalog of Federal Domestic Assistance (CFDA) No. 66.818 - Brownfields Assessment and Cleanup
Cooperative Agreements**

This Work Plan describes the tasks, activities, budget and schedule to implement the Kansas City Regional Brownfields Coalition Hazardous Waste Assessment Project (Project) pursuant to a cooperative agreement between the Mid-America Regional Council (MARC) and the U.S. Environmental Protection Agency (EPA) in the amount of \$600,000. The Project will perform hazardous waste Phase I and Phase II Environmental Site Assessments (ESAs) on three Coalition priority sites and additional sites located within the collective Coalition members' jurisdictions. Assessments will include the following three (3) specific priority sites: the **Chouteau Courts Priority Site**, located near Downtown, Kansas City, Missouri on Independence Ave., a former 140 unit public housing site where preliminary assessment has identified elevated levels of lead, arsenic and polycyclic aromatic hydrocarbons (PAHs); the **Grandview Priority Site**, located at 519 Blue Ridge Boulevard, a vacant commercial concrete mixing and aggregate storage site with an office building suspected for asbestos and possible PCB contamination from stored transformers; and the **Northeast Grocery Priority Site** with a 7800 square foot commercial structure located at 1726 Quindaro Blvd., Kansas City, Kansas with potentially contaminated with solvents, stains, paints, pesticides and herbicides in the soil and/or groundwater, and asbestos and lead-based paint in the building. The Coalition will assess these and other sites to identify real or perceived environmental impacts to facilitate cleanup and sustainable reuses that are protective of human health and the environment, and benefit local residents, the environment and the economy. The Project consists of following general tasks: Community Outreach, Phase I All Appropriate Inquiry assessments, Phase II Environmental Site Assessments (ESAs), Risk Assessments, Hazmat Surveys, and Analyses of Brownfield Cleanup Alternatives (ABCA)s.

The Coalition includes:

- a. Lead Coalition Member.** The Mid-America Regional Council (MARC), is a Missouri public benefit corporation created pursuant to Revised Statutes of Missouri, Section 355.096.2(2) (the Missouri Nonprofit Corporation Act. Point of Contact is Marlene Nagel, Community Development Director, (816) 474-4240, mnagel@marc.org.
- b. Coalition Member.** City of Kansas City, Missouri (KCMO) is a general purpose unit of local government. Point of Contact is Andrew Bracker, Brownfields Coordinator, (816) 513-3002, Andrew.bracker@kcmo.org.
- c. Coalition Member.** Unified Government of Wyandotte County/Kansas City, Kansas (Unified Government) is a general-purpose unit of local government. Point of Contact is Stephanie Moore, Management Analyst, Department of Economic Development, (913) 573-5743, smmoore@wycokck.org.
- d. Coalition Member.** Jackson County, Missouri, is a general purpose unit of local government. Point of Contact is Matt Davis, Jackson County Parks and Recreation, (816) 503-4849, mdavis@jacksongov.org

1.1. Anticipated Key Outputs and Outcomes

Outputs:

- Number of Sites Phase I ESA Completed (measure: report approved by MARC, with assistance from KCMO technical staff)
- Number of Sites Phase II ESA Completed (measure: report approved by MARC, with assistance from KCMO technical staff, and by state officials, where enrolled in the Missouri or Kansas VCP)
- Numbers of Community Meetings (measure: number of meeting minutes prepared)
- Number of Community Plans (measure: number of community plans delivered)

Outcomes:

- Funding leverage (measure: committed cleanup or redevelopment funds)
- Clean land ready for reuse (measure: number of acres cleaned or made ready for reuse)
- Safe housing (measure: number of units built or renovated)
- New Jobs (measure: number of new jobs created)

