

**BROWNFIELDS ASSESSMENT COALITION COOPERATIVE
AGREEMENT WORKPLAN**

JUNE 15, 2023
[Revision # 1]

Submitted by:
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Cooperative Agreement Number:
FAIN # 02D64223

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1.0 PROJECT OVERVIEW

This assistance agreement supports the following EPA strategic goals and objectives: Goal 6: Safeguard and Revitalize Communities and 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities.

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 planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfield sites. Pursuant to these provisions, EPA conducts annual Brownfields Grant competitions. Recipients are selected from applications prepared in accordance with the FY 2023 Application Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants, and submitted in a national competition. The City of Memphis and Shelby County Community Redevelopment Agency (hereinafter the “Cooperative Agreement Recipient” or the “CAR”) was selected for Assessment Coalition Grant funding in the FY 2023 competition. The EPA anticipates the project and budget period to be from July 1, 2023, through September 30, 2027.

1.1 Project Description

Serving as the local governmental redevelopment entity responsible for addressing blight, the City of Memphis and Shelby County Community Redevelopment Agency (CRA) will procure qualified environmental consultants to perform Environmental Site Assessments in the urban core of Memphis, TN. Over the four-year agreement period, the grant will allow the CRA to fund a collection of Phase 1 Assessments, Phase 2 Assessments, Remediation Plans, QAPPs, ABCAs, and conceptual site designs in the target areas of Uptown, Klondike, Binghampton, and Soulsville.

Additionally, through non-lead coalition members and community partners, the CRA will grant subawards to these entities for a variety of community engagement, education, and brownfield inventory initiatives. The Works Inc. will facilitate both the Brownfield Coalition Steering Committee meetings and the Brownfield Advisory Council meetings. CRA, in conjunction with procured environmental consultants, will host community engagement meetings with neighborhoods in the immediate areas surrounding a site selected for Phase 2 Assessment or Remediation plan. Soulsville Foundation will develop a curriculum for middle and high school students based on the Groundworks curriculum and pilot the program through its subsidiary school and educational institute, Soulsville Charter School and Stax Academy. The University of Memphis’s Center for Applied Earth Science and Engineering Research (CAESER) will provide GIS mapping capabilities to create a web-based app hosted on the CRA website.

The geographic focus area for assessments and remediation plans will be the City of Memphis’ urban core, with an emphasis on sites in and around the four TIF districts administered by the CRA. The targeted areas for the grant correspond to the lead and non-lead coalition members. They do not overlap and they provide coverage of the entirety of the city’s urban core, the distressed census tracts

encompassed by the I-40/240 loop. The target areas are as follows:

- **Uptown Redevelopment Area:** Approximately 17.25 acres and is comprised of three clusters: Jackson Ave Corridor West, 2nd Street Corridor, and the intersection of Chelsea & Thomas. Located within the Uptown TIF District. *Future development plans:* mixed use development with first floor commercial, upper story affordable housing, and a new grocery store use.
- **Klondike and Smokey City:** Specifically, the Jackson Ave Corridor East. Located within the Klondike TIF district. *Future development plans:* nonprofit/community use to expand capacity and reach of community-based organizations.
- **Binghampton:** Specifically, two sites within the Binghampton TIF district. *Future development plans:* expansion and full construction of job training facility for local residents.
- **Soulsville:** Specifically, one site adjacent to the Soulsville TIF district. *Future development plans:* early childhood development center and mixed use development.

Assessing these target sites and others identified through the grant implementation process will lead to future redevelopment and productive use of these properties. Redevelopment will remove blight and contamination and provide necessary services, housing, and jobs to surrounding neighborhoods. The strong coalition structure envisioned as part of grant implementation will lead to a more coordinated and sustainable brownfield strategy in the Memphis area.

1.2 Project Team Structure and Responsibilities

The CRA is a local governmental agency that serves as the redevelopment entity for both the City of Memphis and Shelby County. Focused on remediating blight and promoting affordable housing, the CRA administers tax increment financing (TIF) funds to implement associated community plans for designated redevelopment areas in the city: Uptown, Binghampton, Soulsville, and Klondike.

Key project personnel from CRA and respective role:

- **Vivian Ekstrom**, Director of Planning and Community Development & Business POC – High level oversight of grant administration, community engagement, and activity tracking. Programmatic duties to ensure compliance with cooperative agreement. Communicates with project team and EPA Project Officer.
- **Emma Turri**, Project Manager – Oversight of activity tracking and collaboration with community engagement personnel including CRA staff, Community Liaisons, and Brownfield Coordinators. Responsible for procurement of environmental assessments. Communicates with Vivian Ekstrom and as needed, project team and EPA Project Officer.
- **Kimani Shotwell**, Director of Community Engagement – Responsible for coordinating and conducting public meetings with neighborhoods in the immediate vicinity of sites chosen for Phase 2 Assessments and Remediation plans. Communicates with Emma Turri, Vivian Ekstrom and as needed, EPA Project Officer.
- **Lobelia Cole-Smith**, Chief Financial Officer – High level oversight of expense tracking, responsible for issuing payments and ensuring compliance with cooperative agreement. Communicates with Vivian Ekstrom, Emma Turri, and as needed, EPA Project Officer.

The CRA will work with the non-lead partners described below to identify priority assessment sites, carry out assessment work, engage with residents and stakeholders in their respective communities, and successfully carry out the project objectives.

- **Klondike Smokey City Community Development Corporation (KSC)**
 - KSC is a community based non-profit development corporation whose mission is to improve the economic health of two of the oldest African American communities in north Memphis. KSC partners with other entities to provide access to a host of services including parenting classes, housing access, and senior and homelessness services.
 - Point of Contact: Quincey Morris, Executive Director
- **Binghamton Development Corporation (BDC)**
 - BDC is a non-profit community-based development corporation whose mission is to improve the quality of life and give hope to residents of the Binghamton neighborhood, the geographic center of Memphis. Founded in 2003, BDC supports neighborhood revitalization through housing, economic development, and empowerment programs for those plagued by systemic poverty.
 - Point of Contact: Andy Kizzee, Business Hub Director
- **Soulsville Foundation (Soulsville)**
 - Soulsville is a community-based non-profit partner with a mission of perpetuating Memphis' rich cultural legacy and educating youth. They work in south Memphis, in some of the most endemic poverty-stricken census tracts in the county, operating the world's only museum dedicated to soul music, providing after-school and summer music education, and supporting a Charter School with more than 650 students.
 - Point of Contact: Josh Swiatek, Data Support Assistant

Project oversight will be a CRA staff duty as monitored by its leadership and Board of Directors. CRA will also seek project management and programmatic support recommendations from a contracted consulting firm (procured through a competitive solicitation process that is conducted by and that abides by 2 CFR 200.319, EPA Brownfields Grants: Guidance on Competitively Procuring a Contractor, and CRA procurement policies) for various administrative and reporting tasks. CRA project staff will also oversee the financial accounting and tracking aspects of the grant with potential support from the above-mentioned consultant. The technical work of completing the environmental assessments and facilitating public meetings related to specific assessment work will be carried out by qualified environmental professional contractors using the CRA's competitive procurement processes. For the environmental contractors, the CRA plans to use a Request for Qualifications (RFQ) process to develop a pool of qualified consultants who can successfully complete the assessments and public meeting facilitation. For any potential legal support needs (review of access agreements, eligibility determinations, contracting awards to vendors, etc.), the CRA plans to use its existing legal counsel. If additional legal expertise is needed, the CRA will utilize a separate competitive procurement process that conforms with any and all applicable TN statutes to obtain these professional services.

