
MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Thomas Roufos, Associate Planner
Through: William Homka, Planning Director, and
Chris Hladick, Acting City Manager
Date: August 9, 2022
Re: EPA Brownfields Assessment Work Plan Review

SUMMARY: In May 2022 the U.S. Environmental Protection Agency awarded the City a \$500,000 Brownfields Assessment Grant. Unalaska is the only community in Alaska to receive the grant this application cycle. The City contracted with Stantec to prepare and submit the grant proposal. The grant is identify and test properties for contamination and to assist with site remediation for future redevelopment. The grant will also pay the consultant for Stantec's professional services, including testing and related environmental work. Tonight's work session is to review the draft Work Plan Agreement. No formal action is requested this evening.

PREVIOUS COUNCIL ACTION: None

BACKGROUND: The City's application included sites formerly identified or suspected as contaminated. The application only required a few sites be included, however we know there are many on the island. The project period is four years and includes establishing a stakeholder committee with interested property owners, organizations, businesses and citizens who will work together to finalize the list of sites for the Brownfields Work Plan.

DISCUSSION: The City's application included sites previously identified on the Alaska Department of Conservation list of contaminated sites. The list is not a final work plan for the four year project. Others will be selected by the stakeholder group and community input. Sites will be prioritized using criteria such as the potential for redevelopment, potential contaminants and cultural significance in the community. The draft Work Plan is attached for discussion.

ALTERNATIVES: Not applicable.

FINANCIAL IMPLICATIONS: Not applicable.

LEGAL: Not applicable.

STAFF RECOMMENDATION: Not applicable.

PROPOSED MOTION: Not applicable.

CITY MANAGER COMMENTS: Not applicable.

ATTACHMENTS: EPA Region 10 FY2022 Brownfields Assessment Cooperative Agreement Work Plan for City of Unalaska, Alaska

**EPA REGION 10
FY2022 BROWNFIELDS ASSESSMENT COOPERATIVE
AGREEMENTWORK PLAN**

FOR

City of Unalaska, Alaska

Period of Performance (4 years):
July 1, 2022 – September 30, 2026

Submitted on:

June 6, 2022 (Draft Work Plan)
June 29, 2022 (Draft 2 Work Plan)
July 6, 2022 (Draft 3 Work Plan)
July 14, 2022 (Draft 4 Work Plan)
July 18, 2022 (Final Work Plan)

Submitted by:

William Homka, Planning Director (Role: Project Director)
43 Raven Way, P.O. Box 610, Unalaska, AK 99685
Phone: 907-581-3100
Email: planning@ci.unalaska.ak.us

EPA Cooperative Agreement Number: BF-02J15601-0

**FY2021 WORK PLAN FOR BROWNFIELDS ASSESSMENT CITY COOPERATIVE
AGREEMENT
TABLE OF CONTENTS**

1. INTRODUCTION	1
1.1 Project Description, Goals and Objectives	1
1.2 Organizational Structure and Responsibilities	6
1.2.1 Key Personnel	6
1.2.2 Regulatory Agencies	6
1.2.3 Consultant Team.....	7
1.2.4 Brownfield Advisory Committee (BAC)	7
1.2.5 Summary of Roles and Responsibilities by Project Task.....	9
1.3 Project Outputs and Outcomes	9
1.3.1 Project Outputs	9
1.3.2 Project Outcomes	11
2. PROJECT TASK DESCRIPTIONS	12
2.1 TASK 1 – PROJECT MANAGEMENT, REPORTING & OTHER ELIGIBLE ACTIVITIES.....	12
2.1.1 Project Management & Reporting Activities	12
2.1.2 Other Eligible Activities	13
2.2 TASK 2 – COMMUNITY ENGAGEMENT, BROWNFIELDS INVENTORY & SITE SELECTION/PRIORITIZATION	13
2.2.1 Public Outreach & Involvement Activities	13
2.2.2 Project Updates & Other Public Information Activities.....	14
2.2.4 Site Eligibility Determination (ED) Request Activities	16
2.3 TASK 3 – PHASE I/II ESAS, RBM SURVEYS & CLEANUP/REUSE PLANS.....	17
2.3.1 Phase I ESA Activities	17
2.3.2 Phase II ESA Activities	17
2.3.3 Cleanup Planning	19
2.3.4 Reuse Planning.....	20
3. SCHEDULE AND DELIVERABLES.....	21
4. BUDGET	23
4.1 Budget Table	23
4.2 Budget Narrative by Task	24
4.2.1 Task 1 – Project Management, Reporting & Other Eligible Activities	24
4.2.2 Task 2 – Community Engagement, Brownfield Inventory & Site Selection/Prioritization	24
4.2.3 Task 3 – Phase I/II ESAs, RBM Surveys, & Cleanup/Reuse Plans	25

1. INTRODUCTION

1.1 Project Description, Goals and Objectives

The United States Environmental Protection Agency (EPA) selected the City of Unalaska (City) as a recipient of Fiscal Year 2022 (FY22) Brownfield Assessment Grant in the amount of \$500,000 to be used over a four-year period. This Cooperative Agreement (CA) Work Plan outlines how the funding will be administered throughout the grant period.

The purpose of this project (the “Project”) is to primarily to evaluate former industrial and non-“act-of-war” military sites (i.e., military sites not covered under the Formerly Used Defense Sites [FUDS]) program) within the City of Unalaska. Using this information acquired in the Assessment Grant Program, the City seeks to position itself for the following long-term outcomes:

- identify sites and areas for housing development and housing rehabilitation;
- investigate neighborhoods with rumored cancer clusters;
- enhance protection of clean water resources and local subsistence fish stocks;
- and identify new areas for economic development and diversification.

The 210 square-mile City of Unalaska (City) is a first-class city of 4,750 permanent, and up to 6,000 transient, residents within the Unorganized Borough of Alaska. The City lies approximately 800 air miles from Anchorage on the island of Unalaska. The City consists of a primarily residential and institutional area on Unalaska Island within Unalaska Valley, and the island of Amaknak, home to the International Port of Dutch Harbor. Unalaska’s Port of Dutch Harbor is Alaska’s only ice-free and deep-water port, strategically located on the Great Circle Route to Asia and the Arctic. The Port of Dutch Harbor is famed for its well-regulated and sustainable Alaska pollock and crab fisheries; annually jockeying for first place with Gloucester MA among fishing ports in the United States in terms of the landings value.

The City was established in 1939 in response to military plans to build land, sea, and naval air bases on the island. The Military and Navy both established a presence on several bases on both Amaknak and Unalaska Islands. These bases had the distinction of being the single highest shore battery and the only American soil bombed during World War 2 (WW2) aside from Pearl Harbor. Fort Mears and Dutch Harbor Naval Operating Base served the war effort to retake the occupied western Aleutian Islands of Kiska and Attu.

