

**REDEVELOPMENT AUTHORITY OF THE COUNTY OF WASHINGTON  
WORKPLAN FOR CERCLA SECTION 104(k)  
PETROLEUM ASSESSMENT COOPERATIVE AGREEMENT  
OCTOBER 1, 2006 THRU SEPTEMBER 30, 2009**

- 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, Clean up, 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) authorized 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 Clean up Grants,” and submitted in a national competition. The Redevelopment Authority of the County of Washington, organized in 1956 under the provisions of the Urban Redevelopment Law, Act. No.385, was selected for Assessment funding in the FY 2007 competition.

The County of Washington has a rich industrial heritage. Many of the sites that once represented the backbone of the steel, glass, and mining industries now lay idle and represent a threat to human health and the natural environment. The Authority intends to develop a comprehensive Washington County Brownfield Program that will facilitate the redevelopment of brownfields within the County. Sites that have an excellent potential for redevelopment will be identified by the Authority in conjunction with community stakeholders. Approximately 10 to 20 Phase 1 assessments will be conducted on sites contaminated by petroleum substances. Additionally approximately 5 to 10 limited Phase 2 assessments will also be completed in order to verify the existence of the contaminants identified in the Phase 1 assessments and to provide the information necessary to develop reuse strategies for each site.

Environmental consultants and other appropriate agencies will consult with each property owner to develop a budget and reuse strategy for the redevelopment of each property. Additional sources of funding will be sought to undertake the implementation of those reuse strategies.

Since the community’s vision and support are critical to the success of a County Brownfield Program, the Authority will develop a community outreach program for all stakeholders. The Authority will further expand its brownfield inventory, develop a County-wide searchable database and geographic information system, and link the database to the Authority and other appropriate web sites.

**2. FUNDING:           \$200,000 – Federal Funds**

<b>PROJECT TASKS</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Task 5</b>	
	Inventory, Outreach & Program Development	Community Involvement & Site Selection	Phase 1 Assessments	Phase 2 Assessments	Site Reuse Plans	Total
Budget Categories						
Personnel	\$12,000	\$7,000			\$5,000	\$24,000
Travel	\$6,000					\$6,000
Supplies	\$2,500	\$2,300				\$4,800
Contractual	\$2,500		\$58,700	\$100,000	\$4,000	\$165,200
Other (specify)						
<b>Total</b>	\$23,000	\$9,300	\$58,700	\$100,000	\$9,000	\$200,000

## **Budget Narrative:**

**Personnel:** Staff members will complete tasks associated with program development, public outreach, inventory of brownfield sites, community/stakeholder involvement, site selection, and site reuse plans. A portion of the salaries of the Brownfield Manager, a Brownfield Specialist, and a Secretary will be paid for with grant funds.

**Travel:** Authority staff members will attend annual National Brownfield Conferences, as well as regional and state brownfield conferences. In addition staff members will attend local meetings with stakeholders, property owners, and visit the sites that are assessed by environmental firms.

**Supplies:** Office supplies & materials for program development will be purchased. Marketing materials will be developed to raise awareness of and ensure participation in the Brownfield Assessment Program.

**Contractual:** Qualified firms will be retained to develop a searchable brownfield database, to conduct Phase 1 assessments, to conduct Phase 2 assessments, and to assist property owners with the development of budgets, site reuse strategies, and marketing of their sites.

## **3. WORKPLAN TASKS**

**Task 1: Inventory, Outreach & Program Development** - Currently, the Authority staff members have identified 133 brownfield sites through reviewing records and by meeting with elected officials. Information about each property has been collated in Excel spreadsheets and lists the following: municipality, tax parcel ID, site name, address, property owner, owner's address, tenant, property size, number of buildings, occupancy status, zoning classification, % vacant land, access to infrastructure, infrastructure condition, and the property's known or suspected contaminants. Much of the information collected is incomplete since Phase 1 record reviews have not been done. A qualified firm will be retained to conduct Phase 1 and limited Phase 2 assessments on selected Washington County brownfields. Prior to the assessments being conducted, the firm will review the existing brownfields list, assist the Authority with the identification of additional brownfields, and determine which properties are most likely to be contaminated by hazardous materials or petroleum products.

To ensure community input, staff will identify key stakeholders and hold meetings with them to identify additional brownfields. A qualified information technology firm will be retained to develop a searchable database and input all brownfield property information. One database will be developed that lists all properties whether contaminated by hazardous materials or petroleum substances, however the properties will be tracked in such a way that they can be separated for reporting purposes to EPA.

Outreach efforts will be conducted with stakeholders and community representatives to begin the process of developing a County-wide Brownfield Assessment Program. Educational materials about the benefits of brownfield redevelopment will be developed and distributed to stakeholders and citizens through public meetings and mailings.

Authority staff members will attend annual National Brownfield Conferences as well as regional and state brownfield conferences.

