

**CITY OF DUNN BROWNFIELDS  
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN**

City of Dunn Community-Wide Brownfields Assessment Project:  
Hazardous Substance and Petroleum  
July 2, 2014  
Version 1

Submitted by:  
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Cooperative Agreement Number:

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## 1.0 PROJECT OVERVIEW

### 1.1 Project Description

The City of Dunn was incorporated in 1887 with majority of the industry centered around the major rail line coming through the center of the City. The City is still centered around the railroad with a lot of our abandoned industrial sites in this area. The economic impact of the railroad was shaping the layout of Dunn: Cumberland Street, a main gateway and thoroughfare was urgently expanded for two blocks on each side of the railroad to provide an additional crossing. Still the primary gateway to the city today, it is no coincidence that Cumberland Street is now home to a row of abandoned gas and service stations. Our potential brownfields areas are not limited to the railroad but they also exist in other areas of Dunn that we will outline below.

Over the century after construction of the Dunn Depot, the community expanded to a population of almost 9,000. The old cotton warehouses were repurposed as furniture mills or other industry, then closed again as manufacturing stagnated in recent decades. Today, Dunn still bears many marks of its early days, with a tight grid pattern and a mix of medium-density land uses defining the core downtown area. However, the rest of the City has not developed in the same way, exhibiting disconnected street systems and homogeneous land uses. As a result of the stagnated manufacturing in Dunn, approximately 20 sites of interest as potential brownfield properties have been identified in the project area and are distributed in four clusters as follows:

1. Abandoned Railroad Zone: This area borders a low income, predominantly African-American area. Abandoned and burned out properties are dangerous magnets for curious local youth, vermin breeding grounds, and a source of unknown contamination.
2. Historic Industrial Zone: Abandoned and underutilized lots scattered in this formerly vibrant industrial zone are impeding redevelopment effort due to perceived health concerns. An excellent opportunity exists in the Historic Industrial Zone to create a joint recreation center at the old industrial site. The site could be developed as a regional Health-Plex (it is adjacent to a recently opened hospital administrative office) or a YMCA serving both Dunn and the nearby community of Erwin.
3. Gateway Corridor Zone: This area is both unsightly and a potential source of future petroleum contamination due to the likely presence of corroding, unmarked underground storage tanks from former gas/service stations.
4. Hanna's Lake Area: This area is located along the northern edge of the City and includes a 4.5 acre zone identified as a potential brownfield area due to the presence of abandoned storage silos and undetermined former uses. Hanna's Lake, a small body of water surrounded by farming and single family houses, is just north of this the brownfield site. The lake and approximately 50 surrounding acres hold great promise for redevelopment into a recreational area as detailed in the Project Benefits section below. The City is presently considering an offer by the owner to sell both the lake and adjacent land, but requires the assessment of the Brownfields to finalize the transaction and park plans. The City 2030 Land Use Plan also calls for trails expanding the City's existing network of pedestrian trails in line with in the existing Dunn Pedestrian Plan; Hanna's Lake Area would be an excellent opportunity to construct additional walking trails along

the waterfront leading to public boat launch facilities that would be installed if the area is acquired.

In addition to investigations and assessments conducted in the four specifically delineated areas described so far, a Citywide Inventory is proposed as a focus of grant activities. Given that there has been no formal, systematic brownfield inventory previously conducted in Dunn, a citywide survey will be performed to comprehensively inventory brownfield properties. This inventory will act as a continuing resource to the City, providing an accurate description of the number and types of brownfields that meet Environmental Protection Agency criteria within the redevelopment area.

The City has extensive experience hiring and managing contractors to assist with environmental projects, and has ensured that capable providers will be available to assist at the project start.

The areas we have identified as the Abandoned Railroad Zone and Historic Industrial Zone directly border the City's poorest neighborhoods, where the environmental and health impacts of brownfields affect the City's most vulnerable residents. Harnett County, of which Dunn is a principal population center, is characterized by a high poverty level and relatively high cost of living, which exacerbates the difficulties residents face in providing for their basic needs. Additionally, the largest percentage of the Harnett County population age 65 and older resides in the City of Dunn (17.9%).

Potential contamination mechanisms include (1) trespassing on the sites (the Historic Industrial Zone and Rail Yard are known to be youth hangouts); (2) transmission to surface water due to stormwater runoff: the City relies on the nearby Cape Fear river for water (private wells are not allowed within the city limits); and (3) vapor intrusion from potentially contaminated groundwater. Anecdotal stories from test borings conducted in the Gateway Corridor Zone by commercial developers include accounts of "terrible odors" when drilling (possibly from fuel oil). Our concerns stem from the fact that large sections of the brownfield areas we have named, including the Hanna's Lake Area, are bordered by residential housing. Some of our most vulnerable residents live adjacent to the Abandoned Rail Yard and Historic Industrial Zone, and the contaminants often found at abandoned rail facilities can include degreasing solvents (trichloroethylene and related breakdown products), PCBs from engines and electrical equipment, diesel fuel, and some heavy metals. The Gateway Corridor Zone and Historic Industrial Zone both include fuel storage areas: possible contaminants include a range of volatile organic compounds like gasoline, diesel, and benzene. These could travel from contaminated groundwater and enter the residential buildings that surround these areas, making potential health impacts due to vapor intrusion an area of growing concern.

