

**U.S. ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS
ASSESSMENT COOPERATIVE AGREEMENT**

WORK PLAN

Cooperative Agreement #: [to be provided by EPA]

FOR

Orange County Council of Governments Brownfield Assessment Coalition Project

June 14, 2024

Submitted by:

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FY2024 EPA Brownfields Assessment Coalition Grant Cooperative Agreement Work Plan

A. Recipient Title

Orange County Council of Governments (OCCOG)

B. Project Background

OCCOG is a joint powers authority acting as the sub-regional planning organization covering 35 jurisdictions in Orange County, California. The role of OCCOG is to collectively convene jurisdictions throughout the County to address land use, housing, energy, mobility, air quality, and water issues and to effectively engage on these important matters with the county as a whole. OCCOG has formed a Coalition with a community-based non-profit organization, NeighborWorks Orange County (NWOC), and the Cities of Garden Grove, Orange and Santa Ana. These coalition members were identified as key partners for this project because of their ongoing partnerships with OCCOG and collective goals of promoting infill development as a means to improving economic conditions, addressing housing shortages, improving transportation corridors and reducing greenhouse gas (GHG) emissions. Additionally, these partners represent some of the most disadvantaged areas of Orange County and, due to budget cuts, have extremely limited staff resources to manage a brownfield grant program on their own. Partnering with OCCOG provides the Coalition members with the means to address their brownfields issues by drawing on OCCOG's grant experience and staff resources.

With a population of 3,200,000, over the past 100 years Orange County, the geographic boundary for this project, has grown from a rural, agricultural community, to become the sixth most populous county in the United States. In the early 1900s, the area was occupied by vast farmlands, which were replaced with tract housing by the mid-1950s as the manufacturing, tourism and service industries began to dominate the local economy. The opening of Disneyland in 1955 made Orange County an international tourist destination and piqued the interest of other industries looking to establish operations in areas that would attract worker talent. In the late 1950s, aerospace firms and light industry began expanding and by 1963 the county population topped one million. Exploding population growth brought an intense demand for new infrastructure that the County struggled to keep up with. While the southern areas of the county have developed as master-planned communities, the denser, older areas of the county have not redeveloped outmoded areas in a cohesive fashion. Areas such as the coastal zone are known for their world-class amenities and access to jobs and housing, other areas of the county are suffering from poverty, lack of quality affordable housing and access to public transit, and some of the nation's worst air quality, crime, and homelessness. To combat the extreme socioeconomic and Environmental Justice (EJ) issues impacting sensitive populations, each of the Coalition partners have selected their own disadvantaged Target Areas (TAs), including: OCCOG – East Anaheim TA; City of Orange – Marlboro Neighborhood TA; City of Garden Grove – International West TA; NeighborWorks OC – Harbor Boulevard TA (Garden Grove); and City of Santa Ana – Harbor Boulevard TA (Santa Ana). These TAs are home to the highest concentrations of brownfields and sensitive populations in Orange County. Brownfields outside of the TAs but within the boundary of Orange County may also be prioritized for grant funding to further the area's regional goals.

C. Goals and Objectives

a. EPA Strategic Plan

This project supports EPA's Strategic Plan and GPRA Goal 6, Objective 6.1: Safeguard and Revitalize Communities, Clean Up and Restore Land for Productive Uses and Healthy Communities.

b. Project Goals

Project Goals:

The goals of the project are to establish a sustainable Brownfield Reuse and Revitalization Program. The Assessment Grant will be used in part to complete brownfield inventories in the TAs – a first step in identifying sites that contribute to blight, crime, environmental justice and public health issues. The Assessment Grant will fund Phase I and II Environmental Site Assessments (ESAs) that will help to define exposure risks and contaminants at specific sites. The Assessment Grant will help further the cleanup of contaminated sites via cleanup planning activities, and the transformation of these sites into safe housing, job-providing businesses, and/or community assets that provide improved opportunities for recreation, health or educational services.

