

A. RECIPIANT TITLE:

Pima County Community Development and Neighborhood Conservation Department (CDNC)

B. BACKGROUND AND PROJECT SUMMARY:

Like many small urban communities, Flowing Wells, Arizona has experienced dramatic changes and downward turns. Approximately 60% of its nearly 17,000 residents have low to moderate incomes, with 15% living below the poverty line. Over 72% of its housing units are mobile homes. The community is plagued by obsolete zoning designations such as Multiple Use (MU) that have allowed for inconsistent and non-conforming land uses. In addition, two State Superfund sites and an abandoned municipal landfill are located within its boundaries. The economic toll has left many abandoned automotive service stations and body shops, dry cleaners, salvage yards, and vacant lots throughout the community.

Despite these obstacles, Flowing Wells have banded together to form a strong and influential neighborhood group (Flowing Wells Neighborhood Association and Community Coalition – Community Coalition) and with the help of Pima County Community Development and Neighborhood Conservation Department (CDNC) and local business groups, they are fighting improve the economic and social development of the community. One tangible way this is seen is the community's designation as an All-American City in 2007, an impressive distinction considering Flowing Wells is one of only four designated neighborhoods to receive this award over the last 68 years.

The Environmental Protection Agency's (EPA's) Community-Wide Assessment grant is an excellent catalyst to take advantage of the numerous existing economic development and community regeneration opportunities. Flowing Wells has one of the last vestiges of commercially-zoned and economically-viable properties in Pima County with approximately 861 acres of vacant or underutilized land potentially available. There are supportive citizens groups and business leaders who have attained nearly \$18.5 million since 1991 for local improvements to make Brownfields redevelopment more viable. Other grant leveraging opportunities exist, including those resulting from the inherent advantages associated with Flowing Wells' Housing and Urban Development (HUD) designation as a Neighborhood Revitalization Strategy Area (NRSA). A working, strategic, and comprehensive economic development plan exists for Flowing Wells that was developed as part of the NRSA designation, and Brownfields redevelopment is an integral part of this plan.

C. GOALS AND OBJECTIVES:

EPA Strategic Plan: This project supports EPA's Strategic Plan and GPRA Goal 4: Healthy Communities and Ecosystems, Objective 4.2 Communities—Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them, Sub-objective 4.2.3 Assess, Clean Up and Redevelop Brownfields.

Pima County Outputs:

These deliverables or outputs will include:

- 25 Phase I Environmental Site Assessments (ESAs) that comply with All Appropriate Inquiry (AAI) standards.

- Five (5) Phase II ESAs.
- Implementation and completion of various tasks, activities, and associated deliverables as outlined in this work plan.

Pima County Outcomes: Outcomes directly resulting from these grant funds are estimated to be met by FY 2012. Outcomes include, but are not limited to, the following:

- Job creation within Flowing Wells at 100 jobs and approximately \$3.5 million in employee salaries.
- Approximately \$400,000 in increased property tax revenues from former Brownfields properties.
- Redevelopment of 68 acres of Brownfields properties into beneficial uses.

Pima County Brownfield Program Project Goals: Pima County intends to maximize the available resources associated with the acquisition of this \$200,000 EPA Community-Wide Assessment Grant for Hazardous Substance by embarking and embracing the following goals:

- Establish, implement and expand upon a successful Pima County Brownfield Program beginning with Flowing Wells, Arizona.
- Utilize and pursue available Brownfield resources to facilitate and expand economic development opportunities specifically focusing in Pima County Community Development Target Areas.
- Continue to work closely with other Brownfield programs within Southern Arizona—i.e. City of South Tucson, City of Tucson, etc.—to develop a more regional approach to Brownfield redevelopment.

D. TASKS:

EPA Community-Wide Brownfields Assessment Grant funds will be utilized by Pima County, in conjunction with its contractor(s), to perform the following tasks and associated activities as first detailed in the submitted application EPA assessment funding; and now, in this detailed work plan. A modified format of the EPA provided *Brownfield Assessment Grant Example Workplan Outline* has been utilized to consolidate necessary information into five (5) tasks. Three (3) tasks had been outlined in the original application including “Public Involvement,” “Property Identification and Database Development,” and “Environmental Assessments.” However, an additional two (2) tasks—including “Project Management and Planning” and “Reporting Activities” have been added to produce a more comprehensive work plan. Each task element provides a description, budgeted costs to the Brownfields Assessment Grant, and a Task Summary Matrix which lists task activities and their associated deliverables and foreseeable completion dates. The completion dates are designed to coincide with the federal fiscal year and quarterly reporting requirements for this project.

