

ASSESSMENT WORKPLAN

City of Casper, WY

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement

October 1, 2016 to September 30, 2019

- 1. GOAL 3: Healthy Communities and Ecosystems**
- Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them**
- Subobjective 3.2.3 - Assess, Clean Up and Redevelop Brownfields**

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: The City of Casper has been working for many years toward redevelopment of the Old Yellowstone District (OYD) which include abandoned and/or blighted properties, underutilized commercial and industrial sites that carry the perception of contamination following decades of industrial use. Casper will use the EPA funding to develop both a Hazardous and Petroleum inventory of brownfield sites in the Old Yellowstone District. This inventory will help the City prioritize the assessment, cleanup and redevelopment of these site and will accelerate their reuse by providing accessible information to developers. EPA funds will also be used to conduct approximately 8 Phase I Environmental Site Assessments (ESAs) on Hazardous sites and another 4 Phase I ESAs on Petroleum sites. The City will consolidate this information in electronic format and create summary sheets that highlight the most pertinent information about each site that can be distributed to interested developers.

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

3. BUDGET:

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

HAZARDOUS	Task 1 (Site Inventory & Planning)	Task 2 (Environmental Site Assessments)	Task 3 (Programmatic Costs)	Task 4 (ABCA)	Task 5 (Community Outreach)	Total
Personnel						
Fringe Benefits						
Travel						
Equipment*						
Supplies						
Contractual	\$17,000	\$153,800	\$10,600	\$5,600	\$13,000	\$200,00
Other: Specify						

Total	\$17,000	\$153,800	\$10,600	\$5,600	\$13,000	\$200,00
-------	----------	-----------	----------	---------	----------	----------

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

PETROLEUM	Task 1 (insert task name)	Task 2 (insert task name)	Task 3 (insert task name)	Task 4 (insert task name)	Task 5 (Community Outreach)	Total
Personnel						
Fringe Benefits						
Travel			\$3,000			\$3,000
Equipment*						
Supplies						
Contractual	\$33,000	\$121,000	\$16,000	\$11,200	\$15,800	\$197,000
Other: Specify						
Total	\$33,000	\$121,000	\$19,000	\$11,200	\$15,800	\$200,000

4. WORKPLAN TASKS

Task 1: Site Inventory and Phase I Assessments

Task 1 - Site Inventory & Area Wide 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)
Site inventory: <ul style="list-style-type: none"> • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> • GIS map of potential BF sites Outcomes: <ul style="list-style-type: none"> • Graphical capturing of BF sites for planning work 	Dec/2016 First Qrt of 2017	
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 (or state) for review • Obtain EPA (or state) approval for Phase I Site Eligibility Determination (SED) 	Outputs: <ul style="list-style-type: none"> • Planning meetings; approx. 6-10 eligible sites identified in initial inventory search • Estimate 3-5 additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> • Four to six brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) • Approval of Petro & Haz Mat. SEDs 	On-going from Nov/16 thru Feb/17 Qrts 2-3, 2017 Qrt 3 2017 On-going	

Task 1 - Site Inventory & Area Wide 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)
Area-Wide Planning: <ul style="list-style-type: none"> Identify brownfield-impacted areas (neighborhood, district, city block, etc.) Develop strategies for the reuse of existing infrastructure in the area 	Outputs: <ul style="list-style-type: none"> Produce an area-wide plan for the brownfield impacted area Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: <ul style="list-style-type: none"> Future uses of at least six properties in the area wide plan have been identified Next steps to implement the plan have been identified 	April 2017 May 2017 Summer 2017 Sept 2017	

Task 2: Environmental Site Assessments

Task 2 – Phase I and Phase II Assessments & QAPP 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)
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 10-12 Phase I Reports updated ACRES database Outcomes: <ul style="list-style-type: none"> Three to four high potential Brownfields sites assessed through Phase I ESAs Total acres assessed through Phase I ESAs 	Bi-monthly throughout grant for first 2 years Continuous; after SED approval TBD and continuous TBD and continuous	
Phase II preparation: <ul style="list-style-type: none"> Meet with internal/external brownfield committee to review Phase I results and project direction Obtain EPA approval to proceed with Phase II Meet with consultant to Plan Phase II Encourage consultant to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities Consultant submits EPA approved generic 	Outputs: <ul style="list-style-type: none"> Project planning meetings Approved generic QAPP Four to six sites approved for Phase II investigation Outcomes: <ul style="list-style-type: none"> Two to four high priority sites identified for further investigation and potential redevelopment 	Meetings bi-monthly Jan. 2017 – Final approved QAPP TBD and continuous March - April 2017: Final approved QAPP	

