

ASSESSMENT GRANT WORK PLAN
for
Capital City Development Corp.
Redevelopment District Environmental Assessment Program

7-20-04

Submitted by
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1. INTRODUCTION

1.1 Project Description

EPA grant funds will assist CCDC in assessing potential contamination within three urban renewal districts in downtown Boise currently under the agency's jurisdiction, an area totaling over 430 acres. The funding will allow CCDC to work with its public and private partners to remove one of the significant barriers to downtown redevelopment.

Assessment funds will be used to reduce uncertainties related to environmental conditions of proposed redevelopment sites. Downtown Boise was the location of numerous operations with real, documented contamination. Yet, while some contamination is real, we believe that reinvestment in some downtown neighborhoods is hampered by perceptions of contamination that may have no basis in fact. Property owners often are unwilling to consider reinvestment or sale due to a fear of the unknown, of the potential liabilities and costs that may be lurking below the surface. CCDC's brownfields strategy includes addressing these fears, working in partnership with property owners on a voluntary basis. A clean bill of health will encourage property owners to consider redevelopment and will address part of the due diligence process required by commercial lenders.

One important goal of CCDC's brownfields strategy, and its use of EPA grant funding, is to educate and involve the public and the many different landowners within downtown regarding brownfield redevelopment issues. We consider the public outreach and involvement aspects of the project to be the most important, and a downtown brownfields site inventory to be one of the most important products. We also expect to perform particular site assessment and cleanup planning as part of the grant, based on priorities to be set during the inventory phase and funding availability.

Brownfields in downtown Boise contain likely or suspected contamination from both petroleum and nonpetroleum sources, and CCDC applied to EPA for assessment grants in each program. Our brownfield strategy was envisioned with both types of contamination in mind, and while we were selected to receive assistance in petroleum assessment only, our strategy will continue to include assessment and remediation of other contaminants as well. Our work plan reflects this unified approach, however the current EPA grant funding will be used for petroleum-only assessment activities.

1.2 Organizational Structure and Responsibilities

CCDC is the redevelopment agency for Boise, Idaho. The basic authority to create urban renewal agencies and to undertake urban renewal projects is granted to all cities and counties in Idaho by the state legislature in Title 50, Chapter 20, Idaho Code. The ability to use tax increment financing for urban renewal projects is authorized under the Local Economic Development Act (Title 50, Chapter 29, Idaho Code).

CCDC is governed by an eight-member board of commissioners. A staff of 13 carries out the work of the agency. The organizational structure includes an executive director,

four department heads, project managers and administrative personnel. Personnel currently supporting the agency's brownfields strategy are the executive director, the project manager and administrative assistants. The administrative services department director will manage financial aspects of the grant. Only the project manager and administrative assistant are reflected in this budget.

2.0 PROJECT TASK DESCRIPTIONS

2.1 TASK 1 PROJECT MANAGEMENT AND REPORTING

CCDC staff will perform project management as required to implement and manage this project under the cooperative agreement, including all required reporting and contractor procurement.

- A) **Project Management:** Using grant funds CCDC staff will perform those activities necessary to manage the project in accordance with the work plan and all required statutes, circulars, terms and conditions, including establishment and maintenance of necessary cooperative agreement records and files; financial management, project oversight, and attendance at necessary project meetings. We will also be working very closely with the Idaho Department of Environmental Quality and especially with the IDEQ brownfields staff for the Boise region. Budget estimate: Personnel costs @ \$3250 (project manager approx. 100 hours @ \$18; program/clerical support approx. equal hours @ \$15) to handle program development, reporting and contractor procurement (see tasks 1B & C, below.) Supplies estimate includes printer/copier supplies for letters and materials related to contractor procurement and general management. Contractual estimate of \$18,000 will cover the contractor's share of program management, compliance and reporting. Measure of success: Strengthened partnerships with IDEQ and other agencies; other viable projects emerge from these partnerships.
- B) **Reporting:** Using grant funds CCDC staff will prepare and submit project progress, financial and MBE/WBE reports. Deliverables: Quarterly Progress reports within 30 days of the end of each federal fiscal quarter; Financial Status reports annually; MBE/WBE reports annually.
- C) **Contractor Procurement:** CCDC, as Boise's redevelopment agency, relies on outside contractors to assist in carrying out a significant amount of the work. The agency has previously used contractors in other environmental assessments. We expect to contract with one or more firms having experience in brownfield project management. The process for contracting project management and reporting assistance will comply with CCDC procurement policies, which in turn comply with Idaho state and federal policies. This includes public announcement of the requests for proposals, review, interview, selection and contract negotiation. Deliverables: RFP for contractor procurement; project management outline, including timetable and reporting procedures. Measure of success: Multiple firms respond to RFP; local bidders remain competitive.