The Assessment Grant will also be used to identify legacy contamination associated with brownfields in the TAs and to identify remedial measures necessary to address those threats at select priority sites. The project will support redevelopment initiatives that are working to provide new and safe affordable housing and green spaces, and improved transit-oriented development that will help improve air quality. The Assessment Grant will support these and other types of development while also advancing projects that will eliminate blight and eliminate potential exposure of residents to contaminants associated with targeted brownfield sites.

Outputs:

The Coalition will inventory and assess brownfields within Orange County to catalyze cleanup and revitalization of priority sites. Specific project outputs are anticipated to include the following:

Task 1 – Project Management, Reporting & Other Eligible Activities

- Conduct monthly meetings with the Coalition and consultant team.
- Prepare Quarterly Progress Reports (QPRs).
- Prepare annual Disadvantaged Business Enterprise (DBE) Reports.
- Prepare annual Federal Financial Reports (FFRs).
- Create and maintain property profiles in Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- Prepare final DBE Report, FFR, and Project Close-Out/Performance Report.
- Attend brownfields-related conferences/trainings.

Task 2 – Community Engagement & Brownfield Site Inventory/Prioritization

- Coordinate and conduct meetings with the Coalition, Brownfield Advisory Committee (BAC) and general public as well as individual meetings with developers, property owners, and other stakeholders, as needed.
- Solicit, discuss and implement meaningful public input into the grant processes.

- Prepare and publish public notices.
- Prepare meeting materials, presentations and meeting minutes.
- Prepare and distribute Project fact sheets and other informational materials.
- Develop and regularly update a Project-specific webpage.
- Obtain community feedback pertaining to priority sites and reuse planning efforts.
- Establish site prioritization criteria.
- Complete an inventory of potential brownfield sites in the target areas.
- Incorporate portions of the inventory into existing GIS database(s).
- Prioritize sites for assessment and/or cleanup/reuse planning activities.

Task 3 – Site-Specific Assessment & Cleanup Planning Activities

- Prepare site-specific eligibility determination (ED) requests for priority sites.
- Obtain Property Access Agreements for sites approved for assessment activities.
- Prepare Health and Safety Plans (HASPs) for sites approved for assessment activities.
- Develop a comprehensive programmatic Quality Assurance Project Plan (QAPP).
- Complete Phase I ESAs in compliance with ASTM E1527-21 and the All Appropriate Inquiries (AAI) Rule at up to 18 sites.
- Prepare site-specific Sampling and Analysis Plans (SAPs) and gather information needed to determine effects under the Endangered Species Act (Section 7) and National Historic Preservation Acts (Section 106) for sites selected for Phase II ESAs (as required).
- Complete Phase II ESA and/or supplemental assessment activities at up to 14 sites.
- Complete Regulated Building Materials (RBM) Surveys at up to 8 sites.
- Prepare site-specific Cleanup Plans (Analysis of Brownfield Cleanup Alternatives [ABCAs] and/or Cleanup Action Plans [CAPs]) for up to 8 sites.

Task 4 – Area-Wide Planning Activities

- Complete AWP study for two brownfield-impacted areas.

Outcomes:

Grant funding will allow OCCOG and its Coalition to establish a sustainable Brownfields Site Reuse and Revitalization Program with organizational infrastructure to enhance the processes for assessing, remediating, and catalyzing redevelopment of priority sites. OCCOG expects the project outcomes will enhance the assessment, cleanup, and successful redevelopment/reuse of brownfields within the TAs. Other key objectives include raising awareness of brownfields and brownfield redevelopment tools; spurring investment and creating jobs through development projects on brownfield sites; and reducing threats to human health and the environment.

The following types of potential outcomes will be tracked on a quarterly basis for sites where EPA grant funds are used:

- Incorporation of green and sustainable assessment and remediation (GSR) techniques that are applicable to Phase II ESA activities.
- Number of sites and acres of land for which cleanup and/or reuse planning is performed.
- Number of sites for which property title transfers are facilitated.

