



LAKE CHAMPLAIN-LAKE GEORGE

REGIONAL PLANNING

310 Canada Street P.O. Box 765, Lake George, NY 12845
Telephone: (518) 668-5773

NOTICE TO PROFESSIONALS

The undersigned shall receive sealed proposals for the provision of services to the Lake Champlain – Lake George Regional Planning Board (LCLGRPB) as follows:

LCLGRPB-10-25 – EPA Brownfield Coalition Assessment Planning

Date Issued: December 3, 2025

Section 1. Purpose:

The Lake Champlain – Lake George Regional Planning Board (LCLGRPB), the federally designated Economic Development District for Clinton, Essex, Hamilton, Warren, and Washington Counties of New York State, is seeking proposals from professional firms specializing in brownfield site assessment and site reuse and remediation planning.

Section 2. Receipt of Proposals:

Proposers may submit Proposals by mail or electronic mail only, no later than **January 21, 2026 at 12:00 pm (EST)**. Proposals must be received by this deadline. Late proposals will not be considered.

Proposals delivered by mail require two (2) print copies of the proposal and a thumb drive with a digital version (single pdf document) of the proposal. Proposal must be received in a sealed envelope marked “**LCLGRPB-10-25 – EPA Brownfield Coalition Assessment Planning**” at the following mailing address:

Lake Champlain Lake George Regional Planning Board
Attn: Beth Gilles, Executive Director
PO Box 765
Lake George, NY 12845

Submissions received by electronic mail must be sent to info@lclgrpb.org and must have the proposal, and all required attachments, attached as a single PDF document with the email subject line “**Proposal Enclosed – LCLGRPB-10-25 – EPA Brownfield Coalition Assessment Planning**”.

All proposals must be submitted in accordance with the terms and specifications.

NYS Certified Minority and Women Owned Business (MWBE), Disadvantaged Business Enterprise (DBE) and/or Service-Disabled Veteran-Owned Businesses (SDVOB) are encouraged to apply.

2.1 Questions regarding these specifications shall be directed to Beth Gilles, no later than 4:00 pm (EST) on December 18, 2025 by e-mailing info@lclgrpb.org. All questions must be submitted in writing. Responses to any questions will be provided by written addenda posted to the website at www.lclgrpb.org. LCLGRP shall not be bound by any verbal responses.

2.2 LCLGRP reserves the right to award the Contract under this RFP to the firm(s) whose proposal best serves the interest of LCLGRP. LCLGRP reserves the right to reject any and all proposals or part thereof, not considered to be in the best interest of LCLGRP, and to waive any technical or formal defect in the proposals which is considered by LCLGRP to be merely irregular, immaterial, or unsubstantial.

2.3 LCLGRP reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a firm's proposal and/or determine a firm's compliance with the requirements of this RFP.

2.4 LCLGRP reserves the right to interview any and all responding firms prior to final selection.

Section 3. Background:

The Lake Champlain–Lake George Regional Planning Board (LCLGRP) has been awarded an EPA Brownfield Coalition Assessment Grant to support brownfield revitalization across its five-county region: Clinton, Essex, Hamilton, Warren, and Washington Counties in New York State. The project will be carried out in partnership with four coalition members—the Clinton County IDA, Hamilton County IDA, Essex County IDA, and the Warren-Washington Counties IDA.

This program aims to return distressed, blighted, and underutilized sites to productive use, restoring their economic vitality for the benefit and enjoyment of the public. As part of the grant application, LCLGRP and its partners identified four priority sites. For this project, grant funding will be used to:

1. Compile a list of regional brownfield sites;
2. Prioritize sites for assessment;
3. Conduct community engagement; and
4. Characterize, assess, and plan for the remediation and reuse of brownfield properties.

In addition to the four priority sites, LCLGRP, Coalition members and the Proposer will identify 15 more sites throughout the region for environmental assessment and reuse planning using a three-tiered approach:

- Tier 1: Develop an inventory using a GIS-based desk review of environmental data, using criteria developed by the Coalition, such as property size, existing infrastructure, potential community benefits, proximity to distressed areas or areas with sensitive populations, floodplains, and other project sites. The goal of the desk review is to identify high need locations where the EPA funding could have the greatest impact.
- Tier 2: The IDA coalition members will contact property owners identified in Tier 1 to gauge interest. Site with interested responsive owners will be evaluated for redevelopment potential and alignment with community goals and priorities, informed by public outreach conducted by LCLGRP. move on to a Tier 2 analysis, where the site's redevelopment potential will be assessed, along with an analysis of the project's consistency with community goals and priorities, including public outreach conducted by the RPB.
- Tier 3: A full site assessment will be conducted based on the specific needs and conditions of each property.