The CRA will enter all sites assessed under this grant into the State of Tennessee's Voluntary Cleanup Program (VCP) for regulatory oversight. The CRA proposes to use grant funds to cover the cost of enrollment. The CRA will work closely with the State to ensure that they have access to any necessary grant documents and technical reports.

- CRA project staff will check in with each other weekly on grant activities and management.
- CRA project staff will meet monthly with other key project team members (non-lead organizations and other nonprofit and institutional partners such as The Works Inc and CAESAR) via the scheduled Steering Committee and Advisory Committee meetings. Additional meetings with key

project team members will be scheduled as needed depending on scheduled grant activities and public engagement efforts.

- CRA project staff and key project team members will meet with Tennessee Department of Environment and Conservation (TDEC) staff quarterly via the scheduled Advisory Committee meetings. Additional meetings with TDEC staff will be scheduled as needed to complete requirements related to VCP enrollment.
- Meetings with contractors and consultants will be scheduled on an as-needed basis.

The CRA will share a summary of the terms and conditions of the cooperative agreement with the project team at the kick-off meeting in the fall of 2023. In addition, the CRA will share the full cooperative agreement with the project team via email or file sharing site. MOUs with members of the project team and the CRA will align and comply with all terms and conditions contained in the final Cooperative Agreement.

The CRA will use its existing project management and financial accounting systems to maintain all records and files associated with the grant and cooperative agreement.

1.3 Measuring Environmental Results: Outputs/Outcomes

Outputs

Output	Estimate
Phase I Environmental Site Assessments completed	22
Phase II Environmental Site Assessments completed	14
Sites entered into the State VCP	30
Quality Assurance Project Plans completed	14
Phase II Workplans completed	14
Remediation Soil Management Plans completed	6
Remediation VI Mitigation Plans completed	6
Remediation Action Workplans completed	6
Analysis of Brownfield Cleanup Alternatives (ABCA) completed	6
Conceptual site designs completed	2
Attendees at EPA Brownfield Conferences	6
ACRES reporting completed	Completed quarterly for assessed sites
Grant reporting completed	Completed quarterly
MBE/WBE reports completed	Completed annually
Financial reports completed	Completed annually
Request for proposals (RFP) and Request for qualifications (RFQ) completed	3

Grant closeout report completed	1
Community meetings	4
Advisory Committee meetings	12
Steering Council meetings	32
Meeting minutes	Completed for every meeting held
Site inventories completed	1
Maps, handouts, and other meeting materials	At a minimum, maps, handouts, and other materials will be prepared for every Advisory Committee meeting and community meeting. These will be prepared as needed for Steering Council meetings and any other engagements.
Environmental justice curriculum module developed	1

Outcomes:

- Preparation of underutilized sites for productive use, whether for private commercial/retail/residential development or nonprofit/community use and development.
- Improved quality of life and health for surrounding communities resulting from redevelopment of sites and provision of new goods, services, resources, and affordable housing.
- New jobs resulting from eventual redevelopment of sites.
- Young people and communities informed and empowered on environmental justice (EJ) issues and brownfields via a robust EJ curriculum in schools and through community engagement efforts.
- Development of a more coordinated and collaborative approach to brownfield assessment, cleanup, and reuse in the Memphis area through the brownfield coalition model.
- Building recognition and understanding that the brownfield inventory effort is an ongoing fluid process that fluctuates based on site utilization. The brownfield coalition members and the Memphis community at large will learn how to identify and monitor brownfields sites and recognize the benefit of fresh data and the need to periodically update the inventory.

1.4 Budget

Please see Attachment 1 for the project budget.

1.5 Pre-Award Costs

CATEGORY	DESCRIPTION	ADDITIONAL DETAILS	TIMING OF COST	ESTIMATED COST
Subaward	Advisory Council	The Works Inc. facilitation includes inviting and coordinating attendees, room rental,	July 2023	\$1,800

		virtual conferencing setup, preparing agenda, recording minutes		
Subaward	Steering Committee Meeting	The Works Inc. facilitation includes inviting and coordinating attendees, room rental, virtual conferencing setup, preparing agenda, recording minutes	August 2023	\$1,200
Training & Travel	Brownfield Conference – Detroit	2 Attendees: Community Redevelopment Agency	July/August 2023	\$3,558
Other: Participant Support Costs	Brownfield Conference – Detroit	3 Attendees: 1 Soulsville, 1 Klondike Smokey City, 1 Binghampton Development	July/August 2023	\$4,545
Training & Travel	EPA Region 4 - New Grantee Workshop – Location TBD	3 Attendees: Community Redevelopment Agency	September 2023	\$1,085
Subaward	Steering Committee Meeting	The Works Inc. facilitation includes inviting and coordinating attendees, room rental, virtual conferencing setup, preparing agenda, recording minutes	September 2023	\$1,200
TOTAL PRE-AWARD COST ESTIMATE				\$13,388.00

2.0 PROJECT TASK DESCRIPTIONS

TASK 1 PROJECT MANAGEMENT AND REPORTING

A. Quarterly Reporting

In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, § 200.329 Monitoring and Reporting Program Performance, the CRA will submit complete quarterly reports and a final performance report outlining work status, work progress, difficulties encountered, financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel. These reports will be submitted

within thirty days of the end of each reporting period. The final report will be submitted within 90 days of project closeout.

B. Annual Reporting

The CRA will submit all required annual reports, including MBE/WBE/DBE reports, federal financial reports, and Phase I and Phase II projections in the April 30 quarterly report every project year. The MBE/WBE/DBE reports will be completed using EPA Form 5700-52A and will be sent to the Project officer, Grant Specialist, and the EPA Finance Center. The CRA has established MBE/WBE/DBE goals and commits to utilizing the services of MBE/WBE/DBE for this grant, where possible. Federal financial reports using Standard Form 425 will be submitted to EPA by July 30 of each project year and at grant closeout. These will be sent to the Project Officer and the EPA Finance Center.

C. Final Performance Reporting

In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, § 200.329 Monitoring and Reporting Program Performance), the CRA will submit a final performance report within 90 days of the expiration or termination of the approved project period that will summarize the accomplishments (outcomes, outputs, and other leveraged resources) during the grant project period, including the last quarter. It will also include:

- A table listing all the sites assessed during the grant, the deliverables associated with each site, activities conducted at the site, and the funds expended at each site;
- A list of any other deliverables;
- Site photographs; and
- Lessons learned.

D. ACRES

The CRA will submit ACRES reporting as required for all sites and properties. Information in the quarterly report will correlate with the information in ACRES. ACRES will be updated for each property when the following occur:

- Completion of Phase I
- Completion of Phase II
- Completion of the Project Period
- As significant events occur (i.e. leveraged dollars or jobs) at the site, but not later than the end of the quarter in which the event occurred

E. Contractor Procurement

The CRA will seek project management and programmatic support recommendations from a contracted consulting firm (procured through a competitive solicitation process that is conducted by and that abides by 2 CFR 200.319, EPA Brownfields Grants: Guidance on Competitively Procuring a Contractor, and CRA procurement policies) for various administrative and reporting tasks. CRA project staff will also oversee the financial accounting and tracking aspects of the grant with potential support from the above-mentioned consultant. The technical work of completing the environmental assessments and facilitating public meetings related to specific assessment work will be carried out by qualified environmental

professional contractors using the CRA's competitive procurement processes. For the environmental contractors, the CRA plans to use a Request for Qualifications (RFQ) process to develop a pool of qualified consultants who can successfully complete the assessments and public meeting facilitation. For any potential legal support needs (review of access agreements, eligibility determinations, contracting awards to vendors, etc.), the CRA plans to use its existing legal counsel. If additional legal expertise is needed, the CRA will utilize a separate competitive procurement process that conforms with any and all applicable TN statutes to obtain these professional services.

