

IMPLEMENTATION WORK PLAN

United States Environmental Protection Agency Grant for Community-Wide Assessment of Hazardous Substance and Petroleum Brownfields

Prairie Hills Resource Conservation and Development, Illinois Assessment Coalition

May 29, 2018

Grant Recipient:	Prairie Hills Resource Conservation and Development, Inc. 321 W. University Drive Macomb, IL 61455
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Project Period:	October 1, 2018 – September 30, 2021 (3 Years)
CFDA:	66.818; The Small Business Liability Relief and Brownfields Revitalization Act
RFP:	EPA-OLEM-OBLR-17-07: Request for Proposals for Brownfields Assessment Grants
PRC:	301D79; 301D79XBP

This project supports the following goals or objectives in EPA's 2018-2022 Strategic Plan:

Goal 1 – Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety

Objective 1.3: Revitalize Land and Prevent Contamination

1.0 PROJECT

Prairie Hills Resource Conservation and Development, Inc. (PHRCD), Illinois was awarded grants for community-wide assessment of petroleum and hazardous substance brownfields. PHRCD is the lead for a coalition of local governments that include Fulton, Knox, McDonough, and Warren Counties, and the Cities of Macomb and Monmouth, Illinois. The funds will be used to inventory, prioritize and assess brownfield properties, and perform brownfield area-wide planning within the six-county area served by PHRCD which includes Fulton, Hancock, Henderson, Knox, McDonough, and Warren Counties. The project will have a dual focus, with approximately 50% of funding allocated to target areas located in our four largest cities (Canton, Galesburg, Macomb, and Monmouth), and the remaining funds available to support projects in the remaining 68 smaller communities (all of which have populations under 10,000, and none of which have the resources to effectively address brownfields on their own).

2.0 INTRODUCTION AND PROPOSED OUTPUTS AND OUTCOMES

The Small Business Liability Relief and Brownfields Revitalization Act 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 “FY18 Guidelines for Brownfield Assessment Grants,” and submitted in a national competition. PHRCD, as a general purpose unit of local government, was selected for Assessment funding in the FY 2018 Competition. PHRCD applied as the lead applicant for an Assessment Coalition that also included Fulton County, Knox County, McDonough County, Warren County, the City of Macomb, and the City of Monmouth.

As a predominantly rural area with rich soils, agriculture historically has been the cornerstone of our economy since the mid-1800s. However, we have an equally long history of coal mining and saw significant growth in manufacturing jobs in the early to mid-twentieth century. Unfortunately, global economic changes impacting all three of these sectors since the 1980s have led to a devastating loss of jobs and population throughout our region. Through organizations like the PHRCD, our communities and residents are banding together to create a sustainable economy moving forward. However, the brownfield legacy of former manufacturing plants and mines continues to present significant obstacles to achieving our economic and community development goals. Accordingly, we are developing a long-term brownfield revitalization program and are seeking this initial grant to ignite this effort.

PHRCD will use the funding provided by this grant to complete a comprehensive inventory and prioritization of brownfields properties, Phase I and II environmental site assessments and remedial planning activities for select high-priority brownfields located throughout the six-county area, supported by a comprehensive public outreach and involvement program. The project will have a dual focus, with approximately 50% of funding allocated to target areas located in our four largest cities (Canton, Galesburg, Macomb, and Monmouth), and the remaining funds available to support projects in the remaining 68 smaller communities (all of which have populations under 10,000, and none of which have the resources to effectively address brownfields on their own). The four largest cities contain disproportionately high numbers of brownfield sites as well as significantly higher percentages of minority and economically disadvantaged residents (accounting for 80% of the residents in the six-county area who are Hispanic, and 91% of those who are classified by the US Census Bureau as “black only”). Although none of the counties meet the definition for counties with “persistent poverty”, the four cities have a combined poverty rate of 25.1% and a median household income of only \$33,890. Even higher percentages of sensitive population groups and higher levels of economic distress are present in the four target areas. The other project focus – on brownfield sites in the smaller communities – is equally important, as these communities all contain brownfield sites, and are struggling with economic challenges – including declining populations (with 58 of the 68 smaller communities having experienced population losses since 2000). These smaller communities have some of the greatest needs for the financial, technical, and administrative resources for assessing brownfields that will be made available through the grant.

