

**Brownfield Assessment Grant Work Plan
Hazardous Substances Assessment
Village of Antioch
Department of Community Development
Antioch, Illinois**

Grant Recipient: Village of Antioch
Department of Community Development
874 Main Street
Antioch, Illinois 60002

Project Contact: Dustin Nilsen, Director of Community Development
Telephone: 845-395-1000 ex 21 Fax: 845-395-1920
e-mail: dnilsen@antioch.il.gov

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DCN: STX

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Budget Org: 05F0AG7

Object Class: 4114

Prog. Results Code: Hazardous Sub. 301D79E (Action Code: NY)

1.0 GOAL: HEALTHY COMMUNITIES AND ECOSYSTEMS

The purpose of this project involves the redevelopment of underused land, blighted properties, and former industries including a circuit board manufacturing facility and landfill. As mentioned earlier, the target area is home to area schools, recreational facilities, a commuter rail depot, and the central business district. The proximity of the brownfield sites to the school facilities poses issues for students both from the potential to be exposed to environmental contaminants and the potential safety concerns associated with unsecured industrial sites which often are an attractive nuisance for children who might migrate onto a site. The clean up and reactivation of these sites will eliminate the threats to public health and enhance the overall community environment. Also the Village will target its downtown with the Assessment Grant

to compliment the recent investments made by the DOT, for future growth and revitalization of areas along the Highway 83 corridor in the downtown commercial district.

2.0 PROPOSED OUTCOMES AND OUTPUTS

Economic Development and Community Reinvestment around the Old Industrial Park, Central Business District and Commuter Rail Station: The Department of Community Development does not have a complete understanding of Brownfield property histories or reports in its possession. This grant will allow the City to review and assess Brownfield properties, take steps to revitalize underperforming or unsightly properties, and put these properties back to work in local economic development.

Proposed Outcomes for the project are expected to include:

1. Establishment of an effective and ongoing Brownfields assessment and redevelopment program at the Village,
2. Completion of environmental site assessment activities for priority Brownfield properties to facilitate redevelopment of the properties, and
3. Leveraging of private investment and increased tax base for redevelopment projects that will occur on Brownfield sites selected for assessment.

Proposed Outputs and Outcomes:

The primary expected output for the assessment grant will be assessment of brownfields with the Village of Antioch, that will support the cleanup and redevelopment of these brownfields, thereby enhancing the local environment and protecting public health of the community. The following outputs associated with the assessment grant will be tracked:

- Number of community meetings held (including summary of discussions and community concerns and recommendations)
- Number of Phase I ESAs and Phase II ESAs completed
- Number of RAPs completed
- Number of sites where cleanup planning was conducted

The expected outcomes of the assessment grant activity will include reducing environmental threats to the various areas in the Village and improving economic conditions. The following outcomes will be tracked for projects supported by the assessment grants:

- Acres of land assessed
- Acres of property remediated
- Acres of property redeveloped
- Redevelopment investment value
- Jobs created/retained and tax revenue generated
- Acres of parks/greenspace preserved and/or created
- Other leveraged funding

The plan for measuring and tracking progress towards the establishment of an effective and on-going Brownfields assessment and redevelopment program at the village will include tracking of:

1. The level of participation by community partners, as determined from: (a) the total number of meetings held with community partners, (b) the number of staff at each organization participating in the meetings, (c) the total number of hours volunteered for project related activities by personnel at each organization. These factors will be documented and measured based on sign in sheets for each meeting and shared with each community partner on a quarterly basis.
2. The level of public participation in the program, as measured by: (a) the number of community meetings held, (b) the total attendance at each meeting, and (c) the number of contacts or inquiries related to the Brownfields program and received by project personnel.
3. The level of media coverage of activities associated with or funded by the Brownfields program, as measured by the numbers of stories reported in various forms of news media (copies of which will be provided to the USEPA as part of each quarterly report). Also the Village will be updating the status of the projects via the Village website (<http://www.antioch.il.gov/>)

