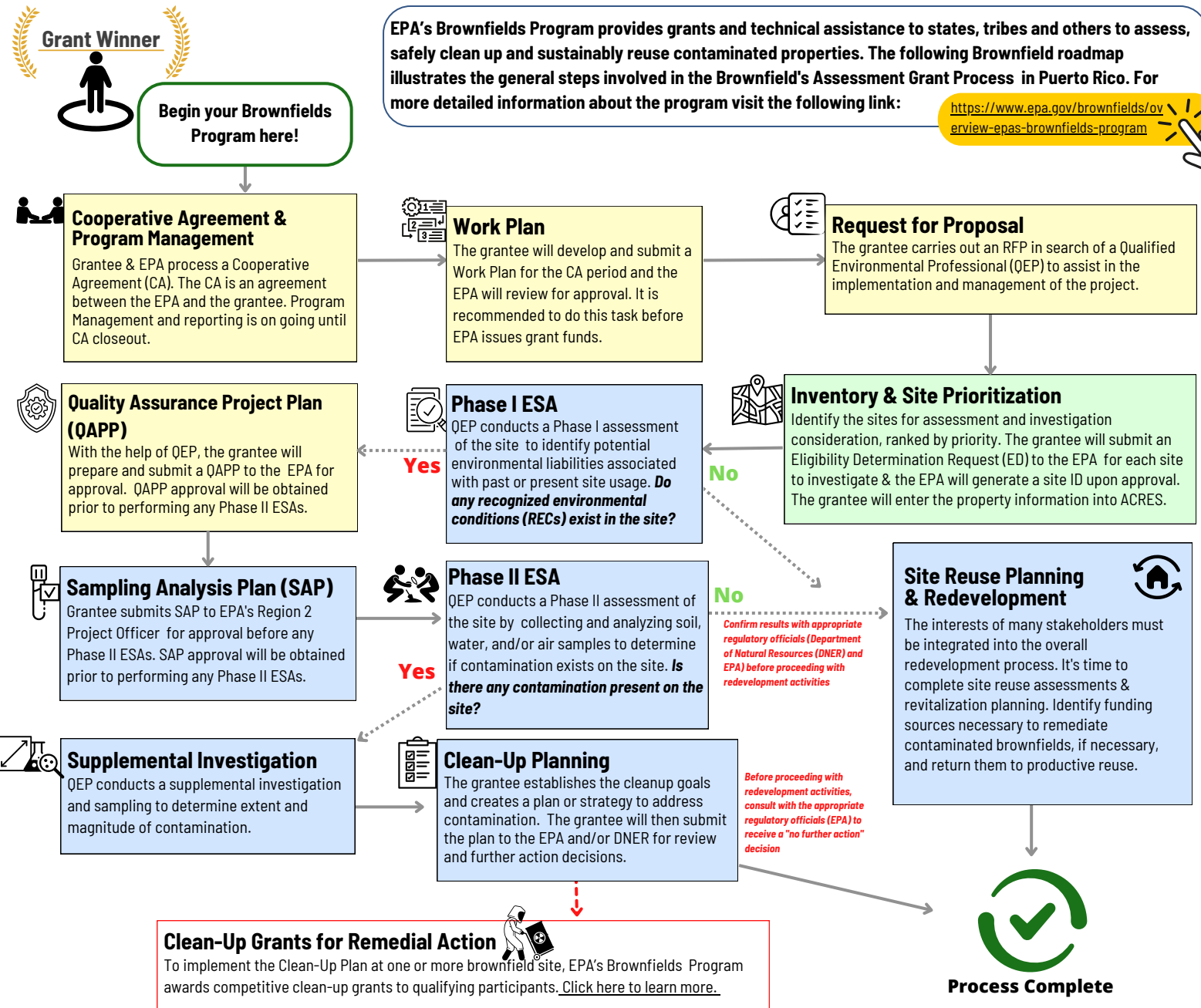


EPA BROWNFIELDS PROGRAM ASSESSMENT GRANT PROCESS FOR PUERTO RICO

EPA's Brownfields Program provides grants and technical assistance to states, tribes and others to assess, safely clean up and sustainably reuse contaminated properties. The following Brownfield roadmap illustrates the general steps involved in the Brownfield's Assessment Grant Process in Puerto Rico. For more detailed information about the program visit the following link: <https://www.epa.gov/brownfields/overview-epas-brownfields-program>

