

WORK PLAN

FOR

USEPA 104(k) BROWNFIELDS COALITION ASSESSMENT GRANT HAZARDOUS SUBSTANCES AND PETROLEUM

GRANT PERIOD: OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2016



**SUBMITTED BY:
THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
BUREAU OF ENVIRONMENTAL REMEDIATION
IN COORDINATION WITH
ALL COALITION MEMBERS**

DATE: September 16, 2013

COOPERATIVE AGREEMENT NUMBER: BF 97741501



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GRANT RECIPIENT (LEAD COALITION MEMBER):

Kansas Department of Health and Environment
1000 SW Jackson, Suite 410
Topeka, Kansas 66612-1367

OTHER COALITION MEMBERS:

City of Chanute, Fort Scott/Bourbon County Riverfront Authority, City of Ottawa

CONTACT:

The primary contact for this grant is Rick Bean, Chief, Remedial Section – 785-296-1675 – rbean@kdheks.gov.

The secondary contact for this grant is Maggie Weiser, Brownfields Coordinator, Remedial Section – 785-296-5519 – mweiser@kdheks.gov

See Attachment I for the Organizational Chart for this grant.

PROJECT PERIOD:

October 1, 2013 – September 30, 2016

The Kansas Department of Health and Environment (KDHE), on behalf of the Coalition, plans to utilize this federal grant funding consistent with EPA’s Strategic Goal #3 – Cleaning Up Communities and Advancing Sustainable Development – Objective 3.1 – Promote Sustainable and Livable Communities – Strategic Measures – Assess and Cleanup Brownfields; Specifically, the recipient will inventory, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites.

PRC: 301D79 – 104(k) Hazardous Substance (\$300,000)

PRC: 301D79XBP – 104(k) Petroleum (\$300,000)

CFDA: 66818 Assessment, Cleanup, and Revolving Loan Fund Grants



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PROPOSED OUTPUTS AND OUTCOMES:

The Coalition’s goals and anticipated outcomes for this grant include: 1) protect/improve environmental conditions and natural resources, 2) improve quality of life by reducing environmental contaminants, 3) develop parks, trails, and greenspace to enhance the quality of life, 4) develop affordable housing, and 5) stimulate commercial and industrial growth. To measure project success, the described below outputs and outcomes will be tracked and reported on a quarterly basis by KDHE throughout the grant period.

Outputs	Outcomes
Quarterly Reports and ACRES Submittals	Documenting grant activities
Increase Brownfields Inventory	Number of new properties identified, inventoried, and prioritized
Attend National/Regional Brownfields Conferences	Continuing education in brownfields funding, issues, and redevelopment strategies
Develop at least four brownfields related fact sheets	Increase awareness and understanding among citizens regarding environmental and brownfields concerns and solutions. The citizens most impacted by brownfields sites and their reuse are involved in the decision-making and priority-setting regarding assessment, cleanup and redevelopment.
Host/participate in at least 12 public outreach “events”	
Develop grant webpage tied to the Kansas Brownfields Program (KBP) website	
57 Phase I ESAs (petroleum & hazardous substances)	Number of properties and acres assessed, and environmental concerns identified
26 Phase II ESAs (petroleum & hazardous substances)	Number of properties and acres assessed/cleared for redevelopment
3 to 4 Phase III supplemental assessments	Further identify contamination sources
10 Asbestos or Lead-Based Paint surveys	Prep structures for planned renovation/demolition
Cleanup and Strategic Planning, if warranted	Number of: 1) properties redeveloped including greenspace; 2) acres cleared for redevelopment/reuse and identified contaminants addressed; 3) jobs created/retained; and 4) ABCAs (if appropriate) completed. Increased tax revenues and dollars leveraged during redevelopment
Long-term goals	Acres ready for reuse, dollars leveraged for cleanup and redevelopment, and jobs created.

INTRODUCTION AND PROJECT OVERVIEW:

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for eligible brownfield sites. Entities are selected from



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proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. KDHE, a duly authorized Agency of the State of Kansas, was selected for Assessment funding in the FY 2013 competition and has been awarded a Brownfields Coalition Assessment Grant in the amount of \$600,000. The grant consists of \$300,000 for the assessment of properties contaminated or potentially contaminated by hazardous substances and \$300,000 for the assessment of parcels contaminated or potentially contaminated by petroleum substances. The grant provides a unique opportunity for the State of Kansas and partnering communities to assist key rural-based areas by promoting redevelopment, job creation, tourism opportunities, housing, and creation of greenspace. Economic opportunities in small and rural Kansas communities are limited and more vulnerable to changing economic conditions such as the rerouting of railroads and highway traffic, or the closing of a major area employer. Since November 2007, Kansas employment has fallen 5.3%, and with many Kansas communities having a population of less than 10,000, the loss of jobs has a more significant impact for local residents and the economy. To ensure their long-term viability, small and rural communities are seeking to increase their economic base by attracting and starting new businesses. However, brownfields redevelopment has been hampered by the fear of exposure and exorbitant remediation cost associated with potential environmental hazards. This EPA grant funding will help stimulate brownfields redevelopment and enable the Coalition communities to develop affordable housing, create new/enhance existing trails and park space, and increase available commercial property to new business.

A majority of the grant funds will be targeted for the Coalition communities: Cities of Chanute, Fort Scott and Ottawa, with any remaining funds applied across Kansas, to perform environmental site assessments at brownfields properties with potential for reuse and redevelopment. The tasks and budget for the grant are described in the following sections and will include:

- Project Management - manage, track, and measure project progress, complete quarterly reports and ACRES updates, oversee project budget, training, etc.;
- Community Outreach and Education - coordinating/conducting community outreach events and meetings, preparing, printing, and distributing project information and marketing documents, and developing/maintaining a grant specific webpage;
- Phase I and Phase II Environmental Site Assessments (ESAs) - will be conducted by KDHE’s federal and state contractors, selected in accordance with procurement guidelines;
- Other Assessment Activities - Phase III supplemental assessments as necessary, add-scope items such as NESHAP-compliant bulk asbestos testing for renovations or demolition and/or lead-based paint characterization; and
- Cleanup and Strategic Planning - Properties with contamination above regulatory levels will be evaluated for potential cleanup strategies and, if necessary, referred to appropriate state programs (i.e., Voluntary Cleanup and Property Redevelopment Program (VCPRP), Storage Tank Trust Funds, and Dry Cleaning Trust Funds, etc.). Analysis of Brownfields Cleanup Alternatives (ABCA) will be conducted where EPA Brownfields cleanup or revolving loan fund grants will be pursued.

