



Tri County Council
For Western Maryland

11 S. Lee Street
Cumberland, Maryland 21502
Phone (301) 689-1300
Fax (301) 689-1313
www.tccwmd.org

RE: FY2026 EPA Brownfields Assessment Coalition Grant Application

The Tri-County Council for Western Maryland (TCCWMD) is pleased to submit this proposal for \$1.5M of FY2026 Brownfields Assessment Coalition Grant funding. Below we provide the information requested.

1. Applicant Identification:

Tri-County Council for Western Maryland
11 S. Lee St.
Cumberland, MD 21502

2. Website URL:

- (a) Website URL for Lead Applicant (LCPC): <https://tccwmd.org>
(b) Website URL for Coalition Members:
- Allegany County: <https://www.alleganygov.org>
 - Garrett County: <https://www.garrettcountymd.gov>
 - Washington County: <https://www.washco-md.net>

3. Funding Requested:

- (a) Assessment Grant Type: Assessment Coalition
(b) Federal Funds Requested: \$1,500,000

4. Location:

- (a) City: Town of Luke, Town of Oakland/Town of Loch Lynn Heights, City of Hagerstown; Unincorporated Washington County (HGR).
(b) County: Allegany, Garrett, and Washington
(c) State or Reservation: Maryland

5. Coalition Members' Target Areas & Priority Site Information:

A figure depicting the target areas in the table below is attached.

Coalition Member	Associated Target Area	Priority Site Address(es)
TCCWMD	Hagerstown Sustainable Communities Area (SCA)	Vacant Former YMCA 149 N Potomac St
		Underutilized Former County Hospital Several Parcels on E Antietam St
		Vacant Former Harold Mail Building 100 Summit Avenue
Allegany County	Town of Luke, Allegany County	Vacant Former Luke Mill Several Parcels on Pratt St.
Garrett County	MD 135 Highway	Vacant Former Gas Station 823 E. Oak St.
		Vacant/Dilapidated Warehouse 303 W. 2 nd Ave
Washington County	Hagerstown Regional Airport (HGR)	Former Fairchild Main Plant 18450 Showalter Rd
		Fer Fairchild Fire Training Pit South Side of Citicorp Drive



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6. Contacts:

(a) Project Director:

Name: Elizabeth Stahlman, Executive Director
Phone: (301) 689-1300 | Email: elizabeth@tccwmd.org
Mailing Address: 11 S. Lee St., Cumberland, MD 21502

(b) Chief Executive/Highest Ranking Elected Official:

Name: Elizabeth Stahlman, Executive Director
Phone: (301) 689-1300 | Email: elizabeth@tccwmd.org
Mailing Address: 11 S. Lee St., Cumberland, MD 21502

7. Population:

- Population of Geographic Boundaries and Target Areas (TA):
 - Allegany County: 67,762
 - TA = Town of Luke = 93.
 - Garrett County: 28,713
 - TA = MD-135 Corridor; Town of Oakland = 2,043; Town of Loch Lynn Heights = 511.
 - Washington County: 155,033
 - TA = Hagerstown Regional Airport (HGR) = 1,162.
 - TA = Hagerstown Sustainable Communities Area (SCA) = 24,633.

8. Other Factors:

Other Factors Criteria	Page #
Community population is 15,000 or less.	6*
The applicant is, or will assist, a federally recognized Indian Tribe or United States Territory.	NA
The priority site(s) is impacted by mine-scarred land.	NA
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	2**
The priority site(s) is in a federally designated flood plain.	2**
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	NA
The reuse of the priority site(s) will incorporate energy efficiency measures.	4***
The proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.	4***
At least 30% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section 3.A.(2), for priority sites within the target areas.	NA
The target area(s) is located within a community in which a coal-fired power plant has recently closed (2015 or later) or is closing.	NA

NA = Not applicable; *Several TAs are much smaller than 15,000; **The Former Luke Mill Site is located on the Potomac River on the MD/WV border; ***Redevelopment of priority brownfields will include energy efficiency and resiliency features.



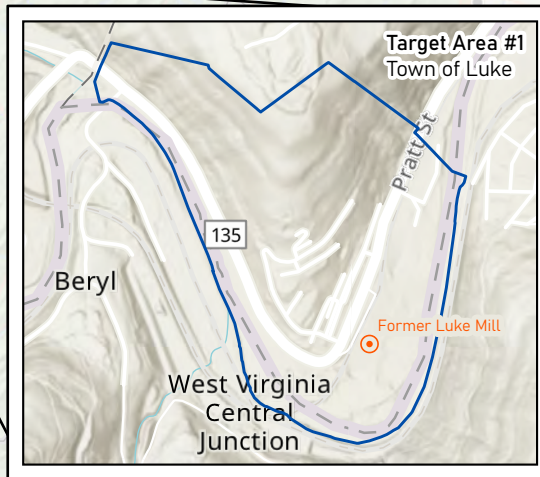
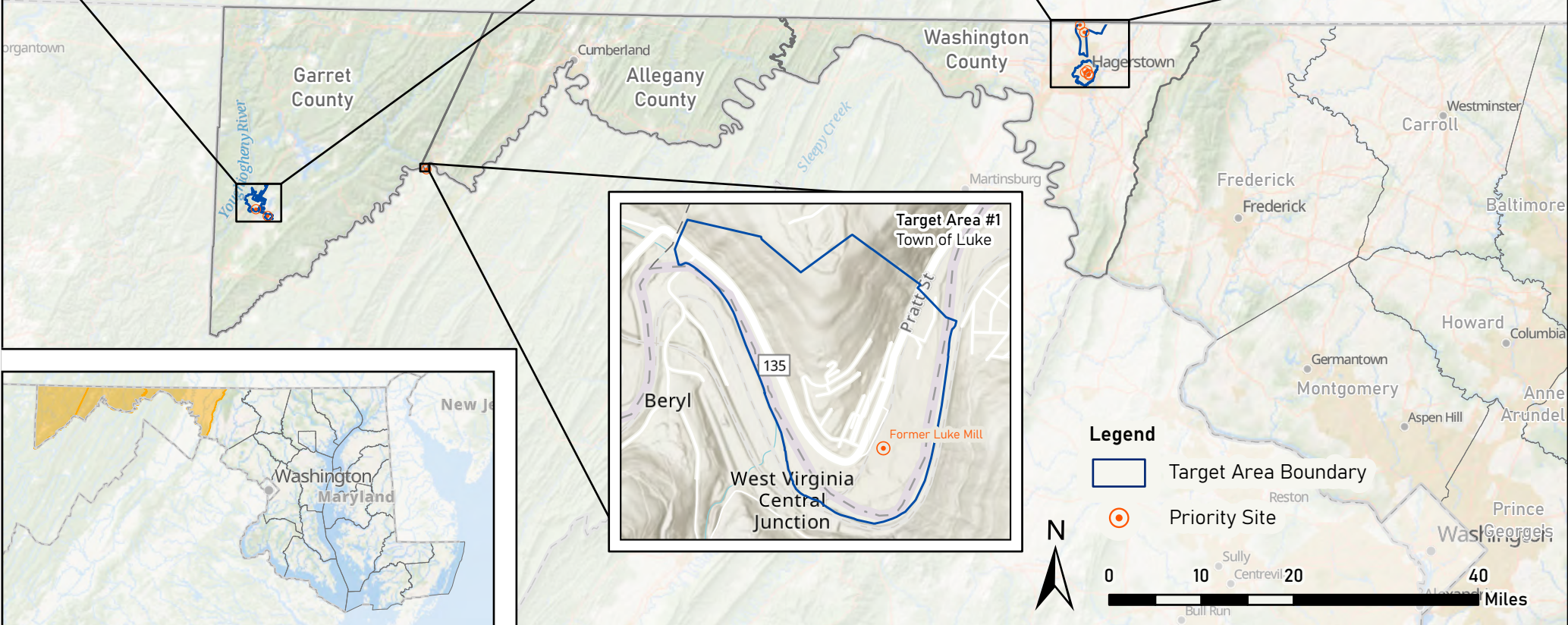
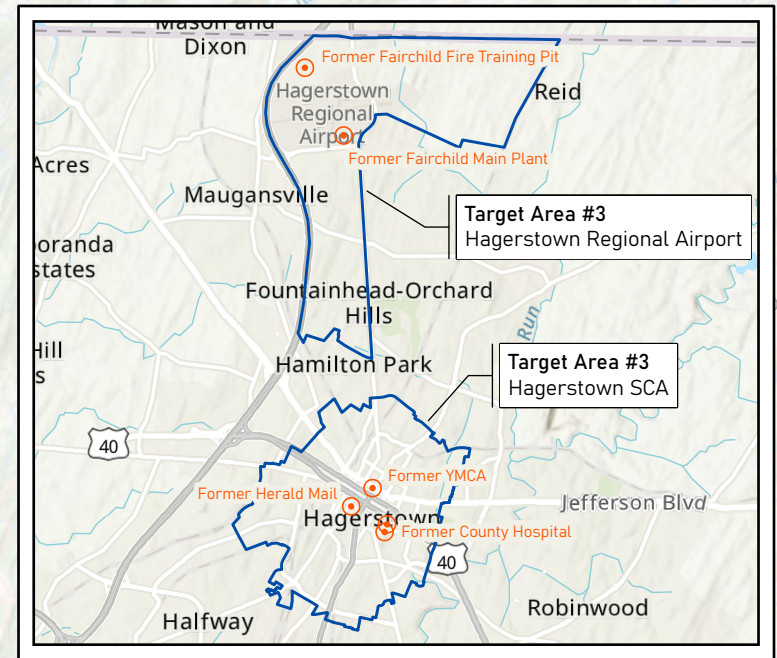
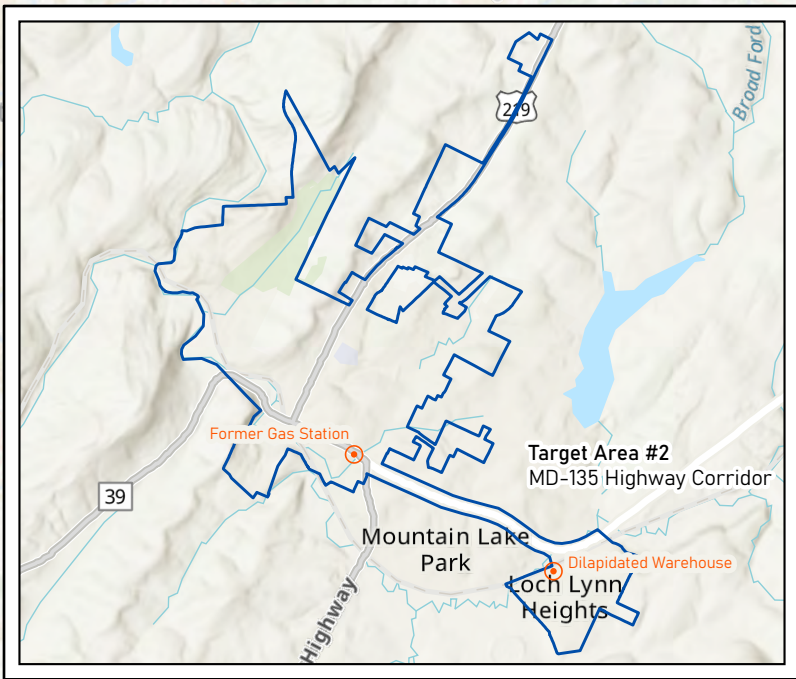
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9. Letter from the State or Tribal Environmental Authority: A letter of acknowledgement from the Maryland Department of the Environment is attached.

10. Releasing Copies of Applications: We request the following information be redacted prior to releasing the grant application:

- The table in Sections 2.e-2.f of the narrative contains contact information for our project partners. Names, phone numbers and email addresses should be redacted prior to release of this grant application.
- The contract provided in the attachments.





Maryland

Department of the Environment

Wes Moore, Governor
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary
Suzanne E. Dorsey, Deputy Secretary
Adam Ortiz, Deputy Secretary

BY ELECTRONIC MAIL

January 16, 2026

Elizabeth Stahlman
Executive Director
Tri County Council for Western Maryland
11 S. Lee St.
Cumberland, MD 21502
elizabeth@tccwmd.org

Subject: Tri County Council for Western Maryland FY26 EPA Brownfield Assessment Coalition Grant application

Dear Elizabeth Stahlman:

The Maryland Department of the Environment (MDE) acknowledges the Tri County Council for Western Maryland's (TCCWMD) intent to apply for an FY26 EPA Brownfield Assessment Coalition Grant to support brownfield inventories, community engagement, Phase I/II ESAs and cleanup/reuse planning activities in Garrett, Allegany, and Washington Counties in western Maryland.

This grant is especially important for your region that has some of the highest poverty rates, lowest incomes, an aging housing stock, and other sensitive population groups in Maryland. MDE is especially aware of the challenges of the Luke Paper Mill area that would benefit greatly from assessment, remediation, redevelopment, and job growth. MDE also appreciates that the TCCWMD will work closely with each county to establish a regional brownfield redevelopment program focused on restoration and revitalization in support of economic development, quality housing, and other goals and objectives established in each community.

For any questions regarding this letter or MDE assistance, please contact me at (410) 537-3459 or barbara.krupiarz2@maryland.gov.

Sincerely,

Barbara Krupiarz
Land Restoration Program Manager

cc: Brian Dietz, State Assessment and Remediation Division Chief, Land Restoration Program
(LRP)

1. PROJECT AREA DESCRIPTION & PLANS FOR REVITALIZATION:

Coalition Members, Target Areas, & Brownfields:

1.a. Coalition Members: The Tri-County Council for Western Maryland (TCCWMD) is a regional organization covering Allegany, Garrett & Washington Counties in the Appalachian Region of Western Maryland (MD). Representing over 250,000 residents, TCCWMD was formed in 1971 to promote coordination on critical issues affecting the region. As such, TCCWMD will lead a Coalition with representatives from its three counties as the non-lead members, none of which have previously received an EPA Brownfield Grant, and presently lack the capacity to apply for and manage one on their own. Without TCCWMD's leadership and support, these counties would otherwise lack access to critical funding to address priority brownfields in their specific Target Areas (TAs).

- **Allegany County:** Located in the heart of the region, the County is bordered by Pennsylvania (PA; north), the Potomac River & West Virginia (WV; south), Garrett County (west) & Washington County (east). As coal mining peaked in the early 1900's, the rail network was expanded, and the County experienced tremendous industrial expansion as resource-based industries grew and manufacturing boomed. By the mid-1980s, however, nearly all large-scale industries had closed or reduced workforce. Today, the county has the 2nd lowest per capita income in MD. Grant funding will primarily focus on the **Town of Luke TA**, which is struggling to rebound from the closure of its mill.
- **Garrett County:** The westernmost county in MD, Garrett County is located within the Appalachian Mountains, and is bordered by PA (north), WV (west/south), and Allegany County (east). With a population of 28,713, its legacy coal mining and timber production have long been in decline. Today Garrett County has the 3rd lowest per capita income in MD. Also known as a resort destination, grant funding will focus on workforce development and housing necessary to bolster the tourism industry, with a primary focus on the **MD-135 Highway Corridor TA** from Oakland-Loch Lynn Heights.
- **Washington County:** Located on the eastern edge of the region, Washington County is bordered by PA (north), the Potomac River, WV & Virginia (VA; south), Allegany County (west), & Frederick County (east). With a population of 155,033, it is the densest urban area in the region and the main transit/economic hub for Western MD. Grant funding will fuel the area's revitalization plans, with a focus on the **Hagerstown Regional Airport (HGR) & Hagerstown Sustainable Communities Area (SCA) TAs**.

TCCWMD's region experiences some of the highest poverty rates, lowest incomes, and concentrations of other sensitive populations in MD. The TCCWMD will work closely with its Coalition members and project partners to develop a successful and sustainable regional brownfield revitalization program focused on economic development, quality housing, & other established goals in each community.

1.b. Overview of Brownfield Challenges & Description of Target Areas (TAs): MD's Appalachian Region, consisting of Allegany, Garrett & Washington Counties, is the geographic boundary for the proposed grant activities. Referred to as "Western MD" or "Mountain MD" the region is known for its mountainous terrain, rural character, mining/timber industries, outdoor recreation, and feeling culturally separate from the rest of MD. This region has experienced prolonged decline and disinvestment, and its economic conditions lie in stark contrast to the rest of MD, with several areas experiencing persistent poverty. The Coalition members share the goal of improving their local and regional economies, and will focus grant activities on revitalization of specific TAs:

- **Town of Luke (Allegany County's TA):** Located on the Potomac River in the southwest corner of the county, Luke was established alongside a mill in the late 1700s. For 200+ years, the town prospered with the operation of the mill and other heavy industry. Peaking with >1,000 residents in the 1930s, the Town has experienced prolonged decline and disinvestment and now has <100 residents. Once the largest private employer in the County, the Luke Mill closed in 2019, resulting in the loss of 700 jobs, while toxic substances from the mill were identified in the Potomac River.
- **MD-135 Highway (Garret County's TA):** MD-135 serves as the major east-west highway through the heart of the County, connecting the rural mountain towns of Loch Lynn Heights and Oakland (the county seat). With only 2,500 residents, these rural communities were established alongside the Baltimore & Ohio Railroad and had a rich history of coal mining and timber processing. EPA funding will address workforce and housing needs and bolster tourism & the resource/manufacturing sectors.
- **Hagerstown Regional Airport (HGR; Washington County's TA):** Since 1981, the County has served as owner/operator of the region's largest, and only commercial service airport in the I-81 corridor "four-

state region" (MD-PA-VA-WV). Located just five miles north of Hagerstown along the PA border, the TA includes the 700-acre airport, the centerpiece of a larger commercial/industrial park. In 2023, it was estimated HGR generated 1,764 jobs & \$21.4M in annual taxes. EPA funding will help position vacant and underutilized sites to attract investment in this Targeted Economic Development Area.

- **Hagerstown Sustainable Communities Area (SCA; TCCWMD's TA):** Hagerstown, known as the "Hub City," is famous for its rich railroad history, strategic location on major interstates (I-70 & I-81), vibrant Arts & Entertainment district and 50-acre historic City Park. The TA covers an area of 4.5 sq. miles, including downtown and several adjoining commercial/industrial districts. In partnership with the MD Dept. of Housing & Community Development (DHCD), the City is revitalizing its core through community-focused strategies and leveraging public-private partnerships to boost economic growth, however, recent estimate indicate that there are over 30 vacant commercial/industrial buildings, and the several areas experience significant poverty, homelessness, and challenges like the opioid crisis.

1.c. Description of Priority Brownfield Sites: Each of the Coalition members have compiled a preliminary brownfield inventory and engaged with key stakeholders to establish their specific TAs, identify potential brownfields and prioritize sites with the greatest reuse potential:

- **Town of Luke TA:** In 2025 Allegany County completed a preliminary inventory of brownfields to support an application for an EPA Brownfield Community-Wide Assessment Grant (which wasn't funded). Priority brownfields include the former Mill facilities, which encompass over 200 parcels.
- **MD-135 Highway TA:** Garrett County has been working with WVU-TAB to complete a preliminary inventory of brownfields, which has identified numerous potential brownfields in the TA, including several former auto-related businesses and vacant former commercial/light industrial buildings.
- **HGR TA:** As the operators of the airport, Washington County has a vested interest in remediating impacted properties in and around the airport to support HGR's growth as a major transit hub and economic center for the region. Brownfields in the area include a mix of commercial/industrial facilities, and those impacted by a plume of PFAs from historic releases at HGR.
- **Hagerstown SCA TA:** The City has identified dozens of brownfields in the TA, including 19 priority sites. Brownfields include a former aircraft manufacturing complex, two former railyards, numerous former commercial buildings, a bulk fuel storage facility, and vacant former schools and healthcare facilities.

Decades of decline and disinvestment, has shuttered countless buildings throughout the region, resulting in dilapidated structures with regulated building materials (RBM), including asbestos, lead-based paints and PCBs. Priority brownfields in the TAs include the following eight sites:

Target Areas	Site Address/ Location	Size - Acres	Former Use; Present Condition	Potential Env. Concerns (PECs) & Anticipated Funding Needs (AFN)	Potential Reuse
Town of Luke (Allegany County)	Several Parcels on Pratt St (a/k/a MD-135)	50+	Vacant Former Luke Mill (Numerous Structures; Partial Demo Underway)	PECs: Petroleum & haz substances in soil, sediments & water; RBM in structures. AFN: Phase I/II ESAs; Cleanup/Reuse Plans.	Industrial
MD-135 Highway (Garrett County)	823 E Oak St (Oakland)	0.2	Vacant Former Gas Station (Small Building & Fueling)	PECs: Petroleum & auto fluids. AFN: Phase I/II ESA; Cleanup/Reuse Plan.	Commercial/ Industrial
	303 W 2 nd Ave (Loch Lynn)	4.0	Vacant/Dilapidated Warehouse (Large Building)	PECs: Petroleum & haz substances; RBM. AFN: Phase I/II ESA; Cleanup/Reuse Plans.	Industrial
HGR (Washington County)	18450 Showalter Rd	2.0	Former Fairchild Main Plant; Now Airport Industrial Park.	PECs: Petroleum & haz substances (PFAS) AFN: Phase I/II ESAs; Cleanup/Reuse Plans	Improved Airport
	South Side of Citicorp Drive	5.0	Fer Fairchild Fire Training Pit; Currently Vacant Lot	PECs: PFAs release to soil/groundwater AFN: Phase II ESA; Cleanup/Restoration Plan	Operations/ Capacity
Hagerstown SCA (Washington County)	149 N Potomac St	0.8	Vacant Former YMCA Building (55,239-SF)	PECs: Hazardous building materials; mold. AFN: RBM Survey; Abatement/Reuse Plan.	Adaptive Mixed-Use
	Several Parcels on E Antietam St	14.9	Underutilized Former County Hospital (Large Complex)	PECs: Hazardous building materials. AFN: RBM Survey; Abatement/Reuse Plan.	New Mixed- Use
	100 Summit Avenue	3.9	Vacant Former Harald Mail Building (Large Structures)	PECs: Diesel; Heavy Metals; RBM. AFN: Phase I/II ESA; RBM Survey; Abatement	Commercial/ Office

1.d. Identifying Additional Sites: As noted above, each of the Coalition members have completed preliminary brownfield inventories and key stakeholder engagement activities within their respective TAs and beyond. As a result of these and recent/ongoing revitalization planning activities, dozens of additional sites throughout the geographic boundaries have been identified that could benefit from

assessment and cleanup/reuse planning activities. In addition to regular Coalition member meetings, the TCCWMD will establish a Brownfield Advisory Committee (BAC) that is inclusive of diverse interests within the TAs and throughout the region. The TCCWMD and its Coalition members will work closely with the BAC to identify, prioritize, and select brownfields that could benefit from EPA funding for assessment and/or cleanup/reuse planning. The TCCWMD will hold public meetings to solicit additional input into the site selection process. Prioritization criteria are anticipated to include site eligibility (pass/fail); location in a TA; alignment with available resources; extent of contamination/feasibility of cleanup/reuse; anticipated economic/non-economic benefits; and ability to address critical needs.

Revitalization of the Target Areas: 1.e. Reuse Strategy & Alignment with Revitalization Plans: The reuse plans & strategies for priority sites within the TAs (identified in the table below), align with the goals and objectives established in the following recent/relevant community plans:

- **Town of Luke TA:** Grant funding will be used to develop a reuse and redevelopment plan for the former Luke Mill site. In the meantime, over the past two years demolition and environmental restoration activities have been initiated. Preliminary reuse plans include the potential for a mixed commercial/industrial business park. The goal is to clear the land to create a new, modern manufacturing or business facility to bring jobs back to the community. Some structures, such as the machine buildings, the warehouse, and the water plant, will remain to support potential reuse opportunities. Property stakeholders are actively marketing the available parcels for potential new businesses, highlighting the property's robust industrial infrastructure, including railway access, and high-powered electrical and water treatment capabilities. Allegany County and local development authorities are working closely with private stakeholders in efforts to reinvigorate the community. The County's **Comprehensive Plan** vision prioritizes "removal of blight and supporting infill development, economic development concentrated in or around existing communities".
- **MD-135 Highway TA:** The MD-135 corridor and the rail lines meander through the rural communities of Loch Lynn Heights & Oakland; the corridor includes a multitude of vacant/underutilized legacy industrial sites and former agricultural operations (near established centers) that could support new employment and housing. MD-135 also passes through the legacy downtowns that serve as civic/commercial centers & contain underutilized structures dating back to the late 1900s. The County/Towns aims to reactivate two priority brownfields in the corridor for new employment. The County's **Comprehensive Plan** includes policies aimed to (a) attract small businesses, and (b) achieve quality, affordable housing to address immediate local need for its communities; the Plan references the two existing CSX rail lines that pass through the communities and their ability to leverage that infrastructure for economic (re)development. The Plan identifies future streetscape enhancements to MD-135 to improve pedestrian access/safety. The Plan has a goal to realign US 219 (the Bypass) through Oakland which will provide better regional connections for the MD-135 corridor and the parcels therein.
- **HGR TA:** HGR has been actively engaged in future planning, including a strategic plan and major terminal expansion projects. The **Hagerstown Regional Airport Development Guidelines** are set forth to promote consistent, attractive, and compatible high-quality development and to establish, implement, and convey the standards/criteria and policies/procedures for development of aeronautical and non-aeronautical land and/or improvements at the Airport, thus enhancing the investment of all those developing improvements. Additionally, the County's **Comprehensive Plan** identifies goals and objectives for the HGR TA, including: (1) Implementing modernization & improvement projects that solidify the airport as a hub for economic development; (2) Pursuing the location of businesses that are compatible with airport operations & support industries, including the larger Airport industrial/office park; & (3) Expanding airport operations via land acquisition and capital plans to add services/capacity.
- **Hagerstown SCA TA:** The City recently renewed the SCA designation as part of the **Strategic Community Action Plan Update (2022)**. The plan focuses on the historic urban core, which continues to be the City's priority for revitalization and includes several special designations to incentivize investment, including a Local Historic District, an Arts & Entertainment District, a State Enterprise Zone Special Taxing District, and Federal Opportunity Zone. The plan identifies several revitalization strategies that can be supported by EPA funding, including: (1) Support efforts to renovate and fill vacant buildings; (2) Seek funding to supplement financial incentive programs that spark downtown investment; (3) Develop and strengthen public-public/public-private partnerships; (4) Acquire and demolish or renovate blighted buildings; & (5)

Develop partnerships to diversify housing balance to include more workforce housing. Additionally, the **City Center Plan** defines revitalization strategies includes a focus on eight catalyst projects that focus on redevelopment and adaptive reuse to address blight and to bring active uses back to downtown. And the **Vision Hagerstown** defines a priority on redeveloping vacant/underutilized lots; includes a vacant property inventory therein; and references catalyst projects (from the City Center Plan).