Approximately 50% of grant funding will be allocated to four target areas in the cities of Canton (Fulton Co.), Galesburg (Knox Co.), Macomb (McDonough Co.), and Monmouth (population <10,000; Warren Co.). The target areas in all four cities are mixed commercial/industrial areas located in or adjacent to the downtowns. Further description of the target areas and brownfield sites within these areas is provided below:

Central Canton/5th Avenue Corridor Target Area (City of Canton, Fulton Co.): Former industrial brownfields impact this target area – the largest being the former International Harvester facility, covering 33 acres and adjacent to the downtown business district. Closure of the plant in

1983 left 3,000 area residents without jobs. In 1997, an arson fire destroyed more than 50% of the vacant plant buildings and an elderly woman was killed during the evacuation of neighboring buildings. Subsequently, an estimated \$6 million (M) in local, State, and federal funds (including EPA brownfield grants) were spent on demolition, asbestos abatement, and environmental investigation and remediation. Although the east half of the site has been redeveloped, the west half remains covered with exposed remnant floor slabs and surrounded by a nearly 1-mile long chain link fence posted with warning signs (due to the health hazards associated with high levels of residual contaminants that include solvents, polychlorinated biphenyls (PCBs), and metals. Residential neighborhoods are located directly east and north of the site. Another priority site is a vacant building at the intersection of Grant Street and 5th Avenue just south of the railroad tracks. One or more abandoned underground coal mines underlie the target area.

Central/East Main Street Target Area (City of Galesburg, Knox Co.): This target area is centered on East Main Street and includes the central business district and 1.5-mile segment of Main Street. Two railroad corridors bisect the area. Brownfields in this target area include former industrial sites bordering the railroads and vacant or underutilized commercial buildings in the central business district or bordering Main Street. Example sites include the Firestone GCR Tire building and adjacent vacant lots on E. Main Street, a vacant former gas station at 2121 E. Main Street, and a vacant former storage building at 71 N. West Street. An analysis and redevelopment planning effort completed in 2008 found deteriorating conditions in 523 (62%) of the 849 buildings ([http://www.ci.galesburg.il.us/assets/1/22/TIF IV Redevelopment Plan.pdf](http://www.ci.galesburg.il.us/assets/1/22/TIF_IV_Redevelopment_Plan.pdf)). The area includes blighted residential neighborhoods (typical home values range from \$30,000 to \$60,000) and is bordered by additional residential neighborhoods. As a primary community gateway, the blighted conditions hamper development efforts.

West Jackson Street Corridor Target Area (City of Macomb, McDonough Co.): This target area includes a mix of commercial and industrial brownfields, the most significant being the 4-acre former Haeger Pottery Plant surrounded by residential properties. Industrial use of the property dates to the late 1800s when Buckeye Pottery Company began producing glazed pottery with high levels of lead. The Haeger Company (which operated the plant from 1939-2004), went out of business in 2016. There is possible lead contamination at the abandoned property. Other priority sites include the abandoned Royal Haeger Lamp Company located at 1300 W. Piper St. and abandoned/vacant buildings or former gas stations at 707, 1177, 1700, and 1718 W. Jackson St.

Central Monmouth Target Area (City of Monmouth, Warren Co.): This target area is defined as a one square mile area around downtown Monmouth with the center being the Public Square. It has a mix of vacant commercial and industrial brownfields, with two of the most compelling being the former Maple City Steel Supply Company located at 603 S. Main Street and the Maple City Area Recycling Center located at 614 S. 3rd Street. Typical contaminants found at metal fabrication and recycling centers include metals, volatile organic compounds (VOCs), dioxin, beryllium, degreasing agents, solvents, and waste oils. Other priority sites include multiple vacant former gas stations. Residential neighborhoods directly border the target area and several sites.

The other 50% of funding will be directed at brownfield sites in the 68 small communities throughout the six-county area. The small size of these communities in combination with high poverty rates, low property values and other economic challenges, means that these smaller communities do not have the financial or technical resources to address brownfields and will benefit significantly from the resources made available through the grant.

Progress towards achieving outcomes and outputs will be reported to EPA via the quarterly progress reports and the Assessment, Cleanup and Redevelopment Exchange System (ACRES).