Remnants of the war linger across the island from bomb craters, to cement bunkers and magazines, to collapsed ruins, to the very cabanas that some of our residents still occupy. Highlights include fuel tanks purposely dumped during the air-raid to avoid catastrophic destruction (and resulting petroleum contamination that remains in the ground to this day), rumored disposal of vehicles and barrels of waste by placement on the ice of Unalaska Lake to sink out-of-sight during the Spring thaw, polychlorinated biphenyl (PCB) contamination from power generation and distribution equipment across the island, possible per- and polyfluoroalkyl

(PFAS) contamination at the airport, and asbestos containing materials present throughout many former military and industrial warehouses. The overarching goal for the Project is to help advance development of new, and rehabilitation of existing housing, as a lack of housing units represents a profound challenge impacting economic development, ability to provide community services, economic development, and overall quality of life.

The City has identified the following priority areas and concerns in Pyramid Valley, Strawberry Hill, and community-wide, that we hope to address through the Project, and thereby gain the most future value from our limited geographic resources.

Priority Goal 1 – Assessment of Previously Identified Brownfield Sites in Target Areas:

Both Strawberry Hill and Pyramid Valley are target areas identified in the grant application, and areas which the City has previously identified as a high priority location for residential neighborhood development. Both areas of land are currently owned by the Ounalashka Corporation, an Alaska Native Claims Settlement Act (ANCSA) Corporation and project partner.

Pyramid Valley target area

Pyramid Valley has the potential to provide nearly 70 lots for housing, and is open and available with low, easy rolling hills and flat spaces prime for development with minimal site work. Additionally, mainline utilities are already largely in existence within easy reach of the first phase of development. Because housing is in such incredibly short supply, this is the single most important goal for the City. There are a number of environmental concerns in the Valley linked to its use by the Military during WW2. Priority sites identified in the Pyramid Valley target area include:

Former Pyramid Valley – Building 5264 (53.851670, -166.559090) and Building 5181 (53.848962, -166.555755): These sites both FUDS owned by the OC. They are located in an area that is developed with a network of roads and utilities that connect a series of abandoned military buildings and other structures, several of which are still standing. At the peak of its military use, the facilities present included a hospital and support facilities, garages, a maintenance shop, mess halls, a power plant, and other unidentified buildings. This land was conveyed to the OC during the mid- to late-1980s and at that time the Army Corps removed most of the buildings and debris from the area, but did not search for or remove former USTs or conduct soil testing for key potential contaminants of concern. In the mid-1990s the Army Corps returned and conducted some investigation in the area, with result in discovery and removal of several USTs. Several structures (including Building 5264 and 5181) remain, for which ACMs and other regulated building materials (RBMs) are a concern and an undefined potential liability that is impeding reuse.

Unnamed City-owned Iliuliuk Lake Site (53.866200, -166.529325): This unnamed site is a large parcel of City owned land located at the north end of the Pyramid Valley and along the southwest edge of Iliuliuk Lake (also labeled on some maps as Unalaska Lake) which is directly across from E. Broadway Avenue – the main commercial road passing through downtown Unalaska. Anecdotal reports from elderly community members indicate that during WWII, drums were placed by on Iliuliuk Lake ice by the military during the winter and then allowed to fall to the bottom of the lake in the spring after the ice melted. The

represents a potential recognize environmental condition that could impede development of the site owned by the City – which is a large site that could be suitable for a significant housing development. As important, the Lake is an important salmon spawning area, and many local residents' fish at the mouth of the river that drains from the Lake, for personal consumption. The site is under consideration as a possible housing site and for recreation development.

Strawberry Hill target area

Strawberry Hill has a varied history ranging from WW2 use, to fuel distribution, to the resting place of materials from an asbestos abatement program. The Strawberry Hill Landfill is a key target area to make land safe for recreation and future development. Additionally, it is the site of Tony's Service Center, a former vehicle service center built on a former WWII motor pool repair facility. Since the application process, the State DEC reached out to the Planning Department to ensure we did not duplicate resources and efforts on Building 551, as the ADEC seeks to secure cleanup through the FUDS program. Priority sites identified in the Strawberry Hill target area include:

Tony's Service Center (110 Biorka Drive): This site is owned by the OC, and is a formerly used defense site (FUDS). Previous uses include serving as the Dutch Harbor-Fort Mears Public Works Garage (Building 484), an auto parts store (Aleutian Automotive), a tire repair shop, and a gas/service station (Tony's Service Center). Gasoline and other petroleum releases from the former gas station UST systems have resulted in soil and groundwater contamination. The gas station has closed, but the vacant former station building remains. The site has redevelopment potential, but is also a priority because the residual contamination associated with the former gas station is not fully defined, and could impede development of other parcels in the immediate vicinity.

Strawberry Hill Landfill (53.884229, -166.541029): This site is also a FUDS located on Strawberry Hill. Use as a landfill reportedly was related to work by the Army Corps in the 1980s to cleanup vacant WWII military structures. Demolition debris (including ashes from burned buildings, wood, metal, concrete, and asbestos-containing material [ACM]) were reportedly disposed of in the Landfill, which covered approximately 0.51-acres. The Landfill was closed in 1986 and covered with fine-grained clay and sandy silt. In the 1990s, site characterization activities documented elevated concentrations of iron, arsenic, and cadmium in seeps. Due to the types of materials disposed, it may be feasible to develop the site with consolidation or removal of select fill materials. The site is a priority due to its vacant status, desirable location, and the scarcity of developable land in the City.

Building 551 (18 Delta Way): This site/building is a FUDS located within Strawberry Hill. This building adjoins a major FUDs cleanup site and former Standard Oil facility where four large fuel tanks leaked during WWII. The leak migrated under Building 551 and resulted in the current presence of free product within the crawl space. The Army Corps partially cleaned up the crawl space but ceased further cleanup when asbestos pipe insulation was encountered, for which the Army Corps does not accept responsibility for cleanup. Furthermore, the Army Corps identified a PCB spill at the location which they attributed to being associated with the Japanese attack at Dutch Harbor during WWII –

and thus a condition attributable to an act of war for which they also do not accept responsibility. Some soil sampling for PCBs has occurred, but further assessment and cleanup is recommended. This is a priority BF site due to its location near the established “Standard Oil Hill” neighborhood, the airport, and ferry terminal.

Priority Goal 2 – Assessment of WWII Housing:

Standard Oil Hill, a subsection of the Strawberry Hill target area is the site of WWII officer’s housing. Many of these homes have been converted to du- and tri-plex housing. While these homes were constructed in better shape than the cabanas found on other community wide sites, they are still targets because of the potential for hazardous building materials, lead paint, and hazardous mold growth. There are, however several homes in this priority area that are built on the remains of bunkers and other WWII features that may contain similar hazards.

Additionally, “Cabanas” built as “temporary” housing by the Military during WW2 continue to be in use for housing within urbanized areas of the City, including both target areas. Many of these structures are potentially impacted by lead-based paint as well as mold. These Cabanas are 19x20-foot lofted construction, but are often consolidated into larger structures. This is an area-wide potential hazard within the community, as they are not confined to a single priority area. These will require site-specific Phase I/Phase II investigations for potential hazardous construction materials and hazardous mold growth. It is the City’s intention to then use this data once the program is over to consider the creation of a program that would facilitate the assessment and abatement of health hazards in these structures.

