

**City of Newark – Brownfields Assessment Cooperative Agreement
[Hazardous Substances]**

**Work plan for the CERCLA Authority; 104(k)(2) & (3)
Project/Budget Period: 10/01/12 – 09/30/15**

This project supports:

Environmental Results Goal 3: Cleaning up Communities, advance sustainable development, and protect disproportionately impacted low-income, minority, and tribal communities. Prevent releases of harmful substances and cleanup and restore contaminated sites.

Objective 3.1: Promote Sustainable and Livable Communities.

Strategic Measures: Assess and Clean up Brownfields

Specifically, the Cooperative Agreement (CA) recipient will inventory, prioritize, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites.

CFDA: 66.818

CERCLA Authority: 104(k)(2)&(3)

DCN: STX

Budget FY: 12

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Substances – 301D79E(Action Code: NY)

The City of Newark will have the following outputs:

- inventory brownfield properties/sites
- conduct up to 12 Environmental Site Assessments (ESAs)
- prepare Ohio Voluntary Action Program (VAP) Documents and/or Cleanup and Redevelopment Plans for up to four projects
- Community Participation

Project Contact: Mr. Stuart W. Moynihan, Economic Development Coordinator
Department of Development
The City of Newark, Ohio
40 W. Main Street
Newark, Ohio
Phone: (740) 670-7546
Email: smoynihan@newarkohio.net

Project Period: Three years. 10/1/12 to 9/30/12

I. Introduction and Environmental Outcomes:

The United States Environmental Protection Agency (USEPA) has awarded the City of Newark Brownfields Assessment CA funds for the assessment of properties community-wide in the City of Newark (the City). The CA includes \$200,000 for the assessment of sites with suspected contamination by hazardous substances. The City will use these funds to expand an inventory and investigate the historic uses of the properties; determine the type, severity, and extent of contaminants; and develop remedial alternatives that will allow for safe and viable reuse of the properties. The tasks and budget for the CA are described in the following sections.

The Brownfield Assessment CA will provide for:

- Community Involvement –meetings and interaction with City-based organizations and stakeholders to solicit nominations for site assessment activities;
- Prioritization of sites identified for assessment activities;
- Development of a city-wide brownfields inventory;
- Phase I and Phase II Environmental Site Assessments (ESAs) and hazardous materials assessments at prioritized brownfield sites;
- Ohio VAP Program documents at selected sites as appropriate and in accordance with Ohio law; and
- Cleanup and Redevelopment Plans as needed for priority sites having high redevelopment potential.

II. Project Overview

Once the USEPA Assessment CA is executed by both parties, the City of Newark will identify, evaluate, and select specific properties where it will utilize the CA funds. Site selection criteria will be comprised of several factors, including: results of an inventory of brownfield sites within the City; property location within target redevelopment areas; known or suspected past site operations; community input; known or suspected environmental issues; and visual indication of potential contamination.

The City of Newark will follow Federal procurement rules and retain a qualified environmental consulting firm to assist in developing an inventory of brownfield sites within the community and perform subsequent property information collection, environmental assessment, cleanup and redevelopment planning activities, and other CA support services as requested by the City of Newark.

The Assessment Grant provides the City of Newark with the funds it desperately needs to continue assessing the numerous brownfields in the City that are limiting redevelopment and contributing to the ongoing deterioration of neighborhoods and commercial and industrial districts. Specifically, the \$200,000 budget for this USEPA Community Wide Hazardous Substances Assessment Grant will be used to assess industrial brownfields, that are impacting neighborhoods in the City; brownfields that the City has expressed interest in redeveloping for community use; sites along the Licking River that are both impacting the river and limiting residents' access to the river; and various smaller industrial/commercial sites throughout the City that have proposed or imminent plans for redevelopment. Currently, a significant number of the

large brownfields in the City are disproportionately located within residential neighborhoods. Consequently, the threat of human exposure to potential contaminants is intensified. The Assessment CA monies will allow City of Newark to take the first step in addressing the many brownfields that have severely limited redevelopment options. By completing this project, the City will further develop its brownfield program to effectively address the brownfields that have become undesirable features in its landscape. The City anticipates that the Assessment CA will help spur interest and investment, ideally allowing the City to establish itself as an attractive and healthy place to live, with excellent recreational options, revitalized neighborhoods, and a solid, diversified economic base.