THINGS YOU SHOULD KNOW BEFORE STARTING

- BROWNFIELD SITE** means real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant or contaminant.
- EPA Fiscal Year (FY)** starts on October 1 and ends in September 30.
- Cooperative Agreement (CA)** period refers to the designated duration of the grant.
- The most efficient way to use resources is to **identify a redevelopment goal** for each site at the beginning of the project.
- EPA provides communities with essential funding via assessment, cleanup, multipurpose, revolving loan fund (RLF) and job training grants. To learn more visit: <https://www.epa.gov/brownfields/types-epa-brownfield-grant-funding>



LEGEND

- Preparation tasks
- Continuous process
- Assessment process per site
- Next steps for remedial action

EPA BROWNFIELDS PROGRAM

ASSESSMENT GRANT PROCESS FOR PUERTO RICO

The EPA Brownfields Program in Puerto Rico follows a regulatory process that includes site assessment, cleanup planning, and remediation. The process involves various stakeholders, including property owners, community members, and government agencies. The program provides funding and technical assistance to support the cleanup and redevelopment of contaminated sites, with a focus on promoting environmental justice and community involvement. The ultimate goal is to reduce health and environmental risks and promote economic revitalization in impacted areas. For more detailed information about the program visit the following

link: <https://www.epa.gov/brownfields/overview-epas-brownfields-program>

A BROWNFIELD SITE is a property, often in urban areas, that is abandoned or underutilized due to the actual or perceived presence of hazardous substances, pollutants, or contaminants. These substances may have been released or deposited onto the property as a result of prior industrial or commercial activities. Brownfields are typically remediated and redeveloped to return them to productive use.

1. Cooperative Agreement & Program Management

The overall coordination of the Cooperative Agreement (CA) will be carried out by the grantee's Project Manager and/or the Qualified Environmental Professional (QEP), assisted by the Finance Department Manager, and the City Planner, among others. If the grantee is a Non-Profit Organization, it will be carried out by the assigned qualified personnel within the organization. Additionally, the grantee, the EPA, and the selected QEP will frequently correspond regarding project progress and activities. Quarterly reports and other grant documentation, including, but not limited to, ACRES data entry, annual reports and MBE/WBE utilization reports, will be submitted to the EPA throughout the grant cycle per the requirements of the CA. *Public input and the involvement of key stakeholders is integral for a successful brownfield redevelopment program.* The Grantee will use funds allocated in this task to invite public input on plans and progress of investigation and cleanup activities, and to market sites for future development. The associated costs will fund the preparation and execution of community outreach programs and engagement events. The selected QEP will work with the grantee to develop outreach materials to be used as a tool to educate stakeholders on the benefits of the grant and how it can be used as a tool to increase development and economic growth.

2. Work Plan

The Grantee will develop a proposed program detailing the tasks to be performed, the resources assigned, and timeline of the tasks throughout the grant cycle. The grantee will submit the Work Plan and the EPA will review for approval. EPA must review and approve the work plan before the grantee commences work. *Work plan templates provided by the EPA can be found at: <https://www.epa.gov/brownfields/r2>.*

3. Request for Proposals

After the workplan is approved by EPA, the grantee will acquire a Qualified Environmental Professional (QEP) in accordance with Procurement Standards of 2 CFR Part 200 and 2 CFR Part 1500. The grantee will prepare a Request for Proposals (RFP) and will carry out a public solicitation to retain a QEP to assist in the implementation and management of the program. The QEPs will submit their proposals in response to the RFP. The Grantee and/or Evaluation Committee (such as Bid Board) will evaluate the SOQs received and select a QEP. The Grantee and QEP establish a contract to complete the contractual obligations in the tasks outlined in the Work plan.