Residents of City of Dunn experience higher mortality rates for several illnesses potentially related to the presence of large brownfield areas. African Americans in Dunn and the surrounding Harnett County suffer disproportionately from kidney diseases (Nephritis, Nephrotic Syndrome, Nephrosis: +187% compared to whites). For all deaths combined, Harnett County African Americans have a 22% higher mortality rate than Harnett County whites; other races in Harnett County have a combined mortality rate 3% higher than the rate for whites.

In addition to investigations and assessments conducted in the four specifically delineated areas described so far, a Citywide Inventory is proposed as a focus of grant activities. Given that there has been no formal, systematic brownfield inventory previously conducted in Dunn, a citywide survey will be performed to comprehensively inventory brownfield properties. This inventory will act as a continuing resource to the City, providing an accurate description of the number and types of brownfields that meet Environmental Protection Agency criteria within the redevelopment area.

The City has extensive experience hiring and managing contractors to assist with environmental projects. The hired consulting firm will handle the QAPP and any other required documentation for the Brownfields Assessment Grant.

## 1.2 Project Team Structure and Responsibilities

The City of Dunn is based on a weak-mayoral system of government. We are a small municipality with approximately 140 full time employees that serves about 9,500 citizens. Samantha Wullenwaber, Planning Director, will be managing the project for the City of Dunn. She is the head of the planning department. She has been involved in the Brownfields application process since the beginning and will be the primary contact. The Assistant City Manager, Steven Neuschafer, will be involved on the project some as he over sees the planning department. The Assistant City Manager will also be the authorized official to sign all documents related to the Brownfields Assessment Grant. The City of Dunn's elected officials consists of six council members and the mayor.

The City of Dunn is expected to obtain the administrative, financial, technical and legal support needed to execute and manage this cooperative agreement. The City of Dunn will also oversee and direct its environmental contractor. Individuals with such qualifications are expected to review and approve contractor documents and, with the City of Dunn project coordinator, make the necessary site-specific decisions. The City of Dunn is ultimately responsible for following the project schedule and achieving the project objectives.

The City of Dunn will report quarterly to all required entities, including but not limited to the following: State Brownfields Program, EPA Region office, EPA national office.

The City of Dunn will make the State aware of all site-specific assessment activities to be initiated and will provide the State an opportunity to review and comment on all technical reports, including Quality Assurance Project Plans (QAPPs), sampling plans, Analysis of Brownfields Cleanup Alternatives (ABCAs), cleanup plans, and other technical reports.

The City of Dunn must specifically notify the State for Phase II activities. The City of Dunn must also request State and/or EPA *petroleum* site eligibility determinations for all petroleum sites.

- The project officer for our assessment grant is: **Aaryn Jones.**

- Her phone number is 919-541-0066 and email is [jones.aaryn@epa.gov](mailto:jones.aaryn@epa.gov)

The City of Dunn will meet with the project team at least twice a quarter to go over project details, time tables, amount of work done, and discuss the next steps of the project. The project team will include the planning director, assistant city manager, the consultant team, and community members. At the first team meeting the Cooperative Agreement Terms and Conditions will be distributed and discussed.

### 1.3 Measuring Environmental Results: Outputs/Outcomes

<b>Task</b>	<b>Output Measurement</b>	<b>Outcome Measurement</b>
<b>Task 1 – Project Management</b>	<ol style="list-style-type: none"> <li>1. Completion of Quarterly progress/status reports</li> <li>2. Completion of Annual financial status reports</li> <li>3. Input of Assessment, Cleanup and Redevelopment Exchange System (ACRES) updates</li> <li>4. Final close-out summary report to the USEPA Region 4</li> </ol>	<ol style="list-style-type: none"> <li>1. Twelve quarterly reports will be submitted on schedule and in EPA-specified format</li> <li>2. Three annual reports will be submitted on schedule and in EPA-specified format</li> <li>3. Data will be submitted on schedule to EPA and detail information such as jobs leveraged and greenspace created</li> <li>4. Submission of Final Close-Out Summary Report by September 2016</li> </ol>
<b>Task 2 – Brownfields Inventory</b>	<ol style="list-style-type: none"> <li>1. Completion of a community-wide inventory of brownfields sites</li> <li>2. Incorporation of sites into the City’s existing GIS database</li> </ol>	<ol style="list-style-type: none"> <li>1. # of properties surveyed as potential brownfields</li> <li>2. # of sites incorporated into GIS database and prioritized for assessment</li> </ol>
<b>Task 3 – Public Outreach</b>	<ol style="list-style-type: none"> <li>1. # of Committee Meetings</li> <li>2. # of Public Meetings</li> <li>3. # of Community Group Meetings</li> <li>4. # of Public Announcements printed/aired</li> </ol>	<ol style="list-style-type: none"> <li>1. # of attendees at meetings, and # of properties assessed through their intervention</li> <li>2. # of attendees at meetings indicating a more locally engaged community</li> <li>3. # of groups and attendees</li> <li>4. # of public inquiries received, circulation</li> </ol>
<b>Task 4 – Site Assessments</b>	<ol style="list-style-type: none"> <li>1. # of Phase I Assessments</li> <li>2. # of Phase II Assessments</li> </ol>	<ol style="list-style-type: none"> <li>1. # of recognized environmental conditions identified on sites assessed,</li> <li>2. # of acres of sites assessed, dollars leveraged for the</li> </ol>

