CITY OF
Painesville

City of Painesville, Ohio

U.S. Environmental Protection Agency Work Plan
For Brownfields Assessment Grants
(Hazardous Substances and Petroleum Substances)

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Project Period: October 1, 2014 – September 30, 2017

This project supports Environmental Results Goal 3: Cleaning Up Communities, advance sustainable development, and protect disproportionately impacted low-income, minority, and tribal communities. Prevent releases of harmful substances and clean up and restore contaminated areas. Objective 3.1: Promote Sustainable and Livable Communities. Strategic measures: Assess and Cleanup Brownfields. 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 3 years.

CFDA: 66.818
CERCLA Authority: 104(k)(2)
DCN: STX
Budget FY: 14
Appropriation: E4
Budget Org: 0500AG7
Object Class: 4114
Program Results Code (PRC): Hazardous Sub 301D79 (Action Code: NY);
Petroleum 301D79XBP (Action Code: OR)

* Output and Outcome Information can be found on the Environmental Results Table on pg. 10.

I. INTRODUCTION AND PROJECT OVERVIEW

The City of Painesville lies between the City of Cleveland to the west, the City of Ashtabula to the east and is the county seat for Lake County. The City encompasses 7.9 square miles of land and 0.7 square miles of water. Old industrialized areas are intermixed with residential neighborhoods, particularly in the lower income surroundings.

The City has a large minority population, 21% Hispanic and 13% Black and is low income, with a poverty rate of 26.4% or twice the national average. The low income neighborhoods are scattered and clustered near the former and existing manufacturing facilities (Brownfield sites) which used to be the sources of employment. 16% of the households have female head of household and 16% are grandparents raising grandchildren. For the females raising children under 18 with no husband, the percent below the poverty level is almost 50%. The Air Quality Index is monitored by the Lake County Health from a location in downtown Painesville. For the year 2011, air quality based on the concentrations of sulfur dioxide or ozone in the air was either moderate or unhealthy for sensitive populations 140 days out of the year. 52% of the housing was built before 1959, 30% was built before 1939 and almost half of all housing is rented. In spite of these dire statistics, things have improved in Painesville during the last several years, incomes are up and unemployment is down.

The City of Painesville intends to use U.S. EPA funds to (1) complete Phase I and II Property Assessments (PAs), remedial plans, associated planning and public outreach and (2) further the work started with prior state and federal money on eligible brownfields properties within the City of Painesville; and (3) complete an area-wide inventory on properties.

II. MANAGEMENT STRUCTURE

The Economic Development Director, Cathy Bieterman, will serve as project manager and will manage the administration and implementation of the grants with support from Doug Lewis Community Development Director; Russ Schaedlich, City Planner; and Andy Unetic, Finance Director. The role and experience of this team is described below.

Ms. Bieterman has been the Development Director for the City of Painesville since June 2005. She is responsible for administering the City's economic development plan, including business retention, expansion and attraction activities and its business incentive and loan programs. She has also has been involved with and administered several grant projects and programs, including

Clean Ohio grants, a FEMA PDM grant, City's CDBG program, a U.S. DOE Grant, Cleveland Foundation Grant and several community grants.
Prior to coming to Painesville, she served as the President and CEO of the Streetsboro Area Chamber of Commerce for three years where she administered several regional grants.

The City's plan for management continuity includes both experienced USEPA grant managers Doug Lewis and Russ Schaedlich. As well as the finance director on City staff, an experienced Brownfield's grant coordinator. Mr. Andy Unetic, City Finance Director will help coordinate the grant. Mr. Unetic can immediately step in as project manager if needed. He has over 7 years of experience in grant management, Brownfield grant management, legislative support, and has been actively involved in the finances and management of the City's Clean Ohio Grant, U.S. DOE Grant, FEMA PDM grant, Ohio Public Works Commission grant, Water Pollution Control Loan Fund, United States Fund 594 Grant, and the City's CDGB grant. He is currently the lead City staff member for all grant distributions and reviews all quarterly reports submitted by the City on these grants. Prior to joining the City, Mr. Unetic was finance director for the City of Willoughby Hills and is prepared to take on all management as it pertains to this grant, if necessary.