- Acres of land redeveloped and square footage of buildings positioned for adaptive reuse.
- Acres of parks or green space created.
- Amount of additional public and private investment leveraged.
- Amount of other funding leveraged.
- Number of jobs created or retained.
- Number of meeting participants, inquiries about available grant funding/site nominations, feedback received from community stakeholders and the number of community meetings held.

D. Tasks

Below we describe the four tasks identified in the grant application.

Task 1 – Project Management, Reporting & Other Eligible Activities

a. Task Description

Procurement Activities:

Objective: Procure a Qualified Environmental Professional (QEP or “consultant”) to provide technical and programmatic assistance.

Activities: To position this project for expedited kick-off upon notice of grant award, OCCOG completed a qualifications-based procurement and evaluation process, consistent with applicable federal procurement rules (2 CFR 200.317 - 200.326 and 2 CFR Part 1500). OCCOG published a Request for Qualifications (RFQ) for this project in October 2023 and selected a local consultant team led by Montrose Environmental Solutions, Inc. The team includes several DBE partners that will support assessment activities and Kimley-Horn for urban planning/design, real estate strategy and community engagement support.

Lead: OCCOG.

Project Management & Reporting Activities:

Objective: Manage the Project in accordance with EPA requirements and Cooperative Agreement (CA) terms and conditions.

Activities: EPA compliance reporting (quarterly, annual, close-out and ACRES reporting), ongoing meetings with EPA, the Coalition and the QEP, and overall project management (e.g. maintain budget, schedule, etc.).

Lead: OCCOG with support from the consultant.

Brownfield-Related Conferences:

Objective: Attend 2-3 brownfield-related conferences/trainings.

Activities: Two OCCOG personnel and up to four Coalition member personnel will attend 2-3 brownfield conferences/trainings. Conferences are anticipated to include the California Land Recycling Conference in September 2024 and the National Brownfield Conference in 2025.

Lead: OCCOG and the Coalition.

b. Deliverables

Deliverables are anticipated include:

- RFP/RFQ for QEP services
- Contract with selected QEP
- Quarterly Progress Reports
- Quarterly ACRES updates
- Annual & Final FFR and DBE Reports
- Final Performance Report

Task 2 – Community Engagement & Brownfield Site Inventory/Prioritization

a. Task Description

Public Outreach & Involvement Activities:

Objective: Ensure community concerns are considered and inform assessment planning and execution through preparing and implementing an initial Community Involvement Plan (CIP).

Activities: A robust engagement process will be initiated upfront via an initial CIP to engage the community and gather input to guide short- and long-term program goals and objectives. A Brownfield Advisory Committee (BAC) that consists of Coalition members, community-based organizations, local government partners and other stakeholders will be established at the beginning of the project. Ongoing BAC meetings (3-4 per year) and public meetings (minimum of 2 per year) will be hosted. Targeted outreach and individual meetings with stakeholders and property owners will also be conducted on an ongoing basis. Meetings may be broadcast via Zoom or similar platform so that stakeholders can participate online if unable to attend in person.

Lead: OCCOG with support from the Coalition, BAC and consultant team.

Public Updates & Other Public Information Activities:

Objective: Ensure the community is kept informed of Project goals, methods, and progress and ensure the public is provided opportunity for meaningful participation.

Activities: Develop and maintain project webpage. Develop project fact sheets and informational materials specific to community members and property owners. Prepare press releases and articles announcing project activities and upcoming meetings. Prepare and publish public notices to solicit public comments on cleanup plans prepared using grant funding (including documentation of significant comments received and how they were/are being responded to).

Lead: OCCOG with support from the Coalition, BAC and Contractor

Brownfield Site Inventory & Prioritization Activities:

Objective: Build a GIS-based comprehensive inventory of potential brownfield sites in the select TAs as a foundation for identifying priority cleanup and redevelopment opportunity sites, reaching out to property owners, and selecting sites for assessment and/or cleanup planning activities. The data will be integrated with the OCCOG and/or local municipal databases to better relate the

presence of brownfields to various economic impacts and/or health data and to serve as a long-term planning tool.