		assessments, and number of vacant sites returned to use
<b>Task 5 – Cleanup Planning</b>	<ol style="list-style-type: none"> <li>1. # of prospective developers contacted with marketing/outreach efforts</li> <li>2. #of property owners/developer engaged in cleanup plan</li> <li>3. # of ABCAs or BFAs prepared as part of the redevelopment planning efforts</li> </ol>	<ol style="list-style-type: none"> <li>1. # prospective developers engaged and properties selected for purchase</li> <li>2. #of cleanup plans completed</li> <li>3. # of vacant sites returned to use, # of sites cleaned up, amount of contaminants removed during cleanup, # of redeveloped properties incorporating green infrastructure techniques, amount of increased tax revenue generated by redeveloping properties</li> </ol>

**1.4 Measures of Success**

All outputs and outcomes will be tracked, measured and documented through the creation of a Brownfields Performance Measurement Database. Staff will input information such as the number and type of outreach activities performed, the number of attendees at events, meeting minutes, copies of outreach materials, and contacts and property owners. The maintenance of the database will also include documentation and tracking of economic, environmental, health and other indicators that will be used to measure the outputs and outcomes described below. On a quarterly basis, staff will create a report using information gleaned from the database. This report will be reviewed by all team members. Information will also be entered into the ACRES database on a regular basis.

**2.0 PROJECT TASK DESCRIPTIONS**

**TASK 1 PROJECT MANAGEMENT**

The City of Dunn will use limited programmatic funds to help carry out its responsibilities under Project Management and will also use in-kind services of staff time provided by the City in performing this task. Specifically, responsibilities under the Project Management task will entail overseeing all reporting requirements, overseeing the grant budget, and managing project contractors. The City has extensive experience hiring and managing contractors to perform environmental projects, and is very capable of supervising a contractor such that EPA funds are spent efficiently and effectively. Expenses for travel to

brownfields training programs for staff are also included in this task.

**A. Federal Funding Accountability & Transparency Act (FFATA):** This is a new reporting requirement which occurs early in the grant. The CAR is required to:

- a. Complete the System for Award Management registration (SAM) at the time of application ([www.sam.gov](http://www.sam.gov)). First tier subgrantees must register before receiving the subaward. A Data Universal Numbering System (DUNS) number from both entities (CAR and subgrantee) is required.
- b. Register for the FFATA Subaward Reporting System ([www.FSRS.gov](http://www.FSRS.gov)) for first tier subawards. For CARs, this must be completed by the end of the month in which this award is made (generally by October 30, 2014), and, annually (by January 30) thereafter. Subawardees should register by the end of month following the month in which award for over \$25,000 is made (i.e., awards in October must be reported by November 30).

Significant limitations apply to this requirement. See the Administrative Terms and Conditions for more information.

**B. Quarterly Reporting:** Quarterly progress reports will be due 30 days after the end of each federal fiscal quarter (quarterly performance period):

<u>Quarterly Performance Period</u>	<u>Report Due</u>
October – December	January 30
January – March	April 30
April – June	July 30
July – September	October 30

Quarterly reports (see Attachment 5) should be sent electronically to both the EPA Project Officer and the State Brownfields Coordinator. Please send high resolution site/project photographs electronically (in a common format, such as JPEG), as well. These images may be used in EPA and State outreach materials and transferred to poster boards or other media.

**C. Annual Reporting:** Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise (MBE/WBE)) and the Federal Financial Reports (FFR) must be completed annually.

1. Disadvantaged Business Enterprise Reporting: It is the federal government’s goal to support disadvantaged business enterprises with federal funds. State agencies work with each federal agency to establish performance targets for federal funds invested in that State. All CARs are encouraged to utilize the services of DBEs, where possible. The CAR must report DBE activities on an annual basis using EPA Form 5700-52A. The CAR must submit the form with the quarterly report due **October 30** of each project year.

- a. These forms should be sent electronically in separate attachments along

with the corresponding quarterly reports to the EPA Project Officer.