MANAGEMENT AND COORDINATION:



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The KDHE will be the administrator of the grant and will coordinate all aspects with a designated representative from each Coalition Member. As the grant administrator, KDHE possesses substantial capabilities and experience to manage all activities under this grant. KDHE has successfully managed various grants associated with Brownfields and CERCLA related programs. KDHE has an established system to track and report all grant activities, including time keeping, to EPA. KDHE will report activities and expenditures to EPA on a quarterly basis and through ACRES, as necessary. All fund management for the Brownfields program is and will be managed pursuant to procedures outlined in 40 CFR Part 31. KDHE will utilize the Automated Clearing House Electronic Funds Transfer (ACH/EFT) system to obtain funds from EPA. Additionally, important program elements, such as an EPA-approved Quality Management Plan (QMP) and Generic Quality Assurance Project Plan (QAPP), already exist. See Attachment II for copies of the EPA-approved QMP and QAPP concurrence forms. All quality assurance activities conducted under this grant will be in accordance with this EPA-approved QMP and QAPP.

KDHE has demonstrated experience with the EPA Brownfields Assessment process, regional environmental and geological conditions, and rules and regulations administered by the Agency. KDHE has successfully managed a state-wide KBP in EPA Region 7 since 2003. As documented in the attached Memorandum of Agreement (MOA), the Coalition will utilize the KBP's established, streamlined, successful, and cost-effective Brownfields Targeted Assessment (BTA) process for assessing priority properties as well as identifying and selecting additional brownfields. The BTA process begins with submittal of a BTA application, readily available on the KDHE website. The State Brownfields Coordinator reviews each application to evaluate property eligibility, redevelopment potential, community need, and potential environmental concerns. For the petroleum assessment sites, liable/viable determinations will be made in cooperation with KDHE's Storage Tank Section. In accordance with the award conditions, information about site-specific work will also be submitted to EPA prior to incurring costs for the sites funded under the grant. Upon determining the eligibility of the site and approving the BTA application, KDHE proceeds with using one of their federally procured contractors, selected according to both state and federal procurement procedures, including those in 40 CFR 31.36, to conduct property-specific activities (e.g., Phase I and/or Phase II assessments). KDHE has demonstrated its contractors are qualified and trained environmental consulting firms hired to perform sampling and investigations and will meet the definition of an Environmental Professional. The KBP also has an instrument in place for obtaining property access which will be used for inventoried properties without existing agreements. The MOA also addresses the roles and responsibilities for all Coalition Members. See Attachment III for a copy of the MOA.

KDHE's staff includes licensed geologists, environmental scientists, environmental technicians, attorneys, and licensed engineers experienced in environmental investigations and cleanup. Staff have been certified through ASTM Phase I and II training and EPA's TRIAD training course. The Brownfields Coordinator, Ms. Maggie Weiser, coordinates the KBP with local units of government, regional councils, redevelopment agencies, tribal organizations, not-for-profit organizations, and other quasi-governmental agencies. KDHE's financial staff has managed numerous grant programs such as: Superfund Consolidated, State Response, Underground Storage Tanks (UST), Leaking Underground Storage Tanks (LUST), Formerly Used Defense Sites, Defense/State Memorandum of Agreement, Abandoned Mine Lands, and



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Administration and Enforcement of Mine Lands.

WORK TO BE PERFORMED:

The tasks and budget for this grant are summarized in the tables and text below. The activities and associated dates for completion presented in the tables below assume that the cooperative agreement between the EPA and KDHE will be executed by October 1, 2013.

Task 1: Project Management - The KDHE Brownfields Coordinator, and KDHE staff, will manage, track, and measure project progress, prepare necessary reports (quarterly and ACRES), assign projects to contractors, establish deadlines, and oversee the grant budget with support from KDHE financial staff. The Coordinator will also report progress to other Coalition members and the public through regularly scheduled meetings and website updates. KDHE staff or Coalition Members will attend regional and national conferences, workshops and/or other training opportunities as they become available, as well as traveling to public and/or site specific meetings, etc.

Projected Environmental Outcomes: Effective stewardship of public funds provides for acres to be readied for reuse and prepares properties for cleanup and redevelopment.

ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
Manage, track, and measure project progress, oversee the grant budget with support from KDHE financial staff, and prepare/submit necessary reports and other documentation to EPA as required.	Quarterly reports.	Within 30 days of the end of the calendar quarter. First submittal, due January 30, 2014 then quarterly thereafter with a combined final performance quarter and closeout report due November 30, 2016.
ACRES Updates	Property profile information for each individual site assessed.	Within 30 days of completing Phase I or Phase II Reports and receipt of other relevant information.
Maintain open communications with Coalition Members and share information in order to make accurate and timely decisions.	Website updates and Coalition correspondence/meeting documentation in quarterly reports.	On-going
Application review and prioritization.	Number of applications reviewed and approved documented in quarterly reports.	On-going
Coordinate site eligibility determinations	Individual eligibility	Beginning October 2013 and on-going.