2.0 TASKS AND ACTIVITIES:

2.1 Task 1. PROJECT MANAGEMENT AND PROGRAM COORDINATION (\$10,546)

Roles and Responsibilities. As the Cooperative Agreement Recipient (CAR), MARC will be the grant administrator and fiscal agent for the EPA cooperative agreement. The official responsibilities of MARC regarding the Project, including serving as the official signatory on behalf of MARC on all agreements, contracts and any amendments thereto, and required reporting forms; approval of the budget and modifications thereto; oversight of all MARC personnel working on the grant project, and similar matters involving overall program management, will be performed by the Director of Community Development. Day to day responsibilities of MARC for compliance with all terms and conditions, including provisions regarding the use of grant funds, reporting requirements, procurement procedures, financial oversight of grant expenditures and grant closeout procedures, will be performed by the Environment Program Director and MARC staff members, with assistance from KCMO assigned staff members in accordance with the MOA and a subaward agreement to be entered into between MARC and KCMO. MARC will ensure that periodic and final reports are submitted on a timely

basis to the USEPA Project Officer. Quarterly reports will document the incremental progress towards achieving the project deliverables and provide information as specified in the Cooperative Agreement Terms & Conditions.

In addition, a qualified environmental professional (QEP) will be hired by MARC in consultation with KCMO to assist in performance of the MARC's CAR technical oversight responsibilities including, but not limited to: eligibility analyses for proposed Coalition project sites, management of ACRES database entries for Coalition sites and activities, quarterly progress reporting, preparation of cost estimates and scopes of work, evaluation of bid responses, review of deliverables, and Quality Assurance Project Plan (QAPP) compliance.

MARC, with KCMO assistance, will organize Coalition meetings and events, and coordinate Coalition Member participation and activities associated with site specific stakeholder meetings.

Process for project selection and assessment. Additional non-priority coalition sites and activities will be selected by a deliberative body that includes equitable representation by each Coalition Member, in accordance with a Memorandum of Agreement. The Coalition will select sites and assessment activities in an open and public process that includes opportunities for public input and participation. The process of site selection will strive to ensure an equitable distribution of additional sites, assessment activities and resources among Jackson County, KCMO, and Unified Government Coalition Members and geographic locations within the Coalition Project area. In addition to the priority sites, the Coalition will select a minimum of seven (7) sites for assessment during the cooperative agreement period. There shall be assessed a minimum of two (2) sites nominated by KCMO, a minimum of two (2) sites nominated by Unified Government, and a minimum of two (2) sites nominated by Jackson County. No single priority site, or group of properties treated as a single priority site, will utilize a total of more than \$100,000 of the Coalition funds without the express written consent of all Coalition Members. Additional non-priority sites will be selected, funds permitting. All selected sites and proposed assessment activities will be submitted to EPA for confirmation of eligibility under the terms of the Cooperative Agreement.

It will be the responsibility of each Coalition Member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at selected sites. MARC, KCMO, Jackson County and Unified Government shall provide access to properties, documents, reports and information within their control or possession concerning the activities of the Coalition, as allowed by law.

With Coalition approval, MARC will procure and contract for approved services on Coalition sites and projects. MARC will also advise Coalition Members to ensure compliance with cooperative agreement terms and conditions. Contractors will be selected and hired in accordance with EPA procurement regulations. Cooperative Agreement funds will be drawn down by requests made exclusively by MARC through one of EPA's automated payment systems, after it has been verified that such expenses are reasonable, allowable and allocable under the terms of the Cooperative Agreement.

While activities including public outreach, advertisements of public notices, and review of assessment scopes of work will be conducted by MARC in consultation with coalition member communities to ensure broad stakeholder involvement, MARC will initiate these activities and request EPA cooperative agreement funds to reimburse eligible programmatic activities allowed by the Cooperative Agreement associated with this work.

Specific activities for Task 2 are described in Table 2 below. To support progress toward the goals, MARC, with assistance from KCMO, will establish a comprehensive regional brownfields database to compile Project information on the following outputs (and enter the same information into the ACRES system) and in the outputs described for each element of Task 2.

