



City of Yreka

701 Fourth Street • Yreka, CA 96097
(530) 841-2386 • FAX (530) 842-4836



REQUEST FOR PROPOSALS

For Project Coordination and Administration of a U.S. EPA Brownfields Assessment Cooperative Grant

October 4, 2017

INTRODUCTION AND BACKGROUND

The City of Yreka (City) is requesting consultant proposals for the administration of its 2017 EPA Brownfields Assessment Cooperative Grant, Agreement BF-99T61601-0. The grant proposal was submitted to the EPA in December of 2016 in the name of the Yreka Coalition, comprising the City of Yreka, the City of Weed and Siskiyou County. The City, as lead agency in the Coalition, was awarded the \$600,000 grant in June of 2017.

The brownfield sites are located in the cities of Weed and Yreka and in other parts of Siskiyou County. They include a decommissioned airport, several properties destroyed in the 2014 Boles Fire in Weed, and distressed properties in the City of Yreka. The goals of the project funded by this assessment grant are to inventory, characterize and assess the brownfield sites and to conduct cleanup planning and community involvement-related activities. **An outline of the approved Work Plan for the grant is attached to this RFP.**

A successful candidate for this service will have as its principal an individual with strong managerial background and skills. The candidate firm should have personnel with knowledge of rural brownfield sites included on its team.

SCOPE OF WORK

The consultant firm is expected to:

- Coordinate formation of the Yreka Coalition and manage related activities, including the development of a Memorandum of Agreement (MOA) between the City of Yreka, the City of Weed and Siskiyou County
- Procure a qualified professional environmental contractor through a competitive process and manage the contractor, tracking and measuring work progress against grant milestones and deliverables
- Manage and report progress to cleanup authorities (US EPA and California DTSC) and the City
- Involve the public in cleanup planning
- Conduct formal cleanup planning and provide an Analysis of Brownfield Cleanup Alternatives (ABCA) report

The project task detail and the schedule are included in the attached Work Plan outline. Proposals are expected to consider all anticipated project components. The City reserves the right to modify the contracted services prior to final contract approval.

PROPOSAL FORMAT

Proposals should be **limited to 20 pages or less**, not including resumes, work samples or proposal appendices. The proposal should include the following information:

a) Letter of Introduction

- i) Provide a letter of introduction signed by a Principal or Senior Officer of the organization.
- ii) If submitting as a team, please note which team and/or which individual is the prime consultant or lead joint venture partner (if applicable).
- iii) Provide the location of the firm's principal office.
- iv) Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner to meet the needs of the City.

b) Proposed Work Program Scope

Provide a detailed description of tasks anticipated to provide the services outlined in the Scope of Work and in the attached Work Plan. Description shall include:

- i) Identification of major tasks anticipated to complete project.
- ii) Clear identification of the implementation areas that the consultant is including in the Proposal.
- iii) Anticipated deliverable items
- iv) The key personnel to be assigned to each item in the work plan.

c) Firm Information, Qualifications and Samples of Work

- i) Number of years the firm has been in business.
- ii) Identify the name of the individual leading the team and primary personnel that will be responsible for the implementation of this project.
- iii) Provide resumes of the individual team members demonstrating their experience in providing similar services, including special qualifications, training, experience, state registrations, or other relevant certifications.
- iv) Provide a list of at least 3 references for similar projects, including name of organization, job title, and contact details.
- v) Identify any proposed subconsultants and any other relevant disciplines for this service. Include resumes and related experiences for appropriate members of these firms.
- vi) Provide examples from previous projects that demonstrate the firm's ability to meet the needs of the City regarding EPA Brownfields Grant administration.

d) Professional Services Fees/Cost Proposal

Provide a total of initially proposed fees and expenses, a current rate schedule for the firm and a breakdown of total hours by position anticipated for each item in the work plan.

EVALUATION OF PROPOSALS

Administrative Information

City of Yreka staff will evaluate and rank consultant proposals based on the criteria noted in this RFP. Interviews may be conducted with representatives from the top candidates by City staff. A consultant selection panel will make the selection. This request for proposals and specific statements of qualifications does not obligate the City of Yreka to award a contract, nor does it commit the City to pay any costs associated with preparing and submitting of a proposal or participating in an interview.

