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CITY OF KINSTON, NORTH CAROLINA

ENVIRONMENTAL PROTECTION AGENCY
COMMUNITY- WIDE BROWNFIELD ASSESSMENT PROJECT



KINSTON
NORTH CAROLINA

BROWNFIELDS ASSESSMENT GRANT
FINAL REPORT BF - 01D12620
DECEMBER 20, 2023

City of Kinston, North Carolina

EPA BROWNFIELDS ASSESSMENT GRANT: BF - 01D12620

BACKGROUND

The City of Kinston (16.9 square miles) is located in eastern North Carolina and has been the County seat of Lenoir County since 1791. Kinston was the home of the Neusiok Indians in the 1500 - 1700's when English settlers first discovered the area along the Neuse River. Due to its fertile soils, moderate climate, and water transportation, English settlers continued to find their way to Kinston during the 1700 and 1800's. The formation of the City of Kinston (whose southern downtown border lies adjacent to the banks of the Neuse River), the Revolutionary War (1776 – 1783), the Civil War (1861 – 1865), agriculture (cotton and tobacco), manufacturing (textiles), and weather (floods and hurricanes) have all had major impacts on the current City.

Kinston's location (75 miles east of Raleigh and 65 miles west of the North Carolina coastline) with fertile soils and moderate climate and its location as the western most navigable point on the Neuse River made the City a desirable location to live. The City thrived until the 1990s with ample jobs in agriculture (tobacco) and manufacturing (textiles). With the decline of these industries, the population of Kinston decreased from 25,295 in 1990 to 20,083 in 2018 (a 20.6% decrease; *US Census Bureau*). A downtown that once provided business, retail and support services for these industries and their workers has become a vacant core. With these main economic drivers gone, there has been a push by City leaders to take advantage of Kinston's location and heritage as a tourist location. In response to these challenges, the City applied for and received a \$300,000 Environmental Protection Agency (EPA) Brownfields Assessment Grant for FY 2020 - 2023 to conduct community-wide assessments of brownfield sites potentially contaminated with petroleum and/or hazardous substances. The City used this assistance to address the brownfields in this area and accomplish the goals laid out in *Plan Kinston*, our comprehensive land use plan adopted in 2015.

The City of Kinston used the EPA funding for environmental assessment and redevelopment planning of brownfield properties primarily along the Queen Street Corridor. This has allowed us to take the first steps towards our planned revitalization. US Highway 70 is the main interstate between central NC and the southern beaches. Turning north onto Queen Street from US Highway 70 you cross the scenic Neuse River just before entering downtown Kinston. The two-mile stretch of Queen Street, the main north-south corridor through the city, was the target area for our project. Our "Main Street" was once home to burgeoning businesses and flanked by flourishing residential neighborhoods. Now Queen Street is plagued by over 80 brownfield sites made up of abandoned gasoline stations, former industrial sites, and vacant/underutilized commercial and retail buildings. In the last 20 years our community has lost well over 1,000 jobs, many from our downtown. The persistent blight makes attracting new businesses, residents and office tenants challenging. The primary residential area adjacent to Queen Street is Census Tract 103, which was ranked the #1 most economically distressed tract in NC in the latest North Carolina's Distressed Urban Tracts (February 2014).

PROJECT GOALS

The City submitted a Work Plan that detailed goals and milestones to be completed with the grant funds. The City is pleased to report that although some of the specific goals and milestones set forth in the cooperative agreement work plan changed as the project progressed, the outcome was an overwhelming success.

TASK ONE – PUBLIC INVOLVEMENT

In the Brownfields Assessment Grant Application, the City highlighted the importance of the involvement and participation of community members. The goal was to establish a Steering Committee made up of community representatives and residents from the targeted area. Local citizens included on our Steering Committee included a resident of the target areas, a local lawyer, a local developer, a local pastor, the Kinston Chamber of Commerce, the Pride of Kinston, and Lenoir County Early College High School. Primary outreach efforts included Steering Committee meetings, outreach to local property owners and regulatory agencies, and participation in local community events.

Public Involvement

- The City developed a Community Involvement Plan to guide public participation and community involvement activities.
- Flyers about the program and how to get involved were developed and distributed.
- The City conducted two Brownfields Steering Committee meetings on January 26, 2021 and February 2, 2022 (virtually).
- The City's consultant managed a booth and provided flyers at the open-air festival BBQ Fest On the Neuse in Spring 2022.
- The City and its consultant participated in many one-on-one conversations with many citizens and property owners.

Due to the COVID-19 pandemic, we were not able to conduct some of our planned activities. Additionally, as the project progressed we determined that one-on-one personal contacts with our citizens and residents was a more effective outreach mechanism. Our efforts proved not only effective but more cost efficient.

TASK 2 – SITE INVENTORY

The City conducted an inventory of brownfield properties along the Queen Street Corridor in

downtown Kinston to provide the necessary information for future brownfield redevelopment activities and serve as a beneficial marketing tool for potential developers. The City inventoried over 80 properties based on the following criteria: abandoned or underutilized and meet the Site Eligibility requirements; the potential to meet the overall goals outlined in *Plan Kinston*; site reuse having the potential to contribute to the overall revitalization of our target corridor; potentially contaminated; and owners committed to the Brownfields reuse process and also for site access through an approved access agreement. Mid-Atlantic also performed a detailed inventory of potential pollutant sources (both past and present) in our target area to identify sources of potential exposure to pollutants.

TASK THREE – ENVIRONMENTAL SITE ASSESSMENTS

PHASE I ENVIRONMENTAL SITE ASSESSMENTS

The City completed 9 Phase I Environmental Site Assessments (encompassing 15 parcels and approximately 43.78 acres) during the project period.

FORMER JIL RECYCLING CENTER

The Phase I ESA was completed at this property on January 27, 2021. This 3.25-acre property consists of one parcel and is located approximately 1 mile north of Kinston's main downtown. The site was wooded and residential in the 1940s and was developed in the 1950s with a commercial bakery that operated at the site until 2000. The site operated as JIL Industrial Recycling Center from 2010 until the spring of 2015 when the building was damaged by a fire. The City was interested in conducting assessment at this property to determine if its historical use as a recycling center had potential affected soil, groundwater, or surface water at the property. The site is also one of the largest parcels on Queen Street and the City felt reuse could spur economic development in the local area. The Phase I noted several recognized environmental conditions (RECs) associated with the site, including: the historical operation as a commercial bakery, the historical operation as an industrial recycling facility, a documented release from a former on-site underground storage tank (UST) system; and documented releases from UST systems on adjacent properties. At the time of our site visit, the site consisted of a vacant lot with remnant concrete pads and foundation materials. Additional information regarding this property is provided in the Phase II Environmental Site Assessment Section below.