The Village of Antioch will develop a detailed schedule and work plan for implementing planned tasks under the cooperative agreement. The work plan will detail key milestone dates within the grant period for documenting and communicating outputs and outcomes to the public, EPA Region 5, and other partners in this redevelopment effort. Quarterly reports to EPA Region 5 will detail outputs and outcomes. The Village is committed to this project and the successful management of tasks under this grant. The Village will track the following projected tasks and outcomes to ensure the success of the associated various tasks anticipated to occur with this project:

- Quarterly report of activities throughout the project period; final report following completion of all activities in the approved work plan and expenditure of funds.
- Ensure the Phase I and II ESA planning and implementation are conducted on time, within budget limits, and according to the requirements set forth in the approved work plan.
- Incorporate effective public involvement and input into the process by hosting open house events and advertising in advance to assure well-attended meetings.
- Inform the community and other stakeholders using various media outlets that provide project updates.
- Update Village website to provide summarize project updates, and display contact information enabling visitors to ask questions and provide input.

- Secure the services of a qualified environmental professional to assist with EPA quality assurance expectations and to complete environmental investigations.
- Define targeted properties and request subsequent site eligibility determinations.
- Prepare a Quality Assurance Project Plan (QAPP), secure access agreements, conduct Phase IESAs, prepare sampling plans for Phase II ESAs, and conduct Phase II ESAs.

3.0 OVERVIEW

Health, Welfare, and Environment: The Village of Antioch is a community of 14,4301 located within the Chicago metropolitan area in northeastern Illinois. Illinois Highway 83 (IL-83) bisects the heart of the town’s central business district which previously represented a center for commerce and employment. Unfortunately, many of these businesses became less viable and have subsequently either closed or moved to a more opportune location. What remains of the downtown is a stark reminder of its vibrant past. In addition, numerous buildings and sites remain stigmatized with the perception of environmental contamination.

Inappropriate historical zoning practices further exacerbate the contamination concerns. The area contains several instances of incongruent land uses located within close proximity including industrial manufacturers adjoining area schools and recreational facilities. Collectively, this situation has led to examples of severe disinvestment. The net result has been the environmental and economic decline of the community’s urban core. Despite these setbacks, recent investments in downtown transportation infrastructure - particularly the Metra Commuter Rail Station and a \$14 million IL-83 infrastructure improvement - have created a renewed development interest in the area.

The Village of Antioch commissioned a highway and downtown corridor study related to the referenced highway redesign project in the late 2000s. Village officials viewed the project as an opportunity to enhance the community’s image through the implementation of design standards related to building design, parking, signage, etc. The stated purpose of the *Route 83 and Downtown Corridor Study* was to provide the Village with a “planning and visioning tool for guiding attractive, carefully designed future growth” within the 83-acre area.

The study garnered intensive public input focused on design and aesthetic improvements for the corridor. A common theme amongst the feedback received concentrated on apprehensions about certain properties generally characterized as blighted. What started out as a community discussion about improving the visual appeal of the corridor soon transitioned into a conversation of how several vacant and underutilized commercial and industrial properties could impact human health and prevent reinvestment due to perceived environmental liabilities.

1. Consultant Selection (Late Summer/Fall 2015)
2. Brownfields Inventory (Early Fall/Winter 2012 to July 31, 2015)
3. Prioritize and Screen Sites and Determine Site Eligibility (Early Fall/Winter 2012 to July 31, 2015)
4. Execute Property Access Agreements (Fall/Winter 2012 to July 31, 2015)

5. Conduct Phase I Environmental Site Assessments (Fall/Winter 2012 to July 31, 2015)
6. Conduct Phase II ESAs, Site Investigations, and Remedial Planning Activities (Early Winter 2012 to July 31, 2015)
7. Community Outreach and Involvement (Early Fall/Winter 2012 to July 31, 2015)
8. Assessment Oversight and Grant Reporting (August 1, 2012 to August 31, 2015)

