

ASSESSMENT WORKPLAN

City of Chicopee
Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement
10/1/12 – 9/30/15

1. GOAL 3: Cleaning Up Communities and Advancing Sustainable Development
Objective 3.1 Promote sustainable and Livable Communities

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 cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields 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 City of Chicopee, MA as a general purpose unit of local government was selected for Assessment funding in the FY 2012 competition.

The West End neighborhood of downtown Chicopee, for which this grant was awarded, was the subject of an EPA Brownfields Area-wide Planning (AWP) pilot grant. Substantially completed in April 2012, the West End Brownfields AWP provides a comprehensive vision and implementation strategy to revitalize the West End of downtown Chicopee through the redevelopment and reuse of Brownfields properties. This plan seeks to reinvigorate and spark reinvestment in the West End by mitigating local environmental conditions at Brownfields and re-branding the area as an attractive, green neighborhood where people can live, work, learn and play. Through realistic strategies and market-driven initiatives, it particularly aims to assess, clean up and return priority West End Brownfields to productive use over the next three to five years.

Chicopee’s West End is one of the oldest industrial communities in the United States. Ideally situated near the confluence of the Chicopee and Connecticut Rivers, the area’s earliest factories were built before 1820. Around 1830, the Dwight Canal was completed, providing water power and barge access for rapidly expanding textile, munitions and shoe manufacturers. As the industrial base increased, a densely-built residential neighborhood grew towards the nearby Center Street corridor to serve the mill worker population. This blue-collar neighborhood of mostly Irish, French-Canadian and Polish immigrants thrived for over a century. However, during the past several decades, aging facilities and suburban competition have caused industrial establishments to vacate the mills – leaving behind large, vacant industrial structures and a community searching for environmental and economic solutions.

The West End contains a concentration of known and suspected Brownfields and suffers disproportionately from them. The district is home to about two percent of the City’s population, but it contains about 5.4% of all sites in Chicopee reported under the Commonwealth’s voluntary cleanup program, including six releases regulated under the Massachusetts Department of Environmental Protection’s (MassDEP) Tier 1A (i.e. most hazardous) permits. There are only three other Tier 1A permits in the City. On a per capita basis, the area has 49% more reported waste sites (of all categories)

than the Massachusetts rate. Moreover, parcels containing known Brownfields cover at least 35.3% (67.08 acres) of the neighborhood's land area, presenting a tremendous challenge to (and opportunity for) revitalization efforts. Other sites of concern include five active underground storage tanks (USTs). The entire West End neighborhood is no more than 100 yards from the nearest reported contaminated site.

Representing 67.077 acres of the study area (35.3%), fifteen Brownfields were identified and studied for redevelopment potential during the AWP process.

The West End AWP Implementation Strategy prioritizes efforts to advance reuse scenarios into a series of initial, short-term steps to promote the overall West End vision and while creating excitement for revitalization of the identified Brownfields. Assessment is defined as one of the short-term, priority steps to energize the revitalization process. The goal of the project to be funded by this cooperative agreement is to complete the primary assessments as defined by the AWP Implementation plan and to then prioritize assessment efforts at other key West End Brownfields. Sites will be assessed in a streamlined, cost-effective manner and will determine what actions, if any, will be required in order to facilitate the properties' cleanup, marketing and redevelopment.

These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential Brownfields properties, obtaining contractor services to provide technical assistance and oversight and conducting public outreach and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (6 Phase Is, 5 Phase IIs), preparing site sampling plans, conducting cleanup/reuse planning for at least three (3) sites and enrolling appropriate sites in the State Voluntary Cleanup Program (VCP), to determine whether further assessment, cleanup or no action is required before redevelopment can occur.

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 Lee Pouliot, Planner & Administrator in the City's Office of Community Development, assisted by additional Community Development staff, the City Treasurer's Office and City Solicitor Karen Betournay. Technical assistance and oversight will be provided by an environmental professional procured as part of this grant. Additional assistance and oversight will be provided by MassDEP as required.