3.0 MANAGEMENT AND COORDINATION

PHRCD is governed by a 9-member governing Executive Board that includes representatives from county boards and Soil and Water Conservation Districts (SWCDs), as well as representatives from other local governments, development agencies, non-profit organizations, businesses, and educational institutions. An 11-member Advisory Council includes representatives from many different local governments and potential stakeholders in projects related to environmental conservation and economic development. PHRCD will collaborate with the six other members of the Coalition to implement the grant. As the Coalition lead, PHRCD will be responsible for day to day management of project activities, compliance with all administrative and programmatic conditions under the grant, and providing support in planning, geographic information system (GIS) data management, and public outreach activities associated with the project.

David King, Executive Director of PHRCD, will serve as the Project Manager and primary point of contact for the Project. Mr. King will be responsible for implementing grant funded activities in accordance with the approved Work Plan. Mr. King will also approve all contracts and reports; coordinate BAC meetings; secure assistance from other PHRCD staff and Coalition members as needed, and oversee work by the environmental and other consultants, as well as manage project finances.

Project Manager Profile:

Mr. King received a Bachelor's Degree in Plant Science from the University of Delaware in 1976. From 1977 through his retirement in 2011, Mr. King worked as an employee of the USDA Natural Resources Conservation Service. Beginning in 1986, he served as the Federal Coordinator for PHRCD, administering its rural development programs including developing its Small Business Loan Program which has provided 84 loans to date that have matched \$882,000 in PHRCD funds with \$2.3 M in federal funds and leveraged \$18.5M in private investment. Since his retirement in 2011, he has continued to work for PHRCD, serving as its executive director. Under Mr. King's tenure, PHRCD received its IRS 501(c)3 designation and received two national recognition awards for community involvement from the National Association of RC&D Councils.

4.0 PROJECT DESCRIPTION

The schedule for the projects as outlined below assumes that the Cooperative Agreement (CA) with EPA will be formally executed by October 1, 2018. If an early start date is provided, the schedule will be adjusted accordingly.

4.1 TASK 0 – Programmatic Activities

Management of the CA will be the responsibility of the PHRCD's Project Manager. This task includes preparing grant quarterly progress reports, quarterly ACRES reporting and general communications about the CA to EPA. This task also provides for two PHRCD staff or brownfields advisory committee (BAC) members to attend two- EPA-sponsored National Brownfields conferences (or alternative relevant conferences if the EPA conferences are not held as anticipated).

PHRCD and the other Coalition members have already implemented or completed several key steps that will ensure not only the successful completion of the project within three years, but the achievement of the desired revitalization outcomes. As part of advancing the Brownfields Program, in 2016 PHRCD completed a qualifications-based procurement process meeting 2 CFR 200.317-326 to hire an environmental and planning consultant to assist with evaluation of target areas, potential high priority sites, as well as to implement the project, if grant funded is awarded. An RFQ was prepared by staff and copies sent to Midwestern firms with previous experience in implementing EPA brownfields grants. Multiple responses were received, and the most qualified firm selected based on the scoring criteria. Following approval by the PHRCD Executive Board,

a contract was executed with the selected consultant. This completed step will enable PHRCD and other Coalition members to begin assessment activities as soon as possible following execution of the Cooperative Agreement.

A BAC will be formed with representatives from PHRCD, the six other Coalition partners, and from other project partners. The role of the BAC, as well as the general process to be used for prioritizing sites and allocating funding, will be detailed in the memorandum of agreement to be executed by the Coalition prior to expenditure of funds. The contract with the environmental consultant will be amended through execution of a new task order that will obligate the consultant to comply with the requirements of the approved work plan and CA. PHRCD has submitted documentation associated with this procurement process.

Table 1: Activities/Deliverables for Task 0

Activities/Responsible Party	Deliverables	Status or Target Completion Date
Procurement of consultant team in accordance with CFR 200.317-326 (PHRCD) ¹	Documentation associated with procurement process	Completed in 2016.
Amend Contract with Environmental Consultant (PHRCD)	Execute Contract (Task Order for Grant Implementation)	June 2018
Oversee site/project activities of environmental consultant ² (Project Manager)	Routine correspondence with consultants, review of monthly invoices and processing payments	Ongoing
Prepare and review required quarterly reports, quarterly ACRES reporting and other correspondence with EPA Project Officer (Project Manager)	Quarterly reports, quarterly updates to ACRES database, annual audit reports, final reports, other correspondence	Ongoing ³
¹ Documentation related to the procurement process was reviewed by EPA in May 2016 and deemed compliant requirement for competitive procurement of consultant services. ² Project Oversight includes managing the consultant activities, reviewing Phase I and II ESAs, Site Investigation Reports and Response Action Plans. ³ Quarterly reports for quarters ending December 31, March 31, June 30, and September 30 of each year will be prepared within 30 days of the end of each quarter. The quarterly reports will describe cumulative progress on each defined task in this work plan. The annual financial report and the annual DBE report will be prepared in October of each year. Stantec Consulting Services, Inc. will be assisting the Project Manager with the quarterly and annual reporting requirements and quarterly updates to the ACRES database.		

