

## **BROWNFIELD ASSESSMENT WORKPLAN**

**City of Sioux Falls  
224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117**

### **Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement**

**October 1, 2015 – October 31, 2018**

#### **1. GOAL 3: Healthy Communities and Ecosystems**

##### **Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them**

##### **Subobjective 3.2.3 - Assess, Clean Up and Redevelop Brownfields**

##### **CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants**

**OBJECTIVE:** The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct 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 “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of Sioux Falls, South Dakota (City), as a general purpose unit of local government, was selected for Assessment funding in the FY 2015 competition.

The City has worked hard despite considerable economic challenges over the past decade to maintain its infrastructure, identify business growth and expansion opportunities, as well as to improve the appearance of the downtown area to make the City a more attractive destination for visitors and to capitalize on the City’s location adjacent to the Big Sioux River. These earlier investments made by the City provide a foundation for continuing efforts to support revitalization, attract investment and to make the downtown a regional retail, government, cultural, service center and regional tourist destination.

The grants will support a wide range of goals that are identified in the City’s *Plan*, in particular:

- Integrate the Big Sioux River and “Falls Park” into downtown to allow for public green space, recreational opportunities and river access.
- Encourage private sector investment in the downtown locations designed as “high priority” redevelopment areas.
- Invest the public resources necessary to stimulate new economic growth downtown and give strong support to the economic development programs and activities that help maintain a healthy downtown economy.

The City will focus this Assessment Grant on the area referred to in the City's *Plan* as the Downtown Redevelopment Area. During the *Plan* development, the City held six community outreach sessions to gather community input. The Downtown Redevelopment Area is comprised of four specific areas for redevelopment: Phillips to the Falls, East Bank, Central and Beadle Greenway. These areas were considered locations that were underutilized and at less than their full economic potential, and where strategic new redevelopment could help spur an increase in private development. There are a number of small sites and individual parcels in this central core area of downtown that are vacant or underutilized. These underutilized properties will require proactive strategies and possibly direct intervention to aid in redevelopment.

Funding will be focused to further efforts in areas which also contain the highest concentrations of contaminated sites as well as some of the highest percentages of residents in sensitive population categories and highest economic distress levels. Phase I and II ESAs will then be completed on high priority sites that meet the EPA site specific eligibility requirements. A significant portion of the grant funding will be reserved for performance of supplemental Phase II ESAs, site investigations and remedial planning activities on sites where there is the highest priority due to threats to human health and the environment, or where there is an opportunity to expedite cleanup and reuse or redevelopment of the sites.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the City Project Manager (Joshua Peterson, assisted by the Finance Department Manager (Tracy Turbak) and the City Attorney (David Pfeifle), with technical assistance and oversight to be performed by an environmental consultant, the City's Environmental Division Representative (Doug Johnson), and the South Dakota Department of Environment and Natural Resources.

**2. FUNDING: \$200,000 Hazardous Substances; \$ 200,000 Petroleum**

**3. BUDGET:**

<b>HAZARDOUS</b>	<b>Task 1 Brownfields Inventory</b>	<b>Task 2 Phase I ESAs</b>	<b>Task 3 Phase II ESAs and RAPs</b>	<b>Task 4 Community Outreach</b>	<b>Total</b>
Personnel					
Fringe Benefits					
Travel				\$2,050	\$2,050
Equipment*					
Supplies	\$1,000			\$1,450	\$2,450
Contractual	\$7,500	\$32,000	\$147,000	\$9,000	\$195,500
Other: Specify					
<b>Total</b>	<b>\$8,500</b>	<b>\$32,000</b>	<b>\$147,000</b>	<b>\$12,500</b>	<b>\$200,000</b>

\* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

<b>PETROLEUM</b>	Task 1 Brownfields Inventory	Task 2 Phase I ESAs	Task 3 Phase II ESAs and RAPs	Task 4 Community Outreach	Total
Personnel					
Fringe Benefits					
Travel				\$2,050	\$2,050
Equipment*					
Supplies	\$1,000			\$1,450	\$2,450
Contractual	\$7,500	\$32,000	\$147,000	\$9,000	\$195,500
Other: Specify					
Total	\$8,500	\$32,000	\$147,000	\$12,500	\$200,000

