



**BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT  
WORK PLAN**

**FOR**

**DESCHUTES COUNTY EPA BROWNFIELDS COMMUNITY-WIDE ASSESSMENT  
GRANTS FOR HAZARDOUS AND PETROLEUM SUBSTANCES**

**Project Period:** October 1, 2013 and end on September 30, 2016.

**July 1, 2013**

**Submitted by**

Deschutes County Community Development Department  
117 NW Lafayette Drive  
Bend, OR 97701

Peter Gutowsky (Brownfield Project Manager)  
Community Development Department Director  
117 NW Lafayette Drive  
Bend, OR 97701  
541-385-1709 (Phone)  
541-385-6575 (Fax)  
[peter.gutowsky@deschutes.org](mailto:peter.gutowsky@deschutes.org)  
<http://www.deschutes.org/Community-Development.aspx>

**DC -2013-332**

# WORK PLAN FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

## TABLE OF CONTENTS

1.	INTRODUCTION .....	2
1.1	Project Description, Goals and Objectives .....	2
1.2	Organizational Structure and Responsibilities.....	4
1.3	Project Outputs and Outcomes.....	5
2.	PROJECT TASK DESCRIPTIONS .....	7
2.1	Task 1 – Project Management and Reporting.....	7
2.1.1	<i>Project Management</i> .....	7
2.1.2	<i>Project Reporting</i> .....	8
2.1.3	<i>Staff Training/Travel</i> .....	8
2.1.4	<i>Contractor Procurement</i> .....	8
2.2	Task 2 – Community Outreach and Public Involvement.....	9
2.2.1	<i>Public Outreach and Involvement</i> .....	9
2.3	Task 3 – Site Inventory, Prioritization and Assessment .....	10
2.3.1	<i>Site Inventory and Prioritization</i> .....	11
2.3.2	<i>Site Eligibility Determinations</i> .....	12
2.3.3	<i>Site Characterization – Phase I ESAs</i> .....	12
2.3.4	<i>Site Characterization – Initial/Supplemental Phase II ESAs</i> .....	12
2.3.5	<i>ESA and NHPA Requirements</i> .....	133
2.3.6	<i>Quality Assurance Project Plan (QAPP)</i> .....	13
2.3.7	<i>Site-Specific Sampling and Analysis Plans (SSSAPs) and Health and Safety Plan</i> .....	13
2.4	Task 4 - Cleanup Planning.....	13
2.4.1	<i>Analysis of Brownfields Cleanup Alternatives</i> .....	144
2.4.2	<i>AWP for a Brownfields Impacted Area</i> .....	14
3.	SCHEDULE AND DELIVERABLES .....	155
4.	BUDGET SUMMARY.....	16
4.1	Table 1A - Total Budget Estimate .....	16
4.2	Table 1B - Hazardous Substances Budget Estimate .....	177
4.3	Table 1C - Petroleum Substances Budget Estimate .....	17
4.4	Budget Narrative.....	17

## 1. INTRODUCTION

### 1.1 Project Description, Goals and Objectives

During Fiscal Year 2013, the United States Environmental Protection Agency (USEPA) selected Deschutes County ("County") for grant funding in the amount of \$400,000 (\$200,000 for Hazardous Substances and \$200,000 for Petroleum Substances) under the Small Business Liability Relief and Brownfields Revitalization Act, for the assessment of brownfields sites in the community. The County is currently working on entering into a Cooperative Agreement (CA) with the USEPA to receive the grant funding.

The County and the partnering cities of Bend and Redmond have been significantly impacted by brownfields. Many are located adjacent to residential areas and/or sensitive receptors. Brownfields have negatively impacted the health of residents and constrained the community's efforts to recover from the worst economic downturn since the 1930s.

The primary desired goals and objectives of the project include building a sustainable brownfields program by developing the "organizational infrastructure" within the County and partnering cities to permanently enhance the County's processes for assessing, remediating and catalyzing the redevelopment and reuse of brownfield sites. Based on the exceptionally high levels of economic distress, in particular unemployment, other objectives will be to spur private investment and the creation of jobs through additional development projects on brownfield sites. EPA funding will be used to assess sites throughout the County, including the partnering cities of Bend, Redmond and Sisters, to support economic development/redevelopment initiatives being undertaken by local units of government.

A brief description of the scope of work proposed for each of the four (4) main tasks for the brownfields project is presented below. Additional details (including those pertaining to scope, budget and schedule) are provided throughout the remainder of this work plan.

Task 1: Project Management and Reporting - The County will be responsible for the management of the assessment grants and will be responsible for all USEPA reporting requirements.

Task 2: Community Outreach and Public Involvement – Community outreach and public involvement activities will include the following: convening a Brownfield Advisory Committee (BAC), coordinating and conducting meetings with stakeholders and the general public; seeking, discussing and implementing meaningful public input into the grant processes; preparing and publishing public notices; preparing meeting materials and presentations; preparing and distributing brochures and other public information materials.

Task 3: Site Inventory, Prioritization and Assessment

- Inventory and Prioritization – The County proposes to use the assessment grant funding to build an initial inventory of brownfields sites in Bend, Redmond and rural Deschutes County, and work with various stakeholder groups to prioritize the sites for assessment and/or cleanup/redevelopment planning. Known sites

include:

- i. *Bend Demolition Landfill*. This 75-acre site is located in an area which has experienced significant growth over the past two decades, and is now surrounded by residential and commercial development. Originally an abandoned surface mine, from 1972 to 1996 the site was used as a landfill for construction and demolition debris, as well as industrial waste (primarily sawdust from area sawmills). The site has documented surface instability in many areas where “hot spots” of burning demolition debris, sawdust, and methane gas have smoldered underground, weakening the earthen cap. The resulting sink-holes have led to severe safety-related incidents on the property.
  - ii. *Redmond Shooting Range Property*. This 220-acre site contains a landfill and scattered small dump sites, informal off-road vehicle recreational areas and shooting ranges. It is identified as a brownfield on USEPA’s Assessment, Cleanup and Redevelopment Exchange System (ACRES) system. As most of the contaminants at the shooting ranges are at or near the ground surface, there is significant potential for exposure to contaminants at the site, which borders the most densely populated residential neighborhoods in Redmond, including the City’s highest percentages of minority and low income residents.
  - iii. *Auto-Specific Transitional Properties Resulting From US 97 Relocation*. Efforts to relocate US Highway 97 to bypass downtown Redmond and create a community center have resulted in many auto-specific transitional properties no longer compatible with the city center. Revitalization efforts have been hindered by these brownfield sites which must be inventoried and assessed before redevelopment efforts can proceed. The Oregon Department of Environmental Quality (DEQ) Environmental Cleanup Site Information (ECSI) Database contains examples of at least ten such sites, including gas stations, parts and repair facilities, bulk plants and an auto salvage yard.
- Phase I Environmental Site Assessments (ESAs) – The County will contract with an environmental consulting firm (Consultant) to complete Phase I ESAs up to an estimated five (5) high priority hazardous substance and up to an estimated five (5) high priority petroleum substance brownfield sites.
  - Phase II ESAs – The Consultant will perform Phase II ESA and/or supplemental assessment activities on select parcels for which Phase I ESAs are completed, and for which the need for further assessment is identified and desired. This task sets aside resources to conduct Phase II ESAs on up to three (3) high priority hazardous substance and three (3) high priority petroleum products brownfields sites, and supplemental site investigation activities on up to two sites [including one (1) hazardous substances and one (1) petroleum products brownfields sites.