Advisory Groups Supporting Grant Implementation

The City of Painesville has sought several existing and new partnerships for collaboration with the implementation of these U.S. EPA grants. These partners include the Lake County Port Authority, general health district, metro parks, colleges, regional organizations, manufacturing companies, downtown revitalization groups and the county library.

III. WORK SCHEDULE

Task 1: Engage an Environmental Consultant for Grant Deliverables

The City of Painesville plans to submit an RFQ to hire a consultant specializing in U.S. EPA brownfields funding that is located in proximity to the projects who can assist us in a hands on approach to inventorying sites and assessing all environmental impacts. The City of Painesville will issue and advertise a Request for Qualifications (RFQ) for an environmental consultant, evaluate the Qualifications received, and select an environmental consultant to perform the work. From that RFQ a contract will be awarded to the best candidate or candidates to tackle the specified projects in the RFQ. The City will select one to two consultants to perform all of the work specified under the contractual category for this grant.

All work will be completed under the direction of an Ohio Voluntary Action Program (VAP) Certified Professional. In addition, all work will conform to the standards set forth under the Ohio Voluntary Action Program, unless the Certified Professional determines that an American Society of Testing and Materials (ASTM) E1527-13 Phase I or ASTM E1903-97 Phase II is only required. The assessment of sites with underground storage tanks present will be conducted using the ASTM industry accepted protocols and will comply with the regulatory standards of the State of Ohio Department of Commerce, Division of the State Fire Marshall, Bureau of Underground Storage Tank Regulations (BUSTR). All sites selected by the City of Painesville for environmental assessments under the petroleum grant program will be submitted to BUSTR for review and approval before proceeding with the assessment work. The City of Painesville will be working diligently to prepare sites by securing site access agreements, inventorying sites through the Ohio and US EPA, reviewing potential liabilities and aiding with other required legal services pursuant to the grants.

Activities	Deliverables	Responsibility	Completed By
Prepare draft RFQ	Submit draft RFQ for USEPA review	City of Painesville	30 Days
Revise draft RFQ in accordance with USEPA comments	Provide USEPA with copy of final RFQ for approval	City of Painesville	30 Days

Advertise RFQ (Public Notice and Send to Interested Parties)	Provide USEPA with copy of published RFQ	City of Painesville	14 Days
Review and evaluate RFQs, Select Consultant	Notify USEPA about selection	City of Painesville	30 Days
Contract with Consultant	Contract Document	City of Painesville	After EPA's CA Award (Mid- July)

The City of Painesville project manager will be responsible for coordinating the selection of qualified environmental consultants to perform the environmental assessments and other CA support functions. The City of Painesville will solicit qualified consulting firms through an open, competitive public Request for Qualifications and Proposal (RFQP). The City of Painesville will select a firm to retain as the qualified environmental consultants using qualifications-based selection criteria in accordance with City of Painesville procurement protocols and applicable federal procurement rules (40 CFR 31.36).

The City of Painesville will work with its consultant to prepare one QAPP for both the petroleum and hazardous substances grants.

Activities	Deliverables	Responsibility	Completed By
Hold pre-QAPP meeting between consultant and US EPA	Meeting Minutes	City of Painesville / Consultant	Within two weeks of bid award
Submit Draft QAPP and prepare draft Health & Safety Plan	Draft QAPP and Health and Safety Plan forwarded to US EPA	Consultant	30 days from Pre-QAPP meeting
Submit Final QAPP and Health and Safety Plan	Final QAPP and Health and Safety Plan forwarded to US EPA	Consultant	15 days after comments received from EPA

Task 2: Phase I Environmental Site Assessments

It is estimated that, based on the prioritization of sites and site conditions, sizes and accessibility, the Consultant will conduct up to 6 Phase I Environmental Site Assessments (ESA) under each grant on selected properties. Phase I ESAs will be prepared in compliance with the All Appropriate Inquiries Final Rule (70FR66070), and a minimum of ASTM E1527-13 or equivalent. Prior to initiating any Phase I ESA, the City will confirm site eligibility determination through written response from U.S. EPA or BUSTR.

