

**City of Oshkosh, Wisconsin
Work Plan And Budget for U.S. EPA Community Assessment Grants
Hazardous Substance Assessments**

This project supports Environmental Results Goal 4, Healthy Communities and Ecosystems, Objective: 4.2; Sub Objective: 4.2.3. 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 three years.

CFDA: 66.818

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

DCN: STX

Budget FY: 2008

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Sub 402D79(Action Code: NY);

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Project Objectives

The City of Oshkosh will enter into a Cooperative Grant Agreement with the EPA for the use of EPA Community Assessment Funds in order to help facilitate the assessment and redevelopment of brownfield sites contaminated with petroleum products and/or hazardous substances within the City of Oshkosh, Wisconsin. Following execution of the agreement by both parties, the City will use assessment funds to conduct Phase I and II Environmental Assessments on a city-wide basis as opportunities for acquisition or redevelopment become available. Assessment funds will also be used to develop remedial action plans for properties that require remediation prior to or in association with redevelopment.

The goals for the City of Oshkosh as they relate to the US EPA Assessment Grants include:

- Assessment of a number of redevelopment or acquisition candidate properties throughout the City of Oshkosh by completing Phase I and Phase II environmental site assessments;
- Working with property owners and the WDNR in regard to the Voluntary Party Liability Exemption (VPLE) program and NR 700 requirements where contamination is found through the assessments;
- Preparing remediation plans for a select number of sites that document the extent of existing contamination and the best options for future remediation;

- Enhancing the City's public outreach process relative to the outputs and outcomes of assessment funds.

The City's vision for promoting brownfield redevelopment is reinforced in its 2005 Comprehensive Plan. The Comprehensive Plan includes several goals related to brownfield redevelopment, including:

- Continue revitalization efforts of the downtown and central city area.
- Promote environmentally sensitive and responsible utilization of land, incorporating permanent open space and natural resources.
- Encourage the efficient and compact utilization of land.
- Promote the re-use of land and buildings.
- Encourage redevelopment in the central city to be oriented toward the lakefront and riverfront.

The City has continued to achieve these goals by pursuing grants, purchasing and clearing property, and by conducting environmental cleanup activities on central city and riverfront property.

In 2000, the City was awarded a Pilot grant to inventory perceived and actual brownfield properties along the Fox River and to conduct Phase I and Phase II testing and analysis on several properties. In 2003, the City was awarded two Assessment grants (\$200,000-Petroleum and \$200,000-Hazardous Substances) to update the existing inventory and conduct the Phase I and Phase II testing on properties located not only on the riverfront, but on a city-wide basis, as well. In 2006 the City was awarded another \$200,000 Assessment Grant to continue to promote brownfields redevelopment.

The City will continue to focus its redevelopment efforts along the river with this new \$200,000 Assessment funding for sites contaminated with Hazardous Substances and will also be able to use this funding on non-riverfront sites as opportunities present themselves during the grant period.

Management and Coordination

The Department of Community Development will manage the grant project, as it is currently managing existing grants from the EPA. Darryn Burich, Planning Director will serve as the project manager. Quarterly reports, financial reports, progress of the work plan, and the final summary report will be forwarded to the EPA Region 5 from the Department of Community Development. The project manager will also be responsible for coordinating grant work with the selected environmental consultant.

Tasks and Schedule

The five tasks described below assume a cooperative agreement between the city and the EPA is in place by August 1, 2008.

Task 1 – Environmental Consultant Selection – City of Oshkosh Department of Community Development staff will coordinate the selection of one qualified environmental consulting firm to perform all required assessments and remediation plans using the City’s standard procurement procedures. Efforts will be made to ensure MBEWBE/DBE firms are included in the procurement process.

Task 1: Environmental Consultant Selection		
Activities	Deliverables	To Be Completed By:
Develop RFQ	RFQ	September 1, 2008
Identify environmental consultants for RFQ	List of environmental consultants to receive RFQ	September 15, 2008
Review qualifications of environmental consultants that responded to RFQ, and select consultant	Decision on environmental consultant	November 1, 2008

Task 2 – Phase I Environmental Site Assessments - The City will conduct Phase I assessments on a city-wide basis as opportunities for purchase or redevelopment become available. Information sources will include the Environmental Database Resource (EDR) Reports, city properties in tax foreclosure, and the city’s public museum. Purchases associated with these information sources are listed in the supply category on the budget. Phase I assessments will be performed in accordance with ASTM E 1527-05 All Appropriate Inquiry.

Task 2: Conduct Phase I ESAs		
Activities	Deliverables	To Be Completed By:
Determine site eligibility	Site Eligibility Determination	Ongoing
Conduct Phase I Assessment	Phase I ESA Report	Ongoing
Complete property profile forms in ACRES	Property profile forms	
Order EDR Reports	None	Ongoing

Task 3 – QAPP, WDNR VPLE Enrollment, Phase II ESAs – Prior to conducting any Phase II investigative work, a multi-site Quality Assurance Project Plan (AAPP), including individual field sampling and analysis plans, will be prepared by the selected environmental consultant and reviewed for approval by EPA Region 5 staff. Eligible sites will be enrolled in the WDNR Voluntary Party Liability Exemption Program (VPLE) prior to starting the Phase II assessment. Phase II ESAs will be conducted to define subsurface conditions at sites where Phase I ESAs suggest additional investigation is warranted. Sampling methods (e.g., hydraulic samplers, rotary drill rig, hand augers, backhoe test pits) will be selected based on location of contaminants, site conditions, and type of contaminants. The City anticipates conducting 8-10 Phase II ESAs and also coordinate with the WDNR regarding any necessary NR 700 investigations where contamination is found. Phase II Assessments will be conducted and copies forwarded to the EPA Region 5 staff.

