

## **ATTACHMENT A**

### **City of New Albany, Indiana – 2011 Brownfield EPA Assessment Grant:**

Work Plan for the Assessment Grant Cooperative Agreement  
9/30/2011 – 10/01/2014

The grant recipient will build on the City's 2008 Brownfields Inventory by characterizing, assessing, and conducting planning and community involvement activities to encourage revitalization and reuse of brownfield sites. The Project period is three years.

#### **OUTPUTS/OUTCOMES:**

The expected outcome is site reuse of the properties assessed under the grant. The primary expected output is approximately twenty-five (25) Phase I Environmental Site Assessments (ESAs), twelve (12) Phase II ESAs, and eight (8) Cleanup Plans.

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#### **BACKGROUND:**

The City of New Albany received a US EPA Cleanup Grant in 2004 which resulted in a highly successful Downtown redevelopment Project: Scribner Place. The momentum from the initial EPA grant funding has generated a broader recognition by City leaders and businesses about the re-use potential of most Brownfields.

#### **PROJECT SPECIFIC OBJECTIVES:**

Once the US EPA Assessment Grant Cooperative Agreement is executed by both parties, the City of New Albany will identify, evaluate, and select specific properties that will utilize the grant monies. Site selection criteria will be based on public health impacts, ecological impacts, social impacts and economic impacts. Priority will be given to those owners that demonstrate the ability and readiness to undertake new investment or expansion. The City's intent is to leverage the grant dollars by using funds to support and expand brownfield redevelopment efforts that are being driven by private and municipal development. Priority will be given to those projects within the City's Urban Enterprise Zone which includes the Downtown and older industrial sites. Site selection will be undertaken by the City with assistance from the New Albany Urban Enterprise Association (NAUEA) and/or Development New Albany, Inc. (DNA, a Main Street Program organization).

Following initial site selection, the City in conjunction with IDEM will evaluate ownership issues, liability, NPL status, likely contaminant sources, etc. to determine if sites are eligible for support with grant funds. Those properties deemed ineligible will be removed from the selection process.

The goals for Brownfield Redevelopment as it relates to utilization of the US EPA Assessment Grant include:

- Assess and characterize a number of properties, by completing Phase I and Phase II Environmental Site Assessments.
- Formalize the information sharing process with the creation of marketing materials, workshops, tours, and community meetings involving the importance of redevelopment of brownfield properties.
- Prepare cleanup plans that document existing contamination and effectively define the most efficient and beneficial cleanup options.

The US EPA Brownfield Assessment Grant, by financially assisting in defining the environmental problems, will enable property improvements and/or new construction. Increased property value and job creation will result, especially in the Urban Enterprise Zone.

#### **TASK 1: PROGRAM DEVELOPMENT AND MANAGEMENT:**

**Program Development and Management:** \$57,200 Estimate. The New Albany Redevelopment Commission's (NARC) staff will manage and administer this grant. John Rosenbarger, Public Works Projects Supervisor (PWPS) will serve as the Project Manager for purposes of grant administration (see attached profile). Quarterly reports, financial reports, progress of the work plan, and the final summary report will be forwarded to the US EPA Region 5 from the Redevelopment Department. The Project Manager will also be responsible for coordinating procurement of environmental consultants to perform environmental assessments and cleanup plans via a Request for Qualifications and/or Proposals (RFQP) and coordinating grant work with the selected environmental consultant(s). He will also act as liaison between the US EPA, the City Council, the public through community outreach, and any other stakeholders that may be involved in projects resulting from receipt of these grants. Carl Malysz, Director of Community Development will provide overall direction. Cyndi Krauss, Financial/Compliance Manager will provide support.

Progress reports will be submitted on a quarterly basis to the US EPA Project Officer. These reports will document the incremental progress at achieving the project deliverables and provide information as listed in the Cooperative Agreement Terms & Conditions. Final status reports are to be provided on an annual basis. The quarterly reports will be prepared and submitted to the US EPA Project Officer by the City's Project Manager. Travel fees will include costs associated with the Project Manager attending the EPA National Brownfield Conference(s) and other brownfield educational opportunities.

To better assure understanding of the technical, financial, and community issues related to the environmental assessments and the proposed remedial action, and to help assure that the City's interests are represented during the remedial planning and redevelopment process, the City will contract with a qualified, independent environmental consultant to serve as a technical advisor to the City.