Target Area	Address	Site Name	Site-Specific Reuse Plans & Strategies
Town of Luke (Allegany County)	Several Parcels on Pratt St (MD-135)	Former Luke Mill Properties	Reuse plans include the potential for a new industrial business complex, aiming to replace some of the jobs lost when the mill closed in 2019. Reuse strategies include the County assisting with cleanup/restoration and consolidating multiple parcels to position them for reuse; and leveraging grant funding & redevelopment incentives to fuel several public-private partnerships.
MD-135 Highway (Garrett County)	823 E Oak St (Oakland)	Vacant Former Gas Station	Reuse plans include new small-scale industrial, warehousing, and/or manufacturing to capitalize on MD-135 and the future US 219 realignment. Reuse strategies include leveraging funding for ESAs & a cleanup/reuse plan.
	303 W 2 nd Ave (Loch Lynn)	Vacant Former Warehouse	Reuse plans include adaptive reuse of the building(s) to attract new tenant(s). Reuse strategies include leveraging funding for Phase I/II ESAs, and cleanup/reuse planning to evaluate cleanup alternatives and restoration/reuse potential.
HGR (Washington County)	18450 Showalter Road	New Heights Ind. Park	Reuse plans include restoration of impacted areas to create additional greenspace that will enhance the Runway Protection Zone (RPZ), which will increase HGR's capacity for larger aircraft and improve safety on the airfield. Reuse strategies include the acquisition of these sites and leveraging of EPA funding to offset costs for assessment/cleanup & plan for new greenspace and security improvements.
	South Side of Citicorp Drive	Fairchild Fire Training Pit	
Hagerstown SCA (Washington County)	149 N Potomac St	Former YMCA Building	Plans include adaptively reusing the historical building for residential with first floor commercial tenant space. Reuse strategies include the potential demolition of a portion of the site to create more onsite parking to serve onsite needs; RBMs to guide demolition and interior improvement activities.
	Several Parcels on E Antietam St	Former County Hospital	Reuse plans include site redevelopment for new residential, retail and office use. Reuse strategies include completing due diligence to support site acquisition, Phase I/II ESAs, and site reuse planning.
	100 Summit Avenue	Former Harald Mail Building	Reuse plans include adaptive reuse or redevelopment of the existing building into commercial or mixed-use. If adaptive reuse is infeasible, strategies may include an RBMs guide potential site demolition for site redevelopment.

1.f. Outcomes & Benefits of Reuse Strategy: Economic Benefits:

The table summarizes the anticipated number of permanent jobs that could be generated by reuse activities on the priority brownfields. These projects will also increase land values and generate property tax revenues. Commercial and industrial development will also produce sales/business tax revenue. The increased tax revenue can be used for capital improvements and providing essential services/quality of life improvements in the TAs. Additionally, the restoration of priority brownfields at HGR are aimed at increasing the airports capacity for larger aircraft, which could substantially improve the local and regional economy.

Priority Sites	Commercial	Industrial	Housing	Jobs ^a
Former Luke Mill Properties	--	653,400	--	1,000
Former Gas Station (Oakland)	--	2,614	--	11
Former Warehouse (Loch Lynn)*	--	29,119	--	105
Former YMCA (Hagerstown)*	6,500	--	56	117
Former Hospital (Hagerstown)	50,000	--	499	300
Former Harald (Hagerstown)*	39,462	--	--	82
Totals	95,962 SF	685,133 SF	550 Units	1,615
SF = Square Fee; Commercial includes retail & office. Jobs include permanent, construction, induced (as applicable). *Adaptive Reuse of existing buildings.				

Non-Economic: Restoration and reuse of the priority brownfields will include an array of other benefits:

- **Greenspace, Safety & Security Improvements:** Washington County plans to cleanup and restore several acres of land around the airport as greenspace, which will also help improve safety and security.
- **Energy Efficiency & Resiliency:** Reuse/redevelopment activities on the priority sites will follow current building codes that emphasis the use of insulation, energy-efficient windows, HVAC/climate control, new electric wiring, and stormwater management/flood control site features.
- **Urban Sprawl Reduction:** The priority sites are located within existing communities/developed areas; adaptive reuse/redevelopment will reactive idle properties and add jobs/commercial services/housing and lessen the commuting distance for the local workforce.

^a Based on data from U.S. Energy Information Administration. *Table B2. Total & medians of floorspace & # of workers, Revised 2016.*

- **Downtown/Town Center Reactivation:** The site in Loch Lynn Heights is in the original town center, and the SCA TA sites are within Downtown Hagerstown; adaptive reuse will reactive otherwise vacant buildings, add leasable tenant spaces, and add vibrancy/activity and/or retain iconic heritage buildings.
- **Community Appearance:** The priority sites are inactive, poorly maintained, and project a negative perception of these communities; adaptive reuse/redevelopment of these priority sites are anticipated to substantially improve TA appearance and residents’ psychological connection to their community.
- **Hagerstown Housing Options:** The SCA TA is designated as a housing burdened community. Adaptive reuse of the former YMCA building and residential infill projects on the Former Hospital site will add additional housing options close to established public services, schools, and open space amenities.

Strategy for Leveraging Resources: 1.g. Resources Needed for Site Reuse: The TCCWMD, its Coalition members and project partners will leverage EPA funding with their collective resources, which include:

• **Assessment & Cleanup:** The TCCWMD and its partners will seek technical and/or funding support from the EPA and MDE for supplemental assessment and cleanup activities, including: 1) MDE provides support through the Brownfields Revitalization Incentive Program (BRIP), which offers grants, loans, and tax credits; & 2) EPA Targeted Brownfield Assessments (TBAs) & Brownfield MARC Grants.

• **Redevelopment Resources:** Developers in the TAs can take advantage of several incentives:

- 1) Low-Income Housing Tax Credits (LIHTC) – Funds development of low-income housing via tax credit.
- 2) Property Assessed Clean Energy (PACE) – Low-cost loans & incentives for solar & energy efficient projects.
- 3) **Energy Efficiency:** U.S. Dept. of Energy (DOE) grants for green building and energy efficiency.

• **TA Resources:** The Coalition has specific resources to support revitalization of brownfields in the TAs:

Town of Luke: Allegany County has taken an active role in redeveloping the former Luke Mill properties, including working with the ownership group to help consolidate parcels and secure funding for cleanup.

MD-135: The Garrett County TAs have access to several resources to support businesses, including the tax credits, grants, and low-cost loans for real estate acquisition, construction, equipment & working capital.

HGR: The County generates funding for capital improvements through grants from the Federal Aviation Administration (FAA), to support terminal expansions, runway rehabilitation, and safety upgrades.

SCA: Hagerstown utilizes Tax Increment Financing (TIF) to fund revitalization, as well as various other incentives, including a redevelopment grant program and an enterprise zone for commercial investment.

1.h. Use of Existing Infrastructure: The TAs are located within fully developed urban areas, and the priority sites are connected to existing infrastructure [roads and utilities (waste/storm/potable water, power & communications)]. The TAs are served by rail with regional connections to other urban areas/ports. The Hagerstown Regional Airport represents a significant transportation asset in this rural area of the state. Whenever feasible, the project will focus on sustainable reuse of existing buildings and infrastructure. Where demolition is necessary, the TCCWMD and its partners will establish salvage goals to divert waste and maximize recycling. The TCCWMD and its partners have also initiated substantial capital improvements in the TAs to attract additional investment:

TAs	Project	Summary	Status
Town of Luke	MD-135 Safety Improvements	For Luke segments, pavement improvements/repair for safety.	Planned
	Luke Legion Park	Plans for park enhancements including restrooms.	Planning/Design
MD-135	US 219 Oakland Bypass	County/State capital project to realign highway route to eastside of Town.	Planned
	Broadband Plan	Continue public/private partnerships to implement the Broadband plan	Underway
	MD-135 Enhancements	MD135 Road Diet/Complete Streets Design Loch Lynn Heights - Oakland	Planned
HGR	Airport Runway 09-27	In 2007, runway expanded to the east, including tunnels under HWY 11,	Completed
	Terminal Expansion	In 2021, \$6M, 5,000-sf terminal expansion to increase passenger capacity.	Completed
	Future Terminal Expansion	Plans for additional 4,800-sf expansion for ticketing, baggage, & storage.	Planned
SGA	I-81 Widening	Widen from 4 to 6 lanes the entire length within Washington County.	Planned
	Reconnecting US 40 Plan	MDOT partnership to improve circulation and pedestrian/transit safety.	Planned
	Antietam Creek Water Trail	Public access trail interconnecting several neighborhoods & natural areas.	Underway

2. COMMUNITY NEED & COMMUNITY ENGAGEMENT:

Community Need: 2.a. The Community’s Need for Funding: As a result of a prolonged era of decline and disinvestment, the three counties in the TCCWMD’s region presently have the 2nd (Allegany), 3rd (Garrett) & 8th (Washington) lowest per capita incomes when compared to all 24 counties in MD. Economic distress is exacerbated in the Target Areas (TAs), which suffer from a combination of higher

unemployment, poverty rates, and households receiving assistance, and lower median household and per capita incomes than state/federal averages. For example, the City of Hagerstown, the region's largest urban center, experiences an overall poverty rate of 22.7%. Economic conditions in Allegany County are similarly distressed, as Cumberland, the County Seat and largest urban area, also experiences persistent poverty levels exceeding 20%, and the Town of Luke is reeling from the recent closing of its mill – once the largest private employer in the county. Since peaking in population at 90,000 in the 1950s, Allegany County has now lost 25% of its population. Due to these and other factors, including the Town of Luke and MD-135 TAs qualifying as having very small populations, the non-lead Coalition members have an inability to draw on other sources of funding and would otherwise lack critical resources necessary to carry out environmental assessment & cleanup/reuse planning activities on their own. Infill development of priority brownfields in the TAs will help alleviate economic distress factors in these communities. The TCCWMD and its partners will leverage EPA funding with other grants and local incentives to fuel public-private partnerships that will attract new businesses, create living wage jobs and tax-based revenue, and increase quality housing opportunities for sensitive populations.

Table 1 – Demographic Data for the Target Areas (TA), Coalition Member Jurisdictions, Maryland, and the U.S.

Data Type	Garrett County			Allegany County		Washington County			Maryland	United States
	Town of Oakland	Town of Loch Lynn Heights	Garrett County	Town of Luke	Allegany County	Hagerstown Regional Airport (CBG 103.01)	Hagerstown Sustainable Communities Area	Washington County		
Population	2,043	511	28,713	93	67,762	1,162	24,633	155,033	6.17M	332.4M
Unemployment (11/25)	n/a	n/a	4.5	n/a	6.2	n/a	5.7	5.0	4.8	4.5
Poverty Rate	14.2%	10.3%	11.0%	5.4%	17.2%	20.0%	22.7%	12.5%	9.3%	12.4%
Poverty Rate (<18)	21.4%	28.8%	13.8%	4.0%	20.3%	n/a	32.5%	16.1%	11.5%	16.3%
Poverty Rate (65+)	4.0%	11.3%	7.8%	25.0%	12.8%	n/a	14.2%	8.9%	9.0%	10.4%
Median Home Income	\$59,904	\$66,000	\$69,031	\$73,125	\$57,393	\$72,938	\$49,957	\$74,157	\$101,652	\$78,538
Per Capita Income	\$34,981	\$32,680	\$42,328	\$28,447	\$30,046	\$22,653	\$29,166	\$37,391	\$51,689	\$43,289
Households w/FS/SNAP	26.2%	12.0%	15.5%	8.1%	22.0%	35.5%	29.2%	15.8%	11.0%	11.8%
Median Home Value	\$247,100	\$111,600	\$217,000	\$50,000	\$149,200	\$204,700	\$207,700	\$275,900	\$397,700	\$303,400
Housing (pre-1950s)	37.0%	40.9%	16.2%	90.9%	40.5%	6.4%	37.2%	24.3%	15.9%	16.4%
Housing (pre-1980s)	65.9%	72.1%	47.7%	100%	78.9%	83.7%	65.6%	57.5%	51.7%	50.5%
Vacant Housing	21.4%	7.6%	32.3%	32.7%	16.4%	18.0%	7.6%	7.1%	8.1%	10.4%
High School +	90.7%	88.1%	89.9%	92.1%	89.7%	76.9%	85.4%	88.7%	91.0%	89.4%
Bachelor's Degree+	25.8%	16.3%	24.6%	14.3%	21.1%	9.0%	19.7%	23.5%	42.7%	35.0%
Median Age (years)	51.2	43.9	48.1	44.3	41.7	42.40	36.4	41	39.3	38.7
Over 65	29.8%	20.7%	23.6%	4.3%	21.0%	13.7%	14.6%	17.8%	16.3%	16.8%
Not in Labor Force	49.4%	31.1%	41.3%	31.3%	51.8%	n/a	37.8%	40.0%	32.8%	36.5%
Veterans	14.9%	7.4%	8.6%	4.4%	8.2%	4.6%	7.5%	7.3%	7.0%	6.4%
Disabled Persons	24.9%	17.4%	18.7%	11.8%	20.7%	n/a	20.7%	15.3%	11.4%	13.0%
Land Area (Sq. miles)	2.7	0.3	649.1	0.3	422.2	5.6	4.5	457.8	9,711.2	3,54M

2019-2023 5YR American Community Survey. Shading/**bold** indicates results that exceed or are less than MD and the U.S., respectively. SNAP = Supplemental Nutrition Assistance Program.

2.b. Health or Welfare of Sensitive Populations: Sensitive populations in the TAs include the unemployed, low-income residents, seniors, veterans, the disabled, and those with lesser education. Persistent poverty and welfare issues make it difficult to attain higher education & better employment:

- **Access to Quality Housing:** Each of the TA's has a much older housing stock, with most homes in the region built before the 1980s. Due to population loss and disinvestment, there are now a substantial number of vacant/dilapidated homes, with vacancy rates >30% in Garrett County & the Town of Luke.
- **Access to Transportation:** According to geospatial mapping tools, the TAs are transportation disadvantaged, with residents who lack affordable, accessible, or reliable ways to get to essential services like work, healthcare, education, and groceries, due to low income, age, or disability.
- **Access to Quality Education:** The TAs have lower rates of high school and higher education, and local school districts face funding challenges due to a reliance on depressed property taxes in areas with much lower property values and high poverty rates.

The TCCWMD is working closely with its partners with the collective goals of revitalization of priority brownfields to improve access to better employment, quality housing, transportation and education. As

described in Section 1.f., reuse of the priority brownfields is anticipated to generate 550 units of quality housing, 95,962-SF of commercial & 685,133 SF of industrial space and 1,615 permanent jobs.

2.c. Greater Than Normal Incidence of Disease & Adverse Health Conditions: While no specific data is available for the TAs alone, the data available for Allegany, Garrett and Washington Counties indicates:

- **Asthma:** In their 2025 Community Health Needs Assessments (CHNAs), Allegany & Garrett County adults had age adj. prevalence rates of 12.1% & 11.3%, respectively, which were significantly higher than the MD & U.S. rates of 10.7% and 9.9%, respectively.
- **Birth Defects/Infant Mortality:** In their recent CHNAs, Allegany & Washington County had infant mortality rates of 8.0 & 7.9/1,000 live births, respectively, which were higher than the MD rate of 5.9.
- **Cancer:** In their 2025 CHNAs, Allegany & Garrett County had cancer mortality rates of 237.3 and 220.4/100K, respectively, which were significantly higher than the MD & U.S. rates of 176.7 and 182.7, respectively.
- **Overall:** As demonstrated in the table, the 2022 County Health Rankings for MD indicate that Allegany & Garrett County's ranked 21st (worst) & 20th (2nd worst) for Health Outcomes in MD.

County	Health Ranking vs. Other Counties in Maryland	
	Outcomes	Factors
Allegany	21	19
Garrett	15	14
Washington	20	16
1 = Best in MD; 21 = Worst in MD		

The TCCWMD and its partners play a vital role in reducing these health inequities and ensuring the equitable distribution of opportunities and resources needed for optimal health and well-being. As noted in Section 1.b., restoration/reuse of the priority brownfields in the TAs will address the needs of sensitive populations by providing access to better housing and employment opportunities. Health impacts will be reduced as contaminated media are identified and exposure pathways are eliminated. For example, identification of asbestos and its abatement can reduce the effects of asthma and other respiratory diseases. Additionally, with a focus on promoting infill, the project will significantly reduce traffic and vehicle emissions which contribute to substantial air pollution in the TAs.

2.d. Economically Impoverished/Disproportionately Impacted Populations: The TAs are economically impoverished communities with a history of development practices and policies that have led to a disproportionate share of pollution:

- **Air Pollution:** The MD-135, HGR & SCA TAs qualify as non-attainment for air quality standards, with increased threats from exposure to toxic releases & vehicle emissions.
- **Hazardous Substances & Petroleum:** The TAs rank between the 79th to 96th percentiles for potential exposure to lead-based paint. As summarized in **Table 1** (Section 2.a.), 47.7-100% of TA homes were built before the 1980s and may also contain asbestos, and other hazardous materials. Additionally, due to their legacy industries, the TAs rank high for proximity to Superfund sites & underground tanks.

Type	Pollution Sources Impacting Sensitive Populations in the TAs	Percentile in Maryland			
		Town of Luke	MD-135	HGR	SCA
Air	Toxic Releases	72	25	82	90
	Non-Attainment for Air	No	Yes	Yes	Yes
Hazardous Substances/Petroleum	Lead Paint	88	79	85	96
	Superfund	n/a	n/a	90	98
	Underground Tanks	n/a	73	79	88
Water	Wastewater Discharge	99	27	51	76
	Impaired Waters	Yes	Yes	Yes	Yes
	Flood Risk	Yes	Yes	Yes	Yes
Bold factors are ≥ 70th %tile. Shaded factors are ≥ 80th %tile.					

- **Water:** The TAs are designated as having impaired waters and are at risk for flooding. Of particular concern is the Potomac River in the Town of Luke, which has faced significant water quality issues due to toxic pollution from the closed mill. Contaminants, including "black liquor" (a caustic paper-pulping byproduct) and coal ash, seeped into the river, leading to legal action and mandatory cleanup.

To combat these issues, the TCCWMD and its partners are making significant investments to restore and revitalize priority brownfields in the TAs. This includes identifying and abating hazardous building materials in older structures, generating new quality housing, and removing sources of soil and water pollution stemming from the area's legacy resource extraction and manufacturing history. Additionally, efforts to promote infill development in urban areas will improve air quality by reducing vehicle emissions.

Community Engagement: 2.e. Project Involvement/2.f. Project Roles: To ensure the Coalition members provide meaningful input into the project and stay engaged and informed, the TCCWMD will host monthly Coalition member meetings during the first year of the project, and quarterly meetings thereafter. Each Coalition member will assist with engagement activities in the priority brownfield TAs:

- **Town of Luke TA:** The TCCWMD will work closely with Allegany County to engage with key stakeholders in the Town of Luke to solicit input that will guide site selection and cleanup/reuse plans & strategies.
- **MD-135 Highway TA:** The TCCWMD will work closely with Garrett County & Loch Lynn Heights to engage with key stakeholders in the TA to guide site selection & cleanup/reuse plans & strategies.
- **HGR TA:** The TCCWMD will work closely with Washington County to engage with key stakeholders in HGR TA to solicit input that will guide site selection & cleanup/reuse plans and strategies for the airport.
- **Hagerstown SCA TA:** The TCCWMD will work closely with the City of Hagerstown to engage with key stakeholders in the SCA TA to solicit input that will guide site selection & cleanup/reuse planning.

Furthermore, each of the project partners listed below have committed to participating as Brownfield Advisory Committee (BAC) members. The BAC will establish site prioritization criteria, provide input for cleanup/reuse planning activities, and be kept informed of grant funded activities. Each partner has committed to assisting with community engagement activities within their established networks.

Partner Name / (Type)	Contact Name	Mission and Specific Role and/or Pledged Assistance
	Email Address	
Allegany County (Coalition Member)	Jeffrey Barclay jbarclay@alleganygov.org	Mission: Improve the quality of life for its citizens and stakeholders. Role: Represent interests & support activities in Allegany County.
Garrett County (Coalition Member)	Siera Wigfield swigfield@garrettcountrymd.gov	Mission: Provide services for safety, economic development and welfare. Role: Represent interests & support activities in Garrett County.
Washington County (Coalition Member)	Machelle Dwyer mdwyer@washco-md.net	Mission: Delivering essential services to enhance the quality of life. Role: Represent interests & support activities in Washington County.
Town of Loch Lynn Heights (Local Gov't in MD-135 TA)	Larry Friend mayor@lochlynnhghts.gov	Mission: Promote public health, safety & a high quality of life for residents. Role: Represent Town interests & support activities in the MD-135 TA.
City of Hagerstown (Local Gov't in SCA TA)	Matthew Ross Mross@hagerstownmd.org	Mission: Community-focused to foster an inclusive, safe & vibrant City. Role: Represent City interests & support activities in the SCA TA.
City of Cumberland / (Local Gov't in Allegany County)	Matt Miller Matt.miller@choosecumberland.org	Mission: To attract, retain & expand businesses to improve the economy. Role: Identify and collaborate on brownfield projects in Cumberland.
Frostburg State University (Higher Education)	Jennifer Walsh jmw Walsh@frostburg.edu	Mission: Catalyst for growth via education, innovation partnerships. Role: Engage faculty & students to solicit input on brownfield plans & provide educational opportunities related to sustainable development.
UMCES - Appalachian Lab / (Regional Laboratory)	Dr. David Nelson dnelson@umces.edu	Mission: Help manage the environment and prepare future scientists. Role: Scientists will provide advice & collaboration to help ensure that assessments, studies & reuse plans align with broader efforts & goals.
Tri-State Growth & Commerce Coalition / (Regional Business Org.)	Jennifer Walsh jennifer@greatercc.org	Mission: Advances regional prosperity through strategic collaboration, infrastructure investment, and coordinated development initiatives. Role: Seek alignment between industry needs and brownfield plans.
Allegany County HRDC (Housing/Workforce Org)	Wendolyn Mckenzie wmckenzie@alleganyhrdc.org	Mission: Reduce social & economic barriers & promote community stability. Role: Will support housing and workforce development efforts.
MD Bureau of Mines / (State Agency)	Jeffrey Snyder jeff.snyder@maryland.gov	Mission: Support restoration & enhancement of abandoned mines. Role: Assist with restoration of legacy mining sites in TCCWMD's region.

2.g. Incorporating Community Input: The TCCWMD understands that effective engagement is imperative to the success of this project and will leverage its existing channels of communication, stakeholder relationships, and proven strategies to ensure meaningful input is infused into all activities:

- **Public Participation Plan (PPP):** The TCCWMD will develop a project-specific PPP, which will outline policies, guidelines, tools & strategies for engaging with & soliciting input from diverse regional interests.
- **Brownfield Advisory Committee (BAC):** The TCCWMD's Coalition members and other project partners have committed to serving on the BAC, which will meet quarterly during the first year of the project and semi-annually thereafter. The BAC will establish site prioritization criteria, provide input into cleanup/reuse planning, and support community outreach activities throughout the TAs.
- **Fact Sheets & Project Webpage:** Fact sheets, site nomination forms, and regular project updates will be available via a brownfields webpage that will be hosted on the TCCWMD's website. The webpage will be linked to project partner websites to ensure information is readily accessible to key stakeholders.
- **Social Media:** The TCCWMD will utilize online platforms for those unable to meet in-person. The TCCWMD has effective social media outlets that can be utilized to provide regular updates and ensure that residents stay informed and are included in the decision-making process.

- **Communications with Key Stakeholders:** The TCCWMD and its partners regularly communicate with residents, local/regional/state agencies, community-based organizations, property/business owners and developers. The TCCWMD will host public meetings and open houses to solicit input from a diversity of stakeholders and promote the program at local/regional/national conferences/workshops.

This menu of engagement methods will enable a wide range of stakeholders to provide meaningful input. Sustained outreach will ensure that cleanup and reuse projects receive strong community backing.

3. TASK DESCRIPTIONS, COST ESTIMATES, & MEASURING PROGRESS:

Description of Tasks [a. Implementation (Activities); b. Anticipated Schedule; c. Task/Activity Lead; & d. Outputs]: The TCCWMD is requesting \$1,500,000 of EPA Brownfield Assessment Coalition Grant funding. The scope is organized into four tasks. We anticipate the project will be completed in **three years**.

