



Application Information Sheet

- (1) **Applicant Identification:** Monadnock Economic Development Corporation (MEDC), 51 Railroad Street, Keene, NH 03431 (physical address) and P.O. Box 704, Keene, NH 03431 (mailing address).
- (2) **Website URL:** Monadnock Economic Development Corporation (lead member) - <https://monadnockedc.org/>. City of Keene, NH (non-lead member) - <https://keenenh.gov/>. Town of Winchester, NH (non-lead member) - <https://www.winchester-nh.gov/>
- (3) **Funding Requested**
 - a. Assessment Grant Type: Assessment Coalition
 - b. Federal Funds Requested: \$1,500,000
- (4) **Location:** There are two non-lead members – the City of Keene, a municipal government agency representing a single city, and the Town of Winchester, a municipal government agency representing a single town. Both non-lead members are located in Cheshire County, New Hampshire. The total combined geographic boundary to be covered by this application is approximately 1,000 square miles over forty-one communities – 40 towns and one city, throughout Cheshire County, New Hampshire and Hillsborough County, New Hampshire. This area represents the southwest corner of New Hampshire, bordering Massachusetts and Vermont. The total geographic boundary was chosen as it is the service area of the coalition-lead, MEDC, a regional economic development corporation. This region is known locally as the “Monadnock Region”, named after Mount Monadnock, leading to the coalition-leads name – Monadnock Economic Development Corporation.
- (5) **Coalition Members’ Target Areas and Priority Site Information**
 - (3) **List the coalition members (i.e., the lead and non-lead members) and each member’s associated target area discussed in the Narrative:** the lead-member is Monadnock Economic Development Corporation and the two non-lead coalition members are the City of Keene, New Hampshire and Town of Winchester, New Hampshire. Within the City of Keene, the target areas (or Priority Brownfield Sites) are 0 Gilbo Ave and 80 Laurel Street. In the Town of Winchester, the target area (or Priority Brownfield Sites) is 420 Ashuelot Street. The target areas (or Priority Brownfield Sites), within MEDC’s service area is 595 Jaffrey Road, Peterborough, NH 03458.
 - (4) (Optional) As a separate one-page attachment, you may include a map to visually depict the target areas and/or priority sites. Do not include any additional information or data on the map. Maps will not be evaluated and will not count against the 3-page limit. Applicants that do not include a map will not be penalized.

(5) **Contacts**

- a. **Project Director:** Cody Morrison, Executive Director, (603) 313-3800, codym@monadnockedc.org, and P.O. Box 704, Keene, NH 03431.
- b. **Chief Executive/Highest-Ranking Elected Official:** Cody Morrison, Executive Director, (603) 313-3800, codym@monadnockedc.org, and P.O. Box 704, Keene, NH 03431.

(7) **Population**

- The population within the target area, or Monadnock Economic Development Corporation's, overall service area is 128,817. The population in the non-lead's respective towns is 22,923 in the City of Keene, which contains the Priority sites of 0 Gilbo Ave and 80 Laurel Street, Keene, NH 03431, and 4,202 in the Town of Winchester, which contains Priority Site 420 Ashuelot Street, Winchester, NH 03441.

- (8) **Other Factors** Applicants claiming one or more of the other factors below must provide a summary in the Narrative on the applicable other factor(s). Please identify which of the below items apply to your community/proposed project by noting the corresponding Narrative page number. **If none of the Other Factors apply to your community/proposed project, please provide a statement to that**

Sample Format for Providing Information on the Other Factors	Page #
Community population is 15,000 or less.	4
The applicant is, or will assist, a federally recognized Indian Tribe or United States Territory.	N/A
The priority site(s) is impacted by mine-scarred land.	N/A
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, 3
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.	2, 3, 7
The reuse of the priority site(s) will incorporate energy efficiency measures.	3
The proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.	3
At least 30% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in <u>Section 3.A.(2)</u> , for priority sites within the target areas.	N/A
The target area(s) is impacted by a coal-fired power plant that has recently closed (2015 or later) or is closing.	N/A



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

EMAIL ONLY

January 16, 2026

Cody Morrison, Executive Director
Monadnock Economic Development Corporation
PO Box 704
Keene, NH 03431

Subject: Monadnock Economic Development Corporation
 FY26 Proposal for EPA Brownfields Assessment Coalition Grant

 State Letter of Acknowledgement and Support

Dear Cody Morrison:

The New Hampshire Department of Environmental Services (NHDES) hereby acknowledges and expresses our support for Monadnock Economic Development Corporation's (MEDC) proposal for an EPA Brownfields Assessment Coalition Grant. Should your proposal be successful, NHDES will commit to providing a liaison to provide technical support. This assistance can include serving as a non-voting member of your advisory committee, helping vet proposed sites, and reviewing the various technical documents prepared pursuant to the grant.

We look forward to continuing our working relationship with MEDC. Please contact me should you have any questions.

Sincerely,

Melinda S. Bubier
Brownfields Coordinator
Hazardous Waste Remediation Bureau
Tel: [\(603\) 271-2183](tel:6032712183)
Email: Melinda.S.Bubier@des.nh.gov

cc: Katy Deng, EPA New England - Region 1
 Meena Mortazavi, EPA New England - Region 1
 J. B. Mack, Southwest Regional Planning Commission
 Jeffrey Marts, P.G., Administrator, NHDES-HWRB

(1) Project Area Description and Plans for Revitalization

a. Coalition Members (5 points)

Joining the Monadnock Economic Development Corporation’s (MEDC) proposal are non-lead coalition members the City of Keene, NH (pop. 22,932) and the Town of Winchester, NH (pop. 4,202), both of which are local municipal governments located within the lead coalition member’s economic development district, also called the Monadnock Region of New Hampshire (NH). Neither Keene nor Winchester have additional capacity to manage their own brownfield grants, operating with limited budgets and lean staff to cover only basic functions of local government. These non-lead members are explicitly participating in the coalition proposal because of MEDC’s ability to respond to the FY 2026 Brownfield Assessment Coalition Grant opportunity and would not otherwise have the capacity to apply by themselves.

b. Overview of Brownfield Challenges and Description of Target Areas (5 points)

MEDC’s district includes all of Cheshire County and 18 towns in eastern Hillsborough County. This proposal seeks to address brownfield sites within MEDC’s 41-town economic development district (geographic boundary) with a focus on Target Areas in the two non-lead coalition municipalities of Keene and Winchester, and also the Town of Peterborough, NH (pop. 6,456) via MEDC. The Target Areas include neighborhoods with a history of industrial and commercial activity that are located within disinvested neighborhoods in census tracts Peterborough (230.01), Keene (9711 & 9714.03) and Winchester (9717) face a number of challenges that are discussed in more detail in Sections (2)a-d. This proposal will help these municipalities address numerous vacant and idle brownfields that are limiting private investment in the communities, stifling local economies and reducing adjacent property values while also leaching contaminants in neighborhood soil, groundwater and surface water and threatening human and wildlife health. Their past land uses are now obsolete, and they are unlikely to move forward with their reuse plans without support from the EPA brownfields program.

c. Description of Priority Brownfield Sites (10 points)

The coalition has a brownfield inventory list that exceeds 50 individual sites but has identified 4 Priority Brownfield Sites that will require significant investment in environmental assessment work and are featured in this proposal. The table below provides all information requested in the grant application guidelines. These sites are prioritized based on site criteria (see Section (1)d. for complete list of criteria) such as reuse plans and reuse plan consistency with zoning and local/regional master plans, projected change to assessed value and likelihood of participation of other funders toward clean-up and reuse.