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ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
with EPA and petroleum eligibility also with KDHE's Storage Tank Section.	determinations.	
Provide training to remain/become further educated in all aspects of brownfields and allow participation in workshops, meetings, and the National Brownfields Conference.	Enable Coalition Members and KDHE staff to develop expertise as it relates to brownfields issues; from accessing available funding to redevelopment strategies.	Attend between one to two training events per grant year.
Monitor and track leveraged funding and document sources in quarterly reports and in ACRES	Amount leveraged documented in quarterly reports and in ACRES.	On-going



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Task 2: Community Outreach and Education – The Coalition will conduct a community outreach campaign to raise awareness and educate citizens on brownfields and to encourage public participation by, coordinating/conducting community outreach events and meetings, and preparing, printing, and distributing project information and marketing documents. The Coalition will rely on its local partnerships with the Southeast Kansas Regional Planning Commission, Chanute Regional Development Authority, Area Chambers of Commerce, City of Fort Scott, Marmaton WRAPS, and Franklin County Economic Development Committee to assist with community outreach and help engage local focus groups and key stakeholders. Coalition workshops will be coordinated with Kansas State University Technical Assistance to Brownfields (KSU TAB), and, as necessary, the Coalition Members will work closely with health departments to have representatives available during public meetings to help answer questions and provide additional information on real or perceived health risks. All public outreach events held by the Coalition will be closely coordinated with local organizations to identify and accommodate special needs (e.g., handicap accessible, language translations, hearing and vision impaired, etc.) to encourage active participation for all citizens. Information repositories for documents such as fact sheets, brochures, contact lists, etc. will be set up in City Halls/Libraries or other frequented public gathering areas. Other avenues for distributing grant related information may include email distributions to local partners and community based organizations and published public notices, press releases, and announcements of scheduled activities and project milestones on Coalition Members’ websites and social media (i.e., Facebook, Twitter), in local newspapers or on radio stations. These tasks will engage the public and solicit public input at each stage (i.e., brownfields investigations, cleanup planning, and redevelopment) and, secondarily, provide the means to market properties for future redevelopment. A Brownfields Coalition Assessment Grant webpage will be established, updated, and maintained by KDHE, providing the public with the ability to access information pertaining to the brownfields grant. The grant-specific webpage will be tied into the existing KBP website available at: <http://www.kdheks.gov/brownfields/index.html>. Additional Coalition Members will establish a link to KDHE’s grant-specific webpage on an appropriate website targeted for their geographic area. The grant-specific webpage will include up-to-date information regarding grant progress, a list of sites assessed using grant funds, upcoming community outreach events or activities, and access to key documents such as approved reports, fields sampling plans, and brownfields decision forms. In addition, each individual site worked under the grant will be added to KDHE’s existing active public record, known as the Identified Sites List (ISL). The record is available to the public through a web-based database accessible on Internet. The website for KDHE’s public record is: http://www.kdheks.gov/remedial/isl_disclaimer.htm. The Coalition will maintain an open dialogue with local colleges and universities in the target areas to engage students in brownfields assessment, cleanup planning and redevelopment, and encourage employment in their communities after graduation.

Projected Environmental Outcomes: The people most impacted by brownfields sites and their reuse are involved in the decision-making and priority-setting regarding assessment, cleanup, and redevelopment. Increase awareness and understanding among citizens regarding environmental and brownfields concerns and solutions.



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ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
Coordinate, schedule, conduct, and/or participate in workshops, public meetings, and other outreach events as appropriate. Coalition workshops will be coordinated with KSU TAB.	At least 12 public outreach events will be documented (e.g., sign-in sheets, agendas and minutes detailing public comments) and summarized in quarterly reports.	Initial public outreach event by October 31, 2013 and on-going throughout grant period.
Post notices, develop and distribute information literature, marketing documents, etc.	Develop at least 4 brownfields related fact sheets and other outreach materials as appropriate.	Initial fact sheet by October 31, 2013 and on-going throughout grant period.
Develop and maintain a grant webpage linked to the existing KBP website.	Accessibility of up-to-date grant progress and related information.	Website created by December 31, 2013 with updates and maintenance on-going.



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Task 3: Phase I Environmental Site Assessment (ESAs) – Phase I ESAs will be conducted by KDHE’s federal and state procured contractors. Phase I ESAs will comply with All Appropriate Inquiries (AAI) and the ASTM standard for Phase I ESAs (E1527-05 and subsequent revisions). KDHE staff, who are ASTM-certified and have completed asbestos inspector training, will review Phase I reports, complete the AAI checklist and Brownfield Assessment Decision (BAD) Forms and submit to the EPA (as appropriate), and oversee consultant field work on a select number of projects. The first Final Phase I report completed by each contractor will be submitted to the EPA in electronic format. At least one of the Final Phase I reports submitted to EPA will have been conducted using petroleum funds and one using hazardous substance funds.

Projected Environmental Outcomes: Priority eligible sites are assessed and either cleared for reuse or identified for additional assessment and cleanup planning. User of the Phase I report will be able to demonstrate AAI.

ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
Solicit work request and technical proposals from existing procured contractors, review proposals and award work to selected contractor, and conduct ESAs on eligible properties.	Estimated 57 Phase I ESAs (29 hazardous substance and 28 petroleum impacted properties).	10 Phase I ESAs completed by December 31, 2013. Additional Phase I ESAs completed throughout grant period; estimated 5 to 6 assessments every 3 months.
Perform reviews of Phase I reports and prepare proper documentation for submittal to EPA.	AAI checklist and BAD forms, and number of properties and acres assessed, and environmental concerns identified.	AAI and BAD forms completed and submitted to applicant. Number of properties and acres assessed reported in ACRES and quarterly reports.



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Task 4: Phase II Environmental Site Assessments (ESAs) – Phase II ESAs will be conducted by KDHE’s federal and state procured contractors, as resources allow, on properties where recognized environmental conditions (RECs) have been identified during the Phase I. Experienced and qualified KDHE staff will oversee all Phase II activities: award Phase II field work to selected contractor, review and approval of site-specific field sampling plans (FSP) and assessment reports, field oversight, travel to and from properties, and collection and analysis of quality assurance/quality control (QA/QC) (“split samples”) samples and associated supplies (i.e., sample containers, gloves, filters etc.). Phase II ESAs will be conducted in accordance with generally accepted practices and with the care and skill generally exercised by reputable professionals, under similar circumstances in similar geographical areas. If a UST is encountered during a Phase II ESA and its removal is necessary to complete assessment activities, petroleum grant funds may be used to remove the tank. All tank removals will be clearly documented in the Phase II report and will be conducted in accordance with KDHE’s Storage Tank Program guidelines and other state regulations as appropriate. The first Final Phase II report completed by each contractor will be submitted to the EPA in electronic format; at least one of which will be completed using petroleum funds and one using hazardous substance funds.

Projected Environmental Outcomes: Priority eligible sites are assessed and either cleared for reuse or identified for cleanup planning and development of remedy alternatives which may include transferring to an appropriate State program for further evaluation.

ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
Solicit Phase II work requests from procured contractors on properties where RECs have been identified, review proposals and award work to selected contractor, and conduct Phase II ESAs.	Estimated 26 Phase II ESAs (13 hazardous substance and 13 petroleum impacted properties) as resources allow.	Beginning in February 2014 and on-going throughout grant period.
Review and approve FSPs, and assessment results reports prepared by contractors.	Draft/Final FSPs and reports for KDHE review and approval.	January 2014 and on-going.
Perform quality assurance activities in accordance with the EPA-approved QMP and QAPP and review site-specific QAPPs included with the FSPs.	Current EPA-approved QMP and QAPP documentation. Site-specific QAPP signature pages submitted to EPA.	Included as attachment to this work plan. (Revised QMP and QAPP for 2013 currently under EPA review). Site-specific QAPPs January 2014 and on-going.
Conduct a minimum of 1 to 2 field audits per grant year and document findings in a standardized form.	3 to 6 field audits documented and reported in quarterly reports.	On-going.
Oversee contractors performing Phase II activities and prepare proper documentation	BAD forms and number of properties for cleanup planning or	BAD forms upon completion. Number of properties and acres for cleanup planning



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ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
for submittal to EPA.	acres cleared for redevelopment.	or redevelopment reported in ACRES and quarterly reports.
Removal of USTs using petroleum funds to complete assessment activities.	Tank removals documented in Phase II and quarterly reports.	As needed throughout grant period.



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Task 5: Other Assessment Activities (Phase III, Asbestos, Lead-Based Paint, Mold, Property Condition, and Structural Integrity Assessments) - Phase III supplemental site assessments may be warranted if contamination is identified during a Phase II ESA, and additional investigation is necessary to determine a potential source(s) and/or appropriate cleanup strategies. Supplemental assessment activities may also include NESHAP-compliant bulk asbestos testing for renovations or demolition, lead-based paint (LBP) survey, and/or mold characterization, and will be conducted as add-scope items in conjunction with a Phase I or Phase II ESA. Certain circumstances may also warrant a Structural Integrity Survey (SIS) to ensure the building and the immediate surrounding area is safe for conducting assessment activities or a Property Condition Assessment (PCA) to determine the feasibility of an existing structure’s reuse and/or facilitate cleanup planning. Site-specific determinations for a SIS or PCA will be made by KDHE and submitted to EPA for confirmation prior to performing such activities. Experienced and qualified KDHE staff will oversee all Phase III and other supplemental assessment activities: solicit, review, and award supplemental assessment field activities, review and approval of Phase III FSP and assessment reports, field oversight, travel to and from properties, and collection and analysis of quality assurance/quality control (“split samples”) samples and associated supplies (i.e., sample containers, gloves, filters etc.). In some instances, KDHE staff may conduct Phase III supplemental assessments in accordance with generally accepted practices and with the care and skill generally exercised by reputable professionals. Assessment activities discussed in this section will be limited, prioritized on a site-specific basis, and conducted as resources allow.

Projected Environmental Outcomes: Priority eligible sites are further evaluated to assist with the development of cleanup strategies to effectively address the identified site contaminants and, structures are prepped for planned renovation or demolition.

ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
Solicit work request and technical proposals from existing procured contractors, review proposals and award work to selected contractor, and conduct Phase III assessments on select properties to further identify contamination sources.	3 to 4 Phase III supplemental assessments.	On-going.
Perform NESHAP Asbestos Building Survey, LBP and/or mold characterization, and SIS or PCA.	10 supplemental assessment activities anticipated.	On-going where redevelopment is imminent.
Prepare, review and approve Phase III FSPs, assessment results reports, asbestos, LBP, and mold sampling reports, and SIS and PCA reports prepared by contractors.	Draft/Final FSP and reports for KDHE review and approval.	On-going.
Oversee contractors performing other	BAD forms and number of	BAD forms upon completion. Number of



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ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
assessment activities and prepare proper documentation for transfer to appropriate State Program to address identified contamination.	properties for cleanup planning or acres cleared for redevelopment or transferred to State Program for remedial action.	properties and acres for cleanup planning or redevelopment or transferred to address identified contamination reported in ACRES and quarterly reports.



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Task 6: Cleanup and Strategic Planning – Properties with contamination above regulatory levels will be evaluated for potential cleanup strategies, as priorities and resources allow. KDHE and their consultants will provide technical expertise and facilitate cleanup and reuse planning for properties where redevelopment is imminent. Otherwise, KDHE will guide local communities and property owners to the appropriate state programs (i.e., VCPRP, UST, LUST and Dry Cleaning Trust Funds, etc.) to address contamination issues. Assistance with State Program fees may be warranted in situations where all other resources have been or will be invested in the actual cleanup, and redevelopment of the property without such assistance could not be completed. Some examples of program fees may include but are not limited to, Environmental Use Control funding requirements, Trust Fund deductibles, VCPRP voluntary agreement deposit, etc. Such financial assistance will be determined on a case-by-case basis if requested by the brownfields applicant and funded as resources allow. An Analysis of Brownfields Cleanup Alternatives (ABCA) will be conducted where EPA Brownfields cleanup or revolving loan fund grants will be pursued.

Projected Environmental Outcomes: Cleanup strategies for priority eligible sites will be evaluated and an appropriate remedy developed to address identified contaminants in an effective and efficient manner.

ACTIVITIES	OUTPUTS/DELIVERABLES	COMPLETION DATE
Facilitate cleanup and reuse planning on properties where redevelopment is imminent and assist with development of appropriate cleanup proposal and redevelopment strategies.	Voluntary Cleanup Proposal for sites entering into KDHE’s VCPRP, ABCA (at least one) as appropriate or other appropriate State Response Program proposal.	As needed during grant period.



