

CUMBERLAND AREA ECONOMIC DEVELOPMENT CORPORATION
REQUEST FOR PROPOSALS (RFP)
Qualified Environmental Professional Services
EPA Brownfields Community-Wide Assessment Grant

Issue Date: September 3, 2025

Questions Due: September 19, 2025

Response Due: October 3, 2025

I. INTRODUCTION

The **Cumberland Area Economic Development Corporation (CAEDC)**, a 501(c)(3) nonprofit organization located in Cumberland County, Pennsylvania, is seeking proposals from qualified environmental professionals (QEPs) or consulting firms to provide professional environmental services in support of a U.S. Environmental Protection Agency (EPA) **Brownfields Community-Wide Assessment Grant**.

This RFP outlines the scope of services to be performed, proposal requirements, and evaluation criteria. The selected firm will support CAEDC in implementing the tasks and objectives defined in its EPA-approved Workplan (attached as **Exhibit A**). Bidders and offerors are encouraged to utilize and give consideration to contractors offering to utilize Small Diverse Businesses.

II. PROJECT OVERVIEW

CAEDC received a \$500,000 EPA Community-Wide Assessment Grant to identify, assess, and support the redevelopment of brownfield sites across **Cumberland County, Pennsylvania**. The grant includes environmental site assessments (ESAs), reuse planning, and robust community engagement efforts, all designed to encourage reinvestment in underutilized or contaminated properties.

The selected QEP will provide technical services throughout the life of the grant (October 2025– September 2029), including completion of Phase I and Phase II ESAs, preparation of Quality Assurance documentation, and support in cleanup and reuse planning. CAEDC may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY25 Brownfields Assessment Grant or future EPA grants awarded to CAEDC within this four-year period provided a market survey conducted by CAEDC indicates that the prices the contractor proposes are reasonable.

III. SCOPE OF SERVICES

Services will include, but are not limited to, the following activities:

Task 1: Programmatic Support

- Assist with reporting to EPA, including ACRES database updates.
- Coordinate with CAEDC on compliance with EPA requirements and deliverables.

Task 2: Community Involvement (Support Role)

- Attend and present at public and steering committee meetings when needed.
- Support CAEDC's public education and engagement efforts.

Task 3: Site Inventory and Selection

- Participate in prioritization and eligibility determination of brownfield sites.
- Assist in GIS-based site inventory support and data organization.

Task 4: Environmental Site Assessments

- Conduct up to 20 **Phase I ESAs** in accordance with ASTM E1527-13 and EPA's All Appropriate Inquiries (AAI) rule.
- Conduct up to 4 **Phase II ESAs**, including sampling and laboratory analysis.
- Prepare and obtain EPA approval for a **Quality Management Plan (QMP)**, **Quality Assurance Project Plan (QAPP)**, and **Field Sampling Plans (FSPs)**.
- Prepare health and safety plans, risk assessments, and environmental reports.

Task 5: Cleanup and Reuse Planning

- Support reuse and cleanup planning for high-priority sites.
 - Develop draft cleanup alternatives, cost estimates, and funding strategies in coordination with planning consultants and CAEDC staff.
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IV. PROPOSAL REQUIREMENTS

Each proposal must include the following:

1. **Cover Letter** – Summary of the firm's qualifications and interest.
2. **Firm Overview** – Description of the organization, including history, office locations, and size.
3. **Project Team** – Identification of key staff, their roles, and relevant experience and qualifications.
4. **Relevant Experience**– Examples of comparable projects, with client references.
5. **Approach and Methodology** – Describe how the firm will carry out each task and maintain compliance with EPA guidance.
6. **Cost Proposal** – Itemized hourly rates and total cost estimate by task.
7. **Certifications** – Proof of insurance, licenses, and/or registrations as applicable.

V. SELECTION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Qualifications and Experience	30%
Project Approach and Understanding	20%
Cost Proposal	25%
Capacity and Availability	10%
References and Past Performance	15%

Shortlisted firms may be invited to participate in interviews prior to final selection.

VI. SUBMISSION INSTRUCTIONS

Submit all required materials electronically (PDF format) with the **Subject Field:** **“Submission of RFP Response – QEP for EPA Brownfields Grant”** to:

Greg Welker

Economic Development Director

Cumberland Area Economic Development Corporation

Email: greg@cumberlandbusiness.com

Deadline: Proposals must be received by **October 3, 2025** at 5:00 PM (ET). Late submissions will not be considered.

