



City of Oshkosh, Wisconsin
Brownfield EPA Community Wide Assessment Grant

Work Plan for the CERLCA Authority: 104(k)(2)&(3)
Assessment Grant Cooperative Agreement
10/01/2019 – 09/30/2022

This project supports Environmental Results Goal 4, Healthy Communities and Ecosystems, Objective 4.2; Sub Objective 4.2.3. Specifically, the grant recipient will inventory, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfield sites. Project period is three years.

CFDA: 66.818

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

DCN: STX

Budget: FY 19

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Sub 402D79 (Action Code: NY);
Petroleum 402D79EBP (Action Code: OP)

Outputs/Outcomes:

The expected outcome is site reuse of the properties assessed under the grant. The primary expected output is approximately fifteen Phase I Environmental Site Assessments (ESAs), fifteen Phase II ESAs, and six Remedial Action Options Reports or Analysis of Brownfields Cleanup Plans.

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BACKGROUND:

Due to its location on recreationally rich waterways, the City of Oshkosh has a long industrial history dating back to the late 1800's. Much of the early development in the City was centered on the Fox River, which passes through the heart of the City's center. In the early to mid-1900's, the lumber industry fueled most of the development along the north and south shores of the Fox River. The City of Oshkosh became known as the "Sawdust City." A large industrial base was soon established to support the lumber industry, which included foundries, manufacturing of logging tools, clothing manufacturing, finished wood products, paper industry, and railroad and river boat transportation. By the mid to late-1900's, the logging industry came to halt and so did Oshkosh's economy. Many of the businesses that supported the lumber industry slowly went out of business throughout the late 1900's and into the 2000's. The City of Oshkosh is focused on

reclaiming that resource and other potential development sites by facilitating Brownfield Redevelopment. The momentum from the Imagine Oshkosh plan has generated a broader recognition by City leaders and businesses about how brownfields should be addressed.

PROJECT SPECIFIC OBJECTIVES:

Once the US EPA Assessment Grant Cooperative Agreement is executed by both parties, the City of Oshkosh will identify, evaluate, and select specific properties that will utilize the grant monies. Site selection criteria will be comprised of the following factors: human health risk, development potential and interest, location (i.e., in the targeted community), expected environmental conditions, secondary economic benefits, ability to preserve green space, facilitate continuity within the downtown and Center City, and other criteria. The City's intent is to leverage the grant dollars by using funds to support and expand brownfield redevelopment efforts that are being driven by private and municipal development. Priority will be given to those properties identified in the Imagine Oshkosh plan as well as projects that stem from and about the City's earlier Brownfield successes and/or are within the targeted areas, including along the Center City and Sawdust District.

Following initial site selections, properties will be reviewed by an environmental consultant (yet to be selected) to confirm eligibility for conducting site assessment. The City will evaluate ownership issues, liability, likely contaminant sources, etc. to determine if sites are eligible for support with grant funds. If a site is deemed eligible by the City, an all appropriate inquiry will be submitted to US EPA. Those properties initially deemed ineligible will be removed from the selection process.

The goals for Brownfield Redevelopment as it relates to utilization of the US EPA Assessment Grant include:

- Assess and characterize a number of properties, by completing Phase I and Phase 2 Environmental Site Assessments.
- Formalize the information sharing process with the creation of marketing materials, workshops, tours, and community meetings involving the importance of redevelopment of brownfield properties.
- Prepare comprehensive remedial action options plans that document existing contamination and effectively define the most efficient and beneficial options for future remediation.

The US EPA Brownfield Assessment Grant, by financially assisting in defining the environmental problems, will lay the foundation for redevelopment and job creation.

MANAGEMENT AND COORDINATION:

City of Oshkosh Community Development Department staff will manage and administer this grant. Darlene Brandt, Grants Coordinator, will serve as the Project Manager for purposes of grant administration. Quarterly reports, financial reports, progress of the work plan, and the final summary report will be forwarded to the US EPA Region 5 from the Department of Community Development. The City's Project Manager will also be responsible for coordinating selection of environmental consultants to perform environmental assessments via a Request for Qualifications and/or Proposals (RFQP) and coordinating grant work with the selected environmental consultant(s). She will also act as liaison between the US EPA, the City Council,

the public through community outreach, and any other stakeholders that may be involved in projects resulting from receipt of these grants. The consulting firm will be selected and hired following US EPA procurement regulations.

TASK 1 – Programmatic Costs: \$2,000 Estimate

The City will provide all personnel to track and appropriately bill programmatic costs related to overall program management. Progress reports will be submitted on a quarterly basis to the US EPA Project Officer. These reports will document the incremental progress at achieving the project deliverables and provide information as listed in the Cooperative Agreement Terms & Conditions. Final status reports to be provided on an annual basis. The quarterly reports will be prepared and submitted to the US EPA Project Officer by the City’s Project Manager. Travel fees will include costs associated with the Project Manager attending an EPA National Brownfield Conference, Economic Development Training, and other brownfield educational opportunities.