At a minimum, the following services will be provided by the consultant:

- Review of the results and findings of each Phase I ESA that concludes with a recommendation for a Phase II ESA or remedial action (cleanup) plan.
- Review of the rationale, justification, and scope of any recommended Phase II ESA or proposed remedial action, and opinion relative to the appropriateness and adequacy for site environmental assessment or remediation, its cost-effectiveness, its conformance with Indiana site closure guidelines, and whether the overall approach is compatible with the City's redevelopment objectives.

- Liaison with the respective property owners and the community to help assure that the City is aware of the concerns and interests of the property owners and residents of the community, and whether planned Phase II or remedial actions are acceptable to the property owner(s) and/or consistent with the property owners' desires and objectives.

The City's consultant/advisor will serve under contract for a period of approximately 3-years. An estimated value of the contract over the 3-year period is approximately \$15,000. The funding for this consultant services will be accomplished by shifting funds from the original Application's Personnel budget line to the Contractual budget line. Consulting firm(s) will be selected and hired in accordance with US EPA procurement regulations.

**TASK 2: Community Outreach: \$8,000 Estimate**

The Outreach portion of the Project will be critical to the success of the Grants. Funds will be used to pay a consultant to market the viability of Brownfields generally as well as to engage and recruit property owners/buyers to participate in the City's Brownfields Redevelopment Program. To ensure the public is informed, the City will work with a consultant to conduct environmental outreach meetings, draft press releases, conduct workshops and update the City's website as new information is generated. In addition to using the City's and other websites to post information, brochures will be generated and distributed. Promotional events will include several workshops and fairs to broaden interest. Document processing, mailing costs and fact sheets are also included. Though the majority of activity in this Task will occur in the first year, this task will extend throughout the entire three-year term of the project. The City will procure a qualified consultant which has local and regional business contacts in order to recruit interested owners and potential investors to participate in brownfield redevelopment. Outreach to sensitive populations will continue through contact with impacted neighborhood groups through neighborhood meetings. City personnel will assist in this Task.

**TASK 3: Site Selection: \$2,000**

The City and/or IDEM will make eligibility determinations for Hazardous Substances sites and for Petroleum sites. Site selection will be undertaken by the City with assistance from a qualified consultant that is familiar with existing brownfields and redevelopment efforts in New Albany.

Identify selected sites and prepare site eligibility determinations	Brownfield eligibility determination memos and IDEM eligibility determinations, as required	On an as needed basis throughout grant cycle
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**TASK 4: Environmental Site Assessments (ESAs) \$264,000:**

- A. Phase I Environmental Site Assessments (ESAs).
- B. Phase II Environmental Site Assessments (ESAs) and Quality Assurance Project Plan (QAPP).

**TASK 4A.** An estimated 25 Phase I Environmental Site Assessments (ESAs) will be completed following ASTM and All Appropriate Inquiry standards utilizing a qualified environmental consultant. Once Phase I ESAs are completed, site profile sheets will be prepared and submitted with the corresponding quarterly report(s) to the US EPA. The number of Phase I ESAs completed will vary dependent on the extent and type of the Phase II and associated costs.

Activities	Deliverable	Date to be completed
Prepare a RFQP and conduct public solicitation for retaining consultant(s)	Proposals received by City	30 Days from fully executed Agreement
Review submittals, interview as needed, select a consultant(s) from submitted RFQPs, draft contracts for approval	Agreements between City and selected consultant(s)	60 Days after fully executed Agreement
Conduct Phase I Report	Phase I Report (on CD ROM)	On an as needed basis throughout grant cycle
Complete Property Profiles Forms (PPFs) for Assessed Sites in EPA ACRES database	Property Profile Form entry	Upon completion of Phase I report

**Task 4B.** Upon completion of the Phase I ESAs, the City anticipates conducting approximately twelve (12) Phase II ESAs where Phase I ESAs recommend that additional investigation is warranted. The consultant will conduct Phase II ESAs at identified brownfield sites following ASTM standards. Prior to commencement of any Phase II Assessment fieldwork, a Quality Assurance Project Plan (QAPP) will be prepared and submitted to EPA for approval as required. A Field Sampling and Analysis Plan (SAP) will be prepared for EPA review as required. Individual Phase II reports will be prepared for each site upon completion of field activities and receipt of analytical data. The number of Phase II ESAs completed will vary dependent on the extent and type of the Phase II and associated costs.