Full names of all Board members and firm principals will be requested after firm selection to allow the City to verify firm eligibility for federal contracting. A SAMS registration and DUNS number may also be necessary. The selected consultant must meet City of Yreka standard requirements for consultant services, including insurance coverage and a City Business License. The City's boilerplate Agreement for Professional Services can be provided for review upon request.

The City reserves the right to reject any or all proposals. Requests for additional information should be directed to the contact person listed below. All proposals and accompanying materials shall become the property of the City upon submittal.

Criteria for Evaluation of Written Proposals:

The following evaluation criteria and weights of importance will be used in evaluating and selecting a consultant.

<u>Criteria</u>	<u>Weights</u>
1. Demonstrated understanding of the work to be done	25%
2. Relevant past performance/experience in rural Brownfield projects	25%
3. Familiarity with State and Federal Brownfields procedures	25%
4. Examples of similar, relevant prior project work	15%
5. Cost	10%

SCHEDULE FOR SUBMITTING PROPOSALS

Two (2) original hard-copy proposals or a complete electronic proposal delivered to the following address will be accepted **until 5:00 PM on Monday, October 30, 2017**. Electronic proposals sent by email are limited to 10 MB.

CONTACT PERSON

Proposals, and any questions, should be directed to:

Cynthia Lynch, Grants and Projects Analyst
City of Yreka
701 Fourth Street
Yreka, CA 96097

Phone: (530) 841-2326
E-mail: clynch@ci.yreka.ca.us

Brownfields Assessment Grant Work Plan Outline

A. Recipient Title

Yreka, California Brownfield Coalition

B. Background

The Yreka, California Brownfield Coalition (Coalition) is applying for funding from the United States Environmental Protection Agency (EPA) to assess multiple brownfields and recover from economic and natural disasters that have hit the area. The Coalition is an alliance between Siskiyou County and the cities of Yreka and Weed. The goal of this Coalition is to complete a brownfield inventory for our communities, assess priority brownfields sites, and begin redevelopment planning to create an environmentally sustainable and healthy local economy. The City of Yreka leads this Coalition because we are the largest city in Siskiyou County, share many similar brownfield problems as our neighboring communities, and have experience successfully completing previous brownfield grants from the EPA and the State of California. As lead applicant, we will serve our coalition partners and communities that would otherwise not have access to resources to address brownfields and prepare blighted sites for reuse. Due to the rural nature of our communities, basic maintenance services take up much of the budgets, and with minimal staff capacity to manage grants, it is difficult to find alternative resources to conduct environmental work without EPA help.

We selected our target areas as priorities for assessment because of Yreka's experience with brownfield grants and the Coalition's shared vision for economic development and greenways. Coalition members have overlapping economies where positive economic gains in one community improve surrounding communities. This understanding along with similar demographics make shared investments and coalition grants much easier to organize and coordinate. For example, manufacturing at the county airport, a new greenway in Yreka, or a retail development in South Weed would benefit all coalition members because it creates jobs, grows the economy, and improves the quality of life for all regional residents. Target areas that best addressed the Coalition's shared vision were included as high priorities for brownfield assessment.

This project will occur over a three-year period with guarantee completion in this planned timeline. The first step will be the creation of a Memorandum of Agreement (MOA) between members, outlining the relationship between the City of Yreka as lead, and the City of Weed and Siskiyou County as members of a Coalition Advisory Board (Board). See example MOA in attachments. The Board will preside over how financial decisions are

made, sites are selected, contractors are procured and contracts conducted, and outreach is prioritized. The timing and implementation of key activities are described in the next paragraph and in Section 2b, below. Key activities will generally include inventory, assessment, and planning for reuse. The City of Yreka will administer the grant and make final financial decisions with input from the Coalition Board, community organization partners, and the public.

C. Goals and Objectives

a. EPA Strategic Plan

This project supports EPA's Strategic Plan and GPRA Goal 3: Cleaning Up Communities and Advancing Sustainable Development, Objective 3.1 Promote Sustainable and Livable Communities.