4.0 MANAGEMENT AND COORDINATION

The Village of Antioch has carefully considered the requirements and responsibilities associated with managing the grant. The Village will use a team of internal staff and contracted consultants to satisfy both grant management and implementation needs of the program. Mr. Dustin Nilsen, Director of Community Development for the Village of Antioch, will serve as the project manager. Mr. Nilsen has over ten years of experience as a public official overseeing and preparing land use plans and entitlements projects and managing multiple elements of municipal operations. Further, Mr. Nilsen previously served as the Brownfields Coordinator for the City of Coralville, Iowa which was the recipient of an EPA Region 7 Brownfield Redevelopment Phoenix Award. Mr. Nilsen will also leverage other requisite professionals from the Village Administrator, Mr. Jim Keim. Mr. Keim is a licensed Professional Engineer and has responsibilities in providing oversight in the Engineering Department.

The Village of Antioch will retain project leadership, should an employee turnover occur, by relying on a hired environmental contractor and the EPA Region 5 Brownfields Project Manager, Kelley Moore, to provide a sense of continuity. Further, the grant management team will work with the project's EPA Project Officer and the environmental consultant to assure that the Village complies with all reporting and grant management responsibilities.

5.0 PROJECT TASK DESCRIPTIONS

Due interest and the momentum that is gaining for redevelopment in the area, the Village of Antioch would like to be aggressive in the implementation of the assessment grants. The schedule presented in the task tables below assumes that the cooperative agreement with the USEPA will be executed by October 1, 2012.

5.1 Task 1: Consultant Selection

The Village of Antioch Department of Community Development will rely on an environmental consultant to assist in carrying out a significant amount of the work. The Department of Community Development expects to contract with a firm having experience in Brownfield environmental site assessments. The process for contracting environmental site assessments and reporting assistance will comply with the Village of Antioch procurement policies, which in turn comply with state and federal policies. This includes public announcement of the requests for proposals, review, interview, selection, and contract negotiation. The Village anticipates completing Task 1 in late summer or fall 2012.

5.2 Task 2: Brownfields Inventory

The Village will undertake an inventory of existing and potential future Brownfield properties located within the Village of Antioch, with geographic and community wide focus on the down town area and redeveloping of the old industrial park. As part of Task 2, the Village will acquire geographic information as necessary to construct a Geospatial database of feature classes (layers) to integrate Brownfields data into the Village’s current geographic information system (GIS). Data pertaining to Brownfield properties will be developed as part of the inventory and prioritization process as a permanent feature of the Village’s GIS and a component in future redevelopment planning activities.

Task 2: Brownfields Inventory		
Narrative: Village of Antioch Department of Community Development will create an inventory of Brownfield Sites in the City using GIS.		
Activities:	Deliverables:	To be Completed by:
a. Complete Brownfields Inventory	Creation of Brownfields GIS Database	Early Fall/Winter 2012 to July 31, 2015

5.3 Task 3: Prioritize and Screen Sites and Determine Site Eligibility

Following completion of the initial inventory, sites will be prioritized for assessment based on input from the Brownfields Advisory Committee comprised of several stakeholders as described in Section 5.7. The Village of Antioch Department of Community Development will screen prioritized sites where USEPA assessment funds may be utilized against USEPA’s Site Eligibility and Property Ownership Eligibility criteria. If a property meets funding eligibility requirements, a Property Owner Eligibility Determination Request will be completed and sent to USEPA for approval. Only once USEPA has approved the eligibility request, will assessment funds be utilized.

Task 3: Prioritize and Screen Sites and Determine Site Eligibility		
Narrative: Village of Antioch will prioritize the Sites and will screen all prioritized sites against the Site Eligibility and Property Ownership Eligibility Criteria. .		
Activities:	Deliverables:	To be Completed by:
a. Prioritize Sites for Assessment and Screen Sites	Creation of GIS Feature Class	Early Fall/Winter 2012 to July 31, 2015
b. Prepare Site and Property Owner Eligibility Determination Request Forms	Site and Property Owner Eligibility Determination Request Forms	Early Fall/Winter 2012 to July 31, 2015

5.4 Task 4: Execute Property Access Agreements

The Village of Antioch must obtain legal access to properties not owned by the Village in order to conduct Phase I or Phase II ESAs. The Village will first use reasonable good faith efforts to execute a formal voluntary Property Access Agreement with current property owners.