F. Reimbursement Request

The CRA will enroll in and use the Automated Standard Application for Payments (ASAP) for reimbursement requests.

G. Kick-off Meeting

The CRA commits to participating in a project kick-off meeting with the EPA, State partners, key project team members, and – if applicable – contractors to review the workplan, terms and conditions of the cooperative agreement, as well as roles, responsibilities, expectations, and the project schedule.

H. Travel

The CRA plans to attend the 2023 and 2025 National Brownfields Conference using grant funding. In addition, the CRA has included funding for the Region 4 New Grantee Workshop in September 2023 in the grant budget.

I. Administrative Costs

The CRA has budgeted for administrative costs of ~5% to pay for direct administrative costs related to the Project Manager's salary and fringe benefits. These costs comply with most provisions of the Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards contained in 2 CFR 200 and 2 CFR Subpart E.

J. Project Meetings

The CRA will participate in periodic calls/meetings with the EPA Project Officer to discuss project status. As requested by the EPA Project Officer, the CRA will invite any other necessary team members such as contractors, State partners, etc. to participate in these calls/meetings.

Task 1 will be primarily conducted by: CRA staff and/or Consultant

TASK 2 COMMUNITY INVOLVEMENT/ ENGAGEMENT

The CRA will continue to have a key nonprofit stakeholder, The Works, Inc., facilitate a multi-party meeting that addresses contaminated property in the urban core. Implementation includes a vigorous outreach program with our stakeholders in the form of quarterly Brownfield Advisory Council meetings meant to engage, inform, educate, and obtain feedback from a wide swath of stakeholders. The Brownfield Advisory Council will meet regularly and includes the partners below. The Brownfield

Advisory Council meets quarterly to assist with compiling site and parcel inventory, communicating with constituent communities, and informing and engaging in the overall brownfield assessment and redevelopment process. A subset of the council, the Steering Committee, consisting of the CRA and non-lead community partners, The Works Inc., EDGE, the Shelby County Land Bank, the Chamber of Commerce, and the City’s Housing and Community Development Department, has been created to serve as the core group of voting members who will guide the implementation of the Assessment Coalition grant. Community liaisons from the 4 target area communities will also serve on the Steering Committee. The Steering Committee will make recommendations for CRA board action on everything from procurement to final site prioritization to aligning and coordinating resources. Each member will have one vote, save for grant Coalition members and Community Liaisons who will each have two votes. The four Community Liaisons are resident representatives and correspond to each target area to be assessed under this grant. Their role is to assist CRA with engaging residents to discuss assessment activities. The selected environmental consultants will participate in the community meetings to respond to technical questions and present findings of grant implementation activities to solicit meaningful feedback from residents. Meetings will be held in person and/or virtually based on which is projected to maximize participation. It should be noted that there are no significant ESL populations within our targeted areas; as such, all meetings will be conducted in English.

Other key community engagement activities include:

- Four paid Residential Community Liaisons from the four target areas whose role is to assist the CRA with engaging residents to discuss assessment activities within their neighborhoods
- Development and deployment of an Environmental Justice (EJ) curriculum, adapted from the Groundworks curriculum. Soulsville will take the lead on this task.
- Mapping assistance from the University of Memphis’s Center for Applied Earth Science and Engineering Research (CAESER) to visualize data and share key information
- Web services contractual assistance to develop and maintain a brownfield webpage on the CRA website to host brownfield web application, fact sheets of sites assessed under the grant, cloud document storage of assessment documents, meeting agendas and materials, etc.

Advisory Council Members

Entity Name	Function/Mission	Contact	Advisory Council	Steering Committee	Involvement/Role
CRA	Non-profit redevelopment arm of local government	Vivian Ekstrom 901-482-8315 vivian.ekstrom@cramemphis.org	X	X	Grant Recipient
KSC	Non-profit CDC active in Klondike Smokey City target area	Mrs. Morris 901-527-9491 ms.qgm@att.com	X	X	Non-Lead Partner
BDC	Non-profit CDC active in Binghampton target area	Andy Kizzee 901-236-4657 andy@bdcmemphis.org	X	X	Non-Lead Partner
Soulsville	Non-profit CDC active in South Memphis target area	Josh Swiatek 901-261-6345 Joshua.swiatek@soulsvillefoundation.org	X	X	Non-Lead Partner EJ youth education pilot
The Works, Inc	Non-profit CDC in several target areas for affordable housing, social	Mike Larrivee 901-383-3549 mike@theworkscdc.org	X	X	Chairs, convenes and facilitates Steering Committee and Advisory Council

	services, community revitalization				
Economic Development Growth Engine (EDGE)	Economic Development Entity for City of Memphis and Shelby County	Adrienne Johnson 901-341-2106 ajohnson@growth-engine.org	X	X	Local governmental economic development resources
Shelby County Land Bank	Land bank. Functions as broker for tax sale delinquent properties	Mitzi Turnage 901-222-1150 mitzi.turnage@shelbycountyttn.gov	X	X	Linkage for acquisitions via tax sale
Memphis Moves	Chamber of Commerce	Donnell Word 901-543-3500 dword@memphischamber.com	X	X	Represents business interests in the City
Memphis City Housing and Community Development	Local Government Unit	Ashley Cash 901-636-7300 Ashley.cash@memphistn.gov	X	X	Represents City government perspective
Memphis City Engineering	Local Government Unit	Manny Belen 901-636-6700 engineering@memphistn.gov	X		Represents City government perspective
Memphis City Public Works	Local Government Unit	Robert Knecht 901-636-6762 pubworks@memphistn.gov	X		Represents City government perspective
Memphis & Shelby County Division of Planning & Development	Local Government Unit	John Zeanah 901-576-7167 john.zeanah@memphistn.gov	X		Represents City / County government perspective
Shelby County Neighborhood & Economic Development	Local Government Unit	Esther Wood 901-222-2012 esther.wood@shelbycountyttn.gov	X		Represents County government perspective
Blight Authority of Memphis (BAM)	Local Government Unit	Brandi Jones 901-636-9300 brandi@blightauthoritymemphis.org	X		Provides access to resources to combat blight
ICMA	TAB Service Provider	Clark Henry 910-386-1540 chenry@icma.org	X		Provides Technical Assistance
TDEC	State of TN Environmental Regulatory entity	Paula Middlebrooks 615-532-0926 paula.middlebrooks@tn.gov	X		State Brownfields Coordinator
LISC	Provides financing gap investments for CDC redevelopment	Kathy Cowan 901-218-4021 KCowan@lisc.org	X		Provides financing mechanisms for development
Community LIFT (LIFT)	Provides investments for CDCs	Luther Mercer 901-359-9677 luther@communitylift.org	X		Provides financing mechanisms for development
ComCap Partners	Provides financing for non-profits/ CDCs	Albert Brown 901-274-5666 abrown@comcap-partners.com	X		Provides financing mechanisms for development
University of Memphis - CAESAR	University of Memphis	Mary DuBose 901-678-4315 medubose@memphis.edu	X		Mapping for outreach and inventory efforts; spatial data analysis
Tom Currell	Consultant	Tom Currell 802-383-8254 tom@currellpm.com	X		Affordable Housing consultant working in targeted areas
Belz Enterprises	Developer and property owner	John Dudas 901-484-1318 john.dudas@belz.com	X		Provides developer perspective
Frank Smith, Inc	Developer	Jenny Jordan 901-299-6898 jennyjordan901@gmail.com	X		Provides developer perspective

With the project team, the CRA will develop the Community Involvement Plan (CIP) during the first several months of the grant project period.