- b. The forms must also be mailed via hard copy and electronically to the EPA Grants Office on an annual basis to the following address:

EPA Region 4  
Grants Management Office (GMO)  
61 Forsyth St., 14<sup>th</sup> Floor  
Atlanta, GA 30303

ATTN: See EPA Project Officer for the GMO contact's name & email address

Useful link: [http://www.epa.gov/ogd/forms/adobe/5700\\_52a\\_new\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/5700_52a_new_sec.pdf)

2. Federal Financial Reports (FFRs): Federal Financial Reports (EPA Standard Form 425) must be submitted annually to EPA by January 30 of each project year.
  - a. These forms should be sent electronically in separate attachments along with the quarterly reports to the EPA Project Officer.
  - b. The forms must also be mailed via hard copy and electronically to EPA's financial center in Las Vegas on an annual basis and at the close of the grant to the following address:

U.S. EPA Las Vegas Finance Center  
PO Box 98515  
Las Vegas, NV 89193-8515  
Fax: 702-794-2423  
ATTN: Wayne Taylor  
Taylor.wayne@epa.gov

Useful link: <http://www.epa.gov/ogd/forms/adobe/SF425.pdf>

**D. Annual Projections:** On April 30 of each project year (i.e., April 30, 2015; April 30, 2016; and April 30, 2017), the CAR will project the specific sites where Phase I and Phase II ESAs are expected to be completed in the upcoming year (see Attachment 3). This Projections list may be submitted with the quarterly report. The listed sites will be a subset of the total number of sites where Phase I and II ESAs will be conducted during the entire project performance period.

**E. Final Performance Report:** The Final Quarterly Report may be used as the Final Performance Report. It will be submitted to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report may be provided to the EPA Project Officer electronically or by mail. The report shall contain the same information as the Quarterly Progress Reports, and will also summarize the key deliverables over the life of the grant, including:

- A chart summarizing all sites assessed during the grant, the work completed,

and the funds expended at each site;

- A list of all the outreach materials produced;
- Site photographs (on disk), where available; and
- Lessons learned

**F. ACRES/Property Profile Form:** Property specific information will be submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. The information in the quarterly report should correlate with the information in ACRES. ACRES is a national database from which project status information is extracted and reported to Congress and the public. Relevant portions of the database must be updated for each property when the following occur:

- Completion of Phase I (must include site address)
- Start of Phase II
- Completion of Phase II
- Completion of the Project Period
- As significant events occur at the site, but not later than the end of the quarter in which the event occurred

Useful link: [https://cdx.epa.gov/SSL/cdx/EPA\\_Home.asp](https://cdx.epa.gov/SSL/cdx/EPA_Home.asp)

**G. Contractor Procurement:** The City of Dunn intends to solicit for Request for Qualifications/Request for Proposals from qualified consultants in accordance with 40 CFR Part 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

**H. Kick-off Meeting:** Once the consultant has been selected, the City of Dunn project team, EPA and State partners should participate in a project kick-off meeting. This will allow the team to establish goals and familiarize the partners with the project expectations. This would be a good opportunity to review roles and responsibilities, project schedules, and ensure that all committed team members have what they need to execute the project roles effectively. The kick-off meeting will be held within four months of the award grant.

**Task 1 will be conducted by:** Samantha Wullenwaber, Steven Neuschafer, consultant (TBD), and project team.

## **TASK 2      BROWNFIELDS INVENTORY**

### **A. Site Inventory and Prioritization [Community-Wide Only]:**

Although the City has some knowledge of local brownfield properties and has already performed a limited inventory of properties, this grant will be used to organize the current inventory into a GIS database and also identify new candidate properties. To acquire this information and develop an organized inventory, the City will begin this project by hiring a contractor to perform a community-wide inventory of potential brownfield properties.

Completion of the inventory will include acquiring pertinent GIS data on parcels in the study area, creating a GIS database with inventory specific attributes, gathering public environmental data for the study area, and performing a physical reconnaissance of each non-residential property in the study area to observe potential environmental concerns. Creating an inventory in GIS will give the City ready access to information about each of the brownfields properties, so that this information can be shared with prospective developers in an electronic and quick interactive format.

Former or present environmental concerns associated with each property will be identified by use of available public environmental data and by physical reconnaissance, including an evaluation of visible environmental concerns from the City right-of-way. Photographs of each parcel will be collected during the physical reconnaissance. Vacant properties or other suspect properties may have additional historical research performed, such as reviewing Sanborn Fire Insurance Maps.

The available environmental data, environmental concerns identified, property photographs, and property use information will be entered into a GIS-based database. This database will be used to assist with site ranking and prioritization for performing Phase I and Phase II ESAs. The ranking criteria and prioritization scheme will be developed based on input obtained from City officials and community stakeholders during stakeholder meetings. This inventory and prioritization process will direct the City with regard to the best candidate properties to take further in the assessment process under the grant.

- B. Site Characterization – Phase I Assessment:** EPA requires that all sites assessed with EPA Cooperative Agreement funds meet the All Appropriate Inquiry (AAI) standards established in the Brownfields Law (see the FY 2014 Brownfields Assessment Terms and Conditions). The City of Dunn must complete the AAI Reporting Requirements Checklist (Attachment 4) for each AAI conducted with Brownfields grant funds.

Note: Phase I ESAs have a limited shelf life particularly if the property has near-term cleanup or development plans. The timing of Phase I completion or update may be sensitive and relate to property acquisition. Keep this in mind when developing the overall site strategy. Also closely read and adhere to the AAI standards.