4.2 TASK 1 – Brownfields Inventory and Site Prioritization

PHRCD will work with Stantec Consulting Services, Inc. (Stantec) and Vandewalle & Associates, Inc. (Vandewalle) to inventory known or potential brownfield sites, and to prioritize sites for potential use of EPA funding. A comprehensive inventory of brownfield sites will be completed during the first five months of the project. The initial inventory will encompass sites throughout the six-county area, developed in part based on existing State databases for mine-scarred lands, underground storage tank (UST) and leaking UST (LUST) sites, and sites with documented environmental impacts. A more focused inventory will then be conducted for each of the four target areas as well as one or more selected areas in Hancock Co. (where three of the partner community organizations with commitments to the project are active). The focused inventory will make use of surveys conducted as part of previous planning studies focused on the target areas in Canton, Galesburg, and Macomb, supplemented by additional research and windshield surveys conducted by the consultant throughout each target area. PHRCD will work with the Coalition members and other partners to solicit input from city staff, real estate professionals, and other

stakeholders regarding additional sites to include in the inventory, and to evaluate for use of grant funding. Site nominations will also be solicited from all 68 of the smaller communities (from which it is anticipated that 20 to 30 nominations will be received). These sites, as well as 10 to 20 sites from each target area selected by the BAC, will be subjected to detailed evaluation and scoring. The scores, together with other factors, will be used to prioritize sites for funding. At least one site from each Coalition member's jurisdictional area will receive funding.

Table 2: Activities/Deliverables for Task 1

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Complete Brownfields Inventory and Prioritization (<i>Consultant, PHRCD Staff, BAC</i>)	Brownfields GIS Database	March 31, 2019
Develop a sustainable GIS web-based application for local governments to track priority redevelopment sites (<i>Consultant, PHRCD Staff</i>)	Creation of online application	Ongoing

4.3 TASK 2 - Conduct Phase I Environmental Site Assessments (ESAs)

Under the direction of the PHRCD and BAC, the environmental consulting firm will complete Phase I ESAs at an estimated 24 sites or parcels. Prior to performing Phase I ESAs, eligibility determination request forms will be prepared and submitted to EPA (for hazardous substance brownfields) or Illinois Environmental Protection Agency (IEPA; for petroleum brownfields) for approval. Upon confirmation of eligibility, the PHRCD will execute access agreements for each parcel to be inspected as part of the Phase I ESAs, or potentially subject to Phase II ESAs as part of Task 3. Phase I ESAs will be completed in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the American Society for Testing and Materials (ASTM) E1527-13 Phase I Environmental Site Assessment Process.

The process for securing access will vary depending on whether sites are currently owned by local governments versus private parties, whether sites are currently tax delinquent, and whether sites are subject to specific development proposals or sales agreements at the time of assessment. In all instances, it is anticipated that the local governments within which the site(s) are located, in cooperation with the PHRCD and Stantec, will have primary responsibility for securing access. Site access from property owners is key to success of the project and timely expenditure of funds. For sites in public ownership, Coalition members that own the site or in whose jurisdiction the site is located will be responsible for securing access. For privately owned sites targeted for assessment, we will conduct outreach to the owners about the project and the grant-funded services possible for the sale and/or redevelopment of their property. PHRCD staff have already discussed with IEPA personnel how we can work together in managing property owner concerns regarding potential regulatory enforcement that might result, should contamination be identified during assessments at their property. For all sites for which eligibility is confirmed, PHRCD will execute a standard access agreement with both the local unit of government (having authority for the property) and the site owner (for sites in private ownership). The access agreements will detail the scope of work for each project, the roles and responsibilities of various participants, and other details as necessary to assure that each land owner is providing "fully informed consent" regarding their participation in the assessment process. The Coalition will work with the IEPA and other authorities as necessary to secure access for sites that are prioritized by the BAC based on concerns related to significant public health threats or known or suspected violations of environmental regulations.