Task 2 will be primarily conducted by: CRA Staff, Brownfield Coordinators from non-lead partner organizations, Community Liaisons, & The Works Inc.

TASK 3 BROWNFIELDS SITE IDENTIFICATION AND ASSESSMENTS

A. Site Inventory and Prioritization

- An initial site inventory list was formed simultaneously with the formation of the Brownfield Advisory Council in 2022.
- Contributors to the list include local government, quasi-governmental agencies, community focused non-profit organizations, developers, and neighborhood representatives from the four target areas identified.
- The top assessment sites in each target area (see table below, with highest priority sites marked by *) were identified by the community-based organizations based on community goals and priorities. These sites will be the highest priority for assessment through this grant.
- For additional sites to be assessed outside of the sites listed in the table below, the Advisory Council and Steering Committee will work together to determine the final list and timing. The initial selection criteria used to inform this process are:
 - Location in urban core and Memphis 3.0 anchor areas
 - Redevelopment potential and interest
 - Site eligibility based on EPA guidelines (for Phase II ESAs)
 - Potential to contribute to community goals and serve as catalytic investment in underserved/EJ communities
 - Adjacent public and private investments
- Timing: Depending on site eligibility and redevelopment plans, the CRA hopes to complete Phase I and Phase II assessments in clusters and simultaneously. Phase I ESAs – and any potential Phase II ESAs on the same site – will be timed cognizant of the shelf-life of the Phase I ESA.

Priority Brownfield Sites

Entity	Targeted Area	Number and Size of Sites	Former use/condition	Concerns	Needs
CRA (Lead)	Jackson Ave Corridor West*	At 0.9 mile in length, CRA owns 28 parcels in this corridor and is acquiring more. Ten parcels have been identified as brownfields (9.177 Acres)	Dry cleaners, lumber treatment; auto repair/salvage, an abandoned grocery store, abandoned buildings remain on the site.	Initial hazard assessment comprised of Sanborn review flagged potential for contamination based on historic use of properties	10 Phase I assessments; assume 4 will need Phase II assessments
	Second Street Corridor	At 1.1 mile in length, three separate clusters along Second Street. CRA owns at least 28 parcels, 15 of which are brownfields (6.425 Acres)	Scrap yard; auto salvage; industrial; former gas stations with abandoned buildings		15 Phase I assessments; assume some will need Phase II assessments

Entity	Targeted Area	Number and Size of Sites	Former use/condition	Concerns	Needs
	Chelsea/Thomas Intersection	CRA owns 13 parcels of which seven are brownfields, (1.652 Acres)	Former gas stations; auto repair facilities with abandoned buildings	Parcels still contain USTs	7 Phase I assessments; Remediation planning
KSC (Non-lead)	1201 Jackson Ave	KSC has site control of this 0.4 acre parcel	Vacant; Former Car Wash; former gasoline service station circa 1950s/1960s	Phase I & II performed; Phase II indicated presence of TCE in excess of EPA screening levels	Additional Phase II delineation of contamination and possible groundwater investigation needed. RAW needed.
	1217 Jackson Ave	KSC has site control of this 0.22 acre parcel	Vacant; former service station 1932-73		
	1300 Jackson Ave	KSC has site control of this 0.91 acre parcel	Vacant commercial formerly used as candy warehouse / beauty school and occupied residential	Phase I & II performed; adjacent property used as drycleaners (circa 1920s) and auto repair in 1950s; no record of UST removal. Phase II indicated VOCs in soil gas	
	1380 - 1384 Jackson Ave*	KSC has site control of five parcels of roughly 0.6 acre in total with buildings slated for rehabilitation.	Site uses have included office building for 35 years; janitorial wholesale supply; filling station circa 1930-50s	Phase I & II & GPR survey performed; Phase II indicated hits of gasoline related contaminants in soil / soil gas	Additional Phase II delineation of soil contamination; RAW needed
BDC (Non-lead)	2690 Yale Avenue*	3.74-acre parcel with existing 80,000 sq ft warehouse building	Prior uses include warehousing electrical and telecommunications equipment; burlap bag manufacturer; and residential	Phase I and subslab vapor gas screening performed; chlorinated solvents and gasoline constituents detected	Phase II needed
	NE Corner of Johnson / Tillman	Roughly 2-acre area of 8 parcels	Mostly unknown as most property is vacant with one existing Church building	Abuts Cypress Creek, which had served as receiving water body for chemical manufacturer's waste	Phase I & II
Soulsville (Non-lead)	620 South Lauderdale Street*	Parcel over 5 acres	Former school with existing building slated for rehabilitation.	Phase I and Vapor Intrusion studies indicate presence of chlorinated solvents	Phase II; Soil and Vapor Management plans for construction

The priority sites for each coalition member are indicated by an asterisk (*) in the table.

B. Site Characterization – Phase I ESA

The CRA will ensure that all Phase I site characterizations and assessments conducted with the grant funding be performed in accordance with EPA's standard for all appropriate inquiries. The CRA will utilize the practices in ASTM standard E1527-21 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process," or EPA's All Appropriate Inquiries Final Rule. The CRA will also complete and sign the "All Appropriate Inquiries: Reporting Requirements Checklist for Assessment Grant Recipients" (Publication Number: EPA 560-F-23-017 or the current version in effect at the time) for each Phase I ESA conducted with Brownfields grant funds.

Site Eligibility: Prior to spending funds for Phase II ESAs (or any other site-specific work other than a Phase I ESA) for community-wide grants, the CRA will submit a completed *EPA Region 4 Site Eligibility Determination checklist (provided by the EPA Project Officer)* to the EPA Project Officer and **receive EPA approval**. If allowed, this may be completed in conjunction with the appropriate State agency. The EPA must approve the site as eligible for funding before Phase II work begins. If the CRA does not own the site, we will obtain site access prior to expending any funds on a brownfields site.

C. Site Characterization – Phase II ESA

Phase II ESAs will be conducted on an estimated fourteen sites. This work will include:

- Preparation of site-specific Quality Assurance Project Plans (QAPPs)
- Phase II Workplans
- State VCP enrollment and site characterization reviews

CRA project staff will oversee this work, and competitively-procured environmental consultants will perform the associated technical work and reports.

D. Federal Cross-Cutting Requirements

The CRA will comply with Federal cross-cutting requirements. These requirements include but are not limited to OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

E. Quality Assurance Project Plans (QAPPs)

The CRA will have in place an EPA-approved QAPP prior to any sample collection. These QAPPs will be consistent with the EPA Region 4 QAPP Toolbox.

F. Health & Safety Plans

The CRA will prepare and follow an OSHA-compliant Health and Safety Plan (HASP). The CRA will submit the HASP to the EPA and the State for the Brownfields project file.

Task 3 will be primarily conducted by: Procured Environmental Consultants, with oversight by CRA project staff

TASK 4 SITE-SPECIFIC CLEANUP PLANNING AND INSTITUTIONAL CONTROLS

This section of the workplan should outline the CAR's plans for cleanup planning and identifying any institutional controls that may be needed. CARs may elect to use assessment grant funds to evaluate and select appropriate remediation strategies. An ABCA or equivalent State-required document describes the findings of the assessment phases and presents an evaluation of cleanup alternatives. Review by the State Brownfields or VCP project manager will help ensure that your cleanup plans will ultimately be acceptable to the State. Consult with your State representative for any other elements they may require. The ABCA is also a useful communication tool for obtaining public input on the cleanup.