- C. Candidate Site Eligibility:** Prior to spending any funds for Phase II ESAs for community-wide grants, the City of Dunn must submit an EPA Region 4 Site Eligibility Determination Outline to the EPA Project Officer and **receive EPA approval**. The City of Dunn must complete a hazardous SED and obtain EPA approval for a site believed to be contaminated with **hazardous substances**; the City of Dunn must request a petroleum site eligibility determination from its designated State official and obtain approval for sites that are believed to be contaminated with **petroleum**. This may involve judgment calls for sites believed to be contaminated with both hazardous substances and petroleum. You may wish to consult your EPA Project Officer for clarification; however, below are the guidelines for such

commingled sites:

- A commingled site at which you have reason to believe only *de minimus* petroleum exists must be processed using the hazardous substances eligibility screening only. The City of Dunn is required to charge activities against hazardous funds only.
- A commingled site at which you have reason to believe hazardous and petroleum contamination exist must go through both a hazardous and petroleum eligibility screening. Once the site is deemed eligible, the City of Dunn may charge activities against both categories of funding.
- A commingled site at which you have reason to believe only *de minimus* hazardous substances exist must go through the petroleum eligibility screening. The City of Dunn is required to charge activities against petroleum funds only.

Useful link for site eligibility forms:

<http://www.epa.gov/region4/rcra/bflr/documents/eligibilityscreensiteassess.doc>

Site Access: The City of Dunn must obtain EPA site eligibility determination approval and site access prior to expending any funds on a given site.

Plan accordingly to negotiate site access.

**D. Site Characterization – Phase II Assessment:** Once EPA has determined the site to be eligible, phase II assessment activities can begin. Describe the specific activities that will be performed to complete this task.

- a. **ESA, NHPA and Clean Water Act Section 404 Permitting:** EPA has certain requirements related to the Endangered Species Act (ESA), National Historic Preservation Act (NHPA), and Clean Water Act Section 404 which must be met before EPA gives approval to proceed with field work under the Cooperative Agreement (see FY 2014 Brownfields Programmatic Assessment Terms and Conditions). Therefore, the City of Dunn must provide EPA with information on the location of the project; any threatened or endangered species or habitat which may be affected by the project; whether the site is considered to be of concern by the State Historic Preservation officer; and, a list of Tribes who may believe the site or project could disturb cultural resources. The City of Dunn must also identify if there are any waters subject to Clean Water Act Section 404 that may be affected by the project.

NOTE: This may be particularly relevant during cleanup planning.

- b. **Quality Assurance Project Plans (QAPPs):** Prior to undertaking ANY sampling on site, the CAR shall prepare and submit a Quality

Assurance Project Plan (QAPP). QAPP approval by EPA is required prior to sample collection. The QAPP should be consistent with the EPA Region 4 “*Interim Generic & Site Specific Quality Assurance Project Plan Guidance for Brownfield Site Assessments and/or Cleanups*,” July 2010, and later revisions (see FY 2014 Brownfields Terms and Conditions). Request the QAPP instructions from your EPA Project Officer. [Note: costs incurred for sampling performed without an approved QAPP are not eligible for reimbursement.]

NOTE: There are different requirements for the assessment of lead based paint and asbestos. See the QAPP guidance for more information.

- c. **Health & Safety Plans:** City of Dunn must also prepare and follow an OSHA-compliant Health and Safety Plan (HASP), and place a copy in the Cooperative Agreement file. CARs must also submit these to EPA and the State for the Brownfields project file. EPA approval of the HASP is not required.

**Task 2 will be conducted by:** Samantha Wullenwaber, Steven Neuschafer, consultant (TBD), and project team.

### **TASK 3 PUBLIC OUTREACH**

This task encompasses preparation of a public outreach plan, establishment of a stakeholder group, development of an educational brochure on the brownfields projects, creation of a webpage to provide updates on progress with the brownfields program, and the facilitation of public meetings throughout the life of the grant. The City will hire a contractor to assist with this task and will supervise the contractor’s performance, but city staff will also be actively involved in community meetings and other outreach activities.

The City’s public meetings will be held to coincide with an introduction to the process, a mid-project update on progress, and a meeting near the conclusion of the process to update the public on the results of the project, including potential future property uses, strategies to support brownfields reuse, infrastructure reuse and enhancement, and next steps and resources. At these meetings citizens and stakeholders will also be invited to suggest potential properties based on their historical knowledge of the area.

A stakeholder group will consist of 12 to 15 individuals, each representing a community partner to the City’s brownfields redevelopment work and with an active interest in the health, environment, and revitalization of the City. The group will include representatives of business, environment, economic development groups, and local neighborhood associations. This stakeholder committee will be asked to attend meetings at least twice per year and potentially up to four times per year. At the meetings, the committee will receive information, and discuss and make decisions to

further the redevelopment of brownfields in the City. The stakeholders will receive briefing materials that frame the conversation before each meeting.

