

**Village of Mount Gilead, Ohio – Brownfields Assessment Cooperative Agreement  
[Hazardous Substances]**

**Work plan for the CERCLA Authority; 104(k)(2)  
Project/Budget Period: 10/01/14 – 09/30/17**

This project supports:

**Environmental Results Goal 3:** Cleaning up Communities, advance sustainable development, and protect disproportionately impacted low-income, minority communities.

**Objective 3.1:** Promote Sustainable and Livable Communities.

**Strategic Measures:** Assess and Clean up Brownfields

Specifically, the Cooperative Agreement (CA) recipient will inventory, prioritize, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites.

**The Village of Mount Gilead will have the following outputs:**

- inventory brownfield properties/sites
- conduct up to 10 Environmental Site Assessments (ESAs)
- prepare Ohio Voluntary Action Program (VAP) Documents and/or Cleanup and Redevelopment Plans for up to four projects
- Community Participation

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Project Period: Three years.

CFDA: 66.818

CERCLA Authority: 104(k)(2)

DCN: STX

Budget: FY2014

Appropriation: E4

Budget Org: 05000AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Substances – 301D79 (Action Code: NY)

## **I. Introduction and Environmental Outcomes:**

The United States Environmental Protection Agency (USEPA) has awarded the Village of Mount Gilead, Brownfields Assessment CA funds for the assessment of properties community-wide in Mount Gilead, Ohio (the Village). The CA includes \$200,000 for the assessment of sites contaminated by hazardous substances. The Village will use these funds to expand an inventory and investigate the historic uses of the properties; determine the type, severity, and extent of contaminants; and develop remedial alternatives that will allow for safe and viable reuse of the properties. The tasks and budget for the CA are described in the following sections.

The Brownfield Assessment CA will provide for:

- Community Involvement –meetings and interaction with Village-based organizations and stakeholders to solicit nominations for site assessment activities;
- Prioritization of sites identified for assessment activities;
- Development of a village-wide brownfields inventory;
- Phase I and Phase II Environmental Site Assessments (ESAs) and hazardous materials assessments at prioritized brownfield sites;
- Ohio VAP Program documents at selected sites as appropriate and in accordance with Ohio law; and
- Cleanup and Redevelopment Plans as needed for priority sites having high redevelopment potential.

## **II. Project Overview**

Once the USEPA Assessment CA is executed by both parties, the Village will identify, evaluate, and select specific properties where it will utilize the CA funds. Site selection criteria will be comprised of several factors, including: results of an inventory of brownfield sites within the Village; property location within target redevelopment areas; known or suspected past site operations; community input; property-owner input; known or suspected environmental issues; and visual indication of potential contamination.

The Village will follow Federal procurement rules and retain a qualified environmental consulting firm to assist in developing an inventory of brownfield sites within the community and perform subsequent property information collection, environmental assessment, cleanup and redevelopment planning activities, and other CA support services as requested by the Village.

The Assessment Grant provides the Village with the funds it desperately needs to continue assessing the numerous brownfields in the Village that are limiting redevelopment and contributing to the ongoing deterioration of neighborhoods and commercial and industrial districts. Specifically, the \$200,000 budget for this USEPA Community Wide Assessment Grant will be used to assess commercial and industrial brownfields, that are impacting neighborhoods in the northwestern portion of this “micro community”; brownfields that the Village has expressed interest in redeveloping for community use; and various smaller industrial/commercial sites throughout the Village for which there are proposed or imminent plans for redevelopment. Currently, a significant number of the large brownfields in the Village are disproportionately located within low-income residential neighborhoods. Consequently, the threat of human

exposure to potential contaminants is intensified. The Assessment CA monies will allow the Village to take the first step in addressing the many brownfields that have severely limited redevelopment options. By completing this project, the Village will further develop its brownfield program to effectively address the brownfields that have become an undesirable feature in its landscape. The Village anticipates that the Assessment CA will help spur interest and investment, ideally allowing the Village of Mount Gilead to establish itself as an attractive and healthy place to live, with excellent recreational options, revitalized neighborhoods, and a solid, diversified economic base.

