

WORKPLAN

Capitol Region Council of Governments MetroHartford Brownfields Assessment Program

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement October 1, 2007 thru September 30, 2010

1. GOAL 4: Healthy Communities and Ecosystems

Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 4.2.3 Assess, Clean Up and Redevelop Brownfields

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE:

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The Capitol Region Council of Governments (CRCOG), as a regional planning organization established under the Connecticut General Statutes, was selected for Assessment funding in the FY 2006 competition.

The 2007 to 2010 Brownfield Assessment Grant (\$200,000.00 for petroleum sites and \$200,000 for hazardous substance sites for a total of \$400,000.00) will be used to continue our MetroHartford Brownfields Assessment Program, begun in 2004 with funding by the U.S. EPA. This Program is a joint project of the Capitol Region Council of Governments (CRCOG) and the MetroHartford Alliance (MHA) and will serve the thirty-five (35) municipalities of the combined CRCOG/MHA Region. Initial funding was provided through a \$200,000 petroleum grant (2004) and a \$200,000 hazardous substance grant (2005).

The 2007 grant will be used to perform Phase I through Phase III environmental assessments and remediation planning on selected sites within the MetroHartford region. The grant will also support public outreach to ensure that municipal officials and community residents have an opportunity to comment on our proposed work activities, learn about the outcome of assessments and their implications for neighborhoods, and guide future program activities. This grant will keep the momentum moving forward on redevelopment activities currently underway in East Hartford, Hartford, Bloomfield and other communities seeking to utilize this program. Our success in completing our first assessments has led to increased interest in our program, and we anticipate receiving more inquiries from municipalities and property owners seeking to use these funds to identify potential contamination issues, define remediation strategies, and ultimately bring these properties back to productive use. Since we are an urbanized region with an

industrial heritage, such remediation and redevelopment often has an immediate impact on surrounding neighborhoods, thereby contributing to the health and vitality of communities in the region.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the CRCOG Director of Community Development, assisted by the CRCOG Fiscal Officer and the MHA Municipal Services Manager, with technical assistance and oversight to be performed by an environmental consultant.

2. FUNDING: \$200,000.00 Hazardous Substances; \$200,000.00 Petroleum

3. BUDGET:

Hazardous Substances Assessment Grant

Budget Items	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTAL
	Outreach & Community Involvement	Steering Committee	Identification of Candidate Sites	Site Eval. & Selection	Site Assess. & Remediation Planning	Oversight & Program Development	
Personnel	\$3,776.00	\$2,266.00	\$3,776.00	\$4,532.00	\$2,266.00	\$3,776.00	\$20,392.00
Fringe	1,224.00	734.00	1,224.00	1,468.00	734.00	1,224.00	6,608.00
Travel	0	0	0	0	0	3,000.00	3,000.00
Equipment	0	0	0	0	0	0	0
Supplies	0	0	0	0	0	0	0
Contractual	0	0	0	0	170,000.00	0	170,000.00
Other	0	0	0	0	0	0	0
TOTAL	\$5,000.00	\$3,000.00	\$5,000.00	\$6,000.00	\$173,000.00	\$8,000.00	\$200,000.00

Petroleum Assessment Grant

Budget Items	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTAL
	Outreach & Community Involvement	Steering Committee	Identification of Candidate Sites	Site Eval. & Selection	Site Assess. & Remediation Planning	Oversight & Program Development	
Personnel	\$3,776.00	\$2,266.00	\$3,776.00	\$4,532.00	\$2,266.00	\$3,776.00	\$20,392.00
Fringe	1,224.00	734.00	1,224.00	1,468.00	734.00	1,224.00	6,608.00
Travel	0	0	0	0	0	3,000.00	3,000.00
Equipment	0	0	0	0	0	0	0
Supplies	0	0	0	0	0	0	0
Contractual	0	0	0	0	170,000.00	0	170,000.00
Other	0	0	0	0	0	0	0
TOTAL	\$5,000.00	\$3,000.00	\$5,000.00	\$6,000.00	\$173,000.00	\$8,000.00	\$200,000.00

(See Attachment 1 for details on budget.)