Outputs: The environmental site assessments (ESA) and project management/reporting will be conducted by professional firms selected through a competitive bidding process. The contractor will conduct 15 Phase I and 8 Phase II ESAs along with 8 cleanup plans and the appropriate quality assurance and sampling analysis plans. Properties will receive assessment reports and the Coalition Advisory Board will ensure assessed properties will be fairly and equitably located in each member's jurisdiction.

Further outputs include: tracking and measuring milestones and progress regularly against the benchmarks set above and reporting to ACRES/Envirostor, Maps of the area, Brownfields inventory plan, and presentation materials, community involvement materials such as signs, mailings, posters, and factsheets. In addition to the 8 Phase II assessments, the environmental contractor will provide 8 cleanup plans with Analysis of Brownfield Cleanup Alternatives (ABCA) reports on cleanup feasibility, implementation, cost, and end-use for each property evaluated by a phase II assessment.

Outcomes: The contractor will conduct 15 Phase I and 8 Phase II assessments, along with 8 cleanup plans. Inventories for each coalition partner (3) will be assembled. Preliminary area-wide plans estimate this grant will provide >100 acres of public greenspace, >100,000 square feet of retail, and >25,000 square feet of office space. This will increase land value and raise aggregate property and business taxes by an estimated 16%, increasing the economic welfare of the coalition communities. The previous Yreka Brownfield Community Assessment grant resulted in 150 jobs created from \$40 million in leveraged private investment. We estimate a similar result from this brownfield grant opportunity.

b. Project Goals

The brownfield sites targeted in this grant project include a decommissioned airport that is a prime opportunity for manufacturing development, several properties in the City of Weed destroyed in a recent major fire, blighted properties in the City of Yreka identified for future greenways and other priority sites. These targeted brownfield sites have been selected in

part because of their potential to improve the livability of nearby populations. The cleanup and renovation of these sites remove health risks associated with brownfields, and encourage sustainable development. This reuse will improve neighborhoods, create jobs, and increase home values. The greatest improvement will be the construction of new developments on these sites that will provide more affordable housing, greater transportation choices, and new affordable retail opportunities. The coalition members, through their Housing, Planning Elements, and Land Use Elements, have indicated that they are targeting brownfields to open new integrated developments which incorporate commercial, residential, and transportation activities. The cities of Weed and Yreka are poised to invest in their transportation infrastructure to improve existing advantages along the I-5 corridor and to encourage corresponding economic developments.

Implementing a brownfields program will support business development, foster job growth, and provide community benefits by creating greenspace and reducing the public's exposure to possible contaminated soils. As we have seen through Yreka's example, companies are willing to move into Siskiyou County when commercial land is available, economic uncertainty is reduced, and the community has increased vitality.

EPA grant funds will be used primarily to hire an environmental contractor to conduct environmental assessments and cleanup planning on targeted brownfield sites. EPA grant funds will also be used to fund other tasks including project management/planning, community outreach, site inventory/selection, quality assurance, and reporting activities. Greater detail on these tasks are outlined below in section D.

D. Tasks

Budgets were determined through an overview of previous brownfield grants in Yreka and Mt. Shasta, as well as from reviewing budgetary outlines received from agency partners such as the California Department of Toxic Substances Control, North Coast Regional Water Quality Control Board, and Center for Creative Land Recycling. All task items will be completed by an environmental contractor and by a project coordination contractor.

Task 1 - Project Management and Planning

Task Description

Personnel, fringe, travel, and consulting actions and costs associated with programmatic management of the grant, such as required performance reporting (ACRES) and oversight. This task will be mostly performed by the City of Yreka and community partners. The task also includes attending workshops and conferences, complete EPA reporting, paperwork and contractor procurement. The environmental contractor will assist with quarterly reports and ACRES and other reporting. Contractor management will include tracking and measuring milestones and progress regularly against the benchmarks set above.