Coalition Member	MEDC (Peterborough)	Keene		Winchester
Census Tract	230.01	9711	9714.03	9717
Site Address	595 Jaffrey Rd.	80 Laurel St.	0 Gilbo Ave.	420 Ashuelot Main St.
Acres	21.32	21.58	2.82	20.00
Past Land Use	Gun & Rod Club	Factory	Railroad Land	Paper Mill
Current Use	Vacant	Vacant	Vacant	Vacant
Site Conditions	5 bldgs. totaling 3,758 sq ft, Town Farm Brook runs through Site	One 303,888 sq ft bldg., Beaver Brook runs through Site	No bldgs.	1,200 sq ft outbldg., 3 wastewater treatment lagoons and one clarifier
Suspected Environmental Issues	Lead	Metals, PFAS, SVOCs, VOCs, PCBs, Asbestos	Metals, VOCs, PAHs, PCBs	Metals, PFAS, SVOCs, Dioxins, VOCs, PCBs, Nitrate-Nitrite

d. Identifying Additional Sites (5 points)

The coalition team plans to utilize an already established Brownfields Advisory Committee (BrAC) to screen additional brownfield sites for assessment work after the 4 Priority Brownfield Sites are assessed. The BrAC includes representatives from each coalition member as well as expertise from an urban planner, a banker, and local officials with experience redeveloping brownfields. The BrAC will also include non-voting ex-officio members representing EPA Region 1 and the NH Department of Environmental Services (NHDES). After the 4 Priority Brownfield Sites are fully assessed, additional sites will be evaluated by the coalition's proposed two-tier site selection criteria, starting with other already identified coalition partner sites. Tier 1 criteria, which are threshold criteria, consider property access, existing infrastructure, reuse plans and consistency of site reuse with zoning and local/regional master plans. Tier 2 criteria consider feasibility of creating living wage jobs, likelihood of participation of other funders toward clean-up and reuse, projected change to assessment value, and feasibility of creating mixed-income housing units.

e. Reuse Strategy and Alignment with Revitalization Plans (5 points)

The reuse strategy for 595 Jaffrey Road in Peterborough is to reclaim ~10 acres of land formerly used illegally by a private rod and gun club as a shooting range and redevelop the entire parcel into a family park and recreation area **next to Town Farm Brook**. The facility would include open and sheltered picnic areas, bathrooms, playground equipment and brookside infrastructure to promote fishing and swimming. Keene's reuse strategy for 80 Laurel Street is to demolish the Site's sprawling dilapidated building (~20% of the existing building is in a **floodway** and 100% of the building is in a **federally designated floodplain**), and then redevelop the western portion of the parcel (~12 acres) into a park and emergency temporary flood storage area while repurposing the eastern non-floodplain area (~8 acres) as a 75,000 to 150,000 sq. ft. mixed use development (a preliminary concept shows 75,000 sq ft of one story buildings). The project would also connect 2 dead end streets (Laurel Street to Victoria Street) to create a better truck traffic route to a cluster of existing industrial businesses on Victoria Street. 80 Laurel Street is seen by Keene as the most important large-scale redevelopment opportunity to address the City's housing and economic development challenges, given its lack of developable property (most remaining undeveloped land is on hilly terrain or in floodplains). In 2023, Keene identified a need for 4,200 additional mixed income owner and rental housing units to meet current housing demand¹, and with the 2nd highest tax rate in NH, it needs to build its commercial tax base to improve local affordability. Keene's strategy for 0 Gilbo Avenue is to redevelop the site into a 3-story mixed-use building with ~5,000 sq. ft. on each floor. The preliminary concept includes a new regional intermodal transportation center and welcome center, a café, and a maker space on the first floor, office space on the second floor and 6 apartments on the third floor, with an adjacent 3 story parking deck (218 spaces) and outside space for bus loading/unloading. Keene, committed to affordability, is working with stakeholders to expand the local transit system into a regional system² and is actively transforming its street network by addressing sidewalk gaps and constructing new bike lanes so that residents and visitors can get around without owning a vehicle.³ Winchester's reuse strategy for 420 Ashuelot Main Street is to decommission and fill the 3 lagoons and redevelop the land into a commercial/industrial area and/or a solar array. Current zoning would allow for 18 acres of developable land (~600,000 sq. ft. of floor space or ~7 megawatts of solar array). All reuse strategies described above are consistent with local and regional master plans, and all municipalities have zoning in place to accommodate their future land uses. If awarded brownfields funds, all coalition members commit to having strong public involvement processes to ensure additional public input is

¹ <https://keenemasterplan.com/wp-content/uploads/2024/04/Full-Report-Housing-Needs-Analysis-May-2023.pdf>.

² <https://www.swrpc.org/programs-services/transportation/transit-and-shared-ride-improvement-feasibility-study/>

³ <https://keenenh.gov/project/complete-streets/>

considered and satisfactory public support is in place during the assessment process before plans are finalized for implementation.

f. Outcomes and Benefits of Reuse Strategy (5 points)

After the coalition fully characterizes the 4 Priority Brownfield Sites to inform cleanup and reuse planning, all Priority Brownfield Site reuse plans are anticipated to have the information they need to 1) create new safe and clean green spaces (GS) which will improve public access to recreation opportunities and improve population health, wellness and tourism, 2) develop needed housing (HC) to address the region’s low supply of housing and improve housing affordability, and/or 3) facilitate economic development (ED) by creating new commercial and office space attracting new living-wage jobs. All reuse strategies are expected to stimulate additional private capital investment as well as raise the property value of adjacent properties. Priority projects will mitigate existing extreme flooding hazards, and 2 sites are well positioned for photovoltaic development to improve local energy resilience and reduce energy costs.⁴