2.2 TASK 2 PUBLIC INVOLVEMENT

CCDC staff, in conjunction with contractors, will initiate public involvement, consistent with the Assessment Grant Proposal submitted, to ensure that community concerns are considered in assessment planning and execution, and the public is kept informed of project progress and results. The project manager will be especially involved in these tasks, overseeing work by the contractor and helping to create materials and relationships that will have a life beyond the scope of this grant. Because one of the project goals is to strengthen or create partnerships among local government entities, particular attention will be paid to involving various agencies in the process, including the health department, various city offices and the highway district.

- A) **Plan:** Using grant funds CCDC will complete a Public Involvement Plan, and follow that plan throughout the life of the grant. The CCDC grant includes developing a brownfields inventory for the 430 acres currently in its jurisdiction, so its public involvement plan will not be site-specific. CCDC will designate a spokesperson, establish an information repository (IR) at its offices and create fact sheets as needed, including at the beginning of the grant. Deliverable: PI plan with first quarterly report. Budget estimate for Task 2 personnel @ \$5200 (project manager @ 165 hours, support @ 150 hours) is for contractor supervision, participation in public outreach and material preparation. Supplies include materials for public meetings and information, printer/copier supplies for handouts, flyers, etc. Contractual Task 2 estimate @ \$12,000 includes preparation of the PI plan and other materials, and public meetings and other outreach options. (See 2C below.) Measure of success: PI plan is thorough enough to be used beyond the scope of this particular grant.
- B) **Project Updates and other Public Information:** A plain language fact sheet will be prepared and distributed to the affected community at the beginning of the project, and an additional fact sheet will be prepared and distributed after the assessment is complete. Additional fact sheets may be prepared if there are new developments or delays. Deliverables: fact sheets, handouts, flyers, Web site pages or other PR products.
- C) **Public Outreach** Because one important goal of this project is to increase community awareness of brownfields redevelopment throughout downtown Boise, much of the grant activity will be focused on planning and outreach. This will be accomplished by staff and contractors, and will include public meetings as well as meetings with interested landowners and potential developers. Budget estimate: approximately 5 public or targeted meetings involving 40 total hours of staff time per meeting, in addition to Web site and other media outreach in 2B above; also contractor support to set up, participate in and summarize the 5 meetings at approximately 80 hours per meeting. Deliverables: see 2B above. Measure of success: Participation by wide segment of the public, including landowners and other agencies, in learning about brownfield remediation and redevelopment.

2.3 TASK 3.0 SITE INVENTORY AND CHARACTERIZATION

CCDC staff and contractors, with participation from the public, will create an inventory of potential brownfields sites, ranked in priority for assessment, throughout the downtown urban renewal districts; perform Phase 1 assessments on selected priority sites and perform Phase 2 assessments on selected sites. Selected priority sites identified as needing more assessment will be evaluated for eligibility for Brownfields funding and submitted for approval by EPA before assessment is performed. For any site where fieldwork is planned, EPA will be provided with a site-specific QAPP for approval before fieldwork is performed. It is our goal that requests for consideration for site assessment will originate voluntarily from the landowners themselves; the public benefit derived from these assessments is that any public health questions will be addressed and downtown properties remaining undeveloped could be put into play. The project manager will remain the point person for these contacts, drawing in the executive director and others as appropriate.

