



Hampshire County Development Authority

R03-26-A-022

1. Applicant Identification - Hampshire County Development Authority, 301 East Main Street, Brannon #207 & #209, Romney, WV 26757
2. Website **URL-** <https://hampshirecountyeda.com/>
3. Funding Requested
 - a. Assessment Grant Type -Community Wide
 - b. Federal Funds Requested \$250,000.
4. Location - Hampshire County, WV
5. Target Area and Priority Site Information
 - Priority Site 1 - Former Capon Bridge Elementary School, 195 Capon School Street, Capon Bridge, WV, 26711
 - Priority Site 2-West Virginia Secondary School for the Deaf and Blind, 301 East Main Street, Romney, WV, 26757
 - Priority Site 3- Former Romney Elementary School, 45 School Street, Romney, WV, 26757
6. Contacts
 - a. Project Director-Jon Todd "JT" Hott, Executive Director, Hampshire County Development Authority, 301 E. Main Street, Brannon #207/209, Romney, WV 26757, Office: (304) 822-4320, Mobile: (704) 213-3641, Email: JTHott@hampshirecountyeda.com
 - b. Chief Executive/Highest-Ranking Elected Official-Jon Todd "JT" Hott, Executive Director, Hampshire County Development Authority, 301 E. Main Street, Brannon #207/209, Romney, WV 26757, Office: (304) 822-4320, Mobile: (704) 213-3641, Email: JTHott@hampshirecountyeda.comPopulation

7. Other Factors

Information on the Other Factors	Page#
Community Population is 15,000 or less	
The applicant is, or will assist, a federally recognized Indian Tribe or United States Territory.	
The priority site(s) is impacted by mine-scarred land.	
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).	
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.	
The reuse of the priority site(s) will incorporate energy efficient measures.	
The proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.	
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 site(s) within the target area(s).	
The target area(s) is impacted by a coal-fired power plant that has recently closed (2015 or later) or is closing.	

8. Letter from the State or Tribal Environmental Authority -

9. Releasing Copies of Applications - This grant application includes no confidential business information (CBI).



west virginia department of environmental protection

Office of Environmental Remediation
601 57th Street SE
Charleston, WV 25304
Phone: 304-926-0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

January 12, 2026

Mr. Jon Todd Hott, Executive Director
Hampshire County Development Authority
301 East Main Street
Romney, WV 26757

RE: State Environmental Authority Acknowledgement Letter
FY26 U.S. EPA Brownfields Community-Wide Assessment Grant Application
EPA-OLEM-OBLR-25-04

Dear Mr. Hott,

Thank you for your continued efforts to further enhance the state's environment, economy, and quality of life by applying for an FY26 U.S. EPA Brownfields Community-Wide Assessment Grant.

Brownfield sites in Hampshire County that will benefit from assessment activities include the former Capon Bridge Elementary School, the WV Secondary School for the Deaf and Blind, and the former Romney Elementary School. Assessment at these sites will lead redevelopment efforts in Hampshire County. Due to the clear need and obvious benefit of these assessment activities, the WVDEP Office of Environmental Remediation fully supports your grant application.

We are committed to assist you throughout the assessment and eventual remediation of your target areas, and we look forward to future redevelopment. Please do not hesitate to contact me with any questions or needs. I can be reached at (304) 893-4285 or at Erin.R.Brittain@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Erin R. Brittain". The signature is written in a cursive, flowing style.

Erin R. Brittain, CHMM
WVDEP Brownfields Program Manager

1. Project Area Description and Plans for Revitalization

Target Area and Brownfields

1.a Overview of Brownfield Challenges and Description of Target Area: The Hampshire County Development Authority (HCDA) is the applicant for this assessment grant. Hampshire County, West Virginia, has a population of 23,093 and is located in the northeastern part of West Virginia, resting within the Ridge and Valley Province of the Appalachian Highlands. **Hampshire County is the oldest county in the state of West Virginia**, having been founded in 1754 and fully organized in 1757. Romney West Virginia, the Hampshire County Seat, is the oldest incorporated city in West Virginia.