Site	Reuse	Description of Outcomes & Benefits
595 Jaffrey Rd.	GS	Create sole public park space in neighborhood, create new access to swimming, boating, fishing and picnicking. It will also address previous owner encroachment and contamination on abutting properties, environmental impacts to the Contoocook River watershed, and provide opportunities to mitigate flood risks .
80 Laurel St.	GS, HC, ED	Create the only 2 public access points from the Marlborough St. neighborhood to the Cheshire Rail Trail, reclaim public access to Beaver Brook , create ~12 acres of greenspace for play and leisure that doubles as flood storage during heavy rain events , open up ~8 acres for workforce housing and commercial development, improve the viability of industrial area with road extension.
0 Gilbo Ave.	HC, ED	Create new downtown commercial space, workforce housing units, office space, new intermodal transportation center to support new transit system and parking to support downtown growth plans. Site plans would incorporate rooftop solar and the plan is to make it an energy efficient LEED certified building .
420 Ashuelot Main St.	ED	Address safety and environmental hazard of abandoned tax-deeded wastewater treatment plant area, help town decommission and remove an associated tax-deeded decrepit river dam that endangers flood risk in the area , and open up ~18 acres for commercial/industrial development and/or solar array development.

g. Resources Needed for Site Reuse (5 points)

The coalition team will utilize the EPA brownfield grant to leverage private capital investment for site cleanup and redevelopment, as well as area revitalization. MEDC currently manages an EPA Revolving Loan Fund (RLF) program and intends to invest in projects described in this proposal with that program’s loan and grant products. It also has a separate RLF program that provides direct financing for commercial and residential development. As described earlier, the coalition consists of a lead non-profit organization and two Non-Lead municipalities, all of which are typically eligible for government, private, charitable organization or private foundation grants or loans. All coalition members are eligible for EPA brownfields cleanup grants either as existing owners of brownfields or through donation or tax deed. Other common grant resources used by coalition members for community and economic development projects include grants from the Economic Development Administration, Community Development Block Grant Program and the Northern Border Regional Commission. Keene and Winchester are eligible for New Market Tax Credits (NMTC), a federal program used to incentivize private investment and spur economic

⁴ Improved recreational access, affordable housing, living wage jobs, flood mitigation and energy resilience are all key regional goals in Monadnock Region Future, a regional plan for the area. See <https://www.swrpc.org/resources/regional-plan/>

development in distressed low-income communities, and MEDC's district includes 7 additional communities that are eligible for the program. Keene, Winchester and Peterborough have embraced innovative financing strategies allowed by NH State law—often beneficial to brownfield projects—including Tax Increment Financing (TIF) and the Community Revitalization Tax Relief Incentive. Other programs available for brownfield development include a tax-exempt bond financing program offered by the NH Business Finance Authority, and a Brownfield Covenant Not to Sue Program offered by the NHDES.

h. Use of Existing Infrastructure (5 points)

The coalition team has purposefully sought out brownfields projects where existing infrastructure is available to leverage future redevelopment opportunities (note that the coalition's site selection criteria described in Section (1).d includes an assessment of whether there is adequate existing infrastructure). Infrastructure requirements vary for each priority site's reuse strategy. In all cases, there is a need for adequate highway infrastructure, and each brownfield is positioned on or near an arterial highway (US 202, NH 9 & NH 119). The Keene and Winchester projects all have access to the 3-phase power that they will need to succeed. Public water and sewer are needed for the Keene projects and were recently upgraded by the community. The Winchester site has access to a private water well and septic system. Broadband is available for all four priority sites, but most important for the Keene and Winchester sites. Only in the case of the Peterborough site might an existing building be reutilized. On the other priority sites, it's likely new construction will represent the optimal path forward due to the dilapidated condition of existing structures. Newly constructed buildings would be financed through any combination of the financial resources described above in Section (1)g. No other infrastructure needs are anticipated for the 4 Priority Brownfield Sites.

(2) Community Need and Community Engagement

a. The Community's Need for Funding (5 points)

Communities in the MEDC district have very limited ability to draw on local sources of funding to carry out environmental assessment and remediation activities. The region is made up of small towns ranging from 209 people to 22,923 people, with an average population of **3,205** and a median population of **1,943**. Non-lead coalition partners Keene and Winchester have populations of 22,923 and **4,202**, respectively, and the Town of Peterborough (containing MEDC's priority site) has a population of **6,456**.⁵ The MEDC district also contains towns with among the highest low-income populations in NH. Using a common metric for low-income populations, the percentage of population living at 200% of the poverty line, Priority Brownfield Target Areas 9711, 9714.03, 9717 are 25%, 37% and 34% compared to the NH rate of 17%.⁴ Tract 230.01 in Peterborough has a poverty rate of 10.2% compared to NH's rate of 7.2%.⁵ NH is one of the few states in the country that does not have an income or sales tax and therefore it relies on the local property tax to fund the government. Given the high percentage of land in NH that is undeveloped, the tax impact on residents and small businesses is substantial with the nonpartisan Tax Foundation ranking NH 6th highest burden among all states in 2025 (Note that this proposal steers redevelopment in more populous Priority Target Areas towards underutilized brownfields sites instead of undeveloped areas with no supportive infrastructure). Among all 235 municipalities in NH, Keene, Peterborough and Winchester are in the top 26th highest taxed communities ranking 2nd, 37th and 62nd highest tax rates in 2025 respectively.⁶

b. Health or Welfare of Sensitive Populations (5 points)

The Priority Target Areas are home to a disproportionate percentage of sensitive populations including seniors, children, persons with disabilities and people with less than a high school education. Tract 230.01 has 33% residents over age 65 (19.5% in NH, 17% in U.S.).⁵ Tract 230.01 has 6.2%, Tract 9711 has 7.3%,

⁵ Census Bureau, American Community Survey 5-year estimates, 2023.

⁶ NH Department of Revenue.

and Tract 9717 has 7.8% children under age 5 (compared to 4.6% in NH, 5.7% in U.S.).⁵ Tract 9714.03 has 15% and Tract 9717 has 14% persons with disabilities (compared to 13% in NH and U.S.).⁵ Tract 9711 has 7.6% and Tract 9717 has 11% residents with less than a high school education (6.4% in NH).⁵ Due to age, disability, health or educational attainment, these populations are potentially vulnerable to exposure to brownfield contamination by stormwater runoff, groundwater contamination, windswept dust and soil, or direct contact exposure since none of the brownfields are fenced or otherwise access restricted. Vacant or blighted brownfields can also lead to neighborhood crime or unhealthy behavior like substance abuse. 595 Jaffrey Road is located across the street from an early learning center, and because it is a former unpermitted rod and gun club that has been closed but is unsecure, it is an attractive nuisance for outdoor enthusiasts. Within a ¼ mile radius of 80 Laurel Street, there is an assisted care residential facility, a senior center, a homeless shelter, senior housing, an elementary school, a child development center, a headstart program, a popular rail trail, and a park with a playing field, basketball courts and a skate park. 0 Gilbo Ave is near a children's museum and near Keene's downtown area, where there is a lot of foot traffic of vulnerable populations. 420 Ashuelot Main Street is adjacent to two popular walking and bicycling recreational areas, Pisgah State Park and the Ashuelot Rail Trail, which together attract thousands of people each year. Backed by EPA assessment funds, the coalition will work with community partners to help increase awareness about these brownfields risks, assess the sites and then develop remediation plans to mitigate their health and welfare risks leading to reduced health and welfare threats to the local population.