**Task 3 will be conducted by:** Samantha Wullenwaber, Steven Neuschafer, the hired consultant (TBD), and project team.

#### **TASK 4 SITE ASSESSMENTS**

Under this task the City's selected consultant will perform assessments on selected properties as determined using the inventory developed under Task 2. Phase I ESAs will be performed on properties that have been identified during the inventory and prioritization process, as well as sites for which prospective developers express interest and property owner cooperation exists. Phase I ESAs will be performed according to ASTM E1527-05 and EPA's All Appropriate Inquiry Rule. The City anticipates conducting up to ten Phase I ESAs for hazardous substances sites and up to ten Phase I ESAs for petroleum sites. The average cost of a Phase I ESA is estimated to be \$4,700, but can range up to \$7,000 for large industrial properties. The City and the selected consultant will endeavor to maximize the number of assessments conducted by identifying areas where multiple brownfield sites exist (each of which meets the criteria established under Task 2 using stakeholder input) and are clustered together or otherwise exist on a single property. This will allow the consultant to conduct multiple Phase I ESAs simultaneously, thereby reducing the average cost of each site's ESA without sacrificing the quality of the assessment work. An example of where this process might be beneficial is the area located adjacent to the railroad and residential area where many brownfield sites exist in close proximity.

In addition, up to three Phase II ESAs will be performed for hazardous substances sites and up to three Phase II ESAs will be performed for petroleum sites. The actual numbers of assessments that can be performed under the grant funding are a function of costs associated with each assessment, which is determined by the complexity of the assessment, but the estimated cost for Phase II ESAs ranges from \$25,000 to \$35,000.

**Task 4 will be conducted by:** Consultant (TBD)

#### **TASK 5 CLEANUP PLANNING**

Based on the number of Phase II ESAs that are completed and the results of those reports, the City will supervise a consultant in the performance of cleanup planning for up to four brownfield sites, or as many as possible given the remaining budget. This may involve the preparation of an Analysis of Brownfield Cleanup Alternative (ABCA). This will include comparing site data with appropriate cleanup standards, identifying cleanup options and costs, identifying redevelopment options, performing marketing and outreach to prospective developers, and working with the property owner or developer to develop a cleanup plan. Where applicable, cleanup planning will include applying data from the assessments to facilitate the acquisition of a Brownfields Agreement (BFA) through the North Carolina Department of Environment and Natural Resources, Division of Waste Management,

Brownfields Group.

It is anticipated that a small area wide plan will be prepared for the area surrounding and inclusive of the Abandoned Railroad Zone. Following the Phase I and Phase II Environmental Site Assessment of these properties, a team will assess redevelopment opportunities that connect to the sites and neighborhood. This assessment will evaluate development scenarios and how they can add value to adjacent neighborhoods and community while also taking into consideration environmental risks associated with the properties. The area wide plan could include:

- Plan drawings of development scenarios for the site
- An implementation outline for the site
- Illustrations of any potential redevelopment.

### 3.0 DETAILED SCHEDULE DEVELOPMENT (Attachment 1)

#### Attachment 1: Guideline for Detailed Schedule Development – Assessment

- Start approved Phase I activities as soon as sites are identified (no need to wait for a final site inventory).
- Make community engagement a cornerstone of the program; it helps build the site inventory and program commitment.
- Projects with at least 35% of the funds expended on eligible tasks after 18 months are well positioned to spend all funds by the end of the project period.

Time from Notice of Selection	Actions
<b>Grant Commitment and Planning Phase</b>	
<b>0 month</b>	Notice of Selection, May 27, 2014; Application Forms Webinar held June 11 & 18, 2014
<b>3 weeks</b>	Grant Application Submitted with Draft Work Plan and detailed schedule CAR Internal Grants Management Team is in place with set roles
<b>2-4 months</b>	CAR pre-award activities such as Community Engagement Plan and consultant RFP (with prior Project Officer approval)
<b>2 months</b>	EPA works with CAR to finalize draft work plan (by August 1, 2014)
<b>3-4 months</b>	EPA executes grant award
<b>Oct. 7-9, 2014</b>	New Grantee Orientation in Atlanta, GA

Time from Grant Award	Actions	
<b>Planning</b>	<b>Startup</b>	
	<b>0 months</b>	Grant award
	<b>0-3 months</b>	Request for Proposal (RFP) for contractor procurement is finalized (if not completed pre-award)
	<b>1 - 4 months</b>	Consultant contract executed and contractor on-board Kick-off meeting held with CAR, Contractor, EPA, State First Meeting with Community, Complete Community Engagement Plan