Priority Goal 3 – Assessment of Iliuliuk and Ilulaq Lakes:

According to wartime and post-wartime reports, Iliuliuk Lake (aka Unalaska Lake) at the north end of the Unalaska Valley was used by the Military as a dump for 55-gallon drums of unknown waste materials, as well as junk vehicles, and general debris. Reportedly, the drums, vehicles, and trash were driven out onto the ice in winter, and allowed to fall through and disappear from sight during the spring thaw. This lake is located within the urbanized area of the City and is an important resource for Sockeye Salmon, a major traditional subsistence resource. A goal for the Project will be to perform Phase I and Phase II Environmental Site Assessment activities necessary to evaluate the validity of the reports on historic disposal. It is the City’s long-term vision to use the information from these assessments to develop an action plan that will identify steps necessary to address contamination, and monitor and support the replenishment of the fish stock to ensure strong runs for generations to come.

Ilulaq Lake in the Strawberry Hill area also has anecdotal evidence of unknown waste materials, as well as a contamination site recorded by the Alaska Department of Environmental Conservation (ADEC). Minutes from historic Planning and City Council meetings indicate that at the time individuals are concerned that while the lake was used for drinking water, it had even earlier been used as a latrine. This is anecdotal evidence, but there is often truth to these local histories. This site would be a secondary site for Phase I and Phase II assessment. There are additional former military sites that are also impacting key local water resources for subsistence fisheries, that could be similarly addressed subject to the success of assessment efforts for Unalaska Lake and the availability of funding.

Priority Goal 4 – Reassessment of Contaminated Site Inventory:

Another priority goal will be to re-evaluate sites on the Alaska Department of Environmental Conservation (ADEC) inventory of contaminated sites to update their history and priority, as part of Site Inventory and Prioritization activities. The long-term result of the grant funded outcome would be evaluation for their suitability for future cleanup and redevelopment through future grant opportunities (the grant writing itself being separate from the project). Desired future redevelopment projects include the establishment of a multi-purpose sports and tsunami emergency shelter facility; the establishment of support facilities for a high efficiency or all-electric bus transit system; housing for City employees, easing the burden on housing stock for other residence and industries; upgrades to the City water storage and treatment system; new and updated Fire and Police facilities, including a Fire Training facility; and many other projects to serve local residents.

Post-Priority Goal – Additional Sites

It is anticipated that once projects are completed in the priority areas, the remainder of funds will be utilized to focus on funding sites in other portions of the urbanized area of the City. These sites will be identified in the Community Engagement, Brownfields Inventory, and Site Selection/Prioritization Task. It is important to note that although the City has a total area 212.3 square miles (which includes 111.0 square miles of land and 101.3 square miles of water), the total urbanized area is <2 square miles. All demographic, economic, and health data presented in the grant application and used to justify community need are for the City as a whole. These secondary locations are of equal significance to the target area population as presented in the grant application.

Objectives

This grant provides the City with the opportunity to expand the local housing stock, making the town more attractive to future development and the potential for diversification of future industries beyond shipping and fisheries. The City is already in a tri-lateral agreement to move forward a geothermal electricity project (Makushin Volcano located on Unalaska Island is one of the most active volcanos in Alaska – last erupting in 1995), aimed at increasing the efficiency of the electric generation and distribution networks, and providing clean renewable energy. Not only will this project take the City diesel generation offline, but also that of the local fish processing facilities that generate their own power. Combined with the advent of high-speed fiber-optic internet, its location as a natural repositioning location for shipping, and year-round access to the Pacific Ocean and Bering Sea, the City is poised to introduce new industries to the island, providing a sustainable future for its residents, global trade, and enhanced sustainable fisheries practices.

The Project will include assessment activities at priority brownfield sites, including Phase I Environmental Site Assessments (ESAs) at up to 10 sites, Phase II ESAs at up to 5 sites, and performance of regulated building material [RBM] surveys for up to 10 buildings. The Project will also include preparation of up to 8 site-specific Analysis of Brownfields Cleanup Alternatives (ABCAs), and/or Remedial Action Plans (RAPs) and/or site-specific reuse planning and/or market studies. *Please note that the number of Phase I and II ESAs has been reduced from the numbers proposed in the grant application in recognition of extraordinary mobilization costs that will be incurred for these activities, in particular for environmental drilling equipment which will need to be mobilized by ship from Seattle or other areas of Alaska. In addition, the number of*

ABCAs/RAPs/site-specific reuse plans/market studies has been similarly reduced in recognition of recent increases in the cost of air travel and resources.

1.2 Organizational Structure and Responsibilities

The following sections describe the roles and responsibilities of key personnel supporting this project.

1.2.1 Key Personnel

The City will be responsible for all administrative and programmatic tasks, including preparing and submitting quarterly, annual, and final performance reports in compliance with the program requirements and the CA. The City will oversee all project implementation and consultant oversight, geographic information system (GIS) data management, and public health activities associated with the Project.

Personnel Name & Title	Role	Contact Info
William (Bil) Homka, AICP CFM <i>Planning Director, City of Unalaska</i>	Project Director	907-581-3100 planning@ci.unalaska.ak.us
Kelly Tompkins <i>Fixed Asset and Grant Accountant, City of Unalaska</i>	Assistant Project Manager	907-581-3100 ktompkins@ci.unalaska.us

1.2.2 Regulatory Agencies

The City will work closely with the EPA and the ADEC to achieve project objectives, maintain budgets and schedules, and prepare plans and reports. The City will coordinate with EPA and ADEC to establish site eligibility and enroll brownfield sites in appropriate cleanup programs. The City will coordinate with ADEC and EPA (as needed) for technical support, resolution of regulatory or procedural issues, and interpretation of regulations and guidance documents. ADEC will provide review and approval of eligibility requests for petroleum-impacted sites, the Quality Assurance Project Plan (QAPP), site-specific Sampling and Analysis Plans (SAPs), Analysis of Brownfield Cleanup Alternatives (ABCAs), and cleanup plans. The role of the EPA project manager will include:

1. Close monitoring of the recipient’s performance to verify the results;
2. Collaboration during the performance of the scope of work including participation in project activities, to the extent permissible under EPA policies. Examples of collaboration include:
 - Consultation between EPA staff and the recipients on effective methods of carrying out the scope of work provided the recipient makes the final decision on how to perform authorized activities.
 - Advice from EPA staff on how to access publicly available information on EPA or other federal agency websites.

