

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

QUARTERLY REPORT NO. 1

**REPORTING PERIOD:
JULY 30, 2010 THROUGH MARCH 31, 2012**

for

**CHARTER TOWNSHIP OF REDFORD, MICHIGAN
COOPERATIVE AGREEMENT
CA# BF-00E00404-0**

MARCH 31, 2012

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ATTACHMENTS:

Table 1 – Quarterly Budget Report #1 – Community Wide Brownfield Petroleum Assessment Grant – Charter Township of Redford

Table 2 – Quarterly Budget Report # 1 – Community Wide Brownfield Hazardous Substances Assessment Grant – Charter Township of Redford

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
BROWNFIELDS QUARTERLY PROGRESS REPORT**

**CHARTER TOWNSHIP OF REDFORD, MICHIGAN
HAZARDOUS SUBSTANCES AND PETROLEUM
BROWNFIELDS ASSESSMENT GRANTS
COOPERATIVE AGREEMENT #BF-00E00404-0**

**Quarterly Report No. 1
July 30, 2010 through March 31, 2012**

1.0 INTRODUCTION

The Charter Township of Redford (the Township) prepared this Quarterly Progress Report to document activities under the Township's U.S. EPA Hazardous Substances and Petroleum Brownfields Assessment Grant Project (Grant). This report outlines activities and key measures documented from July 1, 2010 through March 31, 2012.

1.1 MODIFICATIONS TO THE WORK PLANS

To date, the Township has not requested modifications to the approved Work Plan, dated May 27, 2010. All tasks reported within this Quarterly Report were conducted in accordance with the Township's work plan submitted to U.S. EPA.

2.0 ACTIVITIES FUNDED UNDER BROWNFIELDS ASSESSMENT GRANT

2.1 PETROLEUM SITE ASSESSMENTS

The following activities have been completed or are being completed under the Petroleum Assessment portion of the Grant. The referenced Tasks 1 through 6 reflect the tasks described in the aforementioned work plan for the project.

TASK 1 – Programmatic Responsibilities

The following activities were recorded for this period:

- The Cooperative Agreement (CA) between the Township and the U.S. EPA was executed and finalized as of October 14, 2010.
- The Township published a Request for Qualifications (RFQ) for management of the grant on May 12, 2011. The Township received multiple responses to the RFQ and reviewed the responses during the period of June 2, 2011 through approximately July 11, 2011.

- A qualified environmental consultant, Soil and Materials Engineers, Inc. (SME) was selected to manage the grant as of August 2, 2011.
- This Quarterly Report Progress Report was prepared for the period of July 1, 2010 through March 31, 2012.
- Since assessments have been initiated but not yet completed, no property profiles have been completed thus far in the Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- The Township has not yet prepared an annual financial status report on the program progress. Expenditures incurred for this period are presented in Section 5.0 of this report.
- The Township, or a representative on behalf of the Township, has not yet attended an annual U.S. EPA National Brownfield Conference.

TASK 2 – Community Outreach

The Township announced the grant award to the public through a notice posted on the Township's website and cable access channel. A presentation was made to the Redford Township Board of Trustees to announce the EPA grant award on October 12, 2010. In addition, the Redford Observer compiled a piece regarding the grant award and published it on October 17, 2010.

The Redford Township Public Services and Community Development Departments work together to solicit potential/current property owners who are seeking to redevelop brownfield sites within our community. In addition, Redford Township has educated local commercial real estate agents to our EPA grant award and the potential of financial assistance to conduct environmental assessments.

The draft work plan and project budget were made available to the public and community organizations, and comments on the draft were solicited. The draft work plan was finalized upon expiration of the public comment period.

The Township developed a Brownfields web page on the Township's website regarding the U.S. EPA CA activities and progress. The website includes a link for public feedback.

The Township updated the Redford Township Brownfield Redevelopment Authority on progress of the U.S. EPA CA activities through a Special Board Meeting held on June 8, 2010.

TASK 3 – Brownfields Site Inventory and Selection

On October 5, 2011, representatives from SME and the Township conducted a tour of the Township to identify prospective sites for redevelopment and possible assessment. Information regarding estimated sale price, status of occupancy, nature of operations, size of property and improvements, estimated annual property taxes, listing agent, and/or other information was collected and documented. Subsequent to the site tour, the information was used to prioritize and prepare a site inventory.

