OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	N/A	7. State Application Identifier:	N/A

8. APPLICANT INFORMATION:

* a. Legal Name: City of Hopewell

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
546001354	010060101

d. Address:

* Street1:	300 North Main Street
Street2:	Room 218
* City:	Hopewell
County:	
* State:	VA
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	23860

e. Organizational Unit:

Department Name:	Division Name:

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

Prefix:	Mr.	* First Name:	Mark
Middle Name:	A.		
* Last Name:	Haley		
Suffix:			

Title: City Manager

Organizational Affiliation:

* Telephone Number:	804-541-2243	Fax Number:	804-541-2248

* Email: mhaley@hopewellva.gov

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

C. City or Township Government

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:

Brownfields Assessment and Cleanup Cooperative Agreements

*** 12. Funding Opportunity Number:**

EPA-OSWER-OBLR-13-05

* Title:

Guidelines for Brownfields Assessment Grants: EPA-OSWER-OBLR-13-05

13. Competition Identification Number:

Title:

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

Hopewell, VA 23860

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

Hopewell, VA Community-Wide Assessment for Sites Contaminated with Hazardous and/or Petroleum Substances

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant VA-04 * b. Program/Project VA-04

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

17. Proposed Project:

* a. Start Date: 10/01/2014 * b. End Date: 09/30/2017

18. Estimated Funding ($):

* a. Federal $400,000
* b. Applicant
* c. State
* d. Local
* e. Other
* f. Program Income
* g. TOTAL $400,000

*** 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 6/18/14.

☐ 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: Mark

Middle Name: A.

* Last Name: Haley

Suffix:

* Title: City Manager

* Telephone Number: 804-541-2243 Fax Number: 804-541-2243

* Email: mhaley@hopewellva.gov

* Signature of Authorized Representative: * Date Signed: 6-18-2014

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.

Item:	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	**Type of Application: (**Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation -An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision -Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier:** Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.
5a.	**Federal Entity Identifier:** Enter the number assigned to your organization by the Federal Agency, if any.
5b.	**Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.
8.	**Applicant Information:** Enter the following in accordance with agency instructions: a. **Legal Name: (**Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. **Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your

	organization is not in the US, enter 44-4444444. c. **Organizational DUNS:** (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. **Address:** Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). e. **Organizational Unit:** Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable. f. **Name and contact information of person to be contacted on matters involving this applicant required),** organizational affiliation (if affiliated with an organization other on: Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.
9.	**Type of Applicant**: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)
10.	**Name Of Federal Agency:** (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and

	title of the opportunity under which assistance is requested, as found in the program announcement.
13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable. C. Increase Duration D. Decrease Duration E. Other (specify)
14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	**Congressional Districts Of:** (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	**Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include: But may not be limited to; delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachement.
21.	**Authorized Representative:** (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

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. BF Assessment	66.818	$	$	$ 400,000.00	$	$ 400,000.00
2.						0.00
3.						0.00
4.						0.00
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
	(1) FEDERAL (HAZARDO	(2) FEDERAL (PETROLEU	(3)	(4)	(5)
a. Personnel	$ 15,000.00	$ 15,000.00	$	$	$ 30,000.00
b. Fringe Benefits					0.00
c. Travel	4,000.00	4,000.00			8,000.00
d. Equipment					0.00
e. Supplies	1,000.00	1,000.00			2,000.00
f. Contractual	180,000.00	180,000.00			360,000.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges *(sum of 6a-6h)*	200,000.00	200,000.00	0.00	0.00	400,000.00
j. Indirect Charges					0.00
k. TOTALS *(sum of 6i and 6j)*	$ 200,000.00	$ 200,000.00	$ 0.00	$ 0.00	$ 400,000.00
7. Program Income	$	$	$	$	$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL *(sum of lines 8-11)*	$ 0.00	$ 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	$ 130,000.00	$ 20,000.00	$ 35,000.00	$ 35,000.00	$ 40,000.00
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 130,000.00	$ 20,000.00	$ 35,000.00	$ 35,000.00	$ 40,000.00

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.	$ 170,000.00	$ 100,000.00	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$ 170,000.00	$ 100,000.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:

23. Remarks:

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 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 (0348-0044), 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.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

OMB Approval No. 0348-0040

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:

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.

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.

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.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

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).

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 basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination of 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.

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.

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.

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.

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.

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).

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.

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.).

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.

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.

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.

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."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE City Manager
APPLICANT ORGANIZATION City of Hopewell, VA	DATE SUBMITTED 6-18-2014

United States
Environmental Protection Agency

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.

Mark A. Haley, City Manager

Typed Name & Title of Authorized Representative

Signature and Date of Authorized Representative

Preaward Compliance Review Report for
All Applicants and Recipients Requesting EPA Financial Assistance
Note: Read instructions on other side before completing form.

I. Applicant/Recipient (Name, Address, State, Zip Code).
City of Hopewell, 300 N. Main St, Hopewell, VA 23860

DUNS No.
010060101

II. Is the applicant currently receiving EPA assistance?
No

III. 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.)
None

IV. 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.)
None

V. 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))
None.

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.
Yes ✓ No
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). Yes No
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. Yes No

VII.* 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) ✓ Yes No
a. Do the methods of notice accommodate those with impaired vision or hearing? Yes ✓ No
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? ✓ Yes No
c. Does the notice identify a designated civil rights coordinator? ✓ Yes No

VIII.* 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))
Yes

IX.* 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)
No Policy in Place

X.* 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.
Gail Vance, HR Director, 300 N. Main St, Hopewell, VA 23860,

XI* 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.
City Grievance Policy is in place and a copy is attached hereto.

For the Applicant/Recipient

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.

A. Signature of Authorized Official	B. Title of Authorized Official	C. Date
Gail Vance	Gail Vance, Acting Asst. City Manager	6/20/14

For the U.S. Environmental Protection Agency

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.

A. Signature of Authorized EPA Official	B. Title of Authorized EPA Official	C. Date
See ** note on reverse side		

CERTIFICATION

I, Thomas E. Lacheney, City Attorney for the City of Hopewell, do hereby certify that the City's Grievance Procedure, as amended on January 12, 2010, is in compliance with Virginia Code § 15.2-1507.

RECEIVED
JAN 1 2 2010
CITY OF HOPEWELL
HUMAN RESOURCES

Thomas E. Lacheney
City Attorney

CERTIFICATION

I, Edwin C. Daley, City Manager for the City of Hopewell, do hereby certify that the City's Grievance Procedure, as amended on January 12, 2010, is in compliance with Virginia Code § 15.2-1507.

Edwin C. Daley
City Manager

City of Hopewell
Human Resources Policies and Procedures Manual

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City of Hopewell
Human Resources Policies and Procedures Manual

SECTION 8: GRIEVANCE PROCEDURE

8.1 Policy Statement

It shall be the policy of the City of Hopewell, as an Employer, to encourage the resolution of employee problems and complaints. To that end, employees shall be able to discuss freely, and without retaliation, their concerns with their immediate supervisors and management. To the extent that such concerns cannot be resolved informally, the grievance procedure shall afford an immediate and fair method for the resolution of qualifying employment disputes that may arise between the City of Hopewell and those employees who have access to the procedure under Section 8.4 below.

The City has adopted the Grievance Procedure in compliance with Virginia Code § 15.2-1506 and 1507. This amended grievance procedure has been certified in writing to be in compliance by the City Attorney and the City Manager. The certification was filed with the Clerk of the Circuit Court for the City of Hopewell.