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BUDGET SUMMARY:

The EPA Brownfields Coalition Assessment Grant awarded to KDHE is for \$600,000; \$300,000 for the assessment of properties contaminated or potentially contaminated by hazardous substances and \$300,000 for the assessment of parcels contaminated or potentially contaminated by petroleum substances. Table 1 below reflects the budget for the project period, October 1, 2013 through September 30, 2016. Tasks which equally support work at both hazardous substance and petroleum prospective sites and activities that are not distinguishable as being supportive of one or the other shall be charged 50% to hazardous and 50% to petroleum. For site-specific activities, actual costs incurred and the type of funding used shall be tracked using Dovico Timesheet software capable of tracking time by fund, project, and task. In addition, the State of Kansas’ accounting system (SMART) will be used to identify and track grant purchases (e.g., supplies, contractor payments, travel reimbursements, etc.). The coalition assessment grant will be given a unique code (3370/XXX) with an appropriate suffix (“HAZ” for hazardous substance and “PET” for petroleum) creating a category for each source of grant funding. Sub-categories (site name, support, meetings) will be created under each category to track site-specific and support activities specific to that funding source. A general (GEN) category with subcategories for support, meetings, and training, will also be created to track non-distinguishable activities and all payroll and purchases falling under this category will be divided equally between hazardous and petroleum. Dovico Timesheets and SMART are updated weekly, and grant reports from each system may be generated anytime which will ensure timely and accurate reimbursements are requested from the appropriate PRCs.

While the below detailed costs have been split between the two separate funds (hazardous vs. petroleum), the nature of the potential contamination at a property may not be known until after the Phase I assessment is conducted resulting in slight modifications to the proposed budget. Additionally, adjustments to the funds allotted for Tasks 2, 3, and 5 may also require modifications as projects progress and/or new sites are identified and prioritized.



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Table 1: Budget for Coalition Assessment (Grant Period October 1, 2013 – September 30, 2016)

Budget Categories	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTALS
	Project Management	Community Outreach and Education *	Phase I Assessment	Phase II Assessment	Other Assessment Activities (NESHAP/Lead-Based Paint Assessments)	Cleanup & Strategic Planning	
Hazardous Substance							
Personnel	\$4,625	\$2,200	\$4,200	\$5,700	\$4,700	\$6,700	\$28,125
Fringe	\$1,370	\$720	\$1,320	\$1,520	\$1,370	\$1,722	\$8,022
Travel	\$2,000	\$300	\$0	\$0	\$300	\$600	\$3,200
Supplies	\$0	\$300	\$0	\$1,000	\$250	\$0	\$1,550
Contractual	\$0	\$0	\$89,500	\$120,000	\$33,200	\$15,000	\$257,700
Other	\$100	\$100	\$100	\$100	\$100	\$903	\$1,403
Subtotal	\$8,095	\$3,620	\$95,120	\$128,320	\$39,920	\$24,925	\$300,000
Petroleum							
Personnel	\$4,625	\$2,200	\$4,200	\$5,700	\$4,700	\$6,700	\$28,125
Fringe	\$1,370	\$720	\$1,320	\$1,520	\$1,370	\$1,722	\$8,022
Travel	\$2,000	\$300	\$0	\$0	\$300	\$600	\$3,200
Supplies	\$0	\$300	\$0	\$1,000	\$250	\$0	\$1,550
Contractual	\$0	\$0	\$89,500	\$120,000	\$33,200	\$15,000	\$257,700
Other	\$100	\$100	\$100	\$100	\$100	\$903	\$1,403
Subtotals	\$8,095	\$3,620	\$95,120	\$128,320	\$39,920	\$24,925	\$300,000
TOTAL	\$16,190	\$7,240	\$190,240	\$256,640	\$79,840	\$49,850	\$600,000

Notes: The Coalition does not anticipate the need for “equipment” purchases (i.e., items costing ≥\$5,000); and, therefore this line item was not included in the budget table.



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Personnel: \$56,250 (\$28,125 Hazardous and \$28,125 Petroleum)

Table 2: Allowed Personnel Costs (Budget Period October 1, 2013 – September 30, 2016)

Position	FTE	Hazardous Budget	Petroleum Budget	Total Federal
Brownfields Coordinator	0.13	\$9,928.5	\$9,928.5	\$19,857
Project Manager	0.15	\$9,633	\$9,633	\$19,266
Brownfields Unit Manager	0.04	\$3,856.5	\$3,856.5	\$7,713
Program Manager	0.025	\$2,787	\$2,787	\$5,574
Administrative Staff	0.04	\$1,920	\$1,920	\$3,840
Total	0.39	\$28,125	\$28,125	\$56,250

Personnel costs are for KDHE staff to manage all aspects of the project. This includes, but is not limited to, monitor and guide the project, document and report activity including the completion of quarterly reports and ACRES data entry, and communicate with Coalition Partners and EPA as needed and required, evaluate applications for assessments and make eligibility request. Under this category KDHE staff will coordinate and participate in public outreach activities, develop and maintain a grant webpage, prepare fact sheet materials, create and distribute program brochures, photo documentation of projects, and various other program management tasks. Staff will also solicit work requests, review proposals, work plans, and reports for assessment activities, assist with development of appropriate cleanup and redevelopment strategies, and, in some instances, may conduct Phase III supplemental assessments. Other Coalition Members will provide in-kind services such as staff time for, coordination with property owners, ensure submittal of BTA applications, acquire property access, facilitate community outreach activities, and strategically implement all stages of brownfields planning and redevelopment.

Fringe: \$16,044 (\$8,022 Hazardous and \$8,022 Petroleum)

Total fringe benefits cover all leave types, state costs for retirement, insurance, social security, etc. and are estimated at 22% of the total personnel cost (personnel + fringe).

Travel: \$6,400 (\$3,200 Hazardous and \$3,200 Petroleum)

The Brownfields Coordinator, another designated Brownfields staff member, and/or representatives from a Coalition Member will attend and participate in relevant training opportunities including, National Brownfields Conferences, EPA Regional Grantee Forums, annual Kansas Environmental Conference, etc. The estimated cost to attend a national brownfields conference (including airfare, per diem, lodging, conference fees) is approximately \$1,500 per person with two attendees is \$3,000. The estimated average cost to attend the Kansas Environmental Conference, EPA Regional Grantee Forum, and/or other training opportunities that may become available (mileage, registration fees, lodging) is \$400 per person with six attendees (e.g., three participants attend two events throughout grant period) is \$2,400.



WORK PLAN FOR USEPA 104(k) – BROWNFIELDS COALITION ASSESSMENT GRANT - October 1, 2013 to September 30, 2016

Total travel cost also includes local travel to attend public outreach activities and participate in on-site activities, estimated at \$1,000 for mileage.