c. Greater Than Normal Incidence of Disease and Adverse Health Conditions (5 points)

Populations in each of the target areas have greater than normal incidences of cancer than in NH and the U.S. According to 2020-2024 data from the NH Department of Health and Human Services (NHDHHS), the overall cancer mortality rate for populations living in the target areas is higher in the Keene and Winchester area (148 per 100K people) and Peterborough area (146.3 per 100K people) than the rest of NH (141 per 100K people) or the U.S. (142 per 100K people). The latest publicly available NHDHHS community data (2014-2018) on preterm birth rates shows Keene has among the highest rates in the State at 10.9% compared to NH's rate of 8.7%. NHDHHS' latest publicly available data for rate of heart attack-related deaths among adults 35 and over per 100,000 people (2013-2017) is also much higher in Keene at 80.9 compared to NH's rate of 46.3. Additionally, tracts 9714.03 and 9717 have adult asthma rates of 12% and 11.5%, respectively, which are greater than the national average of 10.6% according to the U.S. Center for Disease Control (CDC).⁷ This proposal provides the coalition team an opportunity to reduce environmental exposure to contaminants that can be carcinogenic, as well as address environmental toxins having a harmful effect on developing children or organ health (including lung and heart health) such as heavy metals, PFAS or BPA.

d. Economically Impoverished/Disproportionately Impacted Populations (5 points)

Living near brownfields is a concern in itself, but it's important to point out that the brownfields tend to be in disinvested areas with fewer quality jobs, schools and public recreational areas. The disproportionate number of low-income people living in the target neighborhoods coupled with other affordability challenges in NH make it extremely difficult to move or travel out of the neighborhoods to opportunity rich areas. In addition to hosting high proportion of low-income people (see Section 2.a), the target areas have a disproportionate number of people living below the federal poverty line. Census tracts 9711, 9714.03, 9717 and 230.1 have higher poverty rates—sometimes significantly higher—when compared to NH (7.2%) with rates of poverty running at 9.4%, 21.5%, 16.9%, and 10.2% respectively.⁵ According to the U.S. CDC, these impoverished populations also face greater environmental burdens stemming from the intense industrial and commercial histories in the area; tracts 9711, 9714.03, 9717, and 230.1 are in

⁷ <https://experience.arcgis.com/experience/22c7182a162d45788dd52a2362f8ed65>

the 84th, 85th, 74th, and 85th national percentile for water pollution, and tract 230.01 is in the 97th national percentile for Superfund sites.⁸ Exacerbating the hardships of a population already living with limited economic means are NH’s extremely high energy and housing costs, factors for which the official federal poverty measure does not account. Over the past decade, electricity prices in NH have risen 60%, compared to a national increase of 26%.⁹ Between 1998 and 2025, after adjusting for inflation, the median sale price of a single-family home in NH went up by 129%, while household incomes grew by only 19%.¹⁰ Given the high cost of housing, it is very difficult for people with limited economic means to move to neighborhoods with better jobs, schools or areas that offer more public recreational opportunities. Access to opportunity-rich areas is even more challenging given the lack of state investment in public transit. NH ranked 47th out of the 50 states and DC for state investment per capita funding towards transit (\$0.23 per capita).¹¹ The coalition team’s reuse plans for the target brownfields are expected to alleviate some of the burdens that these populations face, by creating new opportunities for local energy production, housing, jobs, recreational areas and a regional intermodal transportation center.

e. Project Involvement and f. Project Roles (10 points combined)

Project work will be overseen by MEDC and implemented by a hired Project Manager (PM) and a Qualified Environmental Professional (QEP) with support from a Qualified Environmental Attorney (QEA). Non-Lead Partners Keene and Winchester will advise MEDC on project activities and processes. The PM will report directly to MEDC and have the responsibilities of ACRES grant reporting, ensuring compliance with NHDES and EPA requirements, leading outreach and public engagement activities, convening/supporting BrAC meetings and activities, brownfields site tracking and goal setting, ensuring QEP compliance with scopes of work and QEP report quality assurance, coordinating with brownfields partners and the QEP on assessment, reuse planning and clean up planning matters, conducting brownfield related research as needed, managing the overall workplan, and documenting and reporting on project performance. The QEP will primarily focus on assessing brownfields sites, and providing supportive technical and consulting services as needed for community engagement activities, reuse planning and cleanup planning. The QEA will be on retainer to assist with any environmental legal issues or questions that arise during the project. Project work conducted by MEDC, the PM, QEP and QEA will be reimbursed by the proposed EPA Brownfields Project budget (more detail on their involvement and roles are described below).

The coalition team will have the support and participation of a broad and diverse network of organizations to collaborate on brownfields matters and support the work of the MEDC, Non-Lead Partners, PM and QEP. The table below lists key organizations that have committed to providing in-kind support to the project, however, there are many other organizations and entities that are available to provide support. These organizations will participate in brownfield project team meetings (each brownfield site will have a customized roster of team members based on the needs of the site) and other meetings if their expertise is needed. To assist with greenspace planning, the coalition team will rely on the parks and recreation departments of participating municipalities.

Organization/ Entity/Group	Point of Contact/Title & Level of Engagement/ Email	Entity Type/Mission/Role
City of Keene	Elizabeth Ferland/ City Manager ^{*+i} / eferland@keenenh.gov	Local governments. Mission is to provide essential public services, foster community development and improve quality of life. Roles are to provide technical

⁸ <https://www.atsdr.cdc.gov/place-health/php/eji/eji-explorer.html>

⁹ <https://members.biaofnh.com/news-releases/Details/lower-energy-costs-in-nh-will-unlock-economic-growth-262116>

¹⁰ https://www.nhhfa.org/wp-content/uploads/2025/10/NHH_Who-Can-Afford-to-Live-in-NH_2025.pdf

¹¹ American Association of State Transportation Officials. Final Report 2025—FY 2023 Data: Survey of State Funding for Public Transportation. 2025.