### **III. Management and Coordination**

The Village of Mount Gilead will manage and administer the CA. Dan Rogers, the Village Administrator, will serve as Project Director and will be responsible for all requirements for reporting to the USEPA. Quarterly reports, financial reports, progress of the work plan, and the final summary report will be forwarded to the USEPA Region 5. Due to limited availability of personnel, the Village will require assistance with CA programmatic requirements and assessment activities. The Village will work closely with a qualified environmental consulting firm and legal counsel as needed to achieve project objectives, maintain budgets and schedules, and prepare plans and reports. The Project Director will coordinate the CA activities with the selected consultant and will serve as a liaison with the USEPA and the public at large through community outreach activities.

### **IV. Work to be Performed**

The schedule presented in the task tables below presumes that the CA with the USEPA will be completed and approved by October 1, 2014.

#### **TASK 1: Programmatic Activities**

The CA's administration will be the responsibility of the Village Administrator as Project Director and may include support from the various members of the project team. Progress reports will be prepared and submitted to the USEPA Project Officer on a quarterly basis. These reports will describe the progress on each defined task in this Work Plan and additional information as required in the Terms and Conditions of the CA. The reports will be submitted electronically unless another arrangement is discussed and approved by the USEPA. Property profiles will be completed and updated quarterly in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) for each property where CA funds are expended. The Village also will prepare annual financial status reports on the program progress for the USEPA. In addition, the Village will submit semi-annual DBE reports as required by the CA. This task includes general communications about the CA with the USEPA.

The Village will create and maintain records for each site/property that has received CA funds, i.e. where CA funds have been used. Travel fees will include costs associated with Village project staff attending the annual USEPA National Brownfield Conference and participating in other approved brownfields educational opportunities.

**TASK 1: Schedule of Planned Activities - Programmatic Expenses & Travel**

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By:</b>
Prepare Reports; submit property profile forms	Quarterly Reports, Annual Audit Reports, Final Reports, Property Profile forms.	First Quarterly report due by January 30, 2015 and ongoing thereafter (within 30 days of the end of each quarter)
Prepare and issue Request for Qualifications, review consultant submittals and select environmental consultant	Request for Qualifications document; signed contracts with selected environmental consultant	November 2014.
Travel		Community meetings, Annual National Brownfield Conferences and other workshops/training as warranted

**TASK 2: Community and Stakeholder Outreach**

The Village will continue to encourage community participation and provide opportunities for public interaction in the brownfields program. Upon acceptance of the USEPA CA, the Village will continually involve community residents and keep citizens informed and involved in this Assessment CA. The Village has existing partnerships with the Ohio Environmental Protection Agency (Ohio EPA), the Ohio Department of Transportation (ODOT), the Ohio Water Development Authority (OWDA), the Morrow County Health Department (MCHD), the Morrow County Soil and Water Conservation District (MCSWD), the Morrow County Development Office (MCDO), and the United Way of Morrow County. During various phases of the program, the types of community involvement will differ; although the same methods and groups discussed above (plus other groups representing the affected communities geographically proximate to targeted sites) will be involved.

Sites will be identified by the Village through community nominations and ground surveys. The Village will prioritize sites for assessment activities, and determine the eligibility of prospective sites which will include meetings with potential brownfield redevelopment site contacts to evaluate eligibility. Prioritization criteria will be based on site characteristics and history, available environmental information, potential threats to public health and the environment, known or potential developer interest, and developer demand for specific property types and locations.

When sites/properties are identified for assessment, the primary information flow will be outward to the community, notifying local stakeholders about assessment activities that will occur, providing results of the assessments, and explaining health and environmental impacts of findings. If potential health threats to the community are identified, the county health department will become a partner in community involvement and education. When cleanup and/or redevelopment planning is initiated for a site/property, the Village will implement more

intensive involvement activities, including explanations of plans and solicitation of feedback on those plans. The intensive “information out, feedback in” process will continue throughout the cleanup and redevelopment decision-making process.

## **TASK 2: Schedule of Planned Activities - Community and Stakeholder Outreach**

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By</b>
Conduct community informational meeting to introduce/re-familiarize the community with the CA program and goals.	Introductory presentation Attendee list, meeting minutes	December 31, 2014
Solicit Site Nominations	Create list of sites for consideration	First site nomination by January 2015. Additional site nominations will be ongoing.
Prioritization of sites	Database & GIS Overlay	Ongoing
Reprioritize sites based on USEPA eligibility, if necessary	List of Prioritized Sites for Assessments	Ongoing
Hold/attend meetings, post notices, develop and distribute informational pieces, notices and advertisements.	Fact sheets and other informational pieces on the assessment program; attendee list, meeting minutes	Will continue throughout CA cycle.
Conduct informational meetings on projects.	Attendee list, meeting minutes; will be summarized in quarterly reports.	Will continue throughout CA cycle.
Update local economic development agencies on progress of USEPA CA.	None. Will be summarized in quarterly reports.	Will continue throughout CA cycle.

