

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Region 1
5 Post Office Square, Suite 100
BOSTON, MA 02109-3912

MEMORANDUM

Date: April 29, 2013

Subject: City of Burlington, Vermont - Approval of Pre-Award Costs

From: AmyJean McKeown, Project Officer *Amy Jean McKeown*

Thru: Carol Tucker, Section Chief
Brownfields Section *CT*

To: Michael Kenyon, Director
Office of Administration and Resource Management (MIO)

On April 25, 2013, the City of Burlington, Vermont was advised by EPA that their proposal for Brownfields funding will be awarded. This particular cooperative agreement will provide \$200,000 for Brownfields Areawide Planning (AWP) activities related to the Railroad Enterprise area in downtown Burlington.

Due to the fact that there will be pre-award costs incurred more than 90 days prior to the actual awarding of the cooperative agreement, approval must be given by the Regional Award Official. The Brownfields section has had the opportunity to review the pre-award activities and has determined that the specified pre-award costs are appropriate, reasonable, and eligible for reimbursement. This grantee has requested the approval of pre-award costs up to the amount of \$10,000 to be incurred through June 30, 2013. These pre-award costs are necessary in order to conduct project management/oversight activities (including contracting) and travel to a national meeting of all new AWP awardees to be held in conjunction with the Brownfields Training Conference in May 2013. Additional pre-award costs to be incurred within 90 days prior to the actual awarding of the cooperative agreement will be detailed in the grantee's workplan.

We therefore request your approval, as the designated Regional Award Official, of these pre-award costs by concurring below. Should you have any questions with respect to this specific project, please contact Carol Tucker at 8-1221. Please return this signed document to us for our files.

Michael Kenyon

Michael Kenyon, Director
Office of Administration and Resource Management

4/29/13

Date