- With the consent of the recipient, EPA staff may provide technical advice to recipient contractors or subrecipients provided the recipient approves any expenditures of funds necessary to follow advice from EPA staff. (The recipient remains accountable for performing contract and subaward management as specified in 2 CFR § 200.318 and 2 CFR § 200.332 as well as the terms of the EPA cooperative agreement.)
 - EPA staff participation in meetings, webinars, and similar events upon the request of the recipient or in connection with a co-sponsorship agreement.
3. Reviewing proposed procurements in accordance with 2 CFR § 200.325, as well as the substantive terms of proposed contracts or subawards as appropriate;
 4. Reviewing the qualifications of key personnel (EPA does not have the authority to select employees or contractors, including consultants, employed by the award recipient);
 5. Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient or subrecipients receiving pass-through awards);
 6. Verifying sites meet applicable site eligibility criteria; and
 7. Participation in periodic telephone conference calls to share ideas, project successes and challenges, etc., with EPA.

1.2.3 Consultant Team

The City routinely contracts engineering and consulting services and has management and procurement procedures in place to acquire these services through a competitive qualifications and evaluation and/or bidding process. In advance of the grant application, the City undertook a qualifications-based procurement and evaluation process, consistent with applicable federal procurement rules (2 CFR 200.317 - 200.326 and 2 CFR Part 1500) to retain an environmental consultant for both grant application assistance and implementation of contractual services if the grant was awarded. The City solicited qualified consulting firms through a competitive public Request for Proposals/Qualifications (RFP/RFQ) seeking support for the Project. In the fall of 2021, a team led by Stantec Consulting Services Inc. (“the Consultant”) was selected to provide technical and project management assistance under this existing grant.

1.2.4 Brownfield Advisory Committee (BAC)

The City will form a BAC comprised community stakeholders and key project partners that will assist with establishing site prioritization criteria. The BAC will serve as the Project advisory committee and will be comprised of representatives from each City partner, community organizations, state and local government agencies, environmental and health organizations, property/business owners, real estate professionals, community members, and other stakeholders.

Key project partners identified in the grant application and their roles are summarized below.

Organization: Ounalaska Corporation (OC)

Contact: Denise Rankin, Land Manager, 907-581-1276, rankin@ounalaska.com

Project Role: As the Alaska Native Village Corporation for Unalaska and landowner of four of the priority properties already identified, having the OC as a project partner on the BAC will streamline the property prioritization process, eligibility determinations, and be key to moving the sites forward to successful redevelopment.

Organization: Qawalangin Tribe of Unalaska (QTU)

Contact: Chris Price, Chief Executive Officer, 907-581-2920, environmental.qtribe@gmail.com

Project Role: The QTU will play an important role on the BAC in providing technical support from their brownfields response program and performing community outreach to the Qawalangin community.

Organization: US Army Corps of Engineers Restoration Advisory Board

Contact: Jay King, Police Chief, 907-581-1233, jking@ci.unalaska.ak.us

Project Role: The local branch of the Army Corps will be engaged through their restoration advisory board, a subset of the Army Corps that focuses on local environmental restoration efforts. They provide communication between stakeholders and the Department of Defense, allow us to gain historical knowledge about assessment and cleanup efforts at priority properties, and assist in property prioritization and related decision-making.

Organization: Museum of the Aleutians (MOTA)

Contact: Dr. Virginia Hatfield, Director, 907-581-5150, director@aleutians.org

Project Role: The MOTA will participate on the BAC and help with site selection, community outreach, and help host regular public meetings.

Organization: Iliuliuk Family and Health Services (IFHS)

Contact: Melanee Tiura, Chief Executive Officer, 907-581-1202, mtiura@ifhs.org

Project Role: The IFHS will be a key BAC member for tracking any health issues that may stem from brownfields and providing human health risk assessment data, as well as inform site selection.

Organization: Aleutian Pribilof Island Association Oonalaska Wellness Center

Contact: Lorie Jackson, Medical Director, 907-581-2742, loriej@apiai.org

Project Role: The Wellness Center will also be a key BAC member for tracking any health issues that may stem from brownfields and providing human health risk assessment data, as well as inform site selection.

1.2.5 Summary of Roles and Responsibilities by Project Task

Brownfield assessment funding from EPA will be used to cover the costs of activities in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the Project will be carried out by the City (William Homka, Planning Director, and Kelly Tompkins, Fixed Asset and Grant Accountant). The Consultant will provide technical assistance and EPA and ADEC will provide technical oversight.

An overview of the Project tasks and lead entities for each task is provided below.

- **Task 1 – Project Management, Reporting & Other Eligible Activities:** This task will be carried out by the City Planning Department and Grant Accountant with assistance from the Consultant.
- **Task 2 – Community Engagement, Brownfields Inventory, and Site Selection/Prioritization:** This task will be led by the City Planning Department with assistance from the BAC, project partners, and the Consultant. The City and BAC will develop the site prioritization criteria and approve the prioritization process.
- **Task 3 – Phase I/II ESAs, RBM Surveys & Cleanup/Reuse Planning:** This task will be carried out by the Consultant with oversight from the City Planning Department and project partners. Eligibility Determination (ED) requests will be submitted to EPA for review and concurrence. ED requests for petroleum-impacted sites will be submitted to ADEC for determination of petroleum eligibility and then submitted to EPA for review and concurrence. The City will work with the BAC and project partners to identify the subject sites and select the preferred cleanup/reuse activities. The Consultant will carry out this task through guidance and assistance from the City and BAC.

1.3 Project Outputs and Outcomes

1.3.1 Project Outputs

The City will inventory and assess brownfields within the community to catalyze cleanup and revitalization of priority sites. The City anticipates specific project outputs to include the following:

Task 1 – Project Management, Reporting & Other Eligible Activities

- Conduct monthly meetings with BAC members and the Consultant.
- Prepare Quarterly Progress Reports (QPRs).
 - Number of potential brownfield sites identified/prioritized.
 - Number of sites and acres for which Phase I ESAs are performed.
 - Number of sites and acres for which Phase II ESAs are performed.
- Prepare annual Disadvantaged Business Enterprise (DBE) Reports.
- Prepare annual Federal Financial Reports (FFRs).
- Create and maintain property profiles in Assessment, Cleanup and Redevelopment Exchange System (ACRES).

- Prepare final DBE Report, FFR, and Project Close-Out/Performance Report.
- Attend brownfields-related conferences/trainings.

Task 2 – Community Engagement, Brownfields Inventory, and Site Selection/Prioritization

- Coordinate and conduct meetings with the BAC and general public as well as individual meetings with developers, property owners, and other stakeholders, as needed.
- Solicit, discuss and implement meaningful public input into the grant processes.
- Prepare and publish public notices.
- Prepare meeting materials, presentations and meeting minutes.
- Prepare and distribute Project fact sheets and other informational materials.
- Develop and regularly update a Project-specific webpage.
- Obtain community feedback pertaining to priority sites and reuse planning efforts.
- Identify the site characterization and prioritization criteria.
- Complete an inventory of potential brownfield sites in the target areas.
- Incorporate portions of the inventory into existing GIS database(s).
- Prioritize sites for assessment and/or cleanup/reuse planning activities.
- Prepare site-specific eligibility determination (ED) requests for priority sites for submittal to EPA and ADEC (for petroleum-impacted sites).