1. FUNDING: \$200,000 Hazardous Substances; \$0 Petroleum

2. BUDGET:

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a).

	Task 1 <i>Cooperative Agreement Oversight</i>	Task 2 <i>Community Outreach & Involvement</i>	Task 3 <i>Phase I & Phase II Assessments</i>	Task 4 <i>Clean-up Planning</i>	Total
Personnel	\$3,000				\$3,000
Fringe Benefits					
Travel	\$1,500				\$1,500
Equipment*					
Supplies	\$2,000				\$2,000
Contractual		\$3,000	\$165,500	\$25,000	\$193,500
Other: Specify					
Total	\$6,500	\$3,000	\$165,500	\$25,000	\$200,000

* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

4. WORKPLAN TASKS

Task 1: Cooperative Agreement Oversight

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, form selection committee, conduct interviews, hire qualified environmental consultant • Conduct annual performance evaluations on consultant • Obtain legal services for title searches, regulation interpretations, etc. 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	QEP, 9/1/12; Legal, if necessary	
Reporting: <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur	
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	Continuously throughout grant period	
Requests for Reimbursements or Advances:	Outputs: <ul style="list-style-type: none"> • Forms submitted to Las Vegas for payment Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	Continuously throughout grant period	
Travel & Training: <ul style="list-style-type: none"> • Attend brownfields related meetings, training sessions and conferences including Brownfields 2013 in Atlanta, GA 	Outputs: <ul style="list-style-type: none"> • Attend meetings, conferences, training sessions • Session presentation for Brownfields Conference on West End AWP Outcomes: <ul style="list-style-type: none"> • Increase knowledge of brownfields issues and programs • Share brownfields experiences in Chicopee with other municipalities 	Ongoing; Brownfields Conference 5/15/13 – 5/17/13	

Task 2: Community Outreach & Involvement

Task 2 – Community Outreach & Involvement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Establish Brownfields steering committee: <ul style="list-style-type: none"> • Ensure that commitments made by CBOs in proposal are implemented. 	Outputs: <ul style="list-style-type: none"> • Bi-monthly meetings, meeting agendas, attendance lists and meeting notes • Commitments from CBOs Outcomes: <ul style="list-style-type: none"> • An active and motivated workgroup driving Brownfields initiatives 	Ongoing	
Establish Information Repository:	Outputs: <ul style="list-style-type: none"> • Digital and hard-copy repositories of documents which allows the public to review site assessment & cleanup history/progress Outcomes: <ul style="list-style-type: none"> • Educate community on the planning process for assessment and clean-up activities • Improve public understanding of the assessment process 	Establish repository by 9/1/12; ongoing updates with draft and final documents	
Develop Marketing Materials: <ul style="list-style-type: none"> • Create brochure/mailings and other advertisements targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Update webpage 	Outputs: <ul style="list-style-type: none"> • Neighborhood postcards; Posters; Brochures; FAQ sheets; and attractive webpage Outcomes: <ul style="list-style-type: none"> • Up-to-date marketing tools to promote project work and disseminate information 	Ongoing; anticipate two neighborhood meetings with postcard advertisements	
Implement outreach strategy in target areas: <ul style="list-style-type: none"> • Meet w/ local community organizations and/or attend local town selectman meetings • Publish program info in local papers and post notices in town halls & community centers 	Outputs: <ul style="list-style-type: none"> • Give BF presentations at a minimum of two meetings, • Minimum of two rounds of ads/postings in local media venues Outcomes: <ul style="list-style-type: none"> • Improve community knowledge on BF issues and identify potential BF sites 	As determined appropriate	
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> • Discuss Phase II results, potential cleanup and redevelopment plans 	Outputs: <ul style="list-style-type: none"> • Local public meeting, presentation materials, attendance list Outcomes: <ul style="list-style-type: none"> • Encourage public participation and support of BF project(s) going forward 	As determined appropriate	