2.2 TASK 2. ASSESSMENTS, SURVEYS AND CLEANUP ANALYSES (\$473,016)

A contracted Qualified environmental professional (QEP) will determine site eligibilities, oversee QAPP compliance, prepare cost estimates and scopes of work, evaluate bid responses, review deliverables, and enter ACRES data. KCMO will coordinate with the QEPP, enroll sites in the Voluntary Cleanup Program (VCP) and provide day to day general project management and oversight. MARC will ensure grant terms and conditions are followed, run procurement procedures in accordance with MARC policy, collate quarterly progress reporting and document MBE/WBE reporting. Specific activities for Task 2 are described in Table 2 below.

2.2.a. Task 2a – Phase I/AAI

Task 2 includes the completion of up to four (4) Area-Wide and ten (10) single-site Phase I ESAs conducted by an environmental professional in accordance with the All Appropriate Inquiry (AAI) Rule (40 C.F.R. Part 312) and ASTM Method 1527-13 (or more current version if available) on the three priority sites and additional areas selected by the Coalition in accordance with the Memorandum of Agreement (MOA) and the process outlined therein. Funds also may be used to update previous Phase I assessments. Area-wide Phase Is will be encouraged to produce economies of scale, promote larger projects, and create greater benefits for communities. Site eligibility determinations will be completed and

submitted for each site prior to the start of site-specific assessment activities. Site and project evaluation criteria, similar to those used by the existing Kansas City Brownfields Commission, will be adopted by the Coalition and applied to proposed sites and projects. Whenever possible, the Coalition will ensure Phase I ESAs are performed in strict compliance with the AAI Rule and current ASTM requirements and are timed in coordination with anticipated property transactions so as to benefit eligible prospective purchasers and other parties eligible for Superfund liability defenses and eligible to seek federal brownfield cleanup grants, loans and subgrants.

2.2.b. Task 2b – Phase II Environmental Site Assessment

MARC, in consultation with KCMO will work with the EPA, and consult with the Missouri Department of Natural Resources (MDNR) and the Kansas Department of Health and Environment (KDHE) to either add sites to the state VCP or develop and apply individual site Quality Assurance Project Plans (QAPPs). Sampling activities will not be taken until approval is received from EPA, and the KDHE or MDNR, where applicable. This project task includes up to six (6) hazardous substance or petroleum Phase II ESAs, two (2) area-wide Phase II ESAs, four (4) hazardous substance materials surveys. All Phase II site assessments will be performed in compliance with ASTM E1903-97 (or more current version, if available). Site eligibility determinations will be completed and submitted for each site prior to the start of site-specific assessment activities. Innovative approaches will be implemented to streamline assessment and reduce costs, including working with EPA and state officials to approve the applications for QAPPs, using TRIAD methods, combining site mobilizations, and coordinating projects in close proximity.

2.2.c. Task 2c – Risk Assessments and Analyses of Brownfield Cleanup Alternatives

This project task will fund preparation of required analyses of brownfield cleanup alternatives (ABCAs), risk assessments, and/or cleanup plans by applicable MDNR and KHDE rules and guidance on up to four (4) sites including two priority sites. Activities include risk assessment, preparation of site conceptual models, analyses of current and potential exposure pathways, ecological risk assessments and ABCAs for public review and comment. The task will include working with the state VCP to gain approval of risk assessments/cleanup plans, development of site-specific stakeholder communication plans and focused community outreach to inform and involve stakeholders in reviewing ABCAs. Site eligibility determinations will be completed and submitted for each site prior to the start of site-specific activities, if not previously completed under the previous tasks.