Table 3: Activities/Deliverables for Task 2

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Prepare Site and Property Owner Eligibility Determination Request Forms (<i>Consultant, PHRCD Staff</i>)	Site and Property Owner Eligibility Determination Request Forms	Ongoing
Obtain IEPA/EPA Eligibility Letters (<i>Consultant, Project Manager</i>)	IEPA/EPA Eligibility Letters	Ongoing
Conduct Phase I ESAs (Consultant)	Phase I ESA reports	Ongoing
Execute Property Access Agreements (<i>Individual Coalition Members in which Sites are Located, PHRCD, Consultant</i>)	Copies of Property Access Agreements	Ongoing

4.4 TASK 3 - Conduct Phase II ESAs, Site Investigations, and Remedial/Reuse Planning Activities

On sites that meet the site-specific eligibility requirements, and are approved for use of EPA funds, by the EPA (hazardous substance brownfields) and/or IEPA (petroleum brownfields), the PHRCD may use the assessment funds to conduct Phase II ESAs, site investigations, remedial planning and other brownfield reuse planning activities. Phase II site investigation activities are likely to include soil and groundwater sampling and may include magnetometer surveys, trenching to confirm anomalies, asbestos surveys and sampling for other hazardous building materials. Additional field services may be provided by EPA including geophysical characterization, such as ground penetrating radar or electro-magnetic surveys. Greener and Sustainable Remediation principles will be incorporated into project tasks using the ASTM International Greener Cleanup Standard Guide. The budget includes costs for preparation of a Quality Assurance Project Plan (QAPP) as well as annual updates to the QAPP, once approved. Eligibility determinations (EDs) and/or access agreements may also be completed for Task 3 for any properties for which these were not performed as part of Phase I ESAs conducted as part of Task 2. Anticipated deliverables for this task are summarized on Table 4

Table 4: Activities/Deliverables for Task 3

Activities/Responsible Party	Deliverables	Status or Target Completion Date
Prepare initial QAPP (<i>Consultant</i>)	QAPP (1) plus annual updates	Fall/Early Winter 2018
Prepare Sampling and Analysis Plans (SAPs) for each site (<i>Consultant</i>)	SAPs (for up to 16 sites or parcels)	Ongoing/as needed
Prepare OSHA-compliant Health and Safety Plans (HASPs) for each site (<i>Consultant</i>)	HASPs (for up to 16 sites or parcels)	Ongoing/as needed
Conduct Phase II ESAs (<i>Consultant</i>)	Phase II ESA Reports (for up to 11 small sites or parcels, and 5 large sites or parcels)	Ongoing/as needed
Complete Asbestos and Hazardous Building Material Surveys and Sampling (<i>Consultant</i>)	Asbestos Survey Reports; Pre-Demolition/Renovation Survey Reports (for up to 6 sites or parcels)	Ongoing/as needed

Activities/Responsible Party	Deliverables	Status or Target Completion Date
Prepare Response Action Plans (RAPs) or area-wide reuse plans (<i>Consultant, PHRCD Staff, Coalition Member Staff</i>)	RAPs (for up to 6 sites or parcels); area-wide reuse plans (for up to two target areas)	Ongoing/as needed
Complete eligibility determinations and/or access agreements for select sites (<i>Consultant, PHRCD Staff</i>)	Eligibility Determination Request Forms / Copies of Access Agreements	Ongoing/as needed

4.6 TASK 4 - Community Outreach and Involvement

A comprehensive community outreach program will be performed that will include public meetings and forums, development and distribution of marketing and informational materials, and joint outreach and education efforts with community partner organizations.

Community Involvement Plan: A key objective for the project is to serve the 68 smaller communities that have fewer resources for effectively addressing brownfields. The lead entities for providing information to representatives of each of these communities will be the counties (all of whom will have representatives serving on the BAC), and an effort will be made to contact representatives for every community on the project, its goals, and the opportunity it represents for these communities. PHRCD staff with assistance from the consultant will be made available to meet with local representatives (and if appropriate, host public meetings) for any of these smaller municipalities that express a need and interest in participating in the project.

The Coalition plans to convene the BAC on at least a quarterly basis, with the public meetings widely promoted, and rotating to different host locations throughout the six-county area. Teleconference access will be provided for each meeting to encourage greater participation (given the up to 2-hour travel time from one end of the six-county to the other).