VII. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to greg@cumberlandbusiness.com with the **Subject Field: “Questions - RFP Response – QEP for EPA Brownfields Grant”** no later than **September 19, 2025**. Responses to all questions will be shared with all known interested parties.

Subject Line: Questions - RFP Response – QEP for EPA Brownfields Grant

VIII. GENERAL CONDITIONS

- CAEDC reserves the right to reject any or all proposals.
 - Award of the contract is contingent on continued availability of EPA funding.
 - All work must comply with applicable local, state, and federal laws, including procurement and reporting requirements tied to federal funding.
 - CAEDC is not responsible for any costs incurred by respondents in preparing a response to this RFP.
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IX. EXHIBITS

Exhibit A – Non-Collusion Statement

Exhibit B – Cooperative Agreement Workplan: *CAEDC EPA Brownfield Community-Wide Assessment Grant, Modified July 14, 2025.*

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Date: _____

Authorized Official's Signature: _____

Typed or Printed Name of Person Signing: _____

Company or Corporation: _____

COOPERATIVE AGREEMENT WORK PLAN
FOR
CAEDC EPA BROWNFIELD COMMUNITY-WIDE ASSESSMENT
MAY 23, 2025

Modified 07/14/2025

Submitted by
Cumberland Area Economic Development Corporation
230 S. Sporting Hill Road
Mechanicsburg, PA 17050

Greg Welker
Economic Development Director
greg@cumberlandbusiness.com
717-240-7199

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1.0 PROJECT OVERVIEW

- **Project Description**

The geographic boundary for the Cumberland Area Economic Development Corporation (CAEDC) EPA Brownfield Community-Wide Assessment Grant encompasses all of Cumberland County, Pennsylvania. The 2020 U.S. Decennial Census identified Cumberland County as the fastest-growing county in Pennsylvania, adding more than 11,259 new residents from 2020 to 2023. The county is made up of only townships and boroughs, lacking any cities. Its western municipalities are largely rural, while its eastern municipalities are experiencing rapid urban sprawl. The area is known for its rich agricultural commodities, tradition, and natural beauty, along with its colonial history dating back to 1750. Nearly half of the County is made up of critical natural resources, including woodlands, floodplains, wetlands, and steep terrain (2017 Cumberland County Comprehensive Plan). In addition, the County contains important rail and vehicular infrastructure. As a result, the large agricultural landscape has clusters of industrial sites. ***Cumberland County hosts one of the most important transportation interconnection areas in the Mid-Atlantic region, making it a coveted location for new development, which often comes in the form distribution centers for highway freight transportation.*** The flood of distribution centers has created thousands of new jobs over the past decade but has severely congested the two-lane Interstate 81 corridor creating mixed reactions from local communities.

Despite recent growth, the County only has a population of 270,000 residents across its 33 municipalities and 555-square miles of valley and mountainous terrain. Residents and tourists enjoy its many small towns like Shippensburg and Mount Holly Springs, as well as natural resources, such as the bountiful Michaux State Forest and a section of the Appalachian Trail. More than 22,000 acres of farmland are currently preserved — seventh highest in the commonwealth — but the County’s goal is to preserve at least 30,000 acres of working farmland by 2030.

In addition to conserving its natural resources, the County desires to maintain its dynamic mix of urban and agricultural offerings. This feat can be accomplished by focusing new development onto brownfield sites by preparing them for redevelopment, which is substantially more costly than greenfield development. This challenge can be overcome with the support of the EPA. Blighted and hazardous properties in highly valued locations can become new centers for economic development. As a result, the County can maintain its rural charm and agricultural industry, reducing environmental concerns, and capitalizing on new growth amidst persistent development pressure.

