

ASSESSMENT WORKPLAN

Upper Valley Lake Sunapee Regional Planning Commission Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement Community Wide Period of Performance: 7/1/2023 - 9/30/2027

1. GOAL 1: Core Mission

Objective 1.3 Revitalize Land and Prevent Contamination

CFDA: 66.818 Multipurpose, 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 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 brownfields sites. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from applications prepared in accordance with the “Application Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The Upper Valley Lake Sunapee Regional Planning Commission, as a unit of local government, was selected for Assessment funding in the FY 2023 competition.

The Upper Valley Lake Sunapee Region (Region), the geographic boundary for this grant, is located in the western part of New Hampshire (NH) and consists of 27 communities in Grafton, Merrimack and Sullivan Counties. It encompasses the Connecticut River border, and its major tributaries (e.g., Sugar and Mascoma Rivers). These waterways provided early mills with reliable and inexpensive power alongside efficient transportation to outside markets. The Region is one of America’s oldest industrial areas producing firearms, textiles, paper, and furniture. By 1960, more than one-third of the Region’s employment was concentrated in manufacturing.

In Sullivan County (home to Target Area 1 City of Claremont and neighboring Target Area 2 Town of Newport), this figure was even higher. However, by 1970, advances in technology, increasing competition and global markets began to impact the Region’s industrial base, and due to facility closures, left much of the downtown areas of Claremont and Newport with underutilized properties and old/substandard housing stock that lack continued investment and maintenance, which has devolved to deteriorating buildings and blighted properties. The City of Claremont has seen some renovation of old mill buildings into housing and commercial/industrial space, but many buildings are still vacant or underutilized. The Town of Newport also has many unattractive, unmaintained buildings that are under-utilized especially with vacant upper stories which could be used for housing or commercial space. According to our existing Brownfields inventory and data from the NHDES, there are also Brownfields in all of the Region’s 27, mostly rural, communities that are presenting challenges to our communities in revitalizing the region.

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 Upper Valley Lake Sunapee Regional Planning Commission Project Manager, assisted by the Executive Director and the volunteer Brownfields Advisory Committee, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

2. FUNDING: \$500,000

3. BUDGET

	Task 1 Cooperative Agreement Oversight	Task 2 Community Engagement & Site Selection	Task 3 Phase I & II Environmental Site Assessments	Task 4 Clean-up and Reuse Planning	Total
Personnel	12,644	15,337	3,833	8,850	\$40,664
Fringe Benefits	5,057	6,135	1,533	3,540	16,265
Travel	2,600	500	500	150	3,750
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies	-0-	8,421	-0-	-0-	8,421
Contractual	17,150	12,500	320,000	56,250	405,900
Other:	-0-	-0-	-0-	-0-	-0-
Total Direct	37,451	42,893	325,866	68,790	475,000
Indirect Costs	25,000	-0-	-0-	-0-	25,000
Total	62,451	42,893	325,866	68,790	500,000

4. WORKPLAN TASKS

Task 1: Cooperative Agreement Oversight

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (activities, deliverables, reports) and Anticipated Outcomes (results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request for Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) • Conduct annual performance evaluations on QEP • Obtain legal services for title searches, regulation interpretations, etc. 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	10-11/2023	
Reporting: <ul style="list-style-type: none"> • Prepare MBE/WBE annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms • “Success Story” fact sheets Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	1/30/2024 ACRES updates and Quarterly Reports every quarter; MBE/WBE forms annually by 9/30; SF425 FFR annually by 10/30	
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	07/2023 and thereafter	
Requests for reimbursements or advances	Outputs: <ul style="list-style-type: none"> • Drawdowns from ASAP Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	10/2023 and thereafter	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Brownfields Conference in Detroit and Future Location TBD • Attend NE Brownfields Summit Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	8/7-11/2023 (pre award), 5/2025 5/2024	

Task 2 – Community Engagement and Site Selection Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Establish Brownfields Advisory Committee	Outputs: <ul style="list-style-type: none"> • Bi-monthly meetings, meeting agendas, attendance lists and meeting notes Outcomes: <ul style="list-style-type: none"> • An active and motivated workgroup driving Brownfields initiatives 	10/2023 - Ongoing	
Develop marketing materials: <ul style="list-style-type: none"> • Create brochure targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Update website 	Outputs: <ul style="list-style-type: none"> • # Color brochures; # FAQ insert(s); 1 easy to navigate and attractive website Outcomes: <ul style="list-style-type: none"> • Up-to-date marketing tools to promote project work and disseminate information 	10/2023 - Ongoing	
Implement outreach strategy in target areas: <ul style="list-style-type: none"> • Meet w/ local community organizations and/or attend local town selectman meetings • Publish program info in local papers and post notices in town halls & community centers 	Outputs: <ul style="list-style-type: none"> • Give BF presentations at minimum of 4 meetings • 4 round of ads/postings in local target areas Outcomes: <ul style="list-style-type: none"> • Improve community knowledge on BF issues and identify potential BF sites 	10/2023 - Ongoing	
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> • Discuss Phase II results, and potential cleanup and redevelopment plans 	Outputs: <ul style="list-style-type: none"> • Minimum of 2 local public meetings, presentation materials, attendance list Outcomes: <ul style="list-style-type: none"> • Encourage public participation and support of BF project(s) going forward 	10/2023 - Ongoing	