Task 4: Cleanup/Redevelopment Planning

- Site-Specific Remedial Action/Cleanup Planning - The Consultant will conduct cleanup and redevelopment planning as required for brownfields where redevelopment is imminent and such activities will assist the developer. Planning may take the form of identifying soil and groundwater contamination, conceptual site models, site-specific remedial action objectives, identifying state and federal cleanup regulatory requirements, and analysis of brownfield cleanup alternatives (ABCA); assessment of brownfields redevelopment alternatives; and evaluation of institutional and engineering controls. This task sets aside resources to conduct remedial planning activities on up to two (2) hazardous substances and up to two (2) petroleum products brownfields sites.
- Area-Wide Planning (AWP) – The County will work with the Consultant to perform brownfields AWP for up to two brownfields impacted areas in the County. The AWP may include performing a variety of activities focused on identifying potential future uses for the brownfields-impacted area and developing strategies to facilitate the reuse of existing infrastructure as well as identifying potential infrastructure investments needed to accommodate alternative future uses. Tasks anticipated to be completed as part of AWP include:
  - ❖ Evaluating existing environmental conditions, local market potential, and needed infrastructure improvements;
  - ❖ Developing strategies for brownfields site cleanup and reuse; and
  - ❖ Identifying sources or leveraging opportunities to help implement revitalization including specific strategies for public/private investments and infrastructure improvements.

Any reuse planning activities that are “site-specific” will be performed only on those parcels that are confirmed to meet brownfield eligibility requirements.

**Schedule:** These tasks will be completed over a three (3) year project period estimated to begin on October 1, 2013 and end on September 30, 2016.

**1.2 Organizational Structure and Responsibilities**

The County is the grant recipient. The County will work closely with the Consultant, the cities of Bend and Redmond, a BAC, the DEQ, the USEPA and other stakeholders as needed to achieve project objectives, maintain budgets and schedules, and prepare plans and reports. The grants will be managed by the County’s Community Development Department. Nick Lelack, the County’s Community Development Department Director will oversee implementation of the project as the Brownfields Project Director. Peter Gutowsky, a Principal Planner for the County will manage the implementation of all components of the project as the Brownfields Project Manager. The Brownfields Project Manager will coordinate the grant activities with the selected consultant and will serve as liaison with DEQ and the USEPA, and the public at large through community outreach activities.

The County will be responsible for coordinating the selection of a Consultant to perform the inventory, assessments, planning and other CA support functions. The County will solicit qualified consulting firms through an open competitive public Request for Qualifications and Proposal (RFQP). The County will select a firm to retain as the Consultant using quality-based selection criteria in accordance with the County's procurement protocols and applicable federal procurement rules (40 CFR 31.36). In addition, the County will establish a BAC who will serve in a project oversight capacity as the County's steering body for the project and will be composed of representatives from participating cities and key stakeholder groups such as community organizations and impacted property owners.

Project Tasks will be carried out in the following manner:

Task 1: Project Management and Reporting – will be carried out by the County with assistance from the Consultant.

Task 2: Community Outreach and Public Involvement – will be carried out by the County with assistance from the cities of Bend and Redmond, BAC and Consultant.

Task 3: Site Inventory, Prioritization and Assessment – will be carried out by the Consultant with assistance from the County, BAC, and the cities of Bend and Redmond.

Task 4: Cleanup Planning – will be carried out by the Consultant with assistance from the County, BAC and the cities of Bend and Redmond.

Technical Oversight of Assessment and Planning Activities - will be provided by the County, DEQ and the USEPA.

### **1.3 Project Outputs and Outcomes**

**Project Outputs:** The primary expected output for the assessment grant will be assessment of brownfields within the County and partnering cities that will support the cleanup and redevelopment of these brownfields. The outputs expected from this grant are anticipated to include the following:

Task 1: Project Management and Reporting – The County will complete the following reports as required and in accordance with submittal deadlines to be specified in the CA:

- Quarterly progress/status reports;
- Annual financial status reports;
- ACRES updates; and
- Final close-out summary report to the USEPA Region 10.

Task 2: Community Outreach and Public Involvement –

- Coordinating and conducting meetings with the BAC, stakeholders and the general public; seeking, discussing and implementing meaningful public input into the grant processes;
- Preparing and publishing public notices;
- Preparing meeting materials and presentations;
- Preparing and distributing brochures and other public information materials; and
- Prepare a Brownfields Project webpage for the County's website.

Task 3: Site Inventory, Prioritization and Assessment –

- Complete a community-wide inventory of brownfields sites; incorporate portions of the inventory and assessment task into the County and partnering cities' existing GIS database;
- Prioritize sites for assessment;
- Complete Site Eligibility Determinations (for brownfield eligibility) for approximately 20 prioritized sites;
- Complete Phase I ESAs at up to five (5) high priority hazardous substance and up to five (5) high priority petroleum substance brownfield sites;
- Complete a comprehensive Quality Assurance Project Plan (QAPP);
- Complete Site-Specific Sampling and Analysis Plans (SSSAPs) and Health and Safety Plans (HASPs) for sites prioritized for Phase II ESAs.
- Perform Phase II ESA and/or supplemental assessment activities on select parcels for which Phase I ESAs are completed, and for which the need for further assessment is identified. This task sets aside resources to conduct Phase II ESAs on up to three (3) high priority hazardous substance and three (3) high priority petroleum substance brownfields sites, and supplemental site investigation activities on up to two [one (1) hazardous substances and one (1) petroleum substance brownfields sites].

Task 4: Cleanup Planning –

- Complete Cleanup Action Plans (CAPs) for up to two (2) hazardous substances and up to two (2) petroleum substance brownfields sites requiring cleanup.
- Complete up to two Brownfields AWP for brownfields-impacted areas within the County.

**Project Outcomes:** The primary desired outcomes of the project include building a sustainable brownfields program by developing the “organizational infrastructure” within the County and partners to permanently enhance the County’s processes for assessing, remediating and catalyzing the redevelopment and reuse of brownfield sites. Based on the exceptionally high levels of economic distress, in particular unemployment, other key outcomes will be to spur private investment and the creation of jobs through additional development projects on brownfield sites. Another expected outcome of the project is reducing environmental threats to residents throughout the County. The following outcomes associated with the assessment grants are anticipated and will be tracked on a quarterly basis:

- Number of sites assessed;
- Number of sites for which property title transfers are facilitated;
- Number of acres of land redeveloped and square footage of buildings positioned for adaptive reuse;
- Acres of parks or other green space created;
- Length of walking or bike trails created;
- Amount of private investment leveraged;
- Amount of other funding leveraged;
- Number of jobs created or retained;

- Increased property and sales tax revenue generated;
- Number of buildings seeking LEED Certification; and
- Reduction in stormwater impacts.

## 2. PROJECT TASK DESCRIPTIONS

A detailed description of the scope of work proposed for each task of the brownfields project (including estimated costs) is presented in this section. Milestones and deliverables (a/k/a project outputs) for each task are discussed in Sections 1.3 and 3.0, estimated submittal dates are provided in Section 3.0, and a summary of estimated costs is provided in Section 4.0.

