

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

Cooperative Agreement No. BF-00E02895-0

**Quarterly Report No. 13
1st Quarter – Fiscal Year 2024
October 1, 2023 – December 31, 2023**

Submitted by:
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Washington County Community Development Department

January 30, 2023

**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 Community Development 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)

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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) 2024 (October 1, 2023 through December 31, 2023) 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.

On October 7, 2021, Washington County formed the Community Development Department taking over the responsibility of the County Brownfield Site Redevelopment Program. Debora Sielski, the Community Development Director continues to be the County Project Manager for this grant and the County Program. The Washington County Community Development 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

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. 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 FY2024 (10/1/2023 - 12/31/2023))

Task No.	Task Description	Approved Budget as of 10/1/2023	No Reallocation Requests this Quarter	Current U.S. EPA Approved Budget as of 12/31/2023
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	\$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

At an October 2022 SRC meeting the committee approved shifting the \$70,000 subgrants allocation to a 0% financing as a portion of the total revolving loan to municipalities. Each cleanup loan will continue to average at \$220,500 for a total of \$661,500 with an additional \$70,000 available to municipalities as 0% financing.

Work Plan Modifications – 1st Q FY2024 (10/1/2023 - 12/31/2023)

Cleanup Loans	# of Deliverables in Implementation Work Plan	Approved Deliverables as of 12/31/2023	# Modifications to Work Plan Deliverables this Quarter	Current # of Deliverables as of 12/31/2023	0% Financing Funds Previously Expended as of 12/31/2023	0% Financing Funds Expended as of 12/31/2023	0% Financing Funds Remaining
Cleanup Loans	3 @ \$220,500	3	0	3	\$0	\$0	\$70,000

4.0 STATUS OF PROGRAM ACTIVITIES

This section of the report describes the status of each task throughout the 1st Quarter of FY 2024, October 1, 2023 through December 31, 2023 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 1st Quarter of FY2024. 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 Economic Development Washington County (EDWC) and memorandums of agreement with coalition partners. In addition, the County and 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 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

1st Quarter of FY2021

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.

2nd Quarter of FY2021

During the 2nd Quarter of FY2021, Washington County worked on finalizing the Service Agreement contract with EDWC as Loan Manager for the Revolving Loan Fund. Washington County has also been developing the Request for Qualifications to hire a Qualified Environmental Professional (QEP).

3rd Quarter of FY2021

During the 3rd Quarter of FY2021, The Project Manager met with EDWC to discuss and finalize the Request for Qualifications to hire a qualified environmental professional. The RFQ was posted for bid by the Purchasing Department and sent to multiple Engineering/Environmental Companies on June 10th, 2021 to obtain a Qualified Environmental Professional.

4th Quarter of FY2021

Throughout the 4th Quarter of FY2021, submittals in response to the Request for Qualifications were due on July 14, 2021 and were evaluated on July 20, 2021. The interviews were completed on July 29, 2021 and based on scoring; Stantec Consulting Services Inc. was selected as the Qualified Environmental Professional for the US EPA Revolving Loan Fund Grant for Washington County. Contract discussions occurred and it is expected the contract will be finalized

in the 1st Quarter of FY2022. The County also finalized the Memorandum of Agreements and Roles and Responsibilities document for Coalition Partners.

1st Quarter of FY2022

Within the 1st Quarter of FY2022, the Community Development Department released an updated Success Stories ArcGIS Storymap detailing how the program has helped redevelop blighted and contaminated sites within the County. The first Site Redevelopment Committee (SRC) meeting of 2022 took place in the 2nd Quarter of FY2022 on January 25th. At this meeting, Deb Sielski gave a brief overview of the Revolving Loan Fund and stated that more details will be given at the next SRC meeting scheduled for April 2022.

2nd Quarter of FY2022

The first Site Redevelopment Committee (SRC) meeting occurred on January 25th, 2022. At the meeting, the Committee received a general overview of the US EPA Revolving Loan Fund as well as the other funding sources within the Washington County Brownfields Program. The second SRC meeting occurred on February 24th, 2022 and discussed projects for the other Program funding sources. The next SRC meeting will be in May or June of 2022.

The Project Management Team (PMT) convened via zoom on February 9, 2022, to discuss the US EPA RLF along with the additional funding sources for the Site Redevelopment Program. A timeline was created for the feasibility of drafting a Policies and Procedures Manual and the Marketing Plan for the US EPA RLF. On March 15, 2022, the Project Management Team met and dove further into the conversation around the Policies and Procedures Manual and the Marketing Plan. It was decided that the draft Policies and Procedures Manual will be completed by late June and after that, work can begin on the Marketing Plan.

On April 7, 2022, the County met with Stantec and EDWC to discuss a flow chart for the US EPA Revolving Loan Fund. This detailed how the US EPA RLF project proposals may go through the approval process and who are the responsible entities. On April 14, 2022, the PMT met again via zoom and discussed ongoing projects, the County Brownfields Assessment Fund, and the US EPA Revolving Loan Fund Policies and Procedures Manual.

The contract between Washington County and Stantec has been executed and finalized.

3rd Quarter of FY2022

On April 7, 2022, the County met with Stantec and EDWC to discuss a flow chart for the US EPA Revolving Loan Fund. This detailed how the US EPA RLF project proposals may go through the approval process and who are the responsible entities. On April 14, 2022, the Project Management Team (PMT) met via zoom and discussed ongoing projects, the County Brownfields Assessment Fund, and the US EPA Revolving Loan Fund Policies and Procedures Manual.

During the month of June, both the PMT and Site Redevelopment Committee (SRC) met. On June 7, the PMT discussed the projects underway within the County Brownfields Assessment Fund. The PMT also reviewed the Site Redevelopment Program (SRP) Goals from the 2017 Grant and updated them to reflect the SRP Goals for 2022 and moving forward. At this meeting, the Team

also discussed the Revolving Loan Fund Policies and Procedures Manual and decided on a goal to present the drafted document at the fall SRC meeting.

The SRC convened on June 14, 2022. The Committee reviewed and discussed the revised Goals for the SRP. They also reviewed and recommended approval for two projects for the County Brownfields Assessment Fund. At the Committee meeting, there was an open discussion about the US EPA Revolving Loan Fund and Stantec provided guidance on potential project sites within the discussion with the municipalities. Stantec introduced the Policies and Procedures associated with the RLF and what the process could look like from start to finish.