Schedule

Task Start Date: October 2017

Task Completion Date: October 31st, 2020

Deliverables

- RFP/ RFQ or other contractor selection documents
- Report describing project regulatory oversight approach, applicable oversight fees for the project, and points of contact for the regulatory agency.
- Report describing environmental insurance options and proposed/selected product
- Reporting to ACRES/Envirostor

Task 2 - Community Outreach

Task Description

Community outreach will inform the community and other stakeholders about the brownfields project and provide opportunities for them to comment on proposed actions. All community outreach materials will include EPA acknowledgment as a funding partner (brochures, handouts, websites, etc.). Each City in this Coalition will make efforts to communicate the progress of this grant through a variety of methods to reach the maximum audience possible. At the onset of the project, Coalition members can each communicate the feasibility of the project by pointing to successfully administered Brownfields Grants programs in Yreka and Mt. Shasta, a city 6 miles south of Weed, that have successfully made use of Brownfields Assessment and Cleanup grants from the EPA. Additionally, each Coalition member will conduct public hearings at City Council and County Board of Supervisor's meetings. These invitations for public input at meetings proved to be effective in involving residents on other projects. The needs of risk-sensitive populations such as those with low-income or sensitive health considerations (seniors/children) will be addressed by county service department heads with public comment. Specifically, the Coalition and community partners will use several outreach methods to enable involvement, including:

Social Media/Websites/Media: Providing regular progress updates through Facebook, Twitter, LinkedIn, and individual City blogs and websites. The Siskiyou County Economic Development Council, one of our committed partners, has a well-established Facebook and Twitter presence to provide regular updates on the project. Also radio, TV stations, and newspaper press releases.

Public Meetings: Status reports will be delivered in public meetings to the City, Councils/Board of Supervisors, City Planning Commissions, Chambers of Commerce, Rotaries, and other clubs. These meetings will serve to both update the jurisdictional leaders on the project and allow for public comment and feedback throughout the life of the project.

Agency meetings: Facilitating cooperation between consultants, the cities, and the public. The Board will organize and preside over meetings with contractors, city council members, county supervisors, and the public to ensure that the information from the assessments will be entered in the ACRES and EnviroStor databases and coalition partner websites.

Schedule – Community Outreach

Task Start Date: January 2018

Task Completion Date: October 2020

Deliverables

- Community involvement plan
- Fact sheets and other outreach materials
- Notes from outreach meetings
- Website for outreach (document with paper print)

Task 3 - Conduct Inventory, Site Selection, and Site Approval

Task Description

Information on brownfield grant eligibility of all inventoried and selected sites will be submitted to either the State DTSC or EPA for site approval. This project will engage Siskiyou communities in identifying, inventorying, prioritizing, and ultimately assessing brownfields for the betterment of community health. The project will start a long-term strategy to invest in sustainable and fair development practices to make communities more attractive, economically viable, and socially diverse. The economic and land-use strategy incorporates commercial and industrial development to support the retention of an economic base.

The Coalition Advisory Board will use an existing inventory of Brownfields sites in Yreka to identify sites with the greatest potential to promote economic, social, and environmental health impacts. This inventory was created through a 2009 Community Wide Assessment (BF-00T30101-0) grant. In choosing sites to assess in Weed and the County, the Coalition will hold several community meetings, inviting stakeholders in each community to identify sites with the greatest impact.

The board will use planning policies from each jurisdiction to coincide with regional and local planning initiatives. The assessment, planning, and redevelopment conducted through this grant will refer to the Yreka Housing Element Update 2014-2019, City of Weed Planning Element (2009-2014), Siskiyou County General Plan (2014), Housing Element (2014), and Land Use Element (1997).

A current brownfield inventory of Coalition communities shows 133 properties ready for phase I and/or II assessments. Priority properties listed below are the best examples in this

inventory that address the Coalition’s shared vision of improving economic/job redevelopment and public greenspaces. These properties have been identified as priorities through public resolutions and city strategic planning efforts including:

- 1) The Siskiyou County Airport, a 900-acre former US Air Force base, decommissioned in the 1960s. The Airport is the area’s number one priority for manufacturing development as it is zoned industrial.
- 2) North Weed residential and commercial properties not covered by disaster relief following the Boles Fire.
- 3) Central Yreka, along S. Main St. and N. Foothill Dr., and South Weed, along Black Butte Dr., have multiple properties of primarily vacant land poised for infill due to location and infrastructure.
- 4) The Yreka Creek Greenway, an evolving city-wide park/bicycle corridor envisioned as a continuous 5-mile natural pathway along Yreka and Greenhorn Creeks, with portions already complete. The greenway path runs north/south and bisects the city. Yreka Creek runs through several properties with a history of heavy industrial lumber mills.
- 5) Boles Creek in downtown Weed has a defunct automotive shop, on the corner of Main St. and E. Lake St., that the city plans to acquire and convert into a public greenway-park for flood abatement, community events, and tourism.