- A) **Site Inventory** CCDC will use grant funds to inventory potential brownfields sites and prioritize sites for further assessment. Inventory process will involve public outreach. Potential site information will be submitted to EPA for approval. Where possible, the inventory will include which properties have already had an ASTM Phase 1 assessment and when it was done. Deliverables: Inventory within first year; priority ranking within 30 days after that. Budget estimate for total Task 3 personnel @ \$1950 (project manager @ 61 hours, support staff @ 56 hours as needed); for Task 3A approximately 26 project manager hours: liaison with the public and specific landowners, collaboration with contractor, reporting to EPA. Supplies include printer/copier supplies and materials for meetings and inventory preparation. Estimate for Task 3A contractor cost: \$10K to facilitate public outreach and prepare site inventory. Measure of success: Consideration of all undeveloped properties within the districts; owners come forward with properties for consideration.

- B) **Site Characterization - Phase 1 Assessment** CCDC will select a contractor to perform Phase 1 site assessments on selected sites pending EPA review of each site. Phase 1 assessments will be done using ASTM standard required by the brownfields law or an EPA-promulgated standard when it is promulgated. Because this grant is for petroleum funding, site eligibility information includes finding that the site is of relatively low risk compared with other petroleum sites; there is no viable responsible party; CCDC, which will be using grant funds to assess the site, is not potentially liable for the petroleum contamination; and the site is not subject to a corrective action order under the Resource Conservation and Recovery Act Section 9003(h). Deliverables: CCDC's conclusion of site eligibility for each proposed site, including owner's permission to perform the assessment. Property profile form for each Phase 1 site assessment performed and key findings. Budget estimates for Task 3B project

manager @ approximately 10 hours liaison with property owners and contractor. Contractor estimates: 10 Phase 1 site assessments @ \$3K each; subtotal contractor estimate at \$30K.

- C) **Site Characterization - Phase 2 Assessment** CCDC will select a contractor to perform Phase 2 site assessments on selected sites as funding allows. Deliverables: Summary paragraph describing each Phase 2 site assessment performed and key findings as part of the next quarterly report. Also an updated property profile form for each site. Estimates: project manager @ 10 hours; contractor @ four Phase 2 site assessments @ \$20K each; subtotal contractor estimate at \$80K.
- D) **Quality Assurance & Health and Safety Plans**
For any Phase 2 assessments performed with grant funds, CCDC will notify EPA of the schedule for fieldwork and provide site-specific Quality Assurance Project Plans for each site for review and concurrence before any sampling is done. We estimate performing four Phase 2 site assessments, as grant funds remain available. The contractor will be tasked to prepare and submit to EPA the Quality Assurance Plans for confirmation at least 4 weeks prior to the proposed date for collecting samples. CCDC will also task the contractor to prepare and follow an OSHA-compliant Health and Safety Plan, and will place a copy in the grant file. Deliverables: Quality Assurance Project Plan for EPA approval, and if comments are received, any necessary changes; Health and Safety Plan (to file). Estimates: project manager @ 10 hours for supervision and compliance. Contractor costs included in tasks 3B & C above.
- E) **ESA and NHPA:** CCDC will require contractor to identify any threatened or endangered species or habitat at or in the vicinity of any selected sites and contact the State Historic Preservation Officer and any tribes with an interest in the site to determine if any historic or cultural resources are present. Along with that information the contractor will evaluate and report whether assessment alternatives appear likely to disturb or harm any species or resources, and if so what mitigation could be done. This information will be presented to EPA in a separate letter. Deliverable: ESA/NHPA Letter. Estimates: project manager @ 5 hours for compliance. Contractor costs included in tasks 3B & C above.