The Coalition will borrow from successful strategies and mailing lists used as part of the *Comprehensive Economic Development Strategy* completed for the same six-county area in 2016, which had high levels of participation and response rates to surveys. The community involvement plan for the project includes the following components:

- A series of public meetings open to area residents will be held in each of the four target areas.
- The initial meeting in each target area will be open to the public but will focus on local stakeholders with an involvement in previous revitalization efforts focused on each target area. The initial meetings will serve at least four purposes: (a) to educate the local stakeholders on the USEPA brownfields grant, eligible activities, eligible sites, and initial plans for the six-county inventory process, (b) to inform and update PHRCD and the BAC representatives of current status of the revitalization efforts within the target area, (c) to refine the plans for the focused inventory activities to be completed in each target area, and (d) to refine the public input and communications strategy for each target area (including accommodating Hispanic residents whose primary language is Spanish). A broad range of local stakeholders in each target area will be invited to these meetings and encouraged (and provided with the opportunity) to join the existing group of community organizations (COs). Representatives of the local press will be invited to each meeting and a webpage set up on the PHRCD website (<http://www.prairiehillsrcd.org/>) with

information on the grant and a tool for the public at large to submit comments (including suggestions or nominations of sites to be included in the inventory/prioritization process).

- Subsequent public meetings will be held in each target area approximately 3-4 months after the initial meetings to solicit public input regarding candidate brownfield sites identified during the inventory task and being considered for assessment. The scheduling of this meeting will be adjusted as appropriate to integrate with other planning or outreach activities being conducted by the local municipalities.
- PHRCD will reach out to local real estate professionals and developers, both to increase the level of participation by these individuals (who are “closest to the ground” in terms of knowing sites that would have the greatest likelihood of attracting investment or redevelopment).

The plans for community involvement on individual sites will be developed on a case by case basis. It is anticipated that for most if not all sites, PHRCD will work in collaboration with representatives of the local unit of government most closely involved with the potential redevelopment project or representing residents most significantly impacted by a contaminated site. PHRCD will work with these local officials to set up meetings and to provide notices to residents having an interest or stake in assessment findings, cleanup plans, or redevelopment plans for a particular site. This will assure that there is the opportunity for citizens and stakeholders to participate in decision making through the public participation process of community meetings, forums, comments via website, and one-on-one meetings. It is anticipated that most sites assessed will be relatively small. Care will be taken to invite and involve nearby neighbors and potentially affected citizens in the decision-making process, as well as to keep the public at large and government organizations informed. Key community organizations will be specifically included in site cleanup and redevelopment decisions in their communities to ensure these efforts best address community needs.

Communicating Progress: The plan to communicate progress will include the following components:

- Publication of program information and documents on PHRCD website (<http://www.prairiehillsrcd.org/>).
- Publication of articles on the program in the community newspapers.
- Posting of notices and program documents at libraries in Canton, Galesburg, Macomb, and Monmouth.

During phases of the project, the types of community involvement will differ, although the same methods will be involved. When sites are identified for assessment, the primary information flow will be outward to the community, notifying stakeholders about assessment activities that will occur, providing results of the assessments, and explaining health and environmental impact findings. If potential health threats to the community are identified, PHRCD will work with the corresponding county health department to support efforts to educate residents regarding the health risks. IEPA staff may support these efforts for certain brownfield sites. When cleanup and/or redevelopment planning is initiated for a site, more intensive involvement activities, including explanations of plans and solicitation of feedback on those plans, will be implemented. The intensive “information out, feedback in” process will continue throughout the cleanup and redevelopment process.

Although only approximately 1% of households in the six-county area are identified by the US Census Bureau (ACS, 2011-15) as “limited English speaking households,” nearly 20% of residents in the Monmouth target area have Spanish as their first language. Therefore, a one-page summary of the program goals in Spanish will be prepared and available at all public meetings. Copies in Spanish will also be provided to municipal and non-profit representatives from the four largest cities in the area (Canton, Galesburg, Macomb, and Monmouth) where an estimated 80.3% of the estimated 6,543 Hispanic residents in the six-county area are located (ACS, 2011-15).