Schedule

Task Start Date: January 2018

Task Completion Date: January 2019

Deliverables

- Site inventory list
- Plan for selecting sites for further investigation
- Criteria to rank sites
- List of ranked sites
- Site approval forms

Task 4 - Quality Assurance

Task Description

For qualified and approved sites, the Board will contract out the creation of Quality Assurance Project Plans (QAPPs), Sampling & Analysis Plans (SAPs), and Health and Safety Plans (HSPs) for approval by the EPA/DTSC, as required, prior to the start of field sampling.

Schedule

Task Start Date: February 2018

Task Completion Date: October 2018

Deliverables

- Draft QAPP or SAP
- Final QAPP or SAP

Task 5 - Conduct Phase I Activities

Task Description

Preliminary Assessment (Phase I): A Phase I environmental assessment is an initial environmental investigation, which complies with EPA's All Appropriate Inquiries (AAI) Final Rule (American Society for Testing and Materials (ASTM) ASTM E1527-13), that includes a historical records search to determine ownership of a site, previous usage, and possible sources of contamination. A Phase I report also includes a site visit, interviews, and, in some cases, very limited sampling. Fifteen Phase I assessments will be conducted by a Qualified Environmental Professional. If no significant concerns are identified, Phase II assessments may not be necessary.

Schedule

Task Start Date: July 2018

Task Completion Date: July 2020

Deliverables:

- Phase I (AAI) reports
- Updated AAI reports

Task 6 Conduct Phase II Activities

Task Description

Site Investigations (Phase II): An American Society for Testing and Materials (ASTM E1527-13) Phase II environmental assessment is an investigation that includes sampling performed at 8 of the sites to confirm the location and identity of environmental hazards. The investigation may include a report of recommendations for cleanup alternatives. EPA will be provided a copy of the contractor's Unanticipated Discovery Plan. Also, an Analyses of Brownfields Cleanup Alternatives (ABCA) will be provided if the Phase II analysis shows remediation to be necessary.

Schedule

Task Start Date: October 2018

Task Completion Date: July 2020

Deliverables

- ASTM Phase II reports
- Unanticipated Discovery Plan

Task 7 - Cleanup Plans/End-Use Planning

Task Description

This task will encompass 8 cleanup plans to be performed by the environmental contractor with inputs from the Coalition Advisory Board, community partners, and the public. We will identify these 8 sites and the environmental contractor will characterize the further action, the problem magnitude, and highlight potential actions. The environmental contractor will assemble assessment data from analyses and provide an Analysis of Brownfield Cleanup Alternatives (ABCA) report on cleanup feasibility, implementation, cost, and end-use. We will direct the contractor to identify presumptive remedial options consistent with development objectives. We will then recommend the most effective potential options to remediate issues identified in the 8 cleanup plans. Site owners that are not appropriate under this grant's criteria will receive a recommendation to independently discuss voluntary cleanup agreement options with the State of California Department of Toxic Substances Control (DTSC). In sites owned by Coalition members, we will comply with grant threshold criteria and recommend cleanup planning costs to be addressed using available economic development funds or other leveraged funds where appropriate.

Schedule

Task Start Date: June 2018 Task Completion Date: July 2020

Deliverables

- Cleanup plans
- End-use planning reports, risk assessments, and studies

Task 8 - Reporting Activities

Task Description

Regular Reporting: The grantee will need to comply with reporting requirements in the grant conditions and should also consult with their individual Project Officers on project specific reporting needs. The grantee will provide regular reports to EPA including Quarterly Progress Reports, Minority Business Enterprise/Women-Owned Business Enterprise (MBE/WBE) Reports, and Annual Federal Financial Reports.