4. Inventory and Site Prioritization

The Brownfield Site Inventory List consists of identifying sites for assessment and investigation consideration. These identified sites should be prioritized according to predetermined criteria that reflect overall project goals. When developing the inventory, focus on the geographic area specified in your application. These sites can include closed dry cleaners, auto-body shops, abandoned gas stations, industrial properties, and even residential areas. In addition to properties that have or appear to have actual environmental conditions. The grantee/QEP will develop a site inventory list. The grantee will obtain a signed Site Access Agreement (SAA) from the property owner(s) prior to any activities at priority sites. Once the SAA is obtained, an Eligibility Determination Request (ED) will be prepared for each site and submitted by the grantee to the EPA along with a Property Approval Questionnaire. EPA will determine eligibility ***[NDS2] letter and generate a Site ID for each site prior to the performance of Phase I Environmental Site Assessment (ESA). The site inventory will continue to be revised throughout the CA period, as some sites can change priority over the grant cycle period.

5. Phase I ESA

The Phase I Environmental Site Assessment (ESA) consists of an investigation that involves gathering historical uses and other available information about site conditions to evaluate whether the site poses a threat to human health and the environment and/or whether further investigation is needed. The Phase I ESA will identify any recognized environmental conditions (RECs) present on the site. This task will be carried out by the QEP. If the Phase I ESA determines the presence of RECs, conducting a Phase II will be necessary. The Phase I ESA also fulfills public information needs, and generally furnishes appropriate information about the site early in the site assessment process.

ESAs will be compliant with All Appropriate Inquiry (AAI) and ASTM E-1527-13/21 and in accordance with Puerto Rico Department of Natural Resources (DNER) and EPA guidelines.

6. Quality Assurance Project Plan (QAPP)

Prior to undertaking Phase II assessments, the grantee will prepare and submit a Quality Assurance Project Plan (QAPP) to the EPA, which meets the approval of U.S. EPA Region II Brownfields Program. A QAPP is a plan that governs the project organization, timeline, sampling, and analytical requirements including methods, standard operation procedures, sample and data management that will be used in all Phase II assessments. The Phase II ESAs will be completed to assess the recognized environmental conditions identified in the Phase I of the site and will operate under a grant specific QAPP. With the help of QEP, the grantee will prepare and submit a QAPP according to the model provided by EPA and will update the QAPP annually. QAPP approval, by the EPA Region 2 Brownfields Project Officer, will be obtained prior to performing any field activities.

7. Sampling Analysis Plan (SAP) and Health & Safety Plan (HASP)

The Sampling and Analysis Plan (SAP) will detail the methods and requirements to be performed specific to the work to be done on-site during a Phase II ESA. The Health and Safety Plan (HASP) will detail the chain of command during site work (Safety Officer, emergency responses, personnel present, safety equipment). The SAP and HASP will be developed by the Grantee and QEP and submitted by the grantee to the EPA Project Officer for revisions and approval prior performing Phase II activities.

8. Phase II ESA

The Phase II ESAs purpose is a site investigation that is completed to assess the recognized environmental conditions (RECs) identified in the Phase I ESA of the site. Phase II includes the collection of field data (soil, groundwater, sediment, surface water, soil gas, and/or air samples) from a suspected hazardous waste site to confirm or deny the presence of contamination and to further characterize contaminants, migration pathways, and background contaminant level. Phase II serves as a further screening activity to determine what steps, if any, need to occur next at the site. Information collected during the site investigation phase supports future decisions about potential cleanup options and reuse alternatives.

9. Supplemental Investigation

If contamination was found in the site investigation (Phase II ESA), a supplemental investigation and sampling will be performed to determine the extent and magnitude of contamination.

EPA BROWNFIELDS PROGRAM

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10. Clean Up Planning

If a property is found to be contaminated, the grantee establishes the cleanup goals for the proposed remediation. The grantee will use grant funds to complete Analysis of Brownfield Cleanup Alternatives (ABCAs) and Remedial Action Plans (RAPs), and/or other actions associated with sites assessed and ready for remediation. In the evaluation of remedial alternatives, the QEP will review known contamination (sources and extents) based on Phase II ESA data and evaluate potential exposure pathways based on the potential future use(s) of the site. This information will be used to establish the cleanup goals for the proposed remediation. RAPs will include a feasibility analysis that evaluates alternatives designed to meet the project objectives. Each alternative will be evaluated for effectiveness, feasibility to implement, and cost. Additionally, funds from this task will be used to obtain site closure letters.