4. WORKPLAN TASKS

Task 1 – Outreach and Community Involvement - Under this task, CRCOG plans to reach out to community officials and residents, solicit their input, and update them as appropriate as the program is implemented and assessment projects proceed. In the process of setting up this mechanism for an open dialogue, environmental justice will be a key objective to provide equal access to communication with the region’s harder-to reach individuals. We have identified as a Community Partner Hartford 2000, an organization that will be our liaison to neighborhood revitalization and business organizations active in neighborhoods in which assessments are being conducted. Very often, these neighborhood organizations have participated in redevelopment planning for selected sites. When we begin work in New Britain, we will seek to establish a liaison with Vision New Britain to create similar neighborhood links. As we work in communities benefiting from busway and commuter rail planning and investments, we will draw upon community contacts established through our previous planning work. Three such organizations—the Parkville Revitalization Association, the Upper Albany Revitalization Zone Association, and the Upper Albany Development Corporation—are included as a community partners in this grant. We will apply CRCOG’s Limited English Proficiency (LEP) Guidelines to all brownfields outreach activities.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Activity 1: Notify Community Partners of initiation of program in writing, and by requesting time at groups’ regular meetings in first quarter, and continue to report back to these groups throughout the program as appropriate.	FFY 2007 Q1 then ongoing throughout program	Notification letters to community partners Presentations to groups and/or other follow-up communications	Task 1 Activities 1-7: Improve understanding and participation in cleanup and redevelopment process, and increase awareness of site availability/redevelopment status
Activity 2: Add to list of community partners as work begins in other communities with neighborhood organizations, such as New Britain.	Ongoing throughout program	Updated list of community partners	
Activity 3: Notify municipal officials on funding opportunities and progress through: 1) providing monthly project updates to CRCOG Policy	Ongoing throughout program	Presentations to CRCOG Policy Board Updates through CRCOG ED’s	

Board at its regular meetings and/or through the Executive Director's Activity Report; and 2) providing regular project updates at the bi-monthly Regional Economic Development Forums organized by MHA.		Monthly Activity Report Presentations to MHA Regional Economic Development Forum	
Activity 4: Provide periodic updates through monthly newsletters of CRCOG and MHA, which have broad distribution and are posted on agency websites.	Ongoing throughout program	Articles in CRCOG and MHA newsletters	
Activity 5: As projects are underway, work with host municipality to identify citizens and neighborhood groups that should be informed of work.	Ongoing throughout program	Updated community outreach list	
Activity 6: As projects are completed, prepare and distribute information fact sheets to municipalities and community groups, and through website postings at CRCOG, MHA, and other appropriate web sites.	Ongoing throughout program.	Completed project fact sheets Dissemination of fact sheets by mail, handouts at meetings, and web postings	
Activity 7: Develop and maintain a mailing list as well as email list of interested parties and utilize these to broadcast news, updates, meeting notices and availability of information.	Ongoing throughout program.	Updated mail/email list of interested parties	

Task 2 – Regional Brownfields Steering Committee – Under this task, we will coordinate the program through the established MetroHartford Brownfields Assessment Steering Committee. The Brownfields Steering Committee is currently composed of representatives of municipalities, CROG, MHA, and state agencies. We will invite participation by Hartford 2000 and other community interests as projects are identified. To date, the Steering Committee has participated in consultant selection; establishing the site application procedures, procedures for evaluating candidate sites and a model access agreement; and setting priorities for the use of grant funds. The Steering Committee will provide the coordination needed to assure that program objectives are consistent with regional goals and community interests.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Activity 1: Review Steering Committee membership and revise as necessary to ensure up-to-date representation from municipalities and state agencies. Invite additional members to serve, to better incorporate community interests.	FFY 2007 Q1 then ongoing throughout program.	Updated Brownfields Assessment Steering Committee membership and mail/email list	Task 2 Activities 1-2: Improved communication with municipal, state and community partners, and participation of these partners in establishing priorities of use of funds
Activity 2: Conduct, at minimum, quarterly Steering Committee meetings to oversee progress and conduct reviews/approval of prospective sites for participation in program.	Ongoing throughout program.	Quarterly Steering Committee Meetings	

Task 3 – Identification of Candidate Sites – CRCOG/MHA has compiled existing inventories of known sites from various state and federal agencies, and added potential sites identified by municipalities to create a list of brownfields sites that could potentially participate in this program. Municipalities have also identified priority sites that they would most like to have assessed. Under this task, CRCOG/MHA staff will continue to work with participating municipalities to identify sites that meet program guidelines, are high priorities for redevelopment from a municipal and neighborhood perspective, and have market potential for redevelopment.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Activity 1: Develop a program brochure and distribute to member municipalities, Hartford 2000, and other community partners to generate new sites for consideration. Post brochure on CRCOG and MHA web sites.	FFY 2007 Q1 then ongoing throughout program	Program brochure	Task 3 Activities 1-4: Provides reasonable estimate of number, likely locations, and general characteristics of sites, and assists in timely use of EPA and other funds for assessment and cleanup
Activity 2: Through outreach activities noted in Task 1, periodically remind communities of availability of assessment funds.	Ongoing throughout program.	See task 1 outputs	
Activity 3: As sites are identified, meet with applicants to determine site eligibility in terms of program and EPA criteria.	Ongoing throughout program.	Preliminary meetings with prospective applicants to determine site eligibility	
Activity 4: Update existing site inventory as new sites are identified for potential inclusion in program.	Ongoing throughout program.	Updated site inventory	