Task 3 – Phase I/II ESAs, RBM Surveys & Cleanup/Reuse Plans

- Obtain access agreements for sites approved for assessment activities, and which are not currently owned by the City.
- Prepare Health and Safety Plans (HASPs) for sites approved for assessment activities.
- Develop a comprehensive Programmatic Quality Assurance Project Plan (QAPP).
- Prepare site-specific Sampling and Analysis Plans (SAPs) and gather information needed to determine effects under the Endangered Species and National Historic Preservation Acts for sites selected for Phase II ESAs.
- Complete Phase I ESAs in compliance with ASTM E1527-21 and All Appropriate Inquiries at up to 10 high priority brownfield sites.
- Complete Phase II ESA and/or supplemental assessment activities at up to 5 high-priority brownfields sites.
- Complete regulated building material (RBM) surveys at up to 10 high priority brownfield buildings or structures.
- Prepare site-specific Cleanup (Analysis of Brownfield Cleanup Alternatives [ABCAs] and/or cleanup plans) and/or reuse plans (which may include market studies) at up to 8 high-priority brownfields sites

1.3.2 *Project Outcomes*

Grant funding will allow the City to establish a Brownfields Revitalization Program (BRP). The site inventory, and planning activities, will provide the framework for not only implementing the specific assessment Project, but also lead to longer-term future programs as a result of the project's goals and deliverables. The City expects that the project outcomes will enhance the assessment, cleanup, and successful redevelopment/reuse of brownfields within the City. Other key objectives include raising awareness of brownfields and brownfield redevelopment tools; spurring investment and creating jobs through development projects on brownfield sites; and reducing threats to human health and the environment.

The following types of potential outcomes will be tracked on a quarterly basis for sites where EPA grant funds are used:

- Incorporation of green and sustainable assessment and remediation (GSR) techniques that are applicable to Phase II ESA activities.
- Number of sites and acres of land for which cleanup and/or reuse planning is performed.
- Number of sites for which property title transfers are facilitated.
- Acres of land redeveloped and square footage of buildings positioned for adaptive reuse.
- Acres of parks or green space created.
- Amount of additional public and private investment leveraged.
- Amount of other funding leveraged.
- Number of jobs created or retained.
- Number of meeting participants, inquiries about available grant funding, feedback received from community stakeholders and the number of community meetings held.

2. PROJECT TASK DESCRIPTIONS

The following sections describe the activities anticipated for each task.

2.1 TASK 1 – PROJECT MANAGEMENT, REPORTING & OTHER ELIGIBLE ACTIVITIES

2.1.1 Project Management & Reporting Activities

Objective: Manage the Project in accordance with EPA requirements and CA terms and conditions.

Activities: EPA compliance reporting, ongoing meetings with EPA and the Consultant, and overall project management (e.g., maintain budget, schedule, etc.).

Lead: The City with support from the Consultant.

Milestones, Deliverables & Schedule:

- The Project Director (William Homka) with support from the Assistant Project Manager (Kelly Tompkins) will coordinate grant activities with the Consultant and BAC and will serve as liaison to EPA, ADEC and other stakeholders.
- Records will be created and maintained by the City for each property that receives grant funds (i.e., documentation of where/how grant funds are used and property profiles updated in ACRES). Property profiles will be completed and updated quarterly in ACRES for each property where grant funds are expended.
- Progress reports will be prepared and submitted to EPA on a quarterly basis (due within 30 days of the end of each federal fiscal quarter ending December, March, June, and September [i.e., reports will be submitted by January 30, April 30, July 30, and October 30]). These reports will describe the progress made for each task defined in this Work Plan and additional information as required in EPA's CA Terms and Conditions. The reports will be submitted electronically to the EPA Project Officer unless another arrangement is discussed and approved by EPA.
- Disadvantaged Business Enterprises (DBE) Reports will be prepared and submitted to EPA annually within 30 days of the end of the fiscal year ending in September (i.e., reports will be submitted by October 30).
- Federal Financial Reports (FFRs) will be prepared and submitted to EPA annually by December 31.
- A Final Performance Report, DBE Report and FFR will be completed and submitted (electronically) to the EPA Project Officer within 120 calendar days (or sooner) following the expiration or termination of the award. The final report will contain the same information as the Quarterly Progress Reports, but will cover the entire Project period. In addition, the final performance report will specifically address lessons learned, successes achieved, and Project fact sheet and/or other information on project success stories.

2.1.2 *Other Eligible Activities*

Objective: Attend two national brownfield conference/training.

Activities: Two City personnel will attend two national brownfield conference/training.

Lead: The City.

Milestones, Deliverables & Schedule:

- The next national brownfields conference is scheduled for August 16-19, 2022 in Oklahoma City, OK. (The year and location of future conferences has not been announced).
-

2.2 TASK 2 – COMMUNITY ENGAGEMENT, BROWNFIELDS INVENTORY & SITE SELECTION/PRIORITIZATION

2.2.1 *Public Outreach & Involvement Activities*

Objective: Ensure community concerns are considered and inform assessment planning and execution through preparing and implementing an initial Public Engagement Plan.

Activities: A robust engagement process will be initiated upfront via an initial Public Engagement Plan to engage the community and gather input to guide short- and long-term program goals and objectives. Ongoing Brownfield Advisory Committee (BAC) meetings (minimum of 2 per year) and public meetings (minimum of 2 per year) will be hosted. Targeted outreach and individual meetings with stakeholders and property owners will also be conducted on an ongoing basis. Dependent on the status of the COVID-19 pandemic, engagement activities will be held in person. Meetings may be broadcast via Zoom or similar platform so that stakeholders can participate on-line if unable to attend in person.

Lead: The City with support from the BAC and Consultant.

Milestones & Deliverables:

- Convene the BAC.
- Coordinate and conduct meetings with the BAC and general public as well as individual meetings with stakeholders and property owners (as needed) to solicit input, publicize the program and promote community and property-owner participation.
- Prepare and make publicly available a Process Guide for Property Owners & Stakeholders and a Site Nomination Form to solicit community input regarding identification and prioritization of sites of concern and to identify sites where environmental contamination (real or perceived) may be limiting redevelopment/reuse and business expansion.

Estimated Submittal/Completion Dates:

- Fall 2022: Develop the Process Guide for Property Owners & Stakeholders, Site Nomination Form and Site Prioritization Criteria.
- January 2023: Convene the BAC (composed of community organizations and other stakeholders) for a kick-off meeting. BAC meetings will be ongoing throughout the Project (as described in the activities above). Host public kick-off meeting/open house for the general public. Additional public meetings will be ongoing throughout the Project (as described in the activities above).

Note: The meeting dates provided above are estimates and may change to coordinate BAC and/or public meetings with other relevant project meetings hosted by the City.

2.2.2 Project Updates & Other Public Information Activities

Objective: Ensure the community is kept informed of Project goals, methods, and progress and ensure the public is provided opportunity for meaningful participation.