4th Quarter of FY2022

On September 1, 2022, the County staff met with EDWC to discuss the subgrant portion of the Revolving Loan Fund as well as the progress on the Policies and Procedures Manual. On September 7, 2022, the Project Management Team met to discuss the draft Policies and Procedures Manual, as well as review the draft Marketing Plan.

On September 20, 2022, EDWC, Stantec, and County staff discussed the Policies and Procedures Manual in depth to create a final draft for the Site Redevelopment Committee on October 13. At the meeting, the team brainstormed a proper flowchart of responsible entities and necessary steps that needed to be completed. The County held a call with the City of Hartford on September 29, 2022, to discuss a potential project utilizing the US EPA Revolving Loan Fund.

On October 13, 2022, the Site Redevelopment Committee (SRC) convened for their quarterly meeting. They reviewed the Draft Marketing Plan, approved project requests for the County Brownfields Assessment Fund, and reviewed the Policies and Procedures Manual. They approved it conditionally on a few changes that were discussed at the meeting. EDWC will complete these changes before it goes to the County Board for approval as well as the US EPA.

1st Quarter of FY2023

On October 13, 2022, the Site Redevelopment Committee (SRC) held their quarterly meeting. They reviewed the Draft Marketing Plan, approved project requests for the County Brownfields Assessment Fund, and reviewed the Policies and Procedures Manual. The draft Marketing Plan was only for review and not meant for consideration during this meeting, SRC members provided comments for changes to be made. The SRC did give conditional approval of the Policies and Procedures Manual with the incorporation of a few changes that were discussed at the meeting. EDWC will complete these changes before it goes to the County Executive Committee and the US EPA for approval.

The EPA Project Manager, Linda Mangrum, assigned to Washington County was present at the October 13, 2022, SRC meeting and provided some guidance. After the meeting Linda was taken on a tour of Washington County brownfield redevelopment sites.

2nd Quarter of FY2023

During this quarter EDWC completed a final draft of the Policies and Procedures Manual and on March 15, 2023, the Washington County Executive Committee approved the manual.

3rd Quarter of FY2023

There were no deliverables during the 3rd Quarter of FY2023.

4th Quarter of FY2023

There were no deliverables during the 4th Quarter of FY2023.

1st Quarter of FY2024

There were no deliverables during the 1st Quarter of FY2024.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

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

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

During the 2nd Quarter of FY2021, Washington County finalized the Service Agreement contract with EDWC as Loan Manager for the Revolving Loan Fund.

3rd Quarter of FY2021

During the 3rd Quarter of FY2021, the Request for Qualifications was posted for bid.

4th Quarter of FY2021

The County finalized the Memorandum of Agreements and created a Roles and Responsibilities document. During the 1st Quarter of FY2022, the Memorandum of Agreements were sent to Coalition members on October 15th. Once all MOAs are received, they will be executed. The contract with Stantec as the QEP will be finalized within the 1st Quarter of FY2022.

1st Quarter of FY2022

The Memorandum of Agreements for the US EPA FY2020 Revolving Loan Fund were signed by all municipalities and the Washington County Executive and executed during the first Quarter of FY2022. The contract with Stantec Consulting Services will be finalized within the second Quarter of FY2022. When the contract is finalized, the work will begin on the Policies and Procedures Manual.

2nd Quarter of FY2022

The contract with Stantec Consulting Services was finalized in the 2nd Quarter of FY2022. Work on the Policies and Procedures Manual has begun, and a draft plan will be completed in the 3rd Quarter of FY2022.

3rd Quarter of FY2022

The Policies and Procedures Manual is currently being drafted and developed by the Project Management Team. The goal is to have a draft completed and presented at the September Site Redevelopment Committee meeting.

4th Quarter of FY2022

The Policies and Procedures Manual has been drafted and preliminarily approved by the SRC. EDWC will continue to make revisions on the plan before it goes to County Board for approval as well as the US EPA. Draft loan documents can be prepared in the upcoming quarter.

1st Quarter of FY2023

The Policies and Procedures Manual is currently being revised by the EDWC to include the suggestions made by the SRC. EDWC has developed an internal RLF Committee to review and discuss RLF matters, and they are currently reviewing the Policies and Procedures Manual. The Policies and Procedures Manual should be presented to the SRC, the Washington County Executive Committee, and the County Board in the 2nd Quarter of 2023.

2nd Quarter of FY2023

EDWC has completed revisions to the Policies and Procedures Manual and on March 15, 2023, the manual was approved by the Washington County Executive Committee.

3rd Quarter of FY2023

There were no deliverables during the 3rd Quarter of FY2023.

4th Quarter of FY2023

There were no deliverables during the 4th Quarter of FY2023.

1st Quarter of FY2024

There were no deliverables during the 1st Quarter of FY2024.

E. Percent Complete and Scheduled Activities

This task is currently approximately 85% complete.

2nd Quarter of FY2021

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 finalize the qualifications-based procurement request and begin the process to hire a qualified environmental professional during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

The County will finalize the qualifications-based procurement request and begin the process to hire a qualified environmental professional during the 3rd Quarter of FY2021. The County will work with the Coalition Partners to formalized MOAs during the 3rd Quarter of FY2021.

4th Quarter of FY2021

During the 4th Quarter of FY2021, the County will hire a Qualified Environmental Professional to assist with the implementation of the Revolving Loan Fund Grant as well as other County Brownfield funding sources. As of July 30th, Stantec Consulting Services was awarded the Request for Qualifications to hire a qualified environmental professional. The County Project Manager will be working with Stantec during the 4th Quarter to negotiate an agreement for the work.

1st Quarter of FY2022

During the 1st Quarter of FY2022, the contract will be finalized with Stantec Consulting Services Inc., the Qualified Environmental Consultant chosen with the RFQ process. The County will execute MOA's from all Coalition members and will hold the first Site Redevelopment Committee meeting during the 1st Quarter of FY2022.

