

**FY2020 U.S. EPA Revolving Loan Fund Grant for
Washington County, Wisconsin**

Cooperative Agreement No. BF-00E02895-0

**Quarterly Report No. 1
1st Quarter – Fiscal Year 2021
October 1, 2020 – December 31, 2020**

Submitted by:
Debora M. Sielski, Deputy Director
Washington County Planning & Parks Department

January 29, 2021

**FY2020 U.S. EPA Revolving Loan Fund Grant for
Washington County, Wisconsin
Cooperative Agreement BF-00E02895-0**

A. Project Title

FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin

B. Name of Grant Recipient

Washington County Planning & Parks Department
333 E. Washington Street, Suite 2300
West Bend, WI 53095-2003

C. Cooperative Agreement No.

No. BF-00E02895-0
FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin
Budget Period: 08/17/2020 – 09/30/2025
Project Period: 08/17/2020 - 09/30/2025
Grant Amount:
 \$800,000 – EPA Amount This Action
 \$160,000 – Recipient Contribution Match
 \$960,000 – Allowable Project Costs

D. Project Contact(s)

Project Manager:
Debora M. Sielski
Deputy Director
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
262-335-4772
Fax – 262-335-6868
deb.sielski@washcowisco.gov

EPA Project Officer:
Patricia J. Polston
77 West Jackson Blvd., SB-5J
Chicago, IL 60604-3507
312-886-8093
polston.patricia@epa.gov

EPA Grant Specialist:
Mauricio Lobato
Assistance Section, MA-10J
312-353-2515
Lobato.mauricio@epa.gov

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1.0 PROGRAM INTRODUCTION

This report provides a summary of activities completed by Washington County, Wisconsin (the County) during the 1st Quarter of Fiscal Year (FY) 2021 (October 1, 2020 through December 31, 2020) for implementation of the United States Environmental Protection Agency (U.S. EPA) Revolving Loan Fund Grant for Washington County, Wisconsin awarded by the U.S. EPA in 2020.

The Washington County Planning and Parks Department is responsible for administering the grant. Washington County will lead this Revolving Loan Fund coalition grant with seven (7) coalition members: City of Hartford, City of West Bend, Village of Germantown, Village of Jackson, Village of Kewaskum, Village of Richfield, and the Village of Slinger.

2.0 BUDGET OVERVIEW

The County's U.S. EPA Implementation Work Plan describes four (4) tasks that must be completed in order for the EPA to consider the RLF a success.

| Task Number | Task Name |
|--------------------|--|
| 1 | Establish the Revolving Loan Fund |
| 2 | Market the Revolving Loan Fund |
| 3 | Site Selection, Program Operations and Oversight |
| 4 | Cleanup Loans and Subgrants |

The U.S. EPA awarded Washington County a Revolving Loan Fund (RLF) grant of \$800,000 in 2020. This grant is matched by a 20% non-federal cost share (\$160,000) from an approval allocation by the Washington County Board of Supervisors. The County's match of \$160,000 will be utilized for the cleanup loans and subgrants. The total budget is \$960,000 plus an in-kind contribution commitment of \$41,464.

There were no reallocation requests submitted to the U. S. EPA Project Officer during the reporting quarter.

Current Budget - 1st Q FY2021 (10/1/2020 - 12/31/2020)

| Task No. | Task Description | Approved Budget as of 9/30/2020 | No Reallocation Requests this Quarter | Current U.S. EPA Approved Budget as of 12/31/2020 |
|----------|--|---------------------------------|---------------------------------------|---|
| 1 | Establish the RLF | \$19,800.00 | \$0.00 | \$19,800.00 |
| 2 | Marketing the RLF | \$44,000.00 | \$0.00 | \$44,000.00 |
| 3 | Site Selection, Program Operations and Oversight | \$154,200.00 | \$0.00 | \$154,200.00 |
| 4 | Cleanup Loans and Subgrants | \$742,000.00 | \$0.00 | \$742,000.00 |
| | Total U.S. EPA Grant | \$960,000 | \$0.00 | \$960,000 |

3.0 MODIFICATIONS TO THE WORK PLAN

There were no modifications to the Work Plan during the 1st Quarter of FY 2021, October 1, 2020 through December 31, 2020. Below are the current deliverables for the Implementation Work Plan.