Task 3 – Phase I and Phase II Environmental Site Assessments (ESAs)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site inventory: <ul style="list-style-type: none"> Gather recognized and potential brownfields sites in target areas Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> GIS map of potential brownfield sites Outcomes: <ul style="list-style-type: none"> Graphical capturing of BF sites for planning and marketing work 	10/2023 - Ongoing	
Site prioritization and eligibility determination: <ul style="list-style-type: none"> Convene advisory committee meeting to rank and prioritize sites Choose initial sites for Phase I investigation Evaluate site access issues For each selected site, provide site eligibility information to EPA (or state) for review Obtain EPA (or state) approval for Phase I 	Outputs: <ul style="list-style-type: none"> Planning meetings: # of eligible sites identified in initial inventory search Estimate # of additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> # of brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	10/2023 - Ongoing	
Area-Wide planning: <ul style="list-style-type: none"> Identify a brownfield-impacted area (neighborhood, district, city block, etc.) Develop strategies for the reuse of existing infrastructure in the area 	Outputs: <ul style="list-style-type: none"> Produce an area-wide plan for the brownfield-impacted area Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: <ul style="list-style-type: none"> Future uses of at least # of properties in the area wide plan have been identified Next steps to implement the plan have been identified 	1/2024 - Ongoing	
Phase I investigations: <ul style="list-style-type: none"> Conduct planning meeting with QEP to discuss approved sites QEP obtains access agreement and performs Phase I investigation QEP submits draft Phase I reports to project team members Team reviews/comments on draft Phase I reports QEP submits final Phase I reports to project team members Submit Phase I AAI Checklist to Project Officer 	Outputs: <ul style="list-style-type: none"> Planning meetings 8 Phase I Reports 5 SSQAPPS 5 Phase II Reports Sec 106 SHPO approvals, where appropriate Updated ACRES database Outcomes: <ul style="list-style-type: none"> # of high potential Brownfields site assessed through Phase I Total acres assessed through Phase I 	10/2023 - Ongoing	

Task 3 – Phase I and Phase II Environmental Site Assessments (ESAs)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Phase II preparation:</p> <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with QEP to plan Phase II • Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating climate resiliency and sustainable principles/techniques that are applicable to Phase II assessment activities • QEP submits EPA approved generic QAPP w/ updated organization chart 	<p>Outputs:</p> <ul style="list-style-type: none"> • Project planning meetings • 1 approved generic QAPP • # of sites approved for Phase II investigation <p>Outcomes:</p> <p># of high priority sites identified for further investigation and potential redevelopment</p>	10/2023 - Ongoing	
<p>Phase II investigation:</p> <ul style="list-style-type: none"> • QEP submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team • QEP performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Grantee tracks green and sustainable site assessment efforts used during Phase II investigations • QEP submits draft Phase II report to project team for review and comments • QEP submits final Phase II report to project team <p>Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • # of approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) • Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in ACRES <p>Outcomes:</p> <ul style="list-style-type: none"> • # of high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning • Total acres assessed through Phase II • Greener and more sustainable site assessment techniques utilized 	01/2024 - Ongoing	

Task 4 – Cleanup and Reuse Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Cleanup & reuse planning:</p> <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Planning activities to help determine which reuses are feasible (viable, sustainable and resilient) for a site. • Meet with QEP to develop draft cleanup alternatives and remediation plans for the site informed by planned or potential reuse. • Incorporate climate resiliency and greener cleanup principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning 	<p>Outputs:</p> <ul style="list-style-type: none"> • # or more internal cleanup and reuse planning meeting(s) • # draft cleanup alternatives plan • # draft remedial action plan • Climate resiliency and greener cleanup language in ABCA • Updated ACRES database • 1 public meeting on project results <p>Outcomes:</p> <ul style="list-style-type: none"> • # of properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Feasible reuse of sites identified and well-informed cleanup plans • Greener and more sustainable plans for cleanup 	1/2024 - Ongoing	
<p>Resilient and greener cleanup plans</p> <ul style="list-style-type: none"> • Evaluate the climate change vulnerability of a site and potential cleanup alternatives • Include climate change vulnerability in the effectiveness evaluation of cleanup alternatives • Incorporate resilient and green remediation principles/techniques into the cleanup and reuse plan for your project 	<p>Outputs:</p> <ul style="list-style-type: none"> • Climate resiliency and greener cleanup language in ABCA and RFP • Track and report climate resiliency and greener cleanup efforts in ACRES <p>Outcomes:</p> <ul style="list-style-type: none"> • Resilient and more sustainable plans for cleanup 	Before, during, and after assessment activities	

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the Upper Valley Lake Sunapee Regional Planning Commission will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region 1 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

The Upper Valley Lake Sunapee Regional Planning Commission requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$2,500 to participate in the National Brownfields Training Conference (August 2023),

7. BUDGET DETAIL – See Attachment 1