2nd Quarter of FY2022

During the 2nd Quarter of FY2022, the contract will be finalized with Stantec Consulting Services Inc., the Qualified Environmental Consultant chosen through the RFQ procurement process. The first Site Redevelopment Committee meeting of 2022 will occur in January. The first Project Management Team meeting will occur in the second Quarter of FY2022, and work will begin on Policies and Procedures Manual.

3rd Quarter of FY2022

During the 3rd Quarter of FY2022, the Project Management Team (PMT) will develop a draft of the Policies and Procedures Manual for the US EPA FY2022 Revolving Loan Fund. Once the Policies and Procedures Manual is drafted, the PMT will begin working on the Marketing Plan.

4th Quarter of FY2022

During the 4th Quarter of FY2022, the Project Management Team (PMT) will complete the development of the Policies and Procedures Manual for the US EPA FY2022 Revolving Loan Fund. There will also be a Marketing Plan drafted for the program and presented at the September 2022 Site Redevelopment Committee meeting.

1st Quarter of FY2023

Within the first quarter of FY2023, the Policies and Procedures Manual will be revised based on comments from the SRC. The Draft Loan Documents will be prepared. The Manual will be finalized for submittal to the US EPA and possible approval by the County Board.

2nd Quarter of FY 2023

During the 2nd Quarter of FY 2023, the Policies and Procedures Manual will be reviewed and considered by the SRC and the Washington County Executive Committee.

3rd Quarter of FY 2023

During the 3rd Quarter of FY 2023, the next steps will be discussed to establish an RLF Loan application and the terms and conditions templates.

4th Quarter of FY 2023

During the 4th Quarter of FY 2023, the next steps will be discussed to establish an RLF Loan application and the terms and conditions templates.

1st Quarter of FY 2024

During the 1st Quarter of FY 2024, the next steps will be discussed to establish an RLF Loan application and the terms and conditions templates.

2nd Quarter of FY 2024

During the 2nd Quarter of FY 2024, a project management team will meet on February 13th to discuss and strategize the next steps to deploy and market the US EPA RLF.

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 Site Redevelopment Program (SRP) outreach and marketing efforts will be used to promote the RLF Program including public meetings and marketing site-specific RLF 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

1st Quarter of FY2021

None.

2nd Quarter of FY2021

None.

3rd Quarter of FY2021

None.

4th Quarter of FY2021

None.

1st Quarter of FY2022

None.

2nd Quarter of FY2022

Once the Policies and Procedures Manual is drafted, work will begin on the Marketing Plan for the US EPA Revolving Loan Fund.

3rd Quarter of FY2022

Once the Policies and Procedures Manual is drafted, work will begin on the Marketing Plan for the US EPA Revolving Loan Fund.

4th Quarter of FY2022

The Marketing Plan for the US EPA Revolving Loan Fund has been drafted by the Project Management Team. At the October 13, 2022 SRC meeting, the Project Management Team presented the draft plan to the Committee for comments. It will be finalized in the first quarter of FY2023.

1st Quarter of FY2023

The Marketing Plan has been revised considering the comments provided by the SRC and is waiting for further consideration by the PMT.

2nd Quarter of FY2023

None.

3rd Quarter of FY2023

The Marketing Plan for the US EPA Revolving Loan Fund was approved by the SRC on April 19, 2023. The County's contractor is now working on providing the final version of the Marketing Plan.

4th Quarter of FY2023

The Project Management Team met to begin the process of drafting two new factsheets to market the SRP and the US EPA RLF.

1st Quarter of FY2024

Factsheet 11 has been drafted, reviewed, and is awaiting further edits. On October 4th, 2023, a project management team meeting was scheduled by the City of Hartford to walk through the City's south main street properties to discuss timelines, options for funding the assessment, and cleanup of the site. During this meeting, the US EPA RLF was marketed as a potential option for clean-up funding.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

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	Meetings with local governments

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

There were no deliverables during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

There were no deliverables during the 3rd Quarter of FY2021.

4th Quarter of FY2021

There were no deliverables during the 4th Quarter of FY2021.

1st Quarter of FY2022

There were no deliverables during the 1st Quarter of FY2022.

2nd Quarter of FY2022

There were no deliverables during the 2nd Quarter of FY2022.

3rd Quarter of FY2022

There were no deliverables during the 3rd Quarter of FY2022.

4th Quarter of FY2022

The Marketing Plan for the SRP Revolving Loan Fund has been drafted and was presented to the Site Redevelopment Committee on the October 13, 2022, meeting.

1st Quarter of FY 2023

The Marketing Plan has been revised in consideration of the SRC comments in the October 13, 2022, meeting. It is waiting for further review by the PMT.

2nd Quarter of FY 2023

There were no deliverables during the 2nd Quarter of FY 2023.

3rd Quarter of FY 2023

During the 3rd quarter of FY 2023 the County held two meetings with two local governments to discuss and inform them on the use of the revolving loan fund. The first meeting was held on April 18th with the City of Hartford and the second was on June 8th with the Village of Newburg.

4th Quarter of FY 2023

A draft version of Factsheet 10 has been completed and gives an update on the progress of redevelopment of several brownfield sites in Washington County, provides guidance on the US EPA RLF, and contact information for interested entities.

1st Quarter of FY 2024

Factsheet 11 has been drafted and a meeting with the City of Hartford was held on October 4th, 2023, to discuss their south main street properties and cleanup funding.

E. Percent Complete and Scheduled Activities

This task is currently approximately 30% complete.

2nd Quarter of FY2022

Once the contract with Stantec is executed, the County, in partnership with EDWC will initiate the development of the Marketing Plan during the 2nd Quarter of FY2022.

3rd Quarter of FY2022

The contract with Stantec was executed during the 2nd Quarter of FY2022. The Project Management Team is working to develop the Policies and Procedures Manual and will complete a draft Manual by the end of the 3rd Quarter of FY2022. After this Manual is developed, the Project Management Team will work to develop a Marketing Plan.

4th Quarter of FY2022

The Project Management Team is working to develop the Policies and Procedures Manual and will complete a draft Manual by the end of the 4th Quarter of FY2022. After this Manual is developed, the Project Management Team will work to develop a Marketing Plan.

1st Quarter of FY2023

The Site Redevelopment Committee will review the revised Marketing Plan for the Site Redevelopment Program and the Revolving Loan Fund during the first quarter of FY2023.