Property owners may affirmatively respond to this request to allow the Village access to the property.

Only if the Site poses an eminent health threat or under other extenuating circumstances will alternative property access measures be pursued as allowed by local ordinances and Illinois State Statutes.

Task 4: Execute Property Access Agreements		
Narrative: The Village of Antioch must execute a Property Access Agreement for properties it does not own in order to conduct an environmental assessment. The Village will first use reasonable good faith efforts to execute a formal voluntary Property Access Agreement with current property owners.		
Activities:	Deliverables:	To be Completed by:
a. Execute Property Access Agreements	Copies of Property Access Agreements	Fall/Winter 2012 to July 31, 2015

5.5 Task 5: Conduct Phase I Environmental Site Assessments (ESAs)

After obtaining Right of Entry, the Village of Antioch will use the hazardous substance assessment and its environmental consulting firm to conduct Phase I ESA activities at the prioritized properties. Phase I ESA’s will meet the requirements of the All Appropriate Inquiries Final Rule or following the standards set forth in the American Society of Testing and Materials (ASTM) E1527-05 Phase I Environmental Site Assessment Process. Complete electronic versions of the Phase I ESA (i.e. Adobe Acrobat PDF files) will be generated for all Phase I ESA reports. As described in more detail in Section 6.2, The Village of Antioch anticipates conducting Phase I ESAs at up to 10 sites which meet site-specific eligibility requirements and are approved for assessment by USEPA. The Phase I ESAs will determine whether or not Phase II assessment activities are necessary at the individual properties. If Phase II assessment activities are recommended, the Village of Antioch Department of Community Development will utilize assessment funds to conduct the environmental testing as described in Task 6.

Task 5: Conduct Phase I Environmental Site Assessments		
Narrative: Village of Antioch’s environmental consulting firm shall conduct Phase I ESA activities at the prioritized properties.		
Activities:	Deliverables:	To be Completed by:
a. Phase I ESAs	Phase I ESA reports	Fall/Winter 2012 to July 31, 2015

5.6 Task 6: Conduct Phase II ESAs, Site Investigations, and Remedial Planning Activities

Following the completion of a Phase I ESA at a targeted property, the Village of Antioch will use hazardous substance assessment funds to continue the assessment of a property through its environmental consulting firm to conduct Phase II ESAs, Site Investigations, and Remedial Planning activities. Phase II site investigation activities are likely to include soil and groundwater sampling and may include magnetometer surveys, trenching to confirm anomalies, and asbestos sampling. The Village of Antioch Department of Community Development anticipates conducting Phase II ESAs at up to 5 sites meeting the site-specific eligibility requirements and which are approved for assessment by USEPA.

The environmental consulting firm selected by the Village will be tasked with the development of a project-wide Quality Assurance Project Plan. The consultant will also be tasked to notify the USEPA project manager of the schedule for field work and provide Site-Specific Sample and Analysis Plans and an Occupational Safety and Health Administration-compliant Health and Safety Plans to the USEPA project manager for review and concurrence before any sampling is done.

Task 6: Conduct Phase II ESAs, Site Investigations, and Remedial Planning Activities		
Narrative: Village of Antioch’s environmental consulting firm shall conduct Phase II ESAs, Site Investigations, and Remedial Planning activities at the prioritized properties.		
Activities:	Deliverables:	To be Completed by:
a. Prepare Site-Specific Sampling and Analysis Plans for each Site	SSAPs	Early Winter 2012 to July 31, 2015
c. Prepare OSHA-compliant Health and Safety Plans for each Site	HSPs	Early Winter 2012 to July 31, 2015
c. Conduct Phase II ESAs	Phase II ESA Reports	Winter 2012 to July 31, 2015
d. Prepare Remedial Action Option Reports	RAORs	Winter 2012 to July 31, 2015

5.7 Task 7: Community Outreach and Involvement

To assure that community residents and other stakeholders are well informed and that their concerns are fully addressed throughout the project, community outreach activities will be performed and may include website development with fact sheets, and holding public meetings with residents. This will involve media, education, and other in-kind partnerships. A more formal community outreach plan will be further developed and modified as appropriate through the implementation of the grant to encourage active involvement by community members.

