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New Partners for Smart Growth Conference:

Brownfields: Tools of the Trade

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February 2016

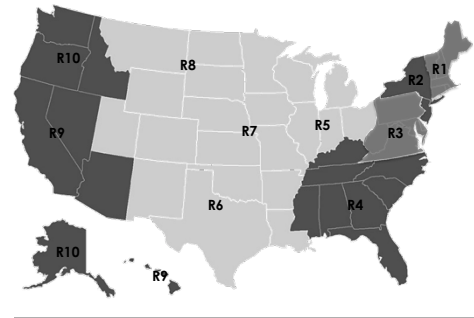
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The Technical Assistance to Brownfield Communities Program (TAB)

- a technical assistance program, funded through a cooperative agreement with the USEPA
- TAB providers serve as independent resources to: state, regional, county, tribal, and local governments; and nonprofits attempting to cleanup and reclaim brownfields.
- Assistance is **free** of charge!

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TAB Provider Service Areas



CCLR
Regions 2, 4, 9, 10

K-State TAB
Regions 5, 6, 7, 8

NJIT
Regions 1, 3

4

About TAB

TAB provides assistance* throughout the brownfields redevelopment process, from...

Getting you started....

- ✓ Explaining environmental laws, liabilities and regulatory program requirements

Helping you staying on track....

- ✓ Identifying site characterization methods and tools

Getting the job done...

- ✓ developing strategies for site cleanup and redevelopment



- direct technical assistance
- workshops and seminars
- tools

*Specific TAB assistance varies by provider.

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Direct technical assistance: one-on-one

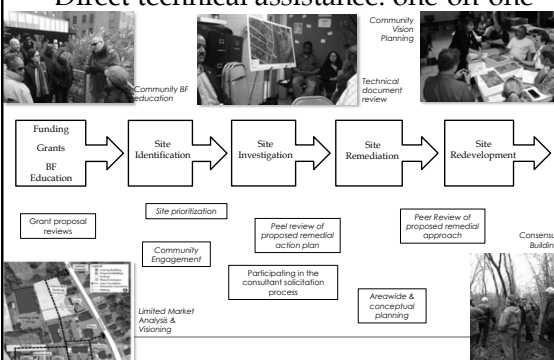
- addresses the challenges commonly faced by communities, one community at a time

- type and depth of assistance TAB provides is tailored to the needs of the community beneficiaries

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Direct technical assistance: one-on-one



The flowchart shows a linear process: Funding Grants BF Education → Site Identification → Site Investigation → Site Remediation → Site Redevelopment. Support activities include: Grant proposal reviews, Community Engagement, Limited Market Analysis & Visiting, Site prioritization, Community BF education, Community Vision Planning, Technical document review, Peer review of proposed remedial action plan, Peer Review of proposed remedial approach, Participating in the consultant solicitation process, Area-wide & conceptual planning, and Consensus Building.


Workshops & Seminars

- Brownfields 101
- Grant Writing Workshops & Webinars
- Meet The Funders
- Interagency Working Groups
- Rural Circuit



Interagency Working Group

TAB E-Tools



- E-Tool #1 TAB Websites
 - CCLR: www.cclr.org
 - NJIT: www.njit.edu/tab
 - KSU: <http://www.ksutab.org>
- E-Tool #2 BIT (Brownfields Inventory Tool)
 - Site database for day-to-day, internal office use, for brownfields and any type of environmental site or program
- E-Tool #3 TAB EZ Grant Writing Software
 - To draft EPA Assessment and Cleanup proposals

TAB Program Websites



Find BIT & TAB EZ at: www.ksutab.org



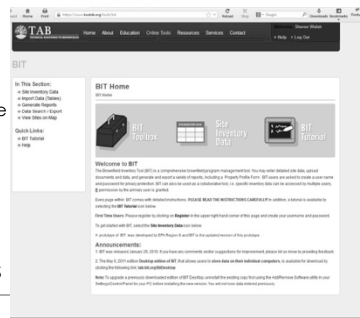
Register (first time users: "Get a free account") or **Sign In** with a current user id and password

Click on Online Tools, then click on BIT or TAB EZ

E-Tool 1: BIT Brownfields Inventory Tool

www.tab-bit.org or www.ksutab.org
Stores & Manages Site Data:

- Inventory & prioritize sites
- Track assessment, cleanup, and redevelopment progress
- Program or Oversight
- Reporting to ACRES



Common Uses of BIT

Site Inventory Data