Activities: The following activities may be completed as part of the inventory:

- Identify environmental records for all sites in the target area listed in EPA, California Department of Toxic Substances Control (DTSC), California Water Resources Control Board, and/or local environmental databases;
- Review select County, City, and State records that are potentially relevant to identifying brownfields (including occupancy and other permits, tax delinquency status, building code violations, LoopNet, assessors data, and sites identified in recent plans and studies);
- Review available historical Sanborn Fire Insurance Maps, aerial photographs, topographic maps, local directories and/or other sources of information to identify historic sites which have a significant potential for impacts;
- Survey local real estate industry representatives for information on sites in the target areas;
- Conduct tours/inspections throughout the target areas to identify blighted or vacant potential brownfield sites that are not recorded in existing databases or identified by recent plans/studies and collect photographs and/or video via a cellphone or tablet to share with project stakeholders; and
- Incorporate previous redevelopment or brownfields site databases.
- Review other State and County records to verify that all sites with known or suspected impacts or threats to public health are included in the evaluation/prioritization process.

Following inventory activities, sites will be prioritized for assessment and/or cleanup planning. The following criteria may be analyzed when prioritizing sites (the BAC will provide input on the final criteria):

- property owner willingness/ability to obtain site access (pass/fail criteria);
- economic development potential/opportunities;
- known or suspected threats to public health;
- sites identified in existing community planning documents;
- degree of known or suspected environmental impacts;
- degree of blight or underutilization;
- tax delinquency status;
- community concerns; and
- social, demographic and health data (as available) within the immediate site vicinity.

Lead: The consultant team will lead the inventory process with support from OCCOG, the Coalition and the BAC. The Coalition and BAC will lead the site prioritization process.

b. Deliverables

Deliverables are anticipated include:

- Community Involvement Plan
- Project webpage (hosted on OCCOG's website), fact sheets and other outreach materials.

- Community meetings with presentations, meeting materials and notes.
- Press releases
- Brownfield Site Inventory/Prioritization List
- Prioritization Criteria

Task 3 – Site-Specific Assessment & Cleanup Planning Activities

a. Task Description

Site Eligibility Request Activities:

Objective: The consultant will prepare eligibility requests for sites prioritized by the Coalition and BAC for assessment and/or cleanup planning activities.

Activities: Prior to initiating any site-specific work, eligibility requests will be submitted to the EPA Project Officer using the appropriate eligibility worksheet. Site eligibility will be reviewed and concurred on by the EPA Project Officer prior to initiating assessment or cleanup planning activities.

Lead: The consultant will prepare the eligibility requests with assistance from OCCOG and the Coalition.

Master Quality Assurance Project Plan (QAPP):

Objective: Establish quality assurance/quality control (QA/QC) procedures applicable throughout the life of the Project.

Activities: Before beginning Phase II ESA work, OCCOG and the QEP will participate in a pre-QAPP conference call with EPA, if required. A Master QAPP (i.e. not site-specific) that addresses both hazardous substances and petroleum sites will be developed and submitted to EPA for review and approval. The Contractor will finalize the Master QAPP once EPA has reviewed and provided comments on the draft.

For cost savings and efficiency purposes, the comprehensive Master QAPP will be developed at the beginning of the project. This approach will provide for ample EPA review and approval of the document well in advance of Phase II ESA activities and will significantly reduce costs associated with preparing multiple site-specific QAPPs throughout the life of the project. The Master QAPP will cover the full spectrum of field, sampling and analytical laboratory procedures for both hazardous substances and petroleum sites. Additionally, the QEP will refresh EPA's 6 Good Faith Efforts and look for opportunities to add new Disadvantaged Business Enterprises (DBE) labs and drillers to the QAPP.