In 1870, the West Virginia Legislature established the **Schools for the Deaf and the Blind** in Romney, WV. This followed an offer consisting of the buildings and the grounds of the Romney Literary Society. The first school term began Thursday, September 29, 1870, with an enrollment of twenty-five deaf and five blind students. Through the years, additional buildings and grounds were added to accommodate the increasing enrollment. The school is still active and the main campus now consists of sixteen major buildings situated on 79 acres of land. **The West Virginia Schools for the Deaf and the Blind hold a special place in the history of this state, Hampshire County, and our community.** The school has been crucial in the economic development of this area. Now the original school structure and several of the building additions are empty and will deteriorate quickly if action is not taken soon.

Many of the Hampshire County residents commute long distances to northern Virginia and the Washington DC metropolitan area to find higher-paying jobs. Unfortunately, the lack of available childcare in the County and modern office space does little to entice new businesses to move to the area. Currently, the eastern portion of Hampshire County does not have community facilities large enough to support continued population growth.

Hampshire's brownfields are contributing to **high rates of poverty and unemployment by deterring businesses from locating, expanding, and creating local jobs.** Vacancies attract transient uses, potentially exposing people to contaminated brownfields and resulting in illegal dumping, vandalism, and blight. The grant will enable Hampshire County to address environmental inequities, foster new business and job opportunities, and enhance environmental quality to access open spaces. This grant would also allow us to create a brownfields inventory of properties to assess, prioritize and identify catalytic sites/areas, provide environmental assessments, prepare redevelopment plans, and develop cleanup plans that would clear the way for new investments and community-driven revitalization.

The Target Areas initially identified for this grant application are centered on the eastern portion of Hampshire County including the town of Capon Bridge and the County Seat of Romney. Three priority sites have already been identified: 199 Capon School Street, Capon Bridge, WV (Census Tract 9689.02), 301 E Main Street, Romney, WV (Census Tract 9684.01), and 45 School Street, Romney, WV (Census Tract 9684.01). Additionally, in Census Tract 9684.01, many Underground Storage Tanks have been recorded and reportedly removed at these target sites. Hampshire County **relies heavily on groundwater resources** and it is important that the extent of any contamination be understood. Additionally, abandoned or underused buildings that are within the target area are likely to contain asbestos and lead paint (and possibly PCBs),

further complicating redevelopment. **Additional funds are needed to assess, prepare redevelopment plans, and ultimately clean up and redevelop these Target Areas.**

1.b. Description of the Priority Brownfield Sites

Priority sites were identified through collaboration with local entities based upon factors such as redevelopment potential, historic significance, site ownership, health and safety, and ability of future environmental clean-up. All priority sites, according to the Climate and Economic Justice Screening Tool (CEJST), are in disadvantaged areas.

1. Former Capon Bridge Elementary School (199 Capon School Street) – Located in Capon Bridge, WV is the former Capon Bridge Elementary School on an almost 2-acre property. The building currently serves as the Capon Bridge Community Complex. A major anniversary took place in 2025 for the building when the complex turned 100 years old. The building is fully occupied by several Hampshire County offices, the Cacapon & Lost River Land Trust, along with artists and various local authors. The goal is to renovate and redevelop the site to provide a small business incubator.

Past Use	Current Use and Site Condition	Health/Environmental Concerns
School	Offices, Nonprofit, Artists	Asbestos, Lead Paint

2. West Virginia Secondary School for the Deaf and Blind (301 East Main Street) – Located in Romney, WV, the 79-acre West Virginia School for the Deaf and Blind has operated since 1870. Its oldest buildings, on a 6.81-acre portion of the site, are now vacant. The property lies adjacent to Big Run and within a federally designated floodplain. A documented LUST case and inclusion in the state Drycleaners Database indicate potential soil and groundwater contamination from petroleum and chlorinated solvents.

HCDA views this as a key redevelopment opportunity. Brownfields assessments are needed to evaluate environmental conditions, estimate redevelopment costs, and guide structural evaluations and planning. The goal is to repurpose the historic buildings to support economic growth and expand opportunities for the School’s students.

Past Use	Current Use and Site Condition	Health/Environmental Concerns
School	Vacant	Petroleum, Asbestos, Lead Paint, VOCs

3. Former Romney Elementary School (45 School Street) – The 4.25-acre property is located in Romney, WV, and the third priority site is the home of the former Romney Elementary School that is vacated. The demolition of the school building is anticipated to occur in 2026 to make way for future redevelopment. The Hampshire County Development Authority will assume ownership of the site from the Board of Education. A UST was removed from the site in 1987, but there is no documentation indicating if contamination was identified. .

