

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

QUARTERLY REPORT NO. 3

**REPORTING PERIOD:
JULY 1, 2012 THROUGH SEPTEMBER 30, 2012**

for

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

OCTOBER 27, 2012

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ATTACHMENTS:

Table 1 – Quarterly Budget Report #3 – Community Wide Brownfield Petroleum Assessment Grant – Charter Township of Redford

Table 2 – Quarterly Budget Report # 3 – Community Wide Brownfield Hazardous Substances Assessment Grant – Charter Township of Redford

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

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

**Quarterly Report No. 3
July 1, 2012 through September 30, 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, 2012 through September 30, 2012.

1.1 MODIFICATIONS TO THE WORK PLAN

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:

- Quarterly Report #3 was prepared for the period of July 1, 2012 through September 30, 2012.
- 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 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 Township maintains 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 the progress of the U.S. EPA CA activities through a Special Board Meeting held on July 2, 2012.

TASK 3 – Brownfields Site Inventory and Selection

A site inventory was prepared based on information collected during an October 5, 2011, tour of the Township. The site inventory includes contact information for listing agents associated with many of the sites.

TASK 4 – Phase I Environmental Site Assessments (ESAs)

No Phase I ESAs were started or completed during this reporting period.

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.

- Quality Assurance Project Plan (QAPP) Addendum #1 was prepared and submitted to the EPA. The purpose of the QAPP addendum was to add consultant and laboratory Standard Operating Procedures (SOP) for Incremental Soil Methods (ISM) Sampling Field Procedures to the QAPP.
- The following Sampling and Analysis Plan (SAP) and Phase II ESA Report were prepared and submitted to the EPA.
 - *Sampling and Analysis Plan, Matick Chevrolet, 14001 and 13981 Telegraph Road, Redford, Michigan, dated July 12, 2012 (Matick Chevrolet).*
 - *Phase II Environmental Site Assessment Report and Due Care Plan, Matick Chevrolet, 14001 and 13981 Telegraph Road, Redford, Michigan, dated August 30, 2012 (Matick Chevrolet).*

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:

- Quarterly Report #3 was prepared for the period of April 1, 2012 through June 30, 2012.
- 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 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 Township maintains 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 the progress of the U.S. EPA CA activities through a Special Board Meeting held on July 2, 2012.

TASK 3 – Brownfields Site Inventory and Selection

A site inventory was prepared based on information collected during an October 5, 2011, tour of the Township. The site inventory includes contact information for listing agents

associated with many of the sites. In addition, new sites were selected for assessment, as detailed herein in Tasks 4 and/or 5.

TASK 4 – Phase I Environmental Site Assessments (ESAs)

During this reporting period, two Phase I Environmental Site Assessments (ESAs) were conducted under the Hazardous Substances Assessment Grant. The following Phase I ESA reports were completed and submitted to the EPA.

Phase I Environmental Site Assessment, Approximate 2.93-Acre Portion of a Parent Parcel with Address 15100 Aubrey Road, Redford Charter Township, Michigan, dated July 12, 2012. (Former Roosevelt School)

Phase I Environmental Site Assessment, Former Ashcroft School, 9501 Sioux Street, Redford, Michigan, dated July 25, 2012 (Former Ashcroft School)

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

The following activities have been completed during this reporting period.

- QAPP Addendum #1 was prepared and submitted to the EPA. The purpose of the QAPP addendum was to add consultant and laboratory SOPs for Incremental Soil Methods (ISM) Sampling Field Procedures to the QAPP.
- The following SAP and Phase II ESA Report were prepared and submitted to the EPA.
 - *Sampling and Analysis Plan, Approximate 2.93-Acre Portion of a Parent Parcel with Address 15100 Aubrey Road, Redford Charter Township, Michigan, dated August 20, 2012 (Former Roosevelt School)*
 - *Hazardous Materials Assessment Report, Former Ashcroft School, 9501 Sioux Street, Redford, Michigan, dated August 31, 2012 (Former Ashcroft School)*

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. However, the Township will approach Wayne County on behalf of South Redford Schools to discuss a potential sub-grant to assist with asbestos abatement activities at the former Ashcroft School site.