III. Management and Coordination

The City of Newark's Department of Development (DOD) will manage and administer the CA. The Economic Development Coordinator, Mr. Stuart W. Moynihan, will serve as Project Manager and will be responsible for all requirements for reporting to the USEPA. Quarterly reports, financial reports, progress of the work plan, and the final summary report will be forwarded to the USEPA Region 5. Due to limited availability of personnel, the City will require assistance with CA programmatic requirements and assessment activities. The City's Department of Development and Finance Department will work closely with a qualified environmental consulting firm and legal counsel as needed to achieve project objectives, maintain budgets and schedules, and prepare plans and reports. The Project Manager will coordinate the CA activities with the selected consultant and will serve as a liaison with the USEPA and the public at large through community outreach activities.

IV. Work to be Performed

The schedule presented in the task tables below presumes that the CA with the USEPA will be completed and approved by October 1, 2012.

TASK 1: Brownfield Inventory and Prioritization

Task 1 will involve updating the existing inventory of priority brownfields in the City. Additional sites will be identified by the City through community nominations and ground surveys. The City of Newark will prioritize sites for assessment activities and determine the eligibility of prospective sites which will include meetings with potential brownfield redevelopment site contacts to evaluate eligibility. Prioritization criteria will be based on site characteristics and history, available environmental information, potential threats to public health and the environment, known or potential developer interest, developer demand for specific property types and locations, and other pertinent factors identified during the inventory activities.

TASK 1: Schedule of Planned Activities – Brownfield Inventory and Prioritization

Activities	Deliverables	To Be Completed By:
Solicit Site Nominations	Expanded list of sites for consideration	First solicitation by December 31, 2012, and ongoing
Prioritization of sites	Database & GIS Overlay	January 31, 2013 and ongoing
Reprioritize sites based on USEPA eligibility, if necessary	List of Prioritized Sites for Assessments	Ongoing

TASK 2: Phase I and Phase II Environmental Site Assessments & Hazardous Materials Assessments

Funds allocated to this task will be used to complete Site Eligibility Determination Requests and perform Phase I and Phase II Environmental Site Assessments (ESAs), and conduct hazardous materials assessments at specific prioritized brownfield properties by a qualified environmental consultant. Phase I ESAs will be conducted in accordance with All Appropriate Inquiry and ASTM Practice E1527 05 “Standard Practice for Environmental Site Assessments”. In addition, for select sites, the Phase I ESAs will include additional components to comply with the Ohio VAP Phase I Property Assessment standards, which will prepare a the site for participation in the VAP. The City will complete property profiles in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) database for each property where CA funds are expended and update the profiles quarterly.

The City will conduct Phase II ESAs and hazardous materials assessments where the Phase I ESAs or other available information suggests that additional investigation is warranted and as the budget permits. Prior to commencement of the Phase II ESA or hazardous materials assessment work, the City of Newark and the selected environmental consultant will participate in a pre-Quality Assurance Project Plan (QAPP) conference call with USEPA. A QAPP will be prepared and submitted to USEPA for approval.

A Sampling and Analysis Plan (SAP) will be prepared and submitted to USEPA for approval prior to conducting Phase II ESA or hazardous materials assessment field work at each site. The purpose of the SAP will be to document the purpose of the assessment and the project specific data quality objectives. Some Phase II ESAs will be performed for property transaction related due diligence, but others may be more intensive to support determining cleanup objectives under the Ohio VAP. In addition, a Health and Safety Plan (HSP), which addresses each property where Phase II ESA or hazardous materials assessment work is anticipated, as a whole or individually, will be submitted to USEPA for review. Individual Phase II ESA and/or hazardous materials assessment reports will be prepared for each site upon completion of field activities and receipt of analytical data.

Soil and groundwater data developed from the Phase II ESAs will be used to determine whether the site is contaminated pursuant to Ohio EPA’s VAP cleanup levels.

TASK 2: Schedule of Planned Activities - Phase I and Phase II Environmental Site Assessments and Hazardous Materials Assessments