These assessments may involve necessary activities including, but not limited to: title searches, environmental database searches, a site reconnaissance, interviews, historical database searches, property appraisals, detailed surveys, and increased code enforcement activities. All assessments for the Petroleum and Hazardous Substance Grants will be conducted under the standards of the Ohio EPA's Voluntary Action Program (VAP) using State of Ohio Certified Environmental Professionals (CP) unless ASTM E1527-13 is recommended by the CP. Ohio VAP standards meet or exceed ASTM standards and it is understood that meeting VAP requirements is necessary for future grant requests through the State of Ohio's Clean Ohio program.

All Petroleum Environmental Assessments involving underground storage tanks will be conducted using American Society of Testing and Materials (ASTM) industry accepted protocol, meet or exceed the ASTM E1527-13 standard, and adhere to the regulatory standards of the State of Ohio's Department of Commerce, Division of State Fire Marshall and Bureau of Underground Storage Tank Regulation (BUSTR).

Activities	Deliverables	Responsibility	Completed By
Send EPA Project Manager and/or BUSTR Manager Information about Properties as they are selected for Property Specific Eligibility Determination.	Completed Property Specific Eligibility Determination targeted for Phase I or II work	City of Painesville/ Consultant	Ongoing
Conduct Phase I Assessments	Completed Phase I Assessments	City of Painesville/ Consultant	Ongoing
Enter property profile information into ACRES Program	Enter appropriate data	City of Painesville	After Phase I ESA is complete

Task 3: Conduct Sampling Plans and Phase II Environmental Site Assessments

The City of Painesville's selected environmental consultant will conduct as many assessments as possible to maximize project sites. Site Sampling and Analysis Plans and Ohio Voluntary Action Program and or ASTM E1903-97 compliant Phase II Environmental Assessments. Prior to initiating any Phase II ESA, the City of Painesville will confirm site eligibility determination through written response from U.S. EPA or Ohio BUSTR.

Phase II site assessments may include magnetometer surveys, trenching to confirm anomalies, and soil and groundwater sampling. Phase II Assessments for petroleum may also include physical tank removal and other physical work as required in such an assessment. The City of Painesville understands the amount of properties desired to be assessed and the budget available. We will also go out for bids on all projects if multiple consultants are selected.

The consultant will be responsible for providing the USEPA with the Sampling and Analysis Plans (SAP) and Health and Safety Plans (HASP) prior to beginning work. All work will be completed in compliance with OEPA VAP, BUSTR Tier1 and Tier2, and ASTM evaluation standards.

Activities	Deliverables	Responsibility	Completed By
Determine Site eligibility through USEPA or BUSTR	Submit Eligibility Determination Form to USEPA or BUSTR	City of Painesville/ Consultant	Ongoing
Prepare Field Sampling Plan	Submit to US EPA for approval at each site	City of Painesville / Consultant	Ongoing
Conduct Phase II field work		Consultant	Ongoing
Prepare Phase II Report	Phase II Report finalized	City of Painesville / Consultant	Ongoing
Phase II Completed	Submit copy of completed Phase II to US EPA with quarterly reports	City of Painesville	Ongoing
Enter property profile information into ACRES Program	Enter appropriate data	City of Painesville	After Phase II field work is complete

Task 4: Remedial Planning and Design

The City of Painesville and its consultant will author up to six total Remedial Action Project Plans (RAPs) and/or Risk Assessments for its petroleum and hazardous substance grants. The RAPs will be submitted to Ohio EPA and U.S. EPA for approval. The RAPs and Risk Assessments may be used to help secure future cleanup funding, including U.S. EPA, Jobs Ohio or other Clean Ohio Revitalization Funds. The use of U.S. EPA and/or Ohio EPA Field Support Services for brownfields, such as magnetics, ground penetrating radar and electromagnetics, will be utilized as much as possible to minimize unnecessary expenditures.