The Village of Antioch will likely build on existing relationships with other local, State or Federal organizations and agencies to ensure the success of the Brownfields assessment

program. As part of the Brownfields assessment project, the Village will like to work closely with the IEPA throughout the assessment, investigation, and remedial planning process.

The Village of Antioch has worked closely in the past with numerous community based organizations to address key issues in in the Village, and will likely expand and further build upon these relationships in implementing this grant. Key community partners have been identified and include the Lakes Historical Society, The Chamber of Commerce, and Antioch School Districts. The Brownfields Advisory Committee (as noted in Section 5.3) will likely be comprised of representatives from the stakeholder groups listed above.

Task 7: Community Outreach and Involvement		
Narrative: Village of Antioch Department of Community Development will implement a community outreach and involvement plan such that community residents and other stakeholders are well informed and that their concerns are fully addressed throughout the project.		
Activities:	Deliverables:	To be Completed by:
a. Media Partnerships	Newspaper Articles	Early Fall/Winter 2012 to July 31, 2015
b. Brownfields Advisory Committee	Meeting Summary Notes and Agenda	Early Fall/Winter 2012 to July 31, 2015
c. Community Open House	Meeting Summary Notes and Agenda	Early Fall/Winter 2012
d. Website Notifications and Updates	Web presence on Village site meeting summaries	Early Fall/Winter 2012 to July 31, 2015
e. Meet with Local/State Agencies	Open Invite to the community meetings and Individual Work Session Minutes	Early Fall/Winter 2012 to July 31, 2015

The Village of Antioch will use several diverse communication methods to continue this high level of public engagement throughout the project period. Specifically, the Village will involve the affected residents/businesses, the community at-large, and project partners by:

Meetings will be open to the public and include a published agenda. The Committee will prioritize sites for environmental site assessment activities, provide strategic direction to the program, and evaluate its performance over the grant period. The public will have the opportunity to provide input regarding project direction at the meetings. Articles will discuss progress of the project, highlight project milestones, summarize findings of environmental site assessments, and include articles of related interest.

Updating the Village’s website. Antioch will use its social and electronic media to educate and engage the community on the assessment, planning, and redevelopment process. This will include information on the project and work activities underway, future initiatives, digital copies of reports, maps, meeting agendas and minutes, as well as links to related websites such

as the EPA and IL EPA. The Village will use these tools as a place for individuals to submit questions, comments, or concerns regarding the Brownfields project.

Conducting Open House events. These meetings will allow for the exchange of ideas and to obtain feedback on community vision and needs. Targeting projects of community concern and involving the community in the process provides long-term ownership in the improvements. Creating a venue for sensitive populations to participate. This might include hosting the open house events at Senior Centers, The Meeting House downtown, or Village Hall.

b. Partnering with Local and State Environmental Agencies:

i) The Village will establish a close working relationship with the Lake County Health Department, Illinois EPA, and the U.S. EPA. These relationships will be both formal and informal. In a formal context, the Village will coordinate site targeting activities as well as sharing sampling analysis results with the Lake County Health Department to address issues or situations that emerge over the course of the Assessment effort. The Village will provide the Illinois EPA with copies of Phase I and II ESAs, and in situations that warrant cleanup, make sure recommendations are consistent with the risk-based voluntary cleanup requirements. The Village will engage the U.S. EPA by filing Property Profiles (via ACRES), site eligibility requests, ESA Reports, submitting the QAPP for review and approval, Property-Specific Sampling and Analysis Checklists, and other related documents to ensure these agencies are familiar with the project.