### 2.1 Task 1 – Project Management and Reporting

The objective of this task is to properly manage the project per EPA and County requirements. Project Management and Reporting will be completed by the County with assistance from the Consultant. The budgeted costs for grant management and reporting include \$6,880 (\$3,440 from each of the hazardous and petroleum substances grants) in personnel costs and \$2,683.20 (\$1,341.60 from each of the hazardous and petroleum substances grants) in fringe costs. The budgeted costs also include \$10,000 (\$5,000 from each of the hazardous and petroleum substances grants) of contractual costs and \$4,100 (\$2,050 from each of the hazardous and petroleum substances grants) of travel costs for County staff to attend up to two (2) USEPA National Brownfields Conferences or State Brownfields Conferences.

Task 1 - Project Management and Reporting			
	Hazardous Grant	Petroleum Grant	Total Cost
Personnel	\$3,440.00	\$3,440.00	\$6,880.00
Fringe	\$1,341.60	\$1,341.60	\$2,683.00
Travel	\$2,050.00	\$2,050.00	\$4,100.00
Contractual	\$5,000.00	\$5,000.00	\$10,000.00
Supplies	\$0.00	\$0.00	\$0.00
<b>TOTAL COST</b>	<b>\$11,831.60</b>	<b>\$11,831.60</b>	<b>\$23,663.20</b>

#### 2.1.1 Project Management

Peter Gutowsky, a Principal Planner for the County will manage the implementation of all components of the project as the Brownfields Project Manager. Mr. Gutowsky will coordinate the grant activities with the selected Consultant, the BAC, and will serve as liaison with DEQ and the USEPA, and the public at large through community outreach activities.

Records will be created and maintained for each property which has received CA funds, i.e., where CA funds have been used, and property profiles updated in ACRES. An independent audit will be conducted annually in accordance with generally accepted accounting practices (GAAP) and Office of Management and Budget (OMB) Circular A-133. USEPA grant funds will not be used for administrative costs as defined in the Proposal Guidelines.



### 2.1.2 Project Reporting

Project reporting will be completed by the County with assistance from the Consultant.

Progress Reports will be prepared and submitted to the USEPA on a quarterly basis [due within 30 days of the end of each federal fiscal quarter ending December, March, June, and September (due by January 30, April 30, July 30, and October 30)]. These reports will describe the progress on each defined task in this Work Plan and additional information as required in the Terms and Conditions of the CA. The reports will be submitted electronically unless another arrangement is discussed and approved by the USEPA.

Disadvantaged Business Enterprises (DBE) Reports (formerly MBE/WBE) are due semi-annually within 30 days of the end of the semiannual reporting periods ending March and September (due by April 30<sup>th</sup> and October 30<sup>th</sup>). Property profiles will be completed and updated quarterly in ACRES for each property where CA funds are expended. The County also will prepare annual financial status reports on the program progress to the USEPA. This task includes general communications about the CA to the USEPA.

A Final Performance Report will be completed and submitted to the EPA Project Officer (electronically) within 90 calendar days (or sooner) after the expiration or termination of the award. The report will contain the same information as the Quarterly Progress Reports, but will cover the entire project period and may include before and after photos of the assessment of the site. In addition, the Final Performance Report will specifically address lessons learned in implementing the brownfields assessments successes achieved and a summary fact sheet of the project.

Budgeted personnel and fringe costs include 160 hours (80 hours from each of the hazardous and petroleum substances grants) at \$43.00 per hour for Community Development Department staff, plus fringe benefits estimated at 39%.

### 2.1.3 Staff Training/Travel

The budget includes \$4,100 (\$2,050 from each of the hazardous and petroleum substances grants) for travel, fees and lodging expenses required for two (2) County staff to attend two (2) USEPA National Brownfields Conferences or State Brownfields Conferences. Travel costs are estimated assuming attendance by the Brownfields Project Director (Mr. Lelack) and the Brownfields Project Manager (Mr. Gutowsky) at two (2), 3-day brownfield conferences, with airfare costs of \$500 per person per conference (\$2,000 total), daily expenses for hotel and meals of \$150 per person per day per conference (\$1,800), and \$25 per person per day for incidentals (taxi rides, parking, seminar fees, etc. - \$300 total).

### 2.1.4 Contractor Procurement

The County will be responsible for coordinating the selection of a Consultant to perform the inventory, assessments, planning and other CA support functions. The County will solicit qualified consulting firms through an open competitive public Request for Qualifications and Proposal (RFQP). The County will select a firm to retain as the

Consultant using quality-based selection criteria in accordance with the County's procurement protocols and applicable federal procurement rules (40 CFR 31.36).

No CA funding is budgeted for this task.

## **2.2 Task 2 – Community Outreach and Public Involvement**

The objective of this task is to ensure that community concerns are considered in assessment planning and execution, and that the public is kept informed of project progress and are provided the opportunity to participate throughout the project. Community outreach and public involvement will be completed by the County with assistance from the BAC and the Consultant.

The budgeted costs for community outreach includes \$6,880 (\$3,440 from each of the hazardous and petroleum substances grants) in personnel costs and \$2,683.20 (\$1,341.60 from each of the hazardous and petroleum substances grants) in fringe costs. The budgeted costs also include \$10,000 (\$5,000 from each of the hazardous and petroleum substances grants) of contractual costs, and \$2773.60 (\$1,386.80 from each of the hazardous and petroleum substance grants for supplies).

### **2.2.1 Public Outreach and Involvement**

To assure community residents and other stakeholders have meaningful participation in the project, and their concerns are effectively identified and fully considered, community outreach activities will be the most public and inclusive portion of it. Community outreach and involvement activities will include the following:

- Coordinating and conducting community meetings [estimated at five (5) over the course of the project] with stakeholders and the general public; seeking, discussing and implementing meaningful public input into the grant processes;
- Summarizing and addressing questions and comments generated throughout the project;
- Preparing and publishing topic-specific Brownfields Project Materials including Fact Sheets, public notices, meeting materials and presentations, brochures and other public information materials (as needed) throughout the duration of the project;
- Prepare a Brownfields Project webpage on the County's website; and
- Brownfields Project Materials will be distributed to the public using one or more of the following tools and media options: press releases in the local newspaper (*The Bulletin*), the County/Project webpage, announcements at televised meetings, flyers distributed via members of the BAC etc.

Following the finalization of the CA, the County will make initial announcements using one or more of the tools and media options described above. Fact Sheets, brochures, and/or other public information materials will be prepared and distributed at the beginning of the project, if there are new developments or delays, and after the assessment is complete. These materials and will be disseminated using one or more of the avenues listed above.

The County, with assistance from the BAC and Consultant, will conduct public meetings [estimated at five (5)] as needed throughout the life of the project to discuss the project and its progress, solicit community input (for example during the inventory and prioritization of sites), and actively engage the community (including the BAC) and stakeholders (for example during redevelopment and cleanup planning).

Anticipated meetings (to solicit community input and keep the community engaged) are as follows:

- Project Kick-Off Meeting
- Inventory and Prioritization Meeting
- Area-Wide Planning Meeting
- Clean-up Planning Meeting
- One (1) additional meeting to be used as needed.

Topic-specific materials will be produced for each meeting. Additional opportunities for the Community to provide input and remain engaged will be via an email message system to be made available on the Brownfields Project webpage.