Town of Winchester	Karey Miner/Town Administrator ^{*+i} / kminer@winchester.nh.gov	assistance & coordination with local officials, town regulatory matters, brownfields referrals, and assistance with local public engagement.
Town of Peterborough	Danica Miller/ Dir. of Planning & Economic Development ^{*+i} / dmelone@peterboroughnh.gov	Local government. Mission is to provide essential public services, foster community development and improve quality of life. Provides technical assistance with planning, community & economic development, brownfields referrals, and assistance with local public engagement.
Southwest Region Planning Commission	J. B. Mack/ Assistant Director ⁺ⁱ /jbmack@swrpc.org	Quasi-governmental organization. Mission is to work in partnership with communities to promote sound decision-making on conservation and effective management of natural, cultural and economic resources. Role is to provide technical assistance with brownfields planning, redevelopment, public engagement and access to grants & programs.
NH Dept. of Environmental Services	Melinda Bubier/Brownfields Supervisor ^{*+} / melinda.s.bubier@des.nh.gov	State government agency. Mission is to sustain high quality of life for all citizens by protecting and restoring environment and public health. Role is to provide technical assistance on NH brownfields regulatory requirements and state brownfields programs & resources.
Keene Housing	Josh Meehan/ Executive Director ⁺ⁱ / jmeehan@keenehousing.org	Non-profits 501(c)3. Missions are to empower low-income people and families through direct assistance, and advocate to lift to self-sufficiency.
Southwestern Community Services	Keith Thibault/ Chief Development Officer ⁺ⁱ / kthibault@scshelps.org	Roles are to provide technical assistance on reuse plans involving housing redevelopment as well as access to low-income residents in target areas.
Clean Energy NH	Frank Richter/Energy Circuit Rider/ frank@cleanenergynh.org	Non-profit 501(c)3. Mission is to lead NH's clean energy transition. Role is to provide technical assistance on reuse plans involving photovoltaics .
Ashuelot River Advisory Committee	Barbara Skuly/ Chair ⁱ / Bskuly@ne.rr.com	Volunteer advisory groups. Missions are to manage and protect unique natural, cultural and recreational values of rivers. Roles are to provide advice relating to rivers/watersheds adjacent to 3 of 4 Priority brownfields and connect with neighborhood stakeholders.
Contoocook River Advisory Committee	Matthew Lundsted/ Chair ⁱ / mlundsted@ceiengineers.com	
Monadnock Region Rail Trail Collaborative	Michael Kowalczyk / Founder ⁱ / [REDACTED]	Non-profit 501(c)3. Mission is to foster coordination on development of area rail trails. Role is to consult on regional trail use, remove brownfield blight along trails, and assist with outreach to trail stakeholders. 3 of 4 Priority Brownfields are near rail trails.
Monadnock Public Health Advisory Council	Tricia Zahn/ Director, Community Strategic Partnerships ⁱ / tzahn@cheshire-med.com	Public Health Advisory Council. Mission is to integrate public health initiatives and services into common network. Role is to conduct outreach to raise awareness of connection between public health and brownfield cleanup and redevelopment.

In addition to the three municipalities listed in the table above, the coalition team has strong relationships with the 38 other municipalities in the MEDC service area. Depending on the location of the brownfield, municipalities will serve as liaisons and/or networking sources with local property owners, lenders, developers, citizen groups, non-profits and local businesses, will assist with public outreach and engagement and will be invited in to be part of brownfield project teams located in their jurisdiction.

An important organizational framework to this proposal is the use of a BrAC (previously described in Section (1)d.), a 15-member committee with decades of experience selecting quality brownfields projects and strategizing the use of EPA brownfields funds leading to dozens of successful reuse and redevelopment projects. In addition to voting representatives from MEDC, Keene, Winchester and Peterborough, the BrAC has included members with experience as local elected officials, planners, economic development professionals, architects, code enforcement officers and public works directors. The BrAC will be directly involved in reviewing site nominations and eligibility determinations, oversight of all phases of ESAs, and Analyses of Brownfields Cleanup Alternatives (ABCA) development, and making funding decisions on other eligible redevelopment and reuse planning activities. The BrAC objective framework for applying site criteria to project funding decisions.

g. Incorporating Community Input (5 points)

The coalition team will use key partner SWRPC’s Public Involvement Plan (SWRPC is a community partner listed above in Section (2)f.) as guidance for community involvement activities and communicate project progress. The plan identifies accessible meeting spaces and places to post community information throughout the region. Brownfields meetings will be promoted via community and governmental websites, MEDC and community partner websites, mailing lists, local newspapers, flyer postings, e-mail lists, and regular entries in MEDC’s and community partner e-newsletters and social media sites. The coalition team will use the PM position to form and facilitate neighborhood project advisory committees for each brownfield project when there is local interest in such committees. Neighborhood project advisory committee meeting agendas will be oriented around four milestones that request community feedback including: 1) Input on target brownfield property; 2) Phase I ESA results and recommended Phase II scope of work; 3) Phase II ESA results and discussion about redevelopment opportunities; and 4) cleanup/remediation planning scope of work for redevelopment opportunities and a discussion of next steps. The coalition team will offer remote meeting access as requested or needed. Committee feedback will be reported back to the BrAC for their consideration before decisions are made on the investment of EPA brownfields funds. All BrAC meetings will be posted in several locations, meetings will be held in accessible locations, and remote meeting access will be offered. The project will ensure ongoing 2-way communication with the public by providing opportunities for the public to make comments or ask questions at all public meetings or through an online comment portal that will be developed for this project. The public’s comments/questions will be recorded in meeting minutes at meetings, and the online portal will facilitate an opportunity for the coalition team to provide responses in a timely manner.

(3) Task Descriptions, Cost Estimates, and Measuring Progress (45 points combined)

The coalition team’s proposed budget, which does not include indirect costs, is as follows:

Budget Categories	Task 1: Project Oversight, Reporting & Training	Task 2: Community Engagement & Planning Activities	Task 3: Phase I & II Environmental Site Assessments	Task 4: Reuse & Cleanup Planning	Total
Personnel	\$37,500	\$15,000	\$15,000	\$15,000	\$82,500
Travel	\$1,580	\$435	\$290	\$290	\$2,595
Contractual	\$34,290	\$205,885	\$1,063,870	\$110,860	\$1,414,905
Total	\$73,370	\$221,320	\$1,079,160	\$126,150	\$1,500,000

Abbreviations used below in alpha order include BrAC (Brownfields Advisory Committee), MEDC (Monadnock Economic Development Corp.), NHDES (NH Department of Environmental Services), PM (Project Manager), Quarter of Grant (Q), QEA (Qualified Environmental Attorney), QEP (Qualified Environmental Professional) & RfQ (Request for Qualifications). Note that the table incorporates sections a. through e only. Section (3)f. appears after the table.