#### **4. WORKPLAN TASKS**

##### **Task 1: Brownfields Inventory**

Task 1 – Brownfields Inventory	Anticipated Outputs and Anticipated Outcomes	Anticipated Accomplishment Date(s)	Actual Accomplishment Date(s)
<p><b>Obtain QEP and legal services (if necessary):</b></p> <ul style="list-style-type: none"> <li>• Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental consultant</li> <li>• Conduct annual performance evaluations on consultant</li> <li>• Obtain legal services for title searches, regulation interpretations, etc.</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• RFP/RFQ; documentation of meeting of open competition; contract for scope of services</li> <li>• Performance evaluation reports, and applicable corrective actions</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• High quality products and services to meet project needs</li> <li>• Maintain a high level of work effort</li> </ul>	<p>12/31/15</p> <p>Ongoing</p>	
<p><b>Conduct Inventory:</b></p> <ul style="list-style-type: none"> <li>• Conduct tours/inspections to identify blighted or vacant industrial/commercial properties not recorded in existing environmental databases.</li> <li>• Review select City records.</li> <li>• Survey commercial real estate industry for information on sites that have either known or perceived environmental liabilities.</li> <li>• Review tax delinquent properties to determine which sites may be brownfields.</li> <li>• Review City/SDDENR records to verify sites with known impacts to public health are being included in the evaluation process.</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• List of potential sites for screening</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Identify a comprehensive list of potential brownfields sites for screening.</li> </ul>	<p>3/31/16</p>	
<p><b>Screen Sites:</b></p> <ul style="list-style-type: none"> <li>• Economic development potential</li> <li>• Known/suspected threats to public health</li> <li>• Known/suspected environmental impacts</li> <li>• Degree of blight or underutilization</li> <li>• Tax delinquent status</li> <li>• Community concerns</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• 16 eligible sites identified in search</li> <li>• Additional eligible sites identified during remainder of grant</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• 16 brownfields sites identified with the highest redevelopment and community benefit potential in target areas</li> </ul>	<p>4/30/16</p> <p>Ongoing</p>	
<p><b>Prioritize Sites and Determine Site Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Convene Brownfields Advisory Committee meeting to rank and prioritize sites</li> <li>• Choose initial sites for Phase I investigation</li> <li>• Evaluate site access issues</li> <li>• For each selected site, provide site eligibility information to EPA/SDDENR for review</li> <li>• Obtain EPA/SDDENR approval for Phase Is.</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Prioritized brownfields site rankings</li> <li>• EPA/SDDENR eligibility letters determinations</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Properties ready to be evaluated for Phase Is.</li> </ul>	<p>4/30/16</p>	
<p><b>Site inventory:</b></p> <ul style="list-style-type: none"> <li>• Gather recognized and potential brownfields sites in target areas</li> <li>• Enter sites on GIS mapping tool</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• GIS map of potential BF sites</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Graphical capturing of BF sites for planning and marketing work</li> </ul>	<p>6/31/16</p>	

## Task 2: Phase I ESAs

Task 2 – Phase I ESAs	Anticipated Outputs and Anticipated Outcomes	Anticipated Accomplishment Date(s)	Actual Accomplishment Date(s)
<b>Property access agreements:</b> <ul style="list-style-type: none"> <li>Execute a formal access agreement with current property owners.</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>Property access agreements</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>Properties ready for Phase I ESAs</li> </ul>	First by 12/31/16	
<b>Phase I investigations:</b> <ul style="list-style-type: none"> <li>Conduct planning meeting with consultant to discuss approved sites</li> <li>Consultant performs Phase I ESAs</li> <li>Consultant submits draft Phase I ESA report to project team members</li> <li>Team reviews/comments on draft Phase I ESA</li> <li>Consultant submits final Phase I ESA report to project team members</li> <li>Complete All Appropriate Inquiry (AAI) checklists.</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>Planning meetings</li> <li>16 Phase I ESA Reports</li> <li>16 AAI checklists</li> <li>Updated ACRES database</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>16 high potential brownfields sites assessed through Phase I ESAs</li> <li>Total acres assessed through Phase I ESAs</li> </ul>	Ongoing First by 12/31/16	

## Task 3: Phase II ESAs

Task 3 – Phase II ESAs	Anticipated Outputs and Anticipated Outcomes	Anticipated Accomplishment Date(s)	Actual Accomplishment Date(s)
<b>Phase II preparation:</b> <ul style="list-style-type: none"> <li>Meet with Brownfields Advisory Committee to review Phase I ESA results and project direction</li> <li>Obtain EPA approval for Phase II ESAs</li> <li>Meet with consultant to plan Phase II ESAs</li> <li>Encourage consultant to incorporate green and sustainable remediation (GSR) techniques that are applicable to Phase II ESA activities</li> <li>Consultant submits Quality Assurance Project Plan (QAPP)</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>Project planning meetings</li> <li>1 approved QAPP</li> <li>10 sites approved for Phase II ESAs</li> <li>6 sites approved for asbestos/hazardous building material surveys</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>10 high priority sites identified for further ESAs and/or potential redevelopment</li> <li>6 high priority sites identified for asbestos/hazardous building material surveys and/or potential redevelopment</li> </ul>	Ongoing 3/31/16 First by 9/30/17 First by 9/30/17	