Activities: Develop and maintain project webpage. Develop project fact sheets and informational materials specific to community members and property owners. Prepare press releases and articles announcing project activities and upcoming meetings. Prepare and publish public notices to solicit public comments on ABCAs prepared using grant funding (including documentation of significant comments received and how they were/are being responded to).

Lead: The City with support from the BAC and Consultant

Milestones & Deliverables:

- A project-specific webpage will be hosted on the City's website and will be updated on a regular basis throughout the life of the Project.
- Project fact sheets (specific to property owners and the general public) will be created and distributed at the beginning of the Project. The fact sheets will be made available on the project webpage and updated throughout the Project (as needed).
- A Process Guide for Property Owners & Stakeholders will be created to inform property owners of what to expect should grant-funded Phase I and/or II ESA activities be approved for their property.
- Press releases will be used to inform the public of the Project, announce key milestones, and upcoming meeting dates.
- Meeting minutes, handouts and presentations will be prepared for all BAC and community outreach meetings and will be made available on the project webpage.

Estimated Submittal/Completion Dates:

- Fall 2022: Create Project fact sheets for community members and stakeholders, Process Guide for property owners, and webpage content.

2.2.3 Site Inventory & Prioritization Activities

Objective: Build a GIS-based comprehensive inventory of potential brownfield sites in the select target area(s) as a foundation for identifying priority cleanup and redevelopment opportunity sites, reaching out to property owners, and selecting sites for assessment and/or cleanup planning

activities. The data will be integrated with the City's databases to better relate the presence of brownfields to various economic impacts and/or health data and to serve as a long-term planning tool.

Activities: The following activities may be completed as part of the inventory:

- Identify environmental records for all sites in the target area listed in EPA, ADEC, and/or local environmental databases;
- Review select Borough, City, and State records that are potentially relevant to identifying brownfields (including occupancy and other permits, tax delinquency status, building code violations, LoopNet, assessors data, and sites identified in recent plans and studies);
- Review available historical Sanborn Fire Insurance Maps, aerial photographs, topographic maps, local directories and/or other sources of information to identify historic sites which have a significant potential for impacts;
- Survey local real estate industry representatives for information on sites in the target areas;
- Conduct tours/inspections throughout the target areas to identify blighted or vacant potential brownfield sites that are not recorded in existing databases or identified by recent plans/studies and collect photographs and/or video via a cellphone or tablet to share with project stakeholders; and
- Incorporate previous redevelopment or brownfields site databases including an "Unalaska Land Use Inventory" and "Unalaska Infill Development Analysis" published in 2021, as well as a brownfields inventory with 100 sites developed and maintained by the QTU
- Review other State and Borough records to verify that all sites with known or suspected impacts or threats to public health are included in the evaluation/prioritization process.

Following inventory activities, sites will be prioritized for assessment and/or cleanup planning. The following criteria may be analyzed when prioritizing sites:

- property owner willingness/ability to obtain site access (pass/fail criteria);
- economic development potential/opportunities;
- known or suspected threats to public health;
- sites identified in existing community planning documents;
- degree of known or suspected environmental impacts;
- degree of blight or underutilization;
- tax delinquency status;
- community concerns; and
- social, demographic and health data (as available) within the immediate site vicinity.

Lead: The Consultant will lead the inventory and prioritization activities with support from the City and the BAC.

Milestones & Deliverables:

- GIS-based comprehensive inventory of potential brownfield sites within the target area. The inventory will include a description of historical site use(s), RECs/contaminants of concern, and property status (vacant, underutilized, etc.).
- GIS maps of potential brownfields sites, as needed, for planning and property redevelopment marketing.
- Brownfield inventory report documenting inventory and prioritization methods.

Estimated Submittal/Completion Dates:

- January – February 2023: Inventory, development of site prioritization criteria and prioritization activities with support from the City and the BAC.
- March 2023: Initial inventory and ranking completed for select target area(s) (to be updated throughout Project).

2.2.4 Site Eligibility Determination (ED) Request Activities

Objective: The Consultant will prepare ED requests for sites prioritized for assessment and/or cleanup/reuse planning activities.

Activities: Prior to initiating any site-specific work, ED requests will be submitted to the EPA Project Officer using the supplied eligibility outline worksheet. Site eligibility will be reviewed and concurred on by the EPA Project Officer. As part of the ED process for petroleum-impacted sites, information will first be submitted for review by ADEC to obtain a petroleum determination letter to submit to EPA for concurrence.

Lead: The Consultant with assistance from the City.

Milestones and Deliverables: Deliverables include completed/approved ED forms.

Estimated Submittal/Completion Dates: ED requests will be submitted to EPA and ADEC throughout the grant period. The first ED request is estimated to be completed in fall of 2022. This “early start” project will enable City staff to familiarize themselves with the site nomination and assessment process.

2.3 TASK 3 – PHASE I/II ESAS, RBM SURVEYS & CLEANUP/REUSE PLANS

2.3.1 Phase I ESA Activities

Objective: Evaluate past and current site uses to assess potential for environmental contamination.

Activities: The following activities may be completed as part of the ESA tasks:

- Phase I ESAs will support property transfers and eventual redevelopment and provide information for evaluating the need for Phase II ESAs and cleanup. The City anticipates conducting Phase I ESAs for up to 10 sites.
- The Consultant will complete Phase I ESAs in accordance with ASTM Practice E1527-21. The City will contact site owners and negotiate Access Agreements.
- The ACRES database will be updated following completion of each Phase I ESA. An AAI Checklist will also be completed for submittal to EPA.

Lead: The Consultant will lead the Phase I ESA task with assistance from the City for site selection, data acquisition, and report review and distribution. The City will execute Access Agreements with property owners with support from the Consultant.

Milestones and Deliverables: Deliverables include, AAI Checklists, Phase I ESA Reports, and Property Profile Form entered in ACRES.

Estimated Submittal/Completion Dates: Phase I ESA checklists and reports will be prepared throughout the grant period. The first Phase I ESA report is estimated to be completed in Fall/Winter 2022.

2.3.2 Phase II ESA Activities

2.3.2.1 Quality Assurance Project Plan (QAPP)

Objective: Establish quality assurance/quality control (QA/QC) procedures applicable throughout the life of the grant-funded Project.

Activities: Before beginning Phase II ESA work, the City and the Consultant will participate in a pre-QAPP conference call with EPA, if required. A QAPP that addresses both hazardous substances and petroleum sites will be developed and submitted to ADEC and EPA for review and approval. The Consultant will finalize the QAPP once EPA and ADEC have reviewed and provided comments on the draft.

For cost savings and efficiency purposes, the comprehensive QAPP will be established at the beginning of the project. This approach will provide for ample EPA and ADEC review time and approval of the document well in advance of Phase II ESA activities and will significantly reduce costs associated with preparing multiple site-specific QAPPs throughout the life of the project. The QAPP will cover the full spectrum of field, sampling and analytical laboratory procedures for both hazardous substances and petroleum sites. The QAPP will be supplemented by a site-specific Sampling and Analysis Plan (SAP) prepared for each site selected for a Phase II ESA.