## **TASK 3: Assessments**

Funds allocated to this task will be used to complete Site Eligibility Determination Requests, perform Phase I and Phase II Environmental Site Assessments (ESAs), and conduct hazardous materials assessments at specific prioritized brownfield properties by a qualified environmental consultant. Phase I ESAs will be conducted in accordance with All Appropriate Inquiry and ASTM Practice E1527 05 “Standard Practice for Environmental Site Assessments”. In addition, for select sites, the Phase I ESAs will include additional components to comply with the Ohio VAP Phase I Property Assessment standards, which will prepare a the site for participation in the VAP. The Village will complete property profiles in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) database for each property where CA funds are expended and update the profiles quarterly.

The Village will conduct Phase II ESAs and hazardous materials assessments where the Phase I ESAs or other available information suggests that additional investigation is warranted. Prior to commencement of the Phase II ESA or hazardous materials assessment work, the Village and the selected environmental consultant will participate in a pre-Quality Assurance Project Plan (QAPP) conference call with USEPA. A QAPP will be prepared and submitted to USEPA for approval.

A Sampling and Analysis Plan (SAP) will be prepared and submitted to USEPA for approval prior to conducting Phase II ESA or hazardous materials assessment field work at each site. The purpose of the SAP will be document the purpose of the assessment and the project specific data quality objectives (DQOs). Some Phase II ESAs will be performed for property transaction related due diligence, but others may be more intensive to support determining cleanup objectives under the Ohio VAP. In addition, a Health and Safety Plan (HSP), which addresses each property where Phase II ESA or hazardous materials assessment work is anticipated, as a whole or individually, will be submitted to USEPA for review. Individual Phase II ESA and/or hazardous materials assessment reports will be prepared for each site upon completion of field activities and receipt of analytical data.

Soil and groundwater data developed from the Phase II ESAs will be used to determine whether the site is contaminated pursuant to Ohio EPA's VAP cleanup levels.

### **TASK 3:      Schedule of Planned Activities - Assessments**

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By:</b>
Prepare Site Eligibility Determinations	Individual Property Eligibility Determinations	First site eligibility determination by January 30, 2015, and ongoing
Conduct Phase I Environmental Site Assessment Activities (ESAs)	Completed Phase I ESAs	Estimated date for completion of first Phase I ESA is by the end of February 2015 with additional Phase I ESAs completed as needed
Complete Property Profiles In ACRES for Assessed Sites	Property Profile Form (PPF) in ACRES	Entered into ACRES within the quarter they are completed in
QAPP preparation, pre-QAPP conference call w/EPA and consultant	<ul style="list-style-type: none"> <li>QAPP, as completed</li> </ul>	A Draft QAPP will be sent to the USEPA within two months following agency approval of the CA.

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By:</b>
Prepare Sampling and Analysis Plans (SAPs) <ul style="list-style-type: none"> <li>• Draft</li> <li>• Final, as needed to incorporate USEPA comments</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Site-specific plan(s) to USEPA</li> <li>• Final Site-specific plan(s) to USEPA</li> </ul>	Provide to EPA for approval at least 10 working days before planned field work starts
Prepare Health and Safety Plans	<ul style="list-style-type: none"> <li>• Site specific Health &amp; Safety Plan(s)</li> </ul>	On as needed basis throughout CA cycle.
Conduct Phase II ESAs and/or hazardous materials assessments at priority sites where the Phase I has indicated further investigation is warranted	<ul style="list-style-type: none"> <li>• Completed Phase II ESAs and/or hazardous materials assessment report(s)</li> <li>• Update profiles in ACRES for Phase II ESAs and/or hazardous materials assessments start and completion dates, etc.</li> </ul>	Ongoing/as needed <ul style="list-style-type: none"> <li>• Estimated date for completion of first Phase II ESA or hazardous materials assessment is April 2015.</li> <li>• Enter Phase II start and completion into ACRES within the Quarter that the Phase II was started and completed</li> </ul>

