

**WORKPLAN**  
*(Revised April 21, 2008)*  
**Southern New Hampshire Planning Commission**  
**Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement**  
**October 1, 2007 thru September 30, 2010**

**1. GOAL 4: Healthy Communities and Ecosystems**  
**Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them**  
**Subobjective 4.2.3 Assess, Clean Up and Redevelop Brownfields**

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

**OBJECTIVE:**

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The Southern New Hampshire Planning Commission, located in Manchester, NH as a regional organization and a political subdivision of the State of New Hampshire, was selected for Assessment funding in the FY 2006 competition.

The Southern New Hampshire Planning Commission region consists of thirteen municipalities and contains the largest populated area of the state of New Hampshire. The region has a long history of known contamination from a variety of hazardous substances resulting from former mill and tannery sites to more recent petroleum and oil spills. Assessing the ownership status and condition of properties within these municipalities will aid the redevelopment of the region in accordance with the Planning Commission’s Regional Comprehensive Plan, and bring about a higher use that is more beneficial to the community. The goals of the project to be funded by this cooperative agreement is to develop an inventory of brownfield properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner, and further action needs will be determined in order to facilitate the properties’ redevelopment. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments, preparing site sampling plans, consulting with, and enrolling appropriate sites in, the State Voluntary Cleanup Program (VCP), and determining whether further assessment, cleanup, or no action is required before redevelopment can occur. 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 Project Manager, assisted by the Executive Director of the Southern New Hampshire Planning Commission and an Advisory Committee, with technical assistance and oversight to be performed by an environmental consultant(s) and the State of New Hampshire.

**2. FUNDING: \$ 200,000 Petroleum**

**3. BUDGET:**

The total costs estimated for the project are in agreement with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a).

	<b>Task 1 Support and Development</b>	<b>Task 2 Community Outreach</b>	<b>Task 3 Selection and Evaluation</b>	<b>Task 4 Phase I/II Assessments and Final Report</b>	<b>Task 5 Final Report</b>	<b>Total</b>
Personnel	\$5,500	\$8,000	\$5,000	\$7,000	\$500	\$26,000
Fringe Benefits						
Travel	\$500	\$1,500	\$500	\$1,500		\$4,000
Equipment*						
Supplies	\$500	\$750	\$250	\$500		\$2,000
Contractual	\$1,500	\$1,000	\$2,500	\$163,000		\$168,000
Other						
<b>Total</b>	<b>\$8,000</b>	<b>\$11,250</b>	<b>\$8,250</b>	<b>\$172,000</b>	<b>\$500</b>	<b>\$200,000</b>

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

**4. WORKPLAN TASKS**

The following Workplan describes the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected results of the activities (outputs) and deliverables, and the projected environmental improvement (outcomes).

**Task 1: Program and Advisory Committee Support and Development** – This task involves Pre-Award Community Notification, organizing and providing staff support to the Advisory Committee, hiring a Qualified Environmental Professional (QEP), developing program goals and objectives, preparing and printing informational brochures and project descriptions, attending relevant training and workshops, and preparing quarterly progress report. See Budget Attachment 1.

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplish ment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environment al Improvement (Outcomes)</b>	<b>Modifications</b>