Cleanup planning activities for this grant project include:

- Development of an estimated six remediation soil management plans, with one planned for the Soulsville targeted site

- Development of an estimated six vapor intrusion mitigation plans, with one planned for the Soulsville targeted site
- Development of an estimated six remediation action workplans, with one planned for the Binghampton targeted site
- Completion of an estimated six ABCAs to tee up sites for cleanup
- Completion of an estimated two conceptual designs, with one planned for the Klondike targeted site

These cleanup plans will be reviewed by the State Brownfields or VCP project manager to ensure that they are ultimately acceptable to the State.

A. ABCA

The CRA plans to complete ABCAs for six sites through this grant project. The ABCAs will summarize information about the site and contamination issues, cleanup standards, applicable laws, cleanup alternatives considered, and the proposed cleanup. They will include information on the cleanup effectiveness, ability to implement each alternative, the cost of each proposed cleanup alternative and an analysis of the reasonableness of the various cleanup alternatives considered including the one chosen.

B. Institutional controls (ICs):

The CRA will work closely with State and local partners to ensure that any appropriate institutional controls (ICs) are used to help minimize the potential for human exposure to contamination or protect the integrity of a remedy. Cleanup work is not an eligible activity for this grant, but the CRA will ensure that these ICs are kept in mind for any future cleanup activities on the assessed sites.

Task 4 will be primarily conducted by: Consultants with CRA project staff oversight

TASK 5 ELIGIBLE REVITALIZATION/REUSE PLANNING ACTIVITIES *(if applicable)*

The CRA does not plan to complete area planning activities under this grant. The four target areas have adopted community plans that address redevelopment and brownfield issues and strategies. In addition, Memphis 3.0 – the city’s comprehensive plan – outlines community investments and redevelopment priorities. The CRA will work with partners to determine if any additional plans or studies are needed in the future to supplement and enhance brownfield assessment and cleanup efforts.

Task 5 will be primarily conducted by: Not applicable

3.0 SCHEDULE

See Attachment 2 for a schedule of planned tasks and activities.

Attachment 1
Budget Table for Workplan Tasks

Budget Categories	Task 1	Task 2	Task 3	Task 4	Total
	Project Management and Reporting	Community Involvement/Engagement	Brownfields Site Identification and Assessments	Cleanup Planning	
Personnel	\$37,500	\$6,000			\$43,500
Fringe Benefits	\$5,625	\$900			\$6,525
Travel ¹	\$7,635				\$7,635
Equipment ²					
Supplies					
Contractual ³	\$20,000	\$26,000	\$482,000	\$128,040	\$656,040
Other – specify	\$27,000	\$140,800	\$118,500		\$286,300
Total	\$97,760	\$173,700	\$600,500	\$128,040	\$1,000,000

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.

³ The CAR must comply with the procurement procedures contained in 2 CFR 200 and/or 1500.

Attachment 2 Schedule of Activities and Deliverables

Time and Actions from Notice of Selection to Project/Budget Start	
0 month	Notice of Selection: May 2023
0-2 months	CAR completes required grant award documents and submits to EPA
2 months	EPA works with CAR to finalize grant workplan during June 2023
3-4 months	EPA executes grant award
Time and Actions from Project/Budget Start to Project/Budget End	
0 months	Grant award
0-3 months	<ul style="list-style-type: none"> • RFP for contractor procurement is finalized (if not completed pre-award) • ACRES Training
1-4 months	<ul style="list-style-type: none"> • Kick-Off Public Meeting - Advisory Council • Kick-off Steering Committee • Annual Brownfield Conference - Detroit • Complete Community Involvement Plan (CIP) • Consultant pool established, contracts executed, and contractor on-board • New Grantee Regional Workshop • Regularly Scheduled Steering Committee • Kick-off Project Team meeting with CRA Staff, Contractors, Non-Lead Organizations, EPA, and TDEC
4 months	<ul style="list-style-type: none"> • Quarterly Report 1 is due 30 days after 1st quarter ends • Drawdown funds for eligible costs incurred • Update ACRES • Submit Disadvantaged Business Enterprise (DBE) Report (due October 30th annually)
4 – 8 months	<ul style="list-style-type: none"> • Conduct Site Inventory and Prioritization • Regularly Scheduled Advisory Council • Start 1st round of Phase 1 ESAs and Submit potential Phase 2 Site for eligibility review • Regularly Scheduled Steering Committee • Develop generic QAPP and submit to EPA/State for approval • Regularly Scheduled Steering Committee • Build out section of CRA Website for Brownfield Inventory list, Interactive Map, and Document/Deliverable hosting • Begin development of Environmental Justice (EJ) curriculum and strategy for deployment (Soulsville = lead) • Regularly Scheduled Advisory Council
7 months	<ul style="list-style-type: none"> • Quarterly Report 2 is due 30 days after 2nd quarter ends • Drawdown funds for eligible costs incurred • Update ACRES
10 months	<ul style="list-style-type: none"> • Quarterly Report 3 is due 30 days after 3rd quarter ends • Drawdown funds for eligible costs incurred • Update ACRES
8-12 months	<ul style="list-style-type: none"> • Start 2nd round of Phase 1 ESAs and Submit potential Phase 2 Site for eligibility review • Start 1st round of Phase II ESAs, depending on eligibility review • Regularly Scheduled Steering Committee • Regularly Scheduled Steering Committee • Regularly Scheduled Advisory Council • Enter ESA information in ACRES • Submit signed All Appropriate Inquiries (AAI) checklist to EPA • Regularly Scheduled Steering Committee • Develop site-specific QAPP and submit to EPA/State for approval • Finish development of EJ curriculum and begin deployment in schools and other educational settings (Soulsville = lead) • Regularly Scheduled Steering Committee

Year 1

Year 2	13 months	<ul style="list-style-type: none"> Quarterly Report 4 is due 30 days after 4th quarter ends Drawdown funds for eligible costs incurred Update ACRES Submit Federal Financial Report (SF425) (due July 30th annually)
	13-16 months	<ul style="list-style-type: none"> Start 3rd round of Phase I ESAs, Submit potential Phase 2 Site for eligibility review Start 2nd round of Phase II ESAs, depending on eligibility review Public Meeting in place of Regularly Scheduled Advisory Council Regularly Scheduled Steering Committee Regularly Scheduled Steering Committee Regularly Scheduled Advisory Council
	16 months	<ul style="list-style-type: none"> Quarterly Report 5 is due 30 days after 5th quarter ends Drawdown funds for eligible costs incurred Update ACRES Submit Disadvantaged Business Enterprise (DBE) Report
	17-20 months	<ul style="list-style-type: none"> Start 3rd round of Phase II ESAs, depending on eligibility review Regularly Scheduled Steering Committee Regularly Scheduled Steering Committee Regularly Scheduled Advisory Council Regularly Scheduled Steering Committee
	18 months	<ul style="list-style-type: none"> Check-in with EPA on whether the CAR is making sufficient progress (see Cooperative Agreement Terms & Conditions for details) Make sure accomplishments to date are in ACRES Make sure all drawdowns possible have been made
	19 months	<ul style="list-style-type: none"> Quarterly Report 6 is due 30 days after 6th quarter ends Drawdown funds for eligible costs incurred Update ACRES
	21-24 months	<ul style="list-style-type: none"> Regularly Scheduled Steering Committee Regularly Scheduled Advisory Council Regularly Scheduled Steering Committee Regularly Scheduled Steering Committee
	22 months	<ul style="list-style-type: none"> Quarterly Report 7 is due 30 days after 7th quarter ends Drawdown funds for eligible costs incurred Update ACRES
	Ongoing	<ul style="list-style-type: none"> Participate in regularly scheduled planning/status calls with Project Team Conduct and build on Community Engagement activities Identify financial commitments, developers, cleanup planning activities, etc.
Year 3	25 months	<ul style="list-style-type: none"> Quarterly Report 8 is due 30 days after 8th quarter ends Drawdown funds for eligible costs incurred Update ACRES Submit Federal Financial Report (SF425)
	25-28 months	<ul style="list-style-type: none"> Annual Brownfield Conference – Location TBD ABCA work and associated public meetings (see below) Remediation plan development Public Meeting in place of Regularly Scheduled Advisory Council Regularly Scheduled Steering Committee Regularly Scheduled Steering Committee Regularly Scheduled Advisory Council
	28 months	<ul style="list-style-type: none"> Goal to wrap up all Phase II ESAs Quarterly Report 9 is due 30 days after 9th quarter ends Drawdown funds for eligible costs incurred Update ACRES Submit Disadvantaged Business Enterprise (DBE) Report
	29-32 months	<ul style="list-style-type: none"> Remediation plan development Regularly Scheduled Steering Committee Regularly Scheduled Steering Committee