Activities	Deliverables	Responsibility	Completed By
Conduct remedial planning for sites with completed Phase II assessments	Submit remedial plan to US EPA for review	Consultant	Ongoing
Apply for Clean Ohio Revitalization Fund or Clean Ohio Assistance Fund Grant Funds	Grant Application	City of Painesville / Consultant	Ongoing

Task 5: Site Inventory (City Wide)

Under this task, City of Painesville proposes to inventory all sites with potential hazardous and petroleum based impacted substances within the City limits. The appropriate sites will then be listed on the Ohio EPA's Brownfield Inventory. This inventory will help prioritize sites to be evaluated. The City will conduct outreach as part of the site inventory process.

Activities	Deliverables	Responsibility	Completed By
Conduct Site Inventories	Report from Consultant	City of Painesville / Consultant	Ongoing
Conduct outreach	Public outreach, prioritization of properties	City of Painesville / Consultant	Ongoing

Task 6: Community Outreach, Programmatic Expenses and Travel

The City of Painesville intends to conduct public meetings at major project milestones, including: 1) a kick-off meeting at the inception of the project; 2) the completion of Phase I activities; 3) the completion of Phase II activities; and 4) during reuse planning and the development of remedial plans to be used in Ohio Voluntary Action Program. Notice of these meetings will be provided in the local newspapers and on the City of Painesville website and in local libraries. In addition, the public will be encouraged to participate by submitting comments or questions to the City of Painesville. Comments received will be discussed openly in public meetings.

To communicate project updates and status to residents, information will be provided through the News Herald (the county newspaper of general circulation in the area), local radio stations; the City's website; posted or provided in City and municipal buildings; and materials and presentations provided by the City of Painesville's Brownfield Task Force members to their specific organizations. Specific stakeholders, such as residents adjacent to a targeted site, will also receive information via direct mail. The City of Painesville representatives will also make presentations at City Council meetings to describe the assessment grant process and address the concerns of local residents and business owners.

In addition to public education and outreach tasks, this task also includes an educational component for City of Painesville staff to attend brownfields-related conferences and learn more about the latest developments in brownfields redevelopment at the state and local level.

Activities	Deliverables	Responsibility	Completed By
Kick-Off Public Meeting to discuss grant	Determine date and copy of presentation	City of Painesville/ Consultant	Prior to City of Painesville Signing Cooperative Agreement as required.

Determine communication needs on a site-by-site basis	Determined on a site-by-site basis	City of Painesville	Ongoing
Post Phase II activity	Inform community of results of Phase II study if necessary. Communicate results through meetings, mailings, internet, etc. Provide documentation to U.S. EPA	City of Painesville/ Consultant	Ongoing
Enter property profile information into ACRES Program	Enter appropriate data	City of Painesville	Ongoing
Attend Ohio and National Brownfield Conferences	None	City of Painesville	As applicable

Task 7: Quarterly Reporting, DBE and FFR Reporting, and ACRES Submission

The City of Painesville will submit four (4) quarterly reports per the Federal fiscal year to the assigned EPA Project Officer. Quarterly Reports are due thirty (30) days after the end of the quarter. The Quarterly Report will include a cover letter, a title information page, an update on the program processes and activities for the quarter, updates of site prioritization (if applicable), a schedule summary, and a budget summary. The City of Painesville will also submit Disadvantage Business (DBE) Reports and Federal Financial Reporting as required. All ACRES submissions.

Activities	Deliverables	Responsibility	Completed By
Prepare Quarterly Reports and enter property profile information into ACRES Program	Quarterly Report submitted to U.S. EPA Project Officer. Data entered into ACRES	City of Painesville	30 days from end of Federal Fiscal Quarter: January 30, April 30, July 30, & October 30
Annual Financial Report	Federal Financial Report	City of Painesville	Annually
Disadvantage Business Enterprise Reports	One year from CA start date	City of Painesville	Annually

IV. BUDGET

The bulk of the grant dollars will be spent on Phase I and II assessments to address hazardous substances or petroleum substances and to complete remedial planning and design. This may include legal services to prepare site access agreements, review potential liabilities, and other required legal services pursuant to the grant.