Equipment: \$0

No equipment purchase is needed to conduct this project.

Supplies: \$3,100 (\$1,550 Hazardous and \$1,550 Petroleum)

Funding of approximately \$3,100 (\$1,550 for each) will be spent on cooperative agreement oversight supplies, computer hardware or software, community involvement materials, and other basic office supplies. Supplies could include photography supplies, paper, printing supplies, mailing of reports and other documents, and field supplies. Other community involvement materials could include supplies for large scale printing of mater plans, maps of assessment locations, project photos and fact sheets/success stories, CD's, as well as presentation (display boards, easels, etc.) supplies, and other graphic communication needs. Additional supplies will be provided through in-kind contributions from community partners to support project oversight and community outreach as needed.

Contractual: \$515,400 (\$257,700 Hazardous and \$257,700 Petroleum)

Funding of \$515,400 (\$257,700 for each) is anticipated in contractual services for performing assessments and cleanup planning (Tasks 3 thru 6). Expenses will include Phase I and Phase II environmental site assessments, providing site-specific Data Quality Assurance Plans and Health and Safety Plans, supplemental assessment activities, laboratory analysis, ABCA's, Voluntary Cleanup Proposals, and other cleanup/remedial action plans as appropriate for the corresponding State Response Program. Based on KDHE's experience with hiring contractors and actual work performed over the past 10 years, estimated costs for Phase I and Phase II ESAs range from \$2,500 to \$3,000 and \$8,000 to \$10,000 per property, respectively, and supplemental activities may increase Phase I/II ESA costs an estimated 10 to 20%.

Other: \$2,806 (\$1,403 Hazardous and \$1,403 Petroleum)

Funding of \$2,806 (\$1,403 for each) is estimated assistance with State Program fees discussed in Task 6 and to cover allocable communications, printing, and copying costs.

LEVERAGING:

Federal funding to conduct assessments is not the only resource needed to facilitate redevelopment of brownfields. The Coalition has and will continue exploring possible synergies between the projects worked under this grant and state, federal, and private sources as identified in Table 3 below. Although not specifically listed in Table 3, if a property requires cleanup, a number of KDHE programs can be implemented to leverage cleanup funding such as the Dry Cleaning and Storage Tank Trust Funds, the UST Property Redevelopment Trust Fund (up to \$25,000 on eligible properties), and the Kansas Brownfields Cleanup Program (up to \$25,000). In addition, the Kansas Agricultural



WORK PLAN FOR USEPA 104(k) – BROWNFIELDS COALITION ASSESSMENT GRANT - October 1, 2013 to September 30, 2016

Remediation Program may provide up to \$10,000 to qualified applicants to address contamination related to agri-business. Leveraged resources utilized during the grant period will be documented and reported to EPA in quarterly reports and ACRES as appropriate.

Table 3: Leveraging Sources (Grant Period October 1, 2013 – September 30, 2016)

Source	Type/ Form of Resource	Amount	Purpose
City of Chanute, City of Ottawa, and the Riverfront Authority	In-kind Services (staff time and supplies to support project oversight and community outreach)	Varies, based on labor hours	Coordinate with property owners, ensure submittal of BTA applications, acquire property access, facilitate community outreach activities, and strategically implement all stages of brownfields planning and redevelopment, and supplement supplies as needed.
KSU TAB	Technical Support (staff time)	\$45,000	Provide technical support and assist with workshops and other outreach activities as necessary.
Project 17 (SE Kansas)	Rural Jobs and Innovation Accelerator Challenge Grant	\$750,000	Available to help facilitate redevelopment for brownfields assessed under this grant in SE Kansas.
Kansas Department of Commerce	Community Block Grants	\$400,000	Available to small communities to support infrastructure, housing, economic development, and public facilities.
Kansas Department of Wildlife and Parks	Trails Project Grant	\$125,000	Reimbursement up to 80% of costs spent on the Riverfront Authority’s river trail and park amenities project.
U.S. Department of Transportation	Public Lands Highway Discretionary Grant Program	\$1,545,000	Awarded funds for construction of an access and connecting loop road to the riverfront park to be developed adjacent to the Ft. Scott National Historic Site.
Fort Scott Neighborhood Revitalization Program	Property Tax Rebate	Up to 90%	Available for redevelopment of properties along the riverfront.
Kansas Department of Transportation	Federal-aid Safe Routes to Schools (SRTS) Program	\$210,000	Available for infrastructural and non-infrastructural projects, and to administer SRTS programs that benefit elementary and middle school children.
City of Ottawa	City Funds	\$45,000	Enhancement of the Prairie Spirit Trail and SRTS project.
National Park Service and Kansas Historical Society	State and Federal Historic Rehabilitation Tax Credits	25% state 20% federal	Available for qualifying expenses during the rehabilitation of a historic building.



WORK PLAN FOR USEPA 104(k) – BROWNFIELDS COALITION ASSESSMENT GRANT - October 1, 2013 to September 30, 2016

GRANT REPORTING:

Quarterly progress reports will include a narrative discussion and performance data relating to the accomplishments of the activities outlined in each task of this Work Plan and will be submitted to EPA by the end of the month following each calendar quarter. Information for sites selected for funding under this grant will be submitted to EPA for eligibility confirmation prior to incurring costs for site-specific activities. Property profile information will be reported in ACRES within 30 days of completing the environmental assessment reports (Phase I or Phase II) and receiving other relevant information. A combined final performance quarter and closeout report detailing all the accomplishments achieved throughout the grant period will be submitted within 90 days after expiration of the cooperative agreement.

QUALITY ASSURANCE/QUALITY CONTROL:

The KDHE submitted a Quality Management Plan to EPA in 1995, with subsequent revisions, which included three parts: 1) a Divisional Quality Assurance Management Plan; 2) a Bureau-level Quality Assurance Management Plan; and 3) a Program-level Quality Assurance Management Plan. KDHE has prepared, and received approval from EPA, a generic Quality Assurance Project Plan (QAPP). This generic QAPP, in combination with the work plan, will be utilized for sampling activities conducted by KDHE at all site specific activities funded by this grant. Site specific work conducted by KDHE's environmental consultants will follow an approved QAPP which includes the contractors', and all subcontractors', standard operating procedures (SOPs) for work to be performed. These QAPPs and SOPs are reviewed for consistency with KDHE's SOPs during the contract procurement process and prior to formally contracting with the environmental consulting firm. The program reports annually as required in the QMP. See Attachment II for copies of the EPA-approved QMP and QAPP concurrence forms.