Work Plan Modifications - 1st Q FY2021 (10/1/2020 - 12/31/2020)

| Cleanup Loans and Subgrants | # of Deliverables in Implementation Work Plan | Approved Deliverables as of 12/31/2020 | # Modifications to Work Plan Deliverables this Quarter | Current # of Deliverables as of 12/31/2020 |
|-----------------------------|---|--|--|--|
| Cleanup Loans | 3 @ \$220,500 | 3 | 0 | 3 |
| Subgrants | 1 @ \$70,000 | 1 | 0 | 1 |

4.0 STATUS OF PROGRAM ACTIVITIES

This section of the report describes the status of each task throughout the 1st Quarter of FY 2021, October 1, 2020 through December 31, 2020 including a summary of projects and activities approved, completed or in progress. This report also provides an estimated degree of completion of each task, provides a list of deliverables associated with each task and a summary of scheduled activities to be performed during the 2nd Quarter of FY 2021. These tasks will provide support in brownfield cleanup activities and assist in creating jobs, the cleanup of distressed areas, the elimination of blight and increase the tax base.

4.1 TASK 1 – ESTABLISH THE REVOLVING LOAN FUND

A. Task Description

This task includes the development of a service agreement between Washington County and EDWC and memorandums of agreement with coalition partners. In addition, the County and Economic Development Washington County (EDWC) will work with the Site Redevelopment Committee (SRC) to create a comprehensive program policies and procedures manual that will be specialized to brownfield site applications and used to review and approve loan and subgrant applications. The County will also complete a qualifications-based procurement process to hire a qualified environmental professional.

This task has a current budget of \$19,800.

B. New Activities or Projects Approved for Implementation by U.S. EPA During the Fiscal Quarter

None.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

Throughout the 1st Quarter of FY2021, Washington County worked with EDWC to formalize a Service Agreement with the County. The Agreement was not finalized within Q1. The formalization of the Service Agreement is in progress and is expected to be completed within Quarter 2 FY2021.

D. Deliverables

| Task 1 Progress – Establish the Revolving Loan Fund | |
|--|--|
| Activity | Deliverable |
| Formalize Service Agreement with County, SRP and EDWC | Agreement |
| Formalize Memorandum of Agreements (MOAs) with Coalition Members | MOAs |
| Develop EPA RLF Comprehensive Policies and Procedures Manual | SRP RLF Policies and Procedure Manual |
| Create Brownfield RLF Loan Application Documents | Application Forms/Loan Agreements templates including terms and conditions |
| Perform QBP and Contract QEP & Planning Consultant | Contract |

E. Percent Complete and Scheduled Activities

This task is currently approximately 5% complete.

The formalization of the Service Agreement between Washington County and EDWC is in progress and is expected to be completed within the 2nd Quarter of FY2021. The County will start the qualifications-based procurement process to hire a qualified environmental professional during the 2nd Quarter of FY2021.

4.2 TASK 2 – MARKET THE REVOLVING LOAN FUND

A. Task Description

Task 2 will focus on creating a Marketing Plan for the RLF Program. The focus of this Marketing Plan will target challenging brownfield sites where there may not be current market interest. Existing SRP outreach and marketing efforts will be used to promote the RLF Program including public meetings and marketing site specific RFL opportunities.

This task has a current budget of \$44,000.

B. New Activities or Projects Approved for Implementation by U.S. EPA During the Fiscal Quarter

None.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

None.

D. Deliverables

| Task 2 Progress – Market the Revolving Loan Fund | |
|--|--|
| Activity | Deliverable |
| Promote/market/provide updates on the RLF | Press releases, website updates, fact sheets, marketing materials, meeting summaries |
| Create Marketing Plan for SRP RLF | Marketing Plan |
| Link SRP RLF to EDWCs brownfield redevelopment website | Website update |
| Outreach and marketing efforts – public meetings, market site specific RLF opportunities | None |

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

4.3 TASK 3 – SITE SELECTION, PROGRAM OPERATIONS AND OVERSIGHT

A. Task Description

This task includes the SRP RFL Committee reviewing and approving loans to eligible applicants based on cleanup project eligibility, as approved by the U.S. EPA, applicant credit worthiness, and demonstrated project economic, community and environmental benefits. The SRC will review and approve subgrants. Task 3 also includes Analysis of Brownfields Cleanup Alternatives (ABCAs) and Community Involvement Plans (CIPs) being prepared and a Decision Memorandum completed for each project. In addition, this task includes project oversight and grant administration.

This task has a current budget of \$154,200.

B. New Activities or Projects Approved for Implementation by U.S. EPA During the Fiscal Quarter

None.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

None.