Task 1 – Project Management, Reporting & Other Eligible Activities
a. Implementation (Activities): The TCCWMD will oversee the Qualified Environmental Professional (“QEP” or “consultant”) and manage the project in accordance with the terms and conditions established in the Cooperative Agreement (CA) with EPA. At the TCCWMD’s direction, the consultant will assist with compliance reporting (including quarterly, reports, ACRES updates, and annual/final Federal Financial Reports) and other eligible activities identified in the CA Work Plan. Monthly check-in meetings will be held with the Coalition members and EPA Project Officer to ensure the project is progressing as planned. Up to two TCCWMD staff and one staff from each Coalition member will attend one regional and one national brownfield conference.
b. Schedule: Activities will be ongoing throughout the project period.
c. Task/Activity Lead: The TCCWMD will lead this task with support from the consultants.
d. Outputs: Quarterly Reports; Final Performance Report; Annual & Final Federal Financial Reports; prompt ACRES updates; two conferences attended by five coalition member staff; and monthly meetings.
Task 2 – Community Engagement & Site Selection
a. Implementation (Activities): The TCCWMD will establish a Public Participation Plan (PPP), including best practices and strong relationships, will be leveraged to engage as many community members as possible. As described in Sections 2.e.-2.g, the TCCWMD will establish a Brownfield Advisory Committee (BAC) comprised of the Coalition members and project partners. The BAC will meet quarterly over the first year, and semi-annually thereafter, to help prioritize sites, inform reuse planning activities, and assist with outreach to sensitive populations in the TAs. The TCCWMD will facilitate stakeholder meetings and opens houses, as opportunities arise. A project-specific webpage will be created on the TCCWMD’s website to feature information and updates. An inventory of sites will be utilized to create a list of brownfields in each TA. Inventory data, combined with Area-wide Plans (AWPs; see Task 4 below), will be leveraged to identify catalyst projects that are most likely to spur reinvestment in the TAs. The inventory will be linked to the TCCWMD and Coalition member geographic information systems (GIS) to maximize its long-term value as a planning resource.
b. Schedule: The project webpage and fact sheets will be created during the first and second quarters. The BAC will be convened quarterly during the first year, and semi-annually thereafter. Inventory activities will be completed during the first year and updated as needed over the course of the project.
c. Task/Activity Lead: The TCCWMD will lead outreach to residents with support from the Coalition members and project partners. The consultants will assist with facilitating meetings with the BAC, key stakeholders, and the public. The Coalition will prioritize sites with input from the BAC and maintain the list of TA brownfields.
d. Outputs: Project webpage, project fact sheets and site nomination forms; ~8 BAC meetings; ~20 other stakeholder/public meetings/events; list of potential/priority brownfields identified in each of the TAs.
Task 3 – Environmental Site Assessments (ESAs) & Cleanup Planning
a. Implementation (Activities): The TCCWMD estimates ~20 sites will be assessed (the final total will depend on the number of sites for which more than one type of activity is performed). The TCCWMD will prepare site Eligibility Determination (ED) requests (with support from the QEP). The consultant will conduct Phase I ESAs for ~20 sites in accordance with the AAI Final Rule and the ASTM E1527-21 Phase I ESA Process. The consultant will complete Phase II ESAs for ~14 sites and Regulated Building Materials (RBM) Surveys for ~10 sites. Prior to initiating sampling or other field investigation activities, the consultant will develop a Master Quality Assurance Project Plan (QAPP) for EPA and Maryland Dept. of the Environment (MD) approval. The consultant will also prepare Sampling & Analysis Plans (SAPs) & Health & Safety Plans (HASPs) for each site selected for a Phase II ESA and/or RBM Survey. The SAPs will be submitted for approval prior to fieldwork. The consultant will prepare Cleanup Plans [including Analysis of Brownfield Cleanup Alternatives (ABCAs)] for up to six sites.

b. Schedule: We anticipate the following activities will be completed in 3 years: Year 1: Master QAPP, 6 Phase I ESAs, 4 Phase II ESAs, 4 RBM Surveys, 2 Cleanup Plans; Year 2: 8 Phase I ESAs, 6 Phase II ESAs, 4 RBM Surveys, 2 Cleanup Plans; Year 3: 6 Phase I ESAs, 4 Phase II ESAs, 2 RBM Surveys; 2 Cleanup Plans.

c. Task/Activity Lead: The consultants will lead technical activities at the direction of the TCCWMD. Site Access will be secured by TCCWMD and its Coalition members. An Access Agreement will be developed by the TCCWMD for this project. The TCCWMD will prepare ED requests with assistance from the consultants.

d. Outputs: 20 ED requests; 1 Master QAPP; 20 Phase I ESAs; 14 Phase II ESAs; 10 RBM Surveys; 6 Cleanup Plans

Task 4 – Reuse Planning

a. Implementation (Activities): The consultant will develop six site-specific reuse plans and three Area-Wide Plans (AWPs), one for each TA selected by the Counties – Town of Luke, MD-135 Corridor & Hagerstown Regional Airport (HGR). Each scope of work is anticipated to include market studies, infrastructure evaluations, feasibility studies, conceptual reuse plans/and revitalization strategies.

b. Schedule: We anticipate the following activities will be completed in 3 years: Year 1: Initiate AWP; 2 Site-Specific Reuse Plans; Year 2: Complete AWP; 2 Site-Specific Reuse Plans; Year 3: 2 Site-Specific Reuse Plans.

c. Task/Activity Lead: The TCCWMD will lead reuse planning activities with support from the consultants.

d. Outputs: Six Site-Specific Reuse Plans; three AWPs.

3.e. Cost Estimate: A budget summary is provided below. 57.7% (\$865,000) is allocated to site-specific activities.

Budget Category	Task 1 Grant Mgmt., Reporting & Other Activities	Task 2 Community Engagement & Site Selection	Task 3 ESAs & Cleanup Planning	Task 4 Reuse Planning	Totals
Personnel	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Fringe Benefits	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000
Travel	\$22,000	\$0	\$0	\$0	\$22,000
Contractual	\$35,000	\$35,000	\$872,000	\$330,000	\$1,272,000
Other	\$3,000	\$0	\$0	\$0	\$3,000
Total Direct Costs	\$92,000	\$67,000	\$904,000	\$362,000	\$1,425,000
Total Indirect Costs	\$18,750	\$18,750	\$18,750	\$18,750	\$75,000
TOTAL BUDGET	\$110,750	\$85,750	\$922,750	\$380,750	\$1,500,000

The following table provides a breakdown of the estimated costs for activities by task and budget category.

Task 1 - Grant Management, Reporting & Other Eligible Activities: Total Budget = \$110,750
Includes TCCWMD Personnel + Fringe Costs of \$32,000 (400 hrs @ \$80/hr ¹ ; \$20,000 personnel/\$12,000 fringe) to complete grant management and reporting activities. Travel Costs of \$22,000 are budgeted for expenses for up to two TCCWMD staff and three other Coalition member staff to each attend two conferences. Costs are estimated at \$2,200/person/event (\$750 airfare, \$850 hotel, and \$600 incidentals). Other Costs of \$3,000 are budgeted for conference registration fees (\$300/person/event). Contractual Costs of \$35,000 are budgeted (200 hrs at \$175/hr ²) for the QEP to assist with reporting and other activities. Indirect Costs of \$18,750 ³ are budgeted.
Task 2 – Community Engagement & Site Selection: Total Budget = \$85,750
Includes TCCWMD Personnel + Fringe Costs of \$32,000 (400 hrs @ \$80/hr ¹ ; \$20,000 personnel/\$12,000 fringe) to facilitate community engagement and site selection activities. Contractual Costs of \$35,000 are budgeted (200 hrs @ \$175/hr ²) for the QEP to assist with engagement and inventory. Indirect Costs of \$18,750 ³ are budgeted.
Task 3 – ESAs & Cleanup Planning: Total Budget = \$922,750
Includes TCCWMD Personnel + Fringe Costs of \$32,000 (400 hrs @ \$80/hr ¹ ; \$20,000 personnel/\$12,000 fringe) to coordinate Phase I/II ESA, RBM Surveys & Cleanup Plans. Contractual Costs of \$872,000 include costs for the QEP to complete a Master QAPP (\$7,000); 20 Phase I ESAs (\$5,000 each=\$100,000); 14 Phase II ESAs (\$45,000 each=\$630,000); 10 RBM surveys (\$7,500 each=\$75,000); & six Cleanup Plans (\$10,000 each = \$60,000). Costs for HASPs, SAPs and/or Section 7/106 consultations are included. Indirect Costs of \$18,750 ³ are budgeted.
Task 4 – Reuse Planning: Total Budget = \$380,750
Includes TCCWMD Personnel + Fringe Costs of \$32,000 (400 hrs @ \$80/hr ¹ ; \$20,000 personnel/\$12,000 fringe) to oversee planning activities. Contractual Costs of \$330,000 include six site-specific reuse plans (\$15,000 each=\$90,000) and three Area-Wide Plans (\$80,000 each = \$240,000). Indirect Costs of \$18,750 ³ are budgeted.
¹ TCCWMD Personnel (avg. \$50/hr) + Fringe (avg. \$30/hour) = avg. \$80/hr (total combined cost); ² Avg. QEP cost = \$175/hr; ³ The TCCWMD is requesting 5% of the total budget (= \$75,000) for indirect costs, split evenly between each of Tasks 1-4 (= \$18,750/task).

3.f. Plan to Measure & Evaluate Environmental Progress & Results: The status and completion dates for outputs will be tracked and reported to EPA via Quarterly Reports and ACRES updates. Between meetings and reports, the following outputs will be tracked on a spreadsheet maintained by the TCCWMD and its consultants: (1) # of sites nominated; (2) # of sites prioritized for funding; (3) # of Phase I ESAs; (4) # of Phase II ESAs; (5) # of RBM Surveys; (6) # of ABCAs/CAPs; (7) # of site reuse plans; and (8) # of community engagements. The anticipated short- and long-term outcomes identified in Section 1.b.ii (# of jobs, # affordable res. units, funding leveraged, acres of greenspace, etc.) will also be tracked and reported to EPA. Additionally, the TCCWMD will update ACRES property profiles beyond the life of the Grant to fully capture long-term outcomes. TCCWMD will track and evaluate the following outcomes: (1) # of sites cleaned up and # of No Further Action (NFA) determinations received; (2) # of sites for which off-site risks are identified; (3) # of sites for which property title transfers are facilitated; (4) # of adaptive reuse projects; (5) # of sites and acres redeveloped; (6) # of acres of parks/greenspace created; (7) \$ private investments and leveraged funding; (8) # of housing units creating; & (9) # of jobs created. By implementing this plan, the TCCWMD will confirm the project is progressing as planned, and the monitoring of key performance indicators will ensure EPA and community goals are met.

4. PROGRAMMATIC CAPABILITY & PAST PERFORMANCE:

Programmatic Capability: 4.a. Organizational Capacity/4.b. Organizational Structure/4.c. Description of Key Staff: TCCWMD is well qualified to lead a successful EPA Brownfield Assessment Coalition Grant, having developed the organizational infrastructure, experience, and strong partnerships as the federally designated Local Development District and Economic Development District for Western MD. TCCWMD has proven itself to be an effective and efficient steward of public funds, and the organization and staff offer decades of successfully executing grant-funded projects. Specific recent/relevant examples are included in Section 4.f. below. TCCWMD will use its established structure to staff this project, as this has been successful for each of the grants that TCCWMD has administered and ensures that roles and responsibilities are clearly defined from the start. TCCWMD's experienced Project Director, Elizabeth Stahlman and Project Manager, Guy Winterberg, will direct and manage all grant-funded activities. Elizabeth and Guy will receive support from TCCWMD staff & the Coalition members:

- **Project Director – Elizabeth Stahlman, Executive Director, TCCWMD:** Elizabeth oversees the organization with a focus on building capacity to provide regional support for economic development and sustaining relationships with regional partners to ensure cooperation and collaboration. With 20+ years of experience in planning, project and grant management, and government administration, Elizabeth's leadership will ensure effective expenditure of EPA funding in support of TCCWMD's goals.
- **Project Manager – Guy Winterberg, Assistant Director, TCCWMD:** Guy has 30+ years of experience with grant reporting, planning, and stakeholder engagement. He is diligent with his work and ensures project partners are supported to complete their grant funded projects. Guy will be responsible for the day-to-day coordination of the projects and timely/effective grant management/administration.
- **Grant/Financial Support – Elaine Jones, CPA, TCCWMD:** Elaine is a certified public accountant with nearly 20 years of experience in local government. Elaine is meticulous in her accounting/record keeping for grants, including federal grants necessitating a single audit. Elaine has been involved in the financial aspects of various federal grants and loans at her prior employer, including EPA - WQSRF - (through MDE), CDBG, and USDA, as well as \$8.4M in ARPA funding.
- **Community Engagement – Ryan Davis & Amy Jacobs:** Ryan & Amy collaborate on media relations and community engagement for TCCWMD. Ryan & Amy will support Elizabeth & Guy with developing/implementing the Public Participation Plan (PPP) to engage with a diversity of stakeholders.
- **Non-Lead Coalition Members:** The Coalition members have assigned qualified staff as points of contact:
 - **Jeffrey Barclay, Director of Economic & Community Development, Allegany County:** Jeff has served Allegany County in various capacities over the past 24 years. With his vast experience in planning and implementing a wide range of economic and community development initiatives, he will play a key role the leveraging EPA funding to support ongoing revitalization efforts in the Town of Luke TA.
 - **Siera Wigfield, Senior Planner, Garrett County:** Siera is a collaborative leader, with nearly 20 years of experience leading transportation, recreation, and land preservation planning. She drives positive

change through effective program management, advocacy, and leadership. She will assist with prioritizing funding & engaging with stakeholders in the MD-135 TA & throughout Garrett County.

- **Machelle Dwyer, Business Leader, Washington County:** Machelle has 20+ years of experience in project management and is highly regarded for her organizational and leadership skills, which have enabled her to manage cross-functional teams and deliver complex projects. Machelle will assist TCCWMD with prioritizing funding and engaging with key stakeholders in the HGR TA.

4.d. Acquiring Additional Resources: The TCCWMD has substantial resources, including additional technical and support staff to assist with grant implementation activities. The TCCWMD also has proactive succession planning should staff changes be required. Succession plans will eliminate project delays and ensure staff who are reassigned to the project have appropriate qualifications and experience. Furthermore, the TCCWMD will have the support of its contractors and consultants, including real estate advisors, community engagement specialists and Qualified Environmental Professionals (QEPs). TCCWMD routinely contracts with consultants and has established equal opportunity procurement procedures for ensuring a fair bidding process. Additionally, the TCCWMD promotes strong labor practices and local hiring/procurement by distributing Request for Qualifications/Proposals (RFQ/P) to local consultants via direct email and posting RFQ/Ps on various bid networks. In support of this grant application, TCCWMD completed advanced procurement and selected a consultant team to lead technical activities and provide programmatic support. The consultant was procured in accordance with qualifications-based procurement and compliance with 2 CFR Part 200, 2 CFR Part 1500 and EPA's guidance documents (*Best Practice Guide for Procuring Services* and *Guidance on Competitively Procuring a Contractor*). Additional information regarding the procurement process is included in our Threshold Criteria response ([Attachment A](#)).

Past Performance & Accomplishments:

4.f. Has Not Received an EPA Brownfields Grant but Has Received Other Assistance Agreements.

(1) Purpose & Accomplishments: TCCWMD has a long and successful history with securing and implementing numerous assistance agreements - both at the federal and state levels. Annually, TCCWMD receives over \$550,000 in federal and state funds to carry out regional economic development and planning activities to support the region. In addition, TCCWMD has been the recipient of special state funding packages of up to \$10M, which is used for economic development projects throughout Western MD. TCCWMD also has a decades long track record of administering Revolving Loan Funds (RLFs) – and in 2025 alone, TCCWMD lent over \$4M. TCCWMD's grant experience includes the following three recent/relevant grants:

1) FY2025 EDA Partnership Planning Grant (\$70,000) - Annual funding to develop/update the Comprehensive Economic Development Strategy (CEDs) for the region to foster collaborative regional efforts by coordinating and implementing the economic development activities of the district. The project was completed on schedule and on budget and met the desired goals and objectives.

2) FY2025 ARC Local Development District Admin Grant (\$175,000) – Annual funding from the Appalachian Regional Commission (ARC) to establish and expand economic development services in Western MD and support programs that are consistent with the policy and guidelines for local development districts; including activities and project development related to ARC's Strategic Plan. The project was completed on schedule and on budget and met the desired goals and objectives.

3) FY2023 Rural Maryland Economic Development Fund (\$10,000,000) - TCCWMD received funding from the State to support non-profits and local governments to spur economic development activities. The project was completed on schedule and on budget and met the desired goals and objectives.

(2) Compliance with Grant Requirements: TCCWMD has a strong record and the technical, legal, and financial capacity to manage/administer federally funded projects. TCCWMD staff have demonstrated competency with project management and will use a successful inter-agency coordination approach to successfully complete and manage the EPA Brownfield Assessment Coalition Grant. TCCWMD always submits required financial/progress compliance reports in a timely manner. Any perceived project delays are immediately discussed with the funding agency. If required, TCCWMD prepares written budget revisions or amendments as instructed by the agency, which advises and approves any such revisions.

List of Attachments:

- A Threshold Criteria Responses
- B Eligibility Documentation
- C Letters of Commitment from Non-Lead Coalition Members
- D Request for Proposals (RFP) for Professional Services
- E Contract for Professional Services

ATTACHMENT A

Threshold Criteria Responses

1. APPLICANT ELIGIBILITY:

1.a. Applicant Type:

- **Eligibility of Lead Coalition Member:** The Tri-County Council of Western Maryland (TCCWMD) is a “Regional Organization covering Allegany, Garrett & Washington Counties in the Appalachian Region of Western Maryland established in 1971.”
 1. Applicant Type: Regional organization.
 2. Eligibility Confirmation: As a regional council established under State of Maryland Authority, TCCWMD is eligible to receive and administer federal funding per the Annotated Code of Maryland - Economic Development: § 13-702. Established.
 - (a) There is a Tri-County Council for Western Maryland.
 - (b)
 - (1) The Council is a tax-exempt body politic and corporate.
 - (2) The Council is an independent unit that the Governor may not place in a principal department.
 - (c)
 - (1) The Council is a cooperative regional planning and development unit for the region.
 - (2) The purposes of the Council are to:
 - (i) foster the physical, economic, and social development of the region; and
 - (ii) use effectively the assistance provided to the region by the State.
 - (3) The Council initiates and coordinates plans and projects for the development of human and economic resources of the region as a western Maryland planning and development unit.
 3. Eligibility documentation for TCCWMD is provided in Attachment B and includes:
 - Bylaws.
- **Eligibility of Non-Lead Coalition Members:** Below we provide the information requested for the non-lead coalition members.
 - **Allegany County**
 1. Participant Type: County Government.
 2. Eligibility Confirmation: As a local unit of government, Allegany County is an eligible coalition member.
 - **Garrett County**
 1. Participant Type: County Government.
 2. Eligibility Confirmation: As a local unit of government, Allegany County is an eligible coalition member.
 - **Washington County**
 1. Participant Type: County Government.
 2. Eligibility Confirmation: As a local unit of government, Allegany County is an eligible coalition member.

1.b. Federal Taxation Exemption Status: Not applicable. Neither TCCWMD or its Coalition members (Allegany, County, Garrett County & Washington County) have 501(c)(4) status.

2. TARGET AREAS: The Target Area (TA) for each Coalition member represents a distinct area where brownfield revitalization efforts will be focused. The TAs are described in Part 5 of the Application Information Sheet. Per EPA requirements, the TAs do not overlap and include at least three distinct municipalities (Town of Luke, MD-135 Highway Corridor, Hagerstown Regional Airport, and Hagerstown Sustainable Communities Area).

3. NON-LEAD MEMBER(S) THAT NEVER RECEIVED AN EPA MARC GRANT: None of TCCWMD, Allegany County, Garrett County, and Washington County have never received an EPA Brownfields Multipurpose, Assessment, Revolving Loan Fund or Cleanup (MARC) Grant.

4. LEGAL AUTHORITY TO EXPEND GRANT FUNDS ON BEHALF OF NON-LEAD COALITION MEMBERS:

4.a. Legal Authority of Lead Member: TCCWMD attests it has legal authority to expend grant funds on behalf of non-lead members to conduct the proposed grant activities.

4.b. Geographic Boundary Limitations of Lead Member: Not applicable. (The geographic area of the project is Allegany County, Garrett County, and Washington County. TCCWMD is a regional organization whose geographic boundary encompasses all of Allegany, Garrett County, and Washington County and is not limited to a town or village.)

5. COALITION AGREEMENT: Letters of commitment confirming the membership of Allegany County, Garrett County, and Washington County in the Coalition are provided as Attachment C. Following grant award, TCCWMD will prepare a Memorandum of Agreement (MOA) for the Coalition members to execute in accordance with the terms and conditions issued by EPA for the FY26 Grant.

6. COMMUNITY INVOLVEMENT: To ensure the Coalition members provide meaningful input into the project and stay engaged and informed, the TCCWMD will host monthly Coalition member meetings during the first year of the project, and quarterly meetings thereafter. Each Coalition member will assist with engagement activities in the priority brownfield TAs. Furthermore, several project partners have committed to participating as Brownfield Advisory Committee (BAC) members. The BAC will establish site prioritization criteria, provide input for cleanup/reuse planning activities, and be kept informed of grant funded activities. Each partner has also committed to assisting with community engagement activities within their established networks. The TCCWMD understands that effective engagement is imperative to the success of this project and will leverage its existing channels of communication, stakeholder relationships, and proven strategies to ensure meaningful input is infused into all activities, including preparing a project specific Public Participation Plan (PPP), which will outline policies, guidelines, tools & strategies for engaging with & soliciting input from diverse regional interests. These engagement methods will enable a wide range of stakeholders to provide meaningful input. Sustained outreach will ensure that cleanup and reuse projects receive community backing.

7. EXPENDITURE OF EXISTING GRANT FUNDS: Not Applicable

8. CONTRACTORS AND NAMED SUBRECIPIENTS:

8.a. Contractors: TCCWMD completed a fair and open public procurement process in accordance with 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33 to obtain the services of a Qualified Environmental Professional (QEP) team. Below is the information requested.

- **Request for Proposals (RFP) Advertising Process:**
 - The RFP was posted on 07/25/25 on E-Maryland Marketplace Advantage - https://emma.maryland.gov/page.aspx/en/bpm/process_manage/52352
 - Sent direct emails to 33 consultants in category.
 - Also posted on TCCWMD's website on 07/28/25.
 - WV Brownfields Assistance Center at WVU - Mid-Atlantic TAB - www.wvbrownfields.org
- **RFP Response Period:** The RFP was advertised for 32 days (07/28/25-08/29/25). A copy of the RFP is provided as Attachment D.
- **Inquiries & Responses Received:** TCCWMD received proposals from 7 firms, which were received and scored by a selection committee.
- **Firm Selected:** A QEP team led by Montrose Environmental Solutions, Inc. was selected to provide grant application and implementation services. A copy of the draft contract is provided as Attachment E.

8.b. Named Subrecipients: Not applicable. (No subrecipients are named in this application nor are any anticipated.)

ATTACHMENT B

Eligibility Documentation

BY-LAWS OF THE TRI-COUNTY COUNCIL FOR WESTERN MARYLAND, INC.

As Amended January 9, 2020

ARTICLE I. Name

The name of this Corporation shall be the Tri-County Council for Western Maryland, Inc., sometimes hereinafter referred to as "Council".

ARTICLE II. Objectives and Purposes

The Council is a tax-exempt body politic and corporate created by statute to serve as a regional planning and development agency for the tri-county region of Allegany, Garrett and Washington counties. Each of these Counties shall pay annual dues to participate as a Member County. The objectives and purposes of the Council are to foster the physical, economic, and social development of the region as further set forth in its Articles of Incorporation.

ARTICLE III. Membership

Section 1. Composition – Generally – Members.

Each Member shall have one vote. The membership of the Council shall consist of the following 26 Members:

- A. Two (2) County Commissioners from each Member County;
- B. The Director of Economic Development from each Member County;
- C. Two (2) mayors from each Member County, or their designee, appointed by and serving at the pleasure of their respective County Commissions;
- D. The Chairman of each Member County's Legislative Delegation, or his designee, each of whom respectively resides in that Member County;
- E. The two senators representing the Member Counties in the Maryland General Assembly through Districts 1 and 2; and
- F. Six (6) private citizens, 2 from each Member County, that are appointed by their respective County Commissions and are not elected officials nor employees of a unit of local government.

Section 2. Terms.

The two private citizen representatives appointed from each Member County shall serve at the pleasure of their respective County Commissions and their term of office as a Member shall coincide with the term of the County Commissions who appointed them. Elected

officials representing their governing bodies may retain their membership for the length of their term of office. At the end of a term, the Member continues to serve until a successor is appointed.

Section 3. Compensation.

No Officer or Member shall be compensated in any manner for his/her services.

Section 4. Vacancies.

Vacancies in the membership of the Council shall be filled for the duration of the unexpired terms in the same manner as provided for the original appointment in Section 1.

ARTICLE IV. Meetings, Notice and Quorum

Section 1. Regular Meetings.

Regular meetings of the Council shall be held at such places, dates, and times, as may be designated by the Chairman.

Section 2. Special Meetings.

Special meetings shall be:

- A. called, from time to time, by the Chairman or upon receipt by the Secretary/Treasurer of a written request for same, signed by not less than five (5) Members of the Council, which said request shall designate the time, date and purpose of said special meeting; and
- B. concerned with only those matters which were set forth in the written notice thereof.

Section 3. Prior Written Notice Waiver.

The requirement of prior written notice may be waived, in writing, by each Member who is present at any regular or special meeting for which the notice is otherwise required.

Section 4. Robert's Rules.

All meetings shall be conducted in an orderly manner, subject to the rulings of the Chair. All questions or parliamentary procedure shall be governed by Robert's Revised Rules of Order, and the following order of business shall be followed:

- A. Call to Order
- B. Roll Call
- C. Reading of Minutes

- D. Report of Treasurer
- E. Reports of Committees
- F. Unfinished Business
- G. New Business
- H. Adjournment

Section 5. Chain of Command.

In the absence of the Chairman and the Vice-Chairman, the Secretary/Treasurer shall take the Chair for the purpose of receiving nominations and conducting an election to fill the Chair for said meeting.

Section 6. Quorum Requirements.

At least Eleven (11) Members must attend to constitute a quorum for the conduct of business at any regular or special meeting of the Council.

Section 7. Attendance.

If any Officer or Member shall fail to attend three consecutive regular meetings or three consecutive regular committee meetings, such failure, except when excused by the Chairman, shall be deemed to constitute his/her resignation as such. The Executive Committee will forward a letter to the delinquent Member following the second consecutive absence advising said Member of attendance requirements. Vacancies created by failure to attend shall be replaced in accordance with ARTICLE III, Sections One and Two.

Section 8. Written Notice.

Written notice of each regular and special meeting shall be given at least five days prior to the date of such meeting by mailing same to address of each Member or by electronic notification. Members are responsible for maintaining correct contact information with the Council office.

ARTICLE V. Powers

The powers of the Council are all those noted in the Articles of Incorporation and noted in Section 13-701, "et seq" of the Economic Development Article of the Annotated Code of Maryland, both as may be amended from time to time. In addition, the Council shall:

- A. carry out, manage, and administer the activities, responsibilities and business of the Council, each Member being entitled to one vote;

- B. acquire and receive funds and property of any nature for the support of programs and activities of the Council, and to approve the use and disbursement of such funds and property;
- C. employ an Executive Director and authorize the Executive Director to secure the employment of such persons as he or she may deem necessary or appropriate to successfully effectuate the purposes and objectives of the Council within the approved budget;
- D. enter into and execute such contracts and agreements with any governmental or private agency, and with any public or private consultant or technical organization or agency which, in its judgment, will effectuate the purposes and objectives of the Council;
- E. undertake and perform such other activities and functions which are intended to further the purposes and objectives of the Council, consistent with and pursuant to its Articles of Incorporation; these Bylaws; as appropriate the Laws of Maryland and Acts of Congress;
- F. appoint such committees and sub-committees, either permanent or temporary, as it may deem necessary or appropriate to carry out the purposes and objectives of the Council, and to terminate any such committee or subcommittee at any time; and
- G. study and examine problems and needs, and formulate and recommend plans and programs which are pursuant to and consistent with the general purposes and objectives of the Council including the assistance in the field of economic development.