Task 3: Conduct Phase II ESAs		
Activities	Deliverables	To Be Completed By:
Conduct pre-QAPP call with EPA Region 5 staff	Conference call with consultant and EPA	November 30, 2008
Discuss with EPA Region 5 staff any necessary updates to the existing QAPP.	Submit draft QAPP to EPA	December 31, 2008
Submit final QAPP to EPA.	Final QAPP	January 31, 2009
Prepare and submit SAP to EPA for approval	SAP	Ongoing
Coordinate with WDNR regarding VPLE enrollment	VPLE program	Ongoing
Prepare applicable Field Sampling & Analysis Plan for EPA/WDNR review and approval.	Formal plans created	Ongoing
Prepare applicable site specific Health and Safety Plans	Formal plans created	Ongoing
Phase II Report	Phase II ESA Report	Ongoing
Coordinate with WDNR regarding NR 700 investigations as applicable	Reports to EPA and WDNR	Ongoing

Task 4 – Remediation Planning - The environmental consultant will prepare Remedial Action Plans for properties that require remediation prior to or along with redevelopment. Along with developing these plans, meetings will be held to strategize on the most effective remedial options while considering redevelopment. One remedial option being pursued is the Voluntary Party Liability Exemption (VPLE) from the WDNR. Once the remedial actions are complete on a property, the WDNR will issue a Certificate of Completion (COC). Several submittals to the WDNR are required before the COC is issued.

Funds will be used for arranging meetings with regulatory officials, elected officials, neighborhood groups, and other stakeholders to create successful remediation plans that address the findings from the Phase II ESAs.

Task 3: Remediation Planning		
Activities	Deliverables	To Be Completed By:
Meeting with WDNR to discuss possible remedial strategies.	Meeting results	Ongoing
Development of Remedial Action Plans	Remedial Action Plans submitted to WDNR.	Ongoing
WDNR fees for VPLE and COC applications.	None. Information will be summarized in quarterly reports.	Ongoing
VPLE and COC requests.	Phase I and Phase II reports, legal descriptions, and historical data to the WDNR.	Ongoing

Task 5 – Community Involvement: This task includes activities that will continue to enhance the city’s community involvement efforts to keep citizens informed and involved with this grant project.

Task 5: Community Outreach		
Activities	Deliverables	To Be Completed By:
Update and maintain a link on city’s web page regarding progress with the EPA grant, with a link to submit feedback.	Web page at www.ci.oshkosh.wi.us	Ongoing
Conduct open houses or public hearings on neighborhood redevelopment projects.	None. Will be summarized in quarterly reports.	Ongoing

Task 6 – Eligible Programmatic Costs – Progress reports will be submitted on a quarterly basis to the US EPA Region 5 Project Officer. These reports will document the progress at achieving the project deliverables and provide information as listed in the Cooperative Agreement Terms and Conditions. Quarterly reports shall include the following information:

- Requested modifications to the workplan;
- Status of activities conducted during reporting period;
- Problems encountered and/or assistance needed;
- Schedule and budget status including funds expended during prior reporting period.

Travel costs will include costs associated with City staff attending EPA meetings, conferences, and training opportunities.

Task 6: Eligible Programmatic Costs		
Activities	Deliverables	To Be Completed By:
Attend and report on brownfields related conferences.	Travel will be reported in quarterly reports.	Ongoing Ongoing with quarterly reports due no later than 30 days after end of quarter by: January 30 April 30 July 30 October 30
Project Management Report on site-specific assessment activities Submit annual financial status report	Quarterly reports submitted to EPA staff. Property profile sheet Annual financial status report	Submit with quarterly reports Submit by 30 days after end of federal fiscal year

Budget

As stated earlier, the city has received notice of a \$200,000 grant award for assessment of sites contaminated by hazardous substances. A budget for the grant is shown below.

Table 1. Budget for Hazardous Substances

Budget Categories	Task 1 – Select consultant	Task 2 – Phase I ESAs	Task 3 – Phase II ESAs	Task 4 – Remediation Planning	Task 5 – Community Outreach	Task 6 – Programmatic Costs	Total
Personnel							
Fringe							
Benefits							
Travel						\$3,000	\$3,000
Equipment							
Supplies		\$1,500			\$2,000		\$3,500
Contractual		\$15,000	\$125,000	\$51,000	\$2,500		\$193,500
Total	\$0	\$16,500	\$125,000	\$51,000	\$4,500	\$3,000	\$200,000

Description of Task Categories

Task 1 – Select consultant: No EPA funds will be used for the process of selecting an environmental consultant.