4.0 ANTICIPATED GRANT-FUNDED ACTIVITIES FOR NEXT QUARTER

The following activities are anticipated during the next Quarterly Reporting Period (October 1, 2012 through December 31, 2012):

- Petroleum Assessment Grant
 - Phase II ESA – Ashcroft School (UST assessment)

- Hazardous Substances Assessment Grant
 - Additional Phase I ESAs
 - Phase II ESA – Ashcroft School
 - Phase II ESA – Roosevelt School

5.0 BUDGET STATUS

5.1 PETROLEUM GRANT

The expenditures incurred during this reporting period were \$27,321.57. See the attached *Table 1, Quarterly Budget Report, Community Wide Brownfield Petroleum Assessment Grant, Charter Township of Redford*, for the period of July 1, 2012 through September 30, 2012.

5.2 HAZARDOUS SUBSTANCES GRANT

The expenditures incurred during this reporting period were \$16,737.94. 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, 2012 through September 30, 2012.

TABLE 1
Quarterly Budget Report #3
Community Wide Brownfield Petroleum Assessment Grant
Charter Township of Redford

Cooperative Agreement #BF-00E00404-0
 July 1, 2012 - September 30, 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	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	\$ Remaining
Personnel	\$1,000.00		\$1,000.00			\$0.00		\$0.00	
Travel	\$2,000.00		\$2,000.00	\$0.00		\$0.00	\$250.00	\$250.00	
Supplies	\$0.00		\$0.00	\$750.00		\$750.00	\$0.00	\$0.00	
Contractual	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00	\$1,949.28	\$50.72	\$7,000.00	\$3,303.73	\$3,696.27
Total	\$4,000.00	\$0.00	\$4,000.00	\$2,750.00	\$1,949.28	\$800.72	\$7,250.00	\$3,303.73	\$3,946.27
				Task 5: QAPP, Phase II ESAs and/or Hazardous Materials Assessments, and BEAs			Task 6: Cleanup and Redevelopment Planning		
				\$ Budgeted	Cost Incurred this Quarter	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	\$ 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	\$7,015.81	\$20,484.19	\$150,500.00	\$26,868.37	\$74,939.20	\$8,000.00	\$0.00	\$8,000.00
Total	\$27,500.00	\$7,015.81	\$20,484.19	\$150,500.00	\$26,868.37	\$74,939.20	\$8,000.00	\$0.00	\$8,000.00

TOTALS		
\$ Budgeted	Cost Incurred this Quarter	\$ Remaining
\$1,000.00		\$1,000.00
\$2,250.00		\$2,250.00
\$750.00		\$750.00
\$196,000.00	\$27,321.57	\$108,170.38
\$200,000.00	\$27,321.57	\$112,170.38

TABLE 2
Quarterly Budget Report #3
Community Wide Brownfield Hazardous Substances Assessment Grant
Charter Township of Redford

Cooperative Agreement #BF-00E00404-0
 June 1, 2012 - September 30, 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	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	\$ Remaining
Personnel	\$1,000.00		\$1,000.00			\$0.00	\$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	\$750.00		\$750.00	\$0.00	\$0.00	\$0.00
Contractual	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00	\$0.00	\$2,000.00	\$7,000.00	\$0.00	\$4,848.07
Total	\$4,000.00	\$0.00	\$4,000.00	\$2,750.00	\$0.00	\$2,750.00	\$7,250.00	\$0.00	\$5,098.07
				Task 5: QAPP, Phase II ESAs and/or Hazardous Materials Assessments, and BEAs			Task 6: Cleanup and Redevelopment Planning		
				\$ Budgeted	Cost Incurred this Quarter	\$ Remaining	\$ Budgeted	Cost Incurred this Quarter	\$ 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	\$3,350.00	\$19,759.82	\$150,500.00	\$13,387.94	\$136,112.06	\$8,000.00	\$0.00	\$8,000.00
Total	\$27,500.00	\$3,350.00	\$19,759.82	\$150,500.00	\$13,387.94	\$136,112.06	\$8,000.00	\$0.00	\$8,000.00

TOTALS		
\$ Budgeted	Cost Incurred this Quarter	\$ Remaining
\$1,000.00		\$1,000.00
\$2,250.00		\$2,250.00
\$750.00		\$750.00
\$196,000.00	\$16,737.94	\$24,280.05
\$200,000.00	\$16,737.94	\$175,719.95