2nd Quarter of FY 2023

The SRC will consider the revised Marketing Plan for the SRP and the RLF during the 2nd Quarter of FY2023.

3rd Quarter of FY 2023

The SRC considered and approved the revised Marketing Plan for the SRP and the RLF in April during the 3rd Quarter of FY2023.

4th Quarter of FY 2023

The final version of the Marketing Plan will be completed and provided to the County during the 4th Quarter of FY 2023.

1st Quarter of FY 2024

Factsheets 10 and 11 will be finalized and used as marketing handouts for the SRP.

2nd Quarter of FY 2024

Factsheet 11 will be finalized, an additional meeting with the City of Hartford will be held regarding an additional brownfield site (WB Place) where the US EPA RLF will be discussed as a source for cleanup funding, and a project management team will meet on February 13th to discuss and strategize the next steps to deploy and market the US EPA RLF.

4.3 TASK 3 – SITE SELECTION, PROGRAM OPERATIONS AND OVERSIGHT

A. Task Description

This task includes the SRP RLF 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 cleanup loans. 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

1st Quarter of FY2021

None.

2nd Quarter of FY2021

On March 18, 2021, the County Project Manager attended the Brownfields Revolving Loan Fund Committee (BRLFC) meeting with the EDWC and provided an introduction to the Site Redevelopment Program, an overview of the US EPA RLF Grant and a description of the roles and responsibilities of the BRLFC.

3rd Quarter of FY2021

None.

4th Quarter of FY2021

None.

1st Quarter of FY2022

None.

2nd Quarter of FY2022

None.

3rd Quarter of FY2022

None.

4th Quarter of FY2022

The Project Management Team met with the City of Hartford on September 29, 2022, for an initial discussion on a potential project for the US EPA Revolving Loan Fund.

1st Quarter of FY 2023

None.

2nd Quarter of FY 2023

None.

3rd Quarter of FY 2023

None.

4th Quarter of FY 2023

A meeting with the City of Hartford was held on September 29, 2023, to discuss using the US EPA RLF to pay for brownfield cleanup activities.

1st Quarter of FY 2024

None.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

Task 3 Progress – Site Selection, Program Operations and Oversight	
Activity	Deliverable
Meeting with Loan 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- 0% financing approval process, Development of 0% Financing Documents	0% Financing Documents
Site Visits and Monitoring Project Related to State and Federal Requirements	Update Summary in Quarterly and Annual Report
Tracking loans	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	Registered on County Staff member for the 2023 Brownfields Conference

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

There were no deliverables during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

There were no deliverables during the 3rd Quarter of FY2021.

4th Quarter of FY2021

There were no deliverables during the 4th Quarter of FY2021.

1st Quarter of FY2022

There were no deliverables during the 1st Quarter of FY2022.

2nd Quarter of FY2022

There were no deliverables during the 2nd Quarter of FY2022.

3rd Quarter of FY2022

There were no deliverables during the 3rd Quarter of FY2022.

4th Quarter of FY2022

There were no deliverables during the 4th Quarter of FY2022.

1st Quarter of FY2023

There were no deliverables during the 1st Quarter of FY2023.

2nd Quarter of FY2023

There were no deliverables during the 2nd Quarter of FY2023.

3rd Quarter of FY2023

During the 3rd Quarter of FY 2023 the County registered one County Staff Member to attend the 2023 Brownfields Conference.

4th Quarter of FY2023

A Washington County Staff Member attended the 2023 Brownfields Conference.

1st Quarter of FY2024

There were no deliverables during the 1st Quarter of FY2024.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

2nd Quarter of FY2022

None.

3rd Quarter of FY2022

None.

4th Quarter of FY2022

None.

1st Quarter of FY2023

None.

2nd Quarter of FY2023

None.

3rd Quarter of FY2023

During the 3rd Quarter of 2023 further discussions regarding the potential for the City of Hartford to utilize funding from the US EPA RLF will occur.

4th Quarter of FY2023

None.

1st Quarter of FY2024

During the 1st Quarter of 2024 further meetings will be held with the City of Hartford to discuss the use of the US EPA RLF, such as a walkthrough of the site to discuss necessary steps and timelines.

2nd Quarter of FY2024

None.

4.4 TASK 4 – CLEANUP LOANS

A. Task Description

Originally this task included 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.

At the October 2022 SRC meeting the committee approved shifting the \$70,000 subgrant allocation to a 0% financing as a portion of the total revolving loan to municipalities.

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 during this reporting quarter.

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

1st Quarter of FY2021

None.

2nd Quarter of FY2021

None.

3rd Quarter of FY2021

None.

4th Quarter of FY2021

None.

1st Quarter of FY2022

None.

2nd Quarter of FY2022

None.

3rd Quarter of FY2022

None.

4th Quarter of FY2022

None.

1st Quarter of FY2023

The County originally planned to have both a loan and subgrant program, but it has been decided to shift to only a loan program with a portion of the loan being forgivable. The \$70,000 originally meant for subgrants would instead be designated as forgivable funds for the loans.

2nd Quarter of FY2023

None.

3rd Quarter of FY2023

None.

4th Quarter of FY2023

None.

1st Quarter of FY2024

None.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

Task 4 Progress – Cleanup Loans	
Activity	Deliverable
Execute Loans	Estimate 3 loans averaging \$220,500 each for a total of \$661,500 with an additional \$70,000 available to municipalities as 0% financing as a portion of the total loan
Disbursement of Approved Loans	Summary in Quarterly Reports

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

There were no deliverables during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

There were no deliverables during the 3rd Quarter of FY2021.

4th Quarter of FY2021

There were no deliverables during the 4th Quarter of FY2021.

1st Quarter of FY2022

There were no deliverables during the 1st Quarter of FY2022.

2nd Quarter of FY2022

There were no deliverables during the 2nd Quarter of FY2022.

3rd Quarter of FY2022

There were no deliverables during the 3rd Quarter of FY2022.

4th Quarter of FY2022

There were no deliverables during the 4th Quarter of FY2022.

1st Quarter of FY2023

There were no deliverables during the 1st Quarter of FY2023.

2nd Quarter of FY2023

There were no deliverables during the 2nd Quarter of FY2023.