When sites are identified for assessment, the primary information flow will be outward to the community, notifying local stakeholders about assessment activities that will occur, sharing results of the assessments, and explaining the health, safety, and environmental significance of the findings. During cleanup and redevelopment planning, the County will inform local stakeholders of plans; solicit feedback on community concerns, needs, and desires; and coordinate with the Deschutes County Public Health Department and DEQ to help educate residents on the nature of the identified contamination and remedial activities that will occur.

Budgeted personnel and fringe costs include 160 hours (80 hours from each of the hazardous and petroleum substances grants) at \$43.00 per hour for Community Development Department staff, plus fringe benefits estimated at 39%. Budgeted supply costs of \$1,386.80 for each grant include \$500 for printing costs, \$386.80 for mailing expenses associated with public notices, and \$500 for display boards and similar graphic displays for use at public meetings.

### **2.3 Task 3 – Site Inventory, Prioritization and Assessment**

Task 3 will be completed by the Consultant, with assistance from the County, BAC and other stakeholders. The estimated Subtask budget breakdown for Task 3 is provided in the following table.

Subtask	# of Units	Cost Per Unit	Total Budget	Hazardous Budget	Petroleum Budget
2.3.1 - Site Inventory and Prioritization	1	\$25,000	\$25,000	\$12,500	\$12,500
2.3.2 - Site Eligibility Determinations	20	\$500	\$10,000	\$5,000	\$5,000
2.3.3 - Phase I ESAs	10	\$4,500	\$45,000	\$22,500	\$22,500
2.3.4 – Initial/Supp Phase II ESAs	8	\$17,000	\$136,000	\$68,000	\$68,000
2.3.5 - ESA and NHPA	*	*	*	*	*
2.3.6 - QAPP ***	1	\$8,000	\$8,000	\$4,000	\$4,000
2.3.7 - SSSAPs and HASPs	**	**	**	**	**
<b>TOTAL COST</b>			<b>\$ 224,000</b>	<b>\$112,000</b>	<b>\$112,000</b>

\* Cost Included in Phase I and II ESA Estimated Costs

\*\* Cost Included in Phase II ESA Estimated Cost

\*\*\* Deschutes County intends to complete one comprehensive “project QAPP” to cover anticipated assessment activities that might occur over the course of the project. We will subsequently complete site-specific SSSAPs for each site that reference the comprehensive “project QAPP” for methods & QA/QC for each proposed task in the SSSAPs. We’ve found this to be an efficient way of addressing this requirement at the beginning of the project and expediting the completion and approval of SSSAPs later on.

Additional details for each Subtask are provided in the remainder of this Section.

### 2.3.1 Site Inventory and Prioritization

The County will use a portion of the assessment grant funding to build an initial inventory of brownfields sites, which has not been completed to date. The data will also be integrated to better relate the presence of hazardous and petroleum substance brownfields to various economic impacts associated with brownfields, as well as health data. The County will perform the following inventory activities as part of this task:

- Conduct tours/inspections throughout major commercial/industrial corridors in the County and its partnering cities to identify blighted or vacant potential hazardous substance brownfields sites that are not recorded in existing environmental databases.
- Review County and partnering city records that are potentially relevant to identifying brownfields (including occupancy and other permits, tax delinquency status, building code violations, etc.).
- Review available historical Sanborn fire insurance maps covering the years 1890-1944 to identify historic sites which have a significant potential for impacts from historical land uses.
- Survey local real estate industry representatives for information on sites in the County and its partnering cities.
- Review Deschutes Public Health records to verify that all sites with known or suspected impacts or threats to public health are being included in the evaluation/prioritization process.

Although the inventory may not identify all potential brownfields sites, it should help to identify and focus attention on sites that are most significant in terms of health impacts, concerns of residents, and/or of interest to the development community. Budgeted supply costs of \$3,000 for each grant include \$2,500 for acquisition (approximately \$20/map) of historical fire insurance maps/other records and \$500 for printing costs.

The County will use CA funds to update the inventory of brownfields and enter existing inventory data into a Geographic Information System (GIS) database, and compile and enter additional information collected during the CA term. Initially, a form will be developed to guide and document data collection and facilitate an efficient transition into the GIS database. After preparing the form, other sites will be identified by the County through review of the USEPA and DEQ databases of contaminated sites, community stakeholder nominations, and ground surveys.

Following initial/supplemental inventory activities, sites will be prioritized for assessments and/or cleanup/redevelopment planning. It is anticipated that factors to be weighted the most heavily in prioritizing sites will include: (1) economic development potential/opportunities; (2) known or suspected threats to public health; (3) sites identified in existing community planning documents, (4) degree of known or suspected environmental impacts; (5) degree of blight or underutilization; (6) tax delinquency status; and (7) community concerns.

#### 2.3.2 Site Eligibility Determinations

The County and/or its Consultant will contact site owners, negotiate access agreements, and complete site eligibility determinations (for brownfield eligibility) prior to beginning site assessment and/or cleanup/redevelopment planning activities.

For planning purposes, it is assumed that site eligibility determinations will be completed at up to 10 high priority hazardous substance and up to 10 high priority petroleum substance brownfield sites at an average cost of \$500 each (\$10,000 total). This is an estimated average cost based utilizing an efficient method (spreadsheet) for dealing with multiple parcel sites that will be used for this project to cut down on potential spending. The ACRES database will be updated at the conclusion of each site eligibility determination.

#### 2.3.3 Site Characterization – Phase I ESAs

As previously noted, the County will retain a Consultant to provide environmental services, including the completion of Phase I ESAs in accordance with All Appropriate Inquiry and ASTM Practice E 1527-05 “Standard Practice for ESAs; Phase I ESA Process.”

For planning purposes, the budget assumes Phase I ESAs will be completed at up to five (5) high priority hazardous substance and up to five (5) high priority petroleum substance brownfield sites at an average cost of \$4,500 each (\$45,000 total). The ACRES database will be updated at the conclusion of each Phase I ESA.

#### 2.3.4 Site Characterization – Initial/Supplemental Phase II ESAs

The County anticipates conducting Phase II ESAs where the Phase I ESAs or other available information suggests that additional investigation is warranted. For planning purposes, the budget assumes Phase II ESAs will be completed at up to three (3) high priority hazardous substance and up to three (3) high priority petroleum substance brownfield sites, with supplemental site investigation activities on up to two [one (1) hazardous substances and one (1) petroleum products brownfields sites]. It is assumed

that the Phase II ESAs will have an average cost of \$17,000 each (\$136,000 total).

Individual Phase II ESA reports will be prepared and submitted to DEQ and/or USEPA for each site upon completion of field activities and receipt of analytical data. Property profiles will be completed and updated quarterly in the ACRES for each property where CA funds are expended.

#### 2.3.5 Endangered Species Act and National Historic Preservation Act Requirements

The Consultant will provide information to the County to help it fulfill USEPA's requirements under the Endangered Species Act Section 7 and the National Historic Preservation Act Section 106 (NHPA). The information will include the location of the project, any threatened or endangered species or habitat that may be affected by the project, whether the a site is considered to be of concern by the State Historic Preservation Officer (SHPO), a list of Tribes who may believe the site or project could disturb cultural resources, and an evaluation as to whether cleanup/redevelopment plans could have adverse effects on endangered or cultural resources.

The estimated costs for the Phase I & II ESAs for each site (described in Section 2.3.3 and summarized in Section 2.3) include budget for the evaluation of Endangered Species Act and NHPA requirements.