317-323 NORTH QUEEN STREET

The Phase I ESA was completed for the properties located at 317, 321, and 323 North Queen Street on June 8, 2021. These two parcels are 0.48 acres together. The site is in the heart of downtown on North Queen Street, located in the same city block as the Lenoir County Chamber of Commerce. This property was purchased shortly after the Phase I ESA was conducted. Because the City conducted assessment on this property, financial and logistical hurdles were alleviated for the new owner, a local property developer. According to historical Sanborn fire insurance maps the property was developed prior to 1885 and was used for multi-family residential and/or various hotels through 1901. The property was occupied by various commercial uses in the early 1900s including a movie theatre, bottling house, and undertaker. From the 1950's through the 1980s, a tire service facility operated at 317 North Queen Street. The Phase I noted two RECs associated with the site: the historic operation of a tire service/auto repair facility on the Subject Property, and the historic presence of gasoline tanks on the Subject Property. The Phase I also noted several RECs associated with historical dry cleaners and UST incidents on adjacent and nearby properties which may have adversely affected the property. Additional information regarding this property is provided in the Phase II Environmental Site Assessment Section below.



301 SOUTH QUEEN STREET

The Phase I ESA was completed at this property on July 2, 2021. This approximately 0.24-acre property is a single parcel located on the west side of South Queen Street, one block south of the Lenoir County Courthouse in downtown Kinston. This property was within the priority sites the City outlined in their application and work plan for this grant and reuse of this site is directly aligned with the goals of *Plan Kinston*. This site was purchased by a local property development group shortly before the Phase I ESA was conducted. The group has successfully re-occupied this property, which had been vacant for several years, with a commercial facility that sells car tires. According to historical Sanborn fire insurance maps, the site was developed for residential use from at least 1885 through 1930. The site was redeveloped and operated as a gas station from at least 1948 through 1983. The property stopped operating as a gas station and was utilized for tire sales from 1995 through 2017.



Prior to our assessment, the building had been vacant for the last several years. The Phase I ESA noted two RECs: the site's historical use as a gas station and vehicle maintenance facility, and historical use of adjacent properties as gas stations, auto repair facilities, and dry cleaners. Evidence of a hydraulic lift and USTs were observed during the Phase I ESA. Additional information regarding this property is provided in the Phase II Environmental Site Assessment Section below.

304 SOUTH QUEEN STREET

The Phase I ESA was completed at this property on July 7, 2021. This 0.27-acre property includes four parcels and is located on the east side of South Queen Street and one block south of the Lenoir County Courthouse in downtown Kinston. The City was interested in conducting assessment on this property as it was within the priority sites outlined in the application and workplan for this grant. Based on historical information, the site has been developed since at least 1885. Since 1885 the property has been occupied by residential and commercial use including: a grocery store, a boarding house, a hotel, a movie theatre, a restaurant, an attorney, a church, and a dry cleaner. Three buildings were razed in 1958, 1994, and 2014. The Phase I ESA noted three RECs: the historical use of a dry cleaner at the property; the historical presence of an auto garage at the Subject Property; and the historical use of adjacent and nearby properties as dry cleaners, filling stations, and automotive repair facilities.



414 NORTH QUEEN STREET

The Phase I ESA was completed at this property on October 14, 2021. This 0.2-acre property is located in a historic area of downtown Kinston along the main Queen Street corridor. The building is currently utilized for offices occupied by Nathan Perry Realty, LLC. The City was interested in conducting assessment at this property to reposition it for future commercial/residential redevelopment. Based on historical information, the site was developed in the late 1800's as a foundry and machine shop. The present-day building was constructed in the early 1900s. According to historical Sanborn fire insurance maps the site operated as an auto repair facility and/or gas station from 1920s through 1964. A ground penetrating radar (GPR) survey was conducted as part of the Phase



I ESA, which identified several previously unknown underground storage tanks (USTs). The assessment identified the following RECs for this site: the historical operation of a gasoline service station, auto repair facility, and junkyard, and the presence of unregistered USTs at the Subject Property; and the historical use of adjacent/nearby properties as dry cleaners, filling stations, and/or automotive repair facilities which include the potential use of USTs, petroleum, and solvents. Additional information regarding this property is provided in the Phase II Environmental Site Assessment Section below.

FORMER HARPER SALVAGE YARD

The Phase I ESA was completed at this property on June 27, 2022. This two-parcel property is 30.33 acres and located less than two miles southwest of downtown Kinston at 1313 NC Highway 11/ Highway 55. Based on historical information, the site operated as Harpers Auto salvage yard from the 1960s through early 2000s. The site has been vacant since approximately 2005 when it stopped operating as a junk yard. In the early 2000s the State of North Carolina established a program for the remediation of high-risk junkyards and solid waste sites as a response to flooding from Hurricane Fran and Hurricane Floyd in the late 1990s. The City of Kinston received a grant in the early 2000s from the State of North Carolina to purchase conservation easements on this property and other local junkyards located within the 100-year flood plain. The conservation easement places the property under control of the local government and strictly limits the potential uses of the site. The City of Kinston hoped to convert the property into a driving range for the residents of Kinston and Lenoir County to enjoy. Although a Phase II Environmental Site Assessment was planned for this property, assessment was delayed due to legal ambiguity between the property owner and local government.



EMMA WEBB PARK

The Phase I ESA was completed at this property on April 28, 2022. This 6.61-acre property is located at 101 East Highland Avenue just north of downtown Kinston. The City is interested in revitalizing this park, and conducting an assessment was an important initial step. Since completing the Phase I ESA the City has won a \$500,000 grant from the North Carolina Parks and Recreation Trust Fund (PARTF), and the City of Kinston will match another \$500,000 for this park restoration project. Based on our review of historical information, the site has been owned by the City of Kinston since at least the 1930s and has operated as a public park since then. The park is developed with an in-ground swimming pool, locker room building, covered picnic shelter, and an approximately 4,500 square foot, single-story building currently utilized as the Emma Webb Gymnastics Center. The Phase I ESA revealed the following RECs in connection with the site: the historical use of USTs to heat an on-site building; a documented releases from former USTs on a southwest adjacent property that has resulted in groundwater contamination at the Subject Property; and the historical operation of two dry cleaners on a west adjacent property.