Task 1: Inventory, Outreach & Program Development

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement	Actual Accomplishments this Quarter
Activity 1: Conduct public outreach efforts to assist with the development of a Washington County Brownfield Assessment Program	2nd quarter 2007	Draft Program Guidelines developed, outreach efforts completed	Awareness raised about a Program that will reduce environmental impacts	Workplan commitments	
Activity 2: Update inventory of brownfield sites	2nd quarter 2007	Inventory of brownfield site updated for database	Additional brownfield sites that threaten health are identified	Workplan commitments	
Activity 3: Attend brownfield conferences	Ongoing Activities	Knowledge of best practices in brownfield redevelopment gained by staff	Effective County programs & redevelopment strategies can be developed	Workplan commitments	
Activity 4: Develop community outreach materials e.g. mailings & posters/flyers	2nd quarter 2007	Stakeholder mailings, poster/flyer placement on web sites & in public places	Awareness raised about opportunities for participation in Program	Number of mailings & posters/flyers; number of web sites & public places with posters/flyers	
Activity 5: Prepare Request for Proposals, evaluate proposals, hire firm to update inventory and develop searchable database. Conduct performance evaluations of firm.	2nd quarter 2007	Efficient & easily accessible database of brownfield sites; High quality work that meets the Authority's and EPA's expectations	Information about brownfields sites available to stakeholders, developers & public	Workplan commitments	

Task 2: Community Involvement & Site Selection - Meetings will be held with key stakeholders to finalize the Washington County Brownfield Assessment Program Guidelines. The Program will include brownfield site selection criteria and a ranking system that will be used to determine the properties to be assessed. Marketing materials will be developed to raise awareness about the Program. A series of informational workshops will be held to educate the general public and community representatives about the Program and to solicit the participation of property owners in the Program.

## Task 2: Community Involvement & Site Selection

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement	Actual Accomplishments this Quarter
Activity 1: Conduct meetings with community/stakeholders to develop criteria for site selection and to finalize Brownfield Assessment Program Guidelines	2nd quarter 2007	Community/stakeholders participate in process to develop Program	Selection criteria assigns highest priority to sites that threaten health	Workplan commitments	
Activity 2: Develop marketing materials & applications for Brownfield Assessment Program	3rd quarter 2007	Marketing brochure, Program Guidelines & application are placed on web sites	Awareness of the Program will be raised	Number of brochures developed; number of web sites where brochures & information are placed	
Activity 3: Generate a list of potential brownfields contaminated by petroleum substances	2nd quarter 2007	Petroleum contaminated brownfield sites are included in the inventory	Additional brownfield sites that threaten health are identified	Workplan commitments	
Activity 4: Conduct a series of informational workshops about brownfield redevelopment & the Assessment Program	3rd quarter 2007	Property owners and citizens will understand the potential benefits of brownfield redevelopment	Awareness of the benefits of brownfield redevelopment will be raised	Number of workshops held	
Activity 5: Solicit property owners to participate in Program	3rd quarter 2007	Property owners submit applications to participate in the Program	Properties that threaten health can be assessed	Applications from property owners for participation in Program utilizes funds available	

Task 3: Phase 1 Assessments - A qualified firm will be retained to conduct Phase 1 assessments on approximately 10 to 20 sites. Although all assessments could be completed within a short timeframe, the selection of the properties to be assessed could take a year. The process will include at a minimum the following: property owners submit applications to the Authority, applications are reviewed to ensure properties meet EPA eligibility requirements, properties are ranked according to selection criteria established by the stakeholder/community representatives, and top ranked properties are assessed.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement	Actual Accomplishments this Quarter
Activity 1: Prepare Request for Proposals, evaluate proposals, hire firm to conduct environmental assessments on selected sites. Conduct performance evaluations of firm & provide oversight of work	2nd quarter 2007	High quality assessment work that meets the Authority's and EPA's expectations	Sites will have a higher probability of being remediated and redeveloped	Workplan commitments	
Activity 2: Conduct Phase 1 assessments on properties selected for participation in the Program	3rd quarter 2008	Consultant will assess sites for contaminants	Potential contaminants will be identified	10 to 20 sites will be assessed & documentation will be given to each property owners	

Task 4: Phase 2 Assessments - A qualified firm will be retained to conduct limited Phase 2 assessments on approximately 5 to 10 sites. The property selection process and assessments could take a year to complete.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement	Actual Accomplishments this Quarter
Activity 1: Prepare Request for Proposals, evaluate proposals, hire firm to conduct environmental assessments on selected sites. Conduct performance evaluations of firm & provide oversight of work	2nd quarter 2007	High quality assessment work that meets the Authority's and EPA's expectations	Sites will have a higher probability of being remediated and redeveloped	Workplan commitments	
Activity 2: Conduct limited Phase 2 assessments on properties for confirmation of contaminants	3rd quarter 2008	Consultant will assess sites for contaminants	Potential contaminants will be confirmed by testing	5 to 10 sites will be assessed & documentation will be given to each property owners	

Task 5: Site Reuse Plans - This task will involve Redevelopment Authority staff and professional agencies assisting property owners with the development of budgets, site reuse strategies, and marketing of their sites. A qualified environmental consultant will be retained to conduct private sessions with property owners.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement	Actual Accomplishments this Quarter
Activity 1: Prepare Request for Proposals, evaluate proposals, hire firm to develop site reuse plans for property owners. Conduct performance evaluations of firm & provide oversight of work	2nd quarter 2007	High quality work that meets the Authority's and EPA's expectations	Sites will have a higher probability of being remediated and redeveloped	Workplan commitments	
Activity 2: Develop materials to promote reuse plans & marketing of sites	4th quarter 2008	Marketing brochure developed	Sites will have a higher probability of being remediated and redeveloped	Number of brochures developed	
Activity 3: Firm selected to assist property owners with the development of budgets, site reuse strategies, and marketing of their sites.	4th quarter 2008	Property reuse plans developed & marketed	Sites will have a higher probability of being remediated and redeveloped	Property Reuse Plans developed for every site assessed	

**4. QUALITY ASSURANCE:**

Will environmental data be collected under this agreement? Yes

Does the Washington County Redevelopment Authority of the County of Washington have an approved Quality Assurance Project Plan? No

The Authority will develop an approved Quality Assurance Project Plan.