3rd Quarter of FY2023

There were no deliverables during the 3rd Quarter of FY2023.

4th Quarter of FY2023

There were no deliverables during the 4th Quarter of FY2023.

1st Quarter of FY2024

There were no deliverables during the 1st Quarter of FY2024.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

4th Quarter of FY2022

None.

1st Quarter of FY2023

None.

2nd Quarter of FY2023

None.

3rd Quarter of FY2023

None.

4th Quarter of FY2023

None.

1st Quarter of FY2024

None.

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

Task	Date	2nd Quarter FY2021 - Activity or Milestone Description
1	1/21/2021	US EPA Service Agreement contract review with EDWC and the County
1	1/29/2021	County Submits Quarterly Report to US EPA
1	2/4/2021	Review Service Agreement with the County and EDWC
1	2/16/2021	Executed Service Agreement with EDWC
3	3/18/2021	County attends Brownfields Revolving Loan Fund Committee meeting with the EDWC - Introduction and presentation of US EPA RLF Grant
1	6/7/2021	Meeting with EDWC to finalize the Request for Qualifications
1	6/10/2021	Request for Qualifications posted for bid and sent to Engineering Firms

Quarterly Report No. 13, 1st Quarter Fiscal Year 2024, October 1, 2023 – December 31, 2023
 FY2020 US EPA Revolving Loan Fund Grant for Washington County, Wisconsin

Task	Date	4 th Quarter FY2021 - Activity or Milestone Description
1	7/14/2021	Submittals for the RFQ due
1	7/20/2021	Evaluations of the RFQ submittals with the County and EDWC. Scored the submittals
	7/27/2021	The County receives case closure for the Niphos Coating Site from the Wisconsin DNR
1	7/29/2021	RFQ Interviews for the QEP are completed and a final evaluation and scoring of the firms is completed
1	7/30/2021	County submits Quarterly Report to US EPA
1	8/27/2021	Contract discussion with the County and Stantec
1	10/15/2021	Roles and Responsibilities completed
1	10/15/2021	MOAs finalized and sent to Coalition Partners for review and signature

Task	Date	1 st Quarter FY2022 - Activity or Milestone Description
1	10/28/2021	County submits Quarterly Report to US EPA
1	11/22/2021	Memorandum of Agreements signed by the County Executive and executed.
1	12/7/2021	Doodle poll sent out to SRC members for scheduling the first meeting of 2022.
1	1/25/2022	First SRC meeting of 2022

Task	Date	2 nd Quarter FY2022 - Activity or Milestone Description
1	1/25/2022	First SRC meeting of 2022
1	1/28/2022	County submits Quarterly Report to US EPA
1	2/9/2022	Project Management Team Meeting
1	2/24/2022	Site Redevelopment Committee meeting
1	3/15/2022	Project Management Team Meeting
1	4/7/2022	US EPA Revolving Loan Fund Flow Chart Review
1	4/14/2022	Project Management Team Meeting

Task	Date	3 rd Quarter FY2022 - Activity or Milestone Description
1	4/7/2022	US EPA Revolving Loan Fund Flow Chart Review
1	4/14/2022	Project Management Team meeting
1	5/12/2022	Meeting with Project Manager from the EPA to discuss Quarterly Reporting
1	6/7/2022	Project Management Team meeting
1	6/14/2022	Site Redevelopment Committee meeting
	6/30/2022	US EPA FY2022 Assessment Grant Application Debriefing meeting

Task	Date	4 th Quarter FY2022 - Activity or Milestone Description
1	7/1/2022	County staff meet internally to discuss the Quarterly Report
1	9/1/2022	EDWC and County meet to discuss the Grant Section of the RLF
1	9/7/2022	Project Management Team meeting
1	9/20/2022	Review of the Draft Policies and Procedures Manual
1	9/29/2022	Meeting with City of Hartford for initial RLF Discussion
1	10/7/2022	Received Final Draft of the Policies and Procedures Manual
2	10/10/2022	Received Final Draft of the SRP RLF Marketing Plans
1	10/13/2022	Site Redevelopment Committee meeting

Quarterly Report No. 13, 1st Quarter Fiscal Year 2024, October 1, 2023 – December 31, 2023
FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin

Task	Date	1 st Quarter FY2023 - Activity or Milestone Description
1	10/7/2022	Received Final Draft of the Policies and Procedures Manual
2	10/10/2022	Received Final Draft of the SRP RLF Marketing Plans
1	10/13/2022	Site Redevelopment Committee meeting
1	10/13/2022	Linda Mangrum was given a tour of Washington County brownfield sites
2	10/14/2022	Final revisions to the SRP RLF Marketing Plan completed
1	10/17/2022	A new planner was hired to work for the brownfield program
1	12/19/2022	Site Redevelopment Committee meeting

Task	Date	2 nd Quarter FY2023 - Activity or Milestone Description
1	1/10/2023	ACRES Training
1	1/12/2023	ACRES Training
1	3/15/2023	Washington County Executive Committee approved the Policies and Procedures Manual
1	4/19/2023	The SRC met and approved the SRP and RLF Marketing Plan

Task	Date	3 rd Quarter FY2023 - Activity or Milestone Description
2	4/18/2023	Meeting with the City of Hartford to discuss the RLF
2	4/19/2023	SRC approved the Final Draft of the Marketing Plan
3	4/21/2023	Registered one County Staff Member to attend the 2023 Brownfields Conference
2	6/8/2023	Meeting with the Village of Newburg to inform them on Brownfield Funding Sources, including the RLF

Task	Date	4 th Quarter FY2023 - Activity or Milestone Description
3	8/8 to 8/11/2023	One County Staff Member attended the 2023 Brownfield Conference.
2	9/14/2023	Project Management Team Meeting – SRP Factsheet 10 & 11
3	9/29/2023	Meeting with the City of Hartford to discuss brownfield cleanup and assessment funding options.

Task	Date	1 st Quarter FY2024 - Activity or Milestone Description
2	10/4/2023	City of Hartford south main street site visit and US EPA RLF discussion.
1	11/15/2023	RLF Check-In meeting with Linda Mangrum
2	12/21/2023	Factsheet 11 drafted, reviewed, and awaiting further edits.
2	1/22/2024	City of Hartford project management team to discuss a potentially new brownfield site (WB Place) and environmental assessment and cleanup funding sources.