Activities	Deliverable	Date to be completed
Prepare a RFQP and conduct public solicitation for retaining consultant	RFQP received by City	October 31, 2019
Conduct interviews, select a consultant from submitted RFQPs, draft contract for approval	Agreement between City and selected consultant	November 29, 2019
Identify sites and prepare site eligibility determinations	Brownfield eligibility determination memos or DNR / EPA eligibility determinations	On an as needed basis throughout grant cycle
Conduct Phase I Report	Phase I Report	On an as needed basis throughout grant cycle
Complete Property Profiles Forms for Assessed Sites	Property Profile	On an as needed basis throughout grant cycle

TASK 2 - Community Outreach: \$15,000 estimate

Costs include \$1,000 for printing and mailing project information and documents to citizens and community stakeholders. Before performing any assessments, the City will host a public meeting where residents and stakeholders will have the opportunity to listen and comment on the assessment processes and be introduced to the contractor selected to work on the project. Costs for the consultant to attend meetings and provide information are included (\$14,000). We anticipate two community kick-off meetings, six semi-annual project meetings, and five community outreach meetings.

Active community involvement and on-going communication efforts of the City and the Community are a crucial aspect of this overall project. The community will be informed of project developments during Committee meetings, through marketing materials, workshops, press releases and the City’s web site. Outreach to sensitive populations will be through contact with area churches and neighborhood meetings. The City will continue to work with other

organizations and long-established partners, such as Greater Oshkosh Economic Development Corporation, Chamber of Commerce, Downtown Business Improvement District, Redevelopment Authority of the City of Oshkosh and private developers.

TASK 3 – Site Inventory Selection: \$7,000 estimate

Imagine Oshkosh, a policy guide and action framework, was adopted by the City as a long term vision and comprehensive investment strategy directing growth, development and infrastructure investment for both public and private investment in the Center City area. While the City will focus on the 22 sites identified in the Imagine Oshkosh plan, the City will also review other potential brownfields sites that may pose a threat to human exposure and are located within close proximity to residential neighborhoods, schools, parks that are being considered for redevelopment. Costs include \$7,000 for the selected consultant to assist with site selection.

TASK 4 – Site Assessments: \$246,000 Estimate

Phase I ESAs - \$45,000: The City intends on using the US EPA Assessment Grant to fund Phase I Environmental Site Assessments following ASTM and All Appropriate Inquiry standards utilizing a qualified environmental consultant. The City will make eligibility determinations for Hazardous Substances and Petroleum sites and as needed, will submit necessary documents to the Wisconsin Department of Natural Resources (DNR) or US EPA for consultation or determination. Once Phase I ESAs are completed, site profile sheets will be prepared and submitted with the corresponding quarterly report(s) to the US EPA.

Phase II ESAs - \$201,000: Upon completion of Phase I ESAs, the City anticipates conducting Phase II work where the Phase I ESA suggests that additional investigation is warranted. The consultant will conduct Phase II ESAs at identified brownfield sites following ASTM standards. Prior to commencement of any Phase II Assessment fieldwork, a Field Sampling and Analysis Plan (SAP) will be prepared for the EPA. Individual Phase II reports will be prepared for each site upon completion of field activities and receipt of analytical data.

Activity	Deliverable	To be completed
Pre- Quality Assurance Project Plan (QAPP) conference with US EPA, preparation of the draft and final (QAPP)	Draft QAPP Final QAPP	A Draft QAPP will be sent to the US EPA after a consultant is selected
Prepare and update site eligibility determinations as appropriate	Brownfield eligibility determination memos or DNR/EPA eligibility determinations	On an as needed basis throughout grant cycle
Prepare Field Sampling Plans for EPA review and approval	SAP	The SAP will be prepared on a site by site basis throughout grant cycle
Preparation of Site specific health and safety plan	Health and Safety Plan	On an as needed basis throughout grant cycle
Conduct Phase II Field work	None	On an as needed basis throughout grant cycle

Phase II ESA Reports	Phase II ESA report for each site/property	On an as needed basis throughout grant cycle
Update Property Profile Forms as appropriate	Updated Property Profile	On an as needed basis throughout grant cycle

TASK 5 Cleanup Planning: \$ 30,000 Estimate

Planning Documentation to include Remedial Action Options Plans (RAOR) and Analysis of Brownfield Cleanup Alternatives (ABCA) Plans will be developed 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. Consultant and City will work closely with DNR and EPA in considering options for cleanup planning. Contractual costs for this task is estimated at 4 RAOR/ABCAs for the hazardous substances grant (total of \$20,000) and 2 RAOR/ABCAs for petroleum (total of \$10,000)