The Master QAPP will be supplemented by a Site-Specific Sampling and Analysis Plan (SAP) prepared for each site selected for a Phase II ESA and/or RBM Survey. As described in the following section, the SAP will define site conditions and applicable cleanup standards for constituents of concern and defer to the field, sampling, and analytical laboratory procedures defined in the EPA-approved Master QAPP.

Lead: The QEP will prepare the QAPP and OCCOG will review the draft prior to submittal to EPA.

Phase I ESA Activities:

Objective: Evaluate past and current site uses to assess potential for environmental contamination.

Activities: The following activities may be completed as part of the Phase I ESA task:

- Phase I ESAs will support property transfers and eventual redevelopment and provide information for evaluating the need for Phase II ESAs and cleanup. OCCOG anticipates conducting Phase I ESAs for up to 18 sites.
- The QEP will complete Phase I ESAs in accordance with ASTM Practice E1527-21 and the All Appropriate Inquiry (AAI) Rule. Property Access Agreements will be executed between OCCOG and the property owner.
- The ACRES database will be updated following completion of each Phase I ESA. An AAI Phase I ESA checklist will also be completed for submittal to EPA.

Lead: The QEP will lead the Phase I ESA task with assistance from the Coalition for data acquisition and report review and distribution. OCCOG will execute Property Access Agreements (as necessary) with property owners with support from the QEP.

Phase II ESA & RBM Survey Activities:

Objective: Collect environmental sampling data to assess conditions, evaluate risks to human health and the environment, prepare for cleanup planning, and facilitate property transfers and redevelopment.

Activities: OCCOG anticipates conducting Phase II ESAs for up to 14 sites and RBM Surveys for up to 8 sites, where the Phase I ESAs or other available information suggests that additional investigation is warranted. Phase II ESA activities will include sampling and analysis of soil, groundwater, and/or soil vapor, and report preparation. RBM Survey activities will include sampling and analysis of hazardous building materials (such as asbestos, lead-based paint, PCBs, etc.) and report preparation.

SAPs addressing each property where Phase II ESA and/or RBM Survey work is anticipated will be submitted to EPA for review and approval prior to conducting field activities. The SAP will define site conditions and applicable cleanup standards for constituents of concern and defer to the field, sampling, and analytical laboratory procedures defined in the EPA-approved Master QAPP.

As necessary, for each Phase II ESA, the QEP will provide information to OCCOG to help fulfill EPA's requirements under the Endangered Species Act Section 7 and the National Historic Preservation Act (NHPA) Section 106. The information will include the Project location, any threatened or endangered species or habitat that may be affected by the Project, whether a site is of concern to the State Historic Preservation Officer (SHPO), and an evaluation as to whether cleanup/redevelopment plans could have adverse effects on endangered or cultural resources.

The ACRES database will be updated following completion of each Phase II ESA.

Lead: The QEP will lead the Phase II ESA task with assistance from OCCOG and the Coalition for data acquisition and report review and distribution. OCCOG will execute Property Access Agreements with property owners (as needed) with support from the QEP.

Cleanup Planning Activities:

Objective: Prepare site-specific ABCAs and/or CAPs for up to 8 sites to address contamination, risks to human health and the environment, and support brownfield redevelopment.

Activities: OCCOG will conduct cleanup planning as required for brownfields where redevelopment is imminent and such activities will move redevelopment forward. Planning may include preparation of ABCAs and/or CAPs. Cleanup plans will describe detected contamination; conceptual site models; site-specific remedial action objectives; state and federal cleanup regulatory requirements; and evaluation of institutional and engineering controls.

Stakeholder meetings will be held, as needed, to develop and review the most appropriate and effective remedial/reuse options for each selected brownfield site. OCCOG and the QEP will work closely with EPA and DTSC when considering options for cleanup planning. The public notice and comment period for any ABCAs prepared using grant funding (including documentation of significant comments received and how they were/are being responded to) will be conducted under Task 2.