2.3. TASK 3 – COMMUNITY OUTREACH

Upon execution of the cooperative agreement with EPA, the first step will be to organize a “kick-off” public meeting to brief community officials and stakeholders on the Coalition Project, its purposes and resources, and the important ways in which Coalition stakeholders are invited to participate. The next steps will be to build community outreach capacity and enhance efforts to reach stakeholders and involve them in the Coalition Project. In addition to key stakeholders for priority sites shown in Table 1 on the next page, Coalition Members will continue to identify key stakeholders on priority and non-priority projects who should be notified and invited to participate in the Project. Coalition Members will also identify locations within their respective jurisdictions where public meetings may be held. The Task includes quarterly meetings and special meetings over the three-year period of the cooperative agreement. Programmatic costs¹ associated with this task include staff services directly related community outreach activities and events and include the preparation of quarterly progress reports and the final performance report that relate progress and accomplishments concerning community outreach activities.

The kick-off event and quarterly Coalition meetings will be advertised in the bi-state project area. The normal location of meetings will be MARC offices. Special meetings will be held in communities impacted by identified brownfield projects and areas to work with community representatives to identify projects for grant assistance. As sites are selected and funded, community members will be encouraged to learn about assessment activities, help identify at-risk populations, share knowledge of site history, and help advise how funds are to be spent. The Coalition will report progress at meetings of the neighborhood organizations impacted and at Coalition public meetings. The Coalition will accommodate non-English speaking participants and those with impaired hearing, eyesight or mobility. For Coalition meetings, multi-language publications will be used to provide notice to non-English speaking residents.

Outreach and community engagement activities will consist of convening meetings (including a kickoff meeting, quarterly KCBI meetings, two community assessment/planning meetings for priority sites, and additional site-specific community meetings for non-priority sites as needed). Public meetings will be promoted through social media and our website as well as by issuing public meeting notices, minutes will be taken, and workshop deliverables will be loaded to the MARC.org website and made widely available. See table 2 on page 9 for additional information regarding activities under Task 3.

¹ All programmatic costs will be tracked on a daily basis and attributed to eligible, site-specific activities or required progress and financial reporting activities in accordance with an EPA approved work plan.

Table 1: Currently Identified Key Stakeholders Associated with Priority Sites

Name	Point of contact (name, email & phone)	Specific role in the project
Housing Authority of Kansas City	John Monroe, jmonroe@hkc.org , 816-968-4288	Site owner; HUD Choice Neighborhood Grant lead.
Kansas City Area Transportation Authority	Brien Starmer, bstarmer@kcata.org , 816-346-0828	Public transit; TOD developer; site owner.
Paseo West Neighborhood Association	Evelyn Craig, evie@theartsasylum.org , (816) 301-7444	Meeting host, community input, advisory committee
Former Chouteau Courts Residents Association	Gerald Douglas, gdouglas@hkc.org , (816) 968-4226	Community input
Brinshore Development, LLC	Todd Lieberman, toddl@brinshore.com , (816) 444-0760	Private developer consultant; advisory committee
Historic Northeast- Midtown Neighborhood Alliance	Rachel Jefferson, rjefferson@northeastkck.org , (913) 206-0047	Meeting host, community input
P.R.I.D.E. KCK Firefighters	Terrance Henderson, pt4myego@aol.com (913) 321-2733	Site Owner, developer
Project Rally	Terrill Dyer, projectrallysolutions@gmail.com , (913) 961-6562	Produce Grower, educator
City of Grandview	Dennis Randolph, drandolph@grandview.org , (816)316-4855	Infrastructure developer; site purchaser; community developer
Grandview Area Chamber of Commerce	Kim Curtis, ksc@grandview.org , (816) 761-6505	Meeting host, community liaison and local business advocate