Task 4 – Evaluation, Prioritization, and Selection of Candidate Site – Under this task, the Steering Committee will evaluate and prioritize sites submitted for consideration by participating municipalities. The sites will be evaluated based on established procedures and criteria, including both baseline criteria and criteria related to redevelopment potential, environmental justice issues, health and environmental concerns, open space and recreation potential, and additional program objectives. Sites with the highest priority will then be considered for environmental site assessments and remedial planning.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
Activity 1: Review and approve site applications, in accordance with established procedures and criteria.	Ongoing throughout program.	Application reviews and approvals	Task 4 Activities 1-2: Use of program funds on sites meeting EPA program criteria, and those of highest priority to municipal, state and community partners and the region
Activity 2: Review and revise as necessary established procedures and criteria for evaluating, prioritizing and selecting candidate sites.	FY 2007 Q1, FY 2008 Q1, and FY 2009 Q1	Updated procedures and criteria for evaluating, prioritizing and selecting candidate sites	

Task 5 –Site Assessments and Remediation Planning – This task involves conducting Phase I, II and/or III Environmental Site Assessments (ESA’s) on selected sites, and in some cases, remedial planning. In Connecticut, applicants are typically required to do a Phase III Assessment to determine the degree and extent of contamination prior to clean-up. Phase I Assessments will be conducted on approximately 10 sites, Phase II Assessments will be conducted on approximately 8 sites, and Phase III’s and/or remedial planning on 4 sites.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
<p>Activity 1: Conduct Phase I, Phase II and/or Phase III ESA’s on selected sites, and in some cases, remedial planning, as sites are identified, evaluated, and approved for program participation.</p>	<p>Haz. Sub. Sites: FY 2007—2 Phase I, 1 Phase II; FY 2008—2 Phase I, 2 Phase II, 1 Phase III+; FY 2009—1 Phase I, 1 Phase II, 1 Phase III+</p> <p>Petroleum Sites: FY 2007—2 Phase I, 1 Phase II; FY 2008—2 Phase I, 2 Phase II, 1 Phase III+; FY 2009—1 Phase I, 1 Phase II, 1 Phase III+</p>	<p>Generic and site-specific QAPP’s.</p> <p>Phase I, II, II, and remedial planning reports on specific sites.</p>	<p>Task 5</p> <p>Activity 1: Number of brown-field properties assessed, estimated number of brown-field property acres available for reuse or continued use</p>

Task 6 – Oversight, Program Development and Implementation – This task involves the management and oversight of consultants, including procurement and contracting, in addition to other related activities including personnel, financial management, coordination with stakeholders, EPA reporting and stakeholder reporting. CRCOG and MHA staff will also participate in available training opportunities to ensure the development and implementation of an effective brownfields program.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
<p>Activity 1: In accordance with CRCOG Procurement Procedures, CRCOG will amend its existing contract with Fuss & O’Neill, Inc., the consulting firm providing assessment and remedial planning to the MetroHartford program, to extend these services through 2010. F&O was selected through a thorough and competitive RFP process. Retaining the existing consultant will enable us to effectively continue the program without interruption.</p>	<p>Before initiation of grant—August 2007</p>	<p>Fully-executed consultant contract for 2007-2010 Grant Period</p>	<p>Task 6 Activities 1-5: Maintain effective work force to meet workplan commitments.</p>
<p>Activity 2: Work with municipalities and F&O to develop scope of work for projects approved by EPA (hazardous substance) and CT DEP (petroleum). Issue authorizations to proceed.</p>	<p>Ongoing throughout program.</p>	<p>Project approvals by EPA and CT DEP</p>	
<p>Activity 3: Track and evaluate contractor products and performance. Conduct periodic project status meetings with contractor to discuss project issues and priorities.</p>	<p>Ongoing throughout program.</p>	<p>Documentation of project status meetings, approval of work products, and performance reviews.</p>	
<p>Activity 4: Fulfill all EPA reporting requirements, including quarterly/final</p>	<p>Ongoing throughout program.</p>	<p>All reports specified in and required by Cooperative</p>	

progress reports; ACRES reporting; financial status report; project close-out and such other requirements specified by EPA.		Assistance Agreement.	
Activity 5: Participate in relevant training and conferences that support effective implementation of program.	Ongoing throughout program.	Documentation of training attendance.	

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the Capitol Region Council of Governments will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the assessment, sampling, and analytical strategies, methods and procedures approved by EPA that will be used in all assessments.

6. PRE-AWARD COSTS

No pre-award costs are requested.