CASWELL HOTEL AND FIRE STATION MUSEUM

The Phase I ESA was completed at this property on September 21, 2022. This 0.40-acre property is located at 112 and 118 South Queen Street just north of the Lenoir County Courthouse, in downtown Kinston. The City was interested in conducting assessment at this property to reposition it for potential future use as a boutique hotel, commercial, or residential redevelopment. Based on our review of historical information, the site has been developed since at least 1885 for residential and commercial use. The Fire Station Museum, located at 118 South Queen Street was originally constructed in 1895 and has historically operated as a fire station, city hall, retail stores, and/or municipal offices. The Caswell Hotel, located at 112 South Queen Street was constructed 1906. The ground floor of the hotel has been occupied by commercial retail businesses, restaurant(s), and offices, and is currently utilized as 'Courthouse Square' office space. The Phase I ESA revealed two RECs in connection with adjacent properties: the historical presence of several petroleum USTs south adjacent to the Fire Station Museum; and historical presence of a petroleum UST west adjacent to the Subject Property.



FORMER MR. WAFFLES RESTAURANT

The Phase I ESA was completed at this property on August 2, 2023. This 2.00-acre property is located at 600 West New Bern Road less than half a mile west of the intersection of West New Bern Road (Highway 70) and South Queen Street (Highway 258 Business). Based on our review of historical information, the site was first developed in 1986 with a drive-in style restaurant. The property was occupied by various restaurants between 1995 and 2005. The property has been vacant since approximately 2005 and has been an eyesore along a main thoroughfare into the City of Kinston. At the time of our assessment, the structure was partially demolished. Mid-Atlantic conducted a Phase I ESA and an Asbestos Survey. Asbestos-containing materials were not identified at the Subject Property and the Phase I ASA revealed no evidence of RECs, controlled recognized environmental conditions (CRECs), or significant data gaps in connection with the Subject Property. The City was interested in conducting assessment at this property to reposition it for future commercial redevelopment. The Asbestos Survey also alleviated financial and logistical hurdles for the property owner to safely demolish what remains of the building.



PHASE II ENVIRONMENTAL SITE ASSESSMENTS

Prior to initiating Phase II ESAs, the city prepared a Generic Quality Assurance Project Plan (QAPP) on December 22, 2020, that was approved by the EPA. The City completed four Phase II ESAs and one Vapor Intrusion Assessment at the following properties.

FORMER JIL RECYCLING CENTER

Prior to initiating Phase II ESA field activities at the property, a Site Specific QAPP Addendum 1-A was submitted and approved by NCDEQ and the EPA. The Phase I ESA for this site identified several RECs, including: the historical operation as a commercial bakery, the historical operation as an industrial recycling facility, a documented release from a former on-site UST system; and documented releases from UST



systems on adjacent properties. Phase II activities were completed at the property in April 2021. Field activities during the Phase II assessment consisted of sampling soil, groundwater, surface water, stream sediments, and soil gas. Stream sediments did not exhibit contaminants of concern (COCs), but soil and groundwater samples identified COCs at concentrations exceeding residential regulatory limits. Mid-Atlantic used the Division of Waste Management's (DWM) Risk Calculator to determine if a potential vapor intrusion condition may exist at the property. The risk calculations indicated current site conditions do not pose a risk to potential redevelopment for residential or non-residential use of the site. Based on the results of this investigation, it was determined that additional assessment, remedial action, or institutional controls would not be necessary for commercial redevelopment but may be necessary for residential use.

301 SOUTH QUEEN STREET

Prior to initiating Phase II ESA field activities at the property, a Site Specific QAPP Addendum 2-A was submitted and approved by the EPA. RECs identified in the Phase I ESA included the site's historical use as a gas station and vehicle maintenance facility, including the use of USTs, hydraulic lift, and potential oil/water separator; and the historical uses of adjacent properties as gas stations, auto repair facilities, and dry cleaners.



The Phase II ESA was completed at the property from June 16 and 17, 2022 and included a ground penetrating radar survey, the installation of four temporary groundwater monitoring wells and collection of groundwater samples, the collection of six soil samples, and the collection of two sub-slab soil gas samples. Results of the Phase II ESA identified impacts to groundwater and soil gas at the property. However, the degree and extent of the impacts do not exceed acceptable risk for the property's use as a commercial business. Based on the results of this investigation, engineering/institutional controls, further assessment, and/or remedial action are not necessary for the Subject Property's current commercial use. Should the property be redeveloped in the future, additional assessment may be necessary depending on intended use.

317-323 NORTH QUEEN STREET

Prior to initiating Phase II ESA field activities at the property, a Site Specific QAPP Addendum 3-A was submitted and approved by the EPA. The 0.48-acre property includes two parcels and is in the heart of downtown, located in the same city block as the Lenoir County Chamber of Commerce. The Phase I ESA identified RECs including: the historic operation of a tire service/auto repair facility on the site; the historic presence of gasoline tanks on the Subject Property; and the historical uses of several adjacent and nearby properties which have had UST incidents or historically operated as dry cleaners.



The Phase II ESA was completed at the property on August 31, 2022 to determine if further assessment, remedial action, and/or institutional controls would be required in order to characterize site conditions sufficiently and to make appropriate decisions with respect to cleanup, expansion and/or site reuse as commercial and residential mixed use. During the field activities two soil samples were collected, three sub-slab soil gas samples were collected, and two temporary monitoring wells were installed and sampled at the site. The results of the groundwater sampling activities were compared to the North Carolina Groundwater Quality Standards (NCGQS) and Ground Water Vapor Intrusion Screening Levels (GWSLs). Soil sample results were compared to the Division of Waste Management (DWM) Residential Health-Based, Industrial/Commercial Health-Based, and Protection of Groundwater Preliminary Soil Remediation Goals (PSRGs). Very few compounds were detected in soil, groundwater, or soil gas samples, and at low concentrations which did not exceed the regulatory levels. Based on the results of this investigation, current site conditions do not appear to pose a risk to the future residential or non-residential use of the site. Mid-Atlantic does not believe further assessment, remedial action, or engineering/institutional controls are required for the redevelopment of this site.

414 NORTH QUEEN STREET – UST CLOSURE REPORT

Prior to initiating field activities at the property, a Site Specific QAPP Addendum 5-A was submitted and approved by the EPA. RECs identified in the Phase I ESA included the historical operation of a gasoline service station, auto repair facility, and junkyard, and the presence of unregistered USTs at the Subject Property. A search through the Division of Waste Management's UST database did not identify information regarding the tanks identified via GPR, which appear to be unregistered.