As described in the following section, the SAP will define site conditions and applicable cleanup standards for constituents of concern and defer to the field, sampling, and analytical laboratory procedures defined in the EPA-approved QAPP.

Lead: The Consultant will prepare the QAPP and the City will review the draft prior to submittal to EPA and ADEC.

Milestones & Deliverables: Draft and Final QAPP. If modifications are needed grant performance period, an Addendum will be prepared for the QAPP.

Estimated Submittal/Completion Dates:

- January 2023: Draft QAPP submitted to ADEC and EPA for review.
- March 2023: Final QAPP completed (pending ADEC and EPA review time).

2.3.2.2 Phase II ESA Activities

Objective: Collect environmental sampling data to assess conditions, evaluate risks to human health and the environment, prepare for cleanup planning, and facilitate property transfers and redevelopment.

Activities: The City anticipates conducting Phase II ESAs for up to 5 sites and RBM surveys for up to 10 buildings, where the Phase I ESAs or other available information suggests that additional investigation is warranted. Phase II ESA activities will include sampling and analysis of soil, groundwater, and/or soil vapor, and report preparation. RBM survey activities will include sampling and analysis of hazardous building materials and report preparation.

SAPs (which will include site-specific Health and Safety Plans) addressing each property where Phase II ESA and/or RBM survey work is anticipated will be submitted to EPA and ADEC for review prior to conducting any field activities. The SAP will define site conditions and applicable cleanup standards for constituents of concern and defer to the field, sampling, and analytical laboratory procedures defined in the EPA-approved QAPP. Green and sustainable assessment activities will be considered and incorporated into each SAP.

Depending on the proposed scope of the Phase II ESA, the Consultant will provide information to the City to help fulfill EPA's requirements under the Endangered Species Act Section 7 and the National Historic Preservation Act (NHPA) Section 106. The information will include the Project location, any threatened or endangered species or habitat that may be affected by the Project, whether a site is of concern to the State Historic Preservation Officer (SHPO), a list of Tribes who might believe the Project could disturb cultural resources, and an evaluation as to whether cleanup/redevelopment plans could have adverse effects on endangered or cultural resources. The City will send letters to be submitted to the EPA.

The ACRES database will be updated following completion of each Phase II ESA.

Lead: The Consultant will lead the Phase II ESA task with assistance from the City and the BAC for site selection, data acquisition, and report review and distribution. The City will execute access agreements with property owners with support from the Consultant.

Milestones and Deliverables:

- EPA-approved SAPs
- Site-specific HASPs
- Phase II ESA Reports
- RBM Survey Reports
- Updated ACRES database
- Green and sustainable efforts updates (included in quarterly reporting)
- Section 7 and NHPA consultations (as necessary)

Estimated Submittal/Completion Dates:

- Spring/Summer 2023: Phase II ESA fieldwork underway at first site.
- Summer/Fall 2023: First Phase II ESA report(s) completed (ongoing throughout Project).

2.3.3 *Cleanup Planning*

Objective: Prepare up to eight site-specific ABCAs and cleanup plans for priority sites to address contamination, risks to human health and the environment, and support brownfield redevelopment.

Activities: The City will conduct cleanup planning as required for brownfields where redevelopment is imminent and such activities will move redevelopment forward. Planning may include preparation of ABCAs and/or cleanup plans. Cleanup plans/reports will describe detected contamination; conceptual site models; site-specific remedial action objectives; state and federal cleanup regulatory requirements; and evaluation of institutional and engineering controls. Green and sustainable remediation activities will be considered and incorporated into each ABCA or cleanup plan.

Stakeholder meetings will be held, as needed, to develop and review the most appropriate and effective remedial/reuse options for each selected brownfield site and redevelopment. The City and the Consultant will work closely with EPA and ADEC when considering options for cleanup planning. The public notice and comment period for any ABCAs prepared using grant funding (including documentation of significant comments received and how they were/are being responded to) will be conducted under Task 2.

Lead: The Consultant will lead with assistance from the City and the BAC on data acquisition, planning, and deliverable review and distribution.

Milestones & Deliverables: Deliverables for this task will be site-specific ABCAs and/or cleanup plans (up to eight – the total will depend on number of site-specific reuse plans completed).

Estimated Submittal/Completion Dates:

- Fall 2023: First written site-specific ABCA/cleanup plan complete.

2.3.4 Reuse Planning

Objective: Prepare up to eight site-specific reuse plans and/or market studies for priority sites to support brownfield redevelopment.

Activities: The City will conduct redevelopment planning as required for brownfields where redevelopment is imminent and such activities will move redevelopment forward. Planning may include preparation of site-specific reuse plans and/or market studies. Reuse plans may include a reuse vision, disposition strategy, reuse assessment, infrastructure evaluation, land use assessment, and/or reuse/redevelopment strategies.

Stakeholder meetings will be held, as needed, to develop and review the most appropriate and reuse options for each selected brownfield site and redevelopment.

Lead: The Consultant will lead with assistance from the City and the BAC on data acquisition, planning, and deliverable review and distribution.

Milestones & Deliverables: Deliverables for this task will be site-specific reuse plans and/or market studies (up to eight – the total will depend on number of ABCAs or cleanup plans completed).

Estimated Submittal/Completion Dates:

- Fall 2023: First written site-specific reuse plan or market study completed.

3. SCHEDULE AND DELIVERABLES

The table below summarizes the anticipated deliverable schedule (assuming a project start date of July 1, 2022) and the agency/office each will be submitted to.

DUE DATE	ITEM	EPA PO	STATE AGENCY	EPA GRANTS	EPA FINANCE
Pre-award (July-September 2022)	<ul style="list-style-type: none"> ▪ Promote and advertise project in the community. ▪ Attend National Brownfields Conference. 	X			
Month 1 (Oct. 2022)	<ul style="list-style-type: none"> ▪ Kick-off meeting with Consultant and EPA. ▪ Develop Site Nomination Form and Access Agreement Template. ▪ Develop project fact sheets and website content. ▪ Prepare QAPP. 	X			
Month 2-3 (Nov.-Dec. 2022)	<ul style="list-style-type: none"> ▪ Preliminary inventory work. ▪ Establish access into ACRES. (Property Profile Forms will be entered into ACRES as property specific projects are completed.) ▪ Initiate scoping for community health assessment. 	X			
Month 4 (Jan. 2023)	<ul style="list-style-type: none"> ▪ Finalize preliminary inventory results. ▪ BAC identifies preliminary list of site prioritization criteria. ▪ Voting period begins to finalize prioritization criteria. ▪ Submit draft QAPP for approval. ▪ BAC and Public Kick-off Meetings (Meeting #1). ▪ Prepare first Quarterly Progress Report (QPR) - continue preparing quarterly for duration project. ▪ Begin community health assessment. 	X	X		
Month 5-6 (Feb.-Mar. 2023)	<ul style="list-style-type: none"> ▪ Top sites selected for grant-funded activities. ▪ Finalize QAPP per agency comments (a site-specific SAP will be prepared for each property approved for a Phase II ESA). 	X	X		
Month 7 (June 2023)	<ul style="list-style-type: none"> ▪ Initiate site-specific planning activities. 	X			
Month 8 (May 2023)	<ul style="list-style-type: none"> ▪ BAC Meeting #2. 	X	X		
Month 11 (Aug. 2023)	<ul style="list-style-type: none"> ▪ BAC Meeting #3. ▪ Public Meeting #2. 	X	X		
Ongoing	ED approval requested & confirmed (~21 days before Phase I ESAs are scheduled and 24 - 42 days before Phase II ESAs are scheduled).	X	X (petroleum sites only)		

