

**A. RECIPIANT TITLE:**

Pima County Community Development and Neighborhood Conservation Department (CDNC)

**B. BACKGROUND AND PROJECT SUMMARY:**

The communities of Ajo, Why, and Lukeville are located in the Sonoran Desert environment in southwest Arizona. These communities are less than 100 miles from the border of Mexico and are the most remote communities in Pima County. Historically, copper mining and tourism have been the economic engines for these communities, but these industries have either disappeared or have been greatly diminished. Today, Ajo, Why, and Lukeville, Arizona have been proactively reinventing themselves through historical and cultural preservation, small business development, tourism services, and community improvements to attract retail and commercial development.

A preliminary survey has identified approximately 30 to 50 potential Brownfields sites along the main commercial corridor of Route 85 through downtown Ajo, with an additional 20 sites interspersed throughout the rest of the town. There are another 10 to 20 potential Brownfields properties located in Why and Lukeville. These sites combined occupy up to 100 acres of valuable, yet idled, property. The Brownfields sites include former dry cleaners, automobile repair and body shops, small industrial and manufacturing facilities, commercial shops, restaurants, vacant lots, methamphetamine-impacted buildings, and other dilapidated structures with unknown former uses. The likely contaminants of concern originating from these properties include volatile organic compounds, polynuclear aromatic hydrocarbons, polychlorinated biphenyls, heavy metals, and asbestos.

Pima County CDNC has been awarded two fiscal year 2010 Brownfields Assessments grants under CERCLA 104(k)(2). The Federal funds available are \$200,000 to address Petroleum Products and \$200,000 to address Hazardous Substances. This Work Plan describes the proposed outputs/outcomes, task descriptions, schedule, budget, and proposed submittals.

**C. GOALS AND OBJECTIVES:**

**EPA Strategic Plan:** This project supports EPA's Strategic Plan and GPRA Goal 4: Healthy Communities and Ecosystems, Objective 4.2 Communities—Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them, Sub-objective 4.2.3 Assess, Clean Up and Redevelop Brownfields.

**Pima County CDNC anticipated outputs:**

- Conduct 28 Phase I Environmental Site Assessments (ESAs).
- Conduct 10 Phase II ESAs.
- Hold 12 quarterly community meetings in Ajo, Arizona.
- Meet or contact at least 30 perspective Brownfields property owners.

**Pima County CDNC anticipated outcomes:**

- Creation of at least 35 jobs and over \$850,000 in employee salaries.
- Increase property tax revenues by \$400,000 from former Brownfields properties.
- The redevelopment of 10 Brownfields properties encompassing 10 acres, including and at least three (3) acres to be potentially redeveloped for public uses such as parks or community services.
- Redevelopment of at least 5 Brownfields along Highway 85 corridor in Ajo, Arizona and at least two (2) in Why and/or Lukeville, Arizona.
- Redevelopment of one (1) former Brownfields property to serve community need and eliminate travel to Tucson or Phoenix, Arizona.
- Redevelopment of one (1) former Brownfields property to provide a public benefit such as a food bank, recreational facility, community garden, or other similar use.

- Develop marketing plan to attract renewable energy land uses and actively promote Brownfields redevelopment for this emerging industry.

**D. TASKS:**

EPA Community-Wide Brownfields Assessment Grant funds will be utilized by Pima County, in conjunction with its contractor(s), to perform the following tasks and associated activities as first detailed in the submitted application EPA assessment funding; and now, in this detailed work plan. A modified format of the EPA provided *Brownfield Assessment Grant Example Workplan Outline* has been utilized to consolidate necessary information into four (4) project tasks. The completion dates are designed to coincide with the federal fiscal year and quarterly reporting requirements for this project.

**Task 1: Project Management**

**a) Task Description:**

- Contract with environmental consultant(s) to perform tasks necessary to conduct an inventory of Brownfields sites, site assessments, end use planning, and community involvement activities
- Prepare Quarterly Progress Reports, MBE/WBE Reports, and Annual Financial Status Reports for submittal to EPA.
- Input project and Property Profile Forms (PPF) data into the USEPA Assessment, Cleanup & Redevelopment Exchange System (ACRES) database. Quarterly Reports will generally follow the format of the approved workplan and will include a list, by project task and budget category, of expenses that will be invoiced and/or have been invoiced during the reporting period. The Quarterly Report will also include a description of cumulative expenditures to date by project task and budget category. The quarterly budget summaries will include information on recipient's cost share.
- Submit PPF's with the relevant Quarterly Report and submit an updated PPF each quarter thereafter. Submission of quarterly reports and PPF will be done electronically.
- Prepare a Final Summary Report describing the initial goals and objectives of the Brownfields grant, accomplishment of the goals and objectives, and any changes implemented. The report will highlight lessons learned and clearly describe future tasks which will be necessary to complete the cleanup and development of the site(s). The report will describe resources leveraged during the project (other than the EPA grant), how they were used, and any resources leveraged to continue the project after the expiration of the Brownfields grant. The report will include any supporting assessment documents or summaries not previously provided. The Final Summary Report will also include a final PPF.
- Travel to EPA-sponsored and National Brownfields Association-sponsored national and regional conferences and workshops.