Task 1: Project Oversight, Reporting & Training
<p>a. Project Implementation, b) (Anticipated Project Schedule) and c) Task/Activity Lead: <u>EPA-funded tasks & activities:</u> Develop & advertise RfQs for a PM, QEP & QEA (Q1), <i>MEDC</i>; Select a PM, QEP and QEA through a competitive bid process and finalize agreements (Q1), <i>MEDC</i>; Monthly meetings relating to oversight, reporting and training (Q1-16), <i>MEDC & PM</i>; Conduct general oversight of PM, QEP and QEA (Q1-16), <i>MEDC</i>; Miscellaneous legal assistance services (Q1-16), QEA; Update BrAC membership roster (Q2), <i>PM</i>; Update ACRES records (Q1-16), <i>PM</i>; Submit quarterly reports (Q1-16), <i>MEDC</i>; Submit requests for reimbursement and maintain financial records (Q1-16), <i>MEDC</i>; Submit MBE/WBE reporting (Q's 4, 8, 12 & 16), <i>MEDC</i>; Update site inventory quarterly (Q1-16), <i>PM</i>; Maintain files on participating brownfields (Q1-16), <i>PM</i>; Participate in training activities as needed including participation in one National Brownfields Conference (Q1-16), <i>MEDC</i>; Submit grant closeout report (Q16) <i>MEDC with support from PM.</i></p> <p><u>Non-EPA funded tasks and activities (in-kind):</u> Review and provide input on draft RfQs & help interview & select PM, QEP and QEA (Q1), <i>BrAC</i>; Assist with referrals of brownfield inventory (Q1-16), <i>BrAC and other community partners identified in Section (2)e. & f.</i></p>
<p>d. Outputs: PM, QEP & QEA RfQs; PM, QEP & QEA agreements with MEDC; QEA technical assistance memos; Updated BrAC roster; ACRES inputs; Quarterly reports; Requests for reimbursement; MBE/WBE reports; Complete brownfields files suitable for audit purposes; Updated inventory; Documentation of attendance at trainings; Grant closeout report.</p>
<p>e. Cost Estimates: MEDC: \$75/hr x 500 hours = \$37,500; 1 conference (registration, travel, room & board) @ \$1,000 = \$1,000; \$0.725/mi x 800 mi = \$580. PM: \$100/hr x 320 hours = \$32,000; \$0.725/mi x 400 mi = \$290 (all PM costs are part of contractual budget). QEA: \$200/hr x 10 hrs = \$2,000 (all QEA costs are part of contractual budget).</p>
Task 2: Community Engagement and Planning Activities
<p>b. Project Implementation, b) (Anticipated Project Schedule) and c) Task/Activity Lead: <u>EPA-funded tasks & activities:</u> Participate in BrAC meetings quarterly (Q1-16), <i>MEDC</i>; Participate in brownfield project team and neighborhood advisory committee meetings as needed (Q2-16), <i>MEDC</i>; Meetings and communications providing guidance/feedback to PM on community engagement and planning activities as needed (Q1-16), <i>MEDC</i>; Complete development of online comment portal (Q2), <i>PM</i>; Maintain online comment portal (Q2-16), <i>PM</i>; Prepare for and facilitate public BrAC meetings quarterly (Q1-16), <i>PM</i>; Prepare for and facilitate 5 brownfield team meetings for each of proposal's 18 target brownfield sites (Q2-16), <i>PM</i>; Prepare for and facilitate up to 4 neighborhood project advisory committee meetings for proposal's 18 target brownfield sites (Q2-16), <i>PM & MEDC</i>; Write brownfields articles in MEDC or partner newsletter on quarterly basis (Q1-16), <i>PM</i>; Write press releases regarding brownfield success stories or other programmatic activities annually (Q2-16), <i>PM</i>; Ongoing phone, email and in person communications with community partners as needed (Q1-16), <i>PM</i>; Ongoing phone, email and in person communications with general public (Q1-16); Participation in BrAC, brownfield project team and neighborhood advisory committee meetings as needed (Q1-16), <i>QEP.</i></p> <p><u>Non-EPA funded tasks and activities (in-kind):</u> Participate in BrAC meetings quarterly (Q1-16), <i>BrAC</i>; Participate in brownfield project team, neighborhood advisory committee meetings as needed (Q1-16), <i>BrAC, community partners and municipalities</i>; Participate in outreach and engagement activities as needed and</p>

donate space for meetings (Q1-16), *community partners & municipalities*; Participate in ongoing phone, email and in person communications as needed (Q1-Q16), *community partners and municipalities*.

d. Outputs: Development of 1 online comment portal; 16 BrAC meetings including evidence of public posting, agendas, minutes and other meeting materials; 90 brownfield team meetings including meeting notes; 72 neighborhood advisory committee meetings including evidence of public posting, agendas, minutes and other meeting materials; 16 newsletter articles about brownfields activities; 4 press releases; Log tracking miscellaneous phone, email and in person communications with general public re: community engagement and planning activities.

e. Cost Estimates:

MEDC: \$75/hr x 200 hrs = \$15,000; \$0.725/mi x 600 mi = \$435.

PM: \$100/hr x 1,600 hrs = \$160,000; \$0.725/mi x 4,000 mi = \$2,900; public engagement and planning supplies (including dedicated project laptop), printing & mailing expenses = \$6,000.

QEP: \$180/hr x 200 hrs = \$36,000; \$0.725/mi x 600 mi = \$435; supplies, printing & mailing expenses = \$550.

Task 3: Phase I and II Environmental Site Assessments (ESAs)

a. Project Implementation, b) (Anticipated Project Schedule) and c) Task/Activity Lead:

EPA-funded tasks and activities: Participate in QEP and PM meetings as well as email and phone communications and provide guidance and feedback as needed (Q1-16), *MEDC*; Conduct site eligibility verification, insurance verification, property access verification, property owner coordination, brownfield team coordination, EPA and NHDES coordination, Phase I and II ESA scope development activities (Q1-16), *PM*; Conduct quality assurance review of all QEP Phase I, II and Hazardous Building Materials Inventory (HBMI) deliverables, QEP invoicing, and All Appropriate Inquiry verification forms (Q1-16), *PM*; Complete Generic Quality Assurance Project Plan (QAPP) (Q1), *QEP*; Complete Phase I ESAs in accordance with EPA All Appropriate Inquiry Standards (ASTM E1527-21) (Q2-16), *QEP*; Complete Site Specific Quality Assurance Project Plans (SSQAPs) (Q2-16), *QEP*; Complete Phase II ESAs (Q2-Q16), *QEP*.

Non-EPA funded tasks and activities: Assistance with property access, property owner coordination & Phase I and II scope development (Q2-16), *community partners, municipalities and NHDES*; Assistance with review and feedback on Phase I and II ESAs (Q2-16), *community partners, municipalities and NHDES*.

d. Outputs: 18 Phase I ESAs, 18 All Appropriate Inquiries Forms; 1 Generic QAPP; 16 SSQAPPs; 16 Phase II ESAs; Documentation of site eligibility, insurance, property access, property owner coordination, brownfield team coordination, EPA and NHDES coordination for 18 brownfield sites.

e. Cost Estimates:

MEDC: \$75/hr x 200 hrs = \$15,000; \$0.725/mi x 600 mi = \$435.

PM: \$100/hr x 400 hrs = \$40,000; \$0.725/mi x 1,200 mi = \$870.