ARTICLE VI. Officers

Section 1. Titles.

The Officers of the Council shall be Chairman, Vice-Chairman, and Secretary/Treasurer.

Section 2. Chairman.

The Chairman shall:

- A. preside over all meetings of the Council;
- B. cause to be executed all written instruments authorized by the Council;
- C. insure that all checks issued by the Council for an amount over \$5,000 are countersigned by two authorized signatories, Chairman, Vice-Chairman, Secretary/Treasurer, or Executive Director, with the exception of Executive Committee approved recurring expenses which can be issued with one authorized signature.

- D. enforce all regulations and rules of the Council, and perform all other duties usually and normally delegated to this corporate office;
- E. appoint a search committee, consisting of equal membership from the member counties, to select an Executive Director for the Council, when the position is held to be vacant by the Council, subject to the approval of the Council; and
- F. appoint the members of all committees.

Section 3. Vice-Chairman.

The Vice-Chairman shall be a resident of a county other than the county of which the Chairman is a resident. In the absence of the Chairman, the regular duties shall be performed by the Vice-Chairman, who shall perform all other duties usually and normally delegated to his corporate office.

Section 4. Secretary/Treasurer.

The Secretary/Treasurer shall be a resident of a county other than the county of which the Chairman and the Vice-Chairman are each a resident. The Secretary/Treasurer shall perform all other duties usually and normally delegated to this corporate office.

ARTICLE VII. Executive Director

Section 1. Position Defined.

The Executive Director of the Council is the chief executive and administrative officer of the Council.

Section 2. Selection Process.

The Executive Director shall be appointed by the Council and serve at the pleasure of the Council.

Section 3. Functions and Duties.

The Executive Director under the general direction of and subject to the policies and procedures prescribed by the Council and the Executive Committee is responsible for the administrative operations of the Council.

ARTICLE VIII. Voting

Section 1. Secret Ballot.

Voting on any proposed amendment to the Articles of Incorporation of the Council shall be by secret ballot.

Section 2. Any Other Matter.

Voting on any other matter, question, or subject shall not be by secret ballot, unless the same is requested by at least two-thirds of those present and entitled to vote thereon.

Section 3. Proxy Vote.

Members may be represented by proxy when unable to attend regular, special, or committee meetings of the Council. Written authorization for the proxy must be given by hand delivery or electronic transmission either to the proxy holder or the Executive Director. No Member may exercise more than one proxy vote. Proxies may only be given to a Member within the absentee's respective county delegation. A proxy vote does not constitute attendance at a regular or special meeting of the Council.

ARTICLE IX. Standing Committees/Special Committees

Section 1. Appointment.

The Council may, from time to time, create, appoint, and organize Standing and Special Committees as it deems appropriate or necessary for the accomplishment of purposes and objectives of the Council. Such committees shall be limited in purpose to specific tasks or functions and shall be limited as to the life of the committee. Until such committees are appointed, the Council shall act as a committee of the whole in all matters. The Standing and Special Committees may have as committee members persons other than Members of the Council.

Section 2. Procedures.

The committees established under this Article shall:

- A. maintain close working relationships including, when necessary joint working sessions and project development, to avoid duplication of effort.
- B. develop a memorandum of purpose which shall present in detail the working goals and purpose of the committee as well as setting forth operating procedures for the committee.

Section 3. Number of Members.

The number of members of any committee as well as the composition of any committee shall be designated by the Chairman.

Section 4. Chairman.

The Chairman of any committee shall be selected by the respective committee members unless otherwise stated.

Section 5. Professional Assistance.

The Council may provide such professional and/or technical assistance as it deems necessary or appropriate for any such committee for its operation within the approved budget.

Section 6. Standing Committees.

The Council hereby creates the following standing committees:

A. Executive Committee

1. Membership. The membership of the Executive Committee shall be:

Three (3) County Commissioners, One from each Member County, shall serve as the Officers and shall comprise the Executive Committee. These Members shall hold the Offices of Chairman, Vice-Chairman, and Secretary/Treasurer, on a rotating basis, for terms of One Calendar Year.

2. Function. The Executive Committee shall function to manage and administer the activities, responsibilities, business and other operational decisions of the Council. The Executive Committee shall inform and make recommendations to the Council regarding such activities and issues which directly affect the purposes and objectives of the Council.

3. Procedure.

- a. The Executive Committee shall meet as called by the Chairman.
- b. The Executive Director shall provide reports and generally apprise the Executive Committee of appropriate Council activity at each meeting unless otherwise directed by the Executive Committee.

B. Comprehensive Economic Development Strategy ("CEDS") Committee

1. Membership. The CEDS Committee shall consist of the Members of the Council and any additional members as appointed by the Chairman.

Function. This Committee shall be responsible for maintaining an ongoing comprehensive economic development planning process for the region. The result of the planning process and the work of the Committee is the long-term economic development strategy that provides the framework for public sector investment, and private sector leveraging, in the region.

C. Revolving Loan Fund ("RLF") Committee

1. Function. The function of the RLF Committee is to:

- a. review, and approve and/or deny loan applications submitted in said program; and
 - b. have full powers to provide for implementation of loans under the program of the various federal and state agencies and adhere to all regulations and requirements for the various loan programs.
- 2. Membership. The membership of the RLF Committee shall consist of four persons from each Member County appointed by the Executive Director and shall satisfy the following requirements:
 - a. One County Commissioner, or his designee, from each of the Member Counties;
 - b. Three additional persons from each of the Member Counties, selected from the following sectors: economic development, financial management, or industry;
 - c. By regulation, at least 51% of the members of this committee must be employees of a private financial institution making commercial loans; and
 - d. Members of this committee shall be appointed by the Executive Director and serve at the pleasure of their respective County Commissions and their term as a member shall coincide with the term of the County Commissions which they serve under. So as not to interrupt the regular business of the committee, members shall continue to serve on the committee until new appointments have been made.

D. Video Lottery Terminal “VLT” Loan Review Committee

- 1. Function. The function of the VLT Committee is to:
 - a. review, and approve and/or deny loan applications submitted in said program; and
 - b. have full powers to provide for implementation of loans under the State of Maryland’s Video Lottery Terminal Small, Minority, and Women-Owned Business Program and adhere to all regulations and requirements for the programs.

2. Membership. The membership of the VLT Committee shall consist of five persons selected by the Executive Director and shall satisfy the following requirements:
 - a. Three members of this committee must be employees of a private financial institution making commercial loans;
 - b. Two members will be selected from the following sectors: economic development, financial management, or industry;
 - c. Members of this committee shall serve at the pleasure of the Executive Director and they shall serve four year terms.

E. Audit Committee

1. Membership. The Audit Committee shall consist of the Chairman and One Member from each County. Members shall be appointed by the Chairman annually.
2. Function. The Audit Committee shall oversee the annual audit, including direct interaction with the independent auditors, and report the audit results to the Council.

Section 7. Special Committees.

The Council may create Special Committees from time to time as it deems appropriate or necessary for the accomplishment of the purposes and objectives of the Council.

ARTICLE X. Fiscal Year.

The Fiscal Year of the Council shall begin on the 1st day of January each year and end on the 31st day of December.

ARTICLE XI. Indemnification.

Section 1. Areas Covered.

To the extent permitted by Law, the Council shall indemnify and reimburse any Officer, Member, or employee who is made part to any suit, action, appeal, or proceeding due to such connection with the Council.

Section 2. Expenses Covered.

Such indemnification and reimbursement shall include actually incurred expenses for attorney's fees, witnesses, court costs, if any, as well as the amount of any judgment, money

decree, interest fine, penalty, or reasonable compromise settlement for which he may become liable in such capacity.

Section 3. Areas Not Covered.

No such indemnification and reimbursement shall be granted to any such Officer, Member, or employee who has been found to have been guilty of gross negligence or misconduct in the performance of his duties in such suit, action, appeal, or proceeding.

Section 4. Council's Rights.

The Council shall have the right to intervene in and defend any such suit, action, appeal, or proceeding.

Section 5. Other Rights.

The provisions for indemnification and reimbursement herein set forth shall be in addition to any other right or remedy with such Officer, Member, or employee may have in such suit, action, appeal, or proceeding.

ARTICLE XII. Amendment of Bylaws

The Council may, from time to time, amend all or any portion of these Bylaws by a two-thirds majority vote of the Council at any regular meeting, or at any special meeting call for that purpose, providing that a copy of each proposed amendment shall have been mailed to each of the Members not less than fifteen (15) days prior to the meeting at which time the same is to be voted on. Amendments to these Bylaws may be proposed by any Member. Those unable to attend may vote by proxy in accordance with Article VIII, Section Three of these Bylaws.

ATTACHMENT C

Letters of Commitment for Non-Lead Coalition Members



Community Development & Planning
Garrett County Government

203 South Fourth Street, Room 208
Oakland, Maryland 21550
swigfield@garrettcounymd.gov

Tel 301.334.7477
Fax 301.334.7469

January 20, 2026

Elizabeth Stahlman
Executive Director
Tri-County Council for Western Maryland (TCCWMD)
11 S. Lee Street
Cumberland, MD 21502

RE: Letter of Commitment for TCCWMD's \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant Application

Dear Elizabeth:

I am pleased to confirm Garrett County's commitment to be a Coalition member for the TCCWMD's \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant. As an engaged participant, we will join regular Coalition member and Brownfield Advisory Committee (BAC) meetings, assist with outreach engagement for Garrett County, and help prioritize funding for environmental assessment and cleanup/reuse planning activities in the Maryland (MD-135) Highway Corridor Target Area (TA).

As the westernmost county in Maryland, Garrett County is known as a vacation and resort destination in the Appalachian Mountains. MD-135 serves as the major east-west highway through the heart of the County, connecting the Town of Luke to the east with the rural mountain towns of Deer Park, Loch Lynn Heights and Oakland (the county seat) to the west. With less than 3,000 total residents, these rural communities were established alongside the historic Baltimore & Ohio Railroad and had a rich history of coal mining and timber processing, which have long since been in decline. EPA funding will help address workforce development & local housing needs to bolster the economy.

As a small organization with limited capacity, we do not presently have the resources to apply for or manage EPA Brownfield Grant funding on our own and would otherwise lack resources to fund environmental site assessments and cleanup/reuse planning activities for our priority brownfields. We have been working with WVU-TAB on developing a brownfield inventory and engaging with community stakeholders. EPA Brownfield Assessment Coalition Grant funding will help us further these initiatives and position priority sites in the TA for restoration and reuse.

We appreciate this opportunity to collaborate with the TCCWMD by formally joining your Coalition. If have any questions or require additional information, please contact me at 301-334-7477 or swigfield@garrettcounymd.gov.

Sincerely,

Siera Wigfield
Senior Planner
Garrett County Government
swigfield@garrettcounymd.gov
301-334-7477



January 20, 2026

Elizabeth Stahlman
Executive Director
Tri-County Council for Western Maryland (TCCWMD)
11 S. Lee Street
Cumberland, MD 21502

RE: Letter of Commitment for TCCWMD's \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant Application

Dear Elizabeth:

I am pleased to confirm Allegany County's commitment to be a Coalition member for the Tri-County Council for Western Maryland's (TCCWMD's) \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant. As an engaged Coalition member, we will participate in regular Coalition member and Brownfield Advisory Committee (BAC) meetings, assist with community outreach/stakeholder engagement throughout Allegany County, and help prioritize funding for environmental assessment and cleanup/reuse planning activities in the Town of Luke Target Area (TA).

Located on the Potomac River in the southwest corner of the county, the Town of Luke was established alongside a mill. For over 150 years, the town prospered with the operation of the mill and other heavy industry. Once the largest private employer in the county, the Luke Mill closed in 2019, resulting in the loss of 700 jobs. The County is in full support of ongoing restoration efforts and plans to attract new businesses that can reinvigorate this struggling community. As such, the County and local development authorities are partnering with property owners and potential developers/new businesses to encourage redevelopment.

As a small organization with limited capacity, we do not presently have the resources to apply for or manage EPA Brownfield Grant funding on our own and would otherwise lack resources to fund environmental site assessments and cleanup/reuse planning activities for our priority brownfields. We are hopeful that the assessment grant funding will help position us to pursue cleanup grant funding for the Luke Mill sites in 2027 and beyond.

We appreciate this opportunity to collaborate with the TCCWMD by formally joining your Coalition. If have any questions or require additional information, please contact me at 301-876-9553 or jbarclay@alleganygov.org.

t: 301-777-5967 | f: 301-777-2194 | 701 Kelly Road | Cumberland, Maryland 21502

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Barclay". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jeffrey Barclay, Director
Allegany County Economic & Community Development



January 22, 2026

Elizabeth Stahlman
Executive Director
Tri-County Council for Western Maryland (TCCWMD)
11 S. Lee Street
Cumberland, MD 21502

RE: Letter of Commitment for TCCWMD's \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant

Dear Elizabeth:

I am pleased to confirm Washington County's commitment to be an active coalition member for the TCCWMD's \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant. As an engaged partner, we will participate in regular Coalition member and project partner meetings, assist with outreach & engagement throughout Washington County, and help prioritize funding for environmental assessment and cleanup/reuse planning activities in the Hagerstown Regional Airport (HGR) Target Area (TA).

Since 1981, the County has served as owner/operator of the region's largest airport, a major transit & commercial/industrial center for Western MD. HGR currently serves as the only commercial service airport in the I-81 corridor in the "four-state region" of MD, PA, VA & WV. Located just miles north of Hagerstown along the PA border, the TA includes the 700-acre airport, the centerpiece of a major office/industrial park. EPA funding will help the County position vacant and underutilized sites with documented impacts from PFAs and other contaminants and attract investment in this Targeted Economic Development Area.

As an organization with limited brownfield experience and capacity, we do not presently have the resources to apply for or manage EPA Brownfield Grant funding on our own and would otherwise lack resources to fund environmental site assessments and cleanup/reuse planning activities for our priority brownfields. This grant will help us advance our goals for creating business development opportunities in and around HGR.

We appreciate this opportunity to collaborate with the TCCWMD by formally joining your Coalition. If have any questions or require additional information, please contact me at 240-313-2289 or mdwyer@washco-md.net.

Sincerely,

A handwritten signature in black ink that reads "Machelle Dwyer".

Machelle R. Dwyer, Business Leader
Washington County, Dept. of Business & Economic Development

ATTACHMENT D

RFP for Professional Services



Tri County Council
For Western Maryland

REQUEST FOR PROPOSALS (RFP)
Professional Grant Writing Services & Grant Implementation
Western Maryland Brownfields Assessment Grant

Due Date and Time:

August 29, 2025 by 12:00 noon ET

Deadline to Submit Questions:

August 12, 2025 by 12:00 noon ET

Deliver documents to:

Elizabeth Stahlman, Executive Director
Tri County Council for Western Maryland
Cumberland, MD 21502
elizabeth@tccwmd.org

Introduction & Background

The Tri County Council for Western Maryland is seeking a qualified environmental and/or planning consulting firm to provide assistance with:

- (1) Development and submission of an application for an **EPA Brownfields Assessment Coalition** grant on behalf of Tri County Council for Western Maryland for environmental assessment, planning, and community engagement activities in the target areas of Washington, Allegany, and Garrett Counties in Maryland.
- (2) Implementation of the environmental assessment, planning, and community engagement activities should the EPA Brownfields Assessment be awarded.

The U.S. EPA defines brownfields as “properties that contain or may contain a hazardous substance, pollutant or contaminant, complicating efforts to expand, redevelop or reuse them.”¹ Tri County Council for Western Maryland is seeking funding from the U.S. EPA for assessment, community engagement, and planning activities on brownfields sites in areas identified as target areas and throughout its geographic service area. Tri County Council for Western Maryland will be the lead project manager of the intended grant award.

¹<https://www.epa.gov/brownfields/about#:~:text=Brownfields%20are%20properties%20that%20contain,imp%20roves%20and%20protects%20the%20environment.>

This RFP is intended to identify the best qualified consultant, firm, or team who is expected to provide grant preparation activities, as well as brownfield planning, assessment, and community engagement activities, should the grant be awarded, in coordination with Tri County Council for Western Maryland.

The anticipated timeline for application preparation and submission is September-November of 2025, and, if awarded, the grant period would be October 1, 2026 to September 30, 2030.

Scope of Work

Grant Preparation Services

At a minimum, the scope of work for the selected consultant, firm, or team is expected to provide a grant application to comply with all federal requirements and based on a scope of work and target areas identified by Tri County Council for Western Maryland.

Key Grant Preparation Tasks

The consultant will work with the Executive Director (Project Lead) to:

- Draft and finalize the narrative for an EPA Brownfields Assessment Grant application, coordinating staff and meeting all narrative requirements outlined in the EPA Notice of Funding Opportunity.
- Assist with the identification of potential partners within the region.
- Complete Threshold Criteria and required attachments.
- Advise in the completion of all required federal forms, including, but not limited to the SF-424, SF-424A, EPA Key Contacts Form 5700-54, EPA Form 4700-4.

Grant Implementation Services

Should the Brownfields Assessment Grant be awarded, the selected consultant, firm, or team will assist the Tri County Council for Western Maryland with the implementation of project management, environmental assessment, planning activities, and community engagement as outlined in the grant proposal.

Project Management

- Work with the Executive Director to ensure all necessary documentation for award setup is submitted to US EPA, including the workplan and required federal forms.
- Coordinate the completion of reporting requirements, including narrative and budget reporting, as well as ACRES data entry for quarterly reports and project information forms.
- Provide project management, implementation, and/or technical oversight.

Environmental Assessment

- Support brownfields inventory and prioritization
- Meet with property stakeholders

- Collect eligibility information for targeted sites
- Maintain inventory and track sites throughout grant period
- Input data into EPA's ACRES
- Meet with the Executive Director and other key team members to prioritize sites and document the site selection process.
- Draft a QAPP for review and approval by US EPA
- Conduct Phase I ESAs and Phase II ESAs; All Phase I assessments must meet the most recent federal all appropriate inquiries (AAI) requirements.
- Develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted.

Community Engagement

- Provide coordination for public meetings.
- Draft media releases, FAQ sheets, and presentations for any outreach activities.

Planning Activities

- Conduct eligible planning activities as proposed to US EPA, which may include:
 - Remedial action plans (RAPs) in accordance with the Maryland Department of the Environment Voluntary Program.
 - Analysis of Brownfields Cleanup Alternatives (ABCA)
 - Evaluation of Market Viability
 - Brownfields Area-Wide Planning
 - Site Reuse Assessment
 - Community Health Assessment
 - Resource Roadmap
 - Revitalization Plan
 - Economic Impact Analysis

Selection Process

Process

Tri County Council for Western Maryland will use a two-phase process to select the best qualified submission for this project.

Phase 1

In Phase 1, the Tri County Council for Western Maryland Project Manager will review all submissions to determine whether they meet all the requirements of the RFP. Submissions meeting those requirements will be reviewed and ranked by the Selection Committee.

Phase 2

In Phase 2, the top-ranked respondents will be interviewed and further ranked by the Selection Committee. The successful respondent will be selected based on scoring in both Phase 1 and Phase 2.

Selection Committee

The Selection Committee will consist of at least the Tri County Council for Western Maryland Project Manager, and one staff member from each county: Washington, Allegany, and Garrett.

Evaluation

The evaluation of submissions will follow the guidelines outlined in the Evaluation Criteria outlined in the next section.

Interviews

The Selection Committee will conduct oral interviews with the top-ranked consultants for the project. This provides an opportunity for Tri County Council for Western Maryland to further evaluate submissions and qualifications and for all parties to evaluate the potential to work together effectively.

The interview will include a short overview of the respondents' qualifications, followed by questions from the Selection Committee. The anticipated length of the interview is 45 to 60 minutes. Notification of interview status will be communicated by September 12, 2025. Respondents should ensure that the project lead and key staff are available to attend the interview. Interviews may be conducted virtually or in-person, depending on the availability and preferences of the Selection Committee.

Selection

Any contract awarded shall be made to the best-qualified submission based on the selection process. Tri County Council for Western Maryland will notify respondents of the submission selected by distributing a Notice of Intent to Award. The final Scope of Work will be negotiated to meet the Tri County Council for Western Maryland needs, comply with all appropriate guidelines, and could include a scope of work modified from the identified one in this RFP.

Submission Information and Requirements

Qualified consultants, firms, or teams are invited to submit a single submission as described in this RFP. Submissions should be thorough yet concise.

All submissions must include:

1. *Cover Letter and Availability:* Provide a brief cover letter from the lead consultant or firm, including basic background information on the organization or team, a statement of interest in the project, and a review of understanding of the Scope of Work. Include contact information for the Project Lead and a commitment to participate in an interview on September 17, 2025.
2. *Outline of Qualifications and Experience:* Provide an overview of the lead consultant or firm's background, relevant experience, credentials, and qualifications as they pertain to this project and the deliverables. Include specific information on the

background and related experience, such as resumes, of the project lead and any other lead staff who will be involved in the project.

3. *Examples of Similar Projects:* Provide not more than three examples of previous similar projects completed by the project team with an emphasis on the key staff and team members who will be included in this project.
4. *Methodology:* Outline your proposed approach to the project and describe the method for working with Tri County Council to complete the grant application and perform all of the implementation services outlined in the scope of work.
5. *Timeline:* Include a statement confirming the respondent can complete the project in the timeline outlined in the section below.
6. *Project Budget:* Include an overall cost estimate to complete the proposed services in conjunction with the Tri County Council for Western Maryland staff as well as a rate sheet for any current team members or job types identified as part of the completion of the scope of work.
7. *Professional References:* Provide contact information and/or professional references for not more than three recent clients on similar projects.
8. *Conflict of Interest:* The respondent shall disclose any financial, business, or other relationship that may impact by this work.
9. *Signature:* Provide names, titles, addresses, telephone numbers, and email addresses of individuals with the authority to negotiate and contractually bind the respondent

Additional Information and Considerations

Time and Place of Submission

To be considered, all submissions should be received electronically at elizabeth@tccwmd.org by **August 29, 2025 by 12:00 noon ET**

Late Submissions

Submissions received after the specified time will not be considered.

Inquiries and Questions

Respondents shall be responsible for reviewing this RFP and any addenda issued by Tri County Council for Western Maryland prior to the due date, and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error, or omission contained therein.

Inquiries and questions concerning this RFP should be directed in writing via email to the Project Manager at elizabeth@tccwmd.org . No phone calls will be accepted.

Tri County Council for Western Maryland will respond to written requests for clarification received by August 12, 2025 at 12 noon ET. A summary of all questions and responses will be added to the posted RFP by August 22, 2025 at 4 pm ET.

Evaluation Criteria

Submissions will be reviewed and evaluated by a Selection Committee as outlined above. The Selection Committee will use the following criteria in evaluating the narrative and other required documents provided:

Written Proposal Criteria	Max Points
Demonstrated experience of key personnel to be assigned to the project	25 points
Ability to handle multiple projects simultaneously and meet deadlines	20 points
Respondent's methodology to successfully complete each scope of services task	15 points
Reasonableness of costs/price proposals	30 points
Specific experiences, references, or other considerations that make the Respondent uniquely qualified	10 points
Total Possible Proposal Points	100
Highest ranked proposals will be invited to participate in oral interview	
Interview Criteria	Max Points
Participation from Project manager and other key personnel	5
Presentation specific to applicable scope of work tasks	10
Responses to questions	10
Total Possible Interview Points	25

ATTACHMENT E

Contract for Professional Services

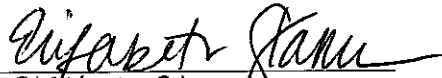
ACCEPTANCE AGREEMENT

BY SIGNING THIS ACCEPTANCE AGREEMENT, THE TRI-COUNTY COUNCIL OF WESTERN MARYLAND (THE CLIENT) AGREES TO BE BOUND BY ITS TERMS, INCLUDING THE GENERAL TERMS AND CONDITIONS (ATTACHMENT A) AND THE MONTROSE PROPOSAL (ATTACHMENT B) ATTACHED THERETO AND ALL OTHER ATTACHMENTS REFERENCED THEREIN. IT IS UNDERSTOOD THAT ACTIVITIES DESCRIBED IN ATTACHMENT B - SECTION 4.3.A. SECURING FY2026 EPA BROWNFIELD GRANT WILL COMMENCE IMMEDIATELY. ALL OTHER ACTIVITIES ARE AUTHORIZED CONTINGENT UPON RECEIPT OF FY2026 EPA BROWNFIELD GRANT AND BOUND TO THE SPECIFIC CONTENT OF THE GRANT APPLICATION THAT IS SUBMITTED AND THE WORK PLAN AGREEMENT THAT WILL BE MADE WITH THE US ENVIRONMENTAL PROTECTION AGENCY. THE AGREEMENT, ATTACHMENTS AND THE CLIENTS' REQUEST FOR PROPOSAL PROFESSIONAL GRANT WRITING SERVICES & GRANT IMPLEMENTATION WESTERN MARYLAND BROWNFIELDS ASSESSMENT GRANT, THERETO CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE CLIENT AND MONTROSE ENVIRONMENTAL SOLUTIONS, INC., WITH RESPECT TO THE PROJECT REFERENCED AND SUPERSEDE ALL PRIOR WRITTEN OR ORAL STATEMENTS OR UNDERSTANDINGS.

This AGREEMENT is accepted by:


CLIENT: Tri-County Council of Western Maryland

Client
Signature:
By (Print):
Title:


Elizabeth Stanimay
Executive Director

Montrose Environmental Solutions, Inc.