**b) Task Budget: 37,740.00**

c) **Schedule:**

<i><b>Task 1: Project Management</b></i>	
<b>Activities</b>	<b>To be Completed</b>
Draft Work Plan submitted to EPA	June 25, 2010
Pre-Award Notification	September 30, 2010
Contract Phase I/II ESA Environmental Consultant(s)	September 30, 2010
Property Profile Forms	Upon completion of Phase I/II ESA
Quarterly Progress Reports	Within 30 days following end of quarter
Annual Financial Status Reports (FSR) MBE/WBE Utilization Reports	Within 30 days following end of calendar year
Final Summary Report	Within 30 days following end of grant

d) **Deliverables:**

- Work Plan submitted by Pima County CDNC to EPA
- Meeting agenda and sign in sheets
- Pima County Board of Supervisor Resolution and Public Meeting Agenda
- RFP documents and/or contract documents for selected environmental contractor(s)
- Contract Amendments or Extensions (if necessary)
- Property Profile Forms
- Quarterly Reports
- Final Summary Report
- Annual Financial Status Reports (FSR)
- Final FSR
- MBE/WBE Utilization Reports

**Task 2: Public Involvement and Community Outreach**

a) **Task Description:** Actively seek and promote citizen input throughout the Community-Wide Assessment grant process. Prepare outreach/promotional materials to be distributed via mail, informational meetings, in addition to County and stakeholder websites. Update website monthly and conduct stakeholder meetings quarterly.

b) **Task Budget:** \$35,920.00



c) Schedule:

<b><i>Task 2: Public Involvement and Community Outreach</i></b>	
<b>Activities</b>	<b>To be Completed</b>
Update website link on CDNC departmental internet site. Link to also serve as Brownfields document depository	By August 1, 2010
Develop Community Involvement Plan	By October 1, 2010
Conduct 1 <sup>st</sup> Post-Award Informative Public Meeting: Detail site inventory and assessment processes and solicit membership to FW Brownfield Task Force	By October 1, 2010
Seek media coverage	By October 1, 2010
Establish Brownfields Task Force	By November 30, 2010
Produce informative marketing brochure	By November 30, 2010
Conduct 2 <sup>nd</sup> Informative Public Meeting and Presentation	By March 31, 2011
Establish Stakeholder ListServe	By March 31, 2009
Produce marketing mailer	By March 31, 2009
Integrate information in EPA quarterly reports into articles for both CDNC and Coalition periodic newsletters	By January 2011 and each subsequent three month period
Travel to National Conference and Associated Trainings	To be determined

d) Deliverables

- Community Involvement Plan
- Brownfields Task Force roster, recruitment criteria, and protocol/duties
- Meeting agenda, sign in sheets, and presentation copy
- Website
- Copies of marketing materials (fact sheets, postcard, brochure)
- Newsletter website links and PDF documentation
- Conference and Training Registration

**Task 3: Property Identification and Database Development**

a) Task Description:

- Obtain commercially-available database of standard historical environmental records (e.g., known leaking underground storage tanks, spills, federal or state Superfund sites).
- Supplement records search data with visual survey of all properties located in Ajo, Lukeville, and Why.
- Obtain GIS program license
- Develop GIS-based Brownfields Inventory database to store site-specific data for Brownfields properties.
- Develop property owner access agreement

b) Task Budget: \$30,600.00



c) Schedule:

<i><b>Task 3: Property Identification and Database Development</b></i>	
<b>Activities</b>	<b>To be Completed</b>
Procure standard historical environmental records	By October 1, 2010
Compile list of sites/planning areas to prioritize ESA efforts	By January 1, 2011 with subsequent quarterly updates
Produce Landowner Contact and Access Agreement processes and support documents	By November 1, 2010 with subsequent quarterly updates
Present initial list of selected sites and Landowner Contact and Access Agreement process to Brownfield Task Force	By October 31, 2010 with subsequent quarterly updates
Initiate Brownfields Redevelopment database	By November 1, 2010
Complete Brownfields Redevelopment database	By January 31, 2011 with subsequent updates

d) Deliverables

- Environmental records database
- Brownfields Redevelopment database
- Ranking criteria
- List of approved sites
- GIS produced Layouts and Maps

**Task 4: Environmental Assessments**

a) Task Description:

- Perform approximately 28 Phase I ESAs (14 petroleum product and 14 hazardous substance) using ASTM E1527-05 which in accordance with AAI requirements found in 40 CFR 312.
- Perform approximately 10 Phase II ESAs (5 petroleum product and 5 hazardous substance) meeting applicable ASTM standards. The sites for which the Phase I/II ESAs will be completed will be selected following the procedures of Task 3: Property Identification and Database Development.
- Prepare Eligibility Determinations for each site. To assure that Brownfields funding is used for eligible sites.
- Prepare project-wide QAPP and site-specific SAP and HASP for each Phase II project. The QAPP and site-specific SAPs will be submitted to EPA and approved by EPA prior to the start of field sampling.
- Prepare Cleanup Plans (with cost estimates and remedial alternatives) and End Use Plans.

b) Task Budget: \$296,040.00



c) Schedule:

<b>Activities</b>	<b>To be Completed</b>
Prepare Project-Wide Quality Assurance Project Plan	Draft QAPP submitted to EPA by October 1, 2010 Final QAPP to be completed by December 31, 2010
Begin Phase I Environmental Site Assessments (ESAs)	Complete 15 Phase I ESAs using approved pre-award funds beginning July 15, 2010  Begin non-pre-award Phase I ESAs on November 1, 2010 with progress updates for Phase I ESAs in subsequent quarterly reports
Coordination with consultant(s) to prepare applicable SAP and/or HAP for Phase II ESAs	For 1 <sup>st</sup> site: By December 31, 2010 with subsequent submittals for additional sites if necessary.
Begin Phase II ESAs	For 1 <sup>st</sup> site: By March 31, 2011 with progress updates and submittals for Phase II ESAs in quarterly reports.

d) Deliverables

- Quality Assurance Project Plan (QAPP)
- Sampling and Analysis Plans (SAPs)
- Health and Safety Plans (HASPs)
- Phase I ESA reports
- Phase II ESA reports
- Cleanup Cost and Planning Documents
- End Use Planning Documents
- Health Monitoring Reports
- Consultant proposals
- Meeting notes and telephone logs

**E. SCHEDULE OF MILESTONES AND DELIVERABLES**

<b>Fiscal Year</b>	<b>Quarter</b>	<b>Quarterly Report Due</b>	<b>Milestones and Deliverables Due with Quarterly Report</b>	<b>Status</b>
2010	2 <sup>ND</sup>	July 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Select Project Manager</li> <li>• Complete Work Plan</li> </ul>	
2010	3 <sup>rd</sup>	Oct. 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Complete 15 Phase I ESAs using approved pre-award funds</li> <li>• Select environmental contractor</li> <li>• Prepare QAPP</li> <li>• Update CDNC website</li> </ul>	
2010	4 <sup>th</sup>	Jan 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Prepare Community Outreach Plan</li> <li>• Conduct 1<sup>st</sup> Public Meeting</li> <li>• Establish Brownfields Task Force</li> <li>• Produce marketing brochure</li> <li>• Procure standard environmental records</li> <li>• Compile list of potential sites/planning area</li> <li>• Produce property owner access agreement</li> <li>• Initiate Brownfields Redevelopment database</li> <li>• Present selected sites to Brownfields Task Force</li> </ul>	