#### **TASK 4: Cleanup and Reuse Planning**

Cleanup and redevelopment planning will be conducted for sites where redevelopment is imminent and such activities will assist the developer. Planning may take the form of identifying remedial alternatives; conducting Analysis of Brownfields Cleanup Alternatives (ABCA), developing Interim Response, Remedial Action, and/or Ohio VAP program documents; and/or meeting with local, county, and/or state local units of government officials to discuss the proposed cleanup and to assist with planning for the successful redevelopment of brownfield sites. The Village will hold meetings with stakeholders to develop and review the most appropriate and effective remedial options for each selected brownfield site and redevelopment. The Village and the environmental consultant will work closely with the OEPA and USEPA in considering options for planning.

#### **TASK 4: Schedule of Planned Activities - Cleanup and Reuse Planning**

<b>Activities</b>	<b>Deliverables</b>	<b>To Be Completed By:</b>
Meeting to discuss possible redevelopment strategies.	None	On as needed basis throughout CA cycle.
Develop Cleanup and Redevelopment Plans.	Draft and Final Plans (to include but not limited to ABCAs, Ohio VAP program documents for submittal to OEPA and/or USEPA.	On as needed basis throughout CA cycle.

## V. Budget Summary

The Hazardous Substance Assessment CA award is for \$200,000. The budget for the CA components is provided in detail in Table 1. The following is a brief description of the budget categories. Please note that the Work Plan budget has been modified from the application as described below.

**Personnel:** No EPA funds will be used for fringe benefits of the staff people involved with the administration of the EPA grant; fringe benefits are treated as in-kind contributions by the Village. Personnel expenses will total \$5,000. This figure accounts for the costs associated with staff time associated with quarterly reporting, budgeting and submitting property profile forms, planning and conducting community involvement events, site prioritization meetings, identifying sites, and showing sites to interested parties.

**Travel:** The anticipated travel expenditures will total \$3,000. This figure accounts for the costs associated with attendance at local community outreach meetings, and with attendance at regional and national brownfields conferences and other brownfields educational opportunities by at least one representative of the project staff during the three years of the CA funding cycle. The locations for travel have not been determined at this time. A federal government approved rate will be used to calculate miles driven.

**Contractual:** The total anticipated cost for contractual services is \$193,000. This figure includes \$4,000 for support of community and stakeholder outreach efforts. This figure also includes a budget of \$165,000 for assessment activities, which is based on conducting three Phase I ESAs at an average cost of \$5,000 each, three Ohio VAP Phase I Property Assessments costing an average of \$9,000 each, three Phase II ESAs at an average cost of \$20,000 each, and one Ohio VAP Phase II Property Assessment at an estimated cost of \$63,000. The contractual budget also includes \$23,000 for cleanup planning tasks for sites/properties with good potential for redevelopment or to facilitate proposed projects.

No additional budget categories for the CA have been identified at this time.

**TABLE 1 – ASSESSMENT CA BUDGET ESTIMATES**

<b>Hazardous Substances Assessment Grant</b>					
<b>Budget Categories</b>	<b>Task 1: Programmatic Costs</b>	<b>Task 2: Community &amp; Stakeholder Outreach</b>	<b>Task 3: Assessments</b>	<b>Task 4: Cleanup and Reuse Planning</b>	<b>Total</b>
Personnel	\$3,000	\$2,000			\$5,000
Travel	\$2,000	\$1,000			\$3,000
Contractual		\$4,000	\$165,000	\$23,000	\$192,000
<b>Sub-Total</b>	<b>\$5,000</b>	<b>\$7,000</b>	<b>\$165,000</b>	<b>\$23,000</b>	<b>\$200,000</b>

**PROJECT DIRECTOR PROFILE**

Mr. Dan Rogers will serve as Project Director. Mr. Rogers is Mount Gilead's Village Administrator and has over 15 years' experience in grant management, economic development and brownfields redevelopment in the Village. He managed the Village's 2010 Clean Ohio Assessment Grant for assessment of the HPM Plant 1 site, as well as all of Mount Gilead's State Capital Improvement Fund projects, and a \$7 million loan from the Ohio Water Development Authority (OWDA) for the water treatment plant upgrade. Mr. Rogers will be responsible for all grant operations and management of the environmental consultant.