Cleanup Planning shall include:

- An analysis of potential remedial techniques
- Determination of appropriate cleanup goals
- Identification of probable costs
- Planning and application for additional funding

11. Site Reuse Planning & Redevelopment

Funds assigned to this task will be used for Site Reuse Planning. Activities may include but are not limited to:

- Completing site reuse assessments
- Market studies
- Infrastructure evaluations
- Reuse visioning
- Revitalization planning
- Identify funding sources necessary to remediate contaminated brownfields and return them to productive reuse.

*The interests of many stakeholders must be integrated into the overall redevelopment process. Cleanup strategies vary from site to site, depending on factors such as intended end use, available funding, liability considerations, regulatory requirements, the type, and extent of contamination present and the technologies available for cleanup. At some sites, cleanup will be completed before the properties are transferred to new owners. At other sites, cleanup may take place simultaneously with construction and redevelopment.

12. Clean-Up Grants for Remedial Action

Next step for remedial actions is to prepare a proposal for Clean Up funds from EPA. The EPA's Brownfields and Land Revitalization Program awards competitive clean-up grants to government entities and qualifying non-profit organizations that can be used for cleanup activities at one or more brownfield sites. [Click here to learn more.](#)

IF YOU NEED FURTHER ASSISTANCE, HERE ARE SOME TOOLS:

OTHER FUNDING SOURCES FOR CLEANUP If contamination was found at a site, there are many options to consider for clean up such as

- PRIVATE INVESTMENTS
- EPA CLEANUP PROGRAM AND GRANTS
- STATE/TERRITORY FUNDS
- OTHER FEDERAL FUNDS

1. EPA's Land Revitalization Program offers numerous tools for communities working on revitalization of brownfield sites and other types of contaminated properties. [Access the link for more information: \(https://www.epa.gov/land-revitalization\)](https://www.epa.gov/land-revitalization)
2. EPA's Anatomy of Brownfields Redevelopment explains the brownfields cleanup and reuse process from the real estate development perspective. Access the link for more information. [Access the link for more information: \(https://www.epa.gov/brownfields/anatomy-brownfields-redevelopment-0\)](https://www.epa.gov/brownfields/anatomy-brownfields-redevelopment-0)
3. Contact the EPA Region 2 brownfields coordinator or your EPA Region 2 Project Officer for further assistance. [Access the link below for more information: \(https://www.epa.gov/brownfields/r2\)](https://www.epa.gov/brownfields/r2)
4. EPA's Setting the Stage for Leveraging Resources for Brownfields Revitalization is a tool that communities can use to identify approaches for attracting additional resources, including the federal resources for community revitalization addressed in the Brownfields Federal Programs Guide. It includes a step-by-step guide to help localities organize their leveraging efforts for brownfields and community revitalization and prepare a successful leveraging effort. The document also includes case studies and an overview of assistance available from EPA for enhancing community capability to leverage available resources for brownfields projects. [Access the link for more information: \(https://www.epa.gov/brownfields/setting-stage-leveraging-resources-brownfields-revitalization\)](https://www.epa.gov/brownfields/setting-stage-leveraging-resources-brownfields-revitalization).
5. Brownfields Federal Programs Guide <https://www.epa.gov/brownfields/brownfields-federal-programs-guide-2021>



BROWNFIELDS REDEVELOPMENT BENEFITS

Economic development
Contamination identification
Contamination cleanup
Land development
Creation of community needed land uses
Creation and/or retention of jobs
Social and economic progress
Other funding leveraged

FOR MORE INFORMATION

CONTACT EPA REGION 2 BROWNFIELDS CORDINATOR
(212) 637-3283
[HTTPS://WWW.EPA.GOV/BROWNFIELDS](https://www.epa.gov/brownfields)

TECHNICAL ASSISTANCE TO BROWNFIELDS (TAB):
[HTTPS://WWW.EPA.GOV/BROWNFIELDS/BROWNFIELDS-TECHNICAL-ASSISTANCE-TRAINING-AND-RESEARCH#TAB](https://www.epa.gov/brownfields/brownfields-technical-assistance-training-and-research#TAB)

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