		<ul style="list-style-type: none"> • Regularly Scheduled Advisory Council • Regularly Scheduled Steering Committee
	30 months	<ul style="list-style-type: none"> • Check-in with EPA on whether the CAR is making sufficient progress (see Cooperative Agreement Terms & Conditions for details) • Make sure accomplishments to date are in ACRES • Make sure all drawdowns possible have been made
	31 months	<ul style="list-style-type: none"> • Quarterly Report 10 is due 30 days after 10th quarter ends • Drawdown funds for eligible costs incurred • Update ACRES
	33-36 months	<ul style="list-style-type: none"> • Conceptual site design development • Regularly Scheduled Steering Committee • Regularly Scheduled Advisory Council • Regularly Scheduled Steering Committee • Regularly Scheduled Steering Committee
	34 months	<ul style="list-style-type: none"> • Quarterly Report 11 is due 30 days after 11th quarter ends • Drawdown funds for eligible costs incurred • Update ACRES
Year 4	37 months	<ul style="list-style-type: none"> • Quarterly Report 12 is due 30 days after 12th quarter ends • Drawdown funds for eligible costs incurred • Update ACRES • Submit Federal Financial Report (SF425)
	37-40 months	<ul style="list-style-type: none"> • Conceptual site design development • Public Meeting in place of regularly Scheduled Advisory Council • Regularly Scheduled Steering Committee • Regularly Scheduled Steering Committee • Regularly Scheduled Advisory Council
	40 months	<ul style="list-style-type: none"> • Quarterly Report 13 is due 30 days after 13th quarter ends • Drawdown funds for eligible costs incurred • Update ACRES • Submit Disadvantaged Business Enterprise (DBE) Report
	41-44 months	<ul style="list-style-type: none"> • Regularly Scheduled Steering Committee • Regularly Scheduled Steering Committee • Regularly Scheduled Advisory Council • Regularly Scheduled Steering Committee
	43 months	<ul style="list-style-type: none"> • Quarterly Report 14 is due 30 days after 14th quarter ends • Drawdown funds for eligible costs incurred • Update ACRES
	45 months	<ul style="list-style-type: none"> • Six months remain on the grant • Identify any remaining activities that should be completed prior to grant closing
	45-48 months	<ul style="list-style-type: none"> • Regularly Scheduled Steering Committee • Regularly Scheduled Advisory Council • Regularly Scheduled Steering Committee • Regularly Scheduled Steering Committee
	46 months	<ul style="list-style-type: none"> • Quarterly Report 15 is due 30 days after 15th quarter ends • Drawdown funds for eligible costs incurred • Update ACRES • Prepare and submit final Phase I or II ESA Reports and draft ABCAs • Reconcile accounts; collect remaining invoices for submission • Gather deliverables for Final Close-out Report
Year 5	49 months	<ul style="list-style-type: none"> • Quarterly Report 16 is due 30 days after the 16th quarter ends • Draw down funds for eligible costs incurred • Update ACRES

	51 months	<ul style="list-style-type: none">• Grant project/budget period closes; no further costs can be incurred after final date• Make final draw down
	52 months	<ul style="list-style-type: none">• Quarterly Report 17 is due 30 days after 17th quarter ends OR Submit the Final Close-out Report if all project documentation is complete and ready (due 90 days after project period ends)• Submit Final Disadvantaged Business Enterprise (DBE) Report• Submit Final Federal Financial Report (SF425)

Attachment 3 Example Quarterly Report Template

Quarterly Progress Reports may be submitted through the ACRES database or via email to the EPA Project Officer. If submitting Quarterly Progress Reports via email, this is an example format that can be used. Other formats may be used, provided that the report includes the information required by the Terms and Conditions of the Cooperative Agreement. Include property names and other details in the appropriate task description of accomplishments. Be descriptive with your reporting. Modify or replace the text in red font with information about your project.

CAR Name: Cooperative Agreement Number: Date Quarterly Report Submitted: Quarterly Report Number: Date of Last Draw Down: Reporting Period: (e.g, July 1, 2023 – September 30, 2023)			
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written. Schedule developed.	Qtr. 1	PM, team
B. Prepare bid documents for procuring contractor support.	Bid package complete.	Qtr. 1	City Engineer
C. Select contractor.	Contractor selected	Qtr. 2	PM
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	Team PM PM, team
E. Grant Project Reporting and Performance Evaluation: a. Quarterly Progress Reports to EPA & State b. Final Grant Reporting	Quarterly Progress Reports (10 days after end of qtr.) Final Report (90 days after grant)		PM
F. Attend Regional & National Brownfields workshops			
Costs Incurred for Task 1 during the Reporting Period: Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)			
Actual Accomplishments and Progress Reporting for (fill in the blank) Reporting Period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.			
Task 2: Community Involvement/Engagement			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Files made publicly available.	Qtr. 1	PM, team Team
B. Detailed demographic assessment	Assessment complete, part of Plan.	Qtr. 1	Contractor
C. Community Engagement Plan Developed	Plan complete.	Qtr. 1	

D. Media, Electronic & Social Networking Systems Updated	Radio, TV, flyers newspaper, etc.	Every Qtr. Qtrs.: 2, 4, 8, 10	Team PM, Team
E. Meetings to describe project/schedule and/or updates Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings conducted.		

Costs Incurred for Task 2 during the Reporting Period:
Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

Task 3: Brownfields Site Identification and Assessments

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Develop Site Inventory	Site List	Qtr 3	Contractor
B. Site Prioritization and Selection	Phase I ESA		
C. Develop Generic and Site Specific QAPPs	Phase II ESA		
D. Conduct Assessments	Site Eligibility Determinations AAI checklist Draft and Final QAPPs		

Costs Incurred for Task 3 during the Reporting Period:
Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

Task 4: Cleanup Planning and Institutional Controls

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Develop Cleanup Plans	Draft and Final ABCA	Qtr 7	

Costs Incurred for Task 4 during the Reporting Period:

Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

Task 5: Area Planning

Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Procure Planning Organization	Procurement complete	Qtr 2	PM
B. Meet with Planning Team	Meeting Held	Qtr 2	PM, team
C. Conduct Market Survey for likely re-use options	Survey complete	Qtr 6	PM, market contractor
D. Assess Infrastructure	Assessment complete	Qtr 9	PM, contractor

Costs Incurred for Task 5 during the Reporting Period:

Report the Costs Incurred by Budget Category (e.g., Personnel, Travel, Contractual, etc.)