TASK 4 – Phase I Environmental Site Assessments (ESAs)

During this reporting period, one Phase I Environmental Site Assessment (ESA) was conducted under the Petroleum Assessment Grant and submitted to the EPA:

Phase I Environmental Site Assessment, 13955 Telegraph Road, Western 1.1 Acres of an Undivided Parent Parcel, Redford, Michigan, dated February 2, 2012. (Former Goodyear Site)

TASK 5 – Quality Assurance Project Plan (QAPP), Phase II ESAs, and Baseline Environmental Assessments (BEAs)

The following activities have been completed during this reporting period:

- The Township and SME participated in a pre-QAPP conference call with the U.S. EPA on August 18, 2011.
- SME, the selected qualified consultant, prepared the QAPP, dated September 30, 2011, and submitted it for EPA review on October 4, 2011. The EPA provided conditional approval of the QAPP and comments on January 26, 2012. SME addressed the comments and provided the requested revised QAPP pages to the EPA on February 9, 2012.
- One Sampling and Analysis Plan (SAP) was prepared and submitted to the EPA:
 - *Sampling and Analysis Plan, 13955 Telegraph Road, Western 1.1 Acres of an Undivided Parent Parcel, Redford, Michigan, dated January 26, 2012.*
- Phase II ESA activities have been initiated for 13955 Telegraph Road. Field activities have been completed. A Phase II ESA and BEA report are currently under preparation, but not finalized as of the date of this quarterly report.

TASK 6 – Cleanup and Redevelopment Planning

During this reporting period, no Cleanup and Remediation Planning was initiated under the Petroleum Assessment Grant.

2.2 HAZARDOUS SUBSTANCES SITE ASSESSMENTS

The following activities have been completed or are being completed under the Hazardous Substances Assessment Grant. The referenced Tasks 1 through 6 reflect the tasks described in the aforementioned work plan for the project.

TASK 1 – Programmatic Responsibilities

The following activities were recorded for this period:

- The Cooperative Agreement (CA) between the Township and the U.S. EPA was executed and finalized as of October 14, 2010.
- The Township published a Request for Qualifications (RFQ) for management of the grant on May 15, 2011. The Township received multiple responses to the RFQ and reviewed the responses during the period of June 2, 2011 through approximately July 11, 2011.
- A qualified environmental consultant, Soil and Materials Engineers, Inc. (SME) was selected to manage the grant as of August 2, 2011.
- This Quarterly Report Progress Report was prepared for the period of July 1, 2010 through March 31, 2012.
- Since assessments have been initiated but not yet completed, no property profiles have been completed thus far in the Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- The Township has not yet prepared an annual financial status report on the program progress. Expenditures incurred for this period are presented in Section 5.0 of this report.
- The Township, or a representative on behalf of the Township, has not yet attended an annual U.S. EPA National Brownfield Conference.

TASK 2 – Community Outreach

The Township announced the grant award to the public through a notice posted on the Township's website and cable access channel. A presentation was made to the Redford Township Board of Trustees to announce the EPA grant award on October 12, 2010. In addition, the Redford Observer compiled a piece regarding the grant award and published it on October 17, 2010.

The Redford Township Public Services and Community Development Departments work together to solicit potential/current property owners who are seeking to redevelop brownfield sites within our community. In addition, Redford Township has educated local

commercial real estate agents to our EPA grant award and the potential of financial assistance to conduct environmental assessments.

The draft work plan and project budget were made available to the public and community organizations, and comments on the draft were solicited. The draft work plan was finalized upon expiration of the public comment period.

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The Township updated the Redford Township Brownfield Redevelopment Authority on progress of the U.S. EPA CA activities through a Special Board Meeting held on June 8, 2010.

TASK 3 – Brownfields Site Inventory and Selection

On October 5, 2011, representatives from SME and the Township conducted a tour of the Township to identify prospective sites for redevelopment and possible assessment. Information regarding estimated sale price, status of occupancy, nature of operations, size of property and improvements, estimated annual property taxes, listing agent, and/or other information was collected and documented. Subsequent to the site tour, the information was used to prioritize and prepare a site inventory.

TASK 4 – Phase I Environmental Site Assessments (ESAs)

During this reporting period, one Phase I Environmental Site Assessment (ESA) has been initiated under the Hazardous Substances Assessment Grant for the Former Roosevelt School at 15100 Aubrey Avenue in Redford, Michigan. As of the date of this quarterly report, the Phase I ESA is ongoing and a report had not yet been completed.

TASK 5 – Quality Assurance Project Plan (QAPP), Phase II ESAs and/or Hazardous Materials Assessments, and Baseline Environmental Assessments (BEAs)

During this reporting period, no Phase II ESAs, Hazardous Materials Assessments or BEAs were conducted under the Hazardous Substances Assessment Grant.

TASK 6 – Cleanup and Redevelopment Planning

During this reporting period, no Cleanup and Remediation Planning was initiated under the Hazardous Substances Assessment Grant.

3.0 ACTIVITIES FUNDED BY OTHER LEVERAGED SOURCES

3.1 PETROLEUM SITE ASSESSMENTS

There were no activities funded by other leveraged sources associated with the Petroleum Assessment Grant during this reporting period.