		Grant Specific Schedule
Year 1	4 months	Quarterly Report 1 is due January 30, 2015 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	4 - 7 months	Initial Site Inventory activities completed / Site Selection Priority Process established (with input from Community) and implemented
	4 - 7 months	Phase I activities initiated on first priority sites (concurrent with Inventory refinement & Community Input)
	4 – 7 months	<b>Community-wide grant recipients develop generic QAPP (concurrent with Phase I report writing); submit to EPA/State (allow 4 weeks for approval)</b>
	6 – 9 months	Phase I reports are being finalized/ACRES forms are being updated/ Community has been engaged in Phase I findings
	7 months	Quarterly Report 2 is due April 30, 2015 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	7 months	Submit projections to EPA for Phase I & Phase II ESAs for the next year
	8 – 9 months	Submit site eligibility forms to EPA/State (for petroleum sites); obtain site access
	9 months	Site specific QAPP(s) submitted to EPA/State for each property (allow 2 weeks for approval)
	10 months	Quarterly Report 3 is due July 30, 2015 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	10 months	Phase IIs initiated
	11 – 13 months	Phase II reports are being finalized; ACRES forms are being updated; Community has been engaged in Phase II findings
	11 -13 months	Assess status to ensure work is on target to meet set year end goals, if not inform PO as soon as possible in writing
Year 2	13 months	Quarterly Report 4 is due October 30, 2015 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted Disadvantaged Business Enterprise (DBE) due with this quarterly
	12 – 24 months	Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties
	12 – 24 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired Submit to EPA /State for review/comment/public involvement Begin securing/seeking financial support for cleanup
	16 months	Quarterly Report 5 is due January 30, 2016 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	18 months	<b>Half of 3 year grant is complete; check-in with EPA/State for any modifications to work plan budget or scope of work. 35% of funds should be expended by this time.</b>
	19 months	Quarterly Report 6 is due April 30, 2016 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	19 months	Submit projections to EPA for Phase I & IIs for the next year
	22 months	Quarterly Report 7 is due July 30, 2016 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	24 months	One year left on grant; concrete plans should be in place to accomplish CAR's goals for the grant and to spend remaining grant funds. All or most site specific QAPPs for Phase IIs should be submitted <b>(No QAPPS will be accepted after month 30)</b>
	25 months	Quarterly Report 8 is due October 30, 2016 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted Disadvantaged Business Enterprise (DBE) due with this quarterly
	26 – 30 months	Phase I planning to Phase II initiation cycle for community-wide grants repeats year one cycle, but it should be shorter/faster in repetitive cycles for subsequent properties. Continue public involvement.

<b>Year 3</b>	<b>26 – 30 months</b>	Clean-up planning (ABCA) on sites where cleanup funds may be desired Submit to EPA/State for review/comment/public involvement Begin securing/seeking financial support for cleanup
	<b>28 months</b>	Quarterly Report 9 is due January 30, 2017 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	<b>28 months</b>	Make sure all work has been entered in ACRES so that credit is given for all of CAR's accomplishments
	<b>30 months</b>	6 months remain on the grant; Start winding down activities in preparation for grant closing
	<b>31 months</b>	Quarterly Report 10 is due April 30, 2017 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	<b>34 months</b>	Quarterly Report 11 is due July 30, 2017 (30 days after 1 <sup>st</sup> quarter ends) Reimbursement Request Submitted
	<b>35 month</b>	Reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report
	<b>36 months</b>	Grant project/budget period closes; no further costs can be incurred after final date
	<b>37 months</b>	Quarterly Report 12 is due October 30, 2017 (30 days after 12 <sup>th</sup> quarter ends); May serve as Final Close-out Report if all project documentation is complete and ready. If so, then it is due 90 days after close, or December 30, 2017. Disadvantaged Business Enterprise (DBE) report due with this quarterly report.
	<b>37 – 39 months</b>	Submit final request for reimbursement with Final FFR (Standard Form 425); All Close-out documentation and final deliverables due within 90 days after project end date (December 30, 2017)

- Quarterly reports are due 30 days after the end of each quarter: Jan 30, April 30, July 30 and Oct 30.
- DBE/MBE reports are due with the October quarterly reports.
- ACRES data should be entered with each project phase and after significant work completion.
- Draw down expended funds at least quarterly or more frequently as expenditures warrant.

**Attachment 2: Budget Table for Work Plan Tasks**

Project Budget: Petroleum						
Budget Categories	Project Tasks					
(programmatic costs only)	Task 1: Project Management	Task 2: Inventory	Task 3: Public Outreach	Task 4: Site Assessments	Task 5: Cleanup Planning	Total
<b>Personnel</b>						
Petroleum	\$3,770	\$1,300	\$2,600	\$5,200	\$1,300	\$14,170
<b>Fringe Benefits</b>						
Petroleum	\$1,130	\$390	\$780	\$1,560	\$390	\$4,250
<b>Travel</b>						
Petroleum	\$1,500					\$1,500
<b>Supplies</b>						
Petroleum	\$500					\$500
<b>Contractual</b>						
Petroleum		\$8,700	\$12,000	\$140,880	\$18,000	\$179,580
<b>Total</b>						
Petroleum	\$6,985	\$10,390	\$15,380	\$147,555	\$19,690	\$200,000

Project Budget: Hazardous Substances						
Budget Categories	Project Tasks					
(programmatic costs only)	Task 1: Project Management	Task 2: Inventory	Task 3: Public Outreach	Task 4: Site Assessments	Task 5: Cleanup Planning	Total
<b>Personnel</b>						
Hazardous Substances	\$3,770	\$1,300	\$2,600	\$5,200	\$1,300	\$14,170
<b>Fringe Benefits</b>						
Hazardous Substances	\$1,130	\$390	\$780	\$1,560	\$390	\$4,250
<b>Travel</b>						
Hazardous Substances	\$1,500					\$1,500
<b>Supplies</b>						
Hazardous Substances	\$500					\$500
<b>Contractual</b>						
Hazardous Substances		\$8,700	\$12,000	\$140,880	\$18,000	\$179,580
<b>Total</b>						
Hazardous Substances	\$6,985	\$10,390	\$15,380	\$147,555	\$19,690	\$200,000
<b>Overall Total</b>	<b>\$13,970</b>	<b>\$20,780</b>	<b>\$30,760</b>	<b>\$295,110</b>	<b>\$39,380</b>	<b>\$400,000</b>