Past Use	Current Use and Site Condition	Health/Environmental Concerns
School	School – Soon to Be Vacant	Petroleum, Asbestos, Lead Paint

1.c. Identifying Additional Sites: The HCDA will work to engage the local community, determine additional priority sites to be assessed, ensure all project activities are known to the impacted communities, as well as to coordinate plans for assessment, cleanup, reuse and redevelopment. HCDA will prioritize sites that have the greatest potential for redevelopment.

Revitalization of the Target Area

1.d. Reuse Strategy and Alignment with Revitalization Plans: This initiative will rely on a reuse strategy that focuses on projected development related to small business enterprises, affordable

elderly housing, attracting more grocery stores, and **working collaboratively with the School for the Deaf and Blind**. This aligns with the priority sites as the project team will focus on sites, especially former schools which can be redeveloped into economic drivers. In addition, sites that eliminate community eyesores will be addressed. This aligns with the Hampshire County Comprehensive Plan of 2019 that emphasized the need for additional facility upgrades, expansion, and replacement of schools within the county. This effort will also address one of the critical deficiencies of the current economic development strategy, which is the lack of “shovel-ready” sites. Combining this critical need with the region’s desire to attract new businesses and create business incubators **the specific goal of ensuring equal opportunities for individuals with disabilities, in this case the students and alumni of the School for the Deaf and Blind**. This initiative also complements several components of a recent State revitalization plan entitled “West Virginia Forward,” which puts an emphasis on site certification through the identification and investment in potential properties and the creation of a remediation support program for brownfields.

In particular, the revitalization of the Capon Bridge Community Complex Project aims to improve early childhood care and education by providing much-needed affordable childcare to the County residents. The building will also be renovated to provide office space, creating a **business incubator for small businesses** and encouraging them to relocate to Hampshire County. This project is critical to the continued growth of Capon Bridge and, undeniably, all of Hampshire County. Currently, the eastern portion of Hampshire County does not have community facilities large enough to **support continued population growth** without this project moving forward. Capon School Street, where one of the priority sites and Capon Bridge Community Complex are located, is a center of activity in the town. Located next to the Complex are churches, businesses, two newer schools, a park, Capon Bridge Town Hall, and various other government offices, not to mention it is home to a flurry of activities provided by the Hampshire County Parks and Recreation Department.

1.e. Outcomes and Benefits of Reuse Strategy: This brownfields assessment request is critical to the region’s ability to meet the needs of businesses looking to expand or locate in our community. Local community growth, in terms of both population increases from new jobs and an increased tax base, will strengthen local economies. Economic and community benefits include a reduction of vacant properties that will result in extensive benefits, especially an increase in local community vibrancy and sustainability. As new economic development activities occur, positive outcomes from the reuse strategy include improved environmental conditions, especially around the Capon Bridge Community Complex and the School for the Deaf and Blind, increased number of jobs by the attraction of small businesses, and the removal of blight with **increased community engagement** centered around the former Romney Schools. Through the assessment and future cleanup of these sites, new jobs and associated economic benefits will spur additional local community benefits. Both areas are considered disadvantaged, and the reuse strategy will provide for improved health and environmental conditions (i.e., Health Burdens) through the elimination of potentially contaminated buildings, while also addressing the areas underserved in the category through an improved, diversified, and resilient local economy.

Strategy for Leveraging Resources

1.f. Resources Needed for Site Reuse: The HCDA is eligible to receive federal and state grants to assess its site reuse, as detailed below. EPA assessment grant funds will answer the uncertainty associated with contamination and the existing conditions on the target properties to better

understand our remediation and redevelopment costs. This will allow future access to other funding sources. Once sites are assessed and characterized, the County will apply for cleanup funds from the ECY and EPA as the County is an eligible entity for these grants. Examples would include Safe Drinking Water Grants and EPA Clean-up grants. Leveraging the EPA assessment grant with other funding sources will be key to site redevelopment and reuse.