Task 3: Phase I & Phase II Assessments

Task 3 - Phase I & Phase II Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Convene steering committee meeting to rank and prioritize sites • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA for review • Obtain EPA approval for site eligibility 	Outputs: <ul style="list-style-type: none"> • Planning meetings; 15 eligible sites identified in initial inventory search • Estimate 5 additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> • 6 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	9/15/12; ongoing	
Phase I Investigations: <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • Consultant submits final Phase I report to project team members 	Outputs: <ul style="list-style-type: none"> • Planning meetings • Minimum of 6 Phase I Reports • Minimum of 6 AAI compliance checklists • Updated ACRES database Outcomes: <ul style="list-style-type: none"> • Minimum of 6 high potential Brownfields sites assessed through Phase I • Total acres assessed through Phase I 	Ongoing; as sites are prioritized and selected	
Phase II preparation: <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to plan Phase II • Consultant submits EPA approved generic QAPP w/ updated organization chart 	Outputs: <ul style="list-style-type: none"> • Project planning meetings • One approved generic QAPP • Minimum of 5 sites approved for Phase II Investigation Outcomes: <ul style="list-style-type: none"> • Minimum of 5 high priority sites identified for further investigation and potential redevelopment 	Ongoing; following completion and review of Phase I reports	
Phase II investigation: <ul style="list-style-type: none"> • Consultant submits draft site-specific (SSQAPP) addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final SSQAPP addendum to team • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to 	Outputs: <ul style="list-style-type: none"> • Minimum of 5 approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) • Phase II report(s) documenting the results • Updated ACRES database Outcomes: <ul style="list-style-type: none"> • Minimum of 5 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning • Total acres assessed through Phase II 	Ongoing	

project team • Project team & steering committee evaluate Phase II findings and implement additional Phase II investigations as appropriate to delineate extent of contamination			
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Task 4: Clean-up Planning

Task 4 – Cleanup Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Cleanup Planning: • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Perform public outreach and involvement in cleanup and reuse planning • Consultant developers final cleanup alternatives and remediation plans for the site(s)	Outputs: • Two or more internal cleanup and reuse planning meeting(s) • Minimum of 3 draft cleanup alternatives plans • Minimum of 3 draft remedial action plans • Updated ACRES database • One public meeting on project results • Potential for developer / lender workshop and transaction forum Outcomes: • Minimum of 3 properties assessed through cleanup and reuse planning, ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment	On-going, following prioritization and review of Phase II reports	

5. QUALITY ASSURANCE: Prior to undertaking Phase II assessments, the *City of Chicopee*, through its qualified environmental professional, will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies as well as the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS: The City of Chicopee requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$41,400 to do the following activities: Cooperative Agreement Oversight, Procurement of QEP services, Site Inventory Work and Phase 1/ Phase 2 Assessments of high priority properties as identified in the West End Brownfields AWP.

7. ATTACHMENT 1: Please see Attachment 1 for Task I: Cooperative Agreement Oversight Budget Information

Task 1: Cooperative Agreement Oversight

Position/Title	Estimate Time (Hours)	Hourly Wage	Total
Personnel			
<i>Planner & Administrator</i>	108.54	\$27.6409	\$3,000.00
Total Personnel			\$3,000.00
Fringe (xx%)			\$00.00
Travel *			\$1,500.00
Supplies**			\$2,000.00
Contractual			\$193,500.00
Cost Share*** (Cleanup & RLF only)			N/A
Total Direct			\$200,000.00

Explanation of Costs

* Travel:

- Other Brownfields Training / Seminars (plan for four (4))
 - Mileage (up to 750 miles x \$0.555/mile) = \$412.50
 - Tolls = \$37.50
 - Meals (4 people x 4 days x \$50.00/day) = \$800.00
 - Registration (5 registrations x \$50.00/event) = \$250.00

** Supplies:

- Public Meeting Advertisements (3 x \$300.00/ad) = \$900.00
- Postage = \$200.00
- Brochures, Posters & Postcards (printed materials) = \$300.00
- Public Meeting Materials = \$600.00