Table 5: Activities/Deliverables for Task 4

Activities/Responsible Party	Deliverables	Status or Target Completion Date
Media / Social Media Partnerships (Consultant/PHRCD)	Newspaper /Media Articles	Ongoing
Meeting outreach, facilitation and management of BAC, public/community and property owner meetings (Consultant/PHRCD)	Meeting Summary Notes and Agenda	Ongoing
Preparation of project fact sheets, press releases, agendas, minutes, newsletter submissions, etc. (Consultant/PHRCD)	Fact Sheets, Press Releases, etc.	Ongoing
Preparation of website updates and other on-line communications (Consultant/PHRCD)	Website updates	Ongoing
Development of targeted marketing materials including success stories and case studies (Consultant/PHRCD)	Case studies and success story docs	Ongoing

5.0 BUDGET FOR EPA FUNDING AND LEVERAGING OTHER RESOURCES

Table 6 below presents a budget summary for the two assessment grants.

Table 6. Budget for Grant Funded Activities

Budget Categories	Task 1	Task 2	Task 3	Task 4	Totals
	Brownfields Inventory	Phase I ESAs	Phase II ESAs RAPs, and Reuse Planning	Community Outreach	
Budget for Petroleum Assessment Funding					
Personnel	\$4,800	\$3,200	\$5,000	\$3,000	\$16,000
Travel				\$1,250	\$1,250
Supplies				\$1,500	\$1,500
Contractual	\$15,200	\$48,000	\$208,800	\$9,250	\$281,250
SUBTOTALS (PETRO.)	\$20,000	\$51,200	\$213,800	\$15,000	\$300,000
Budget for Hazardous Substance Assessment Funding					
Personnel	\$4,800	\$3,200	\$5,000	\$3,000	\$16,000
Travel				\$1,250	\$1,250
Supplies				\$1,500	\$1,500
Contractual	\$15,200	\$48,000	\$208,800	\$9,250	\$281,250
SUBTOTALS (HAZ.)	\$20,000	\$51,200	\$213,800	\$15,000	\$300,000

Budget Categories	Task 1	Task 2	Task 3	Task 4	Totals
	Brownfields Inventory	Phase I ESAs	Phase II ESAs RAPs, and Reuse Planning	Community Outreach	
Budget Summary (Both Grants Combined)					
Personnel	\$9,600	\$6,400	\$10,000	\$6,000	\$32,000
Travel				\$2,500	\$2,500
Supplies				\$3,000	\$3,000
Contractual	\$30,400	\$96,000	\$417,600	\$18,500	\$562,500
GRAND TOTALS	\$40,000	\$102,400	\$427,600	\$30,000	\$600,000

Please note that for all budget items described below, it is assumed that the referenced budget will be divided evenly between the hazardous substance and petroleum grant funding.

Task 1: Brownfields Inventory and Site Prioritization (\$40,000): PHRCDC and the BAC will work with the consulting team to complete the brownfield inventory. The budget for Task 1 includes \$30,400 for 304 hours of contractual services to be completed by the consultant at an average blended rate of \$100/hr. This includes records research (160 hrs), GIS data entry and mapping (80 hrs), interviews with communities (40 hrs), and presentations/meetings (24 hrs). The budget includes \$9,600 for an estimated 240 hours of work to be performed by PHRCDC staff in completing the inventory (calculated at a rate of \$40/hr).

Task 2: Phase I ESAs (\$102,400): Under our direction, the environmental consultant will prepare Phase I ESAs for an estimated 24 sites in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the ASTM E1527-13 Phase I ESA Process. The budget includes \$96,000 in contractual services for Phase I ESAs to be completed by the environmental consultant for 24 sites at an average cost of \$4,000 (including costs for the consultant to assist with completion of eligibility determination requests for each site for submittal to EPA and/or IEPA). The budget also includes \$6,400 for an estimated 160 hours of work to be performed by PHRCDC staff in facilitating the Phase I ESAs, including securing information required for eligibility determinations (calculated at a rate of \$40/hr).

Task 3: Phase II ESAs, Site Investigations, and Remedial/Reuse Planning (\$427,600): The consultant team will perform Phase II ESA, environmental site investigations, remedial planning and/or reuse planning on select priority sites confirmed to be eligible for use of funds. An EPA-approved QAPP will be completed as the first step in Task 3. Table 7 summarizes the outputs for Task 3 as well as the average unit cost per deliverable.

