

**Quarterly Progress Report
City of Arlington
Brownfields Community-wide Hazardous Assessment Grant**

I. Cooperative Agreement Recipient Information

Recipient: City of Arlington
 Assistance ID No.: BF-00F69601-0
 Quarterly Report No.: 1
 Quarterly Reporting Period: October 1, 2013 to December 31, 2013
 Submittal Date: January 30, 2014

II. Grant Program Progress and Activities for the Quarter

The following sections summarize activities for the quarter as they relate to the tasks/budget categories defined in the approved grant work plan.

PHASE I/II ASSESSMENT

Eastern Star

The prospective purchaser submitted an application form to the City for assistance with an environmental assessment of this site because they were considering purchasing and redeveloping the property. The City requested approval from the EPA for a Phase I assessment on 11/13/13, which was granted on 11/14/13. Consent for the access agreement was executed by the current property owners, prior to initiation of the Phase I. The Phase I was completed on 12/5/13.

The following Recognized Environmental Conditions (RECs) were found:

- The former on-site gasoline tank.
- The former on-site power plant.
- The current auto repair facility located to the west of the site.
- The current gas station located to the west of the site.

Based on the findings, the City anticipates submitting a Phase II assessment request to the EPA during the 2nd Quarter of FY14.

Sites Assessed with Grant Funds

To date, one Phase I assessments has been completed with grant funds. All sites with assessments completed or pending are described in *Table 1*.

Table 1 – Sites Assessed with Grant Funds

Site Name	Site Address	Assessment Type	Year Assessed	Site Info In ACRES?
Eastern Star	1201 East Division Street	Phase I	December 2013	Yes

BUDGET

A total of **\$3,985.94** in grant funds was expended this quarter. The expenditures included:

- \$1,162.50 in costs for the preparation of the Quality Assurance Project Plan.
- \$2,823.44 in costs for the Eastern Star Phase I.

Table 2 – General Budget Summary
Table 2 provides a general budget summary for the grant.

Work plan Budget Object Class Categories	Current Approved Budget	Costs Incurred Previous Quarter	Costs Incurred This Quarter	Costs Incurred to Date	Total Remaining Funds
1. Personnel	\$0	\$0	\$0	\$0	\$0
2. Fringe Benefits	\$0	\$0	\$0	\$0	\$0
3. Travel	\$0	\$0	\$0	\$0	\$0
4. Equipment	\$0	\$0	\$0	\$0	\$0
5. Supplies	\$0	\$0	\$0	\$0	\$0
6. Contractual	\$200,000.00	\$0	\$3,985.94	\$3,985.94	\$196,014.06
7. Construction	\$0	\$0	\$0	\$0	\$0
8. Other	\$0	\$0	\$0	\$0	\$0
Total	\$200,000.00	\$0	\$3,985.94	\$3,985.94	\$196,014.06

Table 3 - Budget Summary by Workplan Task
Table 3 provides a breakdown of expenditures by Work plan tasks.

Workplan Tasks							
Workplan Budget Object Class Categories	Assessments	Cleanup Planning	Inventory	Community Outreach	Travel	Quarterly Expenses	Cumulative Expenses
1. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Contractual	\$3,985.94	\$0	\$0	\$0	\$0	\$3,985.94	\$3,985.94
7. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$3,985.94	\$0	\$0	\$0	\$0	\$3,985.94	\$3,985.94

CLEANUP AND REDEVELOPMENT PLANNING

No cleanup or redeveloping planning was conducted during the 1st Quarter of FY14.

SITE INVENTORY AND CHARACTERIZATION

The City continues to use Terracon’s services for GeoSearch to help manage and update our Brownfields inventory.

COMMUNITY OUTREACH AND INVOLVEMENT

The City chose to continue with the existing Brownfields Advisory Committee (BAC), which was established through our previous grants. The Committee had their first meeting of the new grant cycle on 10/14/13. At this meeting, we discussed the grant closeout process of the previous grant, the new grant, and upcoming assessments. City staff also announced that Terracon had been selected as the City’s environmental contractor through a competitive RFQ process.

TRAVEL

No travel-related activities were conducted this quarter.

MBE/WBE REPORT

This report is due semi-annually for periods ending March 31 & September 30. The MBE/WBE report for the current period and the 2nd Quarter will be completed and mailed to Debora Bradford at Region 6 EPA in April 2014.

ACRES - SITE ASSESSMENT REPORTING

ACRES' reporting was updated on 1/24/14 to reflect the status of all sites listed in Table 1.