6.0 PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED

None.

7.0 ONGOING PROJECTS FROM ADDITIONAL BROWNFIELDS FUNDING SOURCES

4th Quarter of FY2021

On July 27th, 2021 the Wisconsin Department of Natural Resources granted the Former Nippos Coating Inc. for case closure as it met the requirements of Wisconsin Administrative Code chs. NR725-727. Following an US EPA emergency removal action to address more than 8,800 gallons of hazardous chemicals that were abandoned in the building, this site is finally reached conditional site closure. The contractor, Forward Contractors, selected for this site is proposing residential units for development. The contractor is currently under the due diligence period and is in the process of completing a survey for this property and estimating a timeline for financing. The final step of this due diligence period is transferring the property from County ownership to Forward Contractors.

In September of 2021, the US EPA reached out to Washington County in hopes of gathering pictures of the awarded Barton School Apartments for an US EPA Brownfields Storymap. Wanting to share the success of this program to the nation, the County gathered photos showcasing the site before, during and after construction.

1st Quarter of FY2022

During the first Quarter of FY2022, the six-month due diligence period for the Developer's Agreement for the Former Nippos Coating site was due. After discussions with the developer and the Community Development Department, it was agreed the due diligence period should be extended three months, until March 2022. The contract amendment was drafted by the Community Development Department and will be executed during the 2nd Quarter of FY2022.

2nd Quarter of FY2022

During the second Quarter of FY2022, the due diligence extension for the Former Nippos Coating Site Developer's Agreement came to an end. After further discussions with the Village of Slinger, the Developer, and the Community Development Department, it was agreed that an additional extension for the due diligence will be given. A contract amendment is being created for the County and the Developer to implement with a work plan for completing the due diligence period. Approximately \$35,500 of the US EPA FY2014 Assessment Funds were utilized for the Nippos site and an additional \$51,400 of the US EPA FY2017 Assessment Funds.

At the January 2022 SRC meeting, a project proposal was approved for the City of Hartford at the South Main Street Properties. This project is funded through the Washington County Brownfields Assessment Fund. Stantec conducted a Phase I ESA of the Property in 2019 (\$8,000 from the US EPA FY2017 Assessment Grant), and subsequently a Phase II ESA in late 2019 and early 2020 (\$25,000 from the US EPA FY2017 Assessment Grant) to further assess recognized environmental conditions identified in the 2019 Phase I ESA. The work will include additional environmental testing on the site and further investigation to evaluate the sources and extent of releases and assess appropriate further actions.

At the February 2022 SRC meeting, a project proposal was approved for Village of Kewaskum to develop a Main Street Revitalization Plan. This project is funded through the Washington County Brownfields Assessment Fund. This plan will address crucial topics such as leveraging the Village Hall/Library/Police Department project, potential for catalytic projects, reuse/redevelopment potential of specific properties, methods of driving redevelopment on private properties, improved parking, bicycle/pedestrian connectivity, and economic benefit for the Village.

Also, at the February 2022 SRC meeting, a project proposal was approved in closed session for a redevelopment project in the City of West Bend through the Washington County Brownfields Revolving Loan Fund as a forgivable loan. The Washington County Board approved a replenishment of the funds from this project back into the County Brownfields Revolving Loan Fund on April 19, 2022.

3rd Quarter of FY2022

The work on the City of Hartford Main Street Properties that was approved at the January 2022 SRC meeting was completed by Stantec. The work concluded that additional monitoring and testing is recommended so the City of Hartford will be applying for a Site Assessment Grant through the Wisconsin Economic Development Corporation (WEDC). At the June 2022 SRC meeting, the Committee approved funding for the match for the WEDC SAG grant utilizing the County Brownfield Assessment Fund. The Village of Kewaskum's proposal for the Main Street Revitalization Plan has begun. The Village had their initial kickoff meeting with Vandewalle and Associates and will move forward with stakeholder meetings.

On June 30, 2022, the Community Development Department met with the US EPA and had a debriefing on the FY2022 Brownfields Community-wide Assessment Grant Application.

4th Quarter of FY2022

The Site Redevelopment Committee (SRC) approved two new funding requests for the County Brownfields Assessment Fund (Attachment A). One is a request for additional site assessment on a property in the City of Hartford, and the other one is assistance with a post closure redevelopment assistance for the Niphos property. The SRC also approved the revamped goals, mission, and vision for the Site Redevelopment Program (Attachment C).

The Hartford Main Street Properties project has been completed for the additional assessment work. Stantec and the City are preparing an application to the Wisconsin DNR for an additional assessment grant. The Village of Kewaskum and Vandewalle are working on drafting the Main Street Revitalization Plan. A draft should be presented in the Village in early 2023.

The Site Redevelopment Committee had a conversation about the US EPA FY2023 Brownfields Grant cycle. It was decided that this year the program will take a break from applying for federal funding and will focus on utilizing the US EPA FY2020 Revolving Loan Fund.

1st Quarter of FY2023

On December 19, 2022, the Site Redevelopment Committee met to review and consider a funding request from the City of Hartford. The Request would fund 80% of a match requirement for a Site Assessment Grant through the Wisconsin Economic Development Corporation. The Site Development Committee recommended approval and on December 21st, 2022, the Washington County Executive Board approved the funding.

The County is expecting a financing letter of credit from the developer and updated numbers on the development costs for the Niphos property, located in the Village of Slinger. The ownership of the property will be transferred to the developer after these items are received.

2nd Quarter of FY2023

Washington County has received the financing letter of credit and updated numbers of the development cost for the Niphos property and has transferred ownership of the property over to the developer, who will begin the site redevelopment process.

The City of Hartford has utilized funding from the County's Site Redevelopment Program to fund a match for a Site Assessment Grant through the Wisconsin Economic Development Corporation.

3rd Quarter of FY2023

The demolition and redevelopment of the Niphos property in the Village of Slinger has begun and has been progressing.

The work on Centennial Park in the City of Hartford has been progressing and is nearing completion. The City of Hartford was successful in applying for the Site Assessment Grant through the Wisconsin Economic Development Corporation with a reduction in the total match to only 20%. The portion of the City of Hartford match that is refunded back to the County Assessment Fund will be utilized for more projects.