With the expectation of a minor line item change moving all of the proposed “Travel” budgeted expenses into the now “Public Involvement and Community Outreach” task, there as been no significant changes to the proposed budget. Furthermore, since Pima County has leveraged staff time in applying for this project, costs associated with the newly added “Task 1 Project Management and Planning” and “Task 5: Reporting Activities,” will not be billed to Pima County’s EPA Community-Wide Assessment Grant for Hazardous Substances.

Task 1: Project Management and Planning

a) Description: The objective of this task is to integrate existing efforts to fully utilize the acquisition of this initial EPA Community Wide Brownfields Assessment Grant to establish the programmatic framework for Pima County’s emerging Brownfield Program. Activities include: assigning responsibility for day-to-day project management and program operation; procuring and contracting qualified environmental consultants to assist with assessment activities, amongst other duties, via a formal Request for Proposal (RFP) process; and finally, adhering and administrating all appropriate actions associated with public pre-award notification/hearing(s). It is important to note that some of the activities for this task have been previously preformed and completed as a comprehensive approach to Pima County’s successful application for EPA funding in anticipation of being awarded assessment grant funds. Completed tasks will be submitted with this work plan to the County’s respective EPA Project Officer.

b) Costs to Brownfield Grant: None.

c) Task Summary Matrix:

<i>Task 1: Project Management and Planning</i>		
Activities	Deliverables	To be Completed
Assign Responsibility for Pima County Brownfield Program and EPA Assessment Grant	Work Plan submitted by Pima County Community Development and Neighborhood Conservation Department.	Completed June 2, 2008
Pre-Award Notification	Coalition Agenda and Sign in Sheets	Completed September 20, 2007
	Pima County Board of Supervisor Resolution and Public Meeting Agenda.	Completed October 7, 2007
Contract Phase I/II ESA Environmental Consultant(s)	RFP Solicitation, Selection, and Contract.	Completed December 13, 2007
	Contract Amendment (Extension)	By December 31, 2008

Task 2: Public Involvement and Community Outreach

a) Description: Successful public involvement coupled with effectual community outreach will ensure that the community concerns are considered and addressed in the assessment planning and execution processes of this project. Moreover, task efforts will ensure effective execution of promotional and marketing materials to community stakeholders—and hopefully eventual benefactors of this grant. Activities of this task intend to fully utilize the already inherent and proactive Community Coalition, its leadership and its existing economic development strategic plan (*Flowing Wells NRSA*) to effectively and adequately reach out and involve community stakeholders in pursuit of Flowing Wells’ brownfields initiative. Specifically, the County, in direct conjunction with the Community Coalition and respective consultants, intend to conduct informative and education



brownfields presentations; establish a Flowing Wells Brownfields Taskforce and/or Project Stakeholders List; and, develop, distribute and make available promotional brownfields materials and status reports thru various media including the print copy and the internet. In addition, activities associated with travel, and all its proposed budgeted expenses detailed in the initial application, will also be incorporated into this task for staff, Coalition members and/or consultants to attend National Brownfields Conference(s) or other pertinent training opportunities to better garner a greater understanding of public involvement and outreach activities—amongst other things.

b) **Costs to Brownfield Grant:** \$18,000.00

c) **Task Summary Matrix:**

<i>Task 2: Public Involvement and Community Outreach</i>		
Activities	Deliverables	To be Completed
Establish website link on CDNC departmental internet site. Link to also serve as brownfields document depository.	Link to dedicated Pima County Brownfields Program Website.	By December 31, 2008
Conduct 1 st Post-Award Informative Public Meeting: Detail site inventory and assessment processes and solicit membership to FW Brownfield Task Force. Seek media coverage.	Meeting Agenda, Sign-in Sheet and PowerPoint. Possible related news article. (<i>Arizona Daily Star</i>)	By December 31, 2008 By December 31, 2008 or by March 31, 2009
Establish Flowing Wells Brownfields Task Force.	Recruitment criteria, roster and protocols/duties. (I.e. input and approvals of site selection processes, marketing endeavors, I/II ESA's, etc.)	By March 31, 2009
Produce informative marketing brochure.	Electronic and print copy brochure.	By March 31, 2009
Conduct 2 nd Informative Public Meeting and Presentation.	Meeting Agenda, Sign-in Sheet and PowerPoint	By June 31, 2009
Establish Stakeholder List/Serve.	Invitation forwarded to EPA Project Officer.	By June 31, 2009
Produce marketing mailer.	Electronic and print copy postcard.	By June 31, 2009
Integrate information in EPA quarterly reports into articles for both CDNC and Coalition periodic newsletters.	Newsletter website links or PDF documentation.	By January 2009 and each subsequent three month period
Travel to National Conference and Associated Trainings.	Registration Information.	To be determined