Montrose
Signature:
By (Print):
Title:


Kenneth Smith
Regional Vice President

Acknowledge the Terms
and Conditions

Attachment A

General Terms and Conditions

MONTROSE ENVIRONMENTAL SOLUTIONS, INC.
GENERAL TERMS AND CONDITIONS

1. SCOPE OF WORK; INTERPRETATION

By submitting the proposal to which this document is attached, together with these General Terms and Conditions, client fee and rate schedule, and any other agreements, exhibits or schedules which are attached (together the "Proposal"), Montrose Environmental Solutions, Inc. (together with its affiliates, "Montrose") agrees to perform the services described in the Proposal ("Services"), provided, that this Proposal shall automatically terminate and shall not be binding upon Montrose unless accepted in writing by the person or entity to which the Proposal is addressed (the "Client") not less than sixty (60) days after the date first set forth in the Proposal. Acceptance by the Client shall be effective only upon delivery to Montrose of a properly executed Proposal acceptance. The Proposal is open for acceptance by the Client only and may not be accepted by any other person or entity, regardless of affiliation with the Client. Once properly accepted, the Proposal, including all attachments and these General Terms and Conditions (the "Agreement"), shall be binding upon both Client and Montrose. Additional services provided by Montrose to the Client shall be subject to and governed by these General Terms and Conditions and shall be provided at Montrose's then current standard rates, unless otherwise expressly agreed in writing.

2. RIGHT OF ENTRY; SITE INFORMATION

To the extent applicable to the Services, the Client or Property Owner will provide access and the right of entry to all Montrose and subcontractor personnel and equipment at the project site or sites as they may require in order to complete the Services. Client recognizes that some disturbance of site conditions may be a consequence of the performance of the Services. Unless otherwise specified in the Proposal, costs associated with restoring land or facilities to their former condition are to be borne exclusively by the Client or Property Owner.

Client or Property Owner shall provide to Montrose all available data and information relating to the Services and to the environmental, geologic, and geotechnical conditions of the site and surrounding area (if applicable). Client or Property Owner shall furnish plans to Montrose that accurately show the location of subsurface structures, including but not limited to pipes, tanks, cables, and utilities. All criteria, design, and construction standards, and other information relating to the Client's requirements for the Services, as applicable, shall be provided in writing to Montrose by the Client.

Should concealed or unknown conditions be encountered that are at variance with the conditions indicated by the materials and documents provided by Client, or should concealed or unknown conditions be of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in a project of the nature contemplated in the Services, Montrose shall not be responsible for any additional costs incurred by the Client in remedying such conditions. Further, the Client agrees to hold harmless, defend and indemnify Montrose from and against any and all liability arising out of any claims asserted by any party (including third parties) for additional costs incurred to remedy such conditions.

Should these concealed or unknown conditions result in a material change in the scope of Montrose's Services, Montrose and the Client agree to promptly and in good faith enter into renegotiation of this Agreement to facilitate Montrose's ability to continue to meet the Client's needs. If renegotiated terms cannot be agreed upon, the Client agrees that Montrose has an unconditional right to terminate this Agreement.

3. CONSTRUCTION PROCEDURES (If Applicable)

Unless otherwise stated in the Proposal, Montrose shall neither manage nor supervise construction. Montrose shall not be responsible for the acts or omissions of contractors or other parties in connection with the performance of Services. Montrose shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences, or procedures. Unless specifically stated as part of Montrose's scope of work or the Proposal, as applicable, Montrose will not implement or be responsible for health and safety procedures, or for safety precautions and programs. Montrose's testing or monitoring of portions of the work of other parties on a project shall not relieve such other parties from their responsibility for performing their work in accordance with applicable plans, specifications, and safety requirements.

4. INVOICES; PAYMENT; OPINIONS OF COST

The Client shall pay to Montrose fees for professional services rendered in accordance with the Proposal and as provided in this Agreement. Unless otherwise stated in the Proposal, Montrose will submit invoices to Client monthly, with a final invoice upon completion of Services. To the extent applicable, and unless otherwise stated in the Proposal, each invoice will show separate charges

MONTROSE ENVIRONMENTAL SOLUTIONS, INC.
GENERAL TERMS AND CONDITIONS

for different personnel and expense classifications. There shall be no retainage or other amounts held back by the Client, unless otherwise agreed upon in the Proposal.

Payment of all invoiced amounts is due within thirty (30) days after Client's receipt of each invoice. For any amounts not paid when due, Montrose shall charge and Client shall pay interest charges, beginning on the thirty-first (31st) day after the Client's receipt of the invoice, at the rate of one and one-half percent (1 ½%) per month, or the maximum rate allowed by applicable law on past due accounts, whichever is less. Any attorney's fees, court costs and any other expenses incurred in collecting any delinquent amount shall be paid by Client. Montrose shall maintain title in all deliverables and equipment provided under this Agreement (if applicable) until such time as all invoices are paid in full. Montrose also reserves the right to withhold any reports or deliverables, or to suspend services until all invoices are paid in full.

Montrose may provide estimates of costs for remediation, construction or other Services, as appropriate based on available data, designs, or recommendations. However, these opinions are intended primarily to provide information on the range of costs and are not intended for use in firm budgeting or negotiation unless specifically agreed to in writing by Montrose. Additionally, these opinions are not intended to be used for financial disclosure related to the Financial Accounting Standards Board ("FASB") Statement No. 143, FASB Interpretation No. 47, the Sarbanes/Oxley Act or any United States Securities and Exchange Commission reporting obligations and may not be used for such purposes without the prior express written consent of Montrose.

5. DOCUMENTATION; NONRELIANCE

All documentation and work product produced specifically for or in connection with the Services (collectively, "Documentation") shall be delivered to Client upon completion of and payment for the Services, provided, that Montrose may keep a copy (in paper or electronic form) of such Documentation for its records. All Documentation shall be the exclusive property of Client, except to the extent such Documentation includes information, in whole or in part, that is or embodies proprietary information, trade secrets or other intellectual property of Montrose (to the extent included in the Documentation, the "Montrose Information"). Montrose hereby grants to Client the perpetual, fully paid right and license to use the Montrose Information for the purposes for which the Services are intended, but not to publicize, sell, transfer or otherwise use the Montrose Information. No articles, papers, treatises, or presentations referring to Services may be presented or otherwise published without the prior written consent of Client. Client agrees that all Documentation furnished to Client which is not paid for will be returned to Montrose upon demand and Client shall not have any rights in or with respect to such Documentation. Documentation and Montrose Information shall not be used by the Client for any purpose not expressly provided for in the Proposal without the prior written approval of Montrose.

Documentation produced by Montrose is not intended or represented by Montrose to be suitable for use or reliance beyond the scope or purpose for which it was originally prepared, or for anyone except the Client. Any such unauthorized use will be at the Client's or third party's sole risk.

6. SAFETY; WASTE

Subject to the indemnification provisions set forth herein, Montrose is only responsible for the safety of its own employees and subcontractors during the performance of the Services. Neither the professional activities of Montrose, nor the presence of Montrose's employees and subcontractors on the project site, if any, shall be construed to mean that Montrose has any responsibility for any activities on site performed by personnel other than Montrose's employees or its subcontractors.

Client acknowledges that Montrose has neither created nor contributed to the creation or existence of any hazardous, toxic or radioactive waste, material, chemical, compound or substance, or any other type of environmental hazard, contamination or pollutant, whether latent or patent, or the release thereof, or the violation of any law or regulation relating thereto at the site where the Services are being performed or in connection with the Services. Client covenants to indemnify, protect, hold harmless and defend Montrose and its affiliates, at Client's sole cost and expense, against the claims and demands of all persons or by any federal, state, county or municipal regulatory agency, made because of, or arising out of any operations conducted by the Client, its officers, directors, employees, agents, contractors or subcontractors. Further, where the Client requests Montrose to dispose of waste or to arrange for the disposal of waste, Client agrees that Montrose is not the owner, generator or possessor of the waste, and the client shall indemnify and hold Montrose, its affiliates, employees, officers, directors, members, agents, insurers, and consultants, and subcontractors harmless for any costs incurred in defending any action where it is alleged that Montrose is the owner, generator, or possessor of the waste. Client shall notify Montrose of any known or suspected health or safety hazards existing at any site where the work is to be performed including, but not limited to, the presence of any hazardous waste or hazardous substances and any aboveground or underground utilities.

MONTROSE ENVIRONMENTAL SOLUTIONS, INC.
GENERAL TERMS AND CONDITIONS

7. DELAYS IN AND FAILURE TO PERFORM WORK

Montrose will not be responsible for damages due to delays in the performance of the Services, or any part thereof, caused by factors beyond the reasonable control of Montrose, including without limitation delays caused by any property owner, Client or Client's agents, other consultants, contractors or subcontractors. Stand-by or non-productive time for delays in work caused by Client will be charged to Client as work time unless provided for as a separate item in the Proposal. Further, Montrose shall not be liable for damages due to delay or cancellation of the Services, or part thereof, as a result of any delay due to any cause beyond Montrose's reasonable control including, but not limited to, act of God, embargo or other governmental acts, regulations or requirements, fire, sabotage, accident, pandemics, labor disputes, war, civil insurrection or riot, delay in transportation, or the inability to obtain necessary labor, permits or supplies. In the event of any such delay, the target date for completion of the Services may be extended for a period equal to the time lost by reason of the delay.

8. INSURANCE

Throughout the term of the project under the applicable purchase order, work order, Statement of Work or Proposal, Montrose will maintain in full force and effect the insurance coverages set forth below, at its sole cost and expense, covering the services of Montrose, its directors, officers, employees and agents:

- (i) Worker's compensation insurance in the statutory amount and employer's liability insurance in an amount not less than \$1,000,000 for all employees engaged in the Work.
- (ii) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, with not less than \$1,000,000 combined single limits.
- (iii) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of Montrose or of any of its employees, agents, or subcontractors, with not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate.
- (iv) Professional/Pollution liability insurance with not less than \$2,000,000 per claim.
- (v) Excess liability insurance with not less than \$5,000,000 per occurrence and in the aggregate.

Insurance coverage set forth in Sections 8 ii, iii, and v above shall name Client as additional insureds, and shall be endorsed to provide a waiver of subrogation against Client. Such insurance will be the primary coverage and Client shall have no obligation to pay Montrose's premiums.

9. LIMITED WARRANTIES

The Services will be performed in accordance with any Client's written instructions, consistent with the Proposal, in an efficient and expeditious manner consistent with good quality practices, and with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions (the "Limited Warranty"). Client recognizes that the Services require the interpretation of available data and that some level of uncertainty exists, despite Montrose's adherence to the Limited Warranty. All estimates, approvals, recommendations, opinions, and decisions are made on the basis of Montrose's experience, training and judgment and are not guaranteed. No other representation, guarantee or warranty, express or implied, in fact or by law, is made and Montrose hereby expressly disclaims all other representations, guarantees or warranties, including without limitation any implied warranties of merchantability or fitness for a particular use or purpose concerning any of the Services. In the event any Services provided by Montrose do not comply with the Limited Warranty, Client's sole and exclusive remedy shall be the completion of the Services in compliance with the limited warranty set forth herein or, at Montrose's option, the refund of that portion of the fees paid by Client with respect to which Montrose breached the Limited Warranty.

Montrose does not represent or warrant that any permit or approval will be issued by a governmental body. To the extent applicable to the Services, Montrose will endeavor to prepare any application for any such permit or approval in conformance with all applicable requirements, but, in view of the complexity and the frequent changes in applicable rules and regulations and interpretations by the authorities, Montrose cannot guarantee that any such application will be complete or will conform to all applicable requirements. Clients desiring further assurance regarding their applications for permits or approvals are advised to obtain legal or other appropriate counsel.

Client recognizes and agrees that all testing and remediation methods have inherent reliability limitations; no method or number of sampling locations can guarantee that a condition will be discovered within the performance of the Services as authorized by the Client. The Client further acknowledges and agrees that reliability of testing or remediation methods varies according to the sampling frequency

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GENERAL TERMS AND CONDITIONS

and other variables and that these factors, including cost, have been considered in the Client's selection of Services. To the extent applicable, Montrose's observations only represent conditions observed at the time of the site visit. Montrose is not responsible for changes that may occur to the site of Services after Montrose completes the Services.

The parties agree that any work product or data produced by Montrose are solely intended for use by Client and shall not be relied upon by any other party. No third party shall be a beneficiary of this Agreement.

10. INDEMNIFICATION

To the fullest extent permitted by applicable law, Montrose shall indemnify and hold harmless Client from and against any and all losses, damages, liabilities, and expenses, including reasonable legal fees and reasonable costs of investigation directly arising from claims or actions arising from the Services, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, but only to the extent caused by and negligent act or omission or willful misconduct of Montrose, except to the extent any losses, damages, liabilities, or expenses result from, are attributable to, or arise out of any negligence or willful misconduct of Client.

To the fullest extent permitted by applicable law, Client shall indemnify and hold harmless Montrose from and against any and all losses, damages, liabilities, and expenses, including reasonable legal fees and reasonable costs of investigation, resulting from or arising out of the negligence or willful misconduct on the part of Client or its contractors or agents, other than those liabilities for which Montrose is required to indemnify Client pursuant to this section. Client shall, at all times during the performance of the Services, maintain commercial general liability insurance in an amount sufficient, in Client's reasonable judgment, to satisfy its obligations hereunder. Client shall, upon request by Montrose, provide Montrose with a certificate evidencing such insurance.

11. LIMITATION ON LIABILITY

In no event shall the total aggregate liability or obligation of Montrose, its directors, officers, employees and agents, to Client or any other person or entity claiming by or through Client relating to the Project exceed the amounts recovered under the contractually required insurance coverages and amounts, plus no more than one-and-a-half times the total fees paid to Montrose under the applicable PO, Work Order or Statement of Work.

To the fullest extent permitted by applicable law, Client and Montrose waive against each other, and the other's employees, officers, directors, members, agents, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, punitive, or consequential damages, including lost profits, arising out of, resulting from, or in any way related to this Agreement or the Services.

12. TAXES

Any taxes that may be imposed upon the services described herein shall be the responsibility of Client and will be added to and become a part of the purchase price for the Services. The term "taxes" means all taxes, fees and assessments due, assessed or levied by any foreign, federal, state or local government or taxing authority, and any penalties, fines or interest thereon, which are imposed upon the provision of the Services described herein or upon the project which the Services support, but shall not include any taxes based upon the net income of Montrose. If Montrose is required by applicable law to pay or collect any taxes on account of the Services, then such taxes shall be paid by Client unless Client is exempt from such taxes and timely furnishes Montrose with a certificate of exemption.

13. TERMINATION

Either party may terminate the Services for any reason upon fifteen (15) days written notice to the other party. In the event that Client terminates the Services, Client shall pay all fees with respect to Services performed or committed to before the termination notice date, plus reasonable expenses of termination. The expenses of termination shall include all direct costs of Montrose, including without limitation reasonable demobilization costs and expenses. The termination of this Agreement by Montrose does not relieve the Client of any liability for fees due for services performed or committed to before the termination notice date, plus reasonable expenses of termination.

14. INTERRUPTION OF SERVICES

If the Services are suspended by the Client for more than 30 consecutive days, Montrose's compensation shall be equitably adjusted when the Services are resumed to provide for expenses incurred by the interruption and resumption of Montrose's services. If the Project

MONTROSE ENVIRONMENTAL SOLUTIONS, INC.
GENERAL TERMS AND CONDITIONS

is not resumed within 60 days, Montrose may, at its sole option, terminate this Agreement upon 15 days' notice to the Client.

15. TESTIMONY

The Client and Montrose recognize that the Project may involve some type of legal proceeding during or after the performance of the Services and that the time of Montrose employees is a principal resource from which Montrose derives revenue. Client also understands that incidents involving Client operations and Montrose Services may result in litigation requiring Montrose to spend time responding to discovery requests. Accordingly, if Montrose personnel, consultants, or subcontractor are called or subpoenaed for depositions, examination, or court appearances or required to provide information from Montrose files in any dispute arising out of the Services, the Client agrees to reimburse Montrose, its consultants and subcontractors on a time and material basis in accordance with then current standard billing rates for such matters, including all out of pocket costs incurred in connection with such matters.

16. GOVERNING LAW; DISPUTE RESOLUTION

This Agreement shall be governed by the laws and regulations of the state in which the Services are performed, unless the Services are performed remotely or in multiple states, in which case, this Agreement shall be governed by the laws and regulations of the state of Delaware. The Client and Montrose shall first attempt in good faith to resolve any dispute arising out of or in connection with Agreement promptly by negotiations between executives/managers who have authority to settle the controversy and who are at a higher level of management than the Client and Montrose project managers with direct responsibility for the Services. In the event that the parties are unable to resolve the dispute per the discussion described above, then the parties agree that they shall submit any and all unsettled claims, counterclaims, and other matters in question between them arising out of or relating to this Agreement or breach thereof ("Disputes") to mediation by a mutually agreed upon third party. Client and Montrose agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 30 days (subject to the availability of the agreed-upon mediator). Such mediation shall not be required, unless mutually agreed upon by the parties, for more than 3 days. If such mediation is unsuccessful in resolving a Dispute, then the parties may mutually agree to a dispute resolution of their choice or in the absence of such agreement the parties may exercise their rights at law. The costs of the mediator shall be borne equally as between Client and Montrose.

17. MODIFICATION

All changes, amendments or modifications to the Proposal or this Agreement must be in writing executed by both parties hereto. No oral statement shall in any manner change, amend, modify or otherwise alter the Proposal or this Agreement.

18. NOTICES

All notices, consents or requests desired or required to be given hereunder shall be in writing and shall be delivered in person or sent by (i) registered or certified mail, return receipt requested, postage prepaid, or (ii) an overnight delivery service with the capability to verify delivery, to the address of the other party set forth hereon or to such other address as such party shall have designated by proper notice.

19. ASSIGNMENT

Neither the Client nor Montrose may delegate, assign, sublet or transfer its duties or interest in the Services without the written consent of the other party.

20. ENTIRE AGREEMENT

The Proposal, including these General Terms and Conditions, contains the entire agreement and understanding between the parties relating to the Services. Any and all terms or conditions set forth on any order form, change order, acknowledgment, specifications or other documents supplied by Client are hereby expressly rejected by Montrose and shall not be binding upon either party unless expressly agreed to in writing.

21. ACCRUAL OF CLAIMS

To the fullest extent permitted by applicable law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of completion of Services or termination of Services, whichever is earlier.

22. CONFLICTS

In the event that any one or more of the provisions of the Proposal or these General Terms and Conditions is determined by a court of

MONTROSE ENVIRONMENTAL SOLUTIONS, INC.
GENERAL TERMS AND CONDITIONS

competent jurisdiction to be invalid, unenforceable or illegal, such invalidity, unenforceability or illegality shall not affect any other provision hereof and the remaining provisions shall continue in full force and effect.

23. WAIVER

No waiver by either party of any default hereunder by the other party hereto shall operate as a waiver of any other default or of a similar default on a future occasion. No such waiver by either party shall be effective unless the same shall be in writing and signed by the waiving party.

24. INDEPENDENT CONTRACTOR

Each party hereto is an independent contractor, and nothing contained herein may be construed as creating a joint venture, partnership, licensor-licensee, principal-agent or mutual agency relationship between or among the parties. Neither party, by virtue of the Proposal or this Agreement, has any right or power to create any obligation, express or implied, on behalf of the other party. No employee, director, officer or consultant of either party will be deemed to be an employee of the other party by virtue of this Proposal or any sale made hereunder.

25. UNFORESEEN OCCURRENCES

If, during the performance of the Services, any unforeseen conditions or occurrences are encountered which, in Montrose's sole judgment, significantly affects or may affect the ability of Montrose to perform the Services, Montrose will promptly notify Client thereof. Subsequent to such notification, Montrose may: (a) if practicable, in Montrose's judgment and with approval of Client, complete the original scope of Services; (b) agree with Client to modify, in writing, the scope of Services and the estimate of charges for the Services; or (c) terminate the Services effective on the date of notification pursuant to the terms herein.

26. CONFIDENTIALITY

Montrose shall treat as confidential all information provided or made accessible to Montrose by Client ("Confidential Information"). Without the express written consent of Client, Montrose shall not disclose Confidential Information to any third party, nor use that information directly or indirectly, other than as contemplated by the Services or as required by law or court order. Notwithstanding the foregoing, Confidential Information does not include information that Montrose demonstrates (a) was in the possession of Montrose on a non-confidential basis before receipt from Client; (b) was or has become generally available to the public other than as a result of disclosure by Montrose or any of the directors, officers, employees, agents, consultants, advisors or other representatives of Montrose; (c) has become available to Montrose on a non-confidential basis from a source other than Client or Client's representatives, provided that the source is not known by Montrose to be bound by a confidentiality agreement with Client or otherwise prohibited from transmitting the information to Montrose by a contractual, legal, fiduciary, or other obligation; or (d) which is required to be disclosed by judicial or administrative process, provided Montrose must promptly notify Client and allow Client a reasonable time to oppose that process if appropriate in the sole discretion of Client. Unless requested otherwise, the Client grants Montrose the permission and right to use the Client's name and a general description of the Project as a reference for other prospective clients.

Attachment B
MONTROSE PROFESSIONAL GRANT
WRITING SERVICES & GRANT
IMPLEMENTATION PROPOSAL, DATED
AUGUST 29, 2025

Professional Grant Writing Services & Grant Implementation Western Maryland Brownfields Assessment Grant

Tri County Council for Western Maryland

Prepared for:
Tri County Council for Western Maryland

Prepared by (Prime Consultant):
Montrose Environmental Group, Inc.



Tri County Council
For Western Maryland

August 29, 2025



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Appendix A - Resumes For Key Personnel

Celebrating a Legacy of Phoenix Awards over the Years!



2022

**The Knitting Mills
Redevelopment**

*West Reading
& Wyomissing, PA*



2013

**Philadelphia Wholesale
Produce Park**

Philadelphia, PA



2005

**Roberto
Clemente Park**

Lancaster, PA

SECTION 1. COVER LETTER & AVAILABILITY

August 29, 2025

Elizabeth Stahlman, Executive Director
Tri County Council for Western Maryland (TCCWMD)
Cumberland, MD 21502
elizabeth@tccwmd.org

RE: RFP for Professional Grant Writing & Implementation Services – Brownfield Assessment Grant

Dear Elizabeth and Members of the Selection Committee,

Montrose Environmental Solutions, Inc. (Montrose) is excited by this opportunity to provide the TCCWMD with **Professional Grant Writing & Implementation Services for the Western Maryland Brownfield Assessment Grant** opportunity. We understand TCCWMD and its partners endeavor to secure and effectively leverage EPA Brownfield Grant funding to assess and plan the cleanup/restoration of priority brownfields throughout Western Maryland. We understand your primary focus – to solve area-wide problems and encourage economic development. **How can we help?**

Montrose is a progressive environmentally focused company that’s ahead of the curve in applying the latest technologies to solve difficult environmental challenges. **Our Brownfields & Community Revitalization Practice provides integrated services to assist our clients in building successful programs to achieve their specific goals.** From developing funding strategies and preparing grant applications, through environmental assessment, remediation, and redevelopment support services, we implement best practices that combine the consistency of a national practice with local experience and regulatory insight. **Our team’s key differentiators include:**

Firm Details	
1) Firm Name	Montrose Env. Group, Inc.
2) Type	Corporation
3) # of Staff	>3,400
4) # of Offices	>100 (primarily in US/ Canada)

- ▶ **A. Experience of Key Personnel:** Montrose’s key staff have assisted with over 100 EPA Brownfield Grant projects totaling over \$50M, with extensive experience and institutional knowledge of executing these projects in rural communities like Allegany, Washington, and Garrett Counties. We understand the unique challenges facing rural communities throughout the region. We also know firsthand the resiliency these communities have and how brownfields can facilitate positive outcomes. In addition to Montrose’s extensive brownfield experience, we have also worked in various Maryland Department of the Environment (MDE) regulatory programs to help our clients achieve site closures and maintain compliance. This includes ongoing work in Washington County at six landfills and supporting redevelopment of brownfields throughout Maryland.
- ▶ **B. Ability to Handle Multiple Projects/Deadlines:** With over 400 staff in the Mid-Atlantic/Northeastern U.S., including our environmental consulting and engineering, in-house laboratory, data quality/management, and remediation technologies segments, Montrose has the resources & capabilities to successfully execute the services required for this contract. Our team includes American Institute of Certified Planners (AICPs), Professional Engineers (PEs), Professional Geologists (PGs), and a variety of environmental scientists, funding specialists and support staff that specialize in executing brownfield services under the oversight of EPA Region 3. Additionally, we have included subconsultant partners, Atlas Community Studios, Hampton Clarke, Inc., and Boggs Environmental Consultants on our team, who add niche expertise and experience in economic development, workforce training and talent attraction, small business development and entrepreneurship, financing strategies, innovation districts, community wealth building, laboratory analytical and regulated building materials services for a variety of projects in communities throughout the Mid-Atlantic Region.
- ▶ **C. Methodology & Approach:** The TCCWMD and its partners have the potential to effectively utilize EPA funding to build a successful and sustainable Brownfields Revitalization Program over the next several years. Our key staff have experience securing, managing, and administering EPA Brownfield Grants for several of the most successful brownfield programs throughout the Mid-Atlantic Region and beyond. We develop strategies to

finance and eliminate funding gaps in support of all types of restoration, revitalization, and capital improvement projects. Once funding is secured, we serve as your trusted partner for grant management and administration, regulatory compliance, and community outreach and engagement activities. We know how to allocate funding to priority projects to meet and exceed the desired outputs and outcomes. We will manage our internal staff and subconsultants to deliver best in class solutions and effectively leverage each dollar of grant funding. This will position TCCWMD and its partners for additional funding and significantly strengthen your program for many years to come.

- ▶ **D. Reasonableness of Cost/Price Proposal:** To demonstrate our interests in becoming your long-term partner, we are offering to assist the TCCWMD with preparing your FY2026 EPA Brownfield Assessment Coalition Grant application for a total lump sum cost of \$1,000. We understand that you have limited funding for these and other out-of-pocket expenses that cannot be reimbursed by the grants. As such, we will always look for cost effective ways to minimize the financial impacts to your organization.
- ▶ **E. Unique Qualifications:** Over the past 3 years alone, Montrose has assisted with 50 successful EPA grant applications totaling \$60M, with an approximately 94% success rate. We have provided grant implementation services for many of the most successful programs throughout the region and the results are evident - our clients have received three EPA Region 3 Phoenix Awards for most impactful projects in the Mid-Atlantic Region.