Section 4. Scope of Services:

The goals of the project are to develop a working list of brownfield properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner, conduct community engagement activities, and characterize, assess, and plan for remediation and reuse of brownfields sites to aid in the redevelopment of distressed, blighted, and otherwise underutilized properties. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, area-wide planning and conducting public outreach workshops/ preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (20 Phase Is, 15 Phase IIs and Regulated Building Materials Surveys), conducting cleanup/reuse planning for 10 sites, preparing preliminary remediation plans (Analyses of Brownfield Cleanup Alternatives) and associated cost estimates to review alternatives for further environmental investigation and/or remediation, and conduct preliminary redevelopment planning for selected TAs and/or sites to explore best reuse and economic potential.

All work will follow and comply with all terms and specifications in the LCLGRPB's approved Brownfields Assessment Coalition Cooperative Agreement Workplan (Attachment A). Proposers are asked to provide details on how they will help the Coalition achieve the deliverables for subtasks:

Task 1. Program Management Subtasks

- Reporting: Enter site data into ACRES

Task 2. Community Engagement Subtasks

- Community Outreach and Education
- Develop Marketing Materials
- Implement Outreach Strategy in Target Areas
- Hold local public meetings on Phase II sites

Task 3. Site Inventory Expansion and Selection Subtasks

- Site Inventory
- Site Prioritization and eligibility determination

Task 4. Phase I and II assessment and Planning Activities Subtasks

- Phase I preparation
- Phase I investigation
- Phase II preparation
- Phase II investigation
- Cleanup & reuse planning

Proposals should also include the preparation and acceptance of a Quality Assurance Project Plan (QAPP).

Budget and Timeline

The maximum budget for this project is \$872,000. All work must be completed by June 30, 2029. No extensions will be provided. Firms that cannot meet the budget and timeline requirements should not respond.

4.1 When responding to this request, please send appropriate information, such as resumes, description of your company and experience which must include the following information:

- a. A comprehensive description of the approach that will be taken for development of the scope as outlined above.

- b. Description of firm/staff qualifications, including resumes and experience, and affirmation of staff capacity to complete the project within the identified timeline. Include education of each person that will work on the project and information concerning membership in professional organizations relevant to this project. At least one primary staff contact should be identified as a project manager for assigned work. The proposed project manager should be experienced with EPA funded Brownfield Coalition Assessment grants.
- c. List of three references and description of related work completed.
- d. The dollar cost bid should contain all pricing information relative to performing all work as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses.
- e. Applicants are encouraged to emphasize their relevant area of expertise within their respective proposals. Experience working on EPA Brownfield Coalition Assessment grants is a plus.
- f. LCLGRPB staff will be looking for relevant, unique, or diverse skills as part of the selection process.
- g. Demonstration of meaningful DBE/MBE/WBE/SDVOB participation will also yield a competitive advantage for applicants during the selection process.
- h. Cost and past performance will be considered, along with any other qualifications as determined by the LCLGRPB.

4.2 Safeguarding of Confidential Information - Any trade secrets or other data which the proposer does not wish disclosed to other than LCLGRPB representatives involved in RFP evaluation or contract administration will be kept confidential if identified as follows: Each page shall be identified in boldface at the top and bottom as “Confidential”; and any section of the proposal, which is to remain confidential, should, in addition, be so marked in boldface on the title page of that section. Net cost information may not be deemed confidential.

4.3 License to Practice in New York State – As necessary, an affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in New York State.

4.4 Certification of DBE/MBE/WBE/SDVOB Status – An affirmative statement should be included from all firms claiming to meet DBE/MBE/WBE/SDVOB status that the entity is properly registered as such in New York State and provide copies of certificates as part of the bid package (certifications issued by New York City do not count towards MWBE goals).

Section 5. RFP General Terms and Conditions:

- A. The Consultant selected shall be required to furnish an engagement letter and/or execute an agreement. The terms of such engagement letter or agreement is subject to discussion and agreement but is anticipated to include the following:
 - 1. Inclusion of a scope of services similar to that set forth in this Request for Proposals unless modified upon agreement by the LCLGRPB.
 - 2. A provision shall be included, which allows LCLGRPB to terminate services at any time upon thirty (30) days written notice or in the instance of non-performance as determined by LCLGRPB, immediately.
 - 3. To the extent allowed under law or not prohibited by the contract, a credit of the fee payable shall be provided in the event that services are terminated and/or

deleted.

4. Insurance coverage satisfactory to the LCLGRP. In order to be considered for selection to provide the services requested by this RFP, the Contractor submitting the proposal must agree to not limit professional, general or other liability to an amount less than the limits of the required insurance coverage.
5. A provision that requires all services performed under a contract awarded to the successful Contractor shall conform to prevailing professional or provider standards and to the requirements of the contract. Upon written notice of any defect from the LCLGRP, the Contractor will be expected to correct or re- perform any defective or nonconforming services at no cost to LCLGRP. If the Contractor fails or refuses to correct or re-perform, the LCLGRP shall be entitled to any remedy that may be provided for under the contract, and in any event, that may be authorized by law.
6. A provision requiring the Contractor to defend, indemnify and hold harmless the LCLGRP with regard to any negligent acts or omissions or malfeasance with regard to the services performed or to be performed.