1.g. Use of Existing Infrastructure: The Target Areas are rural. The priority sites that utilize EPA brownfield grant funds will be located along, or in proximity to, main travel corridors where infrastructure components (water, electric, natural gas, etc.) of sufficient capacity are in place. As a result, **existing infrastructure will be** utilized as new site developments occur, and no major infrastructure upgrades are expected.

2. Community Need and Community Engagement

Community Need

2.a. The Community's Need for Funding: Hampshire County, West Virginia, home to roughly 23,000 residents, has experienced long-term industrial decline, and the targeted sites are in disadvantaged areas. The 199 Capon School Street site (CEJST Tract 9689.02) serves 6,348 residents and ranks high for low income (76%) and heart disease (94%). The 301 East Main Street and 45 School Street sites (CEJST Tract 9684.01), serving 4,030 residents, rank above the 75th percentile for low income, transportation barriers, wastewater discharge, and health risks, including asthma and diabetes. Both communities also face low high school graduation rates (11–19%) and elevated risks of cancer, heart disease, and other chronic conditions.

These health risks may be linked to environmental exposures from wastewater discharge, underground storage tanks, and lead paint, with both tracts above the 60th percentile for these hazards. Brownfields redevelopment at these sites could reduce exposure risks and improve public health and community resilience.

2.b. Health or Welfare of Sensitive Populations: The census tracts for each of the target locations (9689.02 & 9684.01) are disadvantaged, according to CEJST, and classified as low median income. Tract 9684.01 is disadvantaged due to factors including asthma (83rd%), diabetes (88th%), transportation barriers (94th%), lack of indoor plumbing (86th%), heart disease (97th%), projected flood risk (81st%), low income (79th%), and high school graduation (11%). Tract 9689.02 is disadvantaged due to factors including asthma (87th%), **heart disease (94th%)**, transportation barriers (96th%), **low income (76th%)**, and high school graduation (19%). The health risks and welfare issues faced by the residents are significantly exacerbated by the blight and disinvestment caused by the brownfield sites.

2.c. Greater Than Normal Incidence of Disease and Adverse Health Conditions

Public-health data demonstrate notable chronic-disease burdens within the county. The **age-adjusted cancer incidence rate is 413.1 per 100,000**, and cancer mortality remains elevated at **176.9 per 100,000**, based on West Virginia Department of Health and Human Resources Cancer Registry data (2016–2020). Historical county health assessments have also shown higher-than-average rates of cardiovascular disease and disability compared to national benchmarks, reflecting persistent underlying health challenges. This could be due to the environmental and socioeconomic stressors explained above but also the lack of resources in the target areas and the presence of the School for the Deaf and Blind. The proposed assessment plan will include evaluating the target areas and redeveloping the sites to potentially help the residents have better resources and a healthier area of living.

2.d. Economically Impoverished/Disproportionately Impacted Populations: Hampshire County, West Virginia, demonstrates several socioeconomic and public-health indicators that reflect

elevated vulnerability compared to state and national averages. According to the most recent U.S. Census American Community Survey (ACS 2019–2023), approximately **14.2% of residents live below the federal poverty line**, a rate higher than both the national and West Virginia averages. Educational attainment is also slightly lower than national norms, with **11.3% of adults lacking a high school diploma**. The community additionally experiences a comparatively high rate of disability, with **18.8% of residents under age 65 reporting a disability**, indicating the presence of long-term health and mobility limitations that can reduce economic opportunity.

Collectively, these conditions indicate that Hampshire County faces **compounding social, economic, and health-related stressors** that limit community capacity to respond to and recover from environmental hazards. These factors make the county particularly susceptible to the negative impacts of brownfields and underline the importance of federal investment. Brownfields Assessment Grant funding will help reduce these long-standing disparities by enabling the HCDA and its partners to identify contamination, prioritize cleanup, and promote safe, sustainable redevelopment that supports the well-being of disproportionately impacted residents.

2.b Community Engagement

This Brownfields Assessment Grant will help Hampshire County revitalize priority sites, attract new businesses, and create higher-paying jobs for economically vulnerable populations. Redevelopment will improve neighborhood safety and vibrancy, increase property and income tax bases, and support complementary initiatives such as affordable childcare to strengthen workforce development.