QEP: 18 Phase I ESAs @ \$4,500/Phase I ESA = \$81,000; 7 Limited Phase II ESAs @ \$30,000/Phase II ESA = \$210,000; 7 Moderate Phase II ESAs @ \$60,000/Phase II ESA = \$420,000; 2 Robust Phase II ESAs @ \$120,000/Phase II ESA = \$240,000; 6 HBMI @ \$12,000/HBMI = \$72,000. Note: MEDC's experience with Phase II ESAs is that they can differ tremendously based on reuse strategy, size and complexity. Phase II ESAs are broken out into 3 different types based on our knowledge of the 4 Priority Sites and the mix of other sites in our inventory. Also note that QEP communications, meeting attendance, mileage and supplies folded into costs of its various deliverables.

Task 4: Reuse & Cleanup Planning

a. Project Implementation, b) (Anticipated Project Schedule) and c) Task/Activity Lead:

EPA-funded tasks and activities: Participate in QEP and PM meetings as well as email and phone communications specific to reuse or cleanup planning and provide guidance and feedback as needed (Q1-16), *MEDC*; Participate in brownfield team meetings specific to reuse or cleanup planning as needed (Q1-16), *MEDC*; Conduct property owner coordination on reuse and cleanup planning activities (Q1-16), *PM*; Prepare for and facilitate QEP meetings and communications specific to reuse or cleanup planning (Q1-Q16), *PM*;

Prepare for and participate in brownfield team meetings and neighborhood project advisory committee meetings specific to reuse or cleanup planning (Q2-16); Conduct quality assurance review of all QEP deliverables associated with reuse or cleanup planning as well as invoices (Q2-16), *PM*; Participate in QEP and PM meetings as well as email and phone communications specific to reuse or cleanup planning (Q2-16), *QEP*; Participate in brownfield project team and neighborhood project advisory team meetings as needed (Q2-16), *QEP*; Conduct Analyses of Brownfields Cleanup Alternatives (ABCAs) as needed (Q2-16), *QEP*; Conduct other eligible planning activities to initiate brownfields revitalization or prepare the site for reuse (e.g. market studies, infrastructure evaluation, revitalization plan, economic impact analysis, etc.) as needed (Q2-16), *QEP*.¹²

Non-EPA funded tasks and activities: Participation in communications, brownfield project team meetings, and neighborhood project advisory committee meetings including assistance with outreach and public engagement (Q2-16) community partners and municipalities; Assistance with scope development for reuse and cleanup deliverables (Q2-16), *community partners & municipalities*; Assistance with review and feedback of reuse and cleanup deliverables (Q2-16), *community partners & municipalities*.

d. Outputs: ABCAs and/or revitalization/reuse planning deliverables as described above; Brownfield project team meetings including meeting notes; Neighborhood advisory committee meetings including evidence of public posting, agendas, minutes and other meeting materials; Log tracking miscellaneous phone, email and in person communications with general public re: reuse and cleanup planning.

e. Cost Estimates:

MEDC: \$75/hr x 200 hrs = \$15,000; \$0.725/mi x 600 mi = \$435.

PM: \$100/hr x 400 hrs = \$40,000; \$0.725/mi x 1,200 mi = \$870.

QEP: \$180/hr x 380 hrs = \$68,400; \$0.725/mi x 1,500 mi = \$1,088; supplies, printing & mailing expenses = \$502.

f. Plan to Measure & Evaluate Environmental Progress and Results:

All outputs listed above will be tracked by the assigned task/activity lead noted in Section (3)c for each task area. There will be a monthly review of progress and results, followed by any steps to address shortfalls if necessary by MEDC as part of its oversight responsibilities. Quarterly updates on outputs will also be communicated to EPA in Quarterly Reports and reported out at quarterly BrAC meetings.

(4) Programmatic Capability and Past Performance

a. Organizational Capacity (5 points)

MEDC has approximately 40 years' experience managing state and federal grant awards. Throughout its history, MEDC has leveraged over \$100,000,000 in tax credits and grants for economic development projects. Currently, MEDC manages three federal revolving loan fund programs (Brownfields, HUD, and USDA), and two grant-funded business assistance programs. MEDC has received multiple awards from state and federal agencies for our work, including from the U.S. Small Business Administration and NH Department of Resources and Economic Development. Staff are responsible for program delivery, compliance, reporting, and other duties involved in their execution. MEDC is subject to a third-party audit annually. The organization has sound management and financial health, as our most recent audit did not find any areas of "going concern". MEDC staff engage in regular professional development training and Community of Practice groups associated with active programs. Internal committees and external advisory committees are utilized by each of our programs to increase oversight, make program decisions, and engage the community. The organization undertook a strategic planning process in 2025 intended to maximize mission fulfillment by optimizing management practices.

b. Organizational Structure (5 points)

¹² <https://www.epa.gov/brownfields/eligible-planning-activities>

MEDC is a nonprofit 501(c)3 organization, overseen by a 12-member board of directors and employing 1.5 FTE employees – a full-time Executive Director and part-time Special Projects Manager. The board of directors is comprised of individuals from business, banking, insurance, manufacturing, planning, government, education, and related backgrounds. MEDC retains the services of D’Alessio & Associates, a bookkeeping firm that assists with AP/AR, audit prep, and financial reporting. MEDC retains the services of Shaheen & Gordon, P.A. for legal services. MEDC’s programs of operations are aided by the following committees: a Loan Committee, responsible for loan program policy and decisions; a Finance Committee responsible for oversight of the organization’s financial wellbeing; a Fundraising Committee, responsible for leading philanthropic resource development; and lastly, a Personnel Committee that is responsible for personnel matters. For this project, MEDC will take advantage of these resources as needed, but will also rely on the support from a PM, QEP(s) and a QEA to ensure the timely and successful expenditure of funds and completion of the grant’s requirements through structured and systematic coordination measures including meetings, check-ins and a team-wide communication protocol. As noted in Section (2)e. & f, an important part of the organizational structure driving brownfield investment decisions will come from the BrAC, a 15-member committee with decades of experience selecting quality brownfields projects and strategizing the use of EPA brownfields funds leading to dozens of successful reuse and redevelopment projects. The BrAC will consider input from brownfields teams, neighborhood project advisory committees and the general public before making decisions.

c. Description of Key Staff (5 points)

Executive Director Cody Morrison will serve as the point of contact for the program, and be responsible for program delivery, overseeing the work of contractors and partners. Morrison has 9 years of community and economic development experience and a master's degree in public management. Special Projects Manager Ericka Canales will assist with project support, coordination with committees, members of the community, and other assigned duties. Canales has over 20 years' experience in planning, policy, and administration and a master’s degree in environmental planning and economic policy. Both have experience administering federal grants, procuring professional services and managing vendor contracts.

d. Acquiring Additional Resources (5 points)

MEDC will secure the services of a PM, which will give us greater access to community outreach, project vetting, and other services in support of the program. MEDC will also secure the services of one or two QEPs to perform assessment duties, assist with reporting, qualifying sites, and more. A QEA for environmental legal assistance will also be procured. All services will be secured through fair and open competition pursuant to 2 CFR 200 and 2 CFR 1500, and EPA rules on DBE participation at 40 CFR 33. Program income generated through MEDC’s existing Brownfields Revolving Loan Fund can provide supplemental funding for assessment projects, if needed, as well as financing their eventual cleanup.