Table 2: Activities, Outputs/Measures and Schedule for Tasks

Activities	Outputs/Measure	Outcome/Measure	Date to be Completed
MOA	MOA signed by Coalition Members	Effective, transparent and equitable implementation of assessment coalition program.	Signed prior to draw down of funds under this agreement
Subgrant Award to KCMO	Subgrant signed by MARC and KCMO	Compliance with grant conditions.	By 1 st quarter of Year 1
Program Management - reporting - coordination meetings with EPA and States at least quarterly with additional meetings as needed - coordination with coalition partners	Programmatic meetings with EPA and States Quarterly progress reports, financial reports, final performance reports, ACRES entries and updates and other information as required.	Public transparency and information availability regarding use of federal funds and work conducted at sites	Beginning in 2 nd quarter of Year 1 and Ongoing
Selection of non-priority sites for Phase I, Phase II or other site-specific activities	Perform Brownfield Eligibility Determination and submit to EPA; affirm in quarterly reports	Effective, transparent and equitable implementation of assessment coalition program.	Ongoing; EPA will be notified no later than 30 days prior to the anticipated start of an assessment. New site submittals must be submitted to EPA no later than nine months before the end of the grant term.
Attendance at training conferences: national, regional, state conferences and webinars	Number of people receiving training Number and types of conferences/webinars attended.	Increased knowledge of Best Practices in conducting Brownfields assessments, surveys, risk management, cleanup planning, and sustainable tools practices in cleanup and redevelopment that may be applicable to the KC metro-area. Create a wider awareness of brownfield opportunities in Kansas City.	2nd quarter of Years 1 and 3 as well as additional training opportunities as they become available.

Activities	Outputs/Measure	Outcome/Measure	Date to be Completed
<p>Procurement process for Qualified Environmental Professional (QEP)</p>	<p>Selection of QEP Contractor(s)</p>	<p>Assessments and clean-up plans with scientific integrity.</p>	<p>1st quarter of Year 1</p>
<p>Conduct Phase I Assessment Activities and Prepare Phase I ESA Reports</p>	<p>No. of Phase 1 ESAs completed and reported in ACREs: Including Chouteau Courts, Grandview and Northeast Grocery priority sites and Non-priority sites' with completed and signed AAI checklist for each Phase 1 report</p>	<p>Jobs created (# of FTEs); Vacant properties reused (# of acres); Tax revenue increased (\$ increment); Development funds leveraged (\$\$ committed); Health risks addressed (population affected); infrastructure reused (# of acres); hire local brownfield job trainees (# hired).</p>	<p>3rd Quarter of Year 1 for priority sites. Non-priority - throughout last two years of grant, details provided in quarterly reports</p>
<p>Complete Property Profile Forms/Update ACREs</p>	<p>Enter Property Profile Forms into ACREs online database after assessment or other reportable activity is completed or within 30 days of a key accomplishment (start, complete, significant leveraging, etc.) if on-going activity.</p>	<p>Public transparency and information availability progress of work conducted at sites</p>	<p>Property Profile Forms entered into ACREs within the quarter they are started, as significant activity occurs and upon completion.</p>

Task 2a. Phase I AAI

Task 2b. Phase II Environmental Site Assessment			
Activities	Outputs/Measure	Outcome/Measure	Date to be Completed
<p>Quality Assurance Conducted for each Phase II investigation</p> <p>- Evaluate QA with contractor, EPA and States.</p>	<p>Timely submittal/approval of QA documents.</p>	<p>Scientifically valid data. Cost and time-effective QA planning.</p>	<p>First quarter or within 1 month of on-boarding of contractor.</p>
<p>Preparation and submittal of Site-specific QAPPs for Phase II ESAs to EPA for approval.</p>	<p>Number of site-specific QAPPs submitted to USEPA for approval. Enrollment in state VCP will be done to the extent possible</p>		<p>Ongoing and no later than 60 days prior to anticipated start of environmental sampling activities.</p>
<p>Conduct Phase II Assessment Activities, and prepare Phase II Reports</p>	<p>Start dates for priority sites and non-priority sites.</p> <p>Phase II Report for each site Date completed reported in ACRES; Measure: Number of Phase II ESAs completed</p>	<p>Same as for Phase I Assessments</p>	<p>Chouteau Courts 4th Quarter of Year 1. Other priority sites by 2nd Quarter of Year 2.</p> <p>Additional start dates and details for non-priority sites provided in quarterly reports</p> <p>Ongoing Phase II Reports completed within 60-90 days of the start of individual site Phase II field activities.</p>