City of Unalaska
Cooperative Agreement Work Plan
July 18, 2022

DUE DATE	ITEM	EPA PO	STATE AGENCY	EPA GRANTS	EPA FINANCE
Before fieldwork begins	<ul style="list-style-type: none"> ▪ Execute Site Access Agreements. ▪ Prepare HASP. ▪ Prepare SAP (for Phase II ESAs). ▪ Prepare Section 7 and 106 consultations as appropriate (for Phase II ESAs). 	X	X (SAPs)		
Ongoing	<ul style="list-style-type: none"> ▪ Prepare Phase I & II ESA Reports. ▪ Prepare All Appropriate Inquiries Rule Checklist (Form EPA 560-R-11-030) ▪ Prepare ABCA/cleanup plan/reuse plan deliverables. 	X	X (ABCAs & cleanup plans for sites requiring cleanup)		
Annually	Prepare annual DBE (MBE/WBE) Report for submittal by October 30th of each year.	X		X	
Annually	Prepare annual FFR for submittal by December 31st of each year.	X			X
Bi-monthly	Prepare requests for reimbursement (approximately every 1-2 months).				X
Months 50 – 53	Prepare Final DBE Report & FFR & Final Drawdown.	X		X	X
Months 50 – 53	Prepare Final Performance/Close-Out Report with summary fact sheets/success stories, photos, and lessons learned.	X			

4. **BUDGET**

4.1 **Budget Table**

The table below provides an overview of the proposed budget by category and task.

Budget Category	<u>Task 1</u> Project Management, Reporting & Other Eligible Activities	<u>Task 2</u> Community Engagement, Brownfields Inventory & Site Selection/ Prioritization	<u>Task 3</u> Phase I/II ESAs, RBM Surveys & Cleanup/Reuse Plans	Budget Category Total
Personnel	\$4,800	\$13,000	\$6,000	\$23,800
Fringe Benefits	\$0	\$0	\$0	\$0
Travel^a	\$12,000	\$0	\$0	\$12,000
Equipment	\$0	\$0	\$0	\$0
Supplies	\$0	\$1,500	\$0	\$1,500
Contractual	\$14,400	\$40,500	\$407,000	\$461,900
Other	\$800	\$0	\$0	\$800
Total Direct Costs	\$32,000	\$55,000	\$413,000	\$500,000
Total Indirect Costs	\$0	\$0	\$0	\$0
Total Budget	\$32,000	\$55,000	\$413,000	\$500,000

^a Two (2) City staff will attend two national brownfields conferences. Actual costs will vary.

4.2 Budget Narrative by Task

In the following sections we provide detailed budget tables by task. The budget assumes an average hourly rate of \$150/hour for the contractual services and \$50/hour for City personnel labor.

Project activities performed in whole or part with EPA cooperative agreement funds will comply with all applicable state laws and cross-cutting federal requirements.

4.2.1 Task 1 – Project Management, Reporting & Other Eligible Activities

Description	Unit Cost	Units	Total
Personnel Labor	\$50/hour	96 hours	\$4,800
Contractual	\$150/hour	96 hours	\$14,400
Travel (two City staff attending two national brownfield conferences, based on Oklahoma City)			\$12,000^b
<i>Airfare – Unalaska/Anchorage</i>	<i>\$950/person/one-way/event</i>	<i>8 (2 staff x 2 events x round trip)</i>	<i>\$7,600</i>
<i>Airfare – Anchorage/Conference</i>	<i>\$350/person/one-way/event</i>	<i>8 (2 staff x 2 events x round trip)</i>	<i>\$2,800</i>
<i>Hotel^c</i>	<i>\$104/person/day</i>	<i>15 (5 days/3 person/event)</i>	<i>\$1,560</i>
<i>Per diem</i>	<i>\$8</i>	<i>5 (days for one person/ 1 event)</i>	<i>\$40</i>
Other (registration fees for two City staff to attend two brownfield conferences)	\$200/person/event	4 (2 staff x 2 events)	\$800
Total Direct Costs	--	--	\$32,000
Total Indirect Costs	--	--	\$0
Total Budget	--	--	\$32,000

4.2.2 Task 2 – Community Engagement, Brownfield Inventory & Site Selection/Prioritization

Description	Unit Cost	Units	Total
Personnel Labor	\$50/hour	260 hours	\$13,000
Supplies			\$1,500
<i>Printing Costs</i>	<i>\$500</i>	<i>Estimated</i>	<i>\$500</i>
<i>Mailing Costs</i>	<i>\$1,000</i>	<i>Estimated</i>	<i>\$1,000</i>
Contractual	--	--	\$40,500

^b Travel costs are estimated at \$3,000/person/conference based on costs incurred by staff attending other recent brownfield conferences and reflect the extraordinary airfare costs for travel from Unalaska to destinations other than Anchorage.

^c Travel total will only cover hotel for 5 days for 2 people for 1 event, and 5 days for 1 person at the second event. The remainder of hotel costs will have to come from another source. The result is one \$8 per diem for one attendee to one conference for a total of \$40.

Description	Unit Cost	Units	Total
<i>BAC & Stakeholder Meetings</i>	\$150/hour	80 hours	\$12,000
<i>Project Fact Sheets & Webpage Content</i>	\$150/hour	20 hours	\$3,000
<i>Brownfield Inventory & Site Prioritization</i>	\$150/hour	120 hours	\$18,000
<i>ED Requests</i>	\$500/site	15 sites	\$7,500
Total Direct Costs	--	--	\$55,000
Total Indirect Costs	--	--	\$0
Total Budget	--	--	\$55,000

4.2.3 Task 3 – Phase I/II ESAs, RBM Surveys, & Cleanup/Reuse Plans

Description	Unit Cost	Units	Total
Personnel Labor	\$50/hour	120 hours	\$6,000
Contractual	--	--	\$407,000
<i>Master QAPP</i>	\$7,000	1	\$7,000
<i>Phase I ESAs</i>	\$6,000/site	10 sites	\$60,000
<i>Phase II ESAs</i>	\$45,000/site	5 sites	\$225,000
<i>RBM Surveys</i>	\$4,000/site	10 buildings	\$40,000
<i>Cleanup or Reuse Plans</i>	\$9,375/site	8 sites	\$75,000
Total Direct Costs	--	--	\$413,000
Total Indirect Costs	--	--	\$0
Total Budget	--	--	\$413,000