Desired environmental outcomes throughout the life of the project include the identification, assessment, remediation, and reuse planning for Cumberland County brownfield sites. In addition to providing health benefits to sensitive populations and increasing environmental resilience, redevelopment of brownfield sites will increase the local tax bases, allowing the County’s small local governments to provide and/or improve community facilities and services, which this population relies on, such as public libraries, municipal buildings, parks, roadways, and other critical infrastructure. In 2023, the County was awarded its second Brownfield Job Training grant, which will provide no-cost training for entry level positions in the environmental field. A new assessment grant will open up new job opportunities for graduates of this program. Brownfield redevelopment in the County’s more densely populated areas will positively impact strategies for environmental resilience by reducing sprawl. Addressing brownfields in the Chesapeake Bay Watershed will improve water quality for all of the County’s residents and visitors. And, finally, by focusing growth on brownfield sites, the County’s green space will be preserved.

- **Project Team Structure and Responsibilities**

CAEDC is a 501(c)3 nonprofit with ample experience with managing federal grant funds and redeveloping brownfields. CAEDC has repeatedly proven its ability to coordinate stakeholders and work collaboratively to directly benefit the County. Cumberland County and its partners have a proven track record of utilizing USEPA Brownfield funding to leverage additional investment to complete redevelopment projects that generate jobs, increase tax revenues, create new community amenities and attract workforce and business to our towns and boroughs. USEPA has nationally lauded the revitalization of three brownfield sites in Carlisle, Cumberland County, which used three USEPA Brownfield grants to leverage more than \$12 million in additional state and federal investments that resulted not only in the redevelopment of those sites, but the creation of new recreational amenities and vast transportation infrastructure improvements.

Under the leadership of Janet Anderson, Executive Director, CAEDC has the organizational capacity to manage the EPA grant, coordinate with community and individual stakeholders, and to procure and manage a Qualified Environmental Professional consulting team experienced in USEPA Brownfield grant requirements, environmental site assessments and brownfield reuse planning. Ms. Anderson has over 36 years of experience in business development, grant administration, account management, and strategic planning from organizations like the PA Department of Labor and Industry, Northwest PA Regional Planning & Development Commission, PA Department of Community and Economic Development, and the Gannon University Small Business Development Center. Ms. Anderson also sits on the Board of Directors of the Real Estate Collaborative and actively participates in all decisions related to the assessment, cleanup and redevelopment of REC's brownfield projects. Greg Welker, CAEDC's Director of Community and Economic Development, will serve as the Project Manager for the EPA Brownfield Assessment grant. Mr. Welker joined CAEDC after nine years at the PA Department of Community and Economic Development (DCED). While at DCED, Mr. Welker oversaw the administration of the PA Industrial Site Reuse Assessment and Remediation grants and assisted in the implementation of DCED's EPA Brownfields Revolving Loan Fund. He most recently served as the Director of the Commonwealth Financing Authority Programs Division. Ms. Anderson and Mr. Welker will be supported by CAEDC's team of financial and administrative professionals. CAEDC understands the requirements of both federal and state grant programs and has the capacity to implement an EPA Brownfield Assessment grant and to leverage the EPA funding to secure additional funding for implementation of grant recommended activities.

In addition, to address the redevelopment and reuse of brownfield sites, CAEDC created the Real Estate Collaborative (REC), LLC as a subsidiary organization in late 2016. The REC Board of Directors is comprised of volunteers with skill sets that support redevelopment projects, including a construction executive; a former PADEP deputy secretary who is a brownfield redevelopment specialist; an attorney who oversees sales agreements; and a financing expert. Since its inception, REC has successfully redeveloped four brownfield sites and is taking ownership of the former Frog Switch Manufacturing site as its next project. CAEDC can access a combination of public and private investments to restore under-producing properties and spur additional investments for the benefit of the community, the County, and the Commonwealth.

2.0 SCOPE OF WORK (Project Task Descriptions)

Task 1: Programmatic Support

CAEDC staff, including Project Manager, Greg Welker, will attend National and Pennsylvania Brownfield Conferences to improve the execution of grant objectives; management project documentation, ACRES site updates, quarterly and annual reporting; and oversee the Qualified Environmental Professionals (QEP). Programmatic Support will be provided throughout the four-year grant, whereas QEP procurement will occur

during the first grant quarter. The QEP will assist with ACRES site updates, and quarterly and annual reporting. As a result of Task 1, CAEDC will have attended National and State Brownfield conferences; complete project reporting documentation; and competitively procure a QEP. Project reporting documentation includes quarterly and project closeout reports.