The successful Contractor shall indemnify and hold harmless the LCLGRP, their officers, directors, agents and employees from, and against any and all claims, notices of claim, demands or causes of action for injury or death to any person, including Contractor's employees or damage to property (including all costs and reasonable attorney's fees incurred in defending any claim, demand or cause of action), arising, directly or indirectly, out of or resulting from, the performance of the Contractor's work or any negligent or wrongful acts, errors, omissions, negligence, incompetence, malfeasance and misfeasance by the Contractor, its employees, agents, materialmen, suppliers and/or subcontractors in the performance of its obligations under the agreement. The LCLGRP and the Contractor shall notify each other in writing within thirty (30) days of any such claims or demands and shall cooperate in the defense of any such actions. If this indemnity, or any part thereof, is made void or otherwise impaired by any law controlling construction thereof, such indemnity shall be deemed to conform to the indemnity permitted by law, so as to require indemnification in whole or in part to the fullest extent permitted by law.

7. A provision requiring the Contractor to assume sole responsibility for completing services as requested and the Contractor may not assign the work to be performed without the consent of the LCLGRP, which consent shall rest in the sole discretion of the LCLGRP.
8. A provision providing that the Contractor shall not be deemed an agent of the LCLGRP for any purpose whatsoever.
9. Inclusion of such other terms and conditions that may be required pursuant to Federal or State Law, Regulation and/or by the LCLGRP Attorney.

- B. Please note that retention of services by reason of this RFP is not certain. The right to reject any and all proposals, solicit new or additional proposals or perform some or all of the services in-house or by using services available from professionals currently under contract are retained at all times, even after proposals have been reviewed and considered.

- C. Additional information, interviews and/or presentations may be required at the option of LCLGRPB. In no event shall the LCLGRPB, its Boards, Officers and employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.
- D. It is the Contractor's sole responsibility to be familiar with and understand all terms and conditions regarding the RFP before the opening. Any questions should be submitted in writing to the contact person listed above and, if relevant, should cite the section and page number of the RFP document relating to the question raised by the Contractor. Answers to all questions of a substantive nature will be given to all Contractors as a formal addendum which will be annexed to and become part of the RFP. Please be advised that LCLGRPB shall not be bound by any verbal response by any LCLGRPB employee which is not confirmed in writing.
- E. LCLGRPB reserves the right to waive or modify minor irregularities in proposals received, utilize any and all ideas submitted in the proposals unless those ideas are covered by legal patent or proprietary rights and generally adapt any or all of the proposal in developing contract language. With regard to legal patent or proprietary rights, it shall be incumbent upon the party furnishing the proposal to notify the LCLGRPB of such.
- F. Nothing contained herein shall be deemed an offer by the LCLGRPB or be interpreted as making a representation or giving any assurances that a contract may be entered into or that LCLGRPB is in some fashion obligated. Should LCLGRPB be unsuccessful in negotiating a contract with the Contractor within the time frame acceptable to LCLGRPB, the LCLGRPB may begin contract negotiations with another Contractor responding to the RFP, reject all RFPs, re-advertise, or take such other action as may be deemed appropriate.
- G. Proposals will not be returned once submitted, and the LCLGRPB may dispose of the same in any manner allowed under law.
- H. Submission of the proposal to LCLGRPB shall be deemed consent for the proposals to be publicly identified, and information contained therein shall be deemed a matter of public record unless such information is designated by the party submitting the proposal as tradesecrets, as affecting present or imminent contract awards, or other information allowed to be kept confidential pursuant to the Section 87 of the Public Officer's Law of the State of New York. In order to designate information as confidential, the Contractor submitting the proposal must highlight the information and inform the LCLGRPB of its desire to keep that information confidential in a letter transmitting the proposal. Whether the information designated by the Contractor is allowed to be kept confidential pursuant to New York State Laws shall be determined by the Director upon consultation with the LCLGRPB Attorney and notice of such determination shall be made to the Provider prior to the release of the information to afford the service provider an opportunity to appeal the decision.
- I. LCLGRPB reserves the right to make any investigation deemed necessary to determine Contractor qualifications and responsibility. The Contractor shall furnish to the LCLGRPB, upon request, all data pertinent thereto.
- J. Submission of a proposal constitutes agreement to all terms and conditions set forth herein. By submitting a signed proposal, the Contractor a) warrants that the contents of its proposals are accurate and binding upon the Contractor; b) represents that its staff is knowledgeable about the services to be provided as identified in this RFP; and c) warrants that it will use reasonable

and appropriate efforts to provide such services in a professional and timely manner. In addition, the Contractor further warrants that it has become sufficiently acquainted with the conditions, facts, and circumstances relating to providing the requested services. Failure or omission of the Contractor to adequately acquaint itself with existing conditions, facts and circumstances shall not in any way relieve it of any obligations with respect to this RFP.

- K. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of an individual's age, race, creed, color, national origin, gender identity or expression, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.
- L. LCLGRP reserves the right to allow all municipal and not-for-profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the LCLGRP and the vendor.