Quarterly Reports will include the following elements, which are included in the Quarterly Report template provided by your Project Officer:

1. Summary of Successes/Challenges over the past quarter.

2. Assistance Needed from EPA.
3. Narrative Update by Task that follows the format of the approved work plan.
4. Progress made by organizations receiving sub-awards under this grant.
5. Cumulative Expenditures to Date. Include a cumulative budget table of expenditures to date by project task and budget category. The quarterly budget summaries should include information on recipient's cost share.
6. Spreadsheet of Assessed Sites (for Community-Wide Assessment Grants). Your Project Officer will provide you with a spreadsheet template to track the status of assessed sites.

ACRES Reporting. The grantee will be responsible for inputting site assessment data into the USEPA [Assessment, Cleanup & Redevelopment Exchange System \(ACRES\)](#) database. This database should be updated quarterly. To establish an ACRES account, please contact the ACRES Help Desk at ACRES_Help@epa.gov or (703)-284-8212.

Final Report: The grantee will provide a final summary report describing the initial goals and objectives of the brownfields grant, accomplishment of the goals and objectives, and any changes implemented. The report should highlight lessons learned and clearly describe future tasks which will be necessary to complete the cleanup and development of the site(s). The report should describe resources leveraged during the project (other than the EPA grant), how they were used, and any resources leveraged to continue the project after the expiration of the brownfields grant. The report should include any supporting assessment documents or summaries not previously provided. Use the Final report outline below.

Final Report Outline

1. **Overall Project Goals:** Provide a summary of the project's overall assessment and redevelopment goals.
2. **Successes:** In one to two paragraphs, provide a narrative summary description of the project successes. Provide information on sites that are ready for reuse or have moved to redevelopment, and planning or policy documents completed under the grant. For site specific successes, provide information on the former use of the site, the number of acres, future reuse of the site, and why the site is a priority or catalyst site. Include site photos or schematic images of future reuse plans.
3. **Lessons Learned/Best Practices:** Identify lessons learned and best practices/materials transferable to other communities; opportunities for sharing information, including how the grantee, EPA, and others can share that information across multiple media types (meetings, conferences, changes to local policy, social media, etc.)
4. **Partnering/Leveraging:** Identify significant partnering with other organizations and/or leveraging of resources, as well as any resources leveraged to continue the project after the expiration of the brownfields grant.
5. **Work Plan Accomplishments:** Provide a summary of accomplishments for each of the grant Work Plan tasks and/or any tasks that were not completed and why.
6. **EPA Acknowledgement:** Include information on how EPA has been acknowledged as a

funding partner in the project.

7. ACRES/Community Wide Assessment Spreadsheet: For Community Wide Assessment grants, include a final site assessment spreadsheet following the template provided. Ensure all the site entries are up to date in ACRES.
8. Budget: Provide a budget table that compares total budgeted amounts and total amounts spent; identify whether any funds will be returned to EPA.

Photos – Email high-resolution photos of sites assessed and redevelopment, as appropriate.

ACRES – Complete [ACRES](#) data entry for the project.

Project Closeout: The grantee will need to comply with annual administrative reporting and closeout requirements in the Terms and Conditions of the Cooperative Agreement, including the forms as outlined on [EPA's Managing Your Grants](#) website.

Schedule

Project Start Date: Jan 30, 2018, Project Completion Date: December 30, 2020

Deliverables

Project deliverables due to the Project Officer include:

- Quarterly progress reports
- Spreadsheet of Assessed Properties
- Quarterly ACRES updates
- Final Summary Report
- Field reports, if applicable

Administrative deliverables due to the Grant Specialist include:

- [Interim Federal Financial Reports](#) (FFR, SF-425) – Due December 31st, annually
- [Final FFR](#)
- [MBE/WBE Utilization Reports](#) – Due October 31st, annually

E. Schedule of Milestones & Deliverables

Significant milestones from the Work Plan Tasks and all deliverables mentioned under the Tasks described in Part D above are included below. Include grant management reports (FFR, MBE/WBE, etc.) to facilitate your overall successful management of the grant from an administrative and programmatic viewpoint.