Understanding of Scope of Work: We understand the TCCWMD has not previously received competitive EPA Brownfield Grant funding, and that Western Maryland has been largely underserved by this program. An initial focus of this project will be securing a \$1.5 FY2026 EPA Brownfield Assessment Coalition Grant, for which grant applications are anticipated to be due in November 2025. We understand that the TCCWMD is seeking qualified environmental consulting and planning firms to assist with securing and implementing funding to support environmental site assessment and cleanup/reuse planning activities for priority brownfields throughout Allegany, Garrett and Washington Counties. We understand the assignment and are up for the challenge!

Statement of Interest/Commitment to Interview: Montrose is excited by this opportunity to collaborate with TCCWMD and its partners to deliver transformative results that will be celebrated throughout the community! We are committed to participate in an interview on September 17, 2025.

Project Lead: Montrose's proposed Project Manager/Project Lead is Anna Leisher, AICP. Should you have questions or wish to discuss our submittal, please feel free to contact me at 304-549-3930 or email at annaleisher@montrose-env.com.

Mailing Address: 2501 Chapline Street, PO Box 6562, Wheeling, WV 26003

Sincerely,

Montrose Environmental Solutions, Inc.

Anna Leisher, AICP

Project Manager/Lead

P: 304-549-3930

E: annaleisher@montrose-env.com

Steve Kirschner, P.E.

Project Principal/Technical Lead

P: 610-389-2471

E: skirschner@montrose-env.com

Kenneth Smith, PG

Vice President NE Region

P: 484-999-1704

E: kesmith@montrose-env.com

Section 2: Qualifications & Experience

2.1 Montrose Environmental Solutions, Inc. (Prime Consultant)

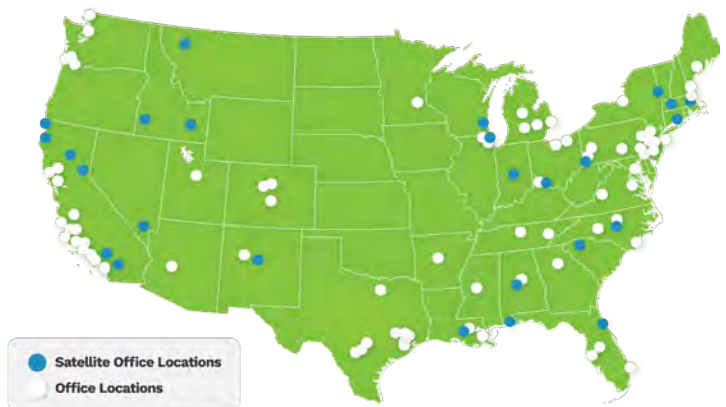
Established in 2012, Montrose is a diversified global environmental services company that unites over 3,400 employees across 100 offices. As a publicly traded corporation (NYSE: MEG), Montrose is a financially resilient high-growth firm. We see environmental responsibility as not just an imperative but as a strategic asset, and we're ahead of the curve in applying the latest technologies to solve difficult environmental challenges.

With over 400 staff throughout the Mid-Atlantic/Northeastern U.S., including our environmental consulting and engineering, in-house laboratory, data quality/management, and remediation technologies segments, Montrose has the technical expertise, resources & capabilities to assist the TCCWMD with securing and leveraging EPA Brownfield Grant funding to build a successful and sustainable Brownfields Revitalization Program.

Our team's **Project Manager, Anna Leisher, AICP, and Project Principal/Technical Lead, Steve Kirschner, PE**, are proven leaders of our Northern Appalachian Team, and are supported by a multidisciplinary group of brownfield funding/grant writing specialists, planners, architects, engineers, geologists, chemists, environmental scientists and support staff that specialize in preparing work plans, executing fieldwork, and completing technical reporting under the oversight of EPA Region 3, the Maryland Department of the Environment (MDE), and various other local, state and federal agencies. We understand each agencies goals, preferences, and expectations, and we know how to manage grant funding, maintain regulatory compliance, and complete all required reporting. We'll leverage our expertise to help you efficiently and effectively secure, manage, and implement grant funding so you and your staff can focus on other priorities.

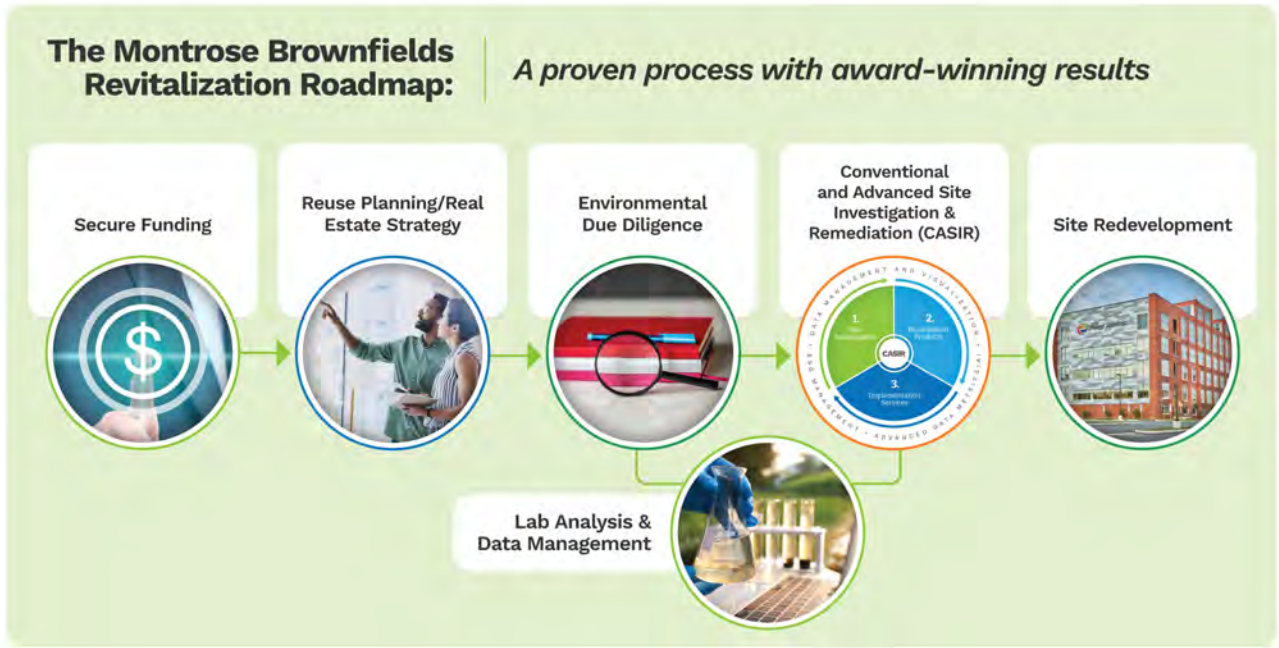


Montrose's Brownfields & Community Revitalization Practice provides integrated services to assist our clients in building programs to achieve their specific goals. From developing funding strategies and preparing grant applications, through environmental site assessment and cleanup activities, we provide a full suite of solutions that combine the consistency of a national practice with local expertise and regulatory insight. This includes the application of **Conventional & Advanced Site Investigation & Remediation (CASIR)** strategies tailored to meet the specific needs of each project. We also support restoration and reuse planning, from conceptual design, feasibility analysis and permitting, through to regulatory compliance and construction support. Additionally, our in-house network of accredited laboratories provide soil, water, and air sample analyses, and our chemists and data specialists offer cutting edge data quality and management services, including **3D Visualization & Analysis**. Furthermore, our innovative remediation practice uses proprietary, cost-effective solutions that include industry-leading treatment technologies, such as the only patented regenerable ion exchange resin system for PFAS-impacted water.



We have incredible experience & capabilities when it comes to securing and implementing brownfield grants. **Over the past 3 years alone, Montrose has assisted with 50 successful EPA grant applications totaling \$60M, with an**

approximately 94% success rate. Our key staff have assisted with implementing over 100 EPA Brownfield Grant projects totaling over \$50M. Our Northern Appalachian Team has extensive experience and institutional knowledge of executing these projects throughout EPA Region 3 in rural communities like Allegany, Washington, and Garrett counties. We understand the unique challenges facing rural communities throughout the region. We also know firsthand the resiliency these communities have and how brownfields can facilitate positive outcomes. We have provided grant implementation services for many of the most successful programs throughout the region and the results are evident – **our clients have received three Phoenix Awards for most impactful brownfield redevelopment project in EPA Region 3.**



In addition to Montrose’s extensive and successful brownfield experience, we have also worked in various Maryland regulatory programs to help our clients achieve site closures and maintain compliance. This includes ongoing work in Washington County at six landfills and the private redevelopment of brownfield sites. The table below provides a representation of some of our Maryland experience.

Project Name and Client	Site Location	Scope of Work
Brownfield Redevelopment of Former Sexton's Garage - PTV 1000 LLC	2524 Singerly Road, Elkton, MD	No Further Requirement Determination Achieved: Phase II Environmental Site Assessment (ESA), Impacted Soil Removal and Remediation, UST Removal, Maryland Voluntary Cleanup Program (VCP)
Brownfield Redevelopment of Former Commercial Property L On Liberty - HTA Development, LLC	Six Parcels Along West Clay Street, Baltimore, MD	No Further Action Letter with MDE-Approved Environmental Covenant: Phase I ESA, Phase II ESA, Soil Gas Sampling, Soil Management, Mold and Radon Assessment, Underground Storage Tank (UST) Removal, Lead-Based Paint Survey, Maryland Department of the Environment (MDE) Land Restoration Program (LRP) Reporting
Canton Railroad Property - Canton Railroad Company	7600 Rolling Mill Road, Baltimore, MD	No Further Requirement Determination Achieved: Phase I ESA, Phase II ESA, Impacted Soil Removal, MDE-VCP
Resh, 40 West, Kaetzel, Rubble, Hancock, and City County Landfills - Washington County	Six Landfill Locations throughout Washington County, Maryland	Compliance Monitoring Support: Groundwater and potable well sampling and monitoring, landfill gas sampling, and reporting
M&N Shell - The Wills Group	5341 Edmondson Avenue, Baltimore, MD	MDE-Oil Control Program Closure Achieved: Groundwater sampling and monitoring, multiple remedial technology pilot testing, dual phase extraction remediation of free and dissolved phase petroleum constituents
Sheetz Store #177 - Sheetz, Inc.	3281 Main Street, Manchester, MD	MDE-Oil Control Program Closure Achieved: Groundwater and potable well sampling and monitoring, groundwater pump and treat pilot testing, groundwater pump and treat remediation

A key differentiator for our team is that we strive to assist each community we work with to build long-term sustainable brownfield programs. Our goal is to help the communities we work with form successful and sustainable brownfield revitalization programs that go well beyond the first grant project.

2.2 Our Subconsultant Partners

Montrose is committed to teaming with small, minority, women-owned, and disadvantaged businesses in our projects. We also strive to include local partners whenever feasible to leverage their experience and support local businesses. We have evaluated several firms and businesses and selected the most qualified to assist with this project.

Atlas Community Studios (Atlas)

Atlas is a Women and Minority-Owned firm that provides strategic planning support for rural communities, with an emphasis on asset and place-based economic development, workforce training and talent attraction, small business development and entrepreneurship, brownfield redevelopment, financing strategies, innovation districts, and community wealth building. These services can be provided as part of site-specific and area-wide reuse planning activities. Atlas will assist TCCWMD by conducting baseline market research to keep planning and design efforts in alignment with the local market conditions. Atlas can also provide a Resource Roadmap for priority efforts. The Resource Roadmap will complete the package of area-wide and site-specific reuse plans, by providing a guide that outlines the sources, uses, and strategies for funding that TCCWMD and partner entities can pursue to implement the recommendations included in planning documents.

Laboratory Services-Hampton Clarke, Inc

Hampton-Clarke (HC) is a privately held **Women-Owned, Disadvantaged, Small Business Enterprise** focused on providing high-quality environmental services to a diverse range of clients since 1986. HC has extensive experience analyzing environmental samples and reporting data for federal, state, and local regulatory programs in the Northeast. HC's laboratory is designed to conduct analysis of large volumes of environmental samples for standard and rapid turnaround in support of various programs efficiently utilizing state-of-the-art equipment and automated systems to provide greater sensitivity and enhanced data quality. HC's experienced analysts and responsive customer service team support small and large-scale projects. Most HC laboratory analyses include soil and water for environmental site investigation, remediation, and permit compliance programs.



Hazardous Material Surveys- Boggs Environmental Consultants (BEC)

With locations in Middletown MD and Morgantown WV, Montrose will utilize BEC for assistance with conducting regulated building materials surveys and abatement activities. Founded in 1990 by Mark A. Boggs, BEC has been a leader in the environmental consulting industry providing technical support to local, state and federal government agencies, as well to the private sector. BEC is a certified small business, and has diverse experience in working to identify, reduce, and mitigate risk for a wide array of hazardous materials, including asbestos and lead based paint. BEC has performed recent asbestos, lead-based paint, and hazardous materials surveys for Montrose as part of EPA Brownfield Grant projects for Cameron County (PA), City of Fairmont (WV), City of Huntington (WV), and Belomar (WV, OH).



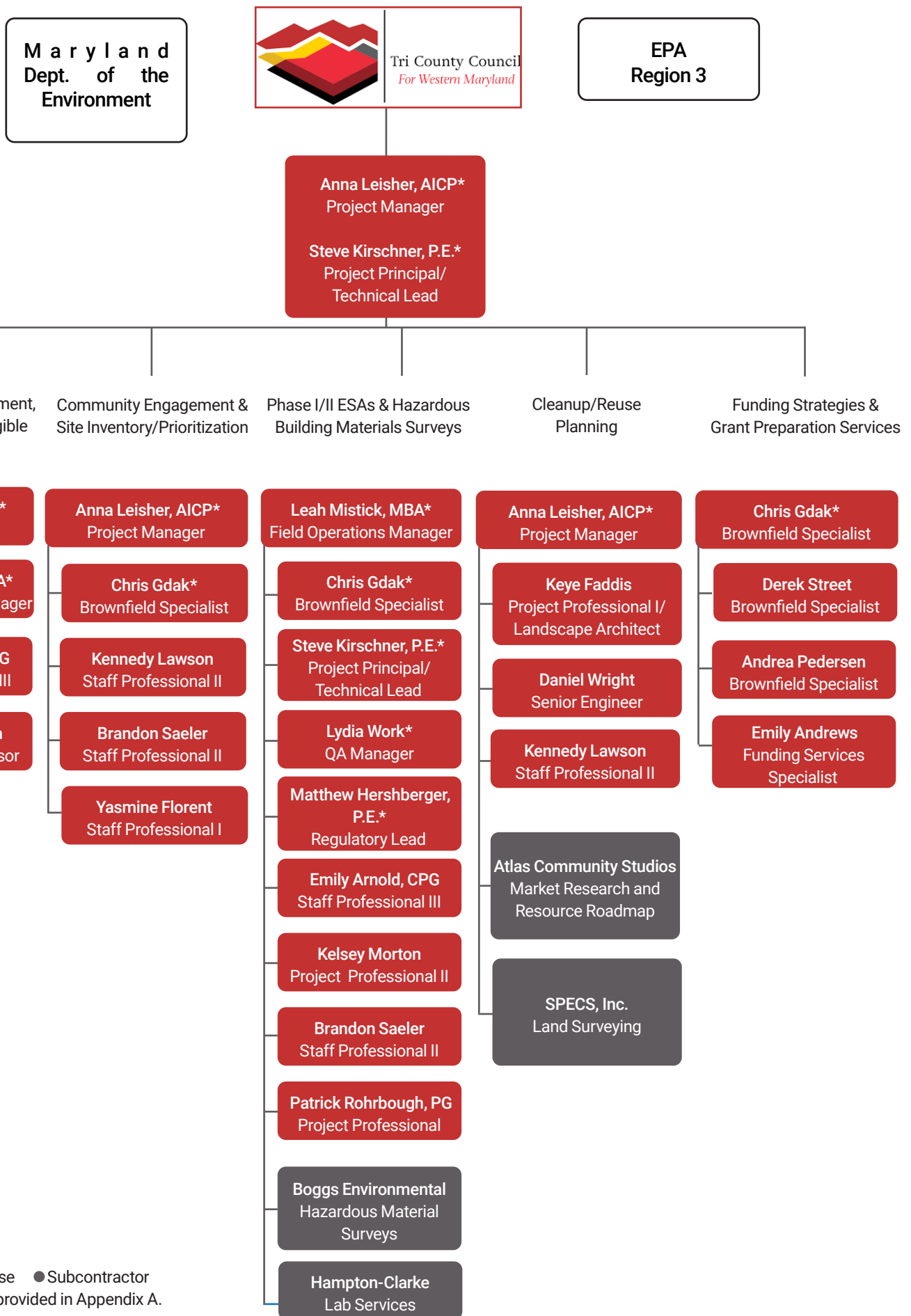
Land Surveying-SPECS, Inc. is a local surveying firm in Cumberland, MD to be used as needed for assessment and reuse planning work. SPECS, Inc has been serving the TCCWMD area for 50 years.



2.3 Organizational Chart

Bios for key personnel are provided in Section 2.4, and resumes are provided in Appendix A.

Organizational Chart



2.4 Experience and Capacity of Team

Our team has the resources and capacity to provide timely and responsive services to move your project forward on schedule, meet or exceed the anticipated outputs and outcomes, and position the TCCWMD for additional funding. Each of our key personnel bring vital strengths, which are incorporated into a dynamic, flexible group that is reliable, driven, and successful. Montrose has technical staff from three difference offices located within hours of the Tri-County area.

Our key personnel have over 150 years combined experience with brownfields and we have supported hundreds of millions of dollars of successful redevelopment projects throughout the Mid-Atlantic/Northeastern U.S. Resumes for our key personnel are included in Appendix A.

Anna Leisher, MLA, AICP – Project Manager & Lead Planner

Ms. Leisher is a community facilitator and brownfields planning specialist. Formally trained as an educator and landscape architect, she brings more than a decade of experience in brownfield, river, and trail-focused planning and design. Ms. Leisher is passionate about implementing inclusive participatory design processes and asset mapping to inform planning and design. Ms. Leisher has helped a number of communities to develop and expand brownfields inventory and prioritization tools for a variety of geographies to guide brownfield assessment and planning processes. Ms. Leisher, along with other Montrose staff and the WV Technical Assistance to Brownfields (TAB) office, led the Reuse Roleplay workshop at the 2024 Maryland Brownfields Conference. Anna travels through Western Maryland frequently and enjoys visiting recreational areas such as the Great Allegheny Passage, New Germany State Park, Deep Creek Lake, Herrington Manor State Park, and Swallow Falls State Park.



Ms. Leisher has extensive experience with managing stakeholder engagement processes. Her community-driven planning and design experience includes:

- ▶ Serving as the founding chairperson of the Morgantown Riverfront Revitalization Task Force, a group that continues to influence the planning, development, and programming of Morgantown's Monongahela Riverfront.
- ▶ Facilitating stakeholder engagement for Riverlife's Completing the Loop Plan, a 2021 plan for Pittsburgh's riverfronts that received awards from both the American Institute of Architects and the American Planning Association.
- ▶ Facilitating the Pittsburgh Riverbank Stabilization Work Group, in partnership with the City of Pittsburgh and the Army Corps of Engineers and managing the Pittsburgh Riverfront Design Committee.
- ▶ Managing three successful EPA Brownfields Assessment/Coalition Assessment Grants, each of which included public engagement processes, site prioritization activities, environmental assessments, and reuse planning efforts.
- ▶ Leading and supporting stakeholder engagement, community workshops, and reuse visioning sessions that contributed to reuse plans for EPA Brownfields Projects.

Ms. Leisher earned her master's degree in landscape architecture and environmental design at West Virginia University and holds a bachelor's degree in secondary education. Ms. Leisher has worked on more than 40 brownfield redevelopment projects and related programs in EPA Region 3.

Leah Mistick, LRS, CP, MBA – Field Operations Manager

Leah Mistick, LRS, MBA, CP will act as the Field Operations Manager (Task 3). As she is located just 45 minutes outside of your service area, she welcomes the opportunity to travel for face-to-face meetings as desired. Leah has 18 years of experience in environmental consulting, including the management and performance of Phase I and Phase II ESAs; voluntary cleanup programs; environmental remediation; compliance monitoring; state and federal permitting and reporting; and emergency response. Her regular responsibilities have included the direction and supervision of field staff and subcontractors, budgetary tracking, soil and groundwater, and quality assurance protocols. Ms. Mistick serves as the Senior Project Geoscientist for multiple projects in the region, including the Penn-Wheeling Closure VRP Project, City of Fairmont Brownfields Assessment Grant, Belomar Regional Council Brownfields Assessment Grant, and the Cameron County Assessment



Grant. She serves as the remediation specialist on projects such as the Robrecht Trailhead VRP Project in Wheeling, and the Paden City Business Park VRP Project. To ensure the quality of our Phase I ESA and Phase II ESA work, Ms. Mistick will supervise any field work, including Phase I ESA site visits, and Phase II ESA site investigation and sample collection. This is a critical component of All Appropriate Inquiries (AAI), as often consultants use less experienced staff for these services.

Steve Kirschner, PE – Project Principal and Technical Lead

Steve is a Senior Principal in Montrose's Brownfield and Community Revitalization Practice with over 30 years of experience with planning and implementation of site assessments, site remedial action/reuse, and operation and maintenance of remedial systems for brownfields, legacy industrial sites, landfills and redevelopment projects. Mr. Kirschner has worked with local/county/state agencies, private developers, school districts, healthcare clients and large industrial clients to assess (Phase I/II ESAs) and remediate (remedial planning, design and construction oversight) a large variety of properties and contaminants. His brownfield related work at Montrose has included grant writing, brownfield inventory development, community engagement consulting, remedial assessment and remediation planning for clients in PA, NJ and AK. Mr. Kirschner has a 100% success rate for his client's seeking EPA brownfield grants.



Chris Gdak- Brownfields/Funding Specialist

Chris has a background in civil/environmental engineering and 24 years of environmental consulting experience. In his role as Brownfields & Community Revitalization Practice Leader, Chris focuses on assisting communities in building successful programs to achieve their revitalization goals. From developing funding strategies and preparing grant applications, to managing Conventional & Advanced Site Investigation & Remediation (CASIR) activities and supporting redevelopment, Chris provides his clients with a full suite of solutions tailored to meet the needs of each project. Chris possesses niche expertise and experience in securing and implementing EPA and State Brownfield Grants. Chris's experience in EPA Region 3 includes multiple EPA Brownfield Grants for communities in Delaware, Pennsylvania and West Virginia. Expertise: Funding Strategies; Grant Applications; Community Outreach/Stakeholder Engagement; Brownfield Inventory/Site Prioritization; Phase I/II ESAs; Cleanup/Reuse Planning; Municipal Engineering Plans/Design; Infrastructure Evaluations; and Remediation, Demolition, and Construction Management.



Lydia Work – Principal Chemist and Quality Assurance Manager

Lydia is a West Virginia Wesleyan chemistry graduate and has over 26 years of project management, quality assurance, and environmental services experience – including working in Pennsylvania's ACT 2 program. Lydia has been successful in completing voluntary cleanup programs for her clients across a diverse segment of properties from former industrial sites, rail lines, mining/quarrying properties, and fueling stations, to orchard land. She has direct experience with projects over a wide array of past and prospective re-uses.



Matthew Hershberger-Maryland Programs Regulatory Lead

Matt has over 20 years of experience in the environmental industry as an environmental engineer. His project experience has included: the assessment, investigation and remediation of soil, soil vapor and groundwater impacted with petroleum hydrocarbons, chlorinated solvents and other volatile organic compounds (VOCs); semi-volatile organic compounds (SVOCs); fuel oil; various heavy metals, herbicides, pesticides, and Per- and polyfluoroalkyl substances (PFAS, aka 'forever chemicals'). He has extensive experience at various commercial and industrial facilities throughout the Mid-Atlantic Region.



2.5 Summary of Recent EPA Brownfield Grant Experience in the Mid-Atlantic/Northeastern U.S.

Montrose's key staff have exceptional experience with securing, implementing, and effectively leveraging local, state, and federal resources to build some of the most successful brownfield programs in the country. In 2020-25 alone, Montrose's teams celebrated >94% success rate in securing EPA Brownfield Grants - totaling over \$20M for communities across EPA Regions 1-3.

EPA Region	State	Grantee Name	Year	Grant Type	Funding Awarded
1	VT	St. Johnsbury, Town of	2024	Multipurpose	\$1,000,000.00
1	VT	Central Vermont Regional Planning Commission	2025	Assessment Coalition	\$1,200,000.00
1	VT	Central Vermont Regional Planning Commission	2025	Revolving Loan Fund	\$1,000,000.00
1	VT	Northeastern Vermont Development Association	2025	Assessment Coalition	\$1,200,000.00
2	NY	Livingston County	2025	Revolving Loan Fund	\$1,000,000.00
2	NY	Livingston County	2024	Assessment Coalition	\$1,500,000.00
2	NY	Seneca County	2024	Assessment Coalition	\$1,500,000.00
3	PA	Lebanon County	2025	Community-Wide Assessment	\$500,000.00
3	PA	Fayette County	2025	Cleanup	\$1,707,300.00
3	PA	Redevelopment Authority of the County of York	2025	Community-Wide Assessment	\$500,000.00
3	DE	Downtown Dover Partnership	2024	Multipurpose	\$1,000,000.00
3	PA	Cameron County	2024	Assessment Coalition	\$1,500,000.00
3	VA	Dumfries, Town of	2024	Multipurpose	\$1,000,000.00
3	WV	Morgantown, City of	2024	Cleanup	\$1,999,062.00
3	WV	Wheeling, City of	2024	Cleanup	\$500,000.00
3	PA	Montgomery County RDA	2023	Assessment	\$500,000.00
3	VA	Central Virginia Planning District Commission (CVPDC)	2022	Assessment	\$500,000.00
3	PA	Montgomery County RDA	2022	RLF	\$1,000,000.00
3	PA	Montgomery County RDA	2020	Assessment	\$300,000.00
3	PA	Montgomery County RDA	2020	RLF - Supplemental	\$375,000.00
3	VA	Waynesboro, City of	2020	Assessment	\$300,000.00
Montrose's Total EPA Funds Obtained for Regions 1-3, 2020-2025					\$20,081,362.00

Section 3: Examples of Similar Projects

As requested in the RFP, below we provide examples of our relevant project experience.