e. Currently Has or Previously Received an EPA Brownfields Grant (15 points)

MEDC received a Brownfields Revolving Loan Fund Grant (BRLF) in 2023 (CAR #4B00A01378), with a performance period of October 1 2023 – September 30 2028. Accomplishments include making commitments for 70% of total award funds for remediation projects, totaling approximately 25 acres across three former industrial sites. MEDC is on track to exceed goals set in the work plan and expects to exhaust all award funds by the end of the Period of Performance. MEDC’s success with the BRLF program has led to Brownfields TAB partner Grow America and EPA Region 1 referring leaders of other programs to MEDC to learn about how we are sourcing projects, managing administration, and identifying program partners. In the last 12 months, this has led MEDC to directly assist programs from Kentucky, Montana, Vermont, and Maine. MEDC staff have completed required quarterly reports and updated sites through ACRES, and have not been subject to programmatic corrective action during the Period of Performance.



Threshold Criteria

Threshold Criteria Responses (as an attachment(s)):

- (1) A statement of applicant eligibility (i.e., lead and non-lead members, as applicable) if a city, county, State, or Tribe (see Section 2.B.(1).)**

The two non-lead members are legally constituted municipal governments under the laws of the State of New Hampshire and meet the definition of a general-purpose unit of local government under 2 CFR § 200.1.

The City of Keene, New Hampshire, a non-lead member, is a general-purpose unit of local government and is therefore an eligible entity for an EPA Brownfields Assessment Coalition Grant under Section 2.A of the FY26 Guidelines. The Town of Winchester, New Hampshire, a non-lead member, is a general-purpose unit of local government and is therefore an eligible entity for an EPA Brownfields Assessment Coalition Grant under Section 2.A of the FY26 Guidelines.

- (2) Documentation of applicant eligibility (i.e., lead and non-lead members, as applicable) if other than a city, county, State, or Tribe; e.g., resolutions, statutes, Intertribal Consortium documentation, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section 2.B.(1).)**

The lead member, Monadnock Economic Development Corporation (MEDC), is a 501(c)3 nonprofit organization incorporated in the State of New Hampshire. The attached Articles of Incorporation establish MEDC as a legal entity and are filed with the New Hampshire Secretary of State.

- (3) A statement of the lead and non-lead members' 501(c)(4) tax-exempt status and, if applicable, legal opinion(s) regarding lobbying activities (see Section 2.B.(1).)**

Not applicable

- (4) A statement on the coalition lead and non-lead members' target areas (see Section 2.B.(2).)**

The target area for the coalition lead and non-lead coalition members do not overlap and are unique jurisdictions located in Cheshire County, New Hampshire and Hillsborough County, New Hampshire. The City of Keene's target area is within the City of Keene, New Hampshire. The Town of Winchester's target area is within the Town of Winchester, New Hampshire. MEDC's target area includes 39 towns throughout Cheshire County and Hillsborough County, excluding the City of Keene and Town of Winchester. Both non-lead members will target projects within their respective communities and MEDC will target projects elsewhere within its unique jurisdiction.

(5) Indication of which non-lead member(s) has never been awarded a Brownfields MARC Grant (see Section 2.B.(3).)

The City of Keene, New Hampshire has never been awarded an EPA Brownfields Multipurpose, Assessment, Revolving Loan Fund, or Cleanup (MARC) Grant.

(6) A statement that the lead member has legal authority to expend grant funds on behalf of the non-lead members to conduct the proposed grant activities (see Section 2.B.(4).)

A legal opinion and non-lead member letters authorizing MEDC to make grant awards on their behalf are attached. Furthermore, MEDC has the legal authority to expend grant funds on behalf of the non-lead members to conduct grant activities under Article V, section 7 of the Articles of Incorporation. Specifically, "The corporation may provide temporary debt or equity financing for industrial and commercial projects, both in downtown Keene and in the Monadnock region, that would not otherwise attract or be able to afford public or private funds, giving preference to projects that provide direct benefits to the public."

(7) If applicable, identification of the law(s), ordinance(s), or other documentation to demonstrate the lead member has legal authority to expend grant funds outside of their geographic boundary (see Section 2.B.(4).)

Not applicable

(8) A signed letter of commitment from each coalition member or an active Memorandum of Agreement (see Section 2.B.(5).)

Both the City of Keene and Town of Winchester, the non-lead members, have submitted signed letters of commitment to the lead-member. Both signed letters are attached.

(9) Description of community involvement (see Section 2.B.(6).)

The coalition team will use the Public Involvement Plan employed by Southwest Region Planning Commission (SWRPC), a local quasi-governmental agency, as guidance for community involvement activities and communicate project progress. The plan identifies accessible meeting spaces and places to post community information throughout the region. Brownfields meetings will be promoted via community and governmental websites, MEDC and community partner websites, mailing lists, local newspapers, flyer postings, e-mail lists, and regular entries in MEDC's and community partner e-newsletters and social media sites. The coalition team will use a Program Manager position to form and facilitate neighborhood project advisory committees for each brownfield project when there is local interest in such committees. Neighborhood project advisory committee meeting agendas will be oriented around four milestones that request community feedback including: 1) Input on target brownfield property; 2) Phase I ESA results and recommended Phase II scope of work; 3) Phase II ESA results and discussion about redevelopment opportunities; and 4) cleanup/remediation planning scope of work for redevelopment opportunities and a discussion of next steps. The coalition team will offer remote meeting access as requested or needed. Committee feedback will be reported back to a Brownfields Advisory Committee (BrAC) for their consideration before decisions are made on the investment of EPA brownfields funds. All BrAC meetings will be posted in several locations, meetings will be held in accessible locations, and remote meeting access will be offered. The project will ensure ongoing 2-way communication with the public by providing opportunities for the public to make comments or ask questions at all public meetings or through an online comment portal that will be developed for this project. The public's comments/questions will be recorded in meeting minutes at meetings, and the

online portal will facilitate an opportunity for the coalition team to provide responses in a timely manner.

- (10) **Documentation of the available balance on each open Assessment Grant and Multipurpose Grant awarded to any of the lead and non-lead members, as applicable; or an affirmative statement that the lead and non-lead members do not have an open Assessment Grant or Multipurpose Grant, as applicable (see Section 2.B.(7).)**

Not applicable

- (11) **Discussion on contractors and named subrecipients; or an affirmative statement that a contractor has not been procured and a subrecipient has not been named (see Section 2.B.(8).)**

Not applicable

- (12) **A copy of (or link to) the solicitation documents and the signed executed contract as applicable (see Section 2.B.(8).)**

Not applicable