8.2 Definition of Grievance

A grievance is a complaint or dispute by an employee relating to his employment, including, but not necessarily limited to:

1. Disciplinary actions, including disciplinary demotions, suspensions, and dismissals, provided that such dismissals result from formal discipline or unsatisfactory job performance.
2. The application of personnel policies, procedures, rules, regulations, ordinances and statutes.
3. Acts of retaliation as the result of the use of or the participation in the grievance procedure or because the employee has: 1) complied with any law of the United States or of the Commonwealth of Virginia; 2) reported any violation of such law to a governmental authority; 3) sought any change in law before the United States Congress or the General Assembly of Virginia; or, 4) reported an incident of fraud, abuse, or gross mismanagement.
4. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex.

8.3 City Management Rights and Prerogatives

The City reserves to itself the exclusive right to manage the affairs and operations of City government. Accordingly, complaints involving the following management rights and prerogatives are not grievable:

1. Establishment and revision of wages or salaries, position classification, or general benefits.

2. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be apart of the job content.
3. The contents of ordinances, statutes, established personnel polices and procedures, rules and regulations.
4. The methods, means, and personnel by which work activities are to be carried on.
5. The hiring, promotion, transfer, assignment, and retention of employees in positions within the City's service.
6. Failure to promote, except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
7. The relief of employees from duties of the City in emergencies.
8. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to this clause, the action shall be upheld upon a showing by the City that:

   a) There was a valid business reason for the action; and
   b) The employee was notified of the reason in writing prior to the effective date of the action.

9. Being placed on administrative leave, with pay and benefits and with no demotion in rank or job title.

8.4 Eligible Employees

All non-probationary permanent full-time and part-time employees in authorized positions listed in the personnel complement are eligible to file grievances under this procedure with the following exceptions:

1. All elected officials;
2. Members of boards and commissions and appointees of elected groups or individuals;
3. Officials and employees who by charter, or other law, serve at the will or pleasure of the appointing authority;
4. Deputies and executive assistants to the chief administrative officer of the City;
5. Department Directors, since they function as agency heads for the City;
6. Volunteer personnel and personnel appointed to serve without pay;
7. Consultants and counsel rendering professional services;
8. Positions involving seasonal, limited term or temporary employment;
9. Constitutional Officers and their employees;
10. Employees of judicial and legislative agencies;

11. Probationary employees (permanent employees with less than 12 months of continuous service);
12. Employees who have voluntarily resigned.

8.4.1 Options for Law Enforcement Officers

A law enforcement officer may file a grievance under either this Employee Grievance Procedure or the Law-Enforcement Officers Procedural Guarantee Act pursuant to Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 of the Code of Virginia, but not both.

The selection of which grievance procedure will be followed shall be made by such law enforcement officer at the time a formal written grievance is filed, shall be in writing, shall be signed by the grievant, and shall not be changed thereafter.

A copy of the Grievance Procedure shall be provided to the law enforcement officer upon request.

8.4.2 City Manager determine positions excluded from Grievance procedure

The City Manager shall determine the positions that are excluded from this grievance procedure, and shall maintain in the Human Resources Department a list of such excluded positions.

8.5 Operation of the Grievance Procedure

Stages of the Grievance Procedure.
The grievance procedure contains four steps:

Step 1 - First Step (Supervisor Level)

Step 2 - Second Step (Department Director Level)

Step 3 - Third Step (City Manager Level)

Step 4 - Administrative Hearing Officer Level

8.5.1 First Step (Supervisor Level)

1. **Deadline for the Raising of a Grievance**
   An employee who believes he has a grievance and wishes to utilize this procedure shall discuss the grievance informally with his immediate supervisor within twenty calendar days of the occurrence of the incident giving rise to the grievance. At this time, the grievance need not be submitted or resolved in writing, and a formal hearing is not required.

2. **Additional Requirements**
In addition to the twenty day requirement, the grievance must: a) arise in the Department in which the employee works; b) pertain directly and personally to the employee's own employment in a position with access to the grievance procedure; c) not be used to harass or otherwise impede the efficient operations of the City; d) not have been pursued through another City or State process (for example, a formal discrimination complaint filed with the Office of Equal Opportunity Services); and, e) not duplicate another grievance challenging the same action or arising out of the same facts.

Once the grievance is initiated, additional claims may not be added.

3. **Deadline for City Response**
Resolution of the grievance by the Supervisor shall be reached and communicated, either orally or in writing, to the grievant within ten work days from submission and receipt of the oral or written grievance. Supervisors are required to complete the Form 1 portion of the "***Employee Grievance Form***" found as Appendix A. The Employee Grievance Step 1 is held in pending status by the Supervisor until the Grievance is resolved or the employee proceeds to Step 2 in the Grievance Procedure.

4. **Extension**
The deadlines contained in this section may be extended only if there is an agreement between the parties to do so. Any such agreement must be in writing.

8.5.2 Second Step (Department Director Level)

1. **Deadline for Grievant**
If the grievant is not satisfied with and does not accept the Step 1 response, or if the Supervisor fails to respond within the required time frame, and the grievant wishes to advance his grievance to Step 2 of this procedure, the grievant shall complete the Step 2 Department Director Level Hearing section of the "***Employee Grievance Form***". The grievant shall file the completed grievance form with his department director within ten work days of receipt of the Step 1 response or the deadline for that response, whichever occurs first.

The grievant shall specify the relief that he expects to gain through the use of this procedure. Please see Section 8.7 ***"Relief Sought"*** below.

2. **Deadline for City Response**
The Supervisor shall forward the "***Employee Grievance Step Form***" to the affected Department Director, with a copy to the Human Resources Department. The Department Director or his designee shall meet with the grievant and render a written response to the grievance within ten work days

following receipt of the completed grievance form, with a copy of the response being sent to the Human Resources Department. Normally, the only persons who may be present at the meeting shall be the Department Director, the grievant, and the appropriate witnesses.

8.5.3 Third Step (City Manager Level)

1. **Deadline for Grievant**
   If the grievant is not satisfied with and does not accept the Step 2 written response, or if the Department Director or his designee fails to respond within the required time frame, and the grievant wishes to advance his grievance to Step 3 of this procedure, the grievant shall complete the Step 3 City Manager Level Hearing section of the ***"Employee Grievance Form"*** indicating his desire to advance to Step 3. The grievance form shall be filed by the grievant directly with the Human Resources Department within ***ten work days*** following receipt of the Step 2 response or the deadline for that response, whichever occurs first.

2. **Deadline for City Response**
   If the City Manager determines (or has previously determined) that the complaint is grievable, he or his designee shall promptly meet with the grievant, together with a representative of the affected department, appropriate witnesses for each side, and such other persons as the City Manager or his designee deems necessary and appropriate.

   The grievant, at his option, may choose to have a representative attend this meeting. If the grievant is represented by legal counsel, the City likewise has the option of being represented by counsel.

   The City Manager or his designee shall meet with the grievant and render a written response within ten work days following receipt of the completed grievance form by the Human Resources Department. In the event that the City Manager or his designee rules that the grievance or a portion of the grievance is not grievable, the grievant may appeal that decision to the Circuit Court of the City of Hopewell, as set out in Section 8.8.1 ***"Appeals"*** of this procedure.

