

ASSESSMENT WORKPLAN

City of New Britain Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement Period of Performance: 7/1/2021 - 9/30/2024

1. GOAL 1: Core Mission

Objective 1.3 Revitalize Land and Prevent Contamination

CFDA: 66.818 Assessment, Cleanup, and Multipurpose 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 planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of New Britain, as a general purpose unit of local government, was selected for Assessment funding in the FY 2021 competition.

New Britain have been left to deal with the environmental hazards produced, and subsequently abandoned, by the former industrial giants of its past. The City is committed to assessing, remediating, and redeveloping properties hosting these environmental hazards. Community-wide assessment will focus on areas located near the region’s bus rapid transit (the CTfastrak) and vacant or underutilized industrial, commercial and/or educational structures. Specific target areas include the Arch Street neighborhood, “East-Side” Neighborhood, and the three federally designated Opportunity Zones in census blocks 415300, 415900, 417100.

The project works scope will include site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, area-wide planning and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (6 Phase Is, 3 Phase IIs), preparing site sampling plans (including 3 Hazardous Building Material Assessment Reports), conducting cleanup/reuse planning (3 Remedial Action Plans, 2 Marketing Analyses, 1 Site Reuse Assessment), 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 the Project Manager: Scott Williams, Grants Administrator. The Project Manager will be assisted by the City of New Britain’s Finance Department and Corporation Counsel, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

2. FUNDING: \$300,000

3. BUDGET

	Task 1 Oversight & Project Coordination	Task 2 Outreach & Community Involvement	Task 3 Site Assessments	Task 4 Cleanup & Reuse Planning	Total
Personnel		\$2,000			\$2,000
Fringe Benefits					
Travel	\$4,000				\$4,000
Equipment	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies		\$3,000			\$3,000
Contractual			\$171,000	\$120,000	\$291,000
Other: Meeting Expenses					
Total Direct					
Indirect Costs					
Total	\$4,000	\$5,000	\$171,000	\$120,000	\$300,000

4. WORKPLAN TASKS

Task 1: Oversight & Project Coordination

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, conduct interviews, hire qualified environmental professional (QEP) • Conduct annual performance evaluations on QEP • 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 	12/31/21	
Reporting: <ul style="list-style-type: none"> • Prepare MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via 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 • “Success Story” fact sheets Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	1/30/22 ACRES updates and Quarterly Reports every quarter; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30	
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 	10/1/21 and thereafter	
Requests for Reimbursements or Advances	Outputs: <ul style="list-style-type: none"> • Drawdowns from ASAP Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	10/1/21 and thereafter	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Revitalizing New England: Brownfields Summit 2022 • Attend Brownfields Conference in Oklahoma City Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	5/18-5/19/22 12/8/21	

Task 2: Outreach and Community Involvement

Task 2 – Outreach and 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)
Conduct Outreach with Community Organizations & Stakeholders <ul style="list-style-type: none"> • Meet w/ local Neighborhood Revitalization Zone Committees 	Outputs: <ul style="list-style-type: none"> • Give BF presentations at 3 Neighborhood Revitalization Zone meetings, minimum Outcomes: <ul style="list-style-type: none"> • Improve community knowledge on BF issues and identify potential BF sites 	2/28/22	
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> • Discuss Phase II results, and potential cleanup and redevelopment plans 	Outputs: <ul style="list-style-type: none"> • Minimum 3 meetings of Commission on Community & Neighborhood Development Outcomes: <ul style="list-style-type: none"> • Encourage public participation and support of BF project(s) going forward 	9/30/22 - ongoing	

Task 3: Site Assessments

Task 3 – Site Assessment 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 	1/31/22	
Site prioritization and eligibility determination: <ul style="list-style-type: none"> Utilize Stakeholder and Public input to 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 	Outputs: <ul style="list-style-type: none"> Planning meetings; 3 eligible sites identified in initial inventory search Estimate 3 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) 	3/31/22	
Phase I investigations: <ul style="list-style-type: none"> Conduct planning meeting with QEP to discuss approved sites QEP obtains access agreement and performs Phase I investigation QEP submits draft Phase I report to project team members Team reviews/comments on draft Phase I QEP submits final Phase I report to project team members 	Outputs: <ul style="list-style-type: none"> Planning meetings 6 1 Phase I Report updated ACRES database Outcomes: <ul style="list-style-type: none"> 3 High potential Brownfields site assessed through Phase I Total acres assessed through Phase I 	7/31/22 - ongoing	
Phase II preparation: <ul style="list-style-type: none"> Project Team reviews Phase I results and project direction Obtain EPA approval to proceed with Phase II Meet with QEP to Plan Phase II Encourage QEP 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 QEP submits EPA approved generic QAPP w/ updated organization chart 	Outputs: <ul style="list-style-type: none"> Project planning meetings 3 approved generic QAPP 3 sites approved for Phase II investigation Outcomes: <ul style="list-style-type: none"> 3 high priority sites identified for further investigation and potential redevelopment 	8/31/22- ongoing	

Task 3 – Site Assessment 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>Phase II investigation:</p> <ul style="list-style-type: none"> • QEP submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team • QEP 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 • QEP submits draft Phase II report to project team for review and comments • QEP submits final Phase II report to project team <p>Project team evaluates Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • 3 approved site-specific QAPP Addenda (delineating extent of site contamination on 3 Brownfield sites) • 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"> • 3 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning • Total acres assessed through Phase II • Greener and more sustainable site assessment techniques utilized 	7/31/23-ongoing	

Task 4: Clean up and Reuse Planning

Task 4 – Clean up and Reuse 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 Project Team on reuse plans for the site • Conduct market studies to leverage developer/lender interest in the property • Meet with QEP 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"> • 3 draft remedial action plan • 2 market studies on highest priority sites • Updated ACRES database • 1 public meeting on project results • Potential for developer / lender workshop and transaction forum <p>Outcomes:</p> <ul style="list-style-type: none"> • 3 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Greener and more sustainable plans for cleanup 	1/31/24	

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the City of New Britain, Connecticut 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, and 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 New Britain is requesting pre-award costs of \$500 to post notice of the RFP solicitation.

7. BUDGET DETAIL - Attachment 1