Fiscal Year	Quarter	Quarterly Report Due	Milestones and Deliverables Due with Quarterly Report	Status
2018	1 st	Jan 30 th	<ul style="list-style-type: none"> • Selection of Project Manager/ Revised Work Plan 	
2018	2 nd	April 30 th	<ul style="list-style-type: none"> • Begin selection of Contractor to complete Site Assessment Work and Related Documents (RFP/RFQ) • Begin QAPP or Sampling and Analysis Plan and Health and Safety Plan • Begin Report describing project regulatory oversight approach, applicable oversight fees for the project, and points of contact for the regulatory agency. • Begin Report describing environmental insurance options and proposed/selected product • Community Outreach Plan • Outreach Materials/ Fact Sheets Complete • Notes from outreach meetings • Website for outreach resources (hosting fact sheets/ materials, reports) • Begin Inventory following community outreach feedback 	
2018	3 rd	July 30 th	<ul style="list-style-type: none"> • Continue Inventory and site 	

			<p>approval with EPA/DTSC and community feedback</p> <ul style="list-style-type: none"> • Begin Phase I assessments • Begin End-use planning • Community Outreach progress in Quarterly report • Quarterly report filed • ACRES update posted • Finance report filed 	
2018	4 th	Oct. 30 th	<ul style="list-style-type: none"> • Finish QAPP or Sampling and Analysis Plan and Health and Safety Plan • Finish Report describing project regulatory oversight approach, applicable oversight fees for the project, and points of contact for the regulatory agency. • Finish Report describing environmental insurance options and proposed/selected product • Begin Phase II assessments on EPA approved sites • Continue Inventory with EPA/DTSC and community outreach feedback • MBE/WBE Report filed • Interim Federal Financial Report • Quarterly report filed • ACRES update posted • Finance report filed 	
2019	1 st	Jan 30 th	<ul style="list-style-type: none"> • Finalize Inventory with EPA/DTSC approval • Continue Phase I & II Assessments on EPA approved sites. • Community Outreach progress in Quarterly report • Quarterly report filed 	

			<ul style="list-style-type: none"> • ACRES update posted • Finance report filed 	
2019	2 nd	April 30 th	<ul style="list-style-type: none"> • Continue Phase I & II Assessments on EPA approved sites. • Community Outreach progress in Quarterly report • Quarterly report filed • ACRES update posted • Finance report filed 	
2019	3 rd	July 30 th	<ul style="list-style-type: none"> • Continue Phase I & II Assessments on EPA approved sites. • Community Outreach progress in Quarterly report • Quarterly report filed • ACRES update posted • Finance report filed 	
2019	4 th	Oct. 30 th	<ul style="list-style-type: none"> • Continue Phase I & II Assessments on EPA approved sites. • Community Outreach progress in Quarterly report • MBE/WBE Report filed • Interim Federal Financial Report • Begin cleanup planning • Quarterly report filed • ACRES update posted • Finance report filed 	
2020	1 st	Jan. 30	<ul style="list-style-type: none"> • Continue Phase I & II Assessments on EPA approved sites. • Community Outreach progress in Quarterly report • Quarterly report filed • ACRES update posted • Finance report filed 	
2020	2 nd	April 30 th	<ul style="list-style-type: none"> • Continue Phase I & II Assessments on EPA approved sites. • Community Outreach 	

			<ul style="list-style-type: none"> progress in Quarterly report Quarterly report filed ACRES update posted Finance report filed 	
2020	3 rd	July 30 th	<ul style="list-style-type: none"> Complete Phase I & II Assessments on EPA approved sites. Community Outreach progress in Quarterly report Complete Draft of ABCA clean up planning Quarterly report filed ACRES update posted Finance report filed 	
2020	4 th	Oct. 30 th	<ul style="list-style-type: none"> MBE/WBE Report filed Interim Federal Financial Report Quarterly report filed ACRES update posted Final Summary Report Field reports, if applicable Final finance report filed 	
Ongoing	--	--	<ul style="list-style-type: none"> ACRES update posted 	
Ongoing	--	--		

F. Budget Summary

The budget was determined through an overview of previous brownfield grants in Yreka and Mt. Shasta, as well as from reviewing budgetary outlines received from agency partners such as the California Department of Toxic Substances Control, North Coast Regional Water Quality Control Board, and Center for Creative Land Recycling. The total \$600,000 budget is split equally between petroleum and hazardous materials assessment. There will be two contractors acquired through a Request for Proposal (RFP) process. One contractor will coordinate and conduct project management, community outreach, and routine reporting with the Coalition. The other contractor will focus specifically on environmental assessment planning and implementation.