The assessment activities were completed at the property from January 30 through January 31, 2023, and included a GPR survey to locate the two known USTs and look for additional USTs, and the collection of 8 soil samples. The two USTs, approximately 1,000 to 2,000-gallon capacity, were deemed too close to the building foundation to be safely removed. As such, the tanks were partially excavated and found to have been previously closed in place. No evidence of UST closure activities or sampling at the Subject Property were identified in the DEQ UST Section's Washington Regional Office database records. Mid-Atlantic collected closure soil samples from around the perimeter of the on-site USTs. The GPR survey conducted on January 30, 2023 also identified a previously unknown "probable" UST under the sidewalk and within the right-of-way for North Queen Street (which is not within the property boundary) and a "No Confidence Anomaly" southeast of the on-site structure. It is currently unclear if this may be a UST. Sampling results were indicative of a release from the two sampled USTs and soil has been adversely impacted at the site. Mid-Atlantic submitted the UST Closure Report to Brownfields EPA Project Manager and the NCDEQ, UST Section, Washington Regional Office for review. Based on the results and the lack of a Responsible Party, Mid-Atlantic recommended this site should be referred to the UST Section State Lead Program.

FORMER KINSTON SHIRT FACTORY - VAPOR INTRUSION ASSESSMENT

This property, a former textile mill which operated from 1901 through 1995, had been assessed via Phase I and Phase II ESAs conducted in 2015 and 2017 under Kinston's previous EPA Brownfields Assessment Grant and successfully entered into the North Carolina Brownfields Redevelopment Section (BRS). Although, the Brownfields Agreement for the property covers a total of fifteen parcels, this assessment addressed the two parcels that plan to be redeveloped into the Kinston Community Health Center. The BRS required a vapor intrusion assessment prior to redevelopment of the site. Prior to initiating Phase II ESA field activities at the property, a Site Specific QAPP Addendum 6-A was submitted and approved by the NC BRS and EPA. Soil and groundwater impacts had already been identified through previous assessment, including the presence of tetrachloroethylene in groundwater.

The Vapor Intrusion Assessment was completed at the property on August 2, 2023 and included the installation of seven sub-slab sampling points to collect sub-slab soil gas samples and characterize conditions beneath the proposed Kinston Community Health Center. Results of soil gas samples indicate the Subject Property has been adversely impacted by historical on-site and/or off-site operations. However, the risk calculations indicated current site conditions do not pose a risk to potential redevelopment for non-residential use of the site. This assessment report has been reviewed by the BRS. The BRS determined that mitigation for vapor intrusion is not required but pre-occupancy sampling would be necessary.

TASK 4 – CLEANUP AND REUSE PLANNING

In the Brownfields Assessment Grant Application and subsequent Work Plan, the City of Kinston anticipated development of three Analysis of Brownfield Cleanup Alternatives (ABCAs) on high priority properties to facility cleanup planning and redevelopment activities. However, with most of North Carolina's regulatory programs (including the BRS) using risk-based cleanup rules, actual cleanup and reuse planning for most of our sites was not necessary.

The City originally considered foreclosing on the Former JIL Recycling Center and redeveloping it into either a municipal use or greenspace. However, at the close of this grant that was no longer a priority. Additional cleanup planning may be necessary in the future if the City pursues this for anything other than a commercial/industrial use.

Assessment activities at 301 South Queen Street and 317-323 North Queen Street showed that proposed redevelopment (commercial and mixed-use retail and residential, respectfully) could take place with no additional cleanup, as such ABCAs were not necessary for those projects. The previously vacant 301 South Queen Street property has since been repurposed into a commercial facility that sells car tires.

As part of the Brownfields Agreement for the Former Kinston Shirt Factory property, the BRS required an approved Environmental Management Plan (EMP) prior to demolition or construction activities for the proposed Kinston Community Health Center. The EMP documents redevelopment plans and environmental data to inform regulatory-compliant decision making at the site. Mid-Atlantic was able to utilize clean-up planning grant funds to partially cover the costs of drafting an EMP for the site, reducing the cost for the Kinston Community Health Center non-profit organization.

BUDGET

Provided below is a summary of the expenses for the project:

Activity/Service	Budget	Spent
Public Involvement*	\$20,000	\$17,840.90
Site Inventory*	\$9,000	\$7,394.00
Environmental Site Assessments (ESAs)*	\$246,000	\$269,612.60
Cleanup and Redevelopment Planning*	\$20,000	\$5,152.50
Travel	\$3,000	\$0
Supplies/Equipment	\$2,000	\$0
Completed Project	\$300,000	\$300,000.00
*Contractual Expenses		

In order to complete the last Phase I ESA and the Vapor Intrusion Assessment for the proposed Kinston Community Health Center, the following budget amendments were made:

- \$1,606.00 was moved from Site Inventory to ESAs
- \$2,159.10 was moved from Public Involvement to ESAs
- \$3,000.00 was moved from Travel to ESAs
- \$2,000.00 was moved from Supplies to ESAs
- \$14,847.50 was moved from Cleanup Planning to ESAs

The following table summarizes the activities, deliverables and estimated amount of funds expended on our brownfield sites. During this project we did not experience cost overruns or high unit costs.

Site Name	Activities	Deliverables	Costs
Former JIL Recycling Center	Phase I ESA, Phase II ESA	Phase I ESA Report, and Phase II ESA Report	\$48,929
317-323 North Queen Street	Phase I ESA, Phase II ESA, Asbestos & Lead Paint Survey	Phase I ESA Report, Phase II ESA Report, and NESHAP Asbestos and Lead-Based Paint Survey Report	\$47,198
301 South Queen Street	Phase I ESA, Phase II ESA	Phase I ESA Report, and Phase II ESA Report	\$24,682
304 South Queen Street	Phase I ESA	Phase I ESA Report	\$3,500
414 North Queen Street	Phase I ESA, Phase II ESA	Phase I ESA Report, and UST Closure Report	\$33,180
Former Harper Site	Phase I ESA	Phase I ESA Report	\$4,000
Emma Webb Park	Phase I ESA	Phase I ESA Report	\$3,500
Caswell Hotel	Phase I ESA	Phase I ESA Report	\$3,500
600 W. New Bern Road	Phase I ESA, Asbestos Survey	Phase I ESA Report, and NESHAP Asbestos Survey Report	\$6,975
Former Kinston Shirt Factory	Phase II ESA, Clean Up Planning	Vapor Intrusion Assessment Report, and Environmental Management Plan (EMP)	\$23,050

Federal Financial Reports are included in Appendix A, and USEPA MBE/WBE Utilization forms are included in Appendix B.