Fiscal Year	Quarter	Quarterly Report Due	Milestones and Deliverables Due with Quarterly Report	Status
			<ul style="list-style-type: none"> <li>• Complete 1 Phase I ESA (Petroleum Products)</li> <li>• Complete 1 Phase I ESA (Hazardous Substances)</li> </ul>	
2011	1 <sup>st</sup>	April 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Conduct 2<sup>nd</sup> Public Meeting</li> <li>• Establish stakeholder list serve</li> <li>• Produce marketing mailer</li> <li>• Complete Brownfields Redevelopment database</li> <li>• Complete 2 Phase I ESAs (Petroleum Products)</li> <li>• Complete 2 Phase I ESAs (Hazardous Substances)</li> <li>• Submit FSR to EPA for Year 1</li> <li>• Submit MBE/WBE Report to EPA for Year 1</li> </ul>	
2011	2 <sup>nd</sup>	July 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Conduct 2<sup>nd</sup> Public Meeting</li> <li>• Establish stakeholder list serve</li> <li>• Produce marketing mailer</li> <li>• Complete 2 Phase I ESAs (Petroleum Products)</li> <li>• Complete 2 Phase I ESAs (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Petroleum Products)</li> <li>• Complete 1 Phase II ESA (Hazardous Substances)</li> </ul>	
2011	3 <sup>rd</sup>	Oct. 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Complete 2 Phase I ESAs (Petroleum Products)</li> <li>• Complete 2 Phase I ESAs (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Hazardous Substances)</li> </ul>	
2011	4 <sup>th</sup>	Jan. 30	<ul style="list-style-type: none"> <li>• Complete 1 Phase I ESA (Petroleum Products)</li> <li>• Complete 1 Phase I ESA (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Petroleum Products)</li> </ul>	
2012	1 <sup>st</sup>	April 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Submit FSR to EPA for Year 1</li> <li>• Submit MBE/WBE Report to EPA for Year 1</li> <li>• Complete 2 Phase I ESAs (Petroleum Products)</li> <li>• Complete 2 Phase I ESAs (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Hazardous Substances)</li> </ul>	
2012	2 <sup>nd</sup>	July 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Complete 2 Phase I ESAs (Petroleum Products)</li> <li>• Complete 2 Phase I ESAs (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Petroleum Products)</li> <li>• Complete 1 Phase II ESA (Hazardous Substances)</li> </ul>	
2012	3 <sup>rd</sup>	Oct. 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Complete 1 Phase I ESA (Petroleum Products)</li> <li>• Complete 1 Phase I ESA (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Petroleum Products)</li> </ul>	
2012	4 <sup>th</sup>		<ul style="list-style-type: none"> <li>• Complete 1 Phase I ESA (Petroleum Products)</li> <li>• Complete 1 Phase I ESA (Hazardous Substances)</li> <li>• Complete 1 Phase II ESA (Hazardous Substances)</li> </ul>	
2013	1 <sup>st</sup>	April 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Submit FSR to EPA for Year 1</li> <li>• Submit MBE/WBE Report to EPA for Year 1</li> <li>• Complete 1 Phase II ESA (Petroleum Products)</li> </ul>	
2013	2 <sup>nd</sup>	July 30 <sup>th</sup>		



Fiscal Year	Quarter	Quarterly Report Due	Milestones and Deliverables Due with Quarterly Report	Status
2013	3 <sup>rd</sup>		<ul style="list-style-type: none"> <li>Submit Final Summary Report</li> </ul>	

**F. BUDGET SUMMARY**

This EPA Brownfields Community-Wide Assessment Grant for Hazardous Substances award is for \$200,000.00 and for Petroleum Products is \$200,000.00. No grant funds will be used for administrative costs. The budget for the grant components is provided in detail below:

HAZARDOUS SUBSTANCES BUDGET					
Budget Categories	Task 1: Program Management	Task 2: Public Involvement	Task 3: Property Identification/ Database Development	Task 4: Environmental Assessments	TOTAL
Personnel	\$9,720				\$9,720
Fringe Benefits					
Travel <sup>1</sup>	\$9,000				\$9,000
Equipment <sup>2</sup>					
Supplies		\$2,420	\$600		\$3,020
Contractual <sup>3</sup>		\$15,540	\$14,700	\$148,020	\$178,260
Other					
<b>Total</b>	<b>\$18,720</b>	<b>\$17,960</b>	<b>\$15,300</b>	<b>\$148,020</b>	<b>\$200,000</b>

PETROLEUM PRODUCTS BUDGET					
Budget Categories	Task 1: Program Management	Task 2: Public Involvement	Task 3: Property Identification/ Database Development	Task 4: Environmental Assessments	TOTAL
Personnel	\$9,720				\$9,720
Fringe Benefits					
Travel <sup>1</sup>	\$9,000				\$9,000
Equipment <sup>2</sup>					
Supplies		\$2,420	\$600		\$3,020
Contractual <sup>3</sup>		\$15,540	\$14,700	\$148,020	\$178,260
Other					
<b>Total</b>	<b>\$18,720</b>	<b>\$17,960</b>	<b>\$15,300</b>	<b>\$148,020</b>	<b>\$200,000</b>

