

**Work plan for the 104(k)(2) &(3) Petroleum Site Assessment Grant
Cooperative Agreement for Inkster, Michigan
City of Inkster
26215 Trowbridge, Inkster, Michigan, 48141**

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 clean up and restore contaminated areas. Objective 3.1: Promote Sustainable and Livable Communities. Strategic measures: Assess and Cleanup Brownfields. Specifically, the recipient will inventory, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites. Project Period is 3 years.

CFDA: 66.818

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

DCN: STX

Budget FY: 11

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Petroleum 402D79EBP (Action Code: OP)

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Period: *August 1, 2011 – July 31, 2014*

I. Proposed Outputs and Outcomes

The United States Environmental Protection Agency (U.S. EPA) has awarded the City of Inkster (City) a Petroleum Site Assessment Grant funds in the amount of \$200,000 for the assessment of properties in the City contaminated by petroleum. The proposed outputs are to use the funds to conduct Phase I and Phase II assessments at a number of properties and conduct cleanup activities. The City will:

- Create an inventory of targeted sites
- Conduct a Brownfield Planning Process
- facilitate on-going community involvement

- conduct approximately 9 Phase Is
- conduct approximately 5 Phase IIs
- conduct approximately 2 Hazardous Materials, Asbestos Containing Materials (ACM), and/or Lead Based paint Surveys
- prepare 3 cleanup plans
- prepare approximately 2 Baseline Environmental Assessments (BEA)

The expected outcomes to be tracked include:

- Number of projects completed
- Number of parcels redeveloped
- Jobs leveraged (from catalyzed redevelopment and from contractors funded by this grant)
- Private and public funds leveraged
- Acreage of greenspace created or preserved

II. Project Overview

The tasks and budget are described, as follows.

1. Conduct Programmatic Activities
2. Conduct Community Outreach & Site Inventory
3. Prioritization and Planning
4. Site Assessments
5. Cleanup Planning

III. Management and Coordination

The Director of Planning, Building, and Economic Development, Mark Lloyd, will be the project manager and provide all reporting requirements to the EPA. The City will secure qualified consultant to conduct the site assessments and assist with community outreach and planning. The City will follow Federal procurement rules for obtaining a consultant.

IV. Work to be Performed

The schedule presented in the task tables below assumes that the cooperative agreement with the U.S. EPA will be completed and approved by August 1, 2011.

TASK 1: PROGRAMMATIC ACTIVITIES

While the application originally had personnel costs included as an in-kind donation, recent City budget constraints caused by the economic climate have necessitated utilizing grant funds to cover some personal costs. Thus, additional personnel costs were added to the budget and the funds allocated for contractual services were reduced. Personnel activities will include reviewing applications for assessment funds, completing the EPA reporting requirements, maintaining the project budget, and attendance at Brownfield Redevelopment Authority (BRA) meetings as necessary administer the grant. It is anticipated that the Program Manager, Mark Lloyd, will attend the annual Brownfield Conference.

The environmental consultant will be expected to provide the following in-kind services:

- Enter relevant data in the ACRES database;
- Attend BRA public meetings;
- Create and process the eligibility determination forms for each project;
- Prepare quarterly grant reports; and
- Prepare the Quality Assurance Program Plan (QAPP).

Task 1: EXAMPLE PROGRAMMATIC ACTIVITIES		
Activities	Deliverables	To be Completed by
Hire a qualified environmental consultant	Consultant information (name, address, contact information)	September 2011
Attend National Brownfield Conference	Attendance at the Conference	Annually
Quarterly Reports	Quarterly Reports	Within 10 days after the completion of each quarter or not later than Oct. 31, Jan. 31, April 30, and July 31 or as otherwise directed by ARRA or Terms and Conditions of grant.
Financial Reports	Financial Reports	Annually
Property Descriptions	Property Descriptions	Quarterly, as needed
Update Property Profiles in ACRES	Property Profiles	Will continue throughout grant cycle.

TASK 2: CONDUCT COMMUNITY OUTREACH AND SITE INVENTORY

As noted earlier, City budget constraints necessitate utilizing some grant funds for personnel costs. The Project Manager, assisted by an administrative assistant will conduct the following activities:

- Solicit public input on the Work Plan;
- Review marketing materials developed by the consultant prior to being distributed;
- Attend community meetings and meetings with individual developers to discuss possible Brownfield redevelopment projects; and
- Work with community members to identify additional Brownfield sites.

Supplies such as handouts, notices, and mailings will be purchased to complete this task.