D. Deliverables

| Task 3 Progress – Site Selection, Program Operations and Oversight | |
|--|--|
| Activity | Deliverable |
| Meeting with Loan/subgrant applicants | None |
| Review applications based on SRC RLF Policies & Procedures Manual, SRP Standards, anticipated cleanup project eligibility, applicant credit worthiness, and demonstrated project economic, community and environmental benefits. | None |
| Complete eligibility determinations for each project for the EPA review | Eligibility Determination |
| Develop ABCA and Community Relations Plan for EPA review | ABCA and Community Relations Plan for each site |
| Conduct required community involvement activities described in the approved CIP following project initiation | Press releases, letters, emails, meeting summaries |
| Notify Landowners and Communities of Cleanup Schedules and Project Progress | Press releases, letters, emails, meeting summaries |
| Conduct 30-day Public Comment Periods on Analysis of Brownfields Cleanup Alternatives (ABCAs) | Press releases, summary of public comment |
| Respond to Questions and Public Comment | Summary of public comments |
| Create Bilingual Outreach Materials | Bilingual materials |
| Create Technical Presentations, Exhibits, handouts for Meetings | Meeting presentations, exhibits, handouts |
| Develop Decision Memorandum for EPA review | Decision Memorandum for each site |
| Loan Underwriting | None |
| SRP RLF Committee- Loan Review, Structure Discussion, Approval | None |
| Negotiate Term Sheet, Development of Loan Documents, Closure of Loan | Loan Documents |
| SRC- Subgrant approval process, Development of Subgrant Documents | Subgrant Documents |
| Site Visits and Monitoring Project Related to State and Federal Requirements | Update Summary in Quarterly and Annual Report |
| Tracking loans and subgrants | Update Summary in Quarterly and Annual Report |
| Update ACRES | Property Profiles (online) |
| SRC Meetings | Meeting agendas and minutes |
| Grant Administration and Tracking Overall Progress, Program Income of SRP RLF Program | Update Summary in Quarterly and Annual Report |
| Attend National Brownfields Conferences | None |

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

4.4 TASK 4 – CLEANUP LOANS AND SUBGRANTS

A. Task Description

This task includes executing and disbursing loans and subgrants. Employing risk-based lending practices, the County Finance Department with assistance from the Loan Manager will carry out the managed disbursement of approved loans and subgrants to approved applicants for the site cleanup work being performed by the applicants. Activities under this task will be funded by federal grant award funds and the designated match dollars.

This task has a current budget of \$742,000.

B. New Activities or Projects Approved for Implementation by U.S. EPA During the Fiscal Quarter

None. There were no loans and/or subgrants during this reporting quarter.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

None.

D. Deliverables

| Task 4 Progress – Cleanup Loans and Subgrants | |
|---|--|
| Activity | Deliverable |
| Execute Loans and Subgrants | Estimate 3 loans averaging \$220,500 each |
| Execute Subgrants | Estimate 1 subgrants averaging \$70,000 each |
| Disbursement of Approved Loans and Subgrants | Summary in Quarterly Reports |

F. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

5.0 SCHEDULE AND PROJECT MILESTONES

A list of major milestones achieved during the project to date are summarized below.

| Task | Date | 1st Quarter FY2021 - Activity or Milestone Description |
|-------------|-------------|---|
| | 5/7/2020 | County Project Manager send out press release announcing award of U.S. EPA FY2020 RLF grant |
| | 9/22/2020 | U.S. EPA awards Cooperative Agreement to Washington County |
| 1 | 11/11/2020 | Meeting with EDWC and County to discuss service agreement |
| 1 | 11/12/2020 | U.S. EPA RLF Kick off meeting |
| 1 | 12/9/2020 | U.S. EPA Transition Conference Call |
| 1 | 12/9/2020 | Conference call with EDWC and County to discuss service agreement |

6.0 PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED

None.

7.0 BUDGET INFORMATION

A. Summary of Grant Expenses by Category for the Reporting Period 10/1/2020 – 12/31/2020.

A summary of grant expenses by category is provided below, including the approved project budget, amounts expended during the 1st Quarter of FY2021 (October 1, 2020 – December 31, 2020), total amounts expended through December 31, 2020, and the budget remaining as of December 31, 2020.