CONSULTANT’S ACKNOWLEDGMENT

(If a Corporation)

STATE OF NEW YORK)

COUNTY OF)

On this _____ day of _____, 20____, before me personally came _____ of _____, the Corporation described in and which executed the within instrument, who being duly sworn by me did depose and say that the said _____ resides at and that he is the _____ of said Corporation and knows the Corporate seal of the said corporation; that the seal affixed to the within instrument is such corporate seal and that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name by like order.

Notary Public

CONSULTANT’S ACKNOWLEDGMENT

(If an Individual)

STATE OF NEW YORK)

COUNTY OF)

On this _____ day of _____, 20____, before me personally came _____ to me known, and known to me to be the same person described in and who executed within instrument and he duly acknowledged to me that he executed the same.

Notary Public

CONSULTANT’S ACKNOWLEDGMENT

(If a Co-Partnership)

STATE OF NEW YORK)

COUNTY OF)

On this_____day of_____, 20____, before me personally came
_____ to me known, and known to me to be a member of the firm of
_____ and the person described in, and who
executed the within instrument on behalf of said form, and he acknowledged to me that he executed the
same.

Notary Public

INSURANCE AND INDEMNIFICATION

1. The Consultant shall purchase and/or maintain insurance policies approved by the LCLGRPB, naming LCLGRPB as an additional insured on a primary, non-contributory basis (except for Workers' Compensation & Disability Coverage) from a New York State Licensed Insurer with an A.M. Best Rating of A- or better. The Consultant shall furnish such evidence of the policies (certificates and/or copies of the policy) as may be requested by the LCLGRPB. The Consultant shall also be required to indemnify LCLGRPB for any applicable deductibles. The policies shall contain a thirty (30) day notice of cancellation clause, shall provide "primary" coverage for LCLGRPB, its board, officers and/or employees and be of the following types and in the limits indicated:
 - A. Professional liability insurance in an amount not less than \$1,000,000.00 per claim and \$1,000,000.00 annual aggregate.
 - B. Comprehensive general liability insurance, containing a contractual liability endorsement in favor of the LCLGRPB for the liability imposed by paragraph 3 hereof, in an amount of not less than \$1,000,000.00 per occurrence single limit for bodily injury death, and property.
 - C. Automobile Liability Insurance coverage with limits of \$1,000,000 combined single limit for owned, hired and/or non-owned motor vehicles.
 - D. Workers' Compensation - statutory limits and as set forth below:
 - i. CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (*Effective 12/1/08, this form can be filled out electronically on the Workers' Compensation Board website (www.web.state.ny.us) under the heading of "Forms". Those businesses filing electronically can print a finished CE-200 immediately upon completion. Those businesses without access to a computer may obtain a paper application for CE-200 by writing or visiting any District Office of the Workers' Compensation Board, and may wait up to four (4) weeks before receiving the form. Once the applicant receives the CE-200, the applicant will submit same to the LCLGRPB*); OR
 - ii. C-105.2 – Certificate of Workers' Compensation Insurance (*the business' insurance carrier will send this form to the LCLGRPB upon request*); OR
 - iii. U-26.3 - Certificate of Workers' Compensation Insurance (*this form is used in lieu of C-105.2, when the insurance is obtained through the New York State Insurance Fund*); OR
 - iv. SI-12 - Certificate of Workers' Compensation Self-Insurance (*the business calls the Board's Self-Insurance Office at 518-402-0247 to obtain this form*); OR
 - v. GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance (*the business' Group Self-Insurance Administrator will send this form*

to the LCLGRPB upon request).

NOTE: ACORD forms are not acceptable proof of workers' compensation coverage.

E. Disability Insurance - statutory limits and as follows:

- i. CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (*Effective 12/1/08, this form can be filled out electronically on the Workers' Compensation Board website (www.web.state.ny.us) under the heading of "Forms". Those businesses filing electronically can print a finished CE-200 immediately upon completion. Those businesses without access to a computer may obtain a paper application for CE-200 by writing or visiting any District Office of the Workers' Compensation Board, and may wait up to four (4) weeks before receiving the form. Once the applicant receives the CE-200, the applicant will submit same to the LCLGRPB*); OR
 - ii. DB-120.1 - Certificate of Disability Benefits Insurance (*the business' insurance carrier will send to the LCLGRPB upon request*); OR
 - iii. DB-155 - Certificate of Disability Benefits Self-Insurance (*the business calls the Board's Self-Insurance Office at 518-402-0247 to obtain*).
2. The Consultant shall provide written proof of such insurance to the LCLGRPB at the time of the execution of this Agreement, and whenever such insurance coverages are renewed during the term of this agreement. All policies of insurance shall provide that the same may not be canceled except upon fourteen (14) days prior written notice to the LCLGRPB.
3. The Consultant shall indemnify and hold harmless the LCLGRPB, its officers, directors, agents and employees from, and against any and all claims, notices of claim, demands or causes of action for injury or death to any person, including Consultant's employees or damage to property (including all costs and reasonable attorney's fees incurred in defending any claim, demand or cause of action), arising directly or indirectly, out of or resulting from, the performance of Consultant's work or any negligent or wrongful acts, errors, omissions, negligence, incompetence, malfeasance and misfeasance by the Consultant, its employees, agents, material men, suppliers and/or subcontractors in the performance of its obligations under this agreement. The LCLGRPB and the Consultant shall notify each other in writing within thirty (30) days of any such claims or demands and shall cooperate in the defense of any such actions. If this indemnity, or any part thereof, is made void or otherwise impaired by any law controlling construction thereof, such indemnity shall be deemed to conform to the indemnity permitted by law, so as to require indemnification in whole or in part to the fullest extent permitted by law.
4. The Consultant shall promptly advise the LCLGRPB of all damages to property of the LCLGRPB or of others, or of injuries incurred by persons other than employees of the Consultant, in any manner relating, either directly or indirectly, to the performance of this Agreement.