Activities	Deliverable	Date to be completed:
Development of Remedial Action Plans and Brownfield Plans	Remedial Action Plans and Brownfield Plans for submission to EPA and/or DNR	On an as needed basis throughout grant cycle
Meetings to discuss possible remedial strategies	None	On an as needed basis throughout grant cycle
DNR Requests	Phase I and Phase II reports, legal descriptions and historical data submitted to DNR upon request	On an as needed basis throughout grant cycle

PROJECT MANAGER PROFILE:

Darlene Brandt is the Grants Coordinator for the City of Oshkosh with over 20 years of experience administering a variety of grants awarded to the City, including the City's annual Federal community development block grant entitlement funds, US Department of Commerce Economic Development Administration grant, Wisconsin Economic Development Corporation site assessment and cleanup grants, and Wisconsin Department of Natural Resources Stewardship Riverwalk grants, to name a few. She has also successfully managed previous EPA pilot, assessment, and cleanup grants awarded to the City.

BUDGET

Table 1 reflects the anticipated budget for \$200,000 Hazardous Substances Grant and Table 2 reflects the anticipated budget for the \$100,000 Petroleum Grant. Costs have been split between the two grants and also distributed throughout the associated task items.

Table 1: Projected Budget for Assessment Work Related to the \$200,000 Hazardous Substance EPA Assessment Grant

Budget Descriptions	TASK 1: Programmatic Costs	TASK 2: Community Outreach	TASK 3: Site Inventory	TASK 4: Site Assessments Phase I/II ESAs	TASK 5: Cleanup Planning	TOTAL
Personnel						
Travel	1,000					1,000
Equipment						
Supplies						
Contractual		10,000	3,500	165,500	20,000	199,000
Other						
Total	1,000	10,000	3,500	165,500	20,000	200,000

Table 2: Projected Budget for Assessment Work Related to the \$100,000 Petroleum Substance EPA Assessment Grant

Budget Descriptions	TASK 1: Programmatic Costs	TASK 2: Community Outreach	TASK 3: Site Inventory	TASK 4: Site Assessments Phase I/II ESAs	TASK 5: Cleanup Planning	TOTAL
Personnel						
Travel	1,000					1,000
Equipment						
Supplies						
Contractual		5,000	3,500	80,500	10,000	99,000
Other						
Total	1,000	5,000	3,500	80,500	10,000	100,000

BUDGET DETAIL

TASK 1: The budget includes the following travel related expenses. No EPA grant funds will be used for personnel or fringe benefits.

- National Brownfields Conference 2019: meals at \$200 (\$50/day), air travel (estimated at \$560), and registration fees/miscellaneous costs (\$240), for the Project Manager to attend the 2019 annual National Brownfields Conference.
- Brownfields Training: Project Manager to attend four yet to be announced EPA and/or State sponsored trainings. Costs based on a typical one or two day session at various locations throughout the Midwest. Travel costs (\$1,000) will vary based on location, but we have estimated cost per session at about \$250 for travel, registration, lodging and/or meals (as necessary).

TASK 2: This will include marketing materials and mailings (\$1,000) to educate City boards/commissions, community groups, relators, developers and interested parties about the grant and benefits of brownfields redevelopment. This task also includes \$14,000 for one or two employees of the selected contractor to attend various meetings to present information and answer technical questions of the public (estimated at \$1,077 per meeting for thirteen meetings throughout the grant cycle). This estimate is based on past consultant costs for similar projects. No EPA grant funds will be used for equipment or supplies.

TASK 3: The City will work with the selected consultant to update a regional brownfield inventory. While the City will focus on the 22 sites identified in the Imagine Oshkosh plan, the City/consultant will also review other potential brownfields sites that may pose a threat to human exposure. A search of open sites will also be conducted on the Wisconsin DNR's Bureau of Remediation and Redevelopment Tracking System (BRRTS). Estimate (\$7,000) based on past consultant costs for similar projects. No grant funds will be used for equipment or supplies.

TASK 4: The budget includes approximately fifteen Phase I ESA reports will be completed throughout the grant cycle. This will include ten with Hazardous funds and five with Petroleum funds at an average cost of \$3,000 (total of \$45,000). No EPA grant funds will be used for equipment or supplies.

Funds are also included for approximately 15 Phase II ESA reports throughout the grant cycle. This will include ten with Hazardous funds at an average cost of \$13,550 (\$135,500) each and five with Petroleum funds at an average cost of \$13,100 each (\$65,500). No EPA grant funds will be used for equipment or supplies.

The City will contract with a qualified environmental consultant to perform Phase I and II ESAs, one experienced in working with municipal governments on Brownfields Redevelopment projects, Wisconsin DNR programs, and consistent with local practices and 24 CFR Part 200.

TASK 5: Environmental consultant fees to prepare an estimated 4 Remedial Action Options Reports (RAOR) or Analysis of Brownfields Cleanup Alternatives (ABCAs) for properties identified with hazardous substances (\$20,000) and two RAOR/ABCAs for petroleum impacted parcels (\$10,000). No EPA grant funds will be used for equipment or supplies.