

# Community Relations Plan Sample Template

Name of Organization

Name of Project

Project Location

Date

## Overview

The Environmental Protection Agency (EPA) defines a brownfield as a “property, where the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant”. Examples of brownfield sites include properties that may be abandoned, inactive, or have not operated at their full potential. The Phoenix Brownfields Revolving Loan Fund (BRLF) Program provides financing for remediation of eligible brownfield projects within the Phoenix city limits. The purpose of the Community Relations Plan (CRP) is to describe the Name of the Organization’s strategy to address the concerns of the residents potentially affected by the activities conducted at the name of the project site, located at address (physical and/or cross streets/parcels if the property does not have an address assigned). The CRP also outlines how citizens will be able comment on the remediation plans for this project.

## Contact Information and Administrative Record

The spokespersons for this project and contact information are:

<u>Name of person related to project</u>	<u>Contact information (email and phone number)</u>

City of Phoenix Project Managers	Contact information
Emma Green	<a href="mailto:Emma.Green@phoenix.gov">Emma.Green@phoenix.gov</a>
Rosanne Albright	<a href="mailto:Rosanne.Albright@phoenix.gov">Rosanne.Albright@phoenix.gov</a>

The Administrative Record is located at City Hall, 200 West Washington Street, 14th Floor, Phoenix, Arizona, during regular business hours, between 8 am and 5 pm. During the 30-day comment period, a set of documents will also be available at Name of Organization’s project office address or other location, if applicable.

The Administrative Record is an evolving record and does not end at the end of the 30-day public comment period. The Administrative Record will periodically be updated during the public participation and cleanup phases of this project. The Administrative Record includes a repository related to the environmental assessment and remediation of this project site:

- The Community Relations Plan
- Documentation of Public Outreach
- Environmental Assessment Reports
- Project Remedial Workplan

## Site Description

Site Location: Describe the specific site location, including the intersection(s), if applicable, and size of property (in acres)

Site History: Describe the history of the site, past uses/businesses and dates of operation; Nature of threat to public and environmental health including unsafe structures, wastes or contaminants generated by previous businesses, contaminated soil and/or groundwater (note: this can typically be summarized, in plain English, from previous environmental reports i.e. Phase I or Phase II reports completed for the project site). If this is a lead-based paint or asbestos remediation project include the age and condition of the building. Include past uses.

Nature and Threats to Public Health and the Environment: Describe the key contaminants of concern, including hazardous wastes generated by previous tenants, soil and groundwater contamination, include outcomes of Phase II results if Phase II available for project site.

Plan for Remediation: outcome of Analysis of Brownfields Cleanup Alternatives (ABCA) if applicable, if options for remediation not available, i.e. asbestos abatement or lead-based paint remediation project then state timeline of project.

## Key Community Concerns

Describe key community concerns if your organization is aware. This may be available online via Newsource, or from stakeholder interviews (if completed by local stakeholder). If your organization is not aware of concerns surrounding your brownfields site, then state reasons as to why your organization is unaware of community concerns, i.e. non-local stakeholder or lack of local knowledge, including lack of local reporting on brownfields site.

## Community Profile

The community profile should consist of basic population and relevant community profile information, for example this should include age demographics, first language, income, and level of education (for additional resources refer to [cdc.gov/places](https://cdc.gov/places) and/or [censusreporter.org](https://censusreporter.org)). The Borrower or Subgrantee should, at least, describe the immediate surrounding area (adjoining properties) and cover the population of at least one-quarter (1/4) mile radius surrounding the project site.

\*Note: This summary does not have to be extensive. The community profile should include a brief statement regarding how this brownfields redevelopment project will remove or contain contamination and exposure pathways that potentially threaten the adjacent residents and other sensitive receptors. One paragraph is sufficient for this section.

## Community Involvement

Prior to remediation construction, specific community notification is required. The City of Phoenix will ensure compliance with state public notification requirements during this phase of the project.

### Chronology of Community Involvement

The following opportunities are available to local citizens to be involved in this redevelopment project:

List/Describe all future opportunities for meaningful community involvement, these may include the following:

- Community meetings in-person, virtual or hybrid (when, where, and topics)
- Collaborations with non-profits or community organizations in the target area to inform the public about the project
- How the project will be advertised (newspaper, online, local signs)
- Options and locations for public comments (online, and/or in person)
- Social Media (supplemental option to be used in tandem with another community event)

Community comments will be documented, however, only those which are directly related to the remediation plans as supported through the BRLF program will be responded to by the organization and/or City of Phoenix, where applicable. All comments will be recorded in the Administrative Record. By preparing and implementing this Community Relations Plan, the City of Phoenix has also ensured compliance with EPA's requirements. The City of Phoenix will maintain the Administrative Record to reflect the status of the cleanup, public

comments, response to public comments, and other significant decisions regarding environmental remediation which will be publicly available at City Hall. Any changes will also be documented in the Administrative Record.

Required: an attachment of a map of the project site which would typically be available at the end of a Phase I or II.

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\*A note on how to use this document:

This document is available to Borrowers and Subgrantees to be used as a template or guide for their Community Relations Plan. The grey and underlined text is required language, unless otherwise indicated. The plain text is intended to not be edited; however, the perspective applicant is not required to keep this language in place. Text that is in italics is suggested language. If you have questions regarding how to use this document please contact Emma Green at [Emma.Green@phoenix.gov](mailto:Emma.Green@phoenix.gov) or refer to the list of requirements for the CRP as outlined in the Brownfield Revolving Loan Fund Program Procedures Manual located on the Office of Environmental Program's website. Upon submission, all grey and underlined text should be removed, else the document will be returned to the applicant for resubmittal.