Lead: The QEP will lead with assistance from OCCOG and the Coalition on data acquisition, planning, and deliverable review and distribution.

b. Deliverables:

Deliverables are anticipated to include:

- Completed/approved Site Eligibility Worksheets
- Draft & Final Master QAPP
- Site-specific HASPs
- Phase I ESA Reports & AAI Checklists for up to 18 sites
- Endangered Species Act Section 7 and NHPA Section 106 consultations (as necessary)
- Draft & Final Site-specific SAPs
- Phase II ESA Reports for up to 14 sites
- RBM Survey Reports for up to 8 sites
- ABCAs and/or RAPs for up to 8 sites
- Documentation of Addressing Climate Change in the ABCAs
- Updated Property Profiles in ACRES database

Task 4 – Area-Wide Planning

a. Task Description

Objective: Identify potential reuse options uses for two brownfield-impacted areas and develop strategies to facilitate the reuse of existing infrastructure, as well as identifying potential infrastructure investments needed to accommodate alternative future uses.

Activities: With support from OCCOG, the Coalition and BAC, the consultant team will develop the AWP Studies.

Lead: The consultant team will lead with assistance from OCCOG, the Coalition and BAC on planning, public outreach, and deliverable review and distribution.

b. Deliverables

Deliverables are anticipated to include:

- AWP Study Work Plan for EPA review/approval.
- AWP Study for two areas (the elements of the study will be determined through a scope of work and may include site-specific reuse concepts, market studies, infrastructure studies and/or other planning activities deemed eligible by EPA).

E. Schedule of Milestones & Deliverables

The table below summarizes the anticipated deliverable schedule (assuming a project start date of July 1, 2024) and the agency/office each will be submitted to.

DUE DATE	ITEM	Send to:			
		EPA PM	STATE	EPA GRANTS	EPA FINANCE
Pre-award (July-Sept. 2024)	<ul style="list-style-type: none"> Two OCCOG staff (Marnie Primmer & Erin Gardner) will attend the California Brownfields Conference in Carson, CA in September 2024. Representatives from the Coalition members will also be invited to attend. Kick-off meeting with QEP and EPA Project Manager (PM). Develop Site Nomination Form and Access Agreement Template. Begin preparing Master QAPP. Begin preparing content for project webpage and fact sheets 	X			
Month 1 (Oct. 2024)	<ul style="list-style-type: none"> Submit draft QAPP for approval. Begin inventory activities. Establish BAC. Prepare eligibility requests for priority sites. 	X	X (QAPP)		

DUE DATE	ITEM	Send to:			
		EPA PM	STATE	EPA GRANTS	EPA FINANCE
Month 2-3 (Nov.-Dec. 2024)	<ul style="list-style-type: none"> Establish access into ACRES. (Property Profile Forms will be entered into ACRES as property specific projects are completed.) Finalize Master QAPP. Initiate Phase I ESA activities for approved sites. Prepare HASPs and SAPs for approved sites. Publish project webpage. 	X	X (QAPP & SAPs)		
Month 4 (Jan. 2025)	<ul style="list-style-type: none"> Submit first Quarterly Progress Report (QPR) in ACRES and update property profiles - continue preparing quarterly for duration project. Complete first Phase I ESA. BAC Meeting #1. 	X			
Month 5-7 (Feb.-Apr. 2025)	<ul style="list-style-type: none"> Initiate first Phase II ESA. Submit QPR #2 in ACRES and update property profiles. Begin scoping for AWP Studies. 	X			
Month 8 (May 2025)	<ul style="list-style-type: none"> BAC Meeting #2. Continue Phase I/II ESA Work. 	X	X		
Month 9 (June 2025)	<ul style="list-style-type: none"> Initiate site-specific planning activities. BAC Meeting #2. Initiate AWP in one TA. 	X			
Month 10 (July 2025)	<ul style="list-style-type: none"> Submit QPR #3 in ACRES & update property profiles. 	X			
Month 13 (October 2025)	<ul style="list-style-type: none"> Initiate AWP activities. Complete first Cleanup and/or Reuse Plan. Submit QPR #4 in ACRES and update property profiles. Submit annual DBE Report. 	X		X	
Month 15 (December 2026)	<ul style="list-style-type: none"> Submit annual FFR. 	X			X
Month 17 (February 2026)	<ul style="list-style-type: none"> Complete AWP Study for one TA. 	X			