2.4 TASK 4.0 CLEANUP PLANNING

- A) **Analysis of Cleanup Alternatives** CCDC plans to use grant funds to hire a contractor to prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) summarizing information about selected sites and contamination (i.e., exposure pathways, identification of contaminant sources, types and levels of contamination, etc.); cleanup standards; applicable laws; alternatives considered; and the proposed cleanup plan. CCDC may request that IDEQ conduct a technical review the contractor's ABCA. IDEQ staff have agreed to provide this service to CCDC. Deliverable:

Estimated 4 ABCAs, based the estimated Phase 2 assessments as noted in Task 3C above, @ \$7000 each. Budget estimate for total Task 4 personnel @ \$1950 includes project manager @ 61 hours for further liaison with the public and specific landowners, collaboration with contractor, supervision of final reports and analysis and reporting to EPA; support staff @ 56 hours for compliance and other program support as needed. Supplies include printer/copier supplies and materials for task meetings and final plan preparation. Measure of success: Informal cleanup plan for all sites in the inventory; cleanup strategies that could also work for nonpetroleum contamination.

- B) **Contractor Procurement** The process for contracting cleanup planning assistance will comply with CCDC and Idaho state procurement policies. Availability of funding for this task is dependent on the number and costs of sites selected and assessed.

3.0 SCHEDULE AND DELIVERABLES

TIME	ITEM	PO	GRANTS	FINANCE
Month 1-24+	1A Project mgt.	X		
Month 1-3	Contractor procurement	X		
Month 4	2A Public Involvement Plan	X		
Month 4-24	2C Public outreach	X		
Month 4	Fact sheet—project intro	X		
01/30/05	Quarterly Report 1	X		
Month 6-11	3A Site inventory	X		
March 05	3E ESA/NHPA Letter	X		
04/30/05	Quarterly Report 2	X		
07/30/05	Quarterly Report 3	X		
Month 12-20	3B Phase 1 assessments	X		
Sept. 05	3D QAPP	X		
10/30/05	Quarterly Report 4	X		
10/30/05	MBE/WBE Report	X (copy)	X	
12/30/05	Interim Financial Status Report	X (copy)	X	
01/30/06	Quarterly Report 5	X		
Month 18-24	3C Phase 2 assessments	X		
04/30/06	Quarterly Report 6	X		
07/30/06	Quarterly Report 7	X		
10/30/06	Quarterly Report 8/ Final Report	X		
10/30/06	MBE/WBE Report	X (copy)	X	
June 2006	Fact Sheet- Assessment results	X		
Month 22-24	Final Cleanup Plans (ABCAs)	X		
Dec. 06	Final Financial Status Report	X (copy)	X	
Dec. 06	Closeout Reports	X (copy)	X	
As needed or quarterly	Requests for Reimbursement	X (copy)		X

4.0 BUDGET

Draft Project Budget

Budget Categories	Task 1—Project Management	Task 2—Public Involvement	Task 3—Site Inventory	Task 4—Cleanup Planning	Total
Personnel	\$3250	\$5200	\$1950	\$1950	\$12,350
Fringe	\$1750	\$2800	\$1050	\$1050	\$6650
Travel	\$100	\$100			\$200
Supplies	\$500	\$1000	\$500	\$500	\$2500
Contractual	\$18,000	\$12,000	\$120,000	\$28,300	\$178,300
Total	\$23,600	\$21,100	\$123,500	\$31,800	\$200,000

Budget Narrative:

Personnel Costs – Project manager @ \$18 hourly, estimated approx. 390 hours

Clerical support @ \$15 hourly, estimated approx. 357 hours

Fringe Benefits – estimated approx. 53 percent of above

Travel – reserved for local automobile travel

Equipment - none

Supplies – Office supplies estimate; especially paper and printing for public outreach steps

Contractual – Estimates; see subtask texts

Other – none