The City will hire a consultant to conduct the following community outreach and site inventory activities:

- Solicit input for the Site Inventory;
- Attend public hearings conducted for activities related to the site assessments;
- Create marketing materials for the grant; and
- Conduct outreach meetings.
- Use various sources to identify target sites; and

- Work with community members to identify additional target sites

Task 2: EXAMPLE COMMUNITY OUTREACH AND SITE INVENTORY ACTIVITIES		
Activities	Deliverables	To be Completed by
Update and maintain a Brownfields web page on the City's web site regarding USEPA grant activities and progress, with a link for public feedback.	Website address	October, 2011
Conduct community; meeting informational meeting to minutes introduce grant program and goals.	Attendee list	October, 2011
Hold/attend meetings, post notices, develop and distribute informational pieces, notices and advertisements.	Fact sheets and other informational pieces on the assessment program; attendee lists; meeting minutes.	Will continue throughout grant cycle.
Conduct informational meetings on projects.	Attendee list; meeting minutes; will be summarized in quarterly reports.	Will continue. Throughout grant cycle.
Identify and collect available information on target sites.	Brownfield Database	November 1, 2011

TASK 3: Prioritization and Planning Activities

The City will provide staff to help facilitate the committee meetings, participate in the Brownfield Planning Advisory Committee, facilitate the SWOT analysis, and review the final report.

The following activities will be conducted by a consultant to create a site prioritization process:

- Facilitate the development of criteria to include sites in the inventory;
 - During the prioritization process, conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis for the planning area. This Analysis will list strengths and weakness to utilize in the prioritization process to identify opportunities and threats for redeveloping Brownfields; and
- Create a prioritization process to allocate funding.

The grant application identified the study area for the planning process as the commercial and industrial property generally bounded by the River Rouge to the North; Beech Daly Road to the East; Princeton Avenue, Cherry Ave, and Beech Avenue to the South, and Henry Ruff Road to the West. This area encompasses the DDA boundaries, a portion of the Tax Increment Financing Authority (TIFA), and the main commercial and industrial areas of the City. The following activities will be conducted by a consultant to complete the planning process in this area:

- Conduct an inventory for the identified area that summaries known environmental impediments to redevelopment

- Identify additional assessments needed;
- Evaluate sites for redevelopment potential; and
- Provides remediation and reuse options considering impacts and data gaps at individual properties.

Task 3: EXAMPLE PRIORITIZATION AND PLANNING ACTIVITIES		
Activities	Deliverables	To be Completed by
Prioritization of sites	Database updated with prioritization; list of sites.	January 30, 2012
Area Wide Planning for Brownfield Redevelopment	Area Wide Plan	August 31, 2012

TASK 4: SITE ASSESSMENT ACTIVITIES

A qualified environmental consulting firm will be retained to provide assessment services, including the completion of Phase I ESAs, Phase II investigations, pre-demolition assessments, Hazardous Materials Survey, Asbestos Surveys, Lead Based Paint Inspections, and Baseline Environmental Assessments (BEA).

Upon receipt of an application for grant funding the City wished to approve, the City of Inkster will submit an eligibility determination to the Michigan Department of Environmental Quality (DEQ) for review. Site owners will be contacted, access agreements will be obtained, and site eligibility determinations will be completed before individual assessments begin

The City anticipates conducting Phase II ESAs when the Phase I ESAs or other available information identifies Recognized Environmental Conditions. For each sampling activity, a Sampling and Analysis Plan (SAP) will be prepared and submitted to the USEPA for approval prior to conducting Phase II ESA field work. Soil and groundwater data developed from the Phase II ESAs will be used to determine the nature and/or extent of identified impacts sufficient to determine impediments to redevelopment, and to classify the site as a "facility," pursuant to Part 201, Public Act 451 of 1995, the Michigan Natural Resources Environmental Protection Act.

The cost estimate assumes that up to nine Phase I ESAs, five Phase II investigations, two BEAs, and two hazardous materials, asbestos, or lead based paint surveys may be completed.

Task 4: EXAMPLE SITE ASSESSMENT ACTIVITIES		
Activities	Deliverables	To be Completed by
Obtain Access Agreement(s) and conduct site eligibility determinations	Individual eligibility determinations	Eligibility determinations transmitted and Michigan Department of Environmental Quality (MDEQ) concurrence received as completed
Conduct Phase Is	ASTM Phase I Reports	Will continue throughout grant cycle.
Pre-QAPP conference call with USEPA and consultant.	Draft QAPP	A pre-QAPP conference call will be held within two months

QAPP preparation	Final QAPP	following agency approval of the Cooperative Agreement
Prepare Site-Specific Sampling and Analysis Plans.	SAP	Will continue. Throughout grant cycle.
Prepare Health And Safety Plans.	HSP	Will continue. Throughout grant cycle.
Conduct Phase II ESA Field Work and Laboratory Analyses.	None	Will continue. Throughout grant cycle.
Phase II ESA Reports	Phase II ESA report for each assessment conducted	Will continue. Throughout grant cycle.
Prepare BEAs as appropriate	BEA Report	Will continue. Throughout grant cycle.