Estimated Expense - \$0

Task 2 – Phase I Environmental Site Assessments: Per budget, \$15,000 should cover the costs of conducting eight to ten Phase I Assessments, with an estimated cost of \$1,800 per Phase 1, depending on the complexity of the site. The City's most recently approved redevelopment area (South Shore Redevelopment Project) encompasses approximately 44 acres of older industrial land for which the City anticipates utilizing funds for Phase I assessments to help promote redevelopment of the area. Phase I Assessments will be performed in accordance with ASTM E 1527-05 All Appropriate Inquiry. Information sources will include the Environmental Database Resource (EDR) Reports, city properties in tax foreclosure, and the City's public museum. Purchases associated with these information sources are listed in the supply category on the budget. This task will also include the contractual costs associated with conducting necessary updates to the City's existing Quality Assurance Project Plan (QAPP). Copies of documents will be forwarded to EPA Region 5 staff.

Estimated Expense - \$16,500

Task 3 – Phase II Environmental Site Assessments: Per budget, \$125,000 will be used to cover the costs of conducting eight to ten Phase II Assessments, with an estimated cost of \$12,000 to \$15,000 per Phase II, depending on the complexity and contamination of the site. Environmental sampling and assessment will be completed in accordance with approved Quality Assurance Project Plans, Sampling Analysis Plans and Wisconsin regulations.

Estimated Expense - \$125,000

Task 4 – Remediation Planning: Remedial Action Plans will be developed for properties that require remediation prior to or in concert with redevelopment. Along with developing these plans, meetings will be held to review alternatives and strategize on the most

effective remedial options while considering redevelopment. Remedial Action Plans will be submitted to the appropriate regulatory agency for review and approval.

Estimated Expense - \$51,000

Task 5 – Community Outreach: This task includes activities that will continue to enhance the City’s involvement efforts to keep citizens informed and involved with this grant project. Community outreach efforts include public informational meetings.

Estimated Expense - \$4,500

Task 6 – Eligible Programmatic Costs: This task includes costs associated with travel by city staff to brownfield-related conferences and meetings. Preparation of quarterly, reports and entering data in ACRES system.

Estimated Expense - \$3,000

Description of Budget Categories

Personnel and Fringe Benefits and Equipment: No EPA funds will be used for personnel, fringe benefits, or equipment. The City treats personnel and fringe benefits as in-kind contributions.

Travel: Total anticipated expenditures for travel is \$3,000 (Airfare/Transportation - \$1,400, Lodging -\$800, Per Diem - \$500, Registration - \$300). This figure accounts for the costs associated with regional and national conference attendance by one or more representatives of the staff involved with the assessment project during the three years of the grant funding cycle. All conference travel will be authorized with EPA Region 5 staff, prior to registration.

Supplies: The total anticipated cost of supplies is \$1,500. Expenditures for supplies would include costs associated with the publication, preparation, and distribution of community involvement and outreach activities (Task 4) and the purchase of fire insurance maps, EDR database searches, historical Sanborn Maps, and local museum records for preparation of Phase I reports.

Contractual: The total anticipated cost for contractual services is \$193,500. This figure accounts for the costs associated with the selected environmental consultants for the preparation of a QAPP and the conduct of, and reporting on, the Phase I and Phase II Environmental Site Assessments. Per budget, \$15,000 should cover the costs of conducting eight to ten Phase I Assessments, with an estimated cost of \$1,800 per Phase 1, depending on the complexity of the site; and \$125,000 to cover the costs of conducting eight to ten Phase II Assessments, with an estimated cost of \$12,000 to \$15,000 per Phase II, depending on the complexity and contamination of the site.

Each budget also includes \$51,500 for remediation planning after the assessment of the properties and \$2,500 for the selected environmental consultants to be present at community involvement efforts for technical assistance. Remedial Action Plans will be developed for properties that require remediation prior to or along with Development. Along with developing these plans, meetings will be held to review alternatives and strategize on the most effective remedial options while considering redevelopment.

Other: No additional budget categories have been identified at this time.

Outputs & Outcomes

The City plans to track and measure their success relative to the grant in general accordance with EPA Order 5700.7 and EPA 2003 Strategic Plan. The City will look at their progress by the completion of certain project outputs and outcomes for certain sites. Successful outputs may include completed Phase I ESAs on at least eight to ten sites; Phase II ESAs on eight to ten different properties; enrollment in the WDNR VPLE program and development of remedial action plans for two to four different sites.

The City will hope to achieve several intermediate and end outcomes. Completed remedial actions, successful requests for site closure and receipt of a COC, and Request for Proposals (RFPs) submitted to developers which incorporate environmental outputs will be considered successful intermediate outcomes.

Final successful outcomes may be a long-term process but include successful development of a property, completion of a TIF district, additional public space and/or green space added to the community, and completion or partial completion of various development plans such as the Fox River Riverwalk Plan and components of the Oshkosh Downtown and Development Plan and Comprehensive Plan.

The City will track the success of the outputs and outcomes through quarterly reports, which will be submitted to the EPA. The City will also update the public with successful outputs and outcomes on the City's website.