WORK PLAN FOR USEPA 104(k) – BROWNFIELDS COALITION ASSESSMENT GRANT - October 1, 2013 to September 30, 2016

ATTACHMENT I – ORGAZIONAL CHART



WORK PLAN FOR USEPA 104(k) – BROWNFIELDS COALITION ASSESSMENT GRANT - October 1, 2013 to September 30, 2016

ATTACHMENT II – CONCURRENCE FORMS

- A. KDHE DIVISION OF ENVIRONMENT QUALITY MANAGEMENT PLAN**
- B. BUREAU OF ENVIRONMENTAL REMEDIATION GENERIC QUALITY ASSURANCE PROJECT PLAN FOR THE SITE ASSESSMENT AND “SUBTITLE C” ASSESSMENT PROGRAMS (FEDERALLY-FUNDED)**

DIVISION OF ENVIRONMENT
QUALITY MANAGEMENT PLAN

PART I:

DIVISIONAL QUALITY ASSURANCE MANAGEMENT
POLICIES AND PROCEDURES

Revision 2
September 7, 2010

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson, Suite 410
Topeka, Kansas 66612

2011036
RECEIVED

SEP 23 2010

Concurrences and Approvals

Concurrences, KDHE Division of Environment

Name: Rick Brunetti
Title: Director, Bureau of Air

Signature  Date 10/11/2010

Name: Leo Henning
Title: Director, Bureau of Environmental Field Services

Signature  Date 10-11-10

Name: Gary Blackburn
Title: Director, Bureau of Environmental Remediation

Signature  Date 10/11/10

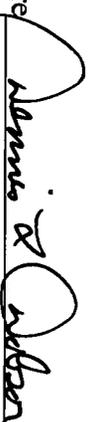
Name: William Bider
Title: Director, Bureau of Waste Management

Signature  Date 10-11-10

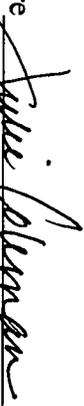
Name: Karl Mueldener
Title: Director, Bureau of Water

Signature  Date 10-11-10

Name: Dennis L. Dobson
Title: Director, Kansas Health and Environmental Laboratories

Signature  Date 10-12-10

Name: Julie Coleman
Title: Quality Assurance Officer, Division of Environment

Signature  Date 10-13-10

Name: John Mitchell
Title: Director, Division of Environment

Signature  Date 10-11-10 **RECEIVED**

Approvals, Kansas Department of Health and Environment

Name: Yvonne Anderson
Title: General Counsel, Kansas Department of Health and Environment

Signature *Yvonne Anderson* Date 10-11-10
Name: Roderick Bremby
Title: Secretary, Kansas Department of Health and Environment

Signature *Roderick Bremby* Date 10-21-10

Approvals, United States Environmental Protection Agency

Name: Diane Harris
Title: Regional Quality Assurance Manager, Region 7

Signature *Diane Harris* Date 12/01/2010

Name: Karl Brooks
Title: Regional Administrator, Region 7

Signature *Karl Brooks* Date DEC 10 2010

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Generic Quality Assurance Project Plan

**For the Site Assessment and Subtitle “C” Assessment Programs
(Federally Funded)**

Revision 2

**Prepared by: Randolph L. Brown, P.G., Site Assessment Unit Chief
Kansas Department of Health and Environment
Bureau of Environmental Remediation
Remedial Section**

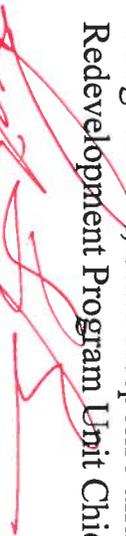
July, 2013

Signature Page

For KDHE:


Randolph L. Brown, Site Assessment Unit Chief
Date: 08/19/2013


Doug Doubek, State Response and Property
Redevelopment Program Unit Chief
Date: 8/19/2013

~~~~
Rick L. Bean, Remedial Section Chief
Date: 8/19/13


Kent Schierkolk, BER Quality Assurance Officer
Date: 8-19-13


Gary Blackburn, Bureau Manager, BER
Date: 8/20/13


Julie Coleman, Division of Environment
Quality Assurance Officer
Date: 8/20/13

For EPA:


Diane Harris (approved w/conditions)
Date: 08/26/2013

Diane Harris
Regional Quality Assurance Manager
Date: _____


Paul Roemerma
Date: 8/26/13

EPA Region VII Kansas Site Assessment Manager

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JUL 19 2013



WORK PLAN FOR USEPA 104(k) – BROWNFIELDS COALITION ASSESSMENT GRANT - October 1, 2013 to September 30, 2016

SEE ATTACHMENT III – MOA

2013 BROWNFIELDS ASSESSMENT COALITION
MEMORANDUM OF AGREEMENT
BETWEEN THE FOLLOWING PARTIES:
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT, CITY OF CHANUTE,
FORT SCOTT/BOURBON COUNTY RIVERFRONT AUTHORITY
AND CITY OF OTTAWA

This Memorandum of Agreement documents the roles and responsibilities of the Kansas Department of Health and Environment (“KDHE”), the City of Chanute (“Chanute”), the Fort Scott/Bourbon County Riverfront Authority (“Riverfront Authority”), and the City of Ottawa (“Ottawa”), collectively “Coalition Members” involved in the 2013 Brownfields Assessment Coalition with regard to EPA Cooperative Agreement No. BF 97741501.

1. The Cooperative Agreement shall be awarded to the Lead Coalition Member, KDHE, and the grant period shall be in accordance with the terms of the award. KDHE is responsible to EPA for management of the Cooperative Agreement and compliance with the statutes, regulations, and terms and conditions of the award and ensuring that all Coalition Members are in compliance with the terms and conditions.
2. It is the responsibility of KDHE to provide timely information to the Coalition Members regarding the management of the cooperative agreement and any changes that may be made to the Cooperative Agreement over the period of performance. It is the responsibility of each Coalition Member to comply with all terms and deadlines set out in this Memorandum of Agreement.
3. It is the responsibility of all Coalition Members to maintain open communications and share all information relative to this Memorandum of Agreement in order to make accurate and timely decisions. The designated contacts for each Coalition Member are as follows:

THE KDHE
Maggie Weiser, Brownfields Coordinator
Remedial Section
Bureau of Environmental Remediation
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367
Phone: 785-296-5519
Email: mweiser@kdheks.gov

And

THE CITY OF CHANUTE
J.D. Lester, City Manager
Memorial Building
101 S. Lincoln Ave
Chanute, KS 66720
Phone: 620-431-5210
Email: jdlester@chanute.org

And

THE RIVERFRONT AUTHORITY

Dean Mann, Chairman
Fort Scott/Bourbon County Riverfront Authority
200 S. Main Street
Fort Scott, KS 66701
Phone: 620-768-2362
Email: deanmann@citizensbankna.com

And

THE CITY OF OTTAWA

Jeff Oleson, Assistant Utilities Director
City Hall
101 S. Hickory
Ottawa, KS 66067-0060
Phone: 785-229-3633
Email: joleson@ottawaks.gov

4. Activities funded through the cooperative agreement may include inventory preparation, development of site selection criteria, assessments, planning, (including cleanup planning) relating to brownfields sites, and outreach materials and implementation, and other eligible activities. KDHE will make use of their federally-procured contractors under 40 CFR 30.36 to undertake various activities funded through the cooperation agreement.
5. KDHE will use its existing federally-procured contractors, selected in compliance with 40 CFR 31.36, to issue Work Requests and Technical Proposals for work conducted under the Coalition Assessment Grant and will be the entity responsible for receipt and review of the submitted proposals and selection and award of work to the selected contractor. KDHE may consult with other coalition members, as appropriate, during the review, selection, and award process.
6. The Coalition Members will utilize the KDHE's established and successful Brownfields Targeted Assessment ("BTA") process for assessing and selecting priority properties within the Coalition areas as well as identifying and selecting additional Brownfields. The BTA process is initiated by submittal of a BTA application, which is reviewed by the State Brownfields Coordinator, to evaluate property eligibility, redevelopment potential, community need, and potential environmental concerns. The BTA Sites will then be prioritized based on the aforementioned factors, and a minimum of six sites (at least two per Coalition target area to ensure equitable distribution of funds across all member jurisdictions) will be assessed over the life of the cooperative agreement. Sites selected for hazardous substance funding will be submitted to EPA for prior approval to ensure eligibility.

7. Each Coalition designated contact is responsible for ensuring BTA applications for at least five of the inventoried properties in their geographic area are completed, including signed access agreements if necessary, and are submitted to KDHE no later than September 15, 2013. BTA applications for the remaining properties may be submitted by December 31, 2013. An extension may be granted if deemed appropriate and agreed to by both KDHE and the Coalition designated contact requesting the extension.
8. Upon designation of the specific sites, it will be the responsibility of KDHE to work with the Coalition Member in whose geographic area the site is located to finalize the scope of work for the contractor. It will be the responsibility of this Coalition Member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If this Coalition Member does not have the capacity to perform these activities KDHE may assist in securing necessary site access agreements and permits.
9. KDHE is responsible for ensuring that other activities as negotiated in the work plan, such as community outreach and involvement, are implemented in accordance with the schedule agreed upon by KDHE and the Coalition Member in whose geographic area the site to be assessed is located. The Coalition Members are responsible for documenting meetings/outreach activities in their geographic area that may occur without the presence of KDHE and providing such documentation to the KDHE designated contact within 30 days of the outreach event.
10. Each Coalition Member is responsible for documenting leveraged dollars as discussed in Sections 2.b.iii, 3.b, and 3.c and Attachment III and IV of the November 19, 2012, grant proposal and providing such documentation to the KDHE for inclusion in the quarterly reports submitted to EPA.
11. KDHE is responsible for establishing, maintaining, and updating a Brownfields Coalition Assessment Grant webpage. The webpage shall be established by December 31, 2013 and will include up-to-date information regarding grant progress, a list of properties assessed using grant funds, upcoming community outreach events or activities, and access to key documents such as approved reports, fields sampling plans, and decision forms. Coalition Members are responsible for establishing a link to KDHE's grant-specific webpage on an appropriate website targeted for their geographic area by December 31, 2013.
12. This Memorandum of Agreement does not create any liability or responsibilities other than those specifically set out herein. Each Coalition member's liability is limited by the provisions of the Kansas Tort Claims Act, K.S.A. 75-6101, *et seq.*

THE UNDERSIGNED PARTIES, as duly authorized representatives, enter into this Memorandum of Agreement between the Kansas Department of Health and Environment the City of Chanute, the Fort Scott/Bourbon County Riverfront Authority, and the City of Ottawa.

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

BY:



Robert Moser, MD

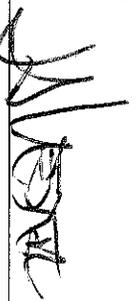
Secretary

7/10/13

Date

CITY OF CHANUTE

BY:



J.D. Lester
City Manager

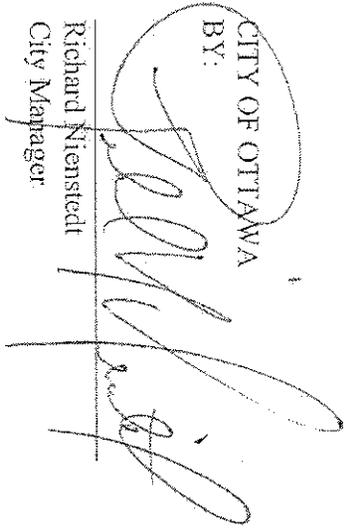
7/1/13
Date

FORT SCOTT/BOURBON COUNTY RIVERFRONT AUTHORITY
BY:



Dean Mann
Chairman

7/2/03
Date

CITY OF OTTAWA
BY: 
Richard Nienstedt
City Manager

7/3/13
Date