Informally, the Village will engage each of these agencies in the dissemination of information, extending invitations to participate in meetings and open house events, and encourage participation in land use and reuse discussions involving environmentally-impaired sites. Additionally, the Village will work with the EPA Region 5 office to ensure planned project progress reports are filed and other requirements of the Cooperative Agreement are met

ii) The Village will engage the Illinois EPA Office of Brownfield Assistance when dealing with environmentally-impaired properties. The Village will seek assistance regarding cleanup options, redevelopment planning, and other forms of technical assistance.

iii) No environmental job training programs are currently available in the immediate areas surrounding Antioch. As such, the Village will make a concerted effort to work with local contractors and companies to provide the materials and labor during the brownfields assessment, cleanup, and redevelopment process associated with the project. Collaborating with these entities will help link members of the community to potential/continued employment.

5.8 Task 8: Assessment Oversight and Grant Reporting

The Village of Antioch has carefully considered the requirements and responsibilities associated with managing the grant. The Village will use a team of internal staff and contracted consultants to satisfy both grant management and implementation needs of the program. Mr. Dustin Nilsen, Director of Community Development for the Village of Antioch, will serve as

the project manager. Mr. Nilsen has over ten years of experience as a public official overseeing and preparing land use plans and entitlements projects and managing multiple elements of municipal operations. Further, Mr. Nilsen previously served as the Brownfields Coordinator for the City of Coralville, Iowa which was the recipient of an EPA Region 7 Brownfield Redevelopment Phoenix Award. Mr. Nilsen will also leverage other requisite professionals from the Village Administrator, Mr. Jim Keim. Mr. Keim is a licensed Professional Engineer and has responsibilities in providing oversight in the Engineering Department.

The Village of Antioch will retain project leadership, should an employee turnover occur, by relying on a hired environmental contractor and the EPA Region 5 Site Officer to provide a sense of continuity. Further, the grant management team will work with the project’s EPA Project Officer and the environmental consultant to assure that the Village complies with all reporting and grant management responsibilities.

Consistent with the requirements of this program, the Village will conduct a competitive selection process and engage a qualified environmental consultant to conduct ESA activities, including preparation and filing of necessary documents. The Village will consult with the EPA to confirm the procurement of private contractor services complies with competitive procurement requirements. The Village also has an expectation the selected environmental consultant will manage the environmental assessment efforts and maintain appropriate quality assurance/quality control records as well as prepare and file necessary reports.

Task 8: Assessment Oversight and Grant Reporting		
Narrative: The objective of this task is to fulfill all administrative requirements of the grant.		
Activities:	Deliverables:	To be Completed by:
a. Project Oversight	None	Ongoing
b. Prepare Quarterly Reports	Quarterly Reports	Within 30 days of the end of each quarter.
c. Maintain & Update ACRES Database	Updated Property Profile Forms	Ongoing
d. Prepare Annual Reports	Annual Financial Reports	August 31 of each year
e. Other correspondence with EPA as necessary	Copies of important correspondence	Ongoing

6.0 BUDGET FOR EPA FUNDING AND LEVERAGING OTHER RESOURCES

6.1 Hazardous Substances Assessment Grant Budget

Line #	Budget Categories	Task 1	Task 2 and 3	Task 4 and 5	Task 6	Task 7	Task 8	Totals
		Consultant Selection and Program Implementation	Brownfield Inventory, Prioritize and Screen Sites, and Determine Eligibility	Property Access Agreements and Phase I ESAs	Phase II ESAs, Site Investigations, and Remedial Planning	Community Outreach and Involvement	Task 8: Assessment Oversight and Grant Reporting	
USEPA GRANT FUNDED PROGRAMMATIC COSTS								
1	Personnel							
2	Fringe Benefits							
3	Travel	\$2,000				\$1,000		\$3,000
4	Equipment							
5	Supplies		\$2,000			\$1,000		\$3,000
6	Contractual	\$2,000	\$7,000	\$29,000	\$150,000	\$6,000		\$194,000
7	Other							
8	SUBTOTALS	\$4,000	\$9,000	\$29,000	\$150,000	\$8,000		\$200,000
IN-KIND SERVICES (TO BE PROVIDED BY THE VILLAGE OF ANTIOCH AS NEEDED)								
9	Project Director (\$60/hr)	\$4,200	\$1,800	\$2,400	\$2,400	\$3,840	\$9,600	24,240
10	Legal Staff (\$115/hr)			\$4,600				\$4,600
11	GIS Staff (\$30/hr)		\$2,100					\$2,100
12	Admin Staff							
13	Supplies							
14	SUBTOTALS	4,200	3,900	7,000	2,400	3,840	9,600	30940
15	TOTALS	8,200	12900	36000	152400	11840	9,600	\$230,940

