# HENNEPIN COUNTY ENVIRONMENTAL RESPONSE FUND

## Cumulative Progress Report

(Revised: 3/31/10, 10/05/10, 3/20/11, and 3/29/13)

 Annual Report Due: July 25, \_\_\_\_\_\_\_ Final Report

Section one: Background Information

1. Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Grantee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Grant Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Period covered from Grant Award through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Amount of ERF funds received through the end of the period $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Name and title of person completing this report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Phone number of person completing this report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Signature of person completing report and date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This signature certifies that the information contained in this report is true and correct).

**Section two: Financial Report by Budget Item**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Approved

Budget Item | 11. Approved  Cost | 12. Percent  Complete |  13. Actual Expenditure To Date  per Funding Source |
|  ERF |  Other |
|  |  |  |  |  |
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14. Comments

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Section three: General Information

1. Has all contracted work that will have received County dollars complied with all applicable state and federal laws and regulations regarding employment and workplace safety, and with Hennepin County’s policies against discrimination?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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###### Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. When is assessment/cleanup of the site expected to be complete?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. When is the redevelopment of the site expected to be complete? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Have there been any changes in the scope of the project (increase/decrease in affordable housing units, change from the original site development plan, etc.) from that specified in the application? If so, please explain.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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19. Are there any other comments, problems or changes from the application that you would like to report on? Please explain.

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-----------------------------Complete this section only for Final Report---------------------------

Have all requests for ERF reimbursement been submitted to Hennepin County? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was the total cost of the project? $\_\_\_\_\_\_\_\_\_\_\_\_\_

What was the total amount of outside public funding (i.e., DEED, TBRA, other grants, etc.) received for the entire project? - Please list by individual source?

|  |  |
| --- | --- |
| SOURCE | AMOUNT |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

How many jobs were generated during the construction and/or cleanup activities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If this information is not available at the time the project is completed, please provide an estimate and state that it is an estimate).

How many people, full- and part-time, will be employed at the site at the end of the project, if applicable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are these new or retained jobs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the projected annual property taxes that will be generated by the completed project? $\_\_\_\_\_\_\_\_\_\_\_

If applicable, please provide a breakdown of the new housing units created and/or retained by the project by number of bedrooms as well as a breakdown of affordable vs. market rate units

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bedrooms/DU** | **Created** | **Retained** | **Market Rate** | **Affordable** |
| SRO/0 BR |  |  |  |  |
| 1 BR |  |  |  |  |
| 2BR |  |  |  |  |
| 3 BR |  |  |  |  |
| 4 BR |  |  |  |  |
| 5 BR |  |  |  |  |

If applicable, please provide the square footage of retail, commercial and industrial space created or renovated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any sustainable or “green” building features incorporated into the project. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, what was the total volume of contaminated soil excavated and disposed of off-site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What percent of this soil was excess soil with contaminant concentrations that were less than the residential soil reference values? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What disposal facility was used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Contamination Cleanup Grant Program Progress Report Instructions

Please check “Annual Report” or “Final Report” as appropriate

### Section One: Background Information

Item 1: Enter the contract number found on page 1 of the grant agreement.

Item 2: Enter the grantee name.

Item 3: Enter the month, day and year of the beginning and ending of the grant period as found in the grant agreement. If this time period has been revised, enter the dates set forth in the grant adjustment notice.

Item 4: Enter the project title (site name).

Item 5: Enter the month, day and year through which you are reporting.

Item 6: Enter the total amount of ERF funds received from Hennepin County from the beginning of the grant through the date indicated on Item 5.

Item 7: Enter name and title of person completing report.

Item 8: Enter the phone number of the person indicated in Item 7.

Item 9: Enter the signature of the person indicated in Item 7.

### Section Two: Financial Report by Activity

Item 10: Enter the approved budget items, which are specified in Exhibit A of the grant agreement. Or, if these items have been amended, enter the most recently approved items.

Item 11. Enter the approved budget for the respective items which are specified in Exhibit A of the grant agreement. Or, if these costs have been amended, enter the most recently approved costs.

Item 12: Enter the percentage of the activity listed in Item 10 that is completed as of the date of this report.

Item 13: Enter the amount of actual expenditures per funding source (costs incurred and bills paid as of the end of the report period for each activity). If necessary, please state amount and source of other funds used to complete specific task.

Item 14: Enter comments on the progress of the project activity. Completing Item 14 is not optional.

Section Three: General Information

Item 15: Indicate whether the County procurement process has been complied with in the awarding of subcontracts for project activities which use County funds. Briefly explain how you complied.

Item 16: State when the entire cleanup of the site is expected to be completed, or when the site assessment will be completed.

Item 17: State when the redevelopment is expected to be completed.

Item 18: Please state any changes in the scope of the redevelopment. This includes, but is not limited to: affordable housing units, etc. Please note that Item 18 should only include REDEVELOPMENT information. Pursuant to your grant agreement, any material changes in the scope of the assessment/cleanup, its budget or completion date must be approved in writing by the grantor (through a grant adjustment notice).

Item 19: Explain any changes in the overall project that differ from the information provided in your application or most recently approved grant adjustment notice.