8.5.4 Fourth Step - Administrative Hearing Officer

1. **Deadline for Grievant**
   If the grievant is not satisfied with and does not accept the Step 3 written response, or if the City Manager or his designee fails to respond within the required time frame, and the grievant wishes to advance to Step 4 of this procedure, the grievant shall complete the Step 4 - Request for Administrative Hearing Officer Hearing section of the ***"Employee Grievance Form"*** indicating his desire to advance the grievance to Step 4.

The form shall be filed by the grievant directly with the Human Resources Department within ten work days following receipt of the Step 3 response or the deadline for that response, whichever occurs first.

2. **Deadline for City Response**
Within 10 work days of receipt of the employee's Step 4 request, the City Manager must, if he has not already done so, determine whether the grievance qualifies for a hearing. The City Manager must provide a written determination of qualification for a hearing on the "***Employee Grievance Form***", or as an attachment to the Employee Grievance Form. The determination should notify the employee of his procedural options. The City Manager may address the issues and the relief requested by the grievant. Please see Section 8.8 ***"Grievability and Access"*** below. If the City Manager does not qualify the grievance for a hearing, the employee may appeal that decision directly to the Circuit Court as outlined in Section 8.8.1 ***"Appeals"*** below.

3. **Hearing Deadlines**
If the City Manager determines the issue is grievable, has already determined the issue is grievable or if the City Manager fails to respond within 10 work days as required, the grievance shall be heard by an Administrative Hearing Officer no later than 30 calendar days following the appointment of a Hearing Officer as set out in Section 8.9.1 of the procedure.

8.6 Waiver of Steps

Any of the steps in the grievance procedure, except the Step 4 Hearing, may be waived based upon the mutual written agreement of the grievant and the management official administering the grievance.

The Employee Waiver of Step section of the "***Employee Grievance Form***" found as Appendix A must be signed by the employee and the Department representative or official administering the grievance prior to waiver of the required meeting(s) between the grievant and management.

A copy of the executed Employee Waiver of Step must be included in the official grievance file maintained in the Human Resources Department.

8.7 Relief Sought

Once an employee reduces his grievance to writing, he must specify on the "***Employee Grievance Form***" the specific relief he expects to obtain through use of this procedure.

The relief sought: a) shall be personal to the grievant (e.g., the relief sought may not be the dismissal or discipline of another employee); b) must be consistent with those issues

determined to be grievable under this procedure; and c) may not be in conflict with the management rights contained in this Policy, or any federal, state or local law.

The employee may accept the relief granted at any step of the procedure and his/her grievance shall be considered resolved. However, prior to the Hearing at Step 4, if the employee finds any part of the relief granted unacceptable, he must advance the entire grievance and remedy sought to the next step of the procedure. The filing of an "***Employee Grievance Form***" to the next higher step shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.

8.8 Grievability and Access

Grievability and access to the Grievance Procedure are determined by the City Manager or his designee. The issue of grievability may occur at any step of the procedure prior to the hearing at Step 4, but once raised, the issue must be resolved before further processing of the grievance. The grievant or the Department Director may request a ruling on grievability and/or access by the City Manager by submitting a ***Request for Determination of Grievability Form*** found as Appendix C at any time prior to the request for Step 4 hearing. The City Manager or his designee shall render a decision within ten work days of receipt of the request, and shall send a copy of the decision to the grievant, the affected Department Director, and the Human Resources Department.

In any event, the issue of grievability must be resolved prior to the Step 4 Administrative Hearing Officer Hearing or it shall be deemed to have been waived.

A request for the determination of grievability or access shall normally stop the grievance process temporarily, tolling all deadlines. The grievance process will resume when the City Manager issues his ruling on the request.

8.8.1 Appeals

Decisions on either grievability or access to this procedure may be appealed to the Circuit Court having jurisdiction over the City of Hopewell. Such appeals shall be instituted by the grievant by filing a notice of appeal with the City Manager within ten work days from the date the grievant received the decision and by giving a copy of the notice of appeal to the affected Department Director and the Human Resources Department. Such an appeal will stop the grievance process temporarily tolling all deadlines.

Within ten work days after the filing of the notice of appeal, the City Manager or his designee shall transmit to the Clerk of the Circuit Court a copy of the City Manager's decision on grievability or access to the procedure, a copy of the notice of appeal, and copies of all exhibits. A list of any other evidence furnished to the court shall also be furnished to the grievant.

The failure of the City Manager or his designee to transmit the record shall not prejudice the rights of the grievant. The court, on motion of the grievant, may

issue a writ of certiorari requiring the City Manager to transmit the record on or before a certain date.

Within thirty calendar days of receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the City Manager or his designee and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the City Manager or his designee, or may reverse or modify the decision. The decision of the court shall be rendered no later than the fifteenth calendar day from the date of the conclusion of the hearing.

The decision of the court is final and is not appealable.

The classification of a complaint as non-grievable shall not be construed to restrict any employee's right to seek or management's right to provide customary administrative review of complaints outside the scope of the grievance procedure.

8.9 Administrative Hearing Officer Hearings

8.9.1 Appointment of Administrative Hearing Officer

1. An employee's Step 4 grievance shall be heard by an Administrative Hearing Officer. The Administrative Hearing Officer shall be appointed by the Executive Secretary of the Virginia Supreme Court. The appointment shall be made from the list of administrative Hearing Officers maintained by the Executive Secretary of the Virginia Supreme Court pursuant to Title 2.2, Chapter 40, § 2.2-4024 of the Code of Virginia, and shall be made from the appropriate geographical region on a rotating basis.

2. Administrative Hearing Officers must meet stringent guidelines found in Title 2.2, Chapter 40, § 2.2-4024 of the Code of Virginia, otherwise known as the Administrative Process Act.

3. The City is responsible for electing to use an Administrative Hearing Officer and payment of any expenses for an Administrative Hearing Officer.

8.9.2 Timeframes

- The hearing must be held within 30 calendar days of the appointment of the Administrative Hearing Officer. The Administrative Hearing Officer may grant a postponement or extend the 30-day period for just cause.

- At least ten days prior to the hearing, the City Manager, or his designee, shall provide the Administrative Hearing Officer with copies of the

grievance record, and shall provide the grievant and his attorney with a list of the documents furnished to the Administrative Hearing Officer.

- At least ten days prior to the scheduled hearing, the grievant and his attorney shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding.

- At least ten days prior to the hearing, the grievant or his attorney shall provide the City and the Administrative Hearing Officer with the documents, exhibits, and lists of witnesses he intends to use at the hearing.

- At the hearing, the City shall provide the grievant or his attorney with the documents, exhibits, and lists of witnesses it intends to use at the hearing.

8.9.3 Scheduling the Hearing

It is the responsibility of the Administrative Hearing Officer to notify the parties, either in writing or at a pre-hearing conference, of the date, time, and place of the hearing.

The hearing must be held in the City.

The City must arrange a place for the hearing unless the Administrative Hearing Officer chooses to make the arrangements.

8.9.4 Length of Hearing

A hearing is to last no more than one day, unless the Administrative Hearing Officer determines that the time is insufficient for a full and fair presentation of the evidence by both sides.

8.9.5 Absence from the Hearing

The parties must appear at the hearing or request a postponement.

The Administrative Hearing Officer has the discretion to grant or deny a request for a postponement.

However, the hearing may go beyond the 30-day time limit only upon a showing of just cause.

At the Administrative Hearing Officer's discretion, a hearing may proceed in the absence of one of the parties; a hearing so conducted will be decided on the grievance record and the evidence presented at the hearing.