2.b.i. Project Involvement / Project Role: The Hampshire County Development Authority (HCDA) will lead all community engagement and project oversight activities. Key measurable targets and activities include: Public Meetings: Hold 6 community meetings over the grant period to solicit input on site priorities, redevelopment needs, and community concerns; Stakeholder Workshops: Conduct 3 targeted workshops with local businesses, nonprofits, and government partners to align assessment activities with regional economic development goals; Outreach & Communication: Distribute quarterly newsletters and post updates on the HCDA website and social media to reach at least 500 residents annually; Community Feedback Integration: Track and incorporate public input into site prioritization and assessment strategies, ensuring 100% of priority sites reflect community input; Technical Support Coordination: Engage environmental consultants and engineers to conduct assessments, with HCDA ensuring timely reporting and public transparency for all assessment activities.

Through these structured activities, HCDA ensures that the Brownfields Assessment is transparent, inclusive, and outcomes-driven, directly benefiting at-risk and underserved populations in Hampshire County.

2.f. Project Roles: All grant activities will be recorded by HCDA and made available to community partners and the public via the internet and social media postings. Project outputs (updated site inventory, Phase I and Phase II assessments, remedial action and/or site reuse plans, community meetings, informational brochure, contractual support, reports, etc.) and project outcomes (leveraged funds, communities impacted, acreage ready for redevelopment, etc.) will be tracked by the Development Authority and summarized at least quarterly throughout the project timeframe. Information will be used in preparing quarterly reports to EPA on grant progress, and for review by community partners to ensure sufficient progress towards effectively completing grant activities within the grant period.

Name of organization/entity group	Entity's Mission	Point of Contact (name, email & phone)	Specific involvement in the project or assistance provided
Hampshire County Development Authority	Advancing economic development to create a positive growth environment supporting Hampshire County	Jon Todd Hott JTHott@hampshirecountye-da.com 704-213-3541	Site selection, community engagement, data collection, reuse planning
WV Brownfields Assistance Center at West Virginia University	Help communities and stakeholders address their brownfield sites in EPA Region 3	Carrie Staton carrie.staton@mail.wvu.edu 304-293-7071	Site selection, technical assistance, training
West Virginia Schools for the Deaf and Blind	Empower students who are Deaf, Hard of Hearing, Blind, Low Vision, or Deafblind to reach their full potential	Clayton Burch wburch@k12.wv.us 304-822-4861	Public meeting space, community engagement, public outreach, reuse planning
Hampshire County Schools	Students will continually progress toward mastering the essential curriculum and reaching their full potential.	George Collett gcollett@k12.wv.us 304-496-2321	Community engagement, public outreach, reuse planning
Cacapon & Lost Rivers Land Trust	Protect the forests, farms, rural heritage, and waters of the Cacapon and Lost Rivers Watershed	Emily Warner Merrill emily@cacapon.org 304-856-1188 X 1001	Public meeting space, community engagement, public outreach, reuse planning
Hampshire County Community Foundation	Providing people who care about the future of our area with unique and effective ways of supporting their community	Amy Pancake Pancake- apancake@ewvcf.org 304-822-7200	Community engagement, public outreach
Hampshire County Arts Council	Enhance the quality of life for residents and visitors through an art-rich environment	Dale Brady info@HampshireArts.org 304-885-0711	Community engagement, public outreach

2.g. Incorporating Community Input: HCDA serves the larger community of Hampshire County. A Community Engagement Plan consisting of partner organizations, schedules, and outreach and input mechanisms will be prepared and posted on the HCDA website as well as the brownfield hub/repository. We will post signage and prepare fact sheets, including guidance on how to get information and provide feedback, which will be included in social media and website postings, public meeting notices, and direct mailings in the target area. At least 8 public meetings will be

held on a hybrid basis, with in-person and virtual attendance options, to provide updates and seek input from the target area community. We will meet with each of our partner organizations on a quarterly basis to disseminate information and collect input from all of the members represented and served by those groups. Feedback from our project partners and received directly from the public will be consolidated, organized, posted, and incorporated into the reuse strategy for the site as the project progresses.

For those who are not able to attend the public meetings and/or wish to offer comments, an opportunity will be available on the HCDA website. Comments will be shared with the project team and other community stakeholders as needed. Comments and responses, as applicable, will also be located on the website for public consumption. If required, responses will also be provided directly to the individual who posts a comment.