Cameron County – EPA Brownfields Coalition Assessment Grant (2024 – Ongoing), PA

Similar to TCCWMD, Montrose identified Cameron County as a compelling applicant and educated them on the community re-vitalization benefits of EPA grants. Cameron County is a very rural, mountainous area in northcentral Pennsylvania. Montrose was retained to write the first EPA grant for Cameron County. During the grant writing process, Montrose helped Cameron County form a coalition with several regional organizations that allowed it to pursue a \$1.5MM grant rather than just a \$500,000 grant.

Montrose has hit the ground running with grant implementation. Since launching the project in February of 2025, Montrose has:

- ▶ Submitted the QMP and QAPrP within the first 90 days of the project
- ▶ Facilitated three meetings with the Brownfields Advisory Committee (one virtual, one in-person with site visits, and one hybrid)
- ▶ Facilitated a two stakeholder engagement exercises in the Borough of Austin, where we are now assisting with due diligence for transfer of two downtown buildings, one industrial site, and two rec-trail properties, among other activities
- ▶ Developed a web-based brownfield inventory tool for the North Central Regional Planning and Development Commission, which allows stakeholders and the public to identify and nominate properties to be included in the inventory.
- ▶ Completed several environmental site assessment activities (3 Phase I ESAs complete/ 1 Phase I ESA Underway / 2 Phase II ESAs Underway/ 4 Hazmat Surveys Underway)
- ▶ Drafted and began implementing a Community Engagement Plan involving custom public-friendly outreach graphics and messaging and participating in a series of in person and web-based outreach efforts.
- ▶ Montrose is doing all of the ACRES reporting, Property Approval Questionnaires and has been involved first hand with helping to obtain property access to privately owned properties.
- ▶ Project highlights include:
- ▶ Picric Flats – Former early 1900 explosives

manufacturing plant. Phase I ESA completed and identified multiple RECs. Phase II ESA currently underway.

- ▶ Former School – Building was constructed in 1924 and is located in the core area of Emporium the count seat. A Phase I ESA and Regulated Building Material survey are underway to identify any potential RECs and the extent of asbestos, lead-based paint and other hazardous materials. Reuse planning is anticipated to start in the fall 2025.
- ▶ Former Bank/Post Office - the building was originally constructed in the 1800's and is suspected to have regulated building materials present. A Phase I ESA and Regulated Building Materials survey are planned for the fall of 2025.

Client Name:	Cameron County
Client Reference:	Josh Zucal, Cameron County Commissioner E: jzucal@cameroncopa.gov P: 484-212-8810
Period of Performance:	January 2025-Present
Key Staff Involvement:	Steve Kirschner, Project Principal Leah Mistick, Project Manager Anna Leisher, Planning Lead, Community Engagement



Abandoned building on the tax repository in rural Potter County. Assessment funding is being used to conduct a Phase I ESA and Hazardous Building Materials Survey

Belomar Regional Council - Brownfields Assessment Grants (2019, 2021, and 2024) | WV and OH

Montrose is providing professional QEP/LRS and assessment grant administrative services for the third consecutive assessment grant for Belomar Regional Council; the 2019 Assessment Grant (\$200,000), the 2021 Assessment Grant (\$500,000), and now the 2024 Assessment Grant (\$1,500,000).

Montrose has assisted Belomar in building a vigorous brownfields program that has become very familiar for community stakeholders who benefit from it. Montrose has provided a variety of services to Belomar, working directly with the Belomar Brownfields Task Force and community partners to prioritize sites, add sites to an extensive and ever-changing property inventory, plan for future projects when additional funding becomes available, and provide community outreach on potential future projects. Access the [Belomar Brownfields Inventory Tool](#) linked here.

Belomar project highlights include:

Wheeling WV

- ▶ Grow Ohio Valley Food Storage Hub –Phase I ESA
- ▶ Grow Ohio Valley East Community Park - Phase I and II ESAs, reuse planning, ongoing Abandoned Mine Lands (AML) grant support services
- ▶ Penn-Wheeling Closure Voluntary Remediation Program (VRP) Site - Phase II ESA; ongoing VRP services via another client
- ▶ Columbia Gas Building - asbestos survey
- ▶ Wheeling YWCA - asbestos survey
- ▶ Robrecht Trailhead VRP Site - Remedial and Site Reuse Planning, ongoing Phase II ESA/VRP services
- ▶ Wheeling Gateway Center –Phase I ESA; Phase

II ESA, VRP services, and hazardous material services (pre- and during demolition) via another client

- ▶ Wheeling Island Gateway Park VRP Site –Phase I and II ESAs, ongoing VRP services and remedial planning

Bellaire OH

- ▶ Great Stone Viaduct –Phase I and II ESAs, reuse planning

Cameron WV

- ▶ 11 Gable Avenue –pre-demolition hazardous materials survey
- ▶ 55 High Street –pre-demolition hazardous materials survey
- ▶ 57 Crawford Avenue –pre-demolition hazardous materials survey
- ▶ 61 Crawford Avenue–pre-demolition hazardous materials survey
- ▶ 64 Hillcrest Avenue –pre-demolition hazardous materials survey

Moundsville WV

- ▶ Moundsville City Building - asbestos survey, construction guidance for reuse planning

Glen Dale WV

- ▶ Reilley Properties –Phase I and II ESAs

Client Name:	Belomar Regional Council
Client Reference:	Natalie Hamilton, Community Development Director E: NHamilton@belomar.org P: 304-242-1800
Period of Performance:	2019-Present
Key Staff Involvement:	Lydia Work, Quality Assurance Manager Leah Mistick, Project Manager Anna Leisher, Planning Lead



Ohio Valley Medical Center-Before



Rendering of Future WVU Medical Center

Northeastern Vermont Development Association (NVDA) | Comprehensive EPA Brownfield Grant Program Support Services, Northeast Kingdom, VT

Since 2017, Andrea Pedersen, Chris Gdak and Derek Street have served as the Project Manager, Senior Advisor/Funding Strategist, and Funding Strategist (respectively) for a wide variety of Brownfield Program Support services in the Northeast Kingdom of Vermont, including providing the following services:

1. Funding Strategies/Grant Applications: Assisted with six successful EPA Brownfield Multipurpose, Assessment, Revolving Loan Fund and Cleanup Grant applications, which resulted in \$4.7M of funding for the following:
 - ▶ Multipurpose Grant: Secured a FY2024 \$1M EPA Brownfield Multipurpose Grant for the Town of St. Johnsbury to assess and cleanup a former wooden dowel factory, former dry cleaner, former paint shop, and former bulk petroleum storage facilities.
 - ▶ Assessment Grants: Secured three EPA Brownfield Assessment Grants in FY2018, FY2021 and FY2023 on behalf of the Northeastern Vermont Development Association (NVDA). The FY2018 and FY2021 Grants were completed one year ahead of schedule and the FY2023 grant is being completed 2.5 years ahead of schedule. In fall 2024, Montrose assisted NVDA with applying for a fourth Assessment Grant application (totaling \$1.2M) that is currently pending award.
 - ▶ Revolving Loan Fund (RLF) Grant: In FY2023, Montrose staff secured a \$1M RLF Grant for NVDA to establish a Brownfield Cleanup Program to provide subgrants and low-interest loans to property owners and developers for remediation activities.
 - ▶ Cleanup Grant: In FY2021, Montrose staff secured a \$500K EPA Brownfield Cleanup Grant for the Town of St. Johnsbury to remediate a former Armory.
 - ▶ State Brownfield Revitalization Grants: Montrose staff have assisted with securing over \$1M of funding from the Vermont Brownfield Revitalization Fund to further leverage assessment, cleanup and redevelopment activities.
- (2.) Technical Support: Montrose staff have managed implementation of all the grants described above, providing comprehensive programmatic support from developing the Cooperative Agreement Work Plan, managing compliance with the terms and conditions of the grants, executing the technical elements of the work, and preparing all the close-out reporting documents.
- (3.) Phase I/II ESAs: Managed assessment and/or cleanup planning activities for over 50 properties through the tri-county area of the Northeast Kingdom.

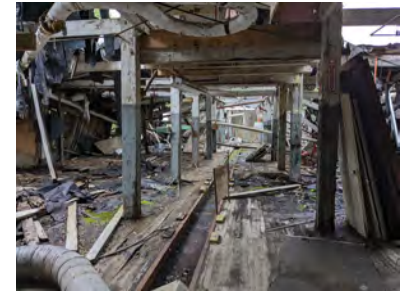
- (4.) Cleanup: Assisted with cleanup of several properties using EPA or state brownfield grant funding, including:

- ▶ Former True Temper Factory: The True

Temper site is an 8-acre riverfront property that was a former wooden dowel manufacturing business. The factory that has fallen into disrepair from many years of neglect.

Montrose completed a robust site investigation and is assisting the Town with cleanup and demolition planning and will oversee remediation activities in 2026. The Town has formed a partnership with a developer to redevelop the site with market-rate housing constructed with locally-sourced, sustainable building materials.

- ▶ Former St. Johnsbury Armory: Montrose remediation specialists developed strategies to address PCB-impacted materials, refined work plans and cost estimates, facilitated regulatory negotiations, prepared bid specification packages and assisted with selection of the abatement contractor. Our staff are currently overseeing asbestos and lead-based paint abatement as well as construction monitoring activities for this highly complex site that involves 10 distinct waste streams for hazardous building materials. Services also included Section 106 National Historic Preservation Act (NHPA) compliance for this historic building and preparation of the Environmental Review/Checklist required by Housing and Urban Development (HUD). Cleanup will be complete by September 2025. The building is being repurposed as a police station and emergency services dispatch center.



Former True Temper Factory (Multipurpose Grant)



Former Armory (Cleanup Grant)

Client Name:	Northeastern Vermont Development Authority
Client Reference:	David Snedeker, Executive Director E: dsnedeker@nvda.net P: 802-748-8303
Period of Performance:	2017-Present
Key Staff Involvement:	Chris Gdak- Project Principal/Funding Specialist Andrea Pedersen-PM/Funding Specialist Derek Street-Brownfield/Funding Specialist Lydia Work-Senior Technical Reviewer

Section 4: Methodology

4.1 Project Background & Understanding

We have thoroughly reviewed the RFP and other readily available information on related to the Tri County Council for Western Maryland (TCCWMD) and its member communities in Allegany, Garrett and Washington Counties in Appalachian Maryland. We understand that the TCCWMD was formed in 1971 to provide a platform to promote communication, coordination and cooperation on issues affecting the region. We understand the TCCWMD endeavors to secure and effectively leverage EPA funding to assess, cleanup and revitalize priority brownfields in support of its primary focus – to solve area-wide problems and encourage regional economic development.

We understand the TCCWMD has not previously received competitive EPA Brownfield Grant funding, and that Western Maryland has been largely underserved by this program. An initial focus of this project will be securing a \$1.5 FY2026 EPA Brownfield Assessment Coalition Grant, for which grant applications are anticipated to be due in November 2025. The TCCWMD and its partners have the potential to leverage EPA funding with additional grant and loan funding and other resources and development incentives to fuel public-private partnerships that will deliver transformation results that be celebrated throughout the community.

How can we help?

4.2 General Approach

Montrose’s Brownfields & Community Revitalization Practice provides integrated services to assist our clients in building successful programs to achieve their specific goals. From developing funding strategies and preparing grant applications, through environmental site assessment, remediation, and redevelopment activities, we implement best practices that combine the consistency of a national practice with local technical expertise and regulatory insight.

We will leverage best practices to complete high quality brownfield inventories, Phase I/II ESAs, cleanup activities, and any other requested technical support. Our local technical specialists include planners, architects, engineers, geologists and environmental scientists and support staff that can prepare work plans, execute fieldwork, and complete quality reports and deliverables to achieve site closure and support reuse plans.

Montrose also has several offices within reasonable driving distance to the TCCWMD region. We are familiar with the area and are well-equipped with the necessary resources to efficiently implement the grant. As demonstrated in the similar project examples featured in Section 3., we have extensive experience assisting rural communities like those in TCCWMD’s area to restore brownfields to support economic development and quality/affordable housing initiatives and provide support other established community goals and objectives. We are prepared to develop and implement a project custom designed to meet the needs of the TCCWMD region. We will start with an in-depth discussion to confirm your near-term priorities and goals. Having a solid understanding of what you want to achieve helps us better serve you and develop grant implementation strategies to help you meet your end goals.



Tri County Council
For Western Maryland

Vision

To improve the overall quality of life in the region by efficiently utilizing public and private resources to fund projects across Western Maryland that support the implementation of our regional plan.

Mission

To provide a forum for local governments and citizens throughout Western Maryland to identify the issues and opportunities that are facing the region.



We will prepare scopes of work that meet your schedule and budget needs while delivering cost-effective solutions to achieve the technical goals & objectives. We strive to complete every project ahead of schedule and exceed the metrics established in your funding agreements. We do this by combining field events for multiple sites to minimize mobilization costs, developing efficient reporting procedures, maintaining excellent organization by assigning a seasoned project manager, and identifying the strongest team members for each assignment.

We are committed to meeting or exceeding your goals & objectives for this project. We are also committed to thinking outside the box as needed to tackle unique project delivery challenges and highly technical assignments through the deployment of Conventional & Advanced Site Investigation & Remediation (CASIR) technologies. Although we are a global company, our Brownfields & Community Revitalization Practice is nimble enough to partner with TCCWMD and provide flexibility to meet your evolving needs

4.3.a. Securing FY2026 EPA Brownfield Grant

Our initial focus will be to assist the TCCWMD in forming a coalition to successfully apply for both a \$1.5M FY2026 EPA Brownfield Assessment Coalition Grant. These grants are extremely flexible and can serve as the foundation for building your Brownfields Revitalization Program over the next few years. With our team's expertise and experience, we are confident we can help you prepare a compelling application that will maximize your chances of success. These grants can be used for a wide variety of target areas, priority sites and activities throughout your entire jurisdiction, including:

- ▶ The definition of brownfields is extremely broad. All types of properties that are vacant, underutilized and/or have significant reuse potential can qualify.
- ▶ Funding can be used for both publicly and privately-owned sites.
- ▶ Grant funded activities can include:
 - » Grant Management & Reporting.
 - » Brownfield Inventories.
 - » Community Engagement.
 - » Phase I/II ESAs.
 - » Cleanup.
 - » Site-Specific Reuse Planning.
 - » Area-Wide Planning.



We recommend you partner with a combination of 3-4 of your member communities and community-based organizations that include the most compelling target areas within your region. Compelling target area's include higher concentrations of brownfields and sensitive populations. We recommend you make the grant application as inclusive as possible to maximize the potential impact across your jurisdiction. Therefore, we recommend you consider including each of the three counties and selecting 3-4 priority target areas that will be the focus of your FY2026 grant application. This may include neighborhoods within the communities of Cumberland, Frostberg, Hagerstown, Oakland, and/or other compelling priority sites (e.g. – Luke Mill) and target areas throughout Western Maryland. Key elements of our approach are as follows:

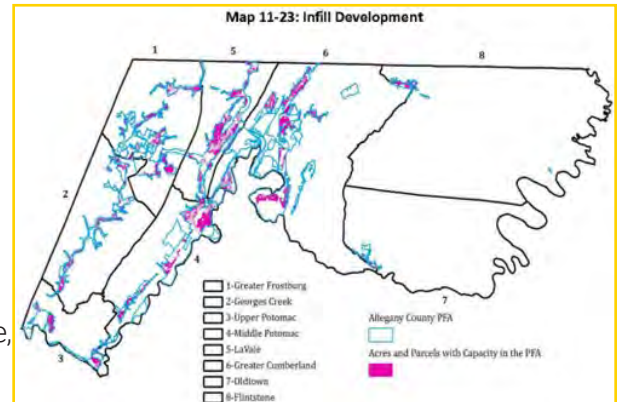
1. **Priority Target Areas & Compelling Factors:** A compelling grant application identifies specific target areas with significant economic development opportunities and high concentrations of brownfields. We have thoroughly reviewed the following recent plans developed by the TCCWMD and its stakeholders, as they relate to community driven redevelopment plans, strategies, and priorities. We can help identify catalyst sites within each potential target area to feature in the grant application, describe how they will help meet the established goals & objectives, and quantify the economic/non-economic benefits associated with anticipated reuse plans. Some examples from each of the County Comprehensive Plans are as follows:

Allegany County Comprehensive Plan (2014): The plan guides decisions on various issues and policies, and we can focus the grant application narrative to demonstrate how EPA funding will be utilized to support the following compelling factors, initiatives, goals and objectives:

- ▶ Coal Mining & Industrial History - Mining of the Georges Creek Coal Basin peaked in the early 1900's with

employment in the mining industry totaling over 5,000 miners. To accommodate this extractive industry, the rail network was expanded. During the period from the Civil War to the World War I, the County experienced tremendous industrial expansion as resource-based industries grew and diverse manufacturing, beginning with locomotive shops in Frostburg and Mount Savage, boomed. This trend lasted through the 1970s, as the factories aged and became less competitive in a market that favored new technologies and lower production costs. By the mid-1980s, nearly all large-scale industries in the County had either closed or were working with a much-reduced workforce. This will provide the context for the high concentration of brownfields throughout the community.

- ▶ Future Vision – The communities vision includes removal of blight and infill development, with economic development concentrated in or around existing municipalities, ecotourism resulting from new trail extensions and connectivity, preservation of sensitive and critical areas, investment and citizen pride.
- ▶ The Smart Growth Initiative - Maryland has adopted principles of Smart Growth, which provide guidance for new development, infill development, and redevelopment: supporting mixed use developments; taking advantage of compact building design; creating housing opportunities and choices; creating walkable communities; fostering distinctive, attractive communities with a strong sense of place; preserving open space, farmland, natural beauty, and critical environmental areas; providing a variety of transportation options; strengthening and directing development to existing communities; and making development decisions predictable, fair, and cost effective.
- ▶ Priority Funding Areas (PFAs) – Have been identified to support future growth, including: Middle Potomac Planning Region, Upper Potomac Planning Region, Georges Creek Planning Region, Greater Frostburg Planning Region, Greater Cumberland Planning Region, Oldtown Planning Region, Flintstone Planning Region, & LaVale Planning Region.
- ▶ Infill Development - Infill development is encouraged on vacant, undeveloped or underutilized parcels within developed areas such as existing cities, towns and neighborhoods. Map 11-23 identifies potential infill sites in Allegany County as of 2014.



Garrett County Comprehensive Plan (2022):

- ▶ History - Garrett County has a rich history as Maryland's gateway to the west and as a vacation and resort destination. Agriculture, timber, and coal mining are also important parts of the local economy.
- ▶ Employment – Garrett County typically experiences higher unemployment rates. The four largest job sectors make up over half of employment: education, health care and social assistance; construction; retail trade; and arts, entertainment, recreation, accommodation and food services. There is an opportunity to diversify the County's economy and strengthen the job market by attracting small business growth and further retain and support existing businesses.
- ▶ Housing - The need for affordable, quality housing is one of the main issues facing the County.

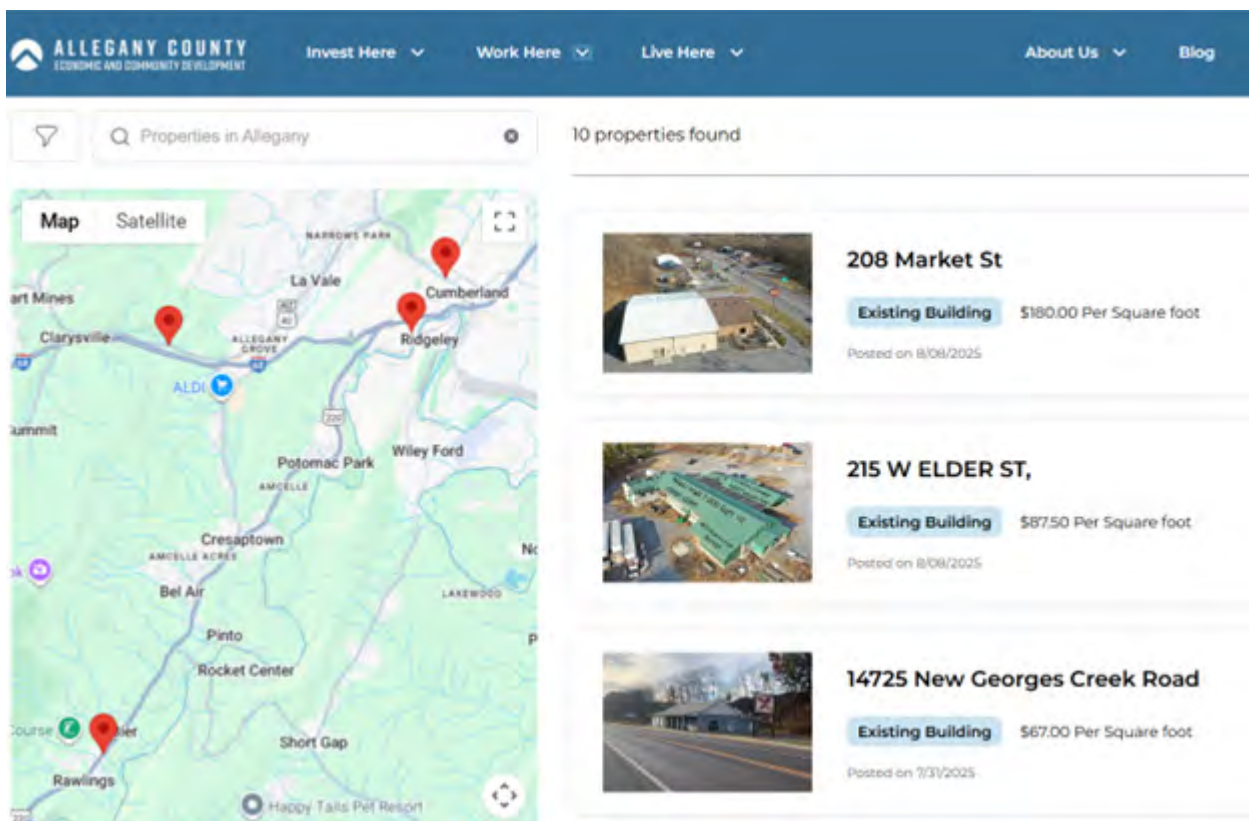
Washington County Comprehensive Plan 2040 (2025):

- ▶ Includes policies which promote growth and development according to desired land use patterns over a 10-20-year period. This policy document in turn serves as the foundational basis for implementing various land use regulations such as zoning which carry out the plan's recommendations across rural and urban areas alike.
- ▶ Employment – It is projected that the number of jobs will rise to approximately 89,400, or 10.9% by 2040. The top three private employment industries are Health Care & Social Assistance, Retail Trade and Manufacturing.
- ▶ Targeted Economic Sectors - Advanced Manufacturing, Aerospace and Defense, Biotechnology, Healthcare and Social Assistance, and Agriculture.
- ▶ Targeted Economic Development Areas – These include: Airport, Hopewell Valley, Hopewell Valley North, Friendship Technology Park, Former Ft. Ritchie Military Base, and Mount Aetna Technology Park (MATH) (See Maps 9.3 – 9.8 in the Economic Development Element)
- ▶ Urban Revitalization - Refers to a set of policies aimed at redevelopment of previously developed areas that have fallen into decline for economic or social reasons.
 - » The City of Hagerstown being the largest municipality in the County, as well as being the County seat, has drawn the most attention to these types of initiatives. In 2013, the City hired an economic and planning consultant to conduct an economic analysis and identify projects to help spur downtown redevelopment.

- » The Town of Williamsport has seen recent private investment in downtown, and participates in the Main Street Maryland program.
- » The Town of Smithsburg recently completed an economic development study of its Main Street areas to identify projects and policies that will help revitalize their Town center.
- Brownfields (Economic Development Element) - Currently, there is no definitive accounting of the number of brownfield sites in Washington County. While the County does not regulate the remediation process, efforts are made by County staff to help property owners navigate the brownfields redevelopment process.

2. Brownfield Inventories & File Reviews: Once priority target areas are selected, we will gather historical and current site use information, as well as data from federal, state, and local databases, to help develop preliminary brownfield inventories. We will conduct initial file reviews to better understand recognized environmental conditions and redevelopment constraints associated with potential priority sites. Some local resources we can use include:

- Site Selection Portal (<https://www.alleganyworks.org/site-posts>) – Potential resource for conducting a preliminary brownfield inventory in Allegany County (see screenshot below).
- Cumberland Surplus Property Sale List (<https://www.cumberlandmd.gov/622/Ongoing-Surplus-Sale>) – Potential resource for identifying priority sites in Cumberland.



3.Data Compilation & Interpretation: EPA requires information regarding cumulative environmental issues, health, and socioeconomic status of the community. Therefore, we gather target area level data from the American Community Survey (ACS), County Health Statistic Reports, and other local, state and federal resources. We review large amounts of data to evaluate the most compelling information to present in your application that illustrates how brownfields are adversely impacting sensitive populations within the target areas. Compelling data (see table below) throughout the TCCWMD's region include:

Table 1. Demographic Data - Tri County Council of Western Maryland

Data Type	Cumberland, (Allegany County Seat)	Oakland, (Garrett County Seat)	Hagerstown (Washington County Seat)	Allegany County	Garrett County	Washington County	Maryland	United States
Total Population	18,938	2,043	43,490	67,762	28,713	155,033	6,170,738	332M
Unemployment (06/25)	n/a	n/a	4.8	5.3	3.7	4.0	3.3	4.1
Poverty Rates	23.5%	22.7%	14.2%	17.2%	11.0%	12.5%	9.3%	12.4%
Poverty Rates (>18)	28.3%	32.5%	21.4%	20.3%	13.8%	16.1%	11.5%	16.3%
Poverty Rates (65+)	16.5%	14.2%	4.0%	12.8%	7.8%	8.9%	9.0%	10.4%
Median Home Income	\$47,819	\$49,957	\$59,904	\$57,393	\$69,031	\$74,157	\$101,652	\$78,538
Per Capita Income	\$30,217	\$29,166	\$34,981	\$30,046	\$42,328	\$37,391	\$51,689	\$43,289
Food Stamps/SNAP	31.8%	29.2%	26.2%	22.0%	15.5%	15.8%	11.0%	11.8%
Med. Home Value	\$120,800	\$247,100	\$207,700	\$149,200	\$217,000	\$275,900	\$397,700	\$303,400
Houses built <1950	54.9%	37.0%	37.2%	40.5%	16.2%	24.3%	15.9%	16.4%
Houses built <1980	88.7%	65.9%	65.6%	78.9%	47.7%	57.5%	51.7%	50.5%
Vacant Housing	19.1%	21.4%	7.6%	16.4%	32.3%	7.1%	8.1%	10.4%
% Bachelor's Degree+	22.1%	19.7%	25.8%	21.1%	24.6%	23.5%	42.7%	35.0%
Median Age (years)	41.5	51.2	36.4	41.7	48.1	41.0	39.3	38.7
Over 65	23.7%	29.8%	14.6%	21.0%	23.6%	17.8%	16.3%	16.8%
Not in Labor Force	49.9%	37.8%	49.4%	51.8%	41.3%	40.0%	32.8%	36.5%
Veterans	8.0%	7.5%	14.9%	8.2%	8.6%	7.3%	7.0%	6.4%
Persons w Disabilities	23.1%	20.7%	24.9%	20.7%	18.7%	15.3%	11.4%	13.0%
Land Area (Sq. mi)	10.2	2.6	12.2	429.7	656.0	467.0	9710.9	3.5M
2019-2023 5YR American Community Survey. Bold indicates results that exceed or are less than MD and the U.S., respectively.								