Task 3: Property Identification and Database Development

a) Description: As detailed in Pima County's grant application, an existing land use inventory has been previously created for the community of Flowing Wells, Arizona. The Community Coalition had been very proactive in working with various Pima County departments to identify vacant, delinquent, and possible brownfields properties within their neighborhood. Pima County staff expanded this effort and further collect, analyze, and segregate parcels within Flowing Wells based on ownership, acreage, zoning, existing uses, and brownfields redevelopment potential. Activities for this task including establishing a brownfields ACCESS database; utilizing the database to rank potential sites and select properties for environmental assessment; establishing Landowner Contact and Access Agreement processes; and, integrating ACCESS database data into Pima County's publically accessible GIS system and maps.

The first task will include the supplementation and format modification of the existing Flowing Wells land use inventory into an ACCESS database which will be designed to store site-specific data for potential brownfields properties (i.e., owner, location, zoning, known environmental issues, current use). A commercially-available database of standard historical environmental records (e.g., known leaking underground storage tanks, spills, federal or state Superfund sites) will also be integrated into the database.

The creation of the brownfields ACCESS database will allow Pima County Departments—including Community Development and Neighborhood Conservation (CDNC), Development Services (DSD), Department of Transportation (DOT), Geographic Information Systems (GIS), and the Department of Environmental Quality (DEQ)—members of the Community Coalition, and respective consultant(s) to rank and determine which parcels and properties to focus environmental site assessments efforts. Below is the tentative criterion to be used to rank potential sites:

- Brownfield eligibility.
- Sites within the proposed Flowing Wells Comprehensive Plan Amendment Area and Pima County Business Infill Incentive District.
- Sites, groups of abutting sites, and planning areas with the greatest potential for commercial and industrial redevelopment.
- Sites that would provide the greatest benefit to the community.
- Ownership and access cooperation.
- Potential environmental media affected and contaminates of potential concern.
- Anticipated assessment costs.
- Existing infrastructure.
- Level of support and interest from the community.

Based on the results, site selection recommendations will be made to the Brownfield Task Force for final consideration. Pima County will then initiate Phase I ESAs on high priority properties and areas willing and interested in participating in Pima County's voluntary brownfields program. A second round of site selection will be necessary to identify the five (5) sites or areas that will be further evaluated under the Phase II site investigation process.

Accordingly, the County will develop, institute, and administer a Landowner Contact and Access Agreement processes to successfully solicit landowners, both public and private, to volunteer for

available environmental site assessments. In conjunction with public involvement and community outreach activities, initial contact will be made with site landowners to solicit interest in getting involved in the brownfields project. If needed, meetings will be held with landowners to educate them about the project so they can make an informed decision. Meetings will include describing the goals of the Pima County Brownfields Program, presenting brownfields success stories, as well as describing the financial incentives associated with brownfields redevelopment and assessment activities. If their site is eventually selected, property owners will be required to sign a Access Agreement that will allow Pima County and their representative to work the site. County staff will also continue to collaborate with both the cities of Tucson and South Tucson to employ best practices and procedures regarding this activity.

The final activity for this task will be to fully incorporate and geo-reference the ACCESS database into dynamic GIS data layers to be made available to the public, including private and development interests, on Pima County MapGuide Maps—Pima County’s web-based GIS. The County will also invite the City of Tucson and City of South Tucson to participate in this process to create a more comprehensive GIS layer to better reflect brownfields activities on a regional basis.

b) Costs to Brownfield Grant: \$12,000.00

c) Task Summary Matrix:

<i>Task 3: Property Identification and Database Development</i>		
Activities	Deliverables	To be Completed
Procure standard historical environmental records.	Purchase documentation.	By December 31, 2008
Update existing Flowing Wells existing land use inventory (EXCEL) into ACCESS.	Initial beta version and subsequent versions upon request.	By March 31, 2009
Compile list of sites/planning areas to prioritize ESA efforts.	List of prioritized sites/planning areas and ranking criteria.	By June 31, 2009 with subsequent quarterly updates
Produce Landowner Contact and Access Agreement processes and support documents.	Procedures for brownfields contact, agreements of understanding b/w County and property owners, and other marketing documentation.	By June 31, 2009 with subsequent quarterly updates
Present selected sites and Landowner Contact and Access Agreement process to Brownfield Task Force.	Approval documentation via meeting minutes.	By June 31, 2009
Incorporate ACCESS database(s) into Pima GIS system.	Inter-departmental/governmental agreements or similar documentation/correspondence. Public access to Pima County Brownfields Program: Flowing Wells on Pima County MapGuide.	By December 31, 2009 with subsequent quarterly updates