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Modifications
<p><b>Activity 1: Pre-Award Community Notification.</b> Post copy of grant proposal and work plan on SNHPC website. Submit copies to municipalities for publishing and posting on their websites for the purpose of seeking public comments and establish web links with member towns to SNHPC webpage. Submit article to SNHPC newsletter. Prepare press release to include both English and Spanish versions and submit news articles to newspapers for purpose of seeking public comments. Post notice of grant award at each town hall and establish online services on the Commission's webpage to allow for public comment. Provide four weeks to allow for receipt of public comment. Prepare responses to public comment and attach to this workplan. (Note: SNHPC would like to incur pre-award costs in carrying out this work task).</p>	<p>July, 2007 through 1<sup>st</sup> quarter 2008</p>	<p>Results to be measured based upon number and level of comments received from public and target communities.</p>	<p>Public, municipal and private sector recognition and support of program goals and objectives.</p>	<p><b>None</b></p>
<p><b>Activity 2: Organize and Staff Advisory Committee.</b> Establish and appoint members to Advisory Committee. Organize the Committee's program of work. Schedule and hold two Advisory Committee meetings. Prepare, publish and distribute educational and informational brochures and descriptions of SNHPC's brownfields program. Develop goals and objectives. Prepare minutes of all Advisory Committee meeting and create a central place for all public materials. Attend relevant training and workshops. Prepare quarterly progress report.</p>	<p>Ongoing activities through 2<sup>nd</sup> quarter 2008</p>	<p>Two Advisory Committee meetings held and program information, brochures and educational materials developed.</p>	<p>Effective Advisory Committee to meet workplan objectives.</p>	<p><b>None</b></p>

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Modifications
<p><b>Activity 3: Procure QEP Services.</b>            Prepare Scope of Work and Request For Proposals (RFP) per State and EPA requirements. Evaluate applications, conduct interviews, prepare contract, and hire contractor. Prioritize, track and evaluate contractor products, including the preparation of a Generic QAPP. Conduct periodic project status meetings with contractor to discuss project issues and priorities. Conduct annual performance evaluations for contractor.</p>	<p>Ongoing activities through 2<sup>nd</sup> quarter 2008</p>	<p>Contractor Scope of Work, Generic QAPP and other products that meets the recipient's and EPA's expectations and confirmation in quarterly report that contractor selection was competed and made.</p>	<p>Effective work force to meet workplan commitments.</p>	<p><b>None</b></p>

Attachment 1

**Task 1: Program and Advisory Committee Support and Development**

Position/Title	Estimate Time (Hours)	Hourly Wage	Total
Senior Planner	50	\$50.00	\$2,500.00
Planner	25	\$40.00	\$1,000.00
Administrative	30	\$20.00	\$600.00
Executive Director	20	\$70.00	\$1,400.00
Total Personnel			\$5,500
Fringe			
Travel *			\$500
Supplies**			\$500
Contractual			\$1,500
Total Direct			\$8,000

\* Travel: Avg. 30 miles/roundtrip to municipalities for postings/meetings x 25 trips = 750 miles x \$0.485/mile = \$370; Workshops/Training and Other Meetings = \$130

\*\* Supplies: postage \$100; printing and copying \$400

**Task 2: Community Outreach** - This task involves continuing Advisory Committee staff support, implementing the Community Outreach Program, including facilitating three public

workshops/forums, preparing and distributing site nomination materials, preparing and collecting site nominations, drafting site selection criteria, preparing and updating an inventory of brownfield sites and property data, etc., updating existing public outreach materials as necessary, attending relevant training, workshops and conferences, and preparing quarterly progress report. See Budget Attachment 2.

Activities (Commitments)	Expected Timeframe for Accomplish- ment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environment- al Improvement (Outcomes)	Modifications
<p><b>Activity 1: Implement Public Outreach and Continue Staff Support to Advisory Committee.</b> Organize and schedule two meetings of the Advisory Committee and place public notice of all Committee meetings on SNHPC webpage and in local newspapers. Submit press release of all meetings to local media and prepare regular updates to be posted in quarterly newsletter and at the Commission's regular monthly meetings. Review draft site selection and nominations with regional sub-committees. Prepare and review site selection and nomination materials with Advisory Committee. Prepare and forward monthly mailers and educational materials to all towns and stakeholders. Organize a regular and ongoing talk show with Advisory Committee to be aired on Cable Access Station in Manchester and circulated to each community's public access channel. Prepare quarterly progress report. Attend relevant training and workshops.</p>	<p><b>Ongoing through 2<sup>nd</sup> and 3<sup>rd</sup> quarter 2008.</b></p>	<p>Two Advisory Committee meetings are held with public notices, webpage postings, press releases, newsletter articles, Commission meeting updates, monthly mailers and educational materials, talk shows, and videos played on local public access channels.</p>	<p>Improved understanding and participation in cleanup and redevelopment process and increase awareness of site availability /redevelopment status</p>	<p><b>Yes.</b></p>
<p><b>Activity 2: Facilitate Three Public Workshops.</b> Schedule and hold three public workshops/forums. Distribute Program Brochures and nomination materials and schedule of events. Videotape workshops and circulate tapes to public access channels in each community for broadcasting.</p>	<p><b>3<sup>rd</sup> quarter 2008.</b></p>	<p>The number of site nominations received and opportunities for potential partnerships identified.</p>	<p>Improved understanding and participation in cleanup and redevelopment process and increase awareness of site availability /redevelopment status</p>	<p><b>Yes.</b></p>