PROJECT BENEFITS

The overall benefits of the project to the City of Kinston were substantial. We would like to highlight the following benefits/accomplishments in particular:

- With these grant funds, the City was able to quantify the risks associated with many properties located along the Queen Street Corridor;
- The knowledge about brownfields and sustainability has allowed City staff to take several steps closer to establishing a sustainable brownfields program;
- The City was able to alleviate logistical and financial hurdles for property developers at the 301 South Queen Street and 317-323 North Queen Street properties;
- The City was able to comply with the North Carolina Brownfields Redevelopment Section

and start redevelopment of the Former Kinston Shirt Factory into a Community Health Center;

- The project team was able to reach several new audiences, particularly through targeted outreach to individual property owners;
- The City has maintained the Brownfields Steering Committee to ensure continuity moving forward and that the community leaders are educated and informed on the City's brownfield activities.

ACCOMPLISHMENTS VS ANTICIPATED OUTPUTS/OUTCOMES

The following table provides a comparison of actual accomplishments with the anticipated outputs/outcomes specified in our workplan.

OUTPUTS		
Description	Workplan	Actual
Community Involvement Plan	1	1
Steering Committee Meetings	8	2
Public Meetings	4	1
Outreach Materials	1000	300+
Inventoried Sites	80	82
# Phase I ESAs	12	9
# Phase II ESAs	7	4
NCBRS Sites	3	1
ABCAs	2	0
Redevelopment Plans (EMP)	1	1
Mitigation Measures	4-6	1
OUTCOMES		
Description	Workplan	Actual
Engaged Residents	50+	50+
Comprehensive Inventory	1	1
Acres Assessed	15-20	43.78 acres
Acres into NCBRS	5-10	7.6
Acres Redeveloped	5+	14.93
Acres Ready for Reuse	15	11.33
Jobs Created	50	155
Dollars Leveraged	\$500,000	\$26,037,000
NCBRS – North Carolina Department of Environmental Quality Brownfields Redevelopment Section		
ABCAs – Analysis of Brownfield Cleanup Alternatives		

As noted above, the City of Kinston hoped to engage the community with steering committee meetings and meetings open to the public. However, the COVID-19 global pandemic posed significant obstacles with safely convening the steering committee and holding public meetings to engage the community. At least one steering committee meeting was held virtually over video conferencing software.

As indicated, the City of Kinston anticipated developing ABCAs, entering sites into the NCDEQ Brownfields Redevelopment Section, and establishing plans for redevelopment for high priority

properties. Although several high priority properties were assessed, there were no concrete development plans. Without a proposed use, the amount of cleanup and institutional/engineering controls necessary could not be determined. For similar reasons, we did not enter any sites into the North Carolina Brownfields Redevelopment Section because we did not have a proposed developer or proposed use.

LESSONS LEARNED

Through the use of our Steering Committee, effective outreach, and the enthusiasm of City officials, we were able to quickly zero in on the most desirable sites for our redevelopment goals. Although challenges in attracting development to our community remain, we have been able to remove significant due diligence barriers from these target sites. The value of these efforts for a small community like Kinston was evident with the eventual development of our Kinston Shirt Factory site, which was assessed/addressed over five years ago with previous grant funds. Many times the seeds laid using assessment funds do not produce fruit until years later. The efforts under this grant, like previous ones, will provide us with a “marketing tool” as we pitch these sites to investors. Overall, considering the project’s accomplishments and benefits to the community, the City views this project as a success and a building block for future brownfield redevelopment activities.

Appendices

- Appendix A – Federal Financial Forms
- Appendix B – MBE/WBE Utilization Forms
- Appendix C – All Appropriate Inquiry Checklists
- Appendix D – Brownfields Cooperative Agreement Closeout Checklist

APPENDIX A

FEDERAL FINANCIAL REPORTS

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014

Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted United State Environmental Protection Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) BF-01D12620-0	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name: City of Kinston			
Street1: PO Box 339	Street2:	City: Kinston	County: Lenoir
State: NC: North Carolina		Province:	
Country: USA: UNITED STATES		ZIP / Postal Code: 28502-0339	
4a. UEI 075588913000	4b. EIN 56-6001259	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 10/01/2020 To: 09/30/2021	9. Reporting Period End Date 09/30/2021
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts	0.00		
b. Cash Disbursements	0.00		
c. Cash on Hand (line a minus b)	0.00		
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized	300,000.00		
e. Federal share of expenditures	103,285.43		
f. Federal share of unliquidated obligations	0.00		
g. Total Federal share (sum of lines e and f)	103,285.43		
h. Unobligated balance of Federal Funds (line d minus g)	196,714.57		
Recipient Share:			
i. Total recipient share required	0.00		
j. Recipient share of expenditures	0.00		
k. Remaining recipient share to be provided (line i minus j)	0.00		
Program Income:			
l. Total Federal program income earned	0.00		
m. Program Income expended in accordance with the deduction alternative	0.00		
n. Program Income expended in accordance with the addition alternative	0.00		
o. Unexpended program income (line l minus line m and line n)	0.00		

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text"/>						
<input type="text"/>						
g. Totals:						<input type="text"/>

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

[Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:
 Last Name: Suffix:
 Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)



d. Email Address

e. Date Report Submitted

14. Agency use only:

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014

Expiration Date: 02/28/2025

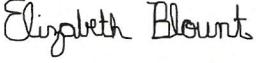
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	
United States Environmental Protection Agency		BF-01D12620-2	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name: City of Kinston			
Street1: PO Box 339		Street2:	
City: Kinston		County: Lenoir	
State: North Carolina		Province:	
Country: USA		ZIP / Postal Code: 28502-0339	
4a. UEI 075588913000	4b. EIN 56-6001259	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	8. Project/Grant Period From: 10/1/20 To: 9/30/23	9. Reporting Period End Date 9/30/2022
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			0.00
b. Cash Disbursements			0.00
c. Cash on Hand (line a minus b)			0.00
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			300,000.00
e. Federal share of expenditures			195,702.73
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			195,702.73
h. Unobligated balance of Federal Funds (line d minus g)			104,297.27
Recipient Share:			
i. Total recipient share required			0.00
j. Recipient share of expenditures			0.00
k. Remaining recipient share to be provided (line i minus j)			0.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m or line n)			0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:			0.00	0.00	0.00	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
		Add Attachment	Delete Attachment	View Attachment		
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix:	First Name:	Adam	Middle Name:			
Last Name:	Short		Suffix:			
Title:	Assistant County Manager; Planning & Inspections Director					
b. Signature of Authorized Certifying Official			c. Telephone (Area code, number and extension)			
Adam T. Short			Digitally signed by Adam T. Short Date: 2022.10.27 15:48:11 -04'00'			
d. Email Address			e. Date Report Submitted		14. Agency use only:	
Adam Short <adam.short@lenoircountync.gov>						