Budget Categories	Task 1: RFQ / QUAPP	Task 2: Phase I PAs	Task 3: Sampling Plans & Phase II PAs	Task 4: Remedial Planning	Task 5: Site Inventory	Task 6: Outreach/ Expenses	Total
Hazardous Substances Assessment Budget							
Personnel							
Fringe Benefits							
Travel						2,000	2,000
Equipment							
Supplies	500					1,000	1,500
Contractual	5,000	45,000	115,000	20,000	10,000	1,500	196,500
Other							
Subtotal	**5,500**	**45,000**	**115,000**	**20,000**	**10,000**	**4,500**	**200,000**
Petroleum Assessment Budget							
Personnel							
Fringe Benefits							
Travel						2,000	2,000
Equipment							
Supplies	500					1,000	1,500
Contractual	5,000	75,000	77,000	28,000	10,000	1,500	196,500
Other							
Subtotal	**5,500**	**75,000**	**77,000**	**28,000**	**10,000**	**4,500**	**200,000**
Grant Total	**11,000**	**120,000**	**192,000**	**48,000**	**20,000**	**9,000**	**400,000**

Budget Detail

Task 1: Quality Assurance Project Plan, Site Inventory/Prioritization, and Site Eligibility Profiles: This task includes hiring an environmental consultant, authoring the Quality Assurance Project Plan (QAPP), completing Site Eligibility Profiles and compiling a brownfield inventory. We anticipate that the average cost for a QAPP will be $5,000. The $500 included in "Supplies" includes costs to cover the public notice fees and materials for the procurement process to hire a qualified consultant.

Task 2: Phase I Property Assessments: This task includes completing up to 5 Phase I PAs. We anticipate that the average cost of a Phase I will be $3,000-$10,000, depending on the size of the property and nature of past use. The City of Painesville will require Phase I PAs to be conducted by the environmental consultant in compliance with the Ohio VAP, American Society of Testing and Materials (ASTM) E1527-13 and the All Appropriate Inquiries Final Rule (70FR66070) or equivalent.

Task 3: Site-Specific Sampling Plans and Phase II Property Assessments: This task addresses completion of up to five Phase II PAs. The City of Painesville will require Phase II PAs to be conducted in accordance with the Ohio VAP. In addition, the consultant will be responsible for providing U.S. EPA with the necessary Sampling and Analysis Plans (SAP) and Health and Safety Plans (HASP). We anticipate that the SAPs will range from $3,000 to $5,000, depending on complexity. The estimated cost per Phase II investigation is difficult to estimate; however, $15,000 to $80,000 reflects the expected size of the properties we will investigate and the extensive nature of the assessments required by the Ohio VAP.

Task 4: Remedial Planning and Design: This task includes the completion of up to three Remedial Action Plans and/or Risk Assessment Reports, at an average cost of $20,000 per property, depending on the size of the properties involved, the nature and extent of contamination present at the property, and the type of the cleanup plan required. These cleanup plans will be used to leverage cleanup funds from either U.S. EPA or the Clean Ohio Revitalization Fund program, and will be reviewed by Ohio EPA in the application process.

Task 5: Site Inventory: Under this task, the City of Painesville proposes to complete a site inventory and plan for downtown district and industrial parkways. This inventory and plan is needed to help guide and prioritize assessment and cleanup activities on key downtown brownfield sites and key industrial sites in the City. The City of Painesville will work in cooperation with the selected environmental consultant to develop the site inventory and plan, and has accordingly budgeted $10,000 for this task.

Task 6: Community Involvement and Outreach, Programmatic Expenses, and Travel: The City of Painesville intends to involve the community in the prioritization process through a series of public meetings and public announcements. The "Supplies" line item will be used for public meeting and announcement expenses. This task includes only eligible programmatic activities such as the preparation of meeting materials, set-up and providing public notice of meetings/workshops, presenting and explaining the grant and brownfield program to potential developers, neighborhood representatives, and other affected parties, preparation and printing of community outreach materials, and travel to brownfield-related conferences.