Task 2: Community Involvement

CAEDC will host steering committee meetings quarterly, for a total of 16 meetings. Two public meetings will be held to introduce the CAEDC Brownfield Program; present options for connecting with the project team; solicit and record public input for incorporation into planning, and answer questions. In addition, redevelopment charrettes may be employed, and a brownfield portal will be added to the CAEDC website. These activities will expand the opportunities for community education and involvement in the project. Municipal outreach will be conducted as part of the brownfield inventory in order to accomplish capacity building in smaller communities. In doing so, robust relationships with local leaders will strengthen local bonds and increase investment. Community engagement will be an on-going process throughout the term of the grant. Specifically, the team intends to conduct community engagement meetings between the first and second quarters of the grant term to introduce the grant program and gather information on potential sites. The website will be updated initially upon award, with regular updates as applicable throughout the grant term.

Task 3: Site Inventory and Selection

CAEDC will work with the Cumberland County Planning Department to develop a county-wide inventory under this grant. Initial efforts will be focused on the western part of Cumberland County where the communities are very small, rural and lacking in the capacity to identify and address brownfield sites impacting their residents. Utilization of funds for newly identified eligible sites will be decided by the steering committee using evaluation criteria established under this grant by the steering committee. Steering committee meetings will be held quarterly, which will, in part, inform the inventory and selection. Brownfield inventory efforts will happen during the first year of the grant. Site selection will happen throughout the grant.

Task 4: Site Assessments

The QEP, CAEDC Project Manager, and CAEDC staff, with the support of the brownfield steering committee, will undertake site assessment activities; procurement of subcontractors, if necessary refinement and finalization of rating/ranking criteria; rating and ranking of sites; follow-up planning/technical assistance on sites (tax records, mapping, past studies); preparation for a comprehensive Quality Assurance Project Plans (QAPP) and Quality Management Plan (QMP) for all sites; and preparation of Field Sampling Plans (FSPs) and Health and Safety Plans as needed for Phase II Assessments. Sites will be evaluated through the performance of Phase I and/or Phase II Environmental Sites Assessments (ESAs). The Phase I ESAs will be performed by the QEP in accordance with the American Society for Testing Materials Standard (ASTM) 1527-13 and the guidelines set forth in the US EPAs All Appropriate Inquiry Rule (AAI). Sites recommended for further study will be subject to a Phase II ESA, inclusive of analytical studies to determine the impact by the site on public health and/or the environment. Prior to undertaking activities involving the collection of environmental samples, the QEP will prepare and submit a QAPP and QMP, which meet the approval of the U.S. EPA Region 3 Brownfields Program. The QAPP and QMP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The QAPP and QMP will be utilized to facilitate the compilation of Site-Specific Field Sampling Plans (FSPs) to determine the degree of contamination at these sites. The QEP will also undertake environmental risk assessments to advance key

sites toward development and additional reuse development planning based upon new information from the assessments. Brownfield sites will vary in size, complexity, and condition.

Task 5: Cleanup and Reuse Planning

CAEDC will procure a qualified professional planning consultant to lead the area-wide and reuse planning, and development of funding strategies. The QEP will lead the cleanup planning tasks and the CAEDC Project Manager and CAEDC staff will support the technical experts, as necessary. Relevant cleanup and reuse planning activities include area-wide planning efforts including market studies; site reuse plans including infrastructure evaluations; site cleanup plans; and development of funding strategies. It is estimated that one area-wide planning effort and five site reuse plans will be conducted throughout the grant term dependent on input from community engagement and the results of environmental assessments. Clean-up planning may be conducted in coordination with the site reuse plans based on the results of the environmental assessments and determined need for remediation.

3.0 OUTPUTS / OUTCOMES

Specific project output and outcome examples are identified in Attachment 1.

4.0 BUDGET: \$500,000

	Task 1 Programmatic Support	Task 2 Community Involvement	Task 3 Site Inventory and Selection	Task 4 Site Assessments	Task 5 Cleanup and Reuse Planning	Total
Personnel	\$20,000	\$5,000	\$0	\$0	\$0	\$25,000
Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$4,000	\$0	\$0	\$0	\$0	\$4,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$4,000	\$0	\$0	\$0	\$4,000
Contractual	\$8,000	\$5,000	\$4,000	\$300,000	\$150,000	\$467,000
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$32,000	\$14,000	\$4,000	\$300,000	\$150,000	\$500,000

*Supplies include office supplies and computer hardware and software purchases less than \$10,000.