Table 7. Detailed Budget for Outputs for Task 3

Output Type	Quantity	Unit Cost	Total Cost
Quality Assurance Project Plan (QAPP)	1	\$8,000	\$8,000
Asbestos/hazardous building materials surveys	6	\$3,500*	\$21,000
Phase II ESAs (small sites)	11	\$13,500*	\$148,500
Phase II ESAs (large sites)	5	\$25,220*	\$126,100
Remedial action plans	6	\$8,000	\$64,000
Brownfields area-wide reuse plans	2	\$20,000	\$40,000
Assistance by consultant w/quarterly/annual and ACRES reporting	80 hrs	\$125	\$10,000

* Unit costs for asbestos surveys and Phase II ESAs include \$750 per site for preparation of site-specific sampling and analysis plans (SAPs) and health and safety plans (HASP), which will be prepared for each site and submitted to EPA prior to initiating field work. It is assumed that costs will be split equally between

petroleum and hazardous substance funding. It is assumed that 100% of asbestos and hazardous building materials survey costs will be allocated to the hazardous substance funding. However at least two of the small site Phase II ESAs will be performed at gas stations or other petroleum only sites, maintaining the equal distribution between hazardous substance and petroleum funding.

In addition to the \$417,600 in funding allocated for work by the consultant, \$10,000 in budget is allocated for an estimated 250 hours of work by PHRCD staff (\$40/hr) in securing access agreements, coordinating work by the consultant, meeting with property owners, and in reviewing the deliverables completed by the consultant.

Task 4: Community Outreach (\$30,000): A comprehensive community outreach program will be performed that will include public meetings and forums, development and distribution of marketing and informational materials, and joint outreach and education efforts with community partner organizations. Details of the outreach program are presented in Section 4.6. The budget includes \$18,500 for work by the consultant team, and \$6,000 for an estimated 150 hours of work by PHRCD staff (\$40/hr) in coordinating and participating in outreach events. Outreach activities or outputs, and their estimated costs are summarized on Table 8 below.

Table 8. Detailed Budget for Outputs for Task 4

Output or Activity	Description	Budget
1. Outreach meetings	Meeting outreach, facilitation and management including BAC, public/community, property owner mtgs. (Consultant: 100 hrs @ \$100/hr average cost; PHRCD staff: 150 hrs @ \$40/hr)	\$16,000
2. Outreach documents	Preparation of project fact sheets, press releases, agendas, minutes, newsletter submissions, etc. (Consultant: 55 hrs @ \$100/hr average cost)	\$5,500
3. Online communications	Preparation of website updates and other on-line communications (Consultant: 30 hrs @ \$100/hr average cost)	\$3,000
4. EPA conferences	Travel costs for PHRCD executive director/project manager to attend two EPA brownfields conferences during 2018 -2021	\$2,500*
5. Supplies for outreach	\$1,000 for printing, \$500 for mailing expenses associated with public notices. \$1,500 for display boards and graphic displays at public meetings.	\$3,000

**Travel costs (airfare, hotel, meals, and conference fees) are estimated at \$1,250 per person per conference based on discussions with previous EPA Brownfield Grant managers/conference attendees and average costs they reported.*

6.0 MEASURES OF SUCCESS

Progress in completing the anticipated outputs will be tracked and reported to EPA through completion of the quarterly reports and through use of ACRES. The following outputs will be tracked and documented on a quarterly basis in a regular updated project spreadsheet:

1. number of potential brownfield sites identified and prioritized,
2. number of Phase I ESAs performed,
3. number of Phase II ESAs performed,
4. number of environmental site investigations performed,
5. number of sites for which remedial planning is performed, and
6. number of community meetings held and number of persons attending.

To incentivize continuous updating and tracking of the outputs, preparation of an updated summary will be required from our consultant as an attachment on their monthly invoices.

PHRCD with support from the consultant will document, track and evaluate the following outcomes on a quarterly basis for brownfield sites on which assessment funding is utilized:

1. number of sites assessed,
2. number of sites for which off-site risks are identified,
3. number of sites for which property title transfers are facilitated,
4. number of sites and acres of land redeveloped,
5. acres of parks or other greenspace created,
6. amount of private investment leveraged for redevelopment projects,
7. amount of other funding leveraged for redevelopment projects,
8. number of jobs created or retained associated with redevelopment projects,
9. increased property and sales tax revenue generated, and
10. increased property value.

All sites on which assessments are performed will be linked to parcel identification numbers, to allow for better tracking and documentation of the project outcomes using the GIS