Task 3 – Phase II ESAs	Anticipated Outputs and Anticipated Outcomes	Anticipated Accomplishment Date(s)	Actual Accomplishment Date(s)
<p><b>Phase II investigation:</b></p> <ul style="list-style-type: none"> <li>• Consultant develops site Health and Safety Plans (HASP)</li> <li>• Consultant develops and submits SAP to EPA for review and approval.</li> <li>• Consultant performs Phase II ESA field work according to plan</li> <li>• City monitors Phase II ESA and discusses any concerns with EPA/SDDENR</li> <li>• City tracks green and sustainable site assessment efforts used during Phase II ESA</li> <li>• Consultant submits draft Phase II ESA to project team for review and comments</li> <li>• Consultant submits final Phase II ESA to project team</li> <li>• Project team &amp; Brownfields Advisory Committee evaluate Phase II ESA findings, and implement additional Phase II ESAs as appropriate to delineate contamination</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• 16 approved site-specific HASPs and SAPs</li> <li>• 10 Phase II ESAs documenting the results</li> <li>• 6 asbestos/hazardous building material surveys documenting the results</li> <li>• Updated ACRES database</li> <li>• GSR efforts reported in quarterly reporting</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• 10 high priority sites with complete Phase II ESAs that are ready for cleanup and reuse planning</li> <li>• 6 high priority sites with complete asbestos/hazardous building material surveys that are ready for cleanup and reuse planning</li> <li>• Greener and more sustainable ESA techniques utilized</li> </ul>	<p>First by 9/30/17</p> <p>First by 9/30/17</p> <p>First by 9/30/17</p>	
<p><b>Cleanup &amp; reuse planning:</b></p> <ul style="list-style-type: none"> <li>• Strategize with Brownfields Advisory Committee on reuse plans for the site</li> <li>• Conduct marketing to leverage developer/lender interest in the property</li> <li>• Meet with consultant to develop draft cleanup alternatives and remediation plans for the site</li> <li>• Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• 4 or more internal cleanup and reuse planning meeting(s)</li> <li>• 4 draft cleanup alternatives plans</li> <li>• 4 draft remedial action plans</li> <li>• GSR language in ABCAs</li> <li>• Updated ACRES database</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• 4 sites ready for remediation and redevelopment</li> </ul>	<p>Ongoing</p>	

#### Task 4: Community Outreach

Task 4 – Community Outreach	Anticipated Outputs and Anticipated Outcomes	Anticipated Accomplishment Date(s)	Actual Accomplishment Date(s)
<b>Establish Brownfields Advisory Committee</b> <ul style="list-style-type: none"> <li>• Ensure that commitments made by CBOs in proposal are implemented.</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Meetings held every 2 to 3 months, agendas, attendance lists and notes</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• An active and motivated workgroup driving brownfields initiatives</li> </ul>	First meeting by 3/31/16	
<b>Develop Marketing Materials:</b> <ul style="list-style-type: none"> <li>• Create brochure targeting private &amp; public property owners, lenders and developers</li> <li>• Create FAQ fact sheet</li> <li>• Update City website</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• 1 color brochure</li> <li>• Easy to navigate and attractive website on the City website</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Marketing tools to promote project work and disseminate information</li> </ul>	3/31/16	
<b>Public outreach strategy:</b> <ul style="list-style-type: none"> <li>• Meet w/local community organizations</li> <li>• Publish program info in local papers and post notices in town halls &amp; community centers</li> <li>• Present general information on assessment grants and solicit input from the community</li> <li>• Solicit public input on sites selected for initial assessment</li> <li>• Address concerns prior to conducting Phase II ESA activities</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Give BF presentations to at least 3 community organizations</li> <li>• Minimum 3 local public meetings, presentation materials, attendance list</li> <li>• At least 3 articles/notices in the Sioux Falls Argus Leader</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Improve community knowledge on BF issues and identify potential BF sites</li> <li>• Encourage public participation and support of BF projects going forward</li> </ul>	First meeting by 3/31/16	
<b>Training:</b> <ul style="list-style-type: none"> <li>• Attend EPA Brownfields Conferences and other related workshops</li> </ul>	Outputs: <ul style="list-style-type: none"> <li>• Attend brownfields conference</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Improve brownfields knowledge and expand networking opportunities</li> </ul>	September 2015	

#### 5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the City of Sioux Falls will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

#### 6. PRE-AWARD COSTS

City of Sioux Falls requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$4,100 to do the following activities: two City of Sioux Falls employees attend the 2015 National Brownfields Training Conference in Chicago in September.

## **7. Attachment 1**

Task 1: Brownfields Inventory - The budget for this task includes \$2,000 budget for supplies includes photocopies and other costs associated with obtaining records from various sources relevant to the inventory.

Task 4: Community Outreach - The budget for this task includes \$4,100 for attendance by the project manager Joshua Peterson and one staff at two 3-day EPA-sponsored National Brownfield conferences. Travel costs are estimated based on airfare costs of \$500 per person per conference ( $\$500 \times 2 \times 2 = \$2,000$  for 4 tickets), hotel and meal costs of \$150 per person per day per conference ( $\$150 \times 2 \times 2 \times 3 = \$1,800$  for 12 days), and costs for incidentals (taxi rides, parking, seminar fees, etc.) of \$25 per person per day ( $\$25 \times 2 \times 2 \times 3 = \$300$  for 12 days). Budgeted supply costs for Task 4 of \$2,900 include \$800 for printing costs, \$600 for mailing expenses associated with public notices, \$1,200 for display boards and similar graphic displays for use at public meetings and \$300 for costs to publish articles/notices in the Argus Leader.