Both City of West Bend projects, the West Bank Milwaukee River Riverwalk and The District, which was formerly the West Bend Brewery, have been progressing and are closer to completion.

4th Quarter of FY2023

The demolition and redevelopment of the Niphos property in the Village of Slinger is continuing with two structures being demolished and the site cap starting to be installed. Also, in the Village of Slinger the Philips Funeral Home has been demolished and the site is currently vacant.

The work on Centennial Park in the City of Hartford is near completion. The Wisconsin Economic Development Corporation Brownfield Site Assessment Grant has been used for further assessment work at 24, 28, and 32 S. Main Street. Current assessment work has found contamination from a dry cleaner that once existed on the site.

Both City of West Bend projects, the West Bank Milwaukee River Riverwalk and The District, which was formerly the West Bend Brewery, have been progressing and are nearing completion. The District has opened one of its buildings for renters.

A downtown revitalization plan for the Village of Kewaskum is nearing completion and has identified several potential brownfield sites.

Washington County has gone through a comprehensive review and update of brownfield properties that are listed under their Cooperative Agreements on ACRES. This process updated these properties to provide the most recent and accurate information on the current status of these brownfield properties.

1st Quarter of FY2024

In the Village of Slinger, the Nippos property has continued its redevelopment with the construction of the garage for future tenants.

In the City of West Bend, the West Bank Milwaukee River Riverwalk held a grand opening on October 18th, 2023, and the District has continued construction and has started to lease to tenants in the first structure.

In the City of Hartford, assessment work has continued on the City's South Main Street properties and discussions have been held regarding environmental assessment work for a new brownfield site.

In the Village of Germantown, a new brownfield site, known as the Kuhburg District, was approved by the SRC for Washington County Assessment Funding for a phase II environmental assessment. The phase II site assessment work has been completed and is awaiting lab results.

In the Village of Richfield, several meetings have been held to discuss a vacant and underutilized property with a church and school building on the site. The property owner has been trying to sell the property for several years and is interested in pursuing SRP funding for a phase I environmental assessment and re-use planning.

8.0 BUDGET INFORMATION

A. Summary of Grant Expenses by Category for the Reporting Period 10/1/2023-12/31/2023

A summary of grant expenses by category is provided below, including the approved project budget, amounts expended during the 1st Quarter of FY2024 (October 1, 2023 through December 31, 2023).

1st Q - FY2024 (October 1, 2023 – December 31, 2023)					
Budget Categories	Approved Project Budget as of 10/1/2023	Previously Expended	Current Quarter Expenditures by Category	Cumulative Expenditures by Category	Balance Remaining by Category
Personal	\$33,300.00	-	-	-	\$33,300.00
Travel	\$5,600.00	\$1,488.71	-	\$1,488.71	\$4,111.29
Contractual	\$189,600.00	\$25,481.75	\$213.50	\$25,695.25	\$163,904.75
Cleanup Loans	\$731,500	-	-	-	\$731,500.00
SUBTOTALS	\$960,000.00	\$26,970.46	\$213.50	\$27,183.96	\$932,816.04

B. Summary of Grant Expenses by Task for the Reporting Period 10/1/2023 – 12/31/2023.

A summary of grant expenses by task is provided below, including the approved project budget, amounts expended during the 1st Quarter of FY2024 (October 1, 2023 through December 31, 2023).

1st Q - FY2024 (October 1, 2023 – December 31, 2023)

Task No.	Task Description	Approved Budget as of 10/1/2023	Previously Expended	Current Quarter Expenditures by Task	Cumulative Expended (through 12/31/2023)	Budget Remaining as of 12/31/2023	Percent Budget Expended
1	Establish the RLF	\$19,800.00	\$17,653.75	\$93.50	\$17,747.25	\$2,052.75	89.63%
2	Marketing the RLF	\$44,000.00	\$7,654.50	\$120.00	\$7,774.50	\$36,225.50	17.67%
3	Site Selection, Program Operations and Oversight	\$154,200.00	\$1,662.21	-	\$1,662.21	\$152,737.79	1.08%
4	Cleanup Loans	\$742,000.00	-	-	-	\$742,000.00	0.00%
TOTAL		\$960,000.00	\$26,970.46	\$213.50	\$27,183.96	\$932,816.04	2.83%

C. Interest Reporting

A summary of interest revenue within the 20% required match is provided below. This is interest earned from the match throughout the 1st Quarter of FY2024 (October 1, 2023 – December 31, 2023) as well as the total cumulative interest.

US EPA RLF 1st Quarter FY2023 (October 1, 2023 - December 31, 2023)

Budgeted 20% Required Match	Previous Interest Earned	Interest Earned 10/1/2023 - 12/31/2023	Total Cumulative Interest	Total
\$160,000.00	\$8,520.00	\$2,280.27	\$10,800.27	\$170,800.27

D. Grant Draw Down

US EPA RLF 1st Quarter FY2024 (October 1, 2023 - December 31, 2023)

Budgeted Amount	Previously Reimbursed	Reimbursed 10/1/2023 - 12/31/2023	Total Cumulative Reimbursement	Amount Remaining
\$960,000.00	\$24,045.75	\$3,138.21*	\$27,183.96	\$932,816.04

* - Note that the \$3,138.21 drawdown took place in January 2024 for the reporting period and was included in this quarterly report.

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

1st Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

2nd Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

3rd Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

4th Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

1st Quarter of FY2022

There were no grant reimbursements for this reporting quarter.

2nd Quarter of FY2022

There were no grant reimbursements for this reporting quarter.

3rd Quarter of FY2022

There were no grant reimbursements for this reporting quarter.

4th Quarter of FY2022

There were no grant drawdowns for this reporting quarter.

1st Quarter of FY 2023

There were no grant drawdowns for this reporting quarter.

2nd Quarter of FY 2023

During the 2nd Quarter of 2023 the County drew down \$24,045.75 to pay for contractual services performed for Task 1 and 2.

3rd Quarter of FY 2023

There were no grant drawdowns for this reporting quarter.

4th Quarter of FY 2023

There were no grant drawdowns for this reporting quarter.