Federal Financial Report

(Follow form Instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted United States Environmental Protection Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) BF-01D12620-2	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name: City of Kinston			
Street1: PO Box 339	Street2:	City: Kinston	County: Lenoir
State: North Carolina		Province:	
Country:	ZIP / Postal Code: 28502-0339		
4a. UEI 075588913000	4b. EIN 56-6001259	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	8. Project/Grant Period From: 10/1/20 To: 9/30/23	9. Reporting Period End Date 9/30/2023
10. Transactions <i>(Use lines a-c for single or multiple grant reporting)</i>			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts	0.00		
b. Cash Disbursements	0.00		
c. Cash on Hand (line a minus b)	0.00		
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized	300,000.00		
e. Federal share of expenditures	300,000.00		
f. Federal share of unliquidated obligations	0.00		
g. Total Federal share (sum of lines e and f)	300,000.00		
h. Unobligated balance of Federal Funds (line d minus g)	0.00		
Recipient Share:			
i. Total recipient share required	0.00		
j. Recipient share of expenditures	0.00		
k. Remaining recipient share to be provided (line i minus j)	0.00		
Program Income:			
l. Total Federal program income earned	0.00		
m. Program Income expended in accordance with the deduction alternative	0.00		
n. Program Income expended in accordance with the addition alternative	0.00		
o. Unexpended program income (line l minus line m or line n)	0.00		

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:		0.00	0.00
					0.00	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
		Add Attachment		Delete Attachment		View Attachment
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix:	First Name:	Elizabeth	Middle Name:			
Last Name:	Blount		Suffix:			
Title:	Planning Director, City of Kinston					
b. Signature of Authorized Certifying Official			c. Telephone (Area code, number and extension)			
			Digitally signed by Elizabeth Blount Date: 2023.12.18 10:54:49 -05'00' 252-939-3271			
d. Email Address			e. Date Report Submitted	14. Agency use only:		
<Elizabeth.Blount@ci.kinston.nc.us>			12/18/23			

APPENDIX B

MBE/WBE UTILIZATION FORMS



**U.S. ENVIRONMENTAL PROTECTION AGENCY
MBE/WBE UTILIZATION UNDER FEDERAL GRANTS
AND COOPERATIVE AGREEMENTS**

FOR COOPERATIVE AGREEMENTS OR OTHER FEDERAL FINANCIAL ASSISTANCE WHERE THE COMBINED TOTAL OF FUNDS BUDGETED FOR PROCURING SUPPLIES, EQUIPMENT, CONSTRUCTION OR SERVICES EXCEED \$150,000.

PART 1: PLEASE REVIEW INSTRUCTIONS BEFORE COMPLETING

1A. FEDERAL FISCAL YEAR (Oct 1- Sep 30) 20_____	1B. REPORT TYPE <input type="checkbox"/> Annual <input type="checkbox"/> Last Report (Project completed)			
1C: REVISION OF A PRIOR YEAR REPORT? <input type="checkbox"/> No <input type="checkbox"/> Yes, Year _____ IF YES, BRIEFLY DESCRIBE THE REVISIONS YOU ARE MAKING:				
2A. EPA FINANCIAL ASSISTANCE OFFICE ADDRESS (ATTN: DBE COORDINATOR)	3A. RECIPIENT NAME AND ADDRESS			
2B. EPA DBE COORDINATOR Name: Email: Phone: Fax:	3B. RECIPIENT REPORTING CONTACT Name: Address: Phone: Email:			
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C)	4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE OR CFDA NUMBER:			
5A. TOTAL ASSISTANCE AGREEMENT AMOUNT EPA Share: \$ _____ Recipient Share: \$ _____ <input type="checkbox"/> N/A (SRF Recipient)	5B. If NO procurements and NO accomplishments were made this reporting period (by the recipients, sub-recipients, loan recipients, and prime contractors), CHECK and SKIP to Block No. 7. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. Accomplishments, in this context, are procurements made with MBEs and/or WBEs.) <input type="checkbox"/>			
5C. Total Procurements This Reporting Period (Only include amount not reported in any prior reporting period) Total Procurement Amount \$ _____ (Include total dollar values awarded by recipient, sub-recipients and SRF loan recipients, including MBE/WBE expenditures.)				
5D. Were sub-awards issued under this assistance agreement? Yes _____ No _____ Were contracts issued under this assistance agreement? Yes _____ No _____				
5E. MBE/WBE Accomplishments This Reporting Period Actual MBE/WBE Procurement Accomplished (Include total dollar values awarded by recipient, sub-recipients, SRF loan recipients and Prime Contractors.)				
Construction \$MBE: _____	Equipment \$WBE: _____	Services _____	Supplies _____	Total _____
6. COMMENTS: (If no MBE/WBE procurements, please summarize how certified MBEs/WBEs were notified of the opportunities to compete for the procurement dollars entered in Block 5C and why certified MBEs /WBEs were not awarded any procurements during this reporting period.)				
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE	TITLE			
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE <i>Sarah Arney</i>	DATE			



U.S. ENVIRONMENTAL PROTECTION AGENCY MBE/WBE UTILIZATION UNDER FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

OMB CONTROL NO. 2030-0020
APPROVAL EXPIRES 06/30/2024

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1 hour per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