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>	<b>Modifications</b>
<b>Activity 3: Draft Site Selection Criteria.</b> Prepare and finalize site selection and review criteria with Advisory Committee with Contractor's assistance.	<b>2<sup>nd</sup> quarter 2008.</b>	A matrix of well defined and readily applied site selection and review criteria.	Effective criteria to select and rank sites for assessment and clean up work.	<b>Yes.</b>

Attachment 2

**Task 2: Community Outreach**

<b>Position/Title</b>	<b>Estimate Time (Hours)</b>	<b>Hourly Wage</b>	<b>Total</b>
Senior Planner	80	\$50.00	\$4,000.00
Planner	40	\$40.00	\$1,600.00
Administrative	50	\$20.00	\$1,000.00
Executive Director	20	\$70.00	\$1,400.00
Total Personnel			\$8,000
Fringe			
Travel *			\$1,500
Supplies**			\$750
Contractual			\$1,000
Total Direct			\$11,250

\* Travel: Avg. 30 miles/roundtrip to municipalities for meetings x 25 trips = 750 miles x \$0.485/mile = \$370; Brownfields Conference and Other Meetings = \$1,130

\*\* Supplies: postage \$200; printing and copying \$550

**Task 3: Site Selection and Evaluation** – This task involves continuing Advisory Committee staff support, conducting a survey of potential brownfield sites, and evaluating and determining site eligibility (working with Advisory Committee, contractor, EPA and NH DES), selecting sites for Phase I and Phase II assessments, and preparing quarterly progress report. See Budget Attachment 3.

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>	<b>Modifications</b>

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Modifications
<p><b>Activity 1: Continuing Advisory Committee Support.</b> Schedule and hold two Advisory Committee meetings to begin to review site nominations and to examine inventory of known petroleum contaminated sites within region. Advisory Committee will also seek information about additional sites that can be added to the list and discuss opportunities for redevelopment partnerships and possibilities. Prepare quarterly progress report.</p>	<p><b>2<sup>nd</sup> quarter 2008.</b></p>	<p>Two Advisory Committee Meetings held. Nominated sites are identified and other potential sites are listed and reviewed.</p>	<p>Opportunities for redevelopment partnerships are identified, including community-based organizations and private developers.</p>	<p><b>Yes</b></p>
<p><b>Activity 2: Update Inventory of Brownfield Sites.</b> Prepare and update regional inventory of known brownfield sites within the region including property data, ownership, acres, location, etc. <b>Conduct regional area drive-by/wind shield surveys with QEP.</b></p>	<p><b>3<sup>rd</sup> quarter 2008.</b></p>	<p>Updated brownfields database, property information and GIS coverages and maps prepared. <b>Final List of potential Phase I sites to EPA/DES by October 1, 2008</b></p>	<p>Provides reasonable estimate of number, likely locations, and general characteristics of sites.</p>	<p><b>Yes</b></p>
<p><b>Activity 3: Site Eligibility and Site Selection.</b> Work with Advisory Committee and contractor to evaluate and rank nominated sites and other sites identified for potential assessment and redevelopment opportunities.</p>	<p><b>3<sup>rd</sup> quarter 2008.</b></p>	<p>Nominated and other identified petroleum sites are evaluated and ranked. <b>Finalization of Site selection/ranking form.</b></p>	<p>Sites are selected with highest potential for redevelopment and satisfying criteria adopted by Advisory Committee.</p>	<p><b>Yes.</b></p>