	Activities	Outputs/Measure	Outcome/Measure	Date to be Completed
Task 2c. Risk Assessments/ABCAs	Enroll sites into Voluntary Cleanup Program	Enrollment of priority sites, as appropriate per State program. Enrollment of additional non-priority sites as appropriate.	Cleanup options designed and evaluated so sites will be safe for intended reuse. Promotion of innovative, greener and sustainable remediation practices	Chouteau Courts - 1 st quarter of Year 1; other priority sites by 4 th quarter of Year 1. Non-priority sites in years 2 and 3.
	Conduct Risk Assessment or supplemental assessment	Hazard surveys and Risk Assessment reports or additional assessment necessary for cleanup planning, including related activities, for four sites		Ongoing, starting Year 2
Task 3. Community Engagement	Analyses of Brownfield Clean Up Alternatives (ABCA)/Cleanup Plans	ACBAs and cleanup planning for each enrolled site when applicable. Technical Assistance public meeting for each ACBA. Measure: number of ACBAs.	Increased community awareness and involvement in brownfields (community acceptance of planned activities) Increased community awareness and involvement in brownfields (community acceptance of planned activities)	Ongoing, starting Year 2
	"Kick-Off" Meeting	Meeting Minutes		Within three weeks of initiation of the grant performance period.
	Kansas City Regional Brownfields public meetings	Meeting Minutes listing participants and attendees		1 st quarter Year 1 and ongoing
	Community meetings for site and corridor planning	Number of Participants		By 2 nd quarter of Year 2
	Development of presentation & outreach materials for public meetings, website and mailings.	Outreach materials PowerPoint's, FAQ's, (number of meetings)		December 1, 2020 and Ongoing for specific meeting needs.

3.0 SCHEDULE SUMMARY

Table 3. Milestone and Activity Schedule by Year

Year	Quarter	Milestone or Activity	Targeted Date or Timeframes	
Year 1: Federal Fiscal Year 2021 (October 1, 2020 – September 30, 2021)	1 st	Public Kick-Off Meeting	9/18/2020	
		Subaward to KCMO	12/31/2020	
	2 nd	QA approach meeting with EPA and States to Procurement of QEP	NLT 1 month of contractor hired	
		Performance Report No. 1 (1 st Quarter FY21 - OCT, NOV, DEC)	1/30/2021	
	3 rd	Site Eligibilities submitted to EPA for the three priority sites	NLT 14 days prior to assessment activities start	
		Performance Report No. 2 (2 nd Quarter FY21 - JAN, FEB, MAR)	4/30/2021	
	4 th	Phase 1's Completed for Priority Sites/Sites Created and entered in ACRES	6/30/2021	
		Performance Report No. 3 (3 rd Quarter FY21 - APR, MAY, JUN)	7/30/2021	
	Year 2: FY22 (October 1, 2021 – September 30, 2022)	1 st	Conduct Chouteau Courts Phase II/Enroll in VCP; update ACRES	Late 4 th Q FY21 - early 3 rd Q FY22
			Performance Report No. 4 (4 th Quarter FY21 – JUL, AUG, SEP)	10/30/2021
		2 nd	Sustainable Corridor Opportunities Assessment and Northeast Grocery Community Revitalization Plan Complete	12/31/2021
			Performance Report No. 5 (1 st Quarter FY22 - OCT, NOV, DEC)	1/30/2022
3 rd		Conduct Phase II for Grandview and Northeast Grocery priority sites; update ACRES	6/30/2022	
		Submit Site Eligibilities for four non-priority sites and conduct Phase 1 investigations; enter in ACRES	NLT 14 days prior to anticipated start of assessment activities	
4 th		Performance Report No. 6 (2 nd Quarter FY22 - JAN, FEB, MAR)	4/30/2022	
		Prepare/submit QA documents for four non-priority sites	7/30/2022	
4 th		Performance Report No. 7 (3 rd Quarter FY22 - APR, MAY, JUN)	9/30/2022	
		Analyses of Brownfield Clean Up Alternatives (ABCA)/Cleanup Plan No. 1/ACRES Update	9/30/2022	