Task 4: Environmental Site Assessments and Quality Assurances

a) Description: Anticipated activities for this task include conducting 25 Phase I, and subsequently, five (5) Phase II ESAs utilizing EPA funding. Working directly with contracted qualified environmental professionals, the County will provide assurances that 2002 Small Business Liability Relief and Revitalization Act “All Appropriate Inquiry (AAI)” guidelines, in addition to, other American Society for Testing Materials (ASTM) standards have been met regarding Phase I/II ESA activities. Furthermore, the County and its representatives can develop site-specific work plans that will comply with all appropriate Quality Assurance Program Plan (QAPP), Sampling and Analysis Plan (SAP) and/or, Health and Safety Plan (HAP) protocols as they apply to conducting Phase II ESAs.

b) Costs to Brownfield Grant: \$170,000.00

c) Task Summary Matrix:

<i>Task 4: Environmental Site Assessments and Quality Assurances</i>		
Activities	Deliverables	To be Completed
Begin Phase I Environmental Site Assessments (ESAs)	Phase I ESA Reports	Initial start date August 1, 2009 with progress updates for Phase I ESAs in subsequent quarterly reports
Coordination with consultant(s) to prepare applicable QAPP, SAP, and/or HAP for Phase II ESAs	Conference calls with appropriate EPA specialists, EPA Project Officer, contracted County consultants and staff. Draft and Finalized QAPP, SAP, and/or HAP	For 1 st site: By December 31, 2009 with subsequent submittals for additional sites if necessary.
Begin Phase II ESAs	Phase II ESA Report for each site	For 1 st site: By March 31, 2010 with progress updates and submittals for Phase II ESAs in subsequent quarterly reports.

Task 5: Reporting Activities

a) Description: Pima County staff, in association with contracted environmental consultants will prepare all reports necessary for this project including quarterly and applicable yearly reports for the U.S. EPA beginning Federal fiscal year 2008-2009. The quarterly reports for quarters ending December 31, March 31, June 31 and Sept 31 of each year will describe the progress on each task as defined in this Work Plan. Additional activities under this task may include submittal of additional forms as they pertain to Phase I/II ESA’s and day-to-day communication with the EPA about this grant amongst other things.



Below is the primary contact for day-to-day program management of this grant:

Daniel Tylutki, Senior Planner
Pima County CDNC
2797 East Ajo Road, 3rd Floor
Tucson, Arizona 85713

b) Costs to Brownfield Grant: None.

c) Task Summary Matrix:

<i>Task 5: Reporting Activities</i>		
Activities	Deliverables	To be Completed
Prepare Quarterly Reports	Quarterly Report	Within 30 days of end of each quarter beginning with December 31, 2008
Prepare Annual Financial Status Report	FSR	By January 31 of each year
Other applicable reports	To be determined	To be determined



E. BUDGET

This EPA Brownfields Community-Wide Assessment Grant for Hazardous Substances award is for \$200,000.00. As previously mentioned in Pima County’s application for EPA funding, no grant funds will be used for administrative costs. The budget for the grant components is provide in detail below:

Budget Categories	PROJECT TASKS					
	Task 1: Public Involvement	Task 2: Public Involvement	Task 3: Property Identification/ Database Development	Task 4: Environmental Assessments	Task 5: Reporting Activities	TOTAL
Personnel						
Fringe Benefits						
Travel ¹		\$12,000				\$12,000
Equipment ²						
Supplies		\$4,000	\$2,000			\$6,000
Contractual ³		\$2,000	\$10,000	\$170,000		\$182,000
Other						
Total	\$0	\$18,000	\$12,000	\$170,000	\$0	\$200,000

Travel: Travel to national Brownfields conferences, regional workshops, and local government and non-profit Brownfields seminars and conferences.

Supplies: Miscellaneous costs for mailings, community outreach, web page maintenance.

Contractual: Environmental Database Searches, Transaction Screens, Phase I/II ESAs, geophysical surveys, drilling costs, environmental sampling, database development/update, and labor.