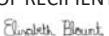
1A. REPORTING PERIOD October 1, 2021 - September 30, 2022		1B. REPORT TYPE <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final Report (Project completed)												
1C: Revision of a Prior Year Report? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, what reporting period is being revised and briefly describe the changes made. Note: The revised report will replace the associated original report in its entirety.														
2A. RECIPIENT UNIQUE ENTITY IDENTIFIER 075588913000														
2B. RECIPIENT REPORTING CONTACT Name: Adam Short; Assistant County Manager, Planning & Inspections Director Email: <adam.short@lenoircountync.gov> Phone: 252-559-6450														
3. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN) (For SRF state recipients, please include all numbers for all open assistance agreements being reported on this form. BF - 01D12620 - 0														
4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), CHECK and SKIP to Block No. 6. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs.) <input type="checkbox"/>														
4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars) <table><thead><tr><th></th><th>Construction</th><th>Non-Construction</th><th>Total</th></tr></thead><tbody><tr><td>Total Procurement:</td><td>\$ <u> </u></td><td>\$ <u>92,417</u></td><td>\$ <u>92,417</u></td></tr><tr><td>MBE/WBE Combined Procurement:</td><td>\$ <u>0</u></td><td>\$ <u>0</u></td><td>\$ <u>0</u></td></tr></tbody></table>				Construction	Non-Construction	Total	Total Procurement:	\$ <u> </u>	\$ <u>92,417</u>	\$ <u>92,417</u>	MBE/WBE Combined Procurement:	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
	Construction	Non-Construction	Total											
Total Procurement:	\$ <u> </u>	\$ <u>92,417</u>	\$ <u>92,417</u>											
MBE/WBE Combined Procurement:	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>											
5A. Good Faith Efforts: If procurements were made, indicate whether your organization has followed the six Good Faith efforts found in 40 CFR Part 33, Subpart C, 40 CFR 33.501 and 2 CFR 200.321. <input type="checkbox"/> Yes, my organization has implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period. <input checked="" type="checkbox"/> No, my organization has not implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.		5B. If procurements were made, but no MBE/WBE procurements are being reported, then check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made. <input type="checkbox"/> No MBE/WBE(s) applied <input type="checkbox"/> No MBE/WBE(s) were qualified <input checked="" type="checkbox"/> Other: Procurements/activities handled by our main project consultant.												
6. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Adam Short		TITLE Assistant County Manager, Planning & Inspections Director												
7. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Adam T. Short		DATE  Digitally signed by Adam T. Short Date: 2022.10.27 15:48:35 -04'00'												



U.S. ENVIRONMENTAL PROTECTION AGENCY MBE/WBE UTILIZATION UNDER FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

OMB CONTROL NO. 2030-0020
APPROVAL EXPIRES 06/30/2024

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1 hour per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

1A. REPORTING PERIOD October 1, 2022 - September 30, 2023		1B. REPORT TYPE <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final Report (Project completed)												
1C: Revision of a Prior Year Report? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, what reporting period is being revised and briefly describe the changes made. Note: The revised report will replace the associated original report in its entirety.														
2A. RECIPIENT UNIQUE ENTITY IDENTIFIER 075588913000														
2B. RECIPIENT REPORTING CONTACT Name: Elizabeth Blount; Planning Director, City of Kinston Email: < Elizabeth.Blount@ci.kinston.nc.us > Phone: 252-939-3271														
3. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN) (For SRF state recipients, please include all numbers for all open assistance agreements being reported on this form.) BF - 01D12620 - 0														
4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), CHECK and SKIP to Block No. 6. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs.) <input type="checkbox"/>														
4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars) <table><thead><tr><th></th><th>Construction</th><th>Non-Construction</th><th>Total</th></tr></thead><tbody><tr><td>Total Procurement:</td><td>\$ <u>104,297</u></td><td>\$ <u>104,297</u></td><td>\$ <u>104,297</u></td></tr><tr><td>MBE/WBE Combined Procurement:</td><td>\$ <u> </u></td><td>\$ <u> </u></td><td>\$ <u> </u></td></tr></tbody></table>				Construction	Non-Construction	Total	Total Procurement:	\$ <u>104,297</u>	\$ <u>104,297</u>	\$ <u>104,297</u>	MBE/WBE Combined Procurement:	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
	Construction	Non-Construction	Total											
Total Procurement:	\$ <u>104,297</u>	\$ <u>104,297</u>	\$ <u>104,297</u>											
MBE/WBE Combined Procurement:	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>											
5A. Good Faith Efforts: If procurements were made, indicate whether your organization has followed the six Good Faith efforts found in 40 CFR Part 33, Subpart C, 40 CFR 33.501 and 2 CFR 200.321. <input type="checkbox"/> Yes, my organization has implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period. <input checked="" type="checkbox"/> No, my organization has not implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.		5B. If procurements were made, but no MBE/WBE procurements are being reported, then check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made. <input type="checkbox"/> No MBE/WBE(s) applied <input type="checkbox"/> No MBE/WBE(s) were qualified <input checked="" type="checkbox"/> Other: Project consultant sought WBE/MBE contractors, contractors either not available or not cost effective.												
6. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Elizabeth Blount		TITLE Planning Director, City of Kinston												
7. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE  Digitally signed by Elizabeth Blount Date: 2023.12.18 10:50:29 -05'00'		DATE 12/18/2023												

APPENDIX C

ALL APPROPRIATE INQUIRY

CHECKLISTS



All Appropriate Inquiries Rule:

Reporting Requirements Checklist for Assessment Grant Recipients

WHAT IS “ALL APPROPRIATE INQUIRIES”?

“All appropriate inquiries,” or AAI, is a process of evaluating a property’s environmental conditions and assessing the likelihood of any contamination. Every Phase I assessment conducted with EPA Brownfields Assessment Grant funds **must** be conducted in compliance with the All Appropriate Inquiries Final Rule at 40 CFR Part 312. The All Appropriate Inquiries Final Rule provides that the ASTM E1527-05 standard is consistent with the requirements of the final rule and may be used to comply with the provisions of the rule. In addition, all appropriate inquiries must be conducted in compliance with the Final Rule or the ASTM standard to obtain certain protections from liability under the federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, aka Superfund).

WHAT ARE THE DOCUMENTATION REQUIREMENTS FOR ALL APPROPRIATE INQUIRIES?

The final rule requires that the results of an AAI investigation be documented in a written report. The specific reporting requirements for all appropriate inquiries are provided in 40 CFR §312.21 (*Results of Inquiry by an Environmental Professional*) and §312.31 of the final rule and in §12 of ASTM E1527-05. All AAI final reports **must**, at a minimum include the following:

1. An **opinion** as to whether the inquiry identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
2. An identification of “**significant**” **data gaps** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include information regarding the significance of these data gaps.
3. **Qualifications and signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
4. In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an **opinion regarding additional appropriate investigation**, if the environmental professional has such an opinion.

For each Phase I Environmental Site Assessment, or AAI, conducted using EPA Brownfields Grant monies, the grantee must complete, sign, date, and submit the following check list with any AAI reports submitted to EPA.

Also see U.S. EPA’s website at www.epa.gov/brownfields for additional information.