1st Q - FY2021 (Oct. 1, 2020 - Dec. 31, 2020)

| Budget Categories | Approved Project Budget as of 10/1/2020 | Previously Expended | Current Quarter Expenditures by Category | Cumulative Expenditures by Category | Balance Remaining by Category |
|--------------------------|---|---------------------|--|-------------------------------------|-------------------------------|
| Personal | \$ 33,300 | \$ - | \$ - | \$ - | \$ 33,300 |
| Travel | \$ 5,600 | \$ - | \$ - | \$ - | \$ 5,600 |
| Contractual | \$ 189,600 | \$ - | \$ - | \$ - | \$ 189,600 |
| Loans | \$ 661,500 | \$ - | \$ - | \$ - | \$ 661,500 |
| Subgrants | \$ 70,000 | \$ - | \$ - | \$ - | \$ 70,000 |
| SUBTOTALS | \$ 960,000 | \$ - | \$ - | \$ - | \$ 960,000 |
| EPA RFL Grant Subtotal | \$ 800,000 | \$ - | \$ - | \$ - | \$ 800,000 |
| Match Subtotal | \$ 160,000 | \$ - | \$ - | \$ - | \$ 160,000 |
| RFL PROJECT TOTAL | \$ 960,000 | \$ - | \$ - | \$ - | \$ 960,000 |

B. Summary of Grant Expenses by Category for the Reporting Period 10/1/2020 – 12/31/2020.

A summary of grant expenses by task is provided below, including the approved project budget, amounts expended during the 1st Quarter of FY2021 (October 1, 2020 – December 31, 2020), total amounts expended through December 31, 2020, and the budget remaining as of December 31, 2020.

1st Q - FY2021 (Oct. 1, 2020 - Dec. 31, 2020)

| Task No. | Task Description | Approved Budget as of 10/1/2020 | Previously Expended | Current Quarter Expenditures by Task | Cumulative Expended (through 12/31/2020) | Budget Remaining as of 12/31/2020 | Percent Budget Expended |
|--------------|--|---------------------------------|---------------------|--------------------------------------|--|-----------------------------------|-------------------------|
| 1 | Establish the RLF | \$ 19,800 | \$ - | \$ - | \$ - | \$ 19,800 | 0% |
| 2 | Marketing the RLF | \$ 44,000 | \$ - | \$ - | \$ - | \$ 44,000 | 0% |
| 3 | Site Selection, Program Operations and Oversight | \$ 154,200 | \$ - | \$ - | \$ - | \$ 154,200 | 0% |
| 4 | Cleanup Loans and Subgrants | \$ 742,000 | \$ - | \$ - | \$ - | \$ 742,000 | 0% |
| TOTAL | | \$ 960,000 | \$ - | \$ - | \$ - | \$ 960,000 | 0% |

C. Grant Reimbursements

A summary of grant reimbursements through the U.S. EPA Automated Standard Application for Payment (ASAP) System is based on reimbursements requested by the County for invoices already paid. The summary table includes the amounts reimbursed by date, total reimbursed, and grant funds remaining.

There were no grant reimbursement for this reporting quarter.

D. Leveraged Activities

There were no leveraged activities for this reporting quarter.

An ongoing summary of leveraged activities for the U.S. EPA Revolving Loan Fund Grant will be included in the Washington County Site Redevelopment Program Summary of Leveraged Funding. This currently includes leveraged activities from the FY 2014 and FY2017 Community-Wide Coalition Assessment Grants for Hazardous Substance & Petroleum Brownfields and will highlight leveraged activities for this U.S. EPA Revolving Loan Fund Grant. Leveraged resources to date total over **\$67 million**.

E. In-Kind Contributions

Below is a summary of In-Kind contribution reported for the 1st Quarter of FY2021.

Quarterly Report No. 1, 1st Quarter Fiscal Year 2021, October 1, 2020 – December 31, 2020
FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin

| FY2020 Brownfield RFL Grant In-Kind Contributions | | | | | |
|---|-----------------------------------|-------------------------------|-------------------------------|-------------------------|--------------------------|
| Name | Title | Budgeted In-Kind Contribution | Previous In-Kind Contribution | Total In-Kind Q1 FY2021 | Total Cumulative In-Kind |
| Washington County In-Kind | | | | | |
| Deb Sielski | Deputy Director | \$ 15,446 | \$ - | \$ 2,053.64 | \$ 2,053.64 |
| Hannah Keckeisen | Planner | \$ - | \$ - | \$ - | \$ - |
| Kathie Wild | Grants Administrator | \$ 4,222 | \$ - | \$ - | \$ - |
| Mike Vander Sanden | GIS Coordinator | \$ 602 | \$ - | \$ - | \$ - |
| Fay Fitts | Administrative Secretary | \$ 291 | \$ - | \$ - | \$ - |
| Brad Stern | County Attorney | \$ 1,823 | \$ - | \$ - | \$ - |
| Total County In-Kind | | \$ 22,384 | \$ - | \$ 2,053.64 | \$ 2,053.64 |
| EDWC RFL Committee | | | | | |
| Christian Tscheschlok | Executive Director | \$ - | \$ - | \$ 247.07 | \$ 247.07 |
| Dan Anhalt | Senior Director | \$ - | \$ - | \$ 476.48 | \$ 476.48 |
| 7 Core Committee Members | | \$ 5,000 | \$ - | \$ - | \$ - |
| City of Hartford | | | | | |
| Justin Drew | Director of Community Development | \$ 1,224 | \$ - | \$ - | \$ - |
| City of West Bend | | | | | |
| Jay Shambeau | City Administrator | \$ 1,225 | \$ - | \$ - | \$ - |
| Mark Piotrowicz | City Planner/Operations Manager | \$ 1,632 | \$ - | \$ - | \$ - |
| Adam Gitter | Economic Development Manager | \$ 439 | \$ - | \$ - | \$ - |
| Village of Germantown | | | | | |
| Steve Kreklow | Village Administrator | \$ 1,823 | \$ - | \$ - | \$ - |
| Village of Jackson | | | | | |
| John Walther | Village Administrator | \$ 1,625 | \$ - | \$ - | \$ - |
| Village of Kewaskum | | | | | |
| Matt Heiser | Village Administrator | \$ 881 | \$ - | \$ - | \$ - |
| Village of Richfield | | | | | |
| Jim Healy | Village Administrator | \$ 995 | \$ - | \$ - | \$ - |
| Village of Slinger | | | | | |
| Margaret Wilber | Village Administrator | \$ 1,248 | \$ - | \$ - | \$ - |
| Jim Haggerty | DPW Dir/V. Engineer | \$ 324 | \$ - | \$ - | \$ - |
| Total Partner In-Kind | | \$ 16,416 | \$ - | \$ - | \$ 723.55 |
| TOTAL IN-KIND | | \$ 38,800 | \$ - | \$ 2,053.64 | \$ 2,777.19 |

8.0 PERFORMANCE OUTPUTS AND OUTCOMES

This section summarizes performance outputs and outcomes for the County FY2020 Revolving Loan Fund Grant. Outputs and Outcomes include:

There were no outputs or outcomes completed for this reporting quarter.

9.0 ATTACHMENTS

A. Grant Award Announcement

Attachment A

Grant Award Announcement



Office of the County Executive



For Immediate Release

May 7, 2020

Contact: Ethan Hollenberger (262) 335-7702
Debora Sielski (262) 483-0382

US Environmental Protection Agency Awards Washington County Site Redevelopment Program with Brownfields Revolving Loan Fund Grant *Brownfield developments restore communities and preserve farmland*

West Bend, WI – Today, Washington County Executive Josh Schoemann announced receipt of US Environmental Protection Agency (EPA) funding for brownfield revitalization. An \$800,000 US EPA Coalition Revolving Loan Fund Grant will be used to advance the County's Site Redevelopment Program. In total, the County's site redevelopment program initiated the redeveloped 32 brownfield acres, constructed 262 new housing units, and invested over \$43 million in new construction.

"Every brownfield redeveloped allows us to revitalize our communities with new workforce housing, hotel accommodations, commercial properties or other job creating businesses while preserving farmland and eliminating eyesores", said Washington County Executive Josh Schoemann. "Due to the perceived risks and added sunk costs of these sites, brownfield redevelopment likely would not happen without assistance. For this reason, \$800,000 will go a long way to transforming our communities in ways that matter to local residents. We look forward to continuing our successful redevelopment work with our local governments, the US EPA, Wisconsin DNR and Economic Development Washington County."

The grant will continue to provide our County and its Coalition partners with a wide range of economic benefits, which include an increased tax base and employment opportunities for area residents. Coalition members include the cities of Hartford and West Bend and the villages of Jackson, Richfield, Slinger, Kewaskum and Germantown. The grant will be used to capitalize a revolving loan fund from which loans and subgrants will be provided to support brownfield cleanup activities.

Initially, the grant will focus on revitalization in the northern downtown area of the City of Hartford, and the north Milwaukee River area and south Eisenbahn Trail area of the City of West Bend. The funds may also be used in other municipalities which have priority sites that were identified as part of redevelopment inventories.

Christian Tscheschlok, Executive Director of Economic Development Washington County (EDWC) is part of the project team working to make redevelopment successful, "The County's Site Redevelopment Program has resources now to not only assess sites for environmental risk, but also get the toughest ones cleaned up and primed for development. This third award from USEPA indicates the high level of confidence both funders and developers have in our collective capacity to get deals done and achieve impactful results for communities."

More information on the site redevelopment program is available at co.washington.wi.us/srp. More information on the program's redevelopment projects is [available here](#).

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