PROPOSAL

PROPOSAL OF: _____
COMPANY NAME

TO: Beth Gilles, Director
Lake Champlain – Lake George Regional Planning Board
PO Box 765
Lake George, NY 12845

The undersigned, having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits a proposal including all information requested in the specifications attached hereto.

Date: _____ Federal ID#: _____

Contractor Signature: _____

Contractor Name (Printed): _____

Name of Firm: _____

Business Address: _____

Phone No.: _____ Fax No.: _____

E-mail of contact person: _____

REFERENCE SHEET

All bidders will be required to complete this form providing three references of past performance. References should involve project and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six months. The LCLGRP reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

Indicate filing date on the line provided.

BIDDERS NAME: _____

REFERENCES NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

BIDDERS NAME: _____

REFERENCES NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

BIDDERS NAME: _____

REFERENCES NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

PROPOSAL

CORPORATE RESOLUTION

RESOLVED that _____
(Name)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by _____

Corporation at a meeting of its Board of Directors held on
the _____ Day of _____, 20____, and is still in force and effective on this _____ Day of
_____, 20____.

SECRETARY
(Signature)

(SEAL OF CORPORATION)

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the LCLGRP receive information that a Bidder/Contractor is in violation of the above-referenced certification, the LCLGRP will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the LCLGRP shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The LCLGRP reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the
_____ of the
_____ Corporation and that neither the Bidder/Contractor nor
any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

_____ day of _____

201____

Notary Public: _____

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 1966, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the District Manager of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- (c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

Individual Bidder

Co-Partnership

By _____
Partner

Corporation

By _____
President

Certification Under Executive Order No. 16
Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found here: <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>.

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- ☐ 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- ☐ 2. a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia (Please provide a detailed description of the wind down process and a schedule for completion).
- ☐ 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.).
- ☐ 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name (legal entity): _____

By (signature): _____

Name: _____

Title: _____

Date: _____

ATTACHMENT A

BROWNFIELDS ASSESSMENT COALITION COOPERATIVE AGREEMENT WORKPLAN

June 18, 2025, Revision # 1

July 10, 2025, Revision #2

July 11, 2025, Revision #3

Submitted by: *LAKE CHAMPLAIN – LAKE GEORGE REGIONAL PLANNING BOARD (LCLGRP)*
310 CANADA STREET PO BOX 765
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TO:

ANNA BACHMANN, (212) 637-4052, bachmann.anna@epa.gov

Cooperative Agreement Number: BF 96284325



ASSESSMENT COALITION WORKPLAN

A Brownfields cooperative agreement recipient (CAR) must develop a workplan prior to the award of any funds. The purpose of this workplan is for the CAR to describe the tasks necessary to implement the project(s) identified in the proposal submitted in the Fiscal Year (FY) 2025 competition for Brownfields assessment grants. The workplan should be consistent with the outline below; however, the CAR may modify as appropriate to fit the activities identified in its proposal. The EPA Project Officer will review and work with the CAR to finalize the workplan and the CAR may not expend any funds to carry out the agreement until the EPA approves the final workplan. The EPA anticipates the project and budget period to be from October 1, 2025, through September 30, 2029.

1. The activities described in this Workplan and corresponding Cooperative Agreement support Pillar 1: Clean Air, Land, and Water for Every American of [EPA's "Powering the Great American Comeback" initiative](#)

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

OBJECTIVE: 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. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfields sites. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from applications prepared in accordance with the "Application Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The *Lake Champlain-Lake George Regional Planning Board* (LCLGRP) as a federally designated economic development district, was selected for Assessment funding in the FY 2025 competition.

The LCLGRP identified the Town of Champlain as a target area (TA). It has 141 potential brownfield sites identified, most with the possibility of lingering contamination from former commercial or industrial operations. The Priority Site for this TA is the Miromar Site, a 41-acre site containing an abandoned former shopping center located adjacent to Interstate-87. The property is also located downgradient of two gas stations to the south. Assessing the ownership status and condition of properties in this area will aid the redevelopment of this area in accordance with the "Building Balance Communities: Regional Housing Strategy" and bring about a higher use that is more beneficial to the community.