DUE DATE	ITEM	Send to:			
		EPA PM	STATE	EPA GRANTS	EPA FINANCE
Ongoing	Eligibility approval requested & confirmed (~21 days before Phase I ESAs are scheduled and 24 - 42 days before Phase II ESAs are scheduled).	X			
Before fieldwork begins	<ul style="list-style-type: none"> ▪ Execute Property Access Agreements. ▪ Prepare HASP. ▪ Prepare SAP (for Phase II ESAs). ▪ Prepare Section 7 and 106 consultations if required (for Phase II ESAs). 	X	X (SAPs)		
Ongoing	<ul style="list-style-type: none"> ▪ Prepare Phase I & II ESA Reports. ▪ Prepare All Appropriate Inquiries Rule Checklist (Form EPA 560-R-11-030) ▪ Prepare ABCA/cleanup plan/reuse plan deliverables. 	X	X (cleanup plans)		
Annually	Prepare annual DBE (MBE/WBE) Report for submittal by October 30th of each year.	X		X	
Annually	Prepare annual FFR for submittal by December 31st of each year.	X			X
Bi-monthly	Prepare requests for reimbursement (approximately every 1-2 months).				X
September 2029	Prepare Final DBE Report & FFR & Final Drawdown.	X		X	X
September 2029	Prepare Final Performance Report	X			

F. Budget Summary

The table below provides an overview of the proposed budget by category and task.

Budget Category	Task 1 Project Management, Reporting & Other Eligible Activities	Task 2 Community Engagement & Brownfields Site Inventory/ Prioritization	Task 3 Site-Specific Assessment & Cleanup Planning Activities	Task 4 Area-Wide Planning Activities	Budget Category Total
Personnel	\$32,000.00	\$32,000.00	\$24,000.00	\$32,000.00	\$120,000.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$22,500.00	\$0.00	\$0.00	\$0.00	\$22,500.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$36,400.00	\$57,200.00	\$1,024,000.00	\$200,000.00	\$1,317,600.00
Other	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00
Total Direct Costs	\$93,300.00	\$89,200.00	\$1,048,000.00	\$232,000.00	\$1,462,500.00
Total Indirect Costs*	\$9,375.00	\$9,375.00	\$9,375.00	\$9,375.00	\$37,500.00
Total Budget	\$102,675.00	\$98,575.00	\$1,057,375.00	\$241,375.00	\$1,500,000.00

**A 2.5% indirect cost rate will be applied equally across the four project tasks for administrative/overhead costs. It is understood indirect costs cannot exceed 5% for this grant. The 2.5% indirect rate proposed by OCCOG falls within the 10% de minimus threshold for assistance agreements under \$35M.*

G. Greening Grants

OCCOG will strive to incorporate green practices into this grant and will request the same of its consultant team. Existing practices and new practices for this grant may include:

1. Implement a climate action plan
2. Implement sustainable water infrastructure practices
3. Utilize clean energy or implement other energy efficiency practices
4. Implement sustainable construction practices (green building)
5. Remediate contaminated sites with a reduced environmental footprint
6. Utilize fuel efficient vehicles
7. Purchase or lease more sustainable equipment, supplies and services
8. Implement sustainable materials management practices (reduce, reuse, recycle)
9. Consider other practices that directly reduce water, materials, climate, energy or air impacts

H. Pre-award Costs

OCCOG would like to request approval for pre-award costs for staff to attend the California Brownfields Conference in Carson, CA in September 2024. Additional pre-award activities we anticipate are described in the schedule table provided in Section E. Pre-award costs are anticipated to be up to \$40,000.