A summary of the compelling factors in the Tri-County area include:

- ▶ Unemployment & Poverty/Low Income – Higher unemployment, poverty and households receiving food/SNAP benefits, and lower incomes than the state/national averages.
- ▶ Housing – Lower homes values, aging housing stock, and higher vacancy rates.
- ▶ Other Sensitive Populations – Lower rates of higher education, and higher rates of seniors, veterans, persons with disabilities, and those not in the labor force.

4.Stakeholder Engagement: We host focused stakeholder group meetings to present information about the grant program and solicit input regarding the potential target areas/priority sites. We also gather information about the community's redevelopment goals and identify individuals or organizations interested in supporting community outreach activities.

5.Leveraging Resources: Our includes funding specialists that can help identify local, state, and federal resources and incentives that can be leveraged to further assessment, cleanup, and redevelopment activities. Funding agencies want to be assured redevelopment will not be stalled due the community's inability to secure additional funding. We can help you establish a comprehensive funding strategy to continue moving sites through the cleanup and reuse process.

6.Compelling Narrative: We will establish compelling themes that tie your story together and stand out to reviewers. We do this by identifying unique features of your community and catalyst sites, clarifying your redevelopment goals, and explaining how funding will be leveraged to achieve them. We look for ways to connect your project to current program priorities and identify how it will bring resources to your priority target areas. Our grant writers have assisted with EPA Grants in all 10 EPA Regions and understand the preferences of reviewers in each region. This is important because of the reviewers assigned to score your application, some will be from outside Region 3. Therefore, we try to prepare grant applications to be inclusive of preferences from all EPA Regions to help score the maximum number of points. Having relationships with Project Officers across EPA Regions, attending national and regional conferences and webinars, and actively participating in the National Brownfields Coalition, means we hear about new information (such as rule changes or new priorities) before the competition.

This translates into providing our clients with the highest grant award success rates in the industry. For example, over the past three years (2023-25) alone, Montrose's staff assisted with securing 50 EPA Grants totaling \$60M, with an overall grant application success rate of approximately 94%. This equates to nearly double the overall national average during this period.

4.3.b. Grant Implementation Activities

We understand that the TCCWMD is passionate about economic development and community revitalization and is interested in finding the technical expertise and resources to accomplish these goals. Our proposed methodology for completing the various tasks associated with EPA Brownfield Grant implementation services is described in this section. Montrose's key staff will leverage its extensive experience with assisting with other EPA Brownfield Grant projects in EPA Region 3 and beyond, to effectively assist the TCCWMD with efficiently executing grant and project management/administration activities, community engagement, brownfield inventory/prioritization activities, and conducting high quality Phase I/II ESA and cleanup/reuse planning activities.

Task 1 – Grant/Project Management, Reporting, and Other Eligible Activities

Montrose will manage implementation activities by tracking schedule, budget, and compliance reporting on your behalf in accordance with what will be included in your EPA Cooperative Agreement Workplan. We will complete a detailed review of the terms and conditions issued by EPA for your project and take responsibility for keeping track of when progress, financial, and other reports are due. As prime contractor managing all project activities, we will be familiar with reporting for all contractual work. We will gather updates from the TCCWMD related to all non-contractual items included in your CA for reporting. We work directly on the EPA's reporting platform, ACRES, and will prepare & submit these reports on your behalf, in coordination with the TCCWMD's approval processes, before the submittal deadlines.

We coordinate directly with EPA Project Officer to keep the project on track and keep stakeholders informed of progress. We also attend brownfield conferences and webinars to stay apprised of the latest trends and best practices that can be applied to your project. We have the benefit of knowing most of the EPA Region 3 Project Officers and have mutually respected relationships with them.

Task 2 – Community Engagement & Site Inventory/ Prioritization

Community Engagement

Within the first quarter of the project, Montrose will prepare a Community Engagement Plan (CEP) that will be implemented throughout the project. The CEP will be informed and vetted by the TCCWMD and Coalition Partners and will identify specific individuals, entities, and target audiences for Brownfield Advisory Committee (BAC), Project Stakeholders, and Public Participation. The purpose of the CEP is to integrate the stakeholder and public engagement tasks included in the CA into an effective strategy that will inform the public and stakeholders of the project, collect input from stakeholders and the public that will be integrated into all other aspects of the project, and conclude with project updates that will accurately summarize the process.

The CEP will include quarterly BAC meetings, several Project Stakeholder/Property Owner meetings, and several Public Participation opportunities, as well parameters for project fact sheet and web updates. The CEP will include suggested meeting locations or virtual formats, survey content, etc. and will be updated and throughout the project. We help you engage community members to inform site prioritization and reuse planning activities. We facilitate stakeholder meetings. As a best practice, Montrose will prepare outreach content such as fact sheets, presentations and a webpage that can be used to share program information with the community.

Site Inventory & Prioritization

Our team will work with TCCWMD to develop an inventory tool to suit your needs which may be similar to web mapping tools that we have developed for other clients. As the brownfield site inventory is developed, it will be analyzed to determine the order of priority that will become the focus of planning and assessment activities. The Montrose team has GIS experts and brownfield inventory specialists who have and are currently assisting brownfield grant recipients with developing state-of-the-art living brownfield inventories that are updated as projects progress. These inventories help identify potential redevelopment opportunities and priorities, utilizing a combination of property characteristics (including size/location/zoning/improvements), site history, existing conditions, environmental conditions, real estate listings, and unique factors. Montrose will work with the TCCWMD and BAC to review and refine area priorities and opportunities, including property issues and concerns, access, completion schedules, environmental project budgets, and proposed scope items.

Task 3 – Phase I/II Environmental Site Assessments & Hazardous Building Materials Surveys

Property Approval Processes

Once sites are prioritized for grant funding, we will navigate EPA's eligibility approval process by evaluating site history, current conditions, regulatory status, and funding needs. Montrose staff are well acquainted with EPA Region 3 Project Officers and the process for having sites approved for assessment and planning activities. We will complete the Property Approval Questionnaires, submit them to EPA and field comments, questions, etc. that may be necessary to meet eligibility requirements of the grant.

For sites with complex eligibility issues that may not be candidates for use of EPA Brownfield Grant funding, we will connect you and/or other stakeholders with other potential funding sources, such as EPA's Targeted Brownfield Assessment Program. **Montrose will complete an estimated 20 property approval processes.**

Quality Assurance Documents

The EPA must review and approve Quality Assurance Documents prior to any Phase II ESA activities that may occur. A Quality Management Plan (QMP) and a Quality Assurance Program Plan (QAPP or QAPrP) will need to be prepared and approved by EPA prior to the implementation of assessment activities. Montrose has prepared numerous QMPs and QAPrPs associated with EPA Region 3 Brownfield projects. We can quickly and efficiently prepare these documents for EPA approval, which will be included in project implementation schedules. To maximize efficiency, the QAPrP will be developed and submitted to EPA within 120 days of the notice to proceed. **Montrose will complete one (1) set of Quality Management Documents and approval processes. These documents will be re-evaluated and resubmitted annually.**

Phase I ESAs

We conduct thorough AAI, tailored to meet each end-users' needs, ensure appropriate due diligence and protection from CERCLA liabilities, and to aid in your negotiations as a buyer or seller. We are well versed in ASTM Standard E1527-21 and EPA's AAI Rule for Phase I ESAs. Once priority sites are approved for funding by the EPA Region 3, and access is granted by property owners, Phase I ESAs will be completed. During the completion of the Phase I ESAs, information will be gathered not only to determine Recognized Environmental Conditions (RECs), but site characteristics to assist in the remedial and reuse planning, such as

cost to complete Phase II ESAs, potential risk to human health and the environment, existing infrastructure, and site accessibility.



Phase I ESAs will meet the EPA AAI standard and ASTM E1527-21 "Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process." Each individual Phase I ESA can take a minimum of 6-8 weeks to complete; therefore, to be good stewards of time and money, we recommended that sites be bundled by priority and Phase I ESAs be performed concurrently whenever possible.

Each Phase I ESA will be completed within six (6)-eight (8) weeks following EPA approval. Because TCCWMD has already identified priority sites, we expect these will begin immediately upon our being hired to implement the project. Our staff can expedite site assessments when necessary. **Montrose will complete an estimated 20 Phase I ESAs.**

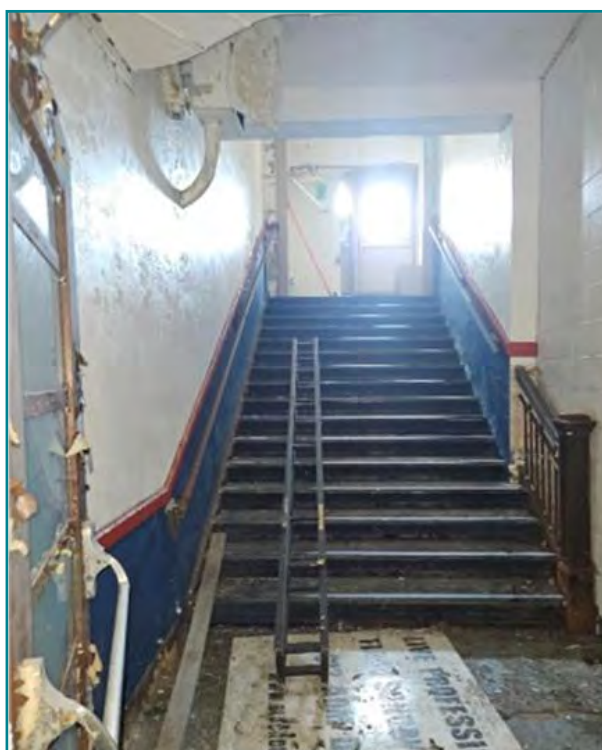
Phase II ESAs

Once target sites have been identified for Phase II ESA funding, site-specific Field Sampling Plans (FSPs), including Health and Safety Plans (HASPs) will be developed by Montrose and submitted to the EPA for approval. We have many examples to use as templates, thus saving time and money without reducing quality.

Data gathered during Phase II investigations will be used to make critical project decisions; therefore, it is essential that the data be accurate and defensible. These activities will be completed in coordination with the EPA-compliant QAPrP. Sample locations, sample media, and laboratory analytical methods for each site will be based on the types of chemicals used and operations that occurred at a particular site (as described in the Phase I ESA). The FSP will be submitted to the BAC and EPA Region 3 for approval prior to initiating Phase II ESA activities. If the decision is made to take the site through the MDE VCP, Montrose has experience in combining EPA-required FSPs with required documentation, to expedite regulatory review and approval, as well as increase programmatic efficiency.

Phase II ESA services will be performed using EPA-accepted methods, procedures, and protocols. The selection of media to be analyzed, sample location selection, field equipment and methods for site-specific sampling activities will be dependent upon site conditions and project objectives.

- SOPs - Montrose has a library of already-approved Standard Operating Procedures (SOPs) and sampling plans, including those previously used with EPA approval, that can be integrated economically into site-specific FSPs. The FSPs will be approved by the Environmental Lead and the TCCWMD prior to submittal. The FSPs will then be submitted to EPA Region 3 for approval prior to initiating Phase II ESA activities.



Abandoned school, with lead based paint peeling from the walls

- HASP - A site-specific HASP will be prepared prior to performing on-site work in accordance with the Occupational Safety and Health Administration (OSHA) standards and regulations contained in Title 29, CFR, Part 1910.120 (29 CFR 1910.120). The HASP will specify the proper health and safety equipment for site workers and will provide guidelines to verify that workers are trained in accordance with 29 CFR 1910.120 (40-hour HAZWOPER health and safety training and updated 8-hour annual refresher courses). As with the FSPs, Montrose has a library of already-approved HASPs that can provide a basis to develop a site-specific HASP economically for the project.

Field investigation/sampling activities may consist of the collection of building materials (asbestos, lead-based paint), surface and subsurface soil samples, groundwater samples, surface water samples, sediment samples, soil vapor, and indoor air. A combination of sample media and sampling methods may be required to properly characterize environmental conditions at a given site.

Analytical parameters selected for each site will be based on the types of chemicals used and operations that occurred at a particular site. Typical analytical parameters include EPA target compound list volatile and semi-volatile organics (VOCs and SVOCs), metals, petroleum-related constituents, and polychlorinated biphenyls (PCBs). Environmental samples will be submitted to a certified laboratory, as required.

One hundred percent (100%) of the analytical data, as required by EPA, will be validated by in-house Chemists, allowing us to control this often project-delaying task. The data will be compared to the appropriate risk-based concentrations to determine if remedial action is warranted. The Phase II ESAs will be completed such that the results can be used as part of the VCP Program, as well as any grant applications for future funding, as desired. **Montrose will complete an estimated 16 Phase II ESAs.**

Hazardous Building Material (HBM) Surveys

Montrose frequently uses EPA funding for HBM surveys in aging structures (including industrial, commercial, and residential) that may contain asbestos, lead-based paint, PCBs, refrigerant gas, mercury, or other hazardous building materials. HBM surveys are considered "Limited Phase II ESAs" which require the same Quality Assurance Documents mentioned above. Commonly observed materials which classify as hazardous (or containing hazardous materials) can include microwaves, batteries, paints, computer parts, fire

extinguishers, cleaning supplies, adhesives, thermostats, water coolers, window unit air conditioners and smoke detectors. Montrose has staff with the necessary certification to perform this type of sampling. These studies are used to inform proper handling and disposal of building materials during demolition and renovation activities.

Montrose can perform focused Toxic Characteristic Leachate Procedure (TCLP) testing on representative architectural building components for analysis to evaluate if typical demolition waste would be considered as hazardous waste for lead content.

Asbestos inspectors will observe practices/procedures and directives to ensure compliance with the EPA “National Emissions Standard for Hazardous Air Pollutants” (NESHAP). Montrose will evaluate all readily accessible building construction materials located at the demolition/renovation work areas for the presence of suspect asbestos-containing building material (ACBM). Bulk samples will be submitted to a EPA accredited laboratory. Upon receipt of the analytical results from the laboratory, we will generate a Final Technical Report, which will include written narrative of identified asbestos-containing materials, corrective action recommendations, and conceptual cost estimates for completion of corrective actions.

Montrose can also provide screenings for the presence of dielectric fluid storage vessels (e.g., contact switches, ballast, etc.), electrical lighting fixtures, fluorescent light tubes (lamps), mercury, petroleum products, refrigerant gas, hydraulic fluids, and any other miscellaneous supplies that may contain hazardous materials that require proper removal and disposal prior to or during the renovation – or demolition- of a structure. Commonly observed materials which classify as hazardous (or containing hazardous materials) can include microwaves, batteries, paints, computer parts, fire extinguishers, cleaning supplies, adhesives, thermostats, water coolers, window unit air conditioners, and smoke detectors. Montrose will coordinate hazardous materials

inspections that will be conducted by staff members who possess valid EPA instructional training certificates.

Montrose will complete an estimated 12 RBM surveys.

Task 4 – Cleanup & Reuse Planning

Reuse Planning

Montrose will develop Reuse Plans in collaboration with the TCCWMD and BAC. Reuse plan deliverables will be conceptual plans, or concept plans, illustrative graphic representations, paired with narrative explanations of development concepts. Concept plans will be created by Montrose’s Planning and Design staff and will show the location of any proposed buildings and possible build-out redevelopment services, as well as maps highlighting key infrastructure improvements. Concept plans will be a necessary tool to represent the visions of the community and the needs of project stakeholders and will assist in building support among funding agencies, potential partners, and the public.

- ▶ Area-Wide Reuse Plans – Area-Wide Conceptual Reuse Plans will propose development concepts at a neighborhood scale. These types of plans will propose public infrastructure and investments as well as commercial and industrial opportunities for future private development, outlining a strategy for public investment that can leverage additional investment into an area. **Montrose will complete an estimated two (2) Area-Wide Reuse Plans.**
- ▶ Site Reuse Plans – Conceptual Site Reuse Plans will focus on a target site or sites that have been identified as a priority for TCCWMD and project stakeholders. Site reuse plans may be comprised of landscape and/or architectural concept plans. How and if to reuse existing structures and infrastructure is often a key element of the site reuse planning process. Our diverse team is experienced in planning and design of new construction, adaptive reuse, and historic preservation. We will work with TCCWMD and project partners to lead reuse planning and design processes that will include informed recommendations for incorporating existing infrastructure and conditions into well-designed

Montrose Infographic for Rural Brownfield Community Outreach



community spaces. **Montrose will complete an estimated six (6) site reuse plans.**

- Remedial Action Planning-Building upon the relevant site area planning efforts already completed, the results of the ESAs will be used to develop remedial action planning of the selected Brownfields sites. Montrose excels in developing successful Risk Assessment Reports (RARs) and Remedial Action Work Plans (RAWPs). The outcome of the RARs determines appropriate remedial strategies. Montrose will develop site reuse plans that meet the site goals and fit with the RAWPs. The RAPs will include site-specific maps showing the location of any Brownfields cleanup priority areas, identification of QEP recommended remediation activities to protect human health and the environment (both institutional controls and engineering controls), including the use of innovative and/or cost reductive remediation technologies (such as incorporating planned redevelopment as soil capping), soil management plans as required, the estimated timeline for site remediation (i.e., time to achieve a completion of Act 2), and remediation costs estimates. For sites where Phase II ESAs confirm contamination exceeding applicable cleanup levels, we have a team of remediation specialists to prepare Analysis of Brownfield Cleanup Alternatives (ABCA) Reports, Corrective Action Plans (CAPs), and Abatement Plans. These reports/plans incorporate the potential redevelopment concepts into the remediation activities to minimize costs while protecting human health and the environment. For example, the exposure to impacted soils can be cost-effectively addressed by implementing an engineering and/or institutional control to prevent exposures. Engineering/institutional controls can include asphalt paving, soil covers and various land use restrictions (e.g., no use of groundwater).

Montrose will complete an estimated ten (10) Remedial Plans.



Montrose Remedial Action Plan

- ▶ **Level-of-Magnitude Cost Estimating** - Montrose will also provide level-of-magnitude costs for proposed site improvements needed to support redevelopment to support capital programming, pro-forma development, and funding applications. Since all planning and design activities will be at a conceptual level, cost estimates will be for planning and fundraising purposes. **Montrose will provide Level-of-Magnitude Cost Estimating for up to six (6) priority projects.**
- ▶ **Market Assessments Studies** – Market Assessments will be created in tandem with Area-Wide and Site Reuse Planning activities.



Montrose Plan

These Market Assessments will be an integral component of planning activities and will include analyses of market conditions and trends as sites and areas are also analyzed for planning and design purposes. Furthermore, as reuse program recommendations are made based on the existing neighborhood and site conditions as well as the expressed desires of community stakeholders, market assessments will forecast the viability of reuse recommendations, contributing to an iterative process that will result in area-wide and site reuse plan recommendations that will be economically and financially viable for the community and prospective developers. A key focus of these assessments will be aligning reuse recommendations with the community's overall vision and long-term goals to ensure the plans are reflective of and beneficial to the broader aspirations of local residents and stakeholders.

Montrose will complete an estimated six (6) market assessment deliverables.

- Resource Roadmap – Upon conclusion of all other cleanup/reuse planning activities, we will work to develop and deliver a “Resource Roadmap”, which is a written strategic plan to identify the best approaches for securing funding for the various pre-construction, construction, and programmatic costs and needs of each project. The Resource Roadmap will align key project components and costs with the best sources of funding and other assistance from federal, state, philanthropic, and private sector sources. The Resource Roadmap will describe key information for each funding opportunity, including eligible uses of funds, typical funding ranges, required matching and leveraging levels, deadlines, key competitiveness factors, points of contact, and next action steps for each priority project component and funding source. This deliverable will become the TCCWMD’s actual “roadmap” for prioritizing projects, planning, budgeting grant matches, and conducting the strategic advocacy program. It can be revisited as the project makes progress, reaches milestones, or when new sources of funding become available. **Montrose will provide one (1) Resource Roadmap including details for priority projects.**

Montrose will work with the TCCWMD and the BAC to develop scopes of work for priority neighborhoods and sites, determining which of the above planning tasks to implement for each site. These activities will be conducted in coordination with Task 2 – Community Engagement and Site Inventory/Prioritization through an iterative, participatory planning and design process. This will allow our team to create project deliverables that align with the goals and capacity of the TCCWMD and project stakeholders. Our team will compile project deliverables created for each neighborhood and/or site into report booklets with layman-friendly graphics and text. These reports will present each of the deliverables with interpretive storyline that concludes with actionable next steps and will be your workable strategy to transform priority brownfield neighborhoods and sites into new community places to live, work, and enjoy.

4.3.c. Securing Additional Brownfield and Other Funding Resources

In addition to securing EPA Brownfield Grants, our in-house network of funding and grant writing specialists have assisted a wide range of local/regional/tribal agencies and community-based organizations with various supplemental EPA and state brownfield grants, and additional as funding from other local, state and federal programs. We develop funding strategies to finance and eliminate funding gaps in support of all types of community revitalization and capital improvement projects. Once funding is secured, we serve as your trusted partner for grant management and reporting and regulatory compliance activities. Our work has led to award-winning projects and our staff have established long-term relationships with some of the most successful programs in EPA Region 3 and in communities across the U.S.

Section 5: Timeline

Montrose will ensure that your projects receive the time and careful attention needed to be completed successfully. Montrose staff will hit the ground running when the project is authorized by EPA, which we anticipate will occur in October of 2026. We propose the following initial schedule:

USEPA Brownfield Grant Tasks Implementation Schedule

	Year 1				Year 2				Year 3				Year 4			
Task	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1 - Project Management and Reporting																
Quarterly & Annual Reports/ACRES Reporting																
Task 2 - Outreach and Inventory																
Brownfields Advisory Committee Meetings (10)																
Stakeholder Engagement Meetings (8)																
Community Engagement Plan and Public Participation																
Task 3 - Site Assessments																
Property Approval Processes (20)																
Phase I ESAs (20)																
Phase II ESAs (Including RBM/Hazmat Surveys)(16)																
Quality Assurance Documents (QAPP and QAPrP)																
Task 4 – Remedial and Reuse Planning																
Area-Wide Plans (2)																
Remedial Plans (10)																
Site Reuse Plans (Including Architectural) (6)																
Market Studies (6)																
Resource Roadmap (1)																

Section 6. Project Budget

Below we provide a proposed implementation budget by task. We are offering to assist the TCCWMD with preparing your FY2026 EPA Brownfield Assessment Coalition Grant application for a **total lump sum cost of \$1,000**.

Task Description	Budget
Indirect Costs	
TCCWMD Oversight	\$75,000
Indirect Total	\$75,000
Task 1 – Grant/Project Management & Reporting (4-Year Period)	
Coalition Partner Coordination and Meetings	\$16,000
Quarterly and Annual Reporting	\$25,000
Task 1 Total:	\$41,000
Task 2 – Community Engagement & Site Inventory/Prioritization (4-Year Period)	
Brownfields Advisory Committee Meetings (10)	\$12,000
Stakeholder Engagement Meetings (8)	\$18,000
Community Engagement Plan and Public Participation	\$30,000
Task 2 Total:	\$60,000
Task 3 – Phase I/II Environmental Site Assessments & Hazardous Building Materials Surveys	
Property Approval Processes (20)	\$20,000
Phase I ESAs (20)	\$120,000
Phase II ESAS (Including RBM/Hazmat Surveys) (16)	\$640,000
Quality Assurance Documents (QMP and QAPrP)	\$10,000
Task 3 Total:	\$790,000
Task 4 – Remedial and Reuse Planning	
Area-Wide Plans (2)	\$140,000
Remedial Plans (10)	\$100,000
Site Reuse Plans (Including Architectural) (6)	\$162,000
Market Studies (6)	\$107,000
Resource Roadmap (1)	\$25,000
Task 4 Total:	\$534,000
Total:	\$1,500,000

Services will be provided in accordance with the hourly billing rates provided below. To keep costs down, work will be directed by our key staff members, and performed by staff at lower billing rates to the extent practicable.

COST PROPOSAL/RATE TABLE	
Billing Category	Rate
Principal	\$273
Senior Associate	\$261
Associate	\$238
Senior Professional III	\$232
Senior Professional II	\$213
Senior Professional I	\$194
Project Professional III	\$170
Project Professional II	\$152
Project Professional I	\$146
Staff Professional III	\$134
Staff Professional II	\$116
Staff Professional I	\$110
Project Technical Editor	\$134
Technical Editor	\$103

Section 7: Professional References

Below we provide references for projects similar in scope and complexity.

Client Name:	Cameron County
Client Reference:	Josh Zucal, Cameron County Commissioner E: jzucal@cameroncopa.gov P: 484-212-8810
Client Name:	Belomar Regional Council
Client Reference:	Natalie Hamilton, Community Development Director E: NHamilton@belomar.org P: 304-242-1800
Client Name:	Northeastern Vermont Development Association
Client Reference:	David Snedeker, Executive Director E: dsnedeker@nvda.net P: 802-748-8303

Section 8: Conflict of Interest

Conflict of Interest: Montrose does not have any financial, business, or other relationships that may impact this work.

Section 9: Signature

Kenneth Smith, PG, Vice President NE Region has the authority to negotiate and contractually bind Montrose. His contact information is **E: kesmith@montrose-env.com | P: 484-999-1704.**

Attachment A Resumes