Our coalition member, the Clinton County IDA identified Census Tract (CT) 36019101600, Town of Plattsburgh, as a target area. There are 53 potential brownfield sites identified within this census

tract. The priority site for this TA is the 747-acre former Clinton County Airport , which is currently vacant, owned by Clinton County and listed as a RCRA hazardous waste site. Assessing the ownership status and condition of properties in this area will aid the redevelopment of this area in accordance with the “2021 Smart Growth Plan for the former Clinton County Airport Site: A Conceptual Framework for the Future.”

Our coalition member, the Essex County IDA identified the Town of Essex, as a target area. It is a small community of under 1,000 located along Lake Champlain with limited waterfront access for the community and 23 potential brownfield sites identified. The priority site for this TA is the Essex Marine Base Complex. This site was identified as a priority by the RPB and Essex County IDA due to its significant waterfront acreage and the Town’s interest in redeveloping the site through a public/private partnership for economic development, workforce housing, and public access to the waterfront. Assessing the ownership status and condition of properties in this area will aid the redevelopment of this area in accordance with the “2021 Essex Marine Base Complex Adaptive Use Feasibility Study.”

Our coalition member, the Hamilton County IDA identified the Town of Lake Pleasant as a target area. It is a small community of under 1,000 that contains several brownfield sites that are now owned by the IDA, but whose redevelopment is inhibited because of site contamination. The priority site for this TA is the Former Peters Oil Site. The property is in the heart of the Village of Speculator within the Town and the extent of the site’s contamination must be determined to build on the momentum of the recent restoration of the neighboring properties and revitalize the Village’s downtown. Assessing the ownership status and condition of properties in this area will aid the redevelopment of this area in accordance with the “2012 Speculator/Lake Pleasant Community Revitalization Plan.”

Our coalition member, the Warren-Washington IDA (WWIDA) identified the CT 36113070500, City of Glens Falls, Warren Co., NY as a target area. It is a city gateway and contains multiple vacant former industrial properties that inhibit access to a recreational bike trail and the Hudson River waterfront. The priority site for this TA is the former Lehigh Cement Site. Since the grant application was submitted another municipality received funding to work on the Lehigh Cement site. The LCLGRPB and WWIA will work together to identify other sites in Warren and/or Washington counties.

Beyond the initial priority sites, the RPB and Coalition members will identify 15 additional sites throughout the region for environmental assessment and site reuse planning using a three-tiered approach. The first step will be a GIS-based desk review of environmental data, using spatial criteria developed by the Coalition, such as property size, existing infrastructure, potential community benefits, proximity to distressed areas or areas with sensitive populations, floodplains, and other project sites. The goal of the desk review is to identify high need locations where the EPA funding could have the greatest impact. The results of the Tier 1 analysis will be reviewed and IDAs will initiate outreach to property owners to determine interest. Properties with interested responsive owners will move on to a Tier 2 analysis, where the site’s redevelopment potential will be assessed, along with an analysis of the project’s consistency with community goals and priorities, including public outreach conducted by the RPB. Tier 3 will include a full site assessment based on the needs and conditions of each property.

The goals of the project to be funded by this cooperative agreement are to develop an inventory of brownfield properties, from which properties will be prioritized and assessed in a streamlined and

cost-effective manner, conduct community engagement activities, and characterize, assess, and plan for remediation and reuse of brownfields sites to aid in the redevelopment of distressed, blighted, and otherwise underutilized properties. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, area-wide planning and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (20 Phase Is, 15 Phase IIs and Regulated Building Materials Surveys), conducting cleanup/reuse planning for 10 sites, preparing preliminary remediation plans (Analyses of Brownfield Cleanup Alternatives) and associated cost estimates to review alternatives for further environmental investigation and/or remediation, conduct preliminary redevelopment planning for selected TAs and/or sites to explore best reuse and economic potential.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the LCLGRP Executive Director, assisted by the LCLGRP Project Manager, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

1. FUNDING: \$1,155,000

2. BUDGET

	Task 1 (Program Management)	Task 2 (Site Inventory & Prioritization)	Task 3 (Community Engagement)	Task 4 (Phase I & II Assessment & Planning Activities)	Total
Personnel	\$38,500	\$18,200	\$45,500	\$92,400	\$194,600
Fringe Benefits	\$16,500	\$7,800	\$19,500	\$39,600	\$83,400
Travel	\$5,000				\$5,000
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies					
Contractual		\$24,000	\$9,000	\$839,000	\$872,000
Construction					
Other:					
Total Direct					
Indirect Costs					
Total	\$60,000	\$50,000	\$74,000	\$971,000	\$1,155,000

* EPA [defines](#) equipment as items that cost \$10,000 or more. Items costing less than \$10,000 are considered supplies.

* A CAR that uses participant support costs must follow the process described in their EPA-approved workplan (or in a separate process approved by EPA in post-award) for determining the amounts of allowable stipend(s), procedures for accounting for participant support cost payments (including receipts), and documenting that the costs are allowable and do not duplicate other support for the individual(s). Additional information on these requirements for the use of participant support costs is available in [EPA's Guidance on Participant Support Costs](#).