6.2 Budget Narrative

Task 1: Consultant Selection and Program Implementation (\$4,000) – The process for contracting environmental site assessments and reporting assistance will comply with the Village of Antioch procurement policies, which in turn comply with state and federal policies. This includes public announcement of the requests for proposals, review, interview, selection, and contract negotiation. Minimal in-kind services will be used to implement Task 1.

The Village will provide in-kind assistance relative to meeting its programmatic obligations. Among these responsibilities will be the preparation and submission of quarterly reports, semi-annual financial reporting, MBE/WBE reporting, etc. In addition, the Village will manage efforts of the environmental contractor, participate in project status meetings, and attend local brownfield related conferences and trainings offered during the reporting period.

The travel expense listed in the referenced budget will cover the travel expense reimbursement for mileage based on the prevailing rate, fuel, mileage and parking and is estimated to be

2,000. The Village assumes that the selection of its professional consultant will most likely be from the City of Chicago, which is approximately 50 miles to the south (100 miles round trip). The budgeted amount will cover a monthly trip for the duration of the grant period.

The line item corresponding to contractor services will offset expenses borne by the environmental contractor to assist with program implementation. These activities will include preparation of activity reports for the Village's use, attending meetings with Village staff concerning the implementation of this grant, attending conferences at the request of the Village, and coordinating activities associated with the grant.

Tasks 2 and 3: Brownfields Inventory, Prioritize and Screen Sites, and Determine Site Eligibility (\$9,000) – The Village will undertake an inventory of existing and potential future Brownfields properties located within the Village of Antioch. The inventory will build on an initial inventory of underutilized sites throughout the Village that was completed as part of a 2008 update to the *Comprehensive Plan*. At a minimum, the inventory process will include: (a) conducting tours/inspections throughout select older industrial and commercial areas in the City to identify potential Brownfield sites, (b) conducting interviews with local commercial and industrial real estate professionals having knowledge of vacant properties on the market for which environmental concerns have been a factor in the properties not being sold, (c) review of select Village records that are potentially relevant to identifying Brownfields (such as occupancy and other permits, tax delinquency status, building code violations, etc.). Village of Antioch Department of Community Development will prioritize the Sites based on input from the Brownfields Advisory Committee and will screen all prioritized sites against the Site Eligibility and Property Ownership Eligibility Criteria. The Village of Antioch Department of Community Development will prepare appropriate state and federal site eligibility determination request forms/letters.

It is anticipated that approximately \$7,000 of USEPA funds will be used to contract with a qualified environmental consulting firm to assist with completion of the inventory, prioritization and screening of Sites, and determination of eligibility and that \$2,000 will be used for supplies required by the Village to effectively implement this Task. These supplies will include a computer for use by Planning Department personnel during site visits to Brownfields properties and other miscellaneous supplies required for Brownfields inventory activities including GIS, web posting hardware, and software. In addition, it is projected that City staff will contribute in-kind services in performing activities as part of the inventory, prioritization and screening of Sites, and determination of eligibility.

It is estimated that it will take 50 hours for in house GIS technicians to construct the database and 10 hours of Project Director review for oversight and administration of the task. This equates to approximately \$2,100 dollars in kind contributions (1,500 GIS, 600 Project Director).

It is estimated that it will take 20 hours for in house GIS technicians to construct the database and 20 hours of Project Director review for oversight and administration of the task. This

equates to approximately \$1,800 dollars in kind contributions (600 GIS, 1200 Project Director).

Tasks 4: Execute Property Access Agreements

The Village of Antioch Department of Community Development must execute a Property Access Agreement for properties it does not own in order to conduct an environmental assessment. The Village will first use reasonable good faith efforts to execute a formal voluntary Property Access Agreement with current property owners. The Village will contract with an environmental consulting firm to conduct Phase I ESAs at up to 12 sites meeting the site-specific eligibility requirements and which are approved for assessment by USEPA.