A Budget Detail with specifics on each budget category is included as Attachment 2 (separate Word file).

5.0 QUALITY ASSURANCE

CAEDC will prepare and submit a Quality Management Plan (QMP) in accordance with EPA's QPM Standard (June 2020) which defines the minimum requirements for QMPs for all EPA and non-EPA organizations performing environmental information operations. The QMP will be subject to the standard review period from EPA Region 3 Applied Science and Quality Assurance Branch (ASQAB) which is 45-days.

Before initiating field work which involves the collection of environmental data, CAEDC will prepare either a Quality Assurance Project Plan (QAPP) which meets the requirements of the EPA Region 3 Brownfields Program or undertake a Memorandum of Agreement to utilize the PADEP QAPrP. Site-Specific Field Sampling Plans (FSPs) will also be prepared. The QAPP or QAPrP and FSPs will be submitted to the Project Officer for review and approval prior to the initiation of field activities.

6.0 LEVERAGING

CAEDC did not make any firm financial commitments in the proposal; however, it will provide "in kind" services by utilizing staff time to support the activities covered by this grant and will draw on the expertise and experience of its subsidiary, REC. The REC Board of Directors is comprised of volunteers with skill sets that support redevelopment projects, including a construction executive, a former PADEP deputy secretary who is a brownfield redevelopment specialist, an attorney who oversees sales agreements and a financing expert. Since its inception, REC has successfully redeveloped four brownfield sites and is taking ownership of the Frog Switch site as its next project. CAEDC, through REC, can access a combination of public and private investments to restore under-producing properties and spur additional investments for the benefit of the community, the County, and the Commonwealth. CAEDC and REC have secured EPA Brownfield resources in the form of EPA's Targeted Brownfield Assessment (TBA) and Technical Assistance for Brownfields (TAB) programs for two projects in Carlisle Borough. Furthermore, CAEDC and REC have leveraged multiple PA funding sources to support previous brownfield redevelopment projects in the County including assessment and remediation funds from the Industrial Site Reuse Program; demolition and site preparation funds from PA's Business in Our Sites Program and the Redevelopment Assistance Capital Program; sewer and water infrastructure funding from PA's PENNVEST programs; transportation infrastructure funding from PA's Multimodal Transportation funding sources; and recreational improvement funding from PA's Department of Conservation of Natural Resources. This experience will prove invaluable as CAEDC undertakes EPA brownfield assessment grant activities. Furthermore, REC and CAEDC staff, consultants, and partners will leverage their expertise to apply for additional local, state, and federal grant and loan funding to carry out additional assessment activities and remediation activities that cannot be paid for through the EPA grant.

7.0 PHASE I SITE ASSESSMENT CHECKLIST

For each Phase I Environmental Site Assessment, or all appropriate inquiry (AAI), conducted using EPA federal funds, the grantee must complete, sign, date, and submit the following checklist with each AAI/Phase I report submitted to EPA: https://www.epa.gov/system/files/documents/2025-02/aai_factsheet_0.pdf

8.0 PRE-AWARD COSTS

CAEDC is requesting pre-award costs be authorized starting July 1, 2025. Prior to the award date, CAEDC intends to send two attendees to the 2025 National Brownfields Conference and conduct initial community outreach. Pre-award activities will not exceed \$5000. Both items were included in the original Workplan and Budget Detail submitted on May 23, 2025. Therefore, the only workplan modification is to Section 8 and the Budget Detail has not been modified. CAEDC understands that these pre-award costs are assumed at our own risk without EPA liability.