*If personnel costs are part of the approved budget, the level of effort related to the tasks should be described in the workplan. Costs for program management salaries, if they are included in budget, materials and supplies for public meetings, necessary travel and transportation expenses are allowable programmatic costs.

*Your cooperative agreement award Terms and Conditions will have information on eligible costs, and your EPA Project Officer can assist you with questions on eligible activities and costs. Additional information on eligible and ineligible costs may be found in Section G of the [FY25 Frequently Asked Questions for Brownfields Multipurpose, Assessment, and Cleanup Grants](#).

3. WORKPLAN TASKS

In the application, there were five total tasks. To meet the workplan requirements of only four tasks, Task 4 – Phase I and Phase II Environmental Site Assessments and Task 5 – Planning for Remediation and/or Redevelopment from the application have been combined into Task 4- Phase I & II Assessment & Planning Activities.

Task 1: Program Management

Task 1 – Program Management Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline (Month/Year)	Actual Accomplishment Date(s)
Obtain QEP: <ul style="list-style-type: none"> • Prepare Request for Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) • Conduct annual performance evaluations on QEP • Obtain legal services for title searches, regulation interpretations, etc., if needed. 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • QEP contract • Performance evaluation reports, and applicable corrective actions Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	October – December 2025 (immediately following signed Cooperative Agreement)	
Reporting: <ul style="list-style-type: none"> • Prepare FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare Annual Reports • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	<ul style="list-style-type: none"> • Every quarter throughout the duration of the grant and as needed • Annually for duration of grant • Final report submitted at end of grant 	
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	<ul style="list-style-type: none"> • As needed during the duration of the grant 	
Requests for reimbursements or advances	Outputs: <ul style="list-style-type: none"> • Drawdowns from ASAP Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	<ul style="list-style-type: none"> • Quarterly for the duration of the grant 	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend National Brownfields Conference • Attend new grantee meeting held by R2 Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	<ul style="list-style-type: none"> • August 2027 	

Task 2: Community Engagement

Task 2 – Community Engagement Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Establish Brownfields steering committee	Outputs: <ul style="list-style-type: none"> Quarterly meetings, meeting agendas, attendance lists and meeting notes Outcomes: <ul style="list-style-type: none"> An active and motivated workgroup driving Brownfields initiatives 	Established January – February 2026 (Q2) Active for the duration of the grant.	
Community Outreach & Education <ul style="list-style-type: none"> Community Engagement Plan <ul style="list-style-type: none"> Phase 1 -Outreach, Awareness & Education Phase 2 – Assess Stakeholder Involvement 	Outputs: <ul style="list-style-type: none"> Phase 1 -Plan that provides information about the program, redevelopment opportunities, and goals. Phase 2 – Plan that will assess stakeholder involvement based on proximity, potential impact (harm and benefits), and local concerns to prioritize the brownfield sites and inform how redevelopment opportunities can best serve the community. Outcomes: <ul style="list-style-type: none"> To inform and solicit input from stakeholders, citizens, and private investment entities. Understand community goals and achieve community buy-in 	October 2025-March 2026 (Q1-Q2)	
Develop marketing materials: <ul style="list-style-type: none"> Create informational flyer Create Brownfields Program page on LCLGRP website 	Outputs: <ul style="list-style-type: none"> 1 Color flyer; 1 easy to navigate and attractive website page Outcomes: <ul style="list-style-type: none"> Up-to-date marketing tools to promote project work and disseminate information 	Q3-Q16	
Implement outreach strategy in target areas: <ul style="list-style-type: none"> Meet regularly with coalition members to ensure community organization engagement Meet w/ local community organizations and/or attend local government meetings 	Outputs: <ul style="list-style-type: none"> Give BF presentations at minimum of 15 meetings/open houses # of posts and engagement Outcomes: <ul style="list-style-type: none"> Improve community knowledge on BF issues and identify potential BF sites 	Q3-Q16	

Task 2 – Community Engagement Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
<ul style="list-style-type: none"> Utilize social media to target outreach 			
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> Discuss Phase II results, and potential cleanup and redevelopment plans 	Outputs: <ul style="list-style-type: none"> Minimum # of local public meetings, presentation materials, attendance list Outcomes: <ul style="list-style-type: none"> Encourage public participation and support of BF project(s) going forward 	Q5-Q16	

Task 3: Site Inventory Expansion & Selection

Task 3 – Site Inventory & Prioritization Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site inventory: <ul style="list-style-type: none"> Gather recognized and potential brownfields sites in target areas Enter sites in a database Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> GIS map of potential BF sites Database of potential BF sites Outcomes: <ul style="list-style-type: none"> Graphical capturing of BF sites for planning and marketing work 	Q2-Q3	
Site prioritization and eligibility determination: <ul style="list-style-type: none"> Convene steering committee meeting to rank and prioritize sites Choose initial sites within each coalition member’s target area Choose initial sites for Phase I investigation Evaluate site access issues 	Outputs: <ul style="list-style-type: none"> Planning meetings: # of eligible sites identified in initial inventory search Estimate # of additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> # of brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	Q2-Q3	