Attachment 3

**Task 3: Selection and Evaluation**

Position/Title	Estimate Time (Hours)	Hourly Wage	Total
Senior Planner	38	\$50.00	\$1,900.00
Planner	40	\$40.00	\$1,600.00
Administrative	40	\$20.00	\$800.00
Executive Director	10	\$70.00	\$700.00
Total Personnel			\$5,000
Fringe			
Travel *			\$500
Supplies**			\$250
Contractual			\$2,500
Total Direct			\$8,250

\* Travel: Avg. 30 miles/roundtrip to municipalities for meetings x 25 trips = 750 miles x \$0.485/mile = \$370; Training and Other Meetings = \$130

\*\* Supplies: postage \$100; printing and copying \$150

**Task 4: Phase I/Phase II Assessments** – This task involves performing Phase I’s; preparing the Quality Assurance Project Plan; preparing site-specific sampling plan(s), performing Phase II’s, etc., conducting public opinion surveys, and preparing quarterly progress report. See attached budget.

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>	<b>Modifications</b>
<p><b>Activity 1: Conduct Phase I Assessments.</b> Work with contractor to have a Phase I report on properties targeted and selected by the Advisory Committee under Task 3 of this work plan. All Phase I assessments shall be done in accordance with EPA's All Appropriate Inquiry rule or the ASTM E11527-05 Environmental Site Assessment Standard. Receive EPA and State approval for site selection prior to Phase I activity. Candidate list may be modified, with EPA approval, during project period. Work with contractor to meet MBE/WBE goals.</p>	<p><b>4<sup>th</sup> quarter 2008 and 1<sup>st</sup> quarter 2009.</b></p>	<p>Eligibility determination (for sites not already approved in workplan); request(s) to add site(s) to workplan; assessment reports, property profile forms</p>	<p>Number of Brownfields properties assessed, estimated number of Brownfields property acres available for reuse or continued use</p>	<p><b>Yes</b></p>

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Modifications
<p><b>Activity 2: Conduct Phase II Assessments after receipt of EPA approval for site selection.</b> Work with contractor to have Phase II report prepared on properties targeted and selected by Advisory Committee and approved by EPA. Have contractor prepare an initial site-specific QAPP Addendum prior to Phase II investigation. As needed have contractor prepare follow-up site-specific QAPP Addenda to fully delineate the extent of contamination on the property and complete Phase II investigation. Receive EPA and State approval for site selection prior to Phase II activity. Candidate list may be modified, with EPA approval, during project period.</p>	<p><b>2<sup>nd</sup> through 4th quarters 2009.</b></p>	<p><b>QAPP Addendas;</b> Assessment Reports; risk assessments</p>	<p>Number of Brownfields properties assessed, estimated number of Brownfields property acres available for reuse or continued use</p>	<p><b>Yes</b></p>
<p><b>Activity 3: Conduct Public Opinion Survey for Phase II Sites.</b> Conduct public opinion survey of local residents and businesses that live and work near each brownfield site selected for Phase II assessment. Share results with Advisory Committee. Also prepare quarterly progress report.</p>	<p><b>2<sup>nd</sup> through 4th quarters 2009.</b></p>	<p>Survey Results – Public Opinion of site and redevelopment and opportunities. One Advisory Committee meeting is held.</p>	<p>Secure Reuse and Redevelopment Plans and Cleanup Options with understanding where buildings, pavement and open space will go on the property.</p>	<p><b>Yes</b></p>

**Task 4: Phase I/Phase II Assessments**

Position/Title	Estimate Time (Hours)	Hourly Wage	Total
Senior Planner	35	\$50.00	<b>\$1,750.00</b>
Planner	20	\$40.00	<b>\$800.00</b>
Administrative	40	\$20.00	\$800.00
Executive Director	30	\$70.00	\$2,100.00
Total Personnel			<b>\$5,450.00</b>
Fringe			
Travel *			\$1,500
Supplies**			\$500
Contractual			\$163,000
Total Direct			\$172,000