#### 2.3.6 Quality Assurance Project Plan (QAPP)

Prior to commencement of the Phase II ESA work, the County and the Consultant will participate in a pre-Quality Assurance Project Plan (QAPP) conference call with USEPA. A QAPP then will be prepared and submitted to the USEPA for approval.

#### 2.3.7 Site-Specific Sampling and Analysis Plans (SSSAPs) and Health and Safety Plan

A Site-Specific Sampling and Analysis Plan (SSSAP) for each site/property will be prepared and submitted to USEPA for approval prior to conducting Phase II ESA field work. In addition, a site-specific Health and Safety Plan (HASP), which addresses each property where Phase II ESA work is anticipated, will be submitted to USEPA for review prior to conducting any field activities.

The estimated costs for the Phase II ESAs and supplemental Phase II ESAs (described in Section 2.3.4 and summarized in Section 2.3) include budget for preparation of the QAPP, SSSAPs and HASPs for each site.

### **2.4 Task 4 - Cleanup Planning**

Task 4 will be completed by the Consultant, with assistance from the City, BAC and other stakeholders as needed. The estimated Subtask budget breakdown for Task 4 is provided in the following table.

Subtask	# of Units	Estimated Cost Per Unit	Total Budget	Hazardous Budget	Petroleum Budget
2.4.1 - Analysis of Brownfields Cleanup Alternatives	4	\$10,000.00	\$40,000.00	\$20,000.00	\$20,000.00
2.4.2 - Area-Wide Planning for a Brownfields Impacted Area(s)	2	\$45,000.00	\$90,000.00	\$45,000.00	\$45,000.00
<b>TOTAL COST</b>			<b>\$130,000.00</b>	<b>\$65,000.00</b>	<b>\$65,000.00</b>

#### 2.4.1 Analysis of Brownfields Cleanup Alternatives

The County will conduct cleanup and redevelopment planning as required by DEQ and/or the USEPA programs for brownfields where redevelopment is imminent and such activities will assist the developer. Planning may take the form of identifying soil and groundwater contamination, conceptual site models, site-specific remedial action objectives, identifying state and federal cleanup regulatory requirements, and analysis of brownfield cleanup alternatives [ABCA]; preparing Cleanup Action Plans (CAPs); assessment of brownfields redevelopment alternatives; and evaluation of institutional and engineering controls. Meetings will be held with stakeholders as needed to develop and review the most appropriate and effective remedial options for each selected brownfield site and redevelopment. The County and environmental consultant will work closely with DEQ and USEPA in considering options for cleanup planning. This work task anticipates conducting remedial planning activities on up to four sites [up to two (2) hazardous substances and up to two (2) petroleum products brownfields sites] at an average estimated cost of \$10,000 (\$40,000 total).

#### 2.4.2 AWP for Brownfields Impacted Areas

Also included under this task is the completion of Brownfield AWP for up to two brownfields-impacted areas of the County. The AWP may include performing a variety of activities focused on identifying potential future uses for the brownfields-impacted areas and developing strategies to facilitate the reuse of existing infrastructure as well as identifying potential infrastructure investments needed to accommodate alternative future uses. Tasks anticipated to be completed as part of AWP include:

- ❖ Evaluating existing environmental conditions, local market potential, and needed infrastructure improvements;
- ❖ Developing strategies for brownfields site cleanup and reuse;
- ❖ Identifying sources or leveraging opportunities to help implement revitalization including specific strategies for public/private investments and infrastructure improvements.

Any reuse planning activities that are “site-specific” will be performed only on those parcels that are confirmed to meet the eligibility requirements.

### 3. SCHEDULE AND DELIVERABLES

**Schedule:** The project tasks will be completed over a three (3) year project period estimated to begin on October 1, 2013 and end on September 30, 2016.

DUE DATE (for grant awarded 10/01/13)	ITEM	Send to:			
		EPA Project Officer	STATE	EPA GRANTS	EPA FINANCE
Month 1 (Oct. 2013)	Solicitation for hiring Consultant	X			
Month 1	Brownfields Project Website Established	X	X		
Month 1	Fact sheet – project starting	X			
Month 2	Selection of Consultant	X			
Month 2 (Updated on an Ongoing Basis)	Establish BAC and Identify Stakeholders	X	X		
Month 3	Public Meeting – Kick off	X	X		
Ongoing	Coordinating and conducting outreach meetings; press releases, public notices, meeting materials, etc.	X	X		
Month 4 (Jan. 2014; Quarterly Reports due within 30 days after quarter ends)	Quarterly Progress Report (QPR) 1 for period 10/1-12/31/13	X			
Month 6 (March 2014; Updated on an Ongoing Basis)	Initial Inventory Developed & Site Selection Criteria set	X			
Month 7 (Apr. 2014)	QPR 2 for period 1/1-03/31/13 - continue with as many quarters as needed	X			
Month 7	Top sites selected	X	X		
Ongoing (As needed)	Site Eligibility Determinations	X	X (for Petro Include State)		
Before field work begins	ESA/NHPA letters	X			
Before field work begins	QAPP / Health and Safety Plan	X			
Before field work begins	Site Access Agreements in Place	X			
Ongoing (At least 30 days after site approved for EPA Funding)	Property Profile Forms entered in ACRES	X			
Ongoing	Site Assessments Begin	X			



DUE DATE (for grant awarded 10/01/13)	ITEM	Send to:			
		EPA Project Officer	STATE	EPA GRANTS	EPA FINANCE
Yearly	Federal Financial Report (FFR)	X			
Ongoing	Attend Brownfields Conferences				
	DBE Report (DBE = Disadvantaged Business Enterprises) Reports must be submitted <b>semiannually</b> for periods ending March 31 <sup>st</sup> and September 30 <sup>th</sup> Reports are due within 30 days of the end of the semiannual reporting periods (by April 30 <sup>th</sup> and October 30 <sup>th</sup> ) For forms & more information, visit: <a href="http://www.epa.gov/osdbu/dbe_team.htm">http://www.epa.gov/osdbu/dbe_team.htm</a>	X (copy)		X	
As Needed (But At Least Quarterly)	Requests for Reimbursement – see Administrative Terms & Conditions	X (Copy)			X
Month 36	Fact Sheet - Assessment results	X			
Months 36 – 39	Final Federal Financial Report (FFR) (SF425) & Final Drawdown For forms & more information, visit: <a href="http://www.epa.gov/ocfo/finser vices/forms.htm">http://www.epa.gov/ocfo/finser vices/forms.htm</a>	X (copy)		X (copy)	X
Months 36 – 39 (Due at end of Dec. 2016)	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

#### 4. BUDGET SUMMARY

##### 4.1 Table 1A - Total Budget Estimate

Category	Task 1 - Project Management & Reporting	Task 2 – Community Outreach/ Public Involvement	Task 3- Site Inventory, Prioritization & Assessment	Task 4 – Cleanup Planning	Category Total
Personnel	\$6,880.00	\$6,880.00	\$0.00	\$0.00	\$13,760.00
Fringe	\$2,683.00	\$2,683.20	\$0.00	\$0.00	\$5,366.40
Travel	\$4,100.00	0.00	\$0.00	\$0.00	\$4,100.00
Contractual	\$10,000.00	\$10,000.00	\$218,000.00	\$130,000.00	\$368,000.00
Supplies	\$0.00	\$2,773.60	\$6,000.00	\$0.00	\$8,773.60