Actual Accomplishments and Progress Reporting for *(fill in the blank)* period: Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.

Attachment 4

Preparing Your Community Involvement Plan

This attachment may be used as a resource when creating your Community Involvement Plan (CIP).



Preparing Your Brownfields Community Plan: Involving Your Community

Introduction

The Environmental Protection Agency (EPA) Region 4 Brownfields program has prepared this information to assist Brownfield Grantees and/or their consultants in developing a Community Involvement Plan (CIP). This is not intended to be a template. EPA requires applicants to describe their plans for involving community members and community-based organizations in the site cleanup and reuse decisions. Involving the community and soliciting feedback regarding Brownfields activities and redevelopment plans are essential to a community Brownfields program's success.

This overview does not constitute a rulemaking by EPA.

General Overview

*"EPA is committed to community involvement;
all citizens play key roles in the success of Brownfields Grants."*
-Cindy Nolan, EPA Region 4 Brownfields Section Chief

The (CIP) will describe the Grantee's strategies to inform and motivate local communities for meaningful involvement throughout the project. The CIP should be an evolving document and is most effective when it is updated or revised as your project conditions change.

A CIP is an effective tool for managing community involvement activities, which involves communicating with citizens, community organizations, and other key stakeholders affected by the project. The CIP will define the roles of the grant recipient, State and Federal representatives, and/or consultants. The CIP will also help the public understand ways in which they can participate in the decision-making process.

The level of public involvement will vary from project to project. At a minimum, your plan should demonstrate a commitment to and strategy for two-way communication with people living or

working near the Brownfields site(s) and/or project area. The CIP should discuss what outreach activities will be implemented, and may include a timeline indicating when community outreach activities will occur. Activities may include public meetings, Brownfields 101 workshops, and site visits. The CIP may also discuss the establishment of community groups (e.g. Citizen Steering Committee, Citizens Advisory Board or a similarly-titled group) which can represent a larger community's position and provide input on project decisions from an overall community perspective. Ideally, the Grantee should seek input from all potentially impacted parties and stakeholders.

The CIP should be one of the first deliverables under a Brownfields grant, as it defines the project area, and details the early steps that will be taken to provide general Brownfields education and site-specific information to the community. EPA Region 4 expects that most Grantees have already taken steps to involve or communicate with their constituents, as this is a key ranking criteria of the grant guidelines. Interested members of the community may have little-to-no knowledge of the full project, but they may have valuable information on the background and history of the community. A critical first step in establishing a meaningful dialogue is providing the community with project background information (such as general Brownfields project goals, and what project-specific decisions have already been made) to help individuals identify issues that are relevant and important to them. Community representatives need this background information in order to be fully involved in the decision-making process. If your program is large, it may be appropriate to set up subgroups to focus on individual topics.

The ultimate goal is to keep citizens informed and involved so that they remain aware of potential concerns, questions, and solutions. Communication is a two-way process: grant recipients need to provide information to the community, and the community needs to provide information and feedback in return. This informational is intended to help facilitate and open those lines of communication.

Note: *Developers and investors are attracted to areas with strong community pride, support and interest, and appreciate predictability. Knowing the Grantees' and community's concerns and expectations early in the plan process helps eliminate surprises that could derail a project.*

Building Your Plan's Foundation

EPA Region 4 encourages Grantees to increase their community awareness prior to writing a Community Involvement Plan by conducting a community assessment. Most Grantees have performed a community assessment before writing their Brownfields Grant Application and/or before the award of their Brownfields Grant. Before getting started writing the CIP, you should know the answers to the following:

Who is the Community? What are the Demographics? Are there language barriers?

Who are the community leaders?

Are there key community or neighborhood organizations?

Have you defined the project area, geographic boundaries, and history? What are the community's needs and concerns?

Are there other concerns such as healthcare, crime, access to healthy food or other concerns? How will you find out what the community's needs and concerns are?

What level of understanding does the community have about Brownfields?

If the community does not understand Brownfields will you conduct a Brownfields 101? Is the community concerned about any particular sites or properties?

How does and will the community get information? word of mouth? radio, newspapers, television, church, web sites, social media, etc.

Are Public Meetings an effective way to communicate with the affected community? What are the potential locations for the public meetings and availability?

What capabilities does the grantee have to deliver information? What methods are effective in your community?

What outcomes does the community want to see? Or does the community need to develop a vision? What does the community NOT want to see happen?

How will the community be involved in the site inventory, prioritization and/or the site selection?

Building Your Plan

Regarding the format, the cover page should identify the CIP as an EPA document with the Brownfields Grant number. Although the CIP is project specific, it should not be about the project. Rather, the CIP should be about how you will involve the community in the project process. It should also be issue specific in that it should identify the community's issues, needs and concerns.

After identifying community concerns, the CIP should identify specific activities, outreach products, or programs that you will use to address the concerns. In general, at a minimum, the content of the CIP should include:

- Overview of the CIP Project

 - Description

- Community Involvement Plan Objectives

- Community Involvement Activities and Timing (including your communication strategy) Site(s) selection process, description, and documentation

- Contact List

- Location of the Information Repository

 - Location for Public Meetings

- Media Contacts

 - Glossary of Terms

 - List of Acronyms

Established Title of Community Group(s), and Map(s)/Figure(s) of site(s)

Community Involvement Plan

SECTION 1

Overview of the Community Involvement Plan

Describe how the Community Involvement Plan (CIP) will identify issues of concern and interest to the community potentially affected by the project. How will the Grantee use the information in this CIP to help identify and address current matters of concern, and to review past community involvement efforts as the project progresses. Explain how the CIP will also provide guidance to the Grantee and help to ensure that community needs are addressed throughout the Brownfields project process.

What is the CIP intended to do? Will the CIP encourage community interest and participation throughout the Brownfields project at the site(s)? How will the Grantee initiate and support two-way communication between Grantee and the community? Would an educational session be beneficial to help ensure that community members understand the Brownfields process, and the opportunities it offers them to participate in the decision-making process regarding the site cleanup?

Note: *If the grantee has already identified issues or concerns (either from institutional knowledge, community interviews, or conversations with other interested parties and regulatory authorities), then discuss them here. Whether or not issues have been identified, discuss your plan for soliciting community input (more detail will be included in Section 2). Also include information about the target community. This should be defined in the Brownfields grant application (proposal). You may wish to include the demographics table from your proposal, if it provides useful information for developing the CIP.*

SECTION 2

Project Description and Definition of Project Area

Include a discussion of the grant type, project area (e.g., a specific site, a neighborhood, city-wide, county-wide, etc.), time frame (typically three years), and envisioned outcomes, if applicable.

Community Involvement Plan Objectives

Include in this section what your objectives are for the CIP throughout the investigation and/or cleanup project. You will need to keep community members informed and involved in the assessment and/or cleanup process.