3. Task Descriptions, Cost Estimates, and Measuring Progress: Description of Tasks/Activities and Outputs - **3.a.** Project Implementation; **3.b.** Anticipated Project Schedule; **3.c.** Task/Activity Lead; **3.d.** Outputs. The table below provides a list of tasks and activities that will be implemented for this project, occurring over a 4-year period:

Task / Activity 1: Project Management and Reporting
i. Project Implementation
<ul style="list-style-type: none"> • EPA-funded tasks/activities: Hampshire County Development Authority will conduct project management, cooperative agreement oversight, and all required reporting. A qualified environmental professional (QEP) experienced in EPA Brownfields-funded projects will be hired through a competitive bid process. This task also includes regular QEP update meetings, site inventory updates, site selection, Assessment, Cleanup and Redevelopment Exchange System (ACRES) updates, and securing site access right-of-entry agreements on high-priority sites of interest. EPA funds will only be used on high-priority sites. • Non-EPA grant resources needed to carry out tasks: It is anticipated administrative costs will exceed the budgeted amount, and additional work related to administrative and programmatic activities will be paid for by other federal Planning Grants.
ii. Anticipated Project Schedule: Month 1 through Month 48
iii. Task / Activity Lead: Jon Todd Hott/HCDA, with QEP input
iv. Outputs: 16 quarterly reports, 16 financial status reports, 29 QEP update meetings
Task / Activity 2: Public Involvement
i. Project Implementation: Region 2 and its Brownfields Community Advisory Team (BCAT) will lead public involvement efforts, assisted by the QEP. Quarterly public meetings and updates to social media and websites, project brochure, and articles for media updates are included.
ii. Anticipated Project Schedule: Month 1 through Month 48
iii. Task / Activity Leads: Jon Todd Hott/HCDA BCAT Steering Committee (QEP input)
Task / Activity 3: Site Assessments
i. Project Implementation: Phase I Environmental Site Assessments (ESA's) will be performed in accordance with ASTM Standard E1527-21 and the EPA All Appropriate Inquiry (AAI) Final Rule on the highest priority sites. Phase II ESA's will be conducted in accordance with ASTM E1903-19. Asbestos Containing Material (ACM), Lead-Based Paint (LBP) and Mold Inspections will be completed, as needed on a "site by site" basis. A Quality Assurance Project Plan (QAPP), Sampling and Analysis Plan (SAP), and Health and Safety Plan (HSP) will be prepared and approved by EPA prior to initiation of Phase II ESA

activities. If additional funds are remaining prior to the end of the grant period, additional priority sites will be selected through methodology that includes community input, health and safety, redevelopment potential, site ownership, and resource commitment for future clean-up as selection and ranking criteria.
ii. Anticipated Project Schedule: Month 3 through Month 48
iii. Task / Activity Lead: QEP, with Region 2 input
iv. Outputs: 25 Phase I ESA's, 1 QMP, 1 QAPP, 1 SAP, 1 HSP, 3 Phase II ESA's, 3 ACM, LBP and/or mold inspections.
Task / Activity 4: Site Re-Use Planning
i. Project Implementation: After Phase II ESA's, ACM Surveys, and/or LBP Surveys have been completed, the selected QEP will lead the development of cleanup plans on sites determined to be highest priority with applicable environmental impacts of concern. These activities will include, as needed, Analysis of Brownfield Cleanup Alternatives (ABCA), ACM / LBP / Mold abatement or management plans, structural analysis, and/or site redevelopment plans. The Commission will hire a contractor, through a competitive bid process, experienced in redevelopment of brownfield properties, to oversee redevelopment planning on high-priority sites. 30% of grant funds requested will be designated for planning activities. In the event that additional funds are remaining prior to the end of the grant period, an additional priority site matrix will be produced and utilized. These additional priority sites will be selected through a methodology that includes community input, health and safety, redevelopment potential, site ownership, and resource commitment for future clean-up as selection and ranking criteria.
ii. Anticipated Project Schedule: Month 19 through Month 48
iii. Task / Activity Leads: Jon Todd Hott/HCDA, QEP (BCAT and Site Redevelopment Contractor input)
iv. Outputs: ABCA documents, ACM / LBP Abatement or Management Plans, Structural Analysis Reports, and/or Site Redevelopment Plans