1st Quarter of FY 2024

During the 1st Quarter of 2024 the County drew down \$3,138.21 to pay contractual services for Tasks 1, 2, and 3, and for travel expenses. Note that the \$3,138.21 drawdown took place in January 2024 for the reporting period and was included in this quarterly report.

E. Leveraged Activities

1st Quarter of FY2021

There were no leveraged activities for this reporting quarter.

2nd Quarter of FY2021

There were no leveraged activities for this reporting quarter.

3rd Quarter of FY2021

There were no leveraged activities for this reporting quarter.

4th Quarter of FY2021

There were no leveraged activities for this reporting quarter.

1st Quarter of FY2022

There were no leveraged activities for this reporting quarter.

2nd Quarter of FY2022

During the 2nd Quarter of FY2022, the infographic for the leveraged activities for the program was updated as there had been construction and completion of redevelopment sites since it was last updated in early 2021.

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 **\$72 million**.

3rd Quarter of FY2022

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 **\$72 million**.

4th Quarter of FY2022

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 **\$72 million**.

1st Quarter of FY2023

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 **\$72 million**.

2nd Quarter of FY2023

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 **\$72 million**.

3rd Quarter of FY2023

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 **\$72 million**.

4th Quarter of FY2023

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 **\$119 million**.

1st Quarter of FY2024

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 **\$119 million**.

F. In-Kind Contributions

Below is a summary of In-Kind contribution reported for the 1st Quarter of FY2024.

Quarterly Report No. 13, 1st Quarter Fiscal Year 2024, October 1, 2023 – December 31, 2023
FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin

FY2020 Brownfield RLF Grant In-Kind Contributions							
Name	Title	Budgeted In-Kind Contribution	Previous In-Kind Contribution	Total In-Kind Q3 FY2023	Total In-Kind Q4 FY 2023	Total In-Kind Q1 FY 2024	Total Cumulative In-Kind
Washington County In-Kind							
Deb Sielski	Community Development Director	\$ 15,446	\$ 23,694.37	\$ 243.45	\$ 649.20	\$ 162.30	\$ 23,856.67
Hannah Keckeisen	Housing Specialist/Analyst	\$ -	\$ 9,681.66	\$ -	\$ -	\$ -	\$ 9,681.66
Adam Christensen	Community Development Planner	\$ -	\$ 1,266.90	\$ 617.60	\$ 376.35	\$ 521.10	\$ 1,788.00
Bill Kurer	Purchasing Manager	\$ -	\$ 1,001.81	\$ -	\$ -	\$ -	\$ 1,001.81
Kathie Wild	Grants Administrator	\$ 4,222	\$ 288.82	\$ 83.61	\$ 69.68	\$ 69.68	\$ 358.49
Mike Vander Sanden	GIS Coordinator	\$ 602	\$ -	\$ -	\$ -	\$ -	\$ -
Joe Steier	Land Use and Planning Analyst	\$ 5,369	\$ -	\$ -	\$ -	\$ -	\$ -
Fay Fitts	Administrative Secretary	\$ 291	\$ -	\$ -	\$ -	\$ -	\$ -
Brad Stern	County Attorney	\$ 1,823	\$ 285.00	\$ -	\$ -	\$ -	\$ 285.00
Total County In-Kind		\$ 27,753	\$ 36,218.55	\$ 944.66	\$ 1,095.23	\$ 753.08	\$ 36,971.62
EDWC RLF Committee							
Christian Tscheschlok	Executive Director	\$ -	\$ 487.78	\$ -	\$ -	\$ -	\$ 487.78
Dan Anhalt	Senior Director	\$ -	\$ 1,411.80	\$ -	\$ -	\$ -	\$ 1,411.80
7 Core Committee Members		\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
City of Hartford							
Justin Drew	Director of Community Development	\$ 1,224	\$ 32.18	\$ -	\$ -	\$ -	\$ 32.18
John Griffin		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of West Bend							
Jay Shambeau	City Administrator	\$ 1,225	\$ -	\$ -	\$ -	\$ -	\$ -
Mark Piotrowicz	City Planner/Operations Manager	\$ 1,632	\$ 98.64	\$ -	\$ -	\$ -	\$ 98.64
Jessica Wildes	Economic Development Manager	\$ 439	\$ -	\$ -	\$ -	\$ -	\$ -
Village of Germantown							
Steve Kreklow	Village Administrator	\$ 1,823	\$ -	\$ -	\$ -	\$ -	\$ -
Village of Jackson							
Jen Keller	Village Administrator	\$ 1,625	\$ 65.29	\$ -	\$ -	\$ -	\$ 65.29
Village of Kewaskum							
Adam Gitter	Village Administrator	\$ 881	\$ -	\$ -	\$ -	\$ -	\$ -
Village of Richfield							
Jim Healy	Village Administrator	\$ 995	\$ 34.66	\$ -	\$ -	\$ -	\$ 34.66
Village of Slinger							
Margaret Wilber	Village Administrator	\$ 1,248	\$ 262.76	\$ -	\$ -	\$ -	\$ 262.76
Jim Haggerty	DPW Dir/V. Engineer	\$ 324	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Partner In-Kind	\$ 16,416	\$ 2,393.10	\$ -	\$ -	\$ -	\$ 2,393.10
	TOTAL IN-KIND	\$ 44,169	\$ 38,611.65	\$ 944.66	\$ 1,095.23	\$ 753.08	\$ 39,364.73
Total In-Kind Contributions		\$ 39,364.73					

9.0 PERFORMANCE OUTPUTS AND OUTCOMES

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

1st Quarter of FY2021

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

2nd Quarter of FY2021

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

3rd Quarter of FY2021

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

4th Quarter of FY2021

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

1st Quarter of FY2022

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

2nd Quarter of FY2022

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

3rd Quarter of FY2022

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

4th Quarter of FY2022

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

1st Quarter of FY2023

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

2nd Quarter of FY2023

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

3rd Quarter of FY2023

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

4th Quarter of FY2023

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

1st Quarter of FY2024

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

10.0 ATTACHMENTS

Attachment A – Photos of West Bend Riverwalk Grand Opening Event

Attachment A - West Bend Riverwalk Grand Opening Event