FEDERAL FINANCIAL REPORT

The SF-425 report will be submitted on 10/30/14.

QUALITY MANAGEMENT PLAN

The EPA Region 6 Quality Assurance Officer approved the QMP on 7/22/13. The QTRAK # for the new QMP is 13-381.

GENERIC QUALITY ASSURANCE PROJECT PLAN

The City's generic Quality Assurance Project Plan was prepared and provided to EPA on 11/14/13. The EPA approved the QAPP on 12/18/13.

U.S. ENVIRONMENTAL PROTECTION AGENCY MBE/WBE UTILIZATION UNDER FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

PART I. (Reports are required even if no procurements are made during the reporting period.)

1A. FEDERAL FISCAL YEAR (Oct. 1-Sep 30) 20 <u>14</u>	1B. REPORTING PERIOD (Check ALL appropriate boxes) <input checked="" type="checkbox"/> 1 st (Oct-Dec) <input type="checkbox"/> 2 nd (Jan-Mar) <input type="checkbox"/> 3 rd (Apr-Jun) <input type="checkbox"/> 4 th (Jul-Sep) <input type="checkbox"/> Semi-Annual (Oct-Mar) <input type="checkbox"/> Semi-Annual (Apr-Sep) <input type="checkbox"/> Annual <input type="checkbox"/> Check if this is the last report for the project (Project completed).																				
1C. REVISION OF A PRIOR REPORT? Y or N Year: _____ Quarter: _____	BRIEFLY DESCRIBE THE REVISIONS YOU ARE MAKING:																				
2A. EPA FINANCIAL ASSISTANCE OFFICE ADDRESS (ATTN: DBE Coordinator)	3A. RECIPIENT NAME AND ADDRESS City of Arlington 101 W Abram Street, 1 st Floor, Arlington, Texas 76010																				
2B. EPA DBE COORDINATOR Name: E-mail:	2C. PHONE: Fax:	3B. RECIPIENT REPORTING CONTACT: Name: Bridgett White E-mail: Bridgett.White@arlingtontx.gov	3C. PHONE: 817-459-6660 Fax: 817-459-6671																		
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER <small>(SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.)</small> BF-00F69601-0	4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE or CFDA NUMBER: Brownfields Assessment Grants																				
5A. TOTAL ASSISTANCE AGREEMENT AMOUNT <small>(SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.)</small> EPA Share: \$ <u>200,000.00</u> Recipient Share: \$ _____	5B. If NO procurement and NO accomplishments were made this reporting period (by the recipients, sub-recipients, loan recipients, and prime contractors), CHECK and SKIP to Block No. 7. (<u>Procurements</u> are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. <u>Accomplishments</u> , in this context, are procurements made with MBEs and/or WBEs.) <input type="checkbox"/>																				
5C. Total Procurements This Reporting Period <small>(Only include amount not reported in any prior reporting period)</small> Total Procurement Amount \$ <u>3,985.94</u> (Include total dollar values awarded by recipient, sub-recipients and SRF loan recipients, including MBE/WBE expenditures.)																					
5D. Were sub-awards issued under this assistance agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Were contracts issued under this assistance agreement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																					
5E. MBE/WBE Accomplishments This Reporting Period Actual MBE/WBE Procurement Accomplished: <small>(Include total dollar values awarded by recipient, sub-recipients, SRF loan recipients and Prime Contractors.)</small> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;"><u>Construction</u></th> <th style="width: 20%; text-align: center;"><u>Equipment</u></th> <th style="width: 20%; text-align: center;"><u>Services</u></th> <th style="width: 20%; text-align: center;"><u>Supplies</u></th> <th style="width: 5%; text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>\$MBE:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>\$WBE:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table>					<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>	\$MBE:	_____	_____	_____	_____	0.00	\$WBE:	_____	_____	_____	_____	0.00
	<u>Construction</u>	<u>Equipment</u>	<u>Services</u>	<u>Supplies</u>	<u>Total</u>																
\$MBE:	_____	_____	_____	_____	0.00																
\$WBE:	_____	_____	_____	_____	0.00																
6. COMMENTS: (If no MBE/WBE procurements were accomplished during the reporting period, please explain what steps you are taking to achieve the MBE/WBE Program requirements specified in the terms and conditions of the Assistance Agreement.) Brownfields Assessment Grant work just getting started during Quarter 2. Anticipate MBE/WBE procurements in the upcoming 3rd Quarter work.																					
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Bridgett White	TITLE Program Manager, City of Arlington																				
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE 	DATE 1/30/14																				