Category	Task 1 - Project Management & Reporting	Task 2 – Community Outreach/ Public Involvement	Task 3- Site Inventory, Prioritization & Assessment	Task 4 – Cleanup Planning	Category Total
<b>Task Totals</b>	<b>\$23,663.20</b>	<b>\$22,336.80</b>	<b>\$224,000.00</b>	<b>\$130,000.00</b>	<b>\$ 400,000.00</b>

#### 4.2 Table 1B - Hazardous Substances Budget Estimate

Category	Task 1 - Project Management & Reporting	Task 2 – Community Outreach/ Public Involvement	Task 3- Site Inventory, Prioritization & Assessment	Task 4 – Cleanup Planning	Category Total
Personnel	\$3,440.00	\$3,440.00	\$0.00	\$0.00	\$6,880.00
Fringe	\$1,341.60	\$1,341.60	\$0.00	\$0.00	\$2,683.20
Travel	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
Contractual	\$5,000.00	\$5,000.00	\$109,000.00	\$65,000.00	\$184,000.00
Supplies	\$0.00	\$1,386.80	\$3,000.00	\$0.00	\$4,386.80
<b>Task Totals</b>	<b>\$11,831.60</b>	<b>\$11,168.40</b>	<b>\$112,000.00</b>	<b>\$65,000.00</b>	<b>\$200,000.00</b>

#### 4.3 Table 1C – Petroleum Budget Estimate

Category	Task 1 - Project Management & Reporting	Task 2 – Community Outreach/ Public Involvement	Task 3- Site Inventory, Prioritization & Assessment	Task 4 – Cleanup Planning	Category Total
Personnel	\$3,440.00	\$3,440.00	\$0.00	\$0.00	\$6,880.00
Fringe	\$1,341.60	\$1,341.60	\$0.00	\$0.00	\$2,683.20
Travel	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
Contractual	\$5,000.00	\$5,000.00	\$109,000.00	\$65,000.00	\$184,000.00
Supplies	\$0.00	\$1,386.80	\$3,000.00	\$0.00	\$4,386.80
<b>Task Totals</b>	<b>\$11,831.60</b>	<b>\$11,168.40</b>	<b>\$112,000.00</b>	<b>\$65,000.00</b>	<b>\$200,000.00</b>

#### 4.4 Budget Narrative

A budget narrative is provided where applicable in each of the tasks/subtasks detailed throughout Section 2.



## Region 10 Grants Detailed Budget Worksheet

[Print Form](#)

Budget Year

FY2014

Name of Grant Recipient: Deschutes County

Date Submitted/Revised: Jul 3, 2013

**PERSONNEL** - List all staff positions for the project by title. Give hourly salary rate, number of hours allotted to the project, and total cost for the project period. *The total for this category will be entered on Standard Form 424A, Section B, Line 6.a.*

Position/Title	Hourly Rate	No. of Hours	Work Years	Subtotal
Principal Planner	\$43.00	320	.15	\$13,760.00
			0	
			0	
			0	
			0	
			0	

**\* Total Work  
Years****.15**

\* Total Work Years is a measurement of staff time spent on a project activity or activities, compared to one full-time work year of 2080 hours. Total work years are calculated by adding the annual hours for each staff position together then dividing this total by 2080 hours. Total work years should then be divided among work plan components (as Estimated Component Work Years) to add up to this amount.

**PERSONNEL TOTAL: \$13,760**

**FRINGE BENEFITS** - Identify the percentage used for your calculation and what benefits are included. *This amount will be entered on Standard Form 424A, Section B, Line 6.b.*

1. Please provide the benefits that are included in your fringe rate. For example, Retirement, Health Care, Annual and Sick Leave, Life Insurance, etc.

Retirement, health care, disability, annual and sick leave, life insurance, FICA, retirement, workers compensation

**FRINGE TOTAL: \$5,366**

2. Please provide fringe rate percentage in decimal format. For example, .25, .40, etc.

.39

NOTE: To convert a percentage to a decimal, move the decimal point two spaces to the left. For example, 17.5% would convert to .175

3. If applicable, provide any additional lump sum benefits.

**TRAVEL** - Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers. Specify the mileage, per diem, and other costs for each type of travel, such as lodging, common carrier transportation, etc. **For Tribes, please explain/justify travel expenses for Tribal Council members. This amount will be entered on Standard Form 424A, Section B, Line 6.c.**

**Trip A - Purpose, Location, Attendees, Component # and/or Travel Justification**

National Brownfield Planning Conference

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare	\$500.00		2	1	\$1,000.00
Lodging	\$150.00	3	2	1	\$900.00
Per Diem (Meals & Incidental Expenses)	\$25.00	3	2	1	\$150.00
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip A</b>					<b>\$2,050.00</b>

**Trip B - Purpose, Location, Attendees, Component # and/or Travel Justification**

State/National Brownfield Conference

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare	\$500.00		2	1	\$1,000.00
Lodging	\$150.00	3	2	1	\$900.00
Per Diem (Meals & Incidental Expenses)	\$25.00	3	2	1	\$150.00
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip B</b>					<b>\$2,050.00</b>

**Trip C - Purpose, Location, Attendees, Component # and/or Travel Justification**

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare					
Lodging					
Per Diem (Meals & Incidental Expenses)					
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip C</b>					

**Trip D - Purpose, Location, Attendees, Component # and/or Travel Justification**

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare					
Lodging					
Per Diem (Meals & Incidental Expenses)					
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip D</b>					

**TRAVEL - CONTINUED:** Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers. Specify the mileage, per diem, and other costs for each type of travel, such as lodging, common carrier transportation, etc. **For Tribes, please explain/justify travel expenses for Tribal Council members. This amount will be entered on Standard Form 424A, Section B, Line 6.c.**

**Trip E - Purpose, Location, Attendees, Component # and/or Travel Justification**

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare					
Lodging					
Per Diem (Meals & Incidental Expenses)					
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip E</b>					

**Trip F - Purpose, Location, Attendees, Component # and/or Travel Justification**

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare					
Lodging					
Per Diem (Meals & Incidental Expenses)					
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip F</b>					

**Trip G - Purpose, Location, Attendees, Component # and/or Travel Justification**

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare					
Lodging					
Per Diem (Meals & Incidental Expenses)					
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip G</b>					

**Trip H - Purpose, Location, Attendees, Component # and/or Travel Justification**

Expense	Cost (or rate/mile)	# of Days (or # of miles)	# of Travelers	# of Trips	Amount
Round Trip Airfare					
Lodging					
Per Diem (Meals & Incidental Expenses)					
Rental Car per Day					
Mileage Cost					
<b>Subtotal for Trip H</b>					

**TRAVEL TOTAL: \$4,100**

**EQUIPMENT** - Identify each item to be purchased which has an estimated acquisition cost (including shipping) of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR 31.3. Please provide a detailed justification and identify the appropriate work plan component and/or commitment number, and explain how you arrived at your estimates. If applicable, indicate why it is more cost effective to purchase rather than lease. *This amount will be entered on Standard Form 424A, Section B, Line 6.d.*

Item Description	Component #	Cost Per Item	How Many?	Amount
Equipment Justification/Cost Estimates (e.g., vendor quotes, catalog searches, etc.):				

**EQUIPMENT TOTAL:** \_\_\_\_\_

**SUPPLIES** - "Supplies" means all tangible personal property, other than "equipment". The detailed budget should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies), and their cost. If requesting items previously purchased, explain why they are being purchased again. Explain how you arrived at your estimates. *This amount will be entered on Standard Form 424A, Section B, Line 6.e.*