3.2 HAZARDOUS SUBSTANCES SITE ASSESSMENTS

There were no activities funded by other leveraged sources associated with the Hazardous Substances Assessment Grant during this reporting period.

4.0 ANTICIPATED GRANT-FUNDED ACTIVITIES FOR NEXT QUARTER

The following activities are anticipated during the next Quarterly Reporting Period April 1, 2012 through June 30, 2012):

- Additional Phase I ESAs (Petroleum Assessment Grant).
- Additional Phase II ESA activities (Petroleum Assessment Grant).
- Additional Phase II ESAs (Hazardous Substances Grant).

5.0 BUDGET STATUS

5.1 PETROLEUM GRANT

The expenditures incurred during this reporting period were \$33,535.98. See the attached *Table 1, Quarterly Budget Report, Community Wide Brownfield Petroleum Assessment Grant, Charter Township of Redford*, for the period of July 1, 2010 through March 31, 2012.

5.2 HAZARDOUS SUBSTANCES GRANT

The expenditures incurred during this reporting period were \$2,320.98. See the attached *Table 2, Quarterly Budget Report, Community Wide Brownfield Hazardous Substances Assessment Grant, Charter Township of Redford*, for the period of July 1, 2010 through March 31, 2012.

TABLE 1
Quarterly Budget Report #1
Community Wide Brownfield Petroleum Assessment Grant
Charter Township of Redford

Cooperative Agreement #BF-00E00404-0
 July 30, 2010 - March 31, 2012

Budget: Petroleum (\$200,000)

Budget Categories	Task 1: Programmatic Responsibilities			Task 2: Community Outreach			Task 3: Brownfield Site Inventory and Selection		
	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date
Personnel	\$1,000.00		\$1,000.00				\$0.00		
Travel	\$2,000.00		\$2,000.00				\$250.00		\$250.00
Supplies	\$0.00		\$0.00	\$750.00			\$0.00		\$0.00
Contractual	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00		\$0.00	\$7,000.00	\$1,911.94	\$1,911.94
Total	\$4,000.00	\$0.00	\$4,000.00	\$2,750.00	\$0.00	\$0.00	\$7,250.00	\$1,911.94	\$1,911.94
				Task 5: QAPP, Phase II ESAs and/or Hazardous Materials Assessments, and BEAs			Task 6: Cleanup and Redevelopment Planning		
				\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date
Personnel	\$0.00		\$0.00	\$0.00			\$0.00		
Travel	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00
Supplies	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00
Contractual	\$27,500.00	\$3,350.00	\$33,350.00	\$150,500.00	\$28,274.04	\$28,274.04	\$8,000.00	\$0.00	\$0.00
Total	\$27,500.00	\$3,350.00	\$33,350.00	\$150,500.00	\$28,274.04	\$28,274.04	\$8,000.00	\$0.00	\$8,000.00

TOTALS		
\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date
\$1,000.00		\$1,000.00
\$2,250.00		\$2,250.00
\$750.00		\$750.00
\$196,000.00	\$33,535.98	\$33,535.98
\$200,000.00	\$33,535.98	\$162,464.02

TABLE 2
Quarterly Budget Report #1
Community Wide Brownfield Hazardous Substances Assessment Grant
Charter Township of Redford

Cooperative Agreement #BF-00E00404-0
 July 30, 2010 - March 31, 2012

Budget: Hazardous Substances (\$200,000)

Budget Categories	Task 1: Programmatic Responsibilities			Task 2: Community Outreach			Task 3: Brownfield Site Inventory and Selection					
	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Remaining
Personnel	\$1,000.00			\$1,000.00				\$0.00	\$0.00			\$0.00
Travel	\$2,000.00			\$2,000.00	\$0.00			\$0.00	\$250.00			\$250.00
Supplies	\$0.00		\$0.00	\$0.00	\$750.00			\$750.00	\$0.00			\$0.00
Contractual	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$7,000.00	\$1,320.98	\$1,320.98	\$5,679.02
Total	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,750.00	\$0.00	\$2,750.00	\$2,750.00	\$7,250.00	\$1,320.98	\$1,320.98	\$5,929.02
					Task 5: QAPP, Phase II ESAs and/or Hazardous Materials Assessments, and BEAs							
					\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date	\$ Remaining
Personnel	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Travel	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Supplies	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Contractual	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$150,500.00	\$1,000.00	\$1,000.00	\$149,500.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00
Total	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$150,500.00	\$1,000.00	\$1,000.00	\$149,500.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00

TOTALS		
\$ Budgeted	Cost Incurred this Quarter	Cost Incurred to Date
\$1,000.00		\$1,000.00
\$2,250.00		\$2,250.00
\$750.00		\$750.00
\$196,000.00	\$2,320.98	\$2,320.98
\$200,000.00	\$2,320.98	\$197,679.02