Task 4: Phase I & II Assessment & Planning Activities

Task 4 – Phase I & II Assessment & Planning Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
Phase I preparation: <ul style="list-style-type: none"> For each selected site, provide site eligibility information to EPA (or state) for review Obtain EPA (or state) approval for Phase I 	Outputs: <ul style="list-style-type: none"> Estimate # of additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> # of brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	Q2-Q4	
Phase I investigations: <ul style="list-style-type: none"> Conduct planning meeting with QEP to discuss approved sites QEP obtains access agreement and performs Phase I investigation QEP submits draft Phase I report to project team members Team reviews/comments on draft Phase I QEP submits final Phase I report to project team members Submit Phase I AAI Checklist to Project Officer	Outputs: <ul style="list-style-type: none"> Planning meetings 20 - Phase I Reports Updated ACRES database Outcomes: <ul style="list-style-type: none"> # of high potential Brownfields site assessed through Phase I 	Phase I ESAs – Q3-Q14	
Phase II preparation: <ul style="list-style-type: none"> Meet with steering committee to review Phase I results and project direction Obtain EPA approval to proceed with Phase II Meet with QEP to plan Phase II QEP prepares Master QAPP for EPA approval 	Outputs: <ul style="list-style-type: none"> Project planning meetings 1 approved generic QAPP # of sites approved for Phase II investigation Outcomes: <ul style="list-style-type: none"> Approved QAPP # of high priority sites identified for further investigation and potential redevelopment 	QAPP – Q4	
Phase II investigation: <ul style="list-style-type: none"> EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team QEP performs field work according to plan Grantee monitors site work and communicates any concerns with EPA/state QEP submits draft Phase II report to project team for review and comments 	Outputs: <ul style="list-style-type: none"> 15 -Phase II report(s) documenting results 15 - Regulated Building Materials (RBM) surveys documenting the results Updated ACRES database Outcomes: <ul style="list-style-type: none"> 10 high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning 	Phase II ESAs and RBM surveys – Q5-Q16 Cleanup Plans – Q8-Q16	

Task 4 – Phase I & II Assessment & Planning Subtasks (Milestones)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (environmental results, effects, improvements)	Anticipated Accomplishment Timeline Date(s) (Month/Year)	Actual Accomplishment Date(s)
<ul style="list-style-type: none"> • QEP submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 			
Cleanup & reuse planning: <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Planning activities to help determine which reuses are feasible for a site. • Meet with QEP to develop draft cleanup alternatives and remediation plans for the site informed by planned or potential reuse. • Perform public outreach and involvement in cleanup and reuse planning 	Outputs: <ul style="list-style-type: none"> • 1 or more internal cleanup and reuse planning meeting(s) • 10 cleanup Plans • # draft remedial action plan • Updated ACRES database • 1 public meeting on project results • 4 Reuse Plans Outcomes: <ul style="list-style-type: none"> • properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Feasible reuse of sites identified and well-informed cleanup plans 	Q5-Q16	

5. PRE-AWARD COSTS

LCLGRP does not anticipate and pre-award costs for this cooperative agreement.

6. QUALITY ASSURANCE

When any environmental data collection is performed as part of any brownfields cooperative agreement, recipients shall have in place an EPA-approved QAPP prior to sample collection. The QAPPs must be consistent with the EPA Region 2 QAPP Toolbox. The documents in the Toolbox can be found at: <https://www.epa.gov/quality/region-2-quality-assurance-guidance-and-standard-operating-procedures>.

*Costs incurred for sampling performed without an approved QAPP are not eligible for reimbursement.

Prior to undertaking Phase II assessments, the **LCLGRP** will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region 2 Brownfields Program. 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.

7. Integrating Sustainability

Projects should demonstrate how aspects of sustainability have been considered or integrated into assessment and planning activities. There are many ways to reduce the environmental footprint of site work including:

- Utilize fuel efficient vehicles
- Reduce miles traveled while conducting site work
- Purchase or lease more sustainable equipment, supplies, and services
- Implement sustainable materials management practices (reduce, reuse, recycle)
- Consider efficiencies to traditional travel or consider alternatives
- Consider other practices that directly reduce water, materials, energy, or air impacts

More information on ways to integrate sustainability: <https://www.epa.gov/sustainability/learn-about-sustainability>
<https://www.epa.gov/sustainability/strategic-approach-sustainability>
<https://www.epa.gov/smartgrowth/tools-and-resources-sustainable-communities>

8. Health & Safety Plans

The CAR must also prepare and follow an OSHA-compliant Health and Safety Plan (HASP). CARs must also submit these to EPA and the State for the Brownfields project file. EPA approval of the HASP is not required.

9. BUDGET JUSTIFICATION WORKSHEET- Attachment 1