Item Description	Component #	Cost Per Item or Month	How Many Items or Months?	Amount
Display Boards	1	\$1,000.00	1	\$1,000.00
Printing Costs	1	\$1,000.00	1	\$1,000.00
Mailing Public Notices	1	\$773.60	1	\$773.60
Acquisition of Historical Fire Insurance	1	\$2,500.00	2	\$5,000.00
Photocopying	1	\$500.00	2	\$1,000.00
Explanation of cost estimates and previous purchases (e.g., based on previous year's expenses, vendor quotes, catalog searches, etc.):				

**SUPPLIES TOTAL:** \$8,774

**CONTRACTUAL** - Identify each proposed contract and specify its purpose and estimated cost. Provide information on how the estimates were arrived at. *This amount will be entered on Standard Form 424A, Section B, Line 6.f.*

**NOTE:** IGAP applicants should review 40 CFR 31.36 concerning procurement and the need to provide justification for sole source agreements and documentation concerning cost-price analysis for contracts and other agreements.

If your project requires the hiring of **consultants (individuals with specialized skills who are paid at an hourly or daily rate)**, the maximum allowable consultant rate cannot exceed the maximum daily rate for a Level IV of the Executive Schedule, adjusted annually. You may find the annual salary for Level IV of the Executive Schedule on the following Internet site: <http://www.opm.gov/oca>. Select "Salary and Wages", and select "Executive Schedule". The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

Contracts			
Item Description	Purpose/Basis for Estimates	Component	Amount
Project Management, Comm	Project Management, Facilitating Community Outreach	1	\$20,000.00
Site Inventory, Prioritization	Site Inventory and prioritization; Phase I and Phase II ESAs; Supplemental Phase II ESAs; RAPs; and QAPP	1	\$348,000.00
<b>Contractual Subtotal</b>			<b>\$368,000.00</b>

### Consultants

Consultant A - Purpose, Location, and Component and/or Commitment #	Expense	Cost (or rate/mile)	# of Hours, Days, or Miles	# of People	# of Trips	Amount
	Hourly or Daily Wage					
	Travel (RT Airfare or Mileage Cost)					
	Lodging					
	Per Diem (Meals & Incidental Expenses)					
	<b>Subtotal for Consultant A</b>					

Consultant B - Purpose, Location, and Component and/or Commitment #	Expense	Cost (or rate/mile)	# of Hours, Days, or Miles	# of People	# of Trips	Amount
	Hourly or Daily Wage					
	Travel (RT Airfare or Mileage Cost)					
	Lodging					
	Per Diem (Meals & Incidental Expenses)					
	<b>Subtotal for Consultant B</b>					

**CONTRACTUAL TOTAL: \$368,000**

**OTHER** - Include items here which do not fit in the other specific budget categories. Give a brief description of the expense and how you arrived at the estimate. \*Grantees who own their building are not entitled to reimbursement for rent; however, they may directly charge for utilities and maintenance costs using a cost allocation plan. If an expense is being shared with other programs, please provide the cost share formula. This amount will be entered on Standard Form 424A, Section B, Line 6.h.

Item Description	How Did You Arrive at Cost?	Cost Per Item or Month	How Many Items or Months?	Amount
Building Lease/Rent *				
Explanation of Cost Sharing Formula				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				
Explanation of Cost Sharing Formula or Cost Allocation				

**OTHER TOTAL:** \_\_\_\_\_



**INDIRECT COSTS** - If indirect charges are budgeted, indicate the approved rate and base. The base amount is usually total direct costs, less capital expenditures and pass-through funds. Pass-through funds are normally defined as major subcontracts, payments to participants, stipends to eligible recipients, and subgrants, all of which normally require minimal administrative effort. However, please refer to your negotiated agreement for specific guidance. If you are choosing to charge less than the approved rate, you may type in the applicable amount in the Indirect Total box. *This amount will be entered on Standard Form 424A, Section B, Line 6.j.*

**NOTE:** If you plan to propose indirect costs as part of your grant project budget, you **must** have on file with the Region 10 Grants Administration Unit: (a) A current approved Indirect Cost Rate Agreement; or (b) Documentation that a current indirect cost rate proposal has been submitted to the Department of Interior's National Business Center. This documentation must indicate the requested rate. You may use either the approved or proposed rate in your proposed budget. Please provide a copy with your application. If you can provide neither, the indirect costs in your proposal will be disallowed.

Approved or  
Proposed Indirect  
Cost Rate (Enter as  
a decimal):

Base Amount:

**INDIRECT TOTAL:**

NOTE: To convert a percentage to a decimal, move the decimal point two spaces to the left. For example, 17.5% would convert to .175

**TOTAL BUDGET:**

**\$400,000**

1. RETURN TO PAGE 1 AND SAVE THE FORM BY CLICKING "FILE," THEN "SAVE AS".
2. CLICK THE "PRINT" BUTTON AND PRINT TWO COPIES (1 FOR YOUR RECORDS AND 1 to INCLUDE WITH YOUR WORK PLAN).
3. IN SOME CASES YOU MAY BE ASKED TO PROVIDE THIS FORM VIA E-MAIL, INSTEAD.

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify)**

**\* 3. Date Received:**

**4. Applicant Identifier:**

93-6002292

**5a. Federal Entity Identifier:**

**\* 5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** Deschutes County Community Development Department

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

93-6002292

**\* c. Organizational DUNS:**

030805147

**d. Address:**

**\* Street1:** 117 NW Lafayette Avenue / P.O. Box 6005

**Street2:**

**\* City:**

Bend

**County:**

**\* State:**

OR

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:** 97708-6005

**e. Organizational Unit:**

**Department Name:**

Community Development Department

**Division Name:**

Planning

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Peter

**Middle Name:**

**\* Last Name:**

Gutowsky

**Suffix:**

**Title:** Deschutes County Principal Planner

**Organizational Affiliation:**

**\* Telephone Number:** 541-385-1709

**Fax Number:** 541-385-1764

**\* Email:** Peter.Gutowsky@deschutes.org

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**

B-County

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Environmental Protection Agency

**11. Catalog of Federal Domestic Assistance Number:**

66.818

CFDA Title:

Community-Wide Brownfield Assessment Grant Funding for Both Petroleum and Hazardous Substances

**\* 12. Funding Opportunity Number:**

EPA - OSWER - OBLR - 12 - 07

\* Title:

Deschutes County Community-Wide Assessment Grants

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Deschutes County, cities of Bend and Redmond

**\* 15. Descriptive Title of Applicant's Project:**

Community-wide hazardous substances grant funds will be used to build a systematic inventory of brownfield sites in the cities of Bend and Redmond and rural Deschutes County, conduct Phase I and Phase II environmental site assessments, perform remediation and redevelopment planning, and carry out community outreach activities. Petroleum grant funds will be used to conduct similar tasks at sites with potential petroleum contamination.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Project Management		\$	\$	\$ 23,663.20	\$	\$ 23,663.20
2. Community Outreach				22,336.80		22,336.80
3. Site Inventory, Prioritization				224,000.00		224,000.00
4. Cleanup Planning				130,000.00		130,000.00
5. Totals		\$ 0.00	\$ 0.00	\$ 400,000.00	\$ 0.00	\$ 400,000.00