3.e. Cost Estimates: The table below provides a general breakdown of each task / activity to be conducted, followed by a full breakdown of each task / activity:

Budget Categories		Project Tasks/Activities (\$)				
		Task 1-Project Management/Reporting	Task 2-Public Involvement	Task 3-Site Assessment	Task 4-Site Re-use Planning	Total
Direct Costs	Personnel	\$9,000	\$3,000			\$12,000
	Fringe Benefits ¹	\$3,500	\$900			\$4,400
	Travel ²	\$2,500				\$2,500
	Equipment					
	Supplies	\$300	\$300			\$600
	Contractual	\$8,000	\$5,000	\$127,000	\$77,000	\$217,000 ³
	Other			\$5,000		\$5,000
Total Direct Costs		\$23,300	\$9,200	\$132,000	\$77,000	\$237,600
Indirect Costs		\$6,000	\$2,500			\$8,500
Total Budget		\$29,300	\$11,700	\$132,000	\$77,000	\$250,000

¹ Fringe and Indirect Rates are based on the FY 2026 budget and may change slightly each year

² Travel for two State and one EPA Brownfields Conferences

³ Contract line item based upon previous experience with similar environmental consulting costs

Task 1, Project Management and Reporting

- *Personnel Costs*: 6 hours per month, 288 hours total at average rate of \$29.17/hr. = \$8,400
- *Fringe Benefits Costs*: 41.11% of total Personnel Costs = \$3,440
- *Travel Costs*: Project representative attending 1 National EPA Brownfields Conference and 3 State Brownfields Conference (4 events, \$600 per event) = \$2,500
- *Supplies Costs*: Presentation materials = \$300
- *Contractual Costs*: 29 QEP meetings (30x\$100); 16 Quarterly Reports (16x\$150); quarterly ACRES updates (16x\$150) = \$7,700 (performed by QEP; Region 2 input)
- *Indirect Costs*: 48.81% of total Personnel Costs and Fringe Benefits = \$5,760

Task 2, Public Involvement

- *Personnel Costs*: 1.5 hours per month, 72 hours total at average rate of \$29.17/hr. = \$2,100
- *Fringe Benefits Costs*: 41.11% of total Personnel Costs = \$860
- *Supply Costs*: Presentation materials and project brochure = \$300
- *Contractual Costs*: Quarterly QEP and BCAT meetings (16x\$300) = \$4,800
- *Indirect Costs*: 48.81% of total Personnel Costs and Fringe Benefits = \$1,440

Task 3, Site Assessments

- *Contractual Costs*: Phase I ESAs (14x\$4,500 average cost); Phase II ESAs (8x\$25,000 average cost, includes QAPP, SAP HSP costs); ACM/LBP surveys (13x\$3,000 average cost); = \$312,500
- *Other*: WVDEP Voluntary Remediation Program Application Fees (2x\$5,000) = \$10,000

Task 4, Site Re-Use Planning

- *Contractual Costs*: ABCA documents, ACM / LBP Abatement or Management Plans, Structural Analysis Reports, Site Redevelopment (10x\$15,000 average cost) = \$150,000

3.f. Plan to Measure and Evaluate Environmental Progress and Results: Hampshire County will include an agenda item at each quarterly public BCAT meeting to review progress and take corrective actions when necessary to ensure the funds are expended within the 4-year project timeframe. Quarterly meetings, utilizing both virtual and in-person platforms will include reviewing community priorities and addressing any community concerns. Quarterly Reports will be submitted to EPA, detailing the outputs and outcomes of the project. Outputs to be tracked include the number of BCAT public meetings, environmental assessments and surveys conducted, and redevelopment report plans compiled. Outcomes to be tracked include community participation, number of properties assessed, acreage and number of properties prepared for reuse, redevelopment funding leveraged, and jobs created.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Programmatic Capability

4.a. Organizational Capacity: Established in 1974, the Hampshire County Development Authority (HCDA) is the county's lead economic development agency, dedicated to improving quality of life and promoting sustainable economic growth. HCDA supports business development, job creation, and community resilience, ensuring reinvestment benefits all communities. The Authority has extensive experience securing and managing state and federal grants, with strong financial management, procurement, and reporting systems that meet federal compliance standards. HCDA collaborates with county departments, legal counsel, and external technical partners to keep projects on schedule and aligned with grant requirements.