TASK 5: CLEANUP PLANNING ACTIVITIES

A qualified environmental consultant will conduct cleanup and redevelopment planning for sites where redevelopment is imminent and such activities will assist the developer. Planning may take the form of developing a Remediation Options Analysis; ; conducting an Analysis of Brownfields Clean up Alternatives (ABCA); developing Interim Response Plans, Remedial Action Plans, and/or Due Care Plans; preparing Response Activity Plans and No Further Action Reports; and preparing Brownfield Plans and Work Plans to support the acquisition of tax increment financing for environmental response actions under the Michigan Brownfield Redevelopment Financing Act (P A 381 of 1996, as amended).

Meetings will be held with stakeholders to develop and review the most appropriate and effective remedial strategy for each selected Brownfield site and intended redevelopment plan. The City and consultant will work closely with the DEQ and USEPA in considering options for planning. The cost estimate is based on cleanup and redevelopment planning for up to three projects.

Task 5: EXAMPLE CLEANUP ACTIVITIES		
Activities	Deliverables	To be Completed by
Meeting to discuss possible redevelopment strategies.	None	On as needed basis throughout grant cycle.
Develop Cleanup and Redevelopment Plans.	Draft and Final Plans (to include but not limited to ABCAs, Brownfield Plans, Work Plans, Remedial Action Plans, Due Care Plans), Response Activity Plans, No Further Action plan for submittal to MDEQ and/or USEPA.	Will continue throughout grant cycle.

V. BUDGET

The Petroleum Site Assessment Grant award is \$200,000. The budget for the grant components is provided in detail in the table below (Table 1). The following is a brief description of the budget categories for each task.

Task 1: Personnel Costs:

Total personal costs are expected to equal \$10,000. The hourly rate for the Project Manager equals \$48 per hour and \$39 per hour for an administrative assistant. Personnel costs for Task 1 are estimated to equal \$3,000 with 40 hours for the Project Manager and 27 hours for the administrative assistant. Total personnel costs for Task 2 are estimated at 2,500 with 31 hours for the Project Manager and 25 hours for an administrative assistant. Personnel costs will total \$4,500 for Task 3 with 61 hours for the Project Manager and 40 hours for an administrative assistant. Personnel costs are rounded up to allow for round numbers in the budget.

Task 2: Travel :

Annual attendance at the annual Brownfield Conference is expected to cost \$3,600 of which \$1,800 will be funded through the Petroleum grant.

Task 3: Supplies

Total cost for supplies is estimated at \$1,200 for Tasks 2 and 3. Supplies needed include handouts, mailing, poster boards, maps, and other resources

Task 4: Contractual:

Contractual costs are estimated to total \$187,000. This figure includes \$2,500 for support of community outreach and site inventory activities. Planning and Prioritization activities are expected to cost \$50,000. A majority of the funds for the planning process will come from the Petroleum grant because the City of Inkster suffers from a high number of petroleum sites particularly in the study area due to the number of historical and current gas stations and auto facilities. It is expected that the planning process will have to carefully consider the unique impacts caused by petroleum based contamination. Therefore, more funds were allocated from the Petroleum Grant: than from the Hazardous Substance Grant.

It is expected that \$127,750 will be used from the petroleum grant funds to conduct site assessments and \$6,750 for cleanup activities. This includes conducting up to nine Phase I ESAs, five Phase II investigations, two BEAs, and two hazardous materials, asbestos, or lead based paint surveys.

Table 1
Example Project Budget for the EPA Petroleum Site Assessment Grant

	Task 1: Program-matic Costs	Task 2: Community Outreach & Site Inventory	Task 3: Prioritization and Planning Process	Task 4: Site Assessments	Task 5: Clean Up Planning	Total Grant Budget
Personnel	\$ 3,000.00	\$ 2,500.00	\$ 4,500.00	\$ -	\$ -	\$ 10,000.00
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ 300.00	\$ 900.00	\$ -	\$ -	\$ 1,200.00
Contractual	\$ -	\$ 2,500.00	\$ 50,000.00	\$ 127,750.00	\$ 6,750.00	\$ 187,000.00
Total	\$ 4,800.00	\$ 5,300.00	\$ 55,400.00	\$ 127,750.00	\$ 6,750.00	\$ 200,000.00