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Task 1 - Project Mngt	(2) Community Outreach	(3) Site Inventory, Priorit	(4) Cleanup Planning	
a. Personnel	\$ 6,880.00	\$ 6,880.00	\$	\$	\$ 13,760.00
b. Fringe Benefits	2,683.20	2,683.20			5,366.40
c. Travel	4,100.00				4,100.00
d. Equipment					0.00
e. Supplies		2,773.60	6,000.00		8,773.60
f. Contractual	10,000.00	10,000.00	218,000.00	130,000.00	368,000.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	23,663.20	22,336.80	224,000.00	130,000.00	400,000.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 23,663.20	\$ 22,336.80	\$ 224,000.00	\$ 130,000.00	\$ 400,000.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Project Management and Reporting	\$	\$	\$	\$	0.00
9. Community Outreach and Public Involvement					0.00
10. Site Inventory, Prioritization, and Assessment					0.00
11. Cleanup Planning					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00	\$	0.00	\$ 0.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 127,333.33	\$ 15,916.67	\$ 47,750.00	\$ 31,833.33	\$ 31,833.33
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 127,333.33	\$ 15,916.67	\$ 47,750.00	\$ 31,833.33	\$ 31,833.33
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Project Management and Reporting	\$ 7,887.73	\$ 7,887.73	\$ 7,887.73	\$	
17. Community Outreach and Public Involvement	7,445.60	7,445.60	7,445.60		
18. Site Inventory, Prioritization, and Assessment	112,000.00	112,000.00			
19. Cleanup Planning			130,000.00		
20. TOTAL (sum of lines 16-19)	\$ 127,333.33	\$ 127,333.33	\$ 145,333.33	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	22. Indirect Charges:				
23. Remarks:					

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

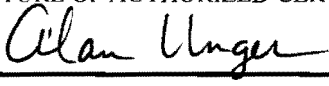
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.</li> <li>2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</li> <li>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li> <li>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</li> <li>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</li> <li>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the</li> </ol> | <ol style="list-style-type: none"> <li>basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</li> <li>7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</li> <li>8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</li> </ol> |
|--|---|

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>
---	--

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> 	<p>TITLE</p> <p>Deschutes County Commission (Chair)</p>	
<p>APPLICANT ORGANIZATION</p> <p>Deschutes County</p>		<p>DATE SUBMITTED</p> <p>7-3-2013</p>



**KEY CONTACTS FORM**

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Tom Anderson

Title: Deschutes County Administrator

Complete Address: 1300 NW Wall Street

Bend, OR. 97701

Phone Number: 541-388-6565

**Payee:** *Individual authorized to accept payments.*

Name: Cheryl Circle,

Title: Revenue Accounting Supervisor

Mail Address: Deschutes County Finance and Tax Office 1300 Wall Street

Bend, OR 97701

Phone Number: 541-617-4721

**Administrative Contact:** *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: Nick Lelack

Title: Community Development Director

Mailing Address: Deschutes County Community Development Department P.O. Box 6005

Bend, OR 97708-6005

Phone Number: 541-385-1708

FAX Number: 541-385-1764

E-Mail Address: Nick.Lelack@deschutes.org

**Principal Investigator:** *Individual responsible for the technical completion of the proposed work.*

Name: Peter Gutowsky

Title: Principal Planner

Mailing Address: Deschutes County Community Development Department P.O. Box 6005

Bend, OR 97708-6005

Phone Number: 541-385-1709

FAX Number: 541-385-1764

E-Mail Address: Peter.Gutowsky@deschutes.org

Web URL: <http://www.deschutes.org/Community-Development.aspx>



## ADDITIONAL KEY CONTACTS

*(Use as many sheets as needed.)*

**Major Co-Investigators:** *Individual responsible for the completion of major portions of the proposed work.*

Name: (Same as Principal Investigator) \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web URL: \_\_\_\_\_

**Major Co-Investigators:** *Individual responsible for the completion of major portions of the proposed work.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web URL: \_\_\_\_\_

**Major Co-Investigators:** *Individual responsible for the completion of major portions of the proposed work.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web URL: \_\_\_\_\_

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant 2

\* b. Program/Project

2

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date: 10-1-2013

\* b. End Date: 9-30-2016

**18. Estimated Funding (\$):**

\* a. Federal \$400,000.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL \$400,000.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.) Applicant Federal Debt Delinquency Explanation**☐ Yes☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Mr.

\* First Name:

Alan

Middle Name:

\* Last Name:

Unger

Suffix:

\* Title:

Deschutes County Commissioner (Chair)

\* Telephone Number:

541-388-6569

Fax Number:

541-385-3202

\* Email:

Alan.Unger@deschutes.org

\* Signature of Authorized Representative:



\* Date Signed:

7-3-2013

EPA Project Control Number

## **CERTIFICATION REGARDING LOBBYING**

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

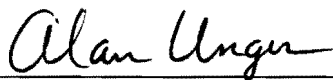
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

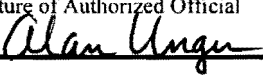
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Alan Unger, Deschutes County Commissioner Chair

Typed Name & Title of Authorized Representative



Signature and Date of Authorized Representative

<b>Preadward Compliance Review Report for</b> <b>All Applicants and Recipients Requesting EPA Financial Assistance</b> <b>Note: Read instructions on other side before completing form.</b>		
<b>I.</b> Applicant/Recipient (Name, Address, State, Zip Code). <b>Deschutes County, 1300 NW Wall Street, Bend, OR 97701</b>	<b>DUNS No.</b> <b>030805147</b>	
<b>II.</b> Is the applicant currently receiving EPA assistance? <b>No.</b>		
<b>III.</b> List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) <p style="text-align: center;"><b>None.</b></p>		
<b>IV.</b> List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) <p style="text-align: center;"><b>None.</b></p>		
<b>V.</b> List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) <p style="text-align: center;"><b>None.</b></p>		
<b>VI.</b> Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. <div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span>✓ No</span> </div> <p>a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). <span style="float: right;">Yes No</span></p> <p>b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. <span style="float: right;">Yes No</span></p>		
<b>VII.*</b> Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) <span style="float: right;">✓ Yes No</span> <p>a. Do the methods of notice accommodate those with impaired vision or hearing? <span style="float: right;">✓ Yes No</span></p> <p>b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <span style="float: right;">✓ Yes No</span></p> <p>c. Does the notice identify a designated civil rights coordinator? <span style="float: right;">✓ Yes No</span></p>		
<b>VIII.*</b> Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) <span style="float: right;">Yes.</span>		
<b>IX.*</b> Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) <span style="float: right;">No.</span>		
<b>X.*</b> If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. <b>Erik Kropp, Deputy County Administrator/Risk Manager, 1300 NW</b>		
<b>XI*</b> If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. <b><a href="http://www.deschutes.org/Accessibility.aspx">http://www.deschutes.org/Accessibility.aspx</a></b>		
<b>For the Applicant/Recipient</b>		
I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.		
<b>A.</b> Signature of Authorized Official 	<b>B.</b> Title of Authorized Official <b>Deschutes Co. Commissioner (Chair)</b>	<b>C.</b> Date <b>7-3-13</b>
<b>For the U.S. Environmental Protection Agency</b>		
I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.		
<b>A.</b> Signature of Authorized EPA Official	<b>B.</b> Title of Authorized EPA Official	<b>C.</b> Date
See ** note on reverse side		