Task 2 – Phase I and Phase II Assessments & QAPP 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)
QAPP w/ updated organization chart			
<p>Phase II investigation:</p> <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Grantee tracks green and sustainable site assessment efforts used during Phase II investigations • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	<p>Outputs:</p> <ul style="list-style-type: none"> • One approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) including Sampling and Analysis Plan (SAP) and QAPP Crosswalk Document • Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in quarterly reporting <p>Outcomes:</p> <ul style="list-style-type: none"> • Two to four high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning • Total acres assessed through Phase II assessments • Greener and more sustainable site assessment techniques utilized 	<p>March 2017</p> <ul style="list-style-type: none"> • TBD following Phase II ESAs • ACRES updates after project completion <p>TBD and continuous</p> <p>TBD – and continuous</p>	

TBD = To Be Determined

Task 3: Cooperative Agreement Oversight (*Programmatic Tasks*)

Task 3 - 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: <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, 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 	October 2016 Retain highly qualified consultant team	
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; Maintain an administrative record for project	
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; use invoice tracking spreadsheets and forms	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Brownfields conferences Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	Summer 2017 (Region 8 Meeting) Attend Dec. 2017 EPA BF Conference in Pittsburgh, PA	

Task 4: ABCA Remediation Planning

Task 4 – ABCA Remedial 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)
<p>Cleanup & reuse planning:</p> <ul style="list-style-type: none"> • 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 • Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning 	<p>Outputs:</p> <ul style="list-style-type: none"> • Three or more internal cleanup and reuse planning meeting(s) • Two to three draft cleanup alternatives plans • Two draft remedial action plans • We will include green and sustainability language in ABCA • Updated ACRES database • One public meeting on project results • Potential for developer / lender workshop and transaction forum <p>Outcomes:</p> <ul style="list-style-type: none"> • Six properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Greener and more sustainable plans for cleanup 	<p>Beginning in late 2017 and into 2018;</p> <p>TBD and continuous</p> <p>Conduct public meeting and developer outreach spring of 2017</p> <p>TBD and continuous</p>	

Task 5: Community Outreach

Task 5 - Community 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)
<ul style="list-style-type: none"> Establish Brownfields steering committee Ensure that commitments made by community based organizations (CBO)s in proposal are implemented. 	<p>Outputs:</p> <ul style="list-style-type: none"> monthly meetings, meeting agendas, attendance lists and meeting notes <p>Outcomes:</p> <ul style="list-style-type: none"> An active and motivated workgroup driving Brownfields initiatives 	Hold bi-monthly project planning meetings with team	
<p>Develop Marketing Materials:</p> <ul style="list-style-type: none"> Create brochure targeting private & public property owners, lenders and developers Create FAQ fact sheet Created and Update project website Create community relations plan (CRP) to provide CBOs and public 	<p>Outputs:</p> <ul style="list-style-type: none"> Create Color brochures; FAQ insert(s); and easy to navigate and attractive project website <p>Outcomes:</p> <ul style="list-style-type: none"> Up-to-date marketing tools to promote project work and disseminate information Create a CRP at project initiation Hold developer recruitment forum to “sell” redevelopment sites 	<p>Early Spring 2017</p> <p>First Qrt 2017</p> <p>May 2017</p> <p>May/June 2017</p>	
<p>Implement outreach strategy in target areas:</p> <ul style="list-style-type: none"> Meet w/ local business owners and/or attend local Council meetings Publish program info in local papers and post notices in City Hall & community center 	<p>Outputs:</p> <ul style="list-style-type: none"> Give BF presentations at three meetings, minimum several rounds of ads/postings in local target areas <p>Outcomes:</p> <ul style="list-style-type: none"> Improve community knowledge on BF issues and identify potential BF sites 	<p>May 2017</p> <p>First Qrt 2017</p> <p>Continuous</p>	
<p>Hold local public meeting on Phase II sites:</p> <ul style="list-style-type: none"> Discuss Phase II results, and potential cleanup and redevelopment plans 	<p>Outputs:</p> <ul style="list-style-type: none"> Minimum one local public meeting, presentation materials, attendance list <p>Outcomes:</p> <ul style="list-style-type: none"> Encourage public participation and support of BF project(s) going forward 	Within 30 days following completion of report	

TBD = To Be Determined

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the City of Casper will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region VIII Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The Region VIII EPA crosswalk shall be

submitted with each site-specific QAPP. QAPP approval will be obtained prior to performing any field activities. Crosswalk and QAPP approval will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS

City of Casper is NOT requesting approval of pre-award costs for this cooperative agreement.

7. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

The City of Casper, as the grantee, will comply with other requirements including but not limited to the following: Disadvantaged Business Enterprise (DBE) requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333) and the Anti-Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.