\* Travel: Avg. 30 miles/roundtrip to municipalities for meetings x 25 trips = 1,500 miles x \$0.485/mile = \$730. Workshops/Training and Other Meetings = \$770

\*\* Supplies: postage \$150; printing and copying \$350

**Task 5: Final Report** – This task consists of preparing Final Report and other grant close out related actions to encourage further cleanup and leveraging private sector funding in redevelopment actions. **Entering property data on sites assessed with grant funds into the ACRES database is also included under this Task (budget hours have been moved from Task 4).** See attached budget.

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Modifications
<b>Activity 1: Final Report.</b> Maintain grant and financial records that document adherence to the terms and conditions of the grant, implementation of work plan and any outputs generated with the grant funds. Hold final Advisory Committee meeting and present Final Report results.	1 <sup>st</sup> quarter 2010	Assessment reports, financial records and final report. Final Report and Advisory Committee results.	Cleanup options including potential redevelopment opportunities are identified and sites are shepherded into NH DES Voluntary Cleanup Program (VCP).	None

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>	<b>Modifications</b>
<b>Activity 2: Enter Sites Into ACRES Database.</b> Enter property data on sites assessed with grant funds into ACRES database.	<b>1<sup>st</sup> quarter (Jan-March) 2010.</b>	ACRES database entry.	Improved site inventory data available.	<b>Yes Moved from under Task 4</b>
<b>Activity 3: Grant Closeout.</b> Prepare close out grant materials and information including summary list of properties investigated and the money spent on each.	<b>1<sup>st</sup> quarter (Jan-March) 2010.</b>	Summary list of properties investigated and funding spent on each property.	Other potential sources of funding are identified to further cleanup and redevelopment opportunities.	

Attachment 5

### **Task 5: Final Report**

<b>Position/Title</b>	<b>Estimate Time (Hours)</b>	<b>Hourly Wage</b>	<b>Total</b>
Senior Planner	<b>18</b>	\$50.00	<b>\$900.00</b>
Planner	<b>25</b>	\$40.00	<b>\$1,000.00</b>
Administrative	<b>4</b>	\$20.00	<b>\$80.00</b>
Executive Director	1	\$70.00	\$70
Total Personnel			<b>\$2,050</b>
Fringe			
Travel *			
Supplies**			
Contractual			
Total Direct			\$500

\* Travel: N/A

\*\* Supplies: N/A

## **5. QUALITY ASSURANCE**

Prior to undertaking Phase II assessments, the Southern New Hampshire Planning Commission through its contractor will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the assessment, sampling, and analytical strategies, methods and procedures approved by EPA that will be used in all assessments.

## 6. PRE-AWARD COSTS

Southern New Hampshire Planning Commission requests approval of the pre-award costs for this cooperative agreement. It is estimated we will need \$2,950 to do the following activities as identified in Work Task 1, Activity 1.

Payment for these costs are to be reimbursed after the official award of the cooperative agreement.

### Task 1: Program and Advisory Committee Support and Development

Position/Title	Estimate Time (Hours)	Hourly Wage	Total
Senior Planner	20	\$50.00	\$1,000.00
Planner	20	\$40.00	\$800.00
Administrative	15	\$20.00	\$300.00
Executive Director	5	\$70.00	\$350.00
Total Personnel			\$2,450
Fringe			
Travel *			\$250
Supplies**			\$250
Contractual			
Total Direct			\$2,950

\* Travel: Avg. 30 miles/roundtrip to municipalities for postings/meetings x 15 trips = 450 miles x \$0.485/mile = \$220; Other Meetings = \$30

\*\* Supplies: postage/newspaper ad \$100; printing and copying \$50

## 7. PRE-AWARD NOTIFICATION

All responses to public comments received as a result of the Pre-Award Community Notification (Task 1, Activity 1) shall be attached to this workplan through communications with U.S. EPA Region 1 Brownfields Program office.