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 245489

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 939-3269

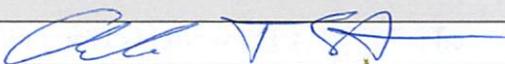
Name / Address of Property Assessed: Frmr JIL Recycling/ 2010 North Queen Street

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of ***“significant” data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”*
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”*

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



Signature of Grantee Program Manager

1-27-21

Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 249655

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 939-3269

Name / Address of Property Assessed: 317, 321 & 323 South Queen Street

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant*** ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



7/2/21

Signature of Grantee Program Manager

Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 249691

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 939-3269

Name / Address of Property Assessed: 301 South Queen Street

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant*** ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



7/2/21

Signature of Grantee Program Manager

Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 249725

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 939-3269

Name / Address of Property Assessed: 304, 306, 308 & 310 S. Queen St & 103 E. Bright St.

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant***” ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
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 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



7/8/21

Signature of Grantee Program Manager

Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 250789

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 559-2260

Name / Address of Property Assessed: 414 N. Queen St

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant*** ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



11/2/21

Signature of Grantee Program Manager

Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 253073

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 559-2260

Name / Address of Property Assessed: Former Harper Salvage Yard - 1313 NC Hwy 11/55

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant*** ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.

	7/12/22
Signature of Grantee Program Manager	Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 252475

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 559-2260

Name / Address of Property Assessed: Emma Webb Park, 101 E. Highland Ave.

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant*** ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
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Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



5-4-2022

Signature of Grantee Program Manager

Date

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: City of Kinston

Grant Number: BF-01D12620-0

ACRES Property ID: 253599

Program Manager Name: Adam Short
(Point of Contact)

Contact Phone Number: (252) 559-2260

Name / Address of Property Assessed: Caswell Hotel & Fire Station, 112 & 118 S Queen St

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “***significant***” ***data gaps*** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.



10/5/2022

Signature of Grantee Program Manager

Date



All Appropriate Inquiries Rule:

Reporting Requirements Checklist for Assessment Grant Recipients

WHAT IS “ALL APPROPRIATE INQUIRIES”?

“All appropriate inquiries,” or AAI, is a process of evaluating a property’s environmental conditions and assessing the likelihood of any contamination. Every Phase I assessment conducted with EPA Brownfields Assessment Grant funds **must** be conducted in compliance with the All Appropriate Inquiries Final Rule at 40 CFR Part 312. The All Appropriate Inquiries Final Rule provides that the ASTM E1527-21 and ASTM E2247-16 standards are consistent with the requirements of the final rule and may be used to comply with the provisions of the rule. In addition, all appropriate inquiries must be conducted in compliance with the Final Rule or the ASTM standard to obtain certain protections from liability under the federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, aka Superfund).

WHAT ARE THE DOCUMENTATION REQUIREMENTS FOR ALL APPROPRIATE INQUIRIES?

The final rule requires that the results of an AAI investigation be documented in a written report. The specific reporting requirements are provided in 40 CFR §312.21 and §312.31 of the final rule and in §12 of the ASTM E1527-21 standard. All AAI final reports **must**, at a minimum include the following:

1. An **opinion** as to whether the inquiry identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
2. An identification of “**significant**” **data gaps** (as defined in §312.10 of AAI final rule and §12.5 of ASTM E1527-21), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include information regarding the significance of these data gaps.
3. **Qualifications and signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
 - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”
4. In compliance with §312.31(b) of the AAI final rule and §12.6 of ASTM E1527-21, the environmental professional must include in the final report an **opinion regarding additional appropriate investigation**, if the environmental professional has such an opinion.

For each Phase I Environmental Site Assessment, or AAI, conducted using EPA Brownfields Grant monies, the grantee must complete, sign, date, and submit the following check list with any AAI reports submitted to EPA.

Also see U.S. EPA’s website at www.epa.gov/brownfields for additional information.

Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds

Contact Information

Grantee Name: _____

Grant Number: _____

ACRES Property ID: _____

Program Manager Name: _____
(Point of Contact)

Contact Phone Number: _____

Name / Address of Property Assessed: _____

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
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 - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

Note: Please use either “I” or “We.”

In compliance with §312.31(b) of the AAI final rule and §12.6 of ASTM E1527-21, the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.

Elizabeth Blount

Signature of Grantee Program Manager

9/27/2023

Date

APPENDIX D

BROWNFIELDS COOPERATIVE

AGREEMENT CLOSEOUT CHECKLIST

Brownfields Cooperative Agreement (CA) Closeout Requirements for Assessment and Cleanup Grants

*Required to be Completed within **90 days** after the CA Project End Date*

Contact your EPA PO for any questions on these requirements.

- 1. **Submit Final copies of all deliverables** under the grant to the EPA Project Officer (PO). This includes all Phase I & II reports, ABCA's or other documents prepared for the grantee. All Phase I Reports must have the All Appropriate Inquiry (AAI) checklist, signed by both the Environmental Professional and the grantee. The checklist should be available with the report, but if not, then a copy should be with the Final Technical Report.
- 2. **Complete the reimbursement or payout of all expenses** incurred under the grant and complete the drawdown of all such expended funds or refund any balance of unobligated (unencumbered) cash advanced.
- 3. **Submit the final Federal Financial Report (FFR) SF-425** Please email your Federal Financial Report to RTPFC-Grants@epa.gov. This form can be found at <https://www.epa.gov/grants/epa-grantee-forms>.
- 4. **Submit Final Technical Report** to the EPA PO – pursuant to the Terms & Conditions of the grant. The report shall include the following:
 - 1) a summary of the project activities and accomplishments (outcomes and outputs) over the entire project period,
 - 2) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the workplan;
 - 3) reasons why anticipated outputs/outcomes were not met;
 - 4) a list of all outreach material and any other deliverables;
 - 5) site photographs and videos in electronic high resolution if possible;
 - 6) a summary of leveraged resources,
 - 7) identification of lessons learned, and
 - 8) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- 5. **Submit the three (3) final Minority Business Enterprise/Women Business Enterprise (MBE/WBE) forms** to the EPA R4 Grants Management Office email address: R4epagrantsmbewberekporting@epa.gov. One MBE/WBE form is required to be completed each year of the three-year grant period; **all three MBE/WBE forms must be submitted for closeout**. This form can be found at <https://www.epa.gov/grants/epa-grantee-forms>. The MBE/WBE forms can also be sent to RTPFC-Grants@epa.gov.
- 6. **Complete reporting all accomplishments and leveraging in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES)**. Be sure to indicate whether a cleanup and/or institutional controls are needed and/or already in place – to the extent known for each property.
- N/A 7. **For Cleanup Grants ONLY – Submit Cleanup Completion Report** to the EPA PO pursuant to the Cleanup Completion Checklist and the appropriate state requirements.