**Attachment 3: Annual Projections**

<b><u>Property/Site Name</u></b>	<b><u>Activity</u></b>	<b><u>Start Date</u></b>	<b><u>Completion Date</u></b>
Do not have specific sites yet or property owner approval			

**Attachment 4: AAI Reporting Requirements Checklist for Phase I Site Assessments Conducted using EPA Brownfields Assessment Grant Funds**

Contact Information

Grantee Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

ACRES Property ID: \_\_\_\_\_

Program Manager Name:  
(Point of Contact) \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name / Address of Property Assessed: \_\_\_\_\_

Checklist

Please indicate that each of the following All Appropriate Inquiries documentation requirements were met for the Phase I assessment conducted at the above listed property:

- An **opinion** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- An identification of “**significant**” **data gaps** (as defined in §312.10 of AAI final rule and §12.7 of ASTM E1527-05), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
- Qualifications and signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
  - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”
  - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

**Note: Please use either “I” or “We.”**
- In compliance with §312.31(b) of the AAI final rule and §12.6.1 of ASTM E1527-05, the environmental professional must include in the final report an **opinion regarding additional appropriate investigation**, if the environmental professional has such an opinion.

\_\_\_\_\_  
Signature of Grantee Program Manager

\_\_\_\_\_  
Date



**Attachment 5: Example Quarterly Reporting Template -- Assessment**

CAR Name: Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
<b>Task 1: Project Management and Reporting</b>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date <sup>a</sup>	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written. Schedule developed.	Qtr. 1	PM, team
B. Prepare bid documents for procuring contractor support.	Bid package complete.	Qtr. 1	City Engineer
C. Select contractor.	Contractor selected	Qtr. 2	PM
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	Team
E. Grant Project Reporting and Performance Evaluation:	Quarterly Progress Reports (10 days after end of qtr.)		PM
a. Quarterly Progress Reports to EPA & State	Final Report (90 days after grant)		PM, team
b. Final Grant Reporting			PM
F. Attend Regional & National Brownfields workshops			PM
<b>Cost Estimates for Task 1<sup>b</sup>:</b> 1) Travel to Grantees' Workshop: Flight: \$300 Hotel: \$120/day x 2 night = \$240 Per diem: \$60/day x 3 = \$180 Total: \$620 x 2 people = \$1240 2) Local site related travel: \$0.53/mi = \$500/yr x 3 years = \$1500			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

CAR Name: Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
<b>Task 2: Community Involvement/Engagement</b>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Files made publicly available.	Qtr. 1	PM, team
B. Detailed demographic assessment	Assessment complete, part of Plan.	Qtr. 1	Team
C. Community Engagement Plan Developed	Plan complete.	Qtr. 1	Contractor
D. Media, Electronic & Social Networking Systems Updated	Radio, TV, flyers newspaper, etc.	Every Qtr.	Team

<sup>a</sup> The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

<sup>b</sup> If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

<p>E. Meetings to describe project/schedule and/or updates                  Kick-off meeting                  Update after Phase I                  Update after Phase II                  Project completion with ABCA</p>	<p>Meetings conducted.</p>	<p>Qtrs.:                  2,                  4,                  8,                  10</p>	<p>PM, Team</p>
<p><b>Cost Estimates for Task 2:</b> (include cost estimates here)</p>			
<p>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i></p>			

<p>CAR Name:                  Cooperative Agreement Number:                  Date Submitted:                  Quarterly Report Number:</p>			
<p><b>Task 3: Assessments of Targeted Sites</b></p>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
<p>A. Site Inventory                  B. Characterization (Phase I, Phase II)                  C. Generic QAPP                  D. Site Specific QAPPs</p>			
<p><b>Cost Estimates for Task 3:</b> (include cost estimates here)</p>			
<p>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i></p>			

<p>CAR Name:                  Cooperative Agreement Number:                  Date Submitted:                  Quarterly Report Number:</p>			
<p><b>Task 4: Cleanup Planning and Institutional Controls</b></p>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
<p>A.                  B.                  C.</p>			

**Cost Estimates for Task 4:** (include cost estimates here)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: *Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.*

***Budget:***

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final work plan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

<b>Hazardous Substance Budget</b>				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)*	Costs Incurred This Quarter	Costs Incurred To Date	Total Funds Remaining
Personnel				
Travel	\$15,000			
Equipment				
Supplies	\$5,000			
Contractual	\$180,000			
Other				
<b>Total</b>	<b>\$200,000</b>			

<b>Petroleum Substance Budget</b>				
Budget Update:				
Expense Category	Current Approved Budget (from work plan)*	Costs Incurred This Quarter	Costs Incurred To Date	Total Funds Remaining
Personnel				
Travel	\$15,000			
Equipment				
Supplies	\$5,000			
Contractual	\$180,000			
Other				
<b>Total</b>	<b>\$200,000</b>			

\* Example budget figures. Use the actual budget figures from the SF424

***Site Specific Community-Wide Quarterly Budget Summary:***

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date