TIP: *The CIP is intended to provide general Brownfields program information to interested community members, as well as help them identify the participation opportunities and options available to them throughout the project. Objectives may include: providing timely, project specific information to community members so that they are able to participate in, or closely follow, project related activities to the maximum extent they desire and the process allows; providing opportunities for community input that are tailored to the needs and concerns of the community; helping ensure that community members are well informed, so that they are knowledgeable about site activities and the Brownfields process; enhancing communications between Grantee and the media to help ensure reporters are provided timely information about site related activities and events and are aware of site related pertinent topics.*

SECTION 3

Community Involvement Activities

Tip: *Actual methods and procedures will be based on the level of community interest, identified community issues and concerns, and the complexity and duration of the project's investigation and/or cleanup. The level of participation sought by communities or individual community members varies.*

This is an overview of your "action plan" for the CIP. Describe or list the planned outreach and community involvement activities. Describe or list how you will gather community information (e.g., interviews, visioning sessions, listening sessions, hold meetings, partner with specific organizations/leaders, etc.)

Tip: *The community stakeholders may have important information to provide in reuse and/or revitalization for your Brownfields project. By performing your outlined activities, the Grantee can help ensure that community members know about the Brownfields process and the actions taking place concerning the project, and that they are aware of the opportunities for the community to participate in project-related decisions. By providing accurate information about the project investigation, the Grantee will enable interested parties to make recommendations regarding the project that are appropriate for their community.*

Note: *The following methods are commonly used as community outreach tools. You may wish to use some or all for your project, or you may have other methods that are not listed below. Include a rationale for why you are using these methods.*

Assign a Point of Contact

Provide name and contact information for project point of contact. Include address, telephone number, and email information. Describe the point of contact's role. Is the point of contact providing a direct link between the Grantee and the community? How will the point of contact prepare and distribute project related information, including public meetings, data and documents to residents, local officials, local media and interested parties? Will the point of contact provide language translation at the meetings and for any written material? Will the point of contact be responsible for revising or updating the CIP?

Prepare and distribute information to residents and interested parties.

Some Grantees have used fact sheets (also referred to as community updates or newsletters) which are useful when communicating with large groups of people about topics of common interest. For example, fact sheets are helpful for explaining specific events and issues, discussing and dispelling rumors, explaining relevant scientific or technological data, or informing interested parties about progress or problems related to the site(s) or the schedule of work.

Develop and maintain a mailing (and contact) list.

Mailing (and contact) lists are developed and maintained to facilitate distribution of materials, such as fact sheets and meeting notices, to interested and potentially affected community members. The lists also provides a quick reference to key community members, such as local officials and community group leaders. Residents, local businesses, elected officials, and the media are routinely included on mailing and contact lists. Community surveys and local tax maps

form the basis of most mailing lists, but the lists are revised to include those who request to be added (or deleted) and those who provide their names and addresses on meeting and event sign in sheets. The Grantee should make every effort to protect the privacy of community residents, which includes denying requests to share personal information, such as names, addresses and individual residential sampling results, with non-government persons. The mailing list will be periodically updated and revised, if necessary, throughout the course of the Brownfields project

Make project related information, including data and documents, available to community members locally.

The grant Terms and Conditions require establishment of an information repository. The Grantee should make project related information available to local residents at easily accessible locations, such as a local library or municipal building. The available information may be in any one of several forms, including paper copies, online (via the Internet), or CD-ROM, electronic copies depending on the capabilities and preferences of the local host facility. The information made available will include project related documents. Specify the name of the local library or municipal building, include how it was established as the local information repository host, and how it will maintain a project file for public review.

Keep local officials well informed about project activities and developments.

By keeping local officials abreast of the work schedule and project related developments, the Grantee can promote a collaborative relationship to help ensure that officials are able to respond knowledgeably to citizens' inquiries. When local officials are well informed, they can enhance the flow of accurate information between the Grantee and concerned community members.

Keep local media well informed about project activities.

By distributing timely and accurate information to the local media, the Grantee can minimize misinformation and speculation about site related activities. News releases, written materials, and direct phone calls are all appropriate ways to provide information to media representatives. The media should always be notified of public meetings and similar events, and may be offered opportunities to participate in news briefings or conduct interviews with the Grantee. Upon request, or when circumstances warrant, special information sessions or news conferences can be useful to ensure that complex situations

are understood and can be accurately conveyed to the public. Every effort will be made to address media inquiries quickly.

Conduct Public Meetings and/or Public Availability sessions

When conducted, Public Meetings should be held at a convenient location during evening hours so that most interested parties will be able to attend. Public Availability Sessions are less structured than meetings. Generally, there are no formal presentations. Instead, community members are invited to come at their convenience within the set time frames, and talk one on one with the Grantee and others associated with the site cleanup activities. Public Availability Sessions may include afternoon and evening hours so that interested parties can attend at their convenience.

Place Public Information sometimes known as Public Notices in local publications

Public Notices regarding required and elective activities can be selectively placed the newspapers. To ensure the widest possible exposure, Public Notices about Brownfields activities are often run as retail display ads, rather than in the classified or legal notice sections. Public Notices announce important project related developments, Public Meetings and Availability Sessions, the release of project related documents, or any other information of importance to the community at large.

Provide support for Community Groups

Community Groups are community-led groups that are intended to represent and include all interested members of the community, including other interested representatives. By meeting regularly to discuss the site related activities and the community's issues and concerns, this often helps to keep the community informed and involved in the process. These groups can also provide valuable information to local governments concerning the future use of properties and the communities' collective long term goals. Although these groups are not funded in the Brownfields Grant, the Grantee can assist interested community members in forming groups and provide support services to the groups, such as assistance with production and mailing of newsletters they may develop.

Language Translation

Describe any language translations that will be provided at meetings and for printed information (if necessary).

Revise Community Involvement Plan as Needed

It is important that the CIP is periodically updated to reflect changing concerns of the community as Brownfields related activities progress. The CIP contact list should be revised whenever elections result in a change in elected officials, or when personnel changes affect non• elected official contacts.

Community Involvement Activities to Date

TIP: Example below: Include in a table format the community involvement meetings and other activities

Date	Event	Representatives
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SECTION 4

Site or Sites Selection Inventory Process

Describe how the community was involved or will be involved in the site or sites inventory process. Describe site or sites history and actions to date.

Site or Sites Description

Describe the site location or sites locations with intersections, if applicable. Also describe the site and adjoining properties. A map of the site(s) and surrounding area showing streets, homes, businesses, and geographic features may also be provided on a separate page or fold-out.

Site or Sites Documentation

Provide location of project documents by establishing an Administrative Record (all project records must be made available to the public at a repository local to the project, during normal working hours, throughout the duration of the project). Also include a list of the documents that will be made available for public review (e.g., Phase I and Phase II reports, decision documents, public notices, summary of responses to public comments, and other supporting documents.)

APPENDIX A

List of Contacts

A.1 Federal Elected Officials

Include United States Senators and

Include United States House of Representatives for the Congressional district(s) in which the project is located

A.2 State Elected Officials

Include Governor

Include State Senators and

State House of Representative member(s) for the District(s) which the project is located

A.3 Local Officials

List here

A.4 EPA Region 4 Officials

List here

Other relevant federal agency officials if applicable

A.5 State Environmental Agency Officials

Include here

A.6 Media

List Newspapers Name(s) here List

Television Stations here List

Radio Stations here

List other media here such as social media (Twitter or Facebook, etc.)

Appendix B

Information Repositories and Potential Meeting Location

B.1 Library or other location(s)

List Here

B.2 Potential Public Meeting Location

List Here

Appendix C

C.1 Glossary of Terms

List Here

Appendix D

D.1 List of Acronyms

List Here

Appendix E

E.1 Community Group Name

List Here

Appendix F

F.1 Maps of site(s)

Include Here