Year 3: FY23 (October 1, 2022 – September 30, 2023)			
Post Expiration (after 09/30/2023)	4th	Conduct Phase II's for 4 non-priority sites/update ACRES	Late 4th Q FY22 - early 1st Q FY23
		Performance Report No. 8 (4 th quarter FY22 - JUL, AUG, SEP)	10/30/2022
		Prepare and submit Site Eligibilities for final 3 non-priority Sites	NLT 14 days prior to anticipated start of assessment activities
		Performance Report No. 9 (1 st Quarter FY23 - OCT, NOV, DEC)	1/30/2023
		Conduct Phase I's on final 3 non-priority sites/enter in ACRES	3/31/2023
		Analyses of Brownfield Clean Up Alternatives (ABCA)/Cleanup Plan Nos. 2 - 3/Acres Update	Complete by 6/30/2023
		Performance Report No. 10 (2 nd Quarter FY23 - JAN, FEB, MAR)	4/30/2023
		Prepare/submit QA Documents final 3 Non-priority Sites	NLT 60 days prior to planned field activities*
		Performance Report No. 11 (3 rd Quarter FY23 - APR, MAY, JUN)	7/30/2023
		Conduct Phase II's for final 3 non-priority sites	4 th Quarter FY23
		Analyses of Brownfield Clean Up Alternatives (ABCA)/Cleanup Plan No. 4	NLT 9/30/2023
		Complete all work funded under Cooperative Agreement	
	Performance Report No. 12 (4 th quarter - FY23 JUL, AUG, SEP)	10/30/2023	
	Final Performance, Administrative and Financial Reports	12/30/2023	

4.0 BUDGET:

The following budget table (table 4) and budget narrative provide detail on the costs to manage grant activities, complete the Phase I and II environmental site assessments and conduct community engagement. Tasks 1 and 3 will be overseen by MARC with assistance from KCMO and KCMO will take the lead on completing site activities related to Task 2 in coordination with MARC. KCMO's costs are reflected in the Other budget category below. MARC will comply with all grant reporting requirements and will ensure that all contractors perform work in accordance with state and EPA guidelines.

Table 4: Overall Project Budget

Budget Categories	Task 1 Project Management	Task 2 Phase I & II ESAs	Task 3 Community Engagement	Total
Personnel	7012	11,334	17,640	35,986
Fringe Benefits	3534	5712	8891	18,137
Travel	0	0	4500	4500
Equipment	0	0	0	0
Supplies	0	0	450	450
Contractual	0	364,620	58,800	424,620
Other: Ads, VCP fees, Registrations	0	30,000	5504	35,504
Other: KCMO subaward	0	61,350	0	61,350
Other: Conference/Webinar/Train ing Fees			1200	
Indirect Costs	3790	6127	9536	19,453
Total	14,336	479,143	106,521	600,000

4.1 BUDGET NARRATIVE

Personnel & Fringe: \$54,123. Personnel costs are based on labor estimated for MARC to administer the grant and include establishing the MOA, coordinating the subgrant agreement with KCMO, financial reporting, and payment processing. Total cost of Personnel is based on an estimated 816 hours total over the three year period of performance (272 hours per year): hourly rate for direct labor is \$44.10/hr, Fringe is 50.4% (of direct labor), Indirect costs are 31.6% (of direct labor + fringe) and 6.53% (of direct labor) for rent.