HCDA values transparency, community engagement, and local accessibility, holding regular public meetings to involve residents and stakeholders in decision-making and project updates. With a proven record of administering complex, multi-stakeholder initiatives, HCDA is well-positioned to manage the proposed Brownfields Assessment Grant and guide the redevelopment of underutilized and potentially contaminated properties across Hampshire County.

4.b. Organizational Structure: The Hampshire County Development Authority (HCDA) operates under a clear, professional framework that ensures strong oversight, efficient decision-making, and full compliance with state, federal, and grant requirements. A Board of Directors made up of community and business leaders provides strategic direction and approves budgets and major initiatives, while the Executive Director manages day-to-day operations, grant administration, and stakeholder coordination.

A small, experienced staff supports project management, financial oversight, reporting, and community outreach. HCDA also engages environmental consultants, engineers, and legal advisors as needed to provide specialized technical expertise. This structure allows HCDA to effectively manage federal funds, coordinate multi-stakeholder Brownfields projects, and advance community revitalization efforts.

4.c. Description of Key Staff: The HCDA has a strong team capable of managing Brownfields and grant-funded projects, supported by its longstanding mission (since 1974) to promote economic growth, business development, and community vitality in Hampshire County. Executive Director Jon Todd Hott—who brings more than two decades of experience in business management, finance, insurance, real estate, and education—leads day-to-day operations and grant oversight. His broad professional background and deep commitment to the community ensure effective leadership in advancing the goals of the Brownfields Assessment Grant.

4.d. Acquiring Additional Resources: Hampshire County Development Authority conducts all procurement transactions in a manner that provides full and open competition. Statutory and regulatory requirements for the procurement of professional services are clearly outlined in both Federal and state procurement rules. CFR 200–200.521–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as well as WV Code 5-G, both provide a framework and methodology for the appropriate acquisition of expertise, resources, and/or professional services. Hampshire County Development Authority staff routinely assist grantees and subgrantees in the successful procurement of contractors, subcontractors, and other resources in a manner that fully meets the requirements set forth in applicable federal and state guidelines.

Past Performance and Accomplishments

4.f. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Financial Assistance Agreements: Although HCDA has not previously received an EPA Brownfields Grant, it has successfully managed other federal and non-federal funding. Notably, in 2023–2024, HCDA oversaw the Brownfields-related demolition and remediation of the former Hampshire Memorial Hospital, including asbestos abatement and proper disposal of materials, with a total cost just under \$1 million. The Authority has also managed other grants, such as a \$60,000 USDA award for renovations to the Capon Bridge Community Complex and smaller local grants, demonstrating experience in multi-faceted redevelopment projects.

HCDA maintains a dedicated grant-writing office and regularly secures operational funding, such as the State of West Virginia’s \$41,500 LED Grant. These experiences underscore HCDA’s capacity to effectively manage grants and complex redevelopment projects, positioning the organization to successfully administer the proposed EPA Brownfields Assessment Grant.

Threshold Criteria Responses

Community-Wide Assessment Grant – Hampshire County, WV

1. **Applicant Eligibility:**
 - a. The Hampshire County Development Authority, the applicant, is a general-purpose unit of government under Hampshire County, West Virginia, and therefore eligible for this grant.
 - b. The Hampshire County Development Authority is not exempt from Federal taxation under section 501(c)(4) of the IRC.
2. **Community Involvement:** The Hampshire County Development Authority will work with the council members and employees of the Hampshire County Development Authority to engage with local community members and local groups to provide input on the current proposed project activities and collect opinions on additional sites. Community involvement will occur in the form of public meetings, newspaper publications, social media posts, and physical mail.
3. **Expenditure of Existing Grant Funds:** The Hampshire County Development Authority does not have an open EPA Brownfield Assessment Grant or Multipurpose Grant.
4. **Contractors and Named Subrecipients:**
 - a. **Contractors:** Not applicable
 - b. **Subrecipients:** Not applicable