Activities	Deliverables	To Be Completed By:
Prepare site eligibility determinations	Individual property eligibility determinations	Beginning in November 2012 and ongoing
Conduct Phase I ESA activities	Completed Phase I ESAs	Estimated date for completion of first Phase I ESA is by the end of April 2013 with additional Phase I ESAs completed as needed
Complete property profiles in ACRES for assessed sites	Property Profile Form in ACRES	Entered into ACRES within the quarter they are completed in
QAPP preparation, pre-QAPP conference call w/EPA and consultant	<ul style="list-style-type: none"> QAPP, as completed 	A Draft QAPP will be sent to the USEPA within two months following agency approval of the CA.
Prepare Sampling and Analysis Plans (SAPs) <ul style="list-style-type: none"> Draft Final, as needed to incorporate USEPA comments 	<ul style="list-style-type: none"> Draft Site-specific plan(s) to USEPA Final Site-specific plan(s) to USEPA 	Provide to EPA for approval at least 10 working days before planned field work starts
Prepare Health and Safety Plans (HSPs)	<ul style="list-style-type: none"> Site specific HSP(s) 	On as needed basis throughout CA cycle.
Conduct Phase II ESAs and/or hazardous materials assessments at priority sites where the Phase I has indicated further investigation is warranted	<ul style="list-style-type: none"> Completed Phase II ESAs and/or hazardous materials assessments and associated reports Update profiles in ACRES for Phase II start and completion dates, etc. 	Ongoing/as needed <ul style="list-style-type: none"> Estimated date for completion of first Phase II ESA or hazardous materials assessment is October 2013. Enter Phase II start and completion into ACRES within the Quarter that the Phase II was started and completed

TASK 4: Cleanup and Redevelopment Planning

Cleanup and redevelopment planning will be conducted for sites where redevelopment is imminent and such activities will assist the developer. Planning may take the form of identifying remedial alternatives; conducting Analysis of Brownfields Cleanup Alternatives (ABCA), developing Interim Response, Remedial Action, and/or Ohio VAP program documents; and/or meeting with local, county, and/or state local units of government officials to discuss the proposed cleanup and to assist with planning for the successful redevelopment of brownfield sites. The City will hold meetings with stakeholders to develop and review the most appropriate and effective remedial options for each selected brownfield site and redevelopment. The City of Newark and the environmental consultant will work closely with the OEPA and USEPA in considering options for planning.

TASK 4: Schedule of Planned Activities - Cleanup and Redevelopment Planning

Activities	Deliverables	To Be Completed By:
Meeting to discuss possible redevelopment strategies.	None	On as needed basis throughout CA cycle.
Develop Cleanup and Redevelopment Plans.	Draft and Final Plans (to include but not limited to ABCAs, Ohio VAP program documents for submittal to OEPA and/or USEPA.	On as needed basis throughout CA cycle.

TASK 5: Community Involvement

The City of Newark will continue to encourage community participation and provide opportunities for public interaction in the brownfields program. Upon acceptance of the USEPA CA, the City will continually involve community residents and keep citizens informed and involved in this Assessment CA. The City has existing partnerships with the OEPA, the ODOT, the Ohio Department of Agriculture, the Ohio State University Newark Campus, Career and Technology Education Center (C-TEC), Central Ohio Technical College (COTC), The Works museum, Licking County Soil & Water Conservation District (SWCD), and Heath-Newark-Licking County Port Authority. During various phases of the program, the types of community involvement will differ; although the same methods and groups discussed above (plus other groups representing the affected communities geographically proximate to targeted sites) will be involved.

When sites are identified for assessment, the primary information flow will be outward to the community, notifying local stakeholders about assessment activities that will occur, providing results of the assessments, and explaining health and environmental impacts of findings. If potential health threats to the community are identified, the county health department will become a partner in community involvement and education. When cleanup and/or redevelopment planning is initiated for a site/property, the City will implement more intensive involvement activities, including explanations of plans and solicitation of feedback on those

plans. The intensive “information out, feedback in” process will continue throughout the cleanup and redevelopment decision-making process.

TASK 5: Schedule of Planned Activities - Community Involvement

Activities	Deliverables	To Be Completed By
Conduct community informational meeting to introduce the community to the CA program and goals.	Introductory presentation Attendee list, meeting minutes	December 31, 2012
Hold meetings, post notices, develop and distribute informational pieces, notices and advertisements.	Fact sheets and other informational pieces on the assessment program; attendee list, meeting minutes will be summarized in quarterly reports.	Will continue throughout CA cycle.
Update local economic development agencies on progress of USEPA CA.	None. Will be summarized in quarterly reports.	Will continue throughout CA cycle.

TASK 6: Eligible Programmatic Expenses & Travel

The CA’s administration will be the responsibility of the City of Newark’s Project Director and may include support from the various members of the project team. Progress reports will be prepared and submitted to the USEPA Project Officer on a quarterly basis. These reports will describe the progress on each defined task in this Work Plan and additional information as required in the Terms and Conditions of the CA. The reports will be submitted electronically unless another arrangement is discussed and approved by the USEPA. Property profiles will be completed and updated quarterly in ACRES for each property where CA funds are expended. The City also will prepare annual financial status reports on the program progress for the USEPA. In addition, the City will submit semi-annual DBE reports as required by the CA. This task includes general communications about the CA with the USEPA.