Table 5
MARC Personnel Costs
Budget Period October 1, 2020 – September 30, 2023

Activity	Hours	Budget Amount
Task 1. Program Management	159	\$14,336
Task 2. Phase I and II ESAs	257	\$23,173
Task 3. Community Engagement	400	\$36,067
Total		\$73,576
<i>Note: Fully loaded rate \$90.17</i>		

Indirect Costs: \$19,453. Indirect total is estimated as 3.2% of the grant award and not to exceed 5%. These funds will go toward MARC's indirect cost pool to fund DBE reporting, senior executive reporting, annual audits, reimbursement requests to the EPA and financial close out costs associated with implementation of the project.

- ❖ MARC's indirect cost rate is 31.6% of personnel and fringe benefits for all overhead excluding rent = \$17,103.
- ❖ The rent indirect cost rate is 6.53% of personnel only = \$2,350.

Travel: \$4,500. Travel to training conferences: 3 @ \$1,500/conference (based on an estimated \$600 airfare + \$750 hotel + \$150 ground transport & per diem/trip)

Equipment: \$0.

Supplies: \$450. Community engagement supplies (poster sheets, markers, name tags, etc.)

Contractual: \$424,620. Contractual costs have been estimated through a combination of unit costs and hourly rates as follows:

Task 2: Phase I & II ESAs (\$364,620)

- ❖ *Environmental Assessments: \$324,600:*
 - 7 Phase I ESAs x \$3,000 = \$21,000;
 - 3 Phase I ESAs (with tank survey) x \$3,800 = \$11,400;
 - 3 Area-wide Phase I ESAs x \$6,900 = \$20,700;
 - 1 area-wide Phase I ESA (with tank survey) = \$9,000;
 - 5 Phase II ESAs x \$17,500 = \$87,500;
 - 1 Phase II ESA (including tank removal) = \$55,000;
 - 2 area-wide Phase II ESAs x \$50,000 = \$100,000;
 - 4 haz mat surveys x \$5,000 = \$20,000.
- ❖ *Risk Assessment/ABCAs/Cleanup Plans: \$20,000 (4 @ \$5,000/per plan)*
- ❖ *QEP oversight and technical support for Phase I & II ESAs: \$20,020 (182 contractor hours x \$110/hr)*

Task 3: Community Engagement (\$58,800)

- ❖ *Sustainable Corridor Opportunities Assessment: \$29,400 (260 hours x \$110/hr = \$28,600 + \$800 *incidentals)*
- ❖ *Northeast Grocery Community Revitalization Plan: \$29,400 (260 hours x \$110/hr = \$28,600 + \$800 *incidentals)*

**Incidentals include meeting materials such as printing, survey and feedback collection, room rentals, logistical costs*

Other: (\$98,054) Other costs include subawards and fees associated with site registration in state VCPs, advertisements for public notices regarding site activities and conference or webinar registration fees. The costs are estimated as follows:

Subawards:

- ❖ KCMO subaward for Phase I & II ESA project management: \$61,350. Subaward costs are based on an estimated 660 hours over the three-year period of performance (220 hrs./year) at \$92.95/hr. (\$63,347) and rounded up to nearest \$10).

Fees:

- ❖ Voluntary Cleanup Program fees: \$30,000. State VCP Fees (MDNR or KDHE) estimated at an average of \$3,750/site for eight (8) sites.
- ❖ Advertisements/Public Notices (Ads): \$5,504. Estimated 16 advertisements/public notices based on an average cost of \$344 per. Assumptions include 1 notice per site assessed (total of 10), 1 per each RA/ABCA/Cleanup Plan (total of 4) and one for each Community Engagement Assessment/Plan (2).
- ❖ Conference/Training Registration: \$1200. Estimated for three to attend national conferences at \$300/each, one State conference at \$150 and three webinars at \$50 each.