Activity	Deliverable	To be completed
Pre- Quality Assurance Project Plan (QAPP) conference with US EPA, preparation of the draft and final (QAPP)	Draft QAPP Final QAPP	A Draft QAPP will be sent to the US EPA 45 days after Consultant is hired
Prepare and update site eligibility determinations as appropriate	Brownfield eligibility determination memos	On an as needed basis throughout grant cycle
Prepare Field Sampling and Analysis Plans for EPA review and approval	SAP	The SAP will be prepared on a site by site basis throughout grant cycle
Preparation of Site specific health and safety plan	Health and Safety Plan	On an as needed basis throughout grant cycle
Conduct Phase II Field work	None	On an as needed basis throughout grant cycle
Phase II ESA Reports	Phase II ESA report for each site/property (on CD ROM)	On an as needed basis throughout grant cycle
Update Property Profile Forms in ACRES as appropriate	Updated Property Profile	Update upon completion of Phase II report and as needed

**TASK 5 – Cleanup Planning: \$68,800 Estimate**

Cleanup Planning Documentation (to include but not be limited to Remedial Action Plans and Due Care Plans) will be developed for an estimated eight (8) properties that require due care or remediation prior to or along with redevelopment. Along with developing these plans, meetings will be held to strategize on the most effective remedial options while considering redevelopment. Consultants, owners and the City will work closely with IDEM/Brownfields in considering options for cleanup planning. The number of Cleanup Plans completed will vary dependent on the extent and type of the Cleanup Plan and associated costs.

Activities	Deliverable	Date to be completed
Development of Cleanup Planning Documentation (to include but not be limited to Remedial Action Plans and Due Care Plans), and Brownfield Plans	Cleanup Planning Documentation (to include but not be limited to Remedial Action Plans and Due Care Plans), and Brownfield Plans for submission to EPA and/or IDEM	On an as needed basis throughout grant cycle
Meetings to discuss possible due care and remedial strategies	None	On an as needed basis throughout grant cycle
IDEM/Brownfields Requests	Phase I and Phase II reports, legal descriptions and historical data submitted upon request	On an as needed basis throughout grant cycle

**BUDGET**

Table 1 reflects the anticipated budget for \$200,000 Hazardous Substances Grant and Table 2 reflects the anticipated budget form the \$200,000 Petroleum Grant. Costs have been split between the two grants and also distributed throughout the associated task items.

**Table 1: Projected Budget for Assessment Work Related to the \$200,000 Hazardous Substance EPA Assessment Grant**

Budget Descriptions	TASK 1: Program Development & Management	TASK 2: Community Outreach	TASK 3: Site Selection	TASK 4: Site Assessments	TASK 5: Clean Up Planning	TOTAL
Personnel	19,700					19,700
Travel	1,200					1,200
Equipment						
Supplies	200					200
Contractual	7,500	4,000	1,000	132,000	34,400	178,900
Other						
<b>Total</b>	<b>28,600</b>	<b>4,000</b>	<b>1,000</b>	<b>132,000</b>	<b>34,400</b>	<b>200,000</b>

**Table 2: Projected Budget for Assessment Work Related to the \$200,000 Petroleum Substance EPA Assessment Grant**

<i>Budget Descriptions</i>	<i>TASK 1: Program Development &amp; Management</i>	<i>TASK 2: Community Outreach</i>	<i>TASK 3: Site Selection</i>	<i>TASK 4: Site Assessments</i>	<i>TASK 5: Clean Up Planning</i>	<i>TOTAL</i>
<i>Personnel</i>	19,700					19,700
<i>Travel</i>	1,200					1,200
<i>Equipment</i>						
<i>Supplies</i>	200					200
<i>Contractual</i>	7,500	4,000	1,000	132,000	34,400	178,900
<i>Other</i>						
<i>Total</i>	28,600	4,000	1,000	132,000	34,400	200,000

**BUDGET DETAIL**

**TASK 1: Program Development & Management:**

Personnel Costs: Preparation for, and attending, and participating in neighborhood, general public, NARC, City Council and other meetings. Procuring, managing consultant contracts. Reviewing various plans including Brownfield Plans, Work Plans and Report Recommendations. Creation of marketing materials, updating website, and marketing brownfield properties. Budget figures for this category are estimated at \$36.00/hour for personnel and fringe benefits, i.e., the \$19,700 budgeted for TASK 1 reflects approximately 547 hours of programmatic staff time each for Hazardous and Petroleum Grants. Work is attributed to Community Outreach, Site Selection, Site Assessments (procurement, management and interfacing with consultants, owners, IDEM), Cleanup Planning Coordination, public Involvement and general Grant Administration throughout the entire grant period. See the attached Personnel Computation for EPA Site Assessment Grant Project table for salary and fringe benefits details for City personnel. Total: \$39,400.