Costs allocated to this task include:

Travel: A total of $4,000 ($2,000 each from hazardous and petroleum funds) has been allocated for travel to one or more of the following brownfield-related conferences:

1. National Brownfields Conference 2015– $2,500 two attendees)**

2015:	
Food (4 days)	$ 400
Registration	$ 0
Airfare/Travel	$1,000
Hotel (3 nights)	$1,100
Total	$2,500

2. Ohio Brownfield Conference – $1,500 (2015 and 2016, two attendee's each year)

	2015	2016:	
Food (2 days)	$ 200	$ 200	
Registration	$ 200	$ 200	
Hotel (2 night)	$ 350	$ 350	
Total	$ 750	$ 750	$1,500

Supplies: The total anticipated cost for supplies is $3,000 ($1,500 each from hazardous and petroleum funds). Costs incurred under the supplies line item will be used for public meeting and announcement expenses. This includes only eligible programmatic activities such as the preparation of meeting materials, providing public notice of meetings/workshops, and preparation of brochures, fact sheets, and other printed community outreach materials.

Contractual: A total of $3,000 ($1,500 each from hazardous and petroleum funds) has been allocated to the selected environmental consultant for assistance in public education and outreach activities. The consultant's role in this task will include preparation of presentations and meeting materials, attendance at public meetings, government meetings and workshops, and assistance in preparing brochures, fact sheets and other printed community outreach materials.

Project Outputs and Outcomes:

Hazardous Substances Assessment Grant Environmental Results Table					
Stated Objective/ Link to EPA Strategic Plan	**Grant Funding**	**Work Plan Activities & Timeframe for Accomplishment (Commitments)**	**Results of Activities (outputs)**	**Projected Environmental Improvement (outcome)**	**Established Baseline for Measurement**
Assessment Grant Section 104(k) Goal 3 Subobjective 3.1	$200,000 Hazardous Substance	Within grant period, the City will create a GIS inventory of brownfields, assess up to 6 properties with suspected contamination and prepare a Remedial Action Plan for up to 2 properties by the end of the grant period (assumed to be July 2013).	Up to 5 Phase I Assessment Reports; Up to 5 Phase II Assessment Reports Up to 3 Remedial Action Plan Reports; Up to 6 Property Profile Forms (updated periodically); QAPP, HASP, Site-Specific Sampling Plan(s) Conduct up 4 public meetings	Up to 6 properties assessed and up to 2 remedial action plans developed Up 10 acres assessed Up 5 jobs created Up $2,000,000 cleanup/ redevelopment funds leveraged Informed community on brownfields issues	Up to 5 assessments completed, Up to 10 acres assessed Up to 5 jobs created $2,000,000 in cleanup/ redevelopment funds leveraged
Petroleum Substances Assessment Grant Environmental Results Table					
Stated Objective/ Link to EPA Strategic Plan	**Grant Funding**	**Work Plan Activities & Timeframe for Accomplishment (Commitments)**	**Results of Activities (outputs)**	**Projected Environmental Improvement (outcome)**	**Established Baseline for Measurement**
Assessment Grant Section 104(k) Goal 3 Subobjective 3.1	$200,000 Petroleum	Within grant period, City will create a GIS inventory of brownfields, assess up to 6 properties with suspected contamination and prepare a Remedial Action Plan for up to 2 properties by the end of the grant period (assumed to be July 2013).	Up to 6 Phase I Assessment Reports; Up to 3 Phase II Assessment Reports Up to 2 Remedial Action Plan Reports; Up to 6 Property Profile Forms (updated periodically); QAPP, HASP, Site-Specific Sampling Plan(s) Conduct up 4 public meetings	Up to 6 properties assessed and up to 2 remedial action plans developed Up 10 acres assessed Up 2 jobs created Up $2,000,000 cleanup/ redevelopment funds leveraged Informed community on brownfields issues	Up to 6 assessments completed, Up to 10 acres assessed Up to 2 jobs created $2,000,000 in cleanup/ redevelopment funds leveraged