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 1: Project Management and Reporting

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request for Proposals, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) team • Obtain legal services for title searches, regulation interpretations, etc 	Q3-Q4/2025	RFP; documentation of meeting of open competition; and contract for scope of services	High quality products and services to meet project needs	
Reporting: <ul style="list-style-type: none"> • Prepare progress reports and FFR forms • Enter site data in ACRES • Prepare final report and grant closeout material 	Throughout the grant period.	Quarterly reports and other forms; updated ACRES database; final report and closeout forms	Regular communication of project status and next steps; current database for congressional reporting	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Throughout the grant period.	Attend Brownfields conferences	Improve Brownfields knowledge and expand networking opportunities	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 2: Community Involvement

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Steering Committee: <ul style="list-style-type: none"> • Establish Brownfields steering committee • Hold Quarterly Steering Committee Meetings 	Quarterly throughout the grant period.	Steering Committee meetings will be held quarterly.	An active and motivated workgroup driving Brownfields initiatives	
Develop Marketing Material: <ul style="list-style-type: none"> • A Brownfield portal will be added to the CAEDC website. • Create FAQ fact sheet for property owners, developers, community members 	Q1-Q2/2-26 and throughout grant period as needed	1 Color brochure; 1 FAQ insert; 1 easy to navigate attractive website	Up to date marketing tools to promote project work and disseminate information	
Implement outreach strategy in target areas: <ul style="list-style-type: none"> • Meet w/ local community organizations and/or attend local town selectman meetings • Publish program info in local papers and post notices in town halls & community centers 	Q1-Q3/2026 and throughout grant period as needed	Give BF presentations at 4 meetings, minimum 1 round of ads/postings in local target areas	Improve community knowledge on BF issues and identify potential BF sites; capacity building in smaller communities	
Hold local public meetings Two public meetings will be held to introduce the CAEDC Brownfield Program; present options for connecting with the project team; solicit and record public input for incorporation into planning, and answer questions. Redevelopment charrettes may be employed.	Q1-Q3/2026 and throughout grant period as needed	Minimum 2 local public meetings, presentation materials, attendance list	Encourage public participation and support of BF project(s) going forward	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 3: Site Inventory and Selection

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Site inventory: <ul style="list-style-type: none"> • Coordinate with Cumberland County Planning Department to develop a county-wide inventory under this grant. • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool 	1 st year of grant	GIS map of potential BF sites maintained by the County Planning Department	Graphical capturing of BF sites for planning and marketing work	
<ul style="list-style-type: none"> • Site prioritization and eligibility determination: • Work with Steering Committee to determine prioritization evaluation criteria • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I 	Throughout the grant period	Planning meetings; 6 eligible sites identified in initial inventory search Estimate 2-3 additional eligible sites identified during remainder of grant	8-9 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 4: Site Assessments

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
<ul style="list-style-type: none"> • Preparation of Initial Quality Control Documents 	Q3-Q4/20205	QMP, QAPrP	Quality data collection for use in assessment and remedial planning	
<ul style="list-style-type: none"> • Phase I investigations: Conduct planning meeting with QEP team to discuss approved sites • QEP obtains access agreement and performs Phase I investigation • QEP submits draft Phase I report to project team members • Project Team reviews/comments on draft Phase I • QEP submits final Phase I report to project team members and EPA 	Throughout grant period	Up to 20 Phase I ESA Reports	Adequate information to determine if additional site assessment work is necessary; support of due diligence efforts in real estate transactions	
<ul style="list-style-type: none"> • Phase II investigations: Conduct planning meeting with QEP to discuss approved Phase 2 efforts • QEP to submit draft site-specific FSP to project team for review and comments • QEP to obtain EPA/state approval and submit final FSP to team • QEP to perform field work according to plan • QEP to submit draft Phase II report to project team and EPA • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate 	Throughout grant period	Up to 4 FSPs and Phase II ESA Reports	Adequate site characterization information to develop a remedial action plan and/or ABCA and to determine cleanup budgets for pursuit of remediation funds	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 5: Cleanup and Reuse Planning

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Cleanup & reuse planning: <ul style="list-style-type: none"> • Work with Steering Committee to identify corridors for areawide planning or specific sites for reuse planning • QEP to work with PADEP to develop draft cleanup alternatives and remediation plans for the specific high priority sites • Perform public outreach and involvement in cleanup and reuse planning 	Throughout grant period.	It is estimated that one area-wide planning effort and five site reuse plans will be Conducted. Deliverable will include market studies; site reuse plans including infrastructure evaluations; site cleanup plans; development of funding strategies.	Identification of site reuse to support development of cleanup plans; development of strategies for pursuit of implementation funding and leveraging of EPA funding.	