Travel: The budget includes costs associated with travel to the annual National Brownfield Conference and other pertinent education/training events. The budgeted \$2,400 includes the following breakdown:

- National Brownfield Conference 2012 and/or 2013 Costs of one attending (board/staff members) the next conference anticipating \$1,200 per conference. This figure anticipates airfare of \$600, meals at \$120 (\$40/day), lodging (average rate of \$150/night totaling \$450).
- EPA/State Brownfield Workshops, Training: An estimate four (4) events of staff attending yet-to-be determined sessions, averaging a cost of \$300 with travel, registration, lodging, and/or meals (totaling \$1,200). Cost estimates based on travel to Indianapolis. Total: \$2,400.

Supplies: This will include Miscellaneous office supplies: Total: \$400.

Contractual: To assure understanding of the technical, financial, and community issues related to the environmental assessments and the proposed remedial action, and to help assure that the City's interests are represented during the remedial planning and redevelopment process, the City will contract with a qualified, independent environmental consultant to serve as a technical advisor to the City. The range of services to be provided is described in the Work Plan.

The City's consultant/advisor will serve under contract for a period of approximately 3-years. An estimated value of the contract over the 3-year period is \$15,000. The funding for this consultant services is accomplished by shifting funds from the original Application's Personnel-Fringe Benefits budget lines to the Contractual budget line. Consulting firm(s) will be selected and hired in accordance with US EPA procurement regulations. Total: \$15,000.

**TASK 2: Community Outreach:** Project marketing materials and printing of marketing materials; to include summary of brownfield economic tools, successful project fact sheets for information distribution needed to educate property owners, community groups, realtors, developers and interested parties about the Grants and benefits of Brownfield Redevelopment. Conduct workshops and attend fairs. A travel-top display will be produced for use at workshops/fairs. Components of this Task are estimated to include: Identifying targeted owners/potential investors, conduct outreach, workshops and attending promotional events, updating website(s): \$6,000 (\$40/hour; 150 hours), Producing, printing and mailing informational materials and brochures: \$1,500: Table-top display: \$500.

**TASK 4:**

**Task 4A: Phase I ESAs:** Budget assumes that approximately twenty-five Phase I ESA reports are estimates to be completed throughout the grant cycle. This will include approximately thirteen (13) with Hazardous funds and twelve (12) with Petroleum funds at an average cost of \$2,400. Average costs were determined by prior City experience and through conversations with EPA's TAB consultant and local consultants.

**TASK 4B: Phase II ESAs:** Budget assumes that approximately twelve (12) Phase II ESA reports will be completed throughout the grant cycle. This will include six (6) with Hazardous funds and six (6) with Petroleum funds at an average cost of \$17,000. The City will contract with a qualified environmental consultant, experienced in working with City governments on Brownfield Redevelopment projects, and in a manner consistent with required practices. Average costs were determined by prior City experience and through conversations with EPA's TAB consultant and local consultants.

**TASK 5: Cleanup Planning:** Preparation of cleanups plan to address individual site contamination. The budget assumes that approximately eight (8) projects that will require Cleanup Plans at an estimated cost of \$8,600 each. This price includes a QAPP for each cleanup plan. Average costs were determined by prior City experience and through conversations with EPA's TAB consultant and local consultants.



**BUDGET INFORMATION - Non-Construction Programs**

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	34,473 (17237x2)					
b. Fringe Benefits	4,927 (2,463.5x2)					
c. Travel	2,400 (1,200x2)					
d. Equipment						
e. Supplies	400 (200x2)					
f. Contractual	357,800 (178,900x2)					
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$400,000(200,000x2)	\$	\$	\$	\$	\$
7. Program Income		\$	\$	\$	\$	\$

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