It is estimated that it will dedicate 40 hours of legal and Project Director time to complete this task. This equates to approximately \$7,000 dollars in kind contributions (4,600 Legal, 2,400 Project Director).

Task 5: Conduct Phase I ESAs

(\$29,000) – It is assumed that 10 up to 12 Phase I ESAs will be completed by the consultant at an average cost of \$2,500 (\$25,000 total) and that two Phase I ESA updates will be completed at an average cost of \$2,000 (\$4,000 total). Phase I ESAs will meet the requirements of the All Appropriate Inquiry Final Rule and will follow the standards set forth in the American Society of Testing and Materials (ASTM) E1527-05 Phase I Environmental Site Assessment Process. It is estimated that Village staff will contribute in-kind services in performing activities related to completion of the Phase I ESAs. This work will include obtaining agreements with property owners to perform the Phase I ESAs and review of the Phase I ESA reports.

It is estimated that it will take 20 hours for the Project Director to review and assess the results of the Phase I ESA's. This equates to approximately \$1,200 dollars in kind contributions.

Task 6: Conduct Phase II ESAs, Environmental Site Investigations, and Remedial Planning Activities (\$150,000) – The Village will contract with a qualified environmental consulting firm to perform Phase II ESAs, supplemental environmental assessment and investigation activities, and/or remedial planning activities on targeted parcels, subject to meeting the site-specific eligibility requirements and approval by USEPA. It is assumed that the environmental consulting firm will complete 5 at \$20,000 each.

Following completion of Phase II ESAs, the Village and environmental consultant will identify and collaborate on acceptable remedial responses.

Alternatives will be created in light of prevailing regulatory standards and requirements for enrollment in the Voluntary Site Remediation Program. An opinion of probable cost will also be associated with each option. Ultimately, a work product/report of findings will be prepared for the Village and public inspection. This report will also be shared with the U.S. EPA and Illinois EPA. The budget allocates \$50,000 for the remedial action response reports and any modification or expansions to the scope of Phase II ESA's.

It is estimated that it will take 40 hours for the Project Director to review and assess the results of the Phase 1 ESA's. This equates to approximately \$2,400 dollars in kind contributions.

Task 7: Community Outreach and Involvement (\$8,000) – To assure that community residents and other stakeholders are well informed and that their concerns are fully addressed throughout the project, community outreach activities will be performed and may include newspaper public notice advertisements, mailings, website development, developing and printing fact sheets and holding public meetings with residents. The Village may contract with a consulting firm familiar with public relations. The budget for this task includes \$8,000 of USEPA funds and of in-kind services to be performed by Village staff. 1,000 dollars shall be utilized for mileage reimbursements at 55.5 cents per mile. Which would cover bi-monthly trips from Antioch to Chicago. The \$1,000 in supplies budgeted to complete the task shall be dedicated to the costs of print mailings, posted notices, and web based media made available to the public and other interested stake holders.

It is estimated that it will take 64 hours for the Project Director to conduct and disseminate the information and attend the public meetings. This equates to approximately \$3,840 dollars in kind contributions.

Task 8: Assessment Oversight and Grant Reporting – The Village of Antioch Department of Community Development will oversee the assessment and administration of the grant. Specific tasks are likely to include managing the consultant activities, preparation of USEPA quarterly reports, regularly updating the USEPA ACRES database, annual financial and DBE reports, and all other correspondence with the EPA. In-kind services will be used to implement Task 8 estimated in the range of \$9,600.

In-Kind Services - All in-kind services provided by Village staff will be tracked and reported quarterly to the EPA in regular status and grant reports. Costs for those in-kind services will vary dependent upon the staff person providing them. For example, use of Village Attorney services to provide legal advice will be higher than costs for services provided by an intern or planning technician. The salaries plus benefits for those services will range from \$30-\$115/per hour and are broken out on a task by task basis above.