8.9.6 Recording the Hearing

Where a Step 4 hearing is recorded, the City is responsible for providing proper recording equipment, unless the Administrative Hearing Officer plans to provide it.

The Administrative Hearing Officer is responsible for recording the hearing and preserving the recorded tapes as part of the grievance record.

Either party may receive a copy of the recording, if requested, for the cost of reproduction.

A court reporter is not required. If a party requests a court reporter, that party is responsible for the costs.

Either party desiring a transcript should contact the court reporter directly.

8.9.7 General Rules

Except as otherwise noted, the following rules apply to all levels of the grievance process.

1. Both the grievant and the City may be represented by legal counsel or other representative at the Administrative Hearing Officer hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the grievant or the City before the Administrative Hearing Officer without being in violation of the provisions of Virginia Code § 54.1-3904.
2. In addition to the legal representative referred to in 1 above, the City shall be allowed to have at least one management representative, of the City's choosing, and a representative from the Human Resources Department present during the entire hearing.
3. The Administrative Hearing Officer shall have the discretion to limit the attendance at the hearing of persons not having a direct interest in the hearing. However, a hearing disabled employee shall be allowed to have an interpreter present during any and all procedural steps.
4. Hearings are not intended to be conducted like proceedings in court and the rules of evidence do not necessarily apply.
5. In disciplinary actions and dismissals for unsatisfactory performance, the City must present its evidence first and must show by a preponderance of the evidence that the action was warranted and appropriate under the circumstances. In all other actions, the grievant must present his evidence first and must prove his claim by a preponderance of the evidence.
6. Both the grievant and the City may call appropriate witnesses. All witnesses, including the grievant, shall be subject to examination and cross-examination. Witnesses shall be present only while actually giving testimony, except for the

management and Human Resources representatives, (referred to in (2) above), who may remain throughout the hearing.

7. Opening and closing statements may be made by each party.
8. All evidence shall be presented in the presence of the parties, except by mutual consent of the parties.
9. City employees who are necessary participants at grievance hearings shall not lose pay for time necessarily lost from their jobs and will not be charged leave because of their attendance at such hearings.
10. The use of recording devices or a court reporter is not permitted at Step 1, 2, and 3 hearings. Only Step 4 hearings may be recorded.
11. The grievant shall not be entitled to recover more than that which he has lost.
12. Where a grievant has obtained partial relief at one level of this grievance procedure but decides to appeal to the next higher level, the filing of a request form to the next higher level shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.
13. At the request of either party, the hearing shall be private.
14. The grievant shall not be entitled to damages or attorney's fees.

8.9.8 Authority of the Administrative Hearing Officer

The Administrative Hearing Officer has the authority to:

1. Hold a pre-hearing conference;
2. Require the parties to exchange a list of witnesses and documents;
3. Issue orders for the appearance of witnesses at the hearing and the production of documents;
4. Decide whether non-parties may attend the hearing;
5. Record the hearing verbatim;
6. Administer oaths;
7. Admit evidence, exclude evidence, and accept offers of proof of excluded evidence;
8. Rule on procedural requests;
9. Render written decisions on qualified grievances and provide appropriate relief; and,
10. Take other actions as necessary or specified in the grievance procedure.

The Administrative Hearing Officer shall have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.

8.9.9 Administrative Hearing Officer Decisions

1. A decision by the Administrative Hearing Officer shall be in writing. The Administrative Hearing Officer must send the decision by certified mail, return receipt requested, to each party.
2. The decision of the Administrative Hearing Officer should be rendered as soon as possible, but, in any case, not later than fifteen calendar days following the conclusion of the hearing.
3. The Administrative Hearing Officer shall have the authority, if he finds (based on the greater weight of the evidence) that the grievant has been denied a benefit or wrongly disciplined without just cause (where such cause is required) to reverse, reduce, or otherwise modify such action and, where appropriate, to order the reinstatement of such employee to his former position.
4. The Administrative Hearing Officer shall not have authority to do any of the following:
   a. Formulate policies or procedures.
   b. Alter existing policies or procedures.
   c. Circumscribe or modify the rights of the City as outlined in this procedure.
   d. Exonerate the employee from all discipline when the fault or responsibility of the employee is established by a preponderance of the evidence.
   e. Grant relief greater than that which the grievant has requested in the request form, or grant relief which is inconsistent with law or City policy.
5. The decision of the Administrative Hearing Officer, acting within the scope of his authority, shall be final and binding, subject to existing policies, procedures, and law.

Examples of relief which may be available:

a. Reinstatement to the employee's former position or, if occupied, to an objectively similar position;
b. Upholding, reducing, or rescinding disciplinary actions;
c. If requested in the grievance, an award of full, partial, or no back pay, from which interim earnings must be deducted;
d. The restoration of full benefits and seniority; and,
e. An order that the City comply with applicable law and policy.

Examples of relief which are not available:

a. Damages or attorneys' fees;
b. Hiring, promotion, transfer, assignment, or retention of any employee;
c. Establishing or revising compensation, classification, or benefits;
d. Establishing or revising policies, procedures, rules, or regulations;

e. Taking any adverse action against an employee (other than upholding or reducing the disciplinary action challenged by the grievance);

f. Directing the methods, means, or personnel by which work activities are to be carried out; or,

g. Any other relief that is inconsistent with the grievance statute or procedure.

8.10 Review of Hearing Decisions

An Administrative Hearing Officer's original decision is subject to two types of administrative review. A party may make more than one type of request for review. However, all requests for review must be made in writing, and received by the City Manager, within 10 work days of the date of the original hearing decision. A copy of all requests must be provided to the other party and the Human Resources Department at the time the request is provided to the City Manager.

8.10.1 Types of Review

1. A request to reconsider a decision or reopen a hearing is made to the Administrative Hearing Officer, as the case may be. This request must state the basis for such request; generally, newly discovered evidence or evidence of incorrect legal conclusions is the basis for such a request. The Administrative Hearing Officer will review and render a written decision within ten work days of receipt of the written request.

2. A challenge that the hearing decision is inconsistent with written policy or law is made to the City Manager or his designee, unless the City Manager or his designee had a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Commonwealth's Attorney. This request must refer to a particular federal, state or City law or policy. The City Manager's authority is limited to ordering the Administrative Hearing Officer to revise the decision to conform it to law and written policy.

8.10.2 Final Hearing Decision

A Final Hearing and Decision is final and binding and shall be consistent with law and policy. An Administrative Hearing Officer's original decision becomes a final hearing decision, with no further possibility of administrative review, when:

1. The ten work day period for filing requests for administrative review has expired and neither party has filed such a request; or,

2. All timely requests for administrative review have been decided and, if ordered by the City Manager, the Administrative Hearing Officer has issued a revised decision consistent with law and policy.

8.10.3 Implementation

Either party may petition the Hopewell Circuit Court for an order requiring implementation of the final decision.

8.11 Noncompliance with the Grievance Procedure

After the initial filing of an "***Employee Grievance Form***" or a "***Request for Determination of Grievability Form***", failure of either party to comply with all substantial procedural requirements of this procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five work days of receipt of written notification by the other party of the noncompliance. Such written notification by the grievant shall be made directly to the City Manager or his designee.

The City Manager or his designee shall determine compliance issues. The City Manager or his designee, at his option, may require a clear written explanation of the basis for just cause extensions or exceptions. Compliance determinations made by the City Manager, or his designee, shall be subject to judicial review by filing a petition with the Circuit Court within 30 days of the compliance determination.