The City will create and maintain records for each site/property that has received CA funds (i.e. where CA funds have been used). Travel fees will include costs associated with City project staff attending the annual USEPA National Brownfield Conference and participating in other approved brownfields educational opportunities.

TASK 6: Schedule of Planned Activities - Programmatic Expenses & Travel

Activities	Deliverables	To Be Completed By:
Prepare Reports; submit property profile forms	Quarterly Reports, Annual Audit Reports, Final Reports, Property Profile forms.	First Quarterly report due by January 30, 2013 and ongoing thereafter (within 30 days of the end of each quarter)
Prepare and issue Request for Qualifications, review consultant submittals and select environmental consultant	Request for Qualifications document; signed contracts with selected environmental consultant	September 2012
Travel		Community meetings, Annual National Brownfield Conferences and other workshops/training as warranted

V. Budget Summary

The Hazardous Substance Assessment CA award is for \$200,000. The budget for the CA components is provided in detail in Table 1. The following is a brief description of the budget categories.

Personnel: Due to the budget constraints currently affecting Newark, the budget includes \$2,800 (\$26/hour x 108 hours) for updating and maintaining brownfields information at the City offices, \$1,700 (\$26/hour x 66 hours) for conducting community outreach to ensure that the public remains informed and involved, and \$800 (\$26/hour x 31 hours) for identifying and cataloging sites, developing forms and systems for collecting and evaluating sites, and developing and implementing a site prioritization scheme.

Travel: The anticipated travel expenditures will total \$3,200. This figure accounts for the costs associated with attendance at local community outreach meetings, and with attendance at regional and/or national brownfields conferences and other brownfields educational opportunities by at least one representative of the City of Newark project staff during the three years of the CA funding cycle. The locations for travel have not been determined at this time. A rate of \$0.51/mile will be used to calculate miles driven to sites, conferences, and meetings.

Travel expenditures include attendance at USEPA Brownfield Conferences by either two staff representatives or one representative at two conferences at an approximate cost of \$1350 each. This cost includes \$200 registration, \$500 accommodations, \$400 airfare, \$150 total per diem over three days, and \$100 for local travel.

Contractual: The total anticipated cost for contractual services is \$191,500. This figure includes \$2,000 for support of community outreach efforts and \$2,000 for support of inventory activities. This figure also includes a budget of \$180,000 for assessment activities, which is based on conducting four Phase I ESAs at an average cost of \$3,000 each, three Ohio VAP Phase I Property Assessments costing an average of \$8,200 each, four Phase II ESAs at an average cost of \$18,000 each, and one Ohio VAP Phase II Property Assessment at an estimated cost of \$71,400. The contractual budget also includes \$7,500 for cleanup planning tasks for sites/properties with good potential for redevelopment or to facilitate proposed projects.

No additional budget categories for the CA have been identified at this time.

TABLE 1 – ASSESSMENT CA BUDGET ESTIMATES

Categories (programmatic costs only)	Project Tasks					Total Grant Budget
	<u>Task 1</u> Programmatic Costs	<u>Task 2</u> Community Outreach	<u>Task 3</u> Site Inventory	<u>Task 4</u> Site Assessment	<u>Task 5</u> Cleanup Planning	
Personnel	\$2,800	\$1,700	\$800			\$5,300
Fringe Benefits						
Travel	\$2,800	\$100	\$300			\$3,200
Equipment						
Contractual		\$2,000	\$2,000	\$180,000	\$7,500	\$191,500
Other						
Total Grant Budget	\$5,600	\$3,800	\$3,100	\$180,000	\$7,500	\$200,000

PROJECT DIRECTOR PROFILE

Stuart W. Moynihan is the Economic Development Coordinator with the City of Newark's Department of Development. The Department has a competent staff that understands procedures and requirements associated with both federal, and non-federal, financial assistance agreements. The Department administers several grant programs including grants for the Ohio Department of Natural Resources and HUD's CDBG Entitlement funds.

Mr. Moynihan has six years public and non-profit sector professional experience in community development, historic preservation, legislative services, and community planning. Mr. Moynihan has a Bachelor of Arts degree and a Master of City & Regional Planning degree from the Ohio State University.