A challenge for noncompliance shall normally stop the grievance process temporarily. The grievance process and all time frames will resume when the City Manager issues his ruling on the challenge.

8.12 Miscellaneous

8.12.1 Assistance

Assistance on the use of this procedure is available by contacting the Human Resources Department:

City of Hopewell
Human Resources Department
Room 219
300 N. Main Street
Hopewell, VA 23860
Telephone: 804-541-2246

Copies of the formal procedure will be given to employees upon hire. Additional copies of the Grievance Procedure are available upon request from the Human Resources Department.

8.12.2 Employee Grievance Form

At Steps 2, 3, and 4 of this procedure, the grievant must complete and file an "***Employee Grievance Form***", sometimes referred to in this procedure as "the grievance form," or the "request" form in accordance with the terms of this

procedure and in accordance with the instructions contained on the grievance form itself.

At Steps 1, 2, 3, and 4 of this procedure, either the Supervisor, Department Director, City Manager or Administrative Hearing Officer must document the status and remedies in each step of the grievance.

The grievance form is available from the Human Resources Department and is attached to this document as Appendix A.

8.12.3 Request for Determination of Grievability Form

At any point prior to a Step 4 hearing, the grievant and/or the Department Director may request a determination of grievability or access from the City Manager. To initiate this request, either party must complete and file the ***"Request for Determination of Grievability Form"*** in accordance with the instructions contained on the form itself.

The ***"Request for Determination of Grievability Form"*** is available from the Human Resources Department and is attached to this document as Appendix C.

8.12.4 Terminology

The terms "he," "his," and "him" used in this procedure are used in a general sense and are not intended, and should not be interpreted, to exclude the feminine gender.

8.12.5 Cancellation of a Grievance

A grievance under investigation or review shall be canceled by the official considering it: upon receipt of an employee's written request to withdraw the grievance; upon notification that the remedy sought has been granted; when the employee does not furnish required information according to the compliance requirements of this procedure; upon the death of the grievant; or upon the grievant's separation from employment for reasons not connected with the grievance.

The canceling official shall promptly notify all parties, including the Human Resources Manager, in writing of his action to withdraw the grievance, including the reasons therefor.

8.12.6 Computation of Time

In computing any period of time required by this procedure, the day of the event from which the designated period of time begins to run shall not be included. For example: if a management representative receives the ***"Employee Grievance Form"*** from an employee on Tuesday, then Wednesday is considered the first of the 10 work days in which the management representative must respond to the

grievance. Assuming a normal workweek (Monday through Friday), then Wednesday is counted as day 1 and the response will be due on the second Tuesday, day 10. When a deadline falls on a Saturday, Sunday, or City holiday, the next calendar day that is not a Saturday, Sunday, or City holiday shall be considered the due date.

8.12.7 Definitions

1. **Arbitrary or Capricious** - In disregard of the facts or without a reasoned basis.
2. **Attachments** - Documents joined with the grievance form in there solution steps and in the qualification decision.
3. **Back Pay** - Retroactive payment of wages, bonuses, leave or other benefits, overtime (if a requisite of the job), and other forms of fixed compensation, as directed by the Hearing Officer.
4. **Cross-Examination** - Questioning by the opposing party to test the truth or further develop the prior testimony of a witness.
5. **Department Director** - The Director, Commissioner, or other appointed head of the City department, agency or bureau or the individual who has been delegated the authority to act for the Department Director.
6. **Discrimination** - Different or hostile treatment based on race, color, creed, religion, partisan political affiliation, age, disability, national origin, or sex.
7. **Final Hearing Decision** - A hearing decision that has concluded the administrative review process and is subject to judicial review.
8. **Grievance** - Written complaint on the grievance form stating the nature of the claim, the facts in support of the claim, and the relief requested.
9. **Implementation** - An order issued by the court directing a party to carry out a final decision.
10. **Interim Earnings** - Income earned or received in lieu of City salary or other regularly earned compensation.
11. **Involuntary Separation** - Separation which is not of free will; resignation obtained through misrepresentation, deception, duress, coercion, or time pressure.
12. **Just Cause** - A reason sufficiently compelling to excuse not taking a required action in the grievance process.
13. **Noncompliance** - Failure to follow a grievance procedure rule.
14. **Offers of Proof** - Documents, testimony and other evidence offered but not admitted into the record.
15. **Party** - Either the employee who initiates the grievance or the employing Department.

16. **Preponderance of the Evidence** - Evidence which shows that what is sought to be proved is more probable than not; evidence that is more convincing than the opposing evidence.
17. **Procedural Requirements** - Formal procedures deemed essential to ensure fairness in the grievance process.
18. **Retaliation** - Adverse actions taken by management or condoned by management because an employee exercised a right protected by law or reported a violation of law to a proper authority (e.g. "whistle-blowing").
19. **Verbatim** - Taken word by word but not necessarily transcribed.
20. **Work day** - Normal work schedule (excluding authorized leave time) for the individual responsible for taking the required action. In the absence of an agreement otherwise, work days in this policy will be based on the City's standard workweek - Monday to Friday.

City of Hopewell
Employee Grievance Form

Name of Grievant	Job Title/Department	Social Security Number
	Telephone Number(s)	

STEP 1 – SUPERVISOR LEVEL: To be completed by the **supervisor** at Step 1 only and held in pending status until the grievance is closed or the grievance proceeds to Step 2 in the grievance procedure.

1. Nature of grievance: _____

_____

2. Date of incident giving rise to grievance: _____

3. Date grievance discussed with supervisor: _____

4. Specify the relief sought: (Use separate sheets if necessary.) _____

_____

5. Have you had a Step 1 hearing with the grievant? ☐ Yes ☐ No (Check one)

6. If yes, when? _____

7. First Step Remedy: (Use separate sheets if necessary.)

_____

8. Was this grievance resolved at this Step? ☐ Yes ☐ No (Check one)

==========

STEP 2 – DEPARTMENT DIRECTOR LEVEL HEARING: To be completed by the **grievant** at Step 2 only and filed with the grievant's Department Director with a copy sent to the Human Resources Department.

I wish to have my grievance heard at the Step 2 (Department Director) level. I understand that, by requesting to have my grievance heard at Step 2, I am giving up the relief, if any, that was awarded to me at Step 1.

1. Date of the incident giving rise to this grievance: _____

2. Have you had a Step 1 hearing with your immediate supervisor? ☐ Yes ☐ No (Check one)

3. If yes, when? _____

4. Specify the incident that resulted in this grievance: (Use separate sheets if necessary.)

_____

_____

City of Hopewell
Employee Grievance Form

STEP 2 – DEPARTMENT DIRECTOR LEVEL HEARING: Continued

5. Specify the policy(ies), rule(s), or regulation(s) at issue: (Use separate sheets if necessary.)

_____

_____

6. Specify the relief sought: (Use separate sheets if necessary.)

_____

_____

_____ Signature of grievant

_____ Date submitted

To be completed by the grievant's department.

1. Resolution or relief granted: (Use separate sheets if necessary.)

_____

_____

_____ Signature of departmental recipient

_____ Date received

7. Was this grievance resolved at this Step? □ Yes □ No (Check one)

STEP 3 – CITY MANAGER LEVEL HEARING: To be completed by the grievant at Step 3 only and filed directly with the Human Resources Department.

I wish to have my grievance heard at the Step 3 (City Manager) level. I understand that, by requesting to have my grievance heard at Step 3, I am giving up the relief, if any, that was awarded to me at Step 2.

_____ Signature of grievant

_____ Date submitted

To be completed by the City Manager or Designee.

1. Resolution or relief granted: (Use separate sheets if necessary.)

_____

_____

_____ City Manager, or designee

_____ Date submitted

Was this grievance resolved at this Step? □ Yes □ No (Check one)

See Next Page for Use in Filing Step 4 Grievance or Waiver of Step

City of Hopewell
Employee Grievance Form

Name of Grievant	Job Title/Department	Social Security Number
	Telephone Number(s)	

STEP 4 – REQUEST FOR ADMINISTRATIVE HEARING OFFICER HEARING: To be completed by the grievant at Step 4 only and filed directly with the Human Resources Department.

I wish to have my grievance heard at the Step 4 (grievance hearing) level. I understand that, by requesting to have my grievance heard at Step 4, I am giving up the relief, if any, that was awarded to me at Step 3.

_____ Signature of grievant

_____ Date submitted

ADMINISTRATIVE HEARING OFFICER HEARING DETAILS: To be completed by the Human Resources Department.

_____ Administrative Hearing Officer

_____ Place and Date of Hearing

Final Hearing Decision (can be attached as separate document)

STEP 4 – CITY MANAGER'S RESPONSE ON GRIEVABILITY AND ACCESS:
To be completed by the City Manager or his designee within 10 work days of receipt of the employee's Step 4 request. Copy of this response should be sent to the grievant and filed with the Human Resources Department. If grievance is **not qualified**, include a copy of the grievance procedure section which outlines the procedural options for the grievant.

This grievance ___ is or ___ **is not qualified** for a Step 4 hearing. (Provide explanation here if the grievance is not qualified. Attach a separate document, if necessary).

_____

_____

_____ City Manager, or designee

_____ Date submitted

City of Hopewell
Employee Grievance Form

Name of Grievant	Job Title/Department	Social Security Number
	Telephone Number(s)	

EMPLOYEE WAIVER OF STEP: To be completed by the grievant and the official administering the grievance prior to Step 4 and filed directly with the Human Resources Department.

I wish to waive my rights to Step _____ and move directly to Step _____ by mutual agreement between myself and _____. I understand that, by requesting to waive my right to Step _____, I am giving up the relief, if any, that was available or awarded to me at Step _____.

_____ Signature of grievant

_____ Date submitted

_____ Signature of Department Director or Designee

_____ Date submitted

LIST OF ATTACHMENTS:
Please list any documentation attached to this grievance form. Please include the date, the stated purpose and the person submitting the document.

_____

_____

_____

_____

City of Hopewell
Request for Administrative Hearing Officer Hearing
SECTION 8 – GRIEVANCE POLICY
FORM B

ADMINISTRATIVE HEARING OFFICER HEARING

Grievant _____ Date of Submission _____

Nature of Grievance _____

_____

_____

Reason for Requesting Administrative Hearing Officer Hearing _____

_____

_____

Decision of Administrative Hearing Officer Hearing

Date of Hearing _____ Place of Hearing _____

Administrative Hearing Officer _____

Issue: _____

_____

_____

Decision and Award _____

_____

_____

Signed: _____

Administrative Hearing Officer

City of Hopewell
Request for Determination of Grievability Form

To be completed by either the grievant or the Department Director to request a determination of the grievability of a issue prior to a Step 4 hearing (copies to the City Manager, Human Resources Department and the other party).

In accordance with the City Grievance Procedure, I am requesting a determination of grievability regarding th following grievance.

Grievant name: _____

Grievance date (from Employee Grievance Form, Step 2 section, question 1). _____

Reasons Supporting or Opposing Qualification of Grievability (Be specific.)

_____ _____
Signature of Grievant or Department Director Date Submitted

Response by City Manager or Designee (attach response letter)

_____ _____
Signature of City Manager or Designee Date of Response

NOTE: THE COMPLETED FORM MUST BE SENT BY THE CITY MANAGER'S OFFICE TO THE HUMAN RESOURCES DEPT. FOR INCLUSION IN THE GRIEVANCE FILE.

BROWNFIELDS SAMPLE OUTLINE
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN

FOR

Community-wide Brownfields Assessment Project

June 20, 2014

Submitted by

City of Hopewell

300 North Main Street, Room 218

Hopewell, VA 23860

Mr. Mark A. Haley, City Manager

(804) 541-2243

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Attachments

Attachment 1 Outputs / Outcomes Tables

Attachment 2 Budget Detail (saved as separate document)

1.0 PROJECT OVERVIEW

- **Project Description**

The City of Hopewell realized action was needed to reverse the deterioration of our downtown district, so in 2003 the City adopted a new Downtown Revitalization Plan. The comprehensive plan included recommendations for key sectors including retail, housing, transportation, office, and the capacity for future development. Based upon community input, concept renderings of the new downtown were drawn and included the implementation of catalyst projects, such as the construction of a new library, restoration of the Beacon Theater, streetscape improvements, adaptive re-use of the Butterworth building, and the redevelopment of the Cornez Manor and Conway Apartments. All but one of those catalyst projects have now been completed. In March 2005, a $3.5 million streetscape improvement project was completed in the downtown. In 2008, the new downtown Hopewell Library opened. In February 2010, the historic Butterworth Warehouse Building was rehabbed into mixed-use development with residential loft apartments on the top floors and commercial space on the first floor. Most recently, the Beacon Theater reopened its doors in January 2014 after a $4.5 million renovation. With these accomplishments, the City has made significant progress towards its vision. Unfortunately, these proud achievements are still surrounded by many vacant, underutilized, and blighted buildings with pasts that raise questions about the environmental conditions on the property. The redevelopment of the Cornez Manor and Conway Apartments remains unaccomplished in part due to the historical environmental concerns.

Therefore, under this project, we will conduct the necessary environmental assessments to determine the extent of environmental impact, if any, the former operations had on these properties. For many of the properties, we believe the assessments will show no or only minor environmental issues, clearing the way for redevelopment or at least increasing the marketability of the property. For the others, we will develop cleanup and redevelopment plans to address the contamination in a responsible manner that is suitable for the intended reuse. We will work with the Hopewell Downtown Partnership to assist developers with tapping other sources of funding, such as Community Development Block Grant funds, the Virginia Industrial Revitalization Fund, and historic tax credits, to encourage the redevelopment of the properties in accordance with our Downtown Revitalization Plan (outcome).

- **Project Team Structure and Responsibilities**

Mr. Mark Haley, City Manager, will serve as the initial Project Director and oversee all grant activities. Prior to becoming City Manager, Mr. Haley served as the Director of the Hopewell Regional Wastewater Treatment Facility for over 34 years. He is a graduate of Penn State University with a B.S. in Environmental Resource Management. The City is currently in the process of hiring an Assistant City Manager. Once hired and settled, the lead Project Director role will transition to the new Assistant City Manager, and Mr. Haley will continue to actively participate in and support project activities.

Similar to the project management approach we use for other federal and state grant programs, a highly qualified interdepartmental project team consisting of staff with significant redevelopment and grant expertise will support the Project Director. The Project

Team will include Ms. Tevya Griffin, Neighborhood Assistance & Planning Director; Mr. Jerry Whitaker, Finance Director; Mr. Johnnie Butler, City Engineer; Mr. Herbert Bragg, Intergovernmental & Public Affairs Director; and Mr. Evan Kaufman, Executive Director of the Hopewell Downtown Partnership. The project team will meet monthly during the period of performance to review the progress compared to the work plan and master schedule, review the consultants' performance, and take corrective actions if necessary.

2.0 SCOPE OF WORK (Project Task Descriptions)

Task 1: Project Management and Reporting

The Project Director will ensure timely expenditure of grant funds as well as the successful completion of all technical, administrative and financial requirements of the project within a three year timeframe in accordance with this work plan and a master schedule. The Project Director will prepare and submit quarterly progress reports, as well as annual Financial Status Reports and Disadvantaged Business Enterprise Utilization reports, to the EPA. As sites are addressed, the Project Director will ensure property-specific information is reporting through EPAs on-line system (ACRES).

When determined relevant, members of the Project Team will attend brownfield-related conferences, workshops, and training to learn and develop skills related to brownfield redevelopment as well as share the City's successes and lessons learned.

The City will hire a Qualified Environmental Professional (QEP) specifically with EPA Brownfields experience to support project activities. The City's procurement procedures comply with 40 CFR 31.36 and facilitate efficiency throughout the procurement process. The City plans to release a Request for Qualifications (RFQ) for consultants in July, complete the selection process by August, and have the consultant on contract and ready to begin work immediately upon the October 1 start date.

Upon completion of the project, the Project Team will prepare a Final Technical Report, detailing all of the project activities, accomplishments, and lessons learned. In addition, the Project Director will ensure all closeout documentation is completed properly and within the required 90 days.

Task 2: Community Outreach

Our project team will actively seek and encourage citizen input throughout the Community-wide site assessment and redevelopment planning process. Building upon the success of our volunteer-driven Main Street program, we will create a Brownfield Advisory Committee (BAC), comprised of community and business leaders. The BAC's mission will be to serve as the voice of the community to provide input on site selection and redevelopment plans, raise community concerns, disseminate project information to their communities, and promote the benefits and opportunities of the program. In support of the BAC, our team will prepare outreach and promotional materials to be distributed via mail, neighborhood meetings, newspapers, and the City's website. We will also post project updates on the City's Facebook page and Twitter feed. In addition, throughout the project, we will hold public meetings to notify the community of the successes and challenges faced during the project and to solicit input and participation.

At a minimum, our Community Outreach activities will include the following activities:

- Quarterly BAC Meeting Support
- Semi-annual Public Meetings
- Meetings with Community Organizations
- Brochures and Informational Sheets
- Articles and Press Releases

Task 3: Site Characterization

We anticipate the majority of the project funds will be expended under the Site Characterization Task, since clarifying the environmental uncertainty on these brownfield properties will ultimately encourage their redevelopment and return to productive use. As such, our consultant will complete Phase I and Phase II ESAs, as well as asbestos-containing material surveys, lead-based paint surveys, endangered species surveys, and cultural and historical resource surveys, as needed. Phase I ESAs conducted under this project will be performed by qualified contractors and in accordance with American Society for Testing and Materials (ASTM) Standard E1527-13 and the EPA All Appropriate Inquiry (AAI) Final Rule. Phase II ESAs will be conducted by qualified contractors in accordance with ASTM E1903-11. Approximately 6 Phase I ESAs will be conducted using hazardous grant funds, while approximately 8 Phase I ESAs will be completed utilizing petroleum grant funds. We anticipate completing approximately 2 hazardous funded Phase II ESAs, and 4 Phase II ESAs on petroleum sites. In addition to completing Phase I and II ESAs, consultants will complete site-specific Quality Assurance Project Plans (QAPPs) and Health & Safety Plans (HSPs) prior to initiating field work.

Task 4: Cleanup and Redevelopment Planning

Our project team will also conduct cleanup and redevelopment planning for properties, where needed. Leveraging the City's Downtown Revitalization Plan, we will identify redevelopment opportunities related to increasing retail and service businesses, tourism opportunities, and mixed-use developments to continue the downtown revitalization. For sites requiring cleanup, our consultant will develop an Analysis of Brownfield Cleanup Alternatives (ABCA) by identifying potentially applicable remediation alternatives and estimating the nature, extent, duration, and cost of implementing site remediation activities. Data from Phase II ESAs in conjunction with any other data from environmental assessments available for the property will be used as the basis for evaluating potential remedial alternatives for a brownfield site to become suitable for the intended use. We anticipate developing two ABCAs for both hazardous and petroleum-funded properties. Additionally, two redevelopment plans are anticipated for both hazardous and petroleum-funded properties.

Sites selected for redevelopment support will be based upon reuse alternatives supported by the community. As such, the project team will assist developers compare the potential land uses with the environmental impacts associated with the properties and the steps required to redevelop the property. Consultants will also assist the City and/or developers in negotiating the terms to enter the Voluntary Remediation Program with the Virginia DEQ, as needed.

3.0 OUTPUTS / OUTCOMES

Specific project outputs and outcomes are identified in Attachment 1.

4.0 BUDGET: $400,000 – Hazardous Substances and Petroleum

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (SF 424a).

Table 1: Hazardous Substances Budget

	Task 1 Project Management	**Task 2** Community Outreach	**Task 3** Site Characterization	**Task 4** Cleanup & Redev. Planning	**Total**
Personnel	$15,000	$0	$0	$0	$15,000
Fringe Benefits					
Travel	$4,000	$0	$0	$0	$4,000
Equipment					
Supplies	$1,000	$0	$0	$0	$1,000
Contractual	$0	$15,000	$140,000	$25,000	$180,000
Other					
Total	$20,000	$15,000	$140,000	$25,000	$200,000

Table 2: Petroleum Budget

	Task 1 Project Management	**Task 2** Community Outreach	**Task 3** Site Characterization	**Task 4** Cleanup & Redev. Planning	**Total**
Personnel	$15,000	$0	$0	$0	$15,000
Fringe Benefits					
Travel	$4,000	$0	$0	$0	$4,000
Equipment					
Supplies	$1,000	$0	$0	$0	$1,000
Contractual	$0	$15,000	$140,000	$25,000	$180,000
Other					
Total	$20,000	$15,000	$140,000	$25,000	$200,000

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

5.0 QUALITY ASSURANCE PROJECT PLAN:

Prior to undertaking activities involving the collection of environmental samples, the City of Hopewell will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of the U.S. EPA Region III Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The QAPP will be submitted at least 30 days prior to the initiation of field activities and approval will be obtained prior to performing any field sampling.

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 1: Project Management and Reporting

Activity (Commitment)	**Expected Timeframe** (Quarter/ FY)	**Outputs** (projected activities, deliverables, reports)	**Outcomes** (projected results, effects, improvements)	**Actual Accomplishments this Quarter**
Obtain QEP services: • Prepare Request For Qualifications, evaluate applications, conduct interviews, hire qualified environmental consultant • Obtain legal services for title searches, regulation interpretations, etc	4th/FY14	RFQ; documentation of meeting of open competition; and contract for scope of services	High quality products and services to meet project needs	
Reporting: • Prepare Quarterly Progress Reports • MBE/WBE and FFR forms • Enter site data in ACRES • Prepare final report and grant closeout material	Quarterly Annually As Needed 4th/FY17	Quarterly reports and other forms; updated ACRES database; final report and closeout forms	Regular communication of project status and next steps; current database for congressional reporting	
Training: • Attend EPA Brownfields Conferences and other related workshops	TBD	Attend Brownfields conference	Improve Brownfields knowledge and expand networking opportunities	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 2: Community Involvement

Activity (Commitment)	**Expected Timeframe** (Quarter/ FY)	**Outputs** (projected activities, deliverables, reports)	**Outcomes** (projected results, effects, improvements)	**Actual Accomplishments this Quarter**
Steering Committee: • Establish Brownfields Advisory Committee • Ensure that commitments made by CBOs in proposal are implemented.	1st/FY15	Quarterly meetings, meeting agendas, attendance lists and meeting notes. Commitments from CBOs	An active and motivated workgroup driving Brownfields initiatives	
Develop Marketing Material: • Create brochure targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Update website	2nd/FY15 2nd/FY15 2nd/FY15	1 Color brochure; 1 FAQ insert; 1 easy to navigate attractive website	Up to date marketing tools to promote project work and disseminate information	
Implement outreach strategy: • Hold Semi-Annual Public Meetings • Meet with Community Organizations • Release Articles and Press Releases	2nd/4th Qtrs TBD TBD	Give BF presentations at 12 meetings, minimum 4 articles in local media	Improve community knowledge on BF issues and identify potential BF sites	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 3: Site Characterization

Activity (Commitment)	**Expected Timeframe** (Quarter/ FY)	**Outputs** (projected activities, deliverables, reports)	**Outcomes** (projected results, effects, improvements)	**Actual Accomplishments this Quarter**
Site inventory: • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool	1st/FY15 2nd/FY15	GIS map of potential BF sites	Graphical capturing of BF sites for planning and marketing work	
Site prioritization and eligibility determination: • Convene steering committee meeting to rank and prioritize sites • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I	2nd/FY15	Planning meetings; 6 eligible sites identified in initial inventory search Estimate 6-8 additional eligible sites identified during remainder of grant	12-14 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)	
Phase I investigations: • Conduct planning meeting with consultant to discuss approved sites • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • Consultant submits final Phase I report to project team members	3rd/FY15 4th/FY15	Planning meetings; 6 Phase I Reports; updated ACRES database Estimate 6-8 addition Phase I reports during remainder of grant	6-8 High potential Brownfields site assessed through Phase I Total acres assessed through Phase I (TBD)	

Phase II preparation: • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Consultant submits EPA approved generic QAPP	1st/FY16	Project planning meetings; 1 approved generic QAPP; 2 sites approved for Phase II investigation. Estimate 2-4 additional sites approved for remainder of grant	2-4 high priority sites identified for further investigation and potential redevelopment	
Phase II investigation: • Consultant submits draft site-specific SAP to project team for review and comments • EPA/state approval is obtained and consultant submits final SAP to team • Consultant performs field work according to plan • Consultant submits draft Phase II report to project team for review and comments • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate	2nd/FY16 3rd/FY16 4th/FY16	2 or more approved site-specific SAP. Phase II report(s) documenting the results; updated ACRES database Estimate 2-4 additional sites approved for Phase II assessments	2-4 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning Total acres assessed through Phase II	

ATTACHMENT 1: OUTPUTS / OUTCOMES

TASK 4: Cleanup and Redevelopment Planning

Activity (Commitment)	**Expected Timeframe** (Quarter/ FY)	**Outputs** (projected activities, deliverables, reports)	**Outcomes** (projected results, effects, improvements)	**Actual Accomplishments this Quarter**
Cleanup Planning: • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Perform public outreach and involvement in cleanup planning • Consultant submits ABCAs	1st/FY17	2-4 draft cleanup alternatives plans and draft remedial action plans; updated ACRES database; 2 public meetings on project results	2-4 properties assessed through cleanup planning, and ready for cleanup and redevelopment. Acres ready for cleanup and redevelopment	
Cleanup & reuse planning: • Meet with consultant to develop redevelopment plan for the site • Perform public outreach and involvement in visioning and redevelopment planning • Consultant submits conceptual renderings and redevelopment plans	2nd/FY17	2-4 draft conceptual renderings and redevelopment plans; updated ACRES database; 2 public meetings on project results	2-4 properties assessed through redevelopment planning, and ready for cleanup and redevelopment. Acres ready for cleanup and redevelopment	

ATTACHMENT 2 – BUDGET DETAIL

Brownfield Assessment Grant - Hazardous Substances and Petroleum (split evenly)
City of Hopewell, VA
June 20, 2014

Personnel

Position/Title	Annual Salary	% of Time on Project	Estimated Annual Costs	Project (3 yr) Totals	
Brownfield Manager	$100,000	10%	10,000	30,000	
					$30,000

Fringe Benefits (provided in-kind by City) **$0**

Travel

In-State

Conference Travel:

Richmond: 50 miles per round-trip at $.56 per mile x 3 trips	84	
Roanoke: (352 miles per round-trip at $.56 per mile) x 2 trips for (4 nights total with per diem @ $148 per night) x 2 people	986	

Out-of-State

Travel for national conferences x 2 trips

- Per Diem: 3 people x $160 per night x 4 nights	3,840	
- Airfare: 3 people x $500 round trip	3,000	
- Incidentals: 3 people x $30	90	**$8,000**

Supplies

Office supplies

Copy/brochure paper	1,000	
Posterboard	750	
Toner, printer ink	1,250	**$2,000**

Contractual

Environmental Consultant services:

• support community outreach activities		
• create GIS database of brownfield inventory	5,000	
• conduct 14 Phase I Assessments @ $3,000/assessment	42,000	
• prepare a Quality Assurance Project Plan	3,000	
• conduct 6 Phase II Assessments @ $50,000/assessment	300,000	
• prepare 2 Site Reuse Plans @ $5,000/plan	10,000	**$360,000**

Total Budgeted Cost **$400,000**

KEY CONTACTS FORM

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

Name: Mr. Mark A. Haley
Title: City Manager
Complete Address: 300 North Main Street, Room 218
Hopewell, VA 23860
Phone Number: (804) 541-2243

Payee: *Individual authorized to accept payments.*

Name: Mr. Jerry Whitaker
Title: Finance Director
Mail Address: 300 North Main Street
Hopewell, VA 23860
Phone Number: (804) 541-2306 jwhitaker@hopewellva.gov

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

Name: Mr. Mark A. Haley
Title: City Manager
Mailing Address: 300 North Main Street, Room 218
Hopewell, VA 23860
Phone Number: (804) 541-2243
FAX Number: (804) 541-2248
E-Mail Address: mhaley@hopewellva.gov

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

Name: Mr. Mark A. Haley
Title: City Manager
Mailing Address: 300 North Main Street, Room 218
Hopewell, VA 23860
Phone Number: (804) 541-2243
FAX Number: (804) 541-2248
E-Mail Address: mhaley@hopewellva.gov
Web URL: http://www.hopewellva.gov/

Grant Application Checklist

Item	Submitted	Not Applicable
Current registration in SAM.gov	☑	
Standard Form 424 (Signed)	☑	
Standard Form 424A (Budget)	☑	
Standard Form 424B (Signed Assurances)	☑	
Key Contacts Form (EPA 5700-54)	☑	
Certification Regarding Lobbying	☑	
Standard Form LLL (Disclosure of Lobbying Activities)	☐	☑
EPA Form 4700-4 (Pre-Award Compliance Review Report)	☑	
Intergovernmental Review	☑	
Program Narrative Statement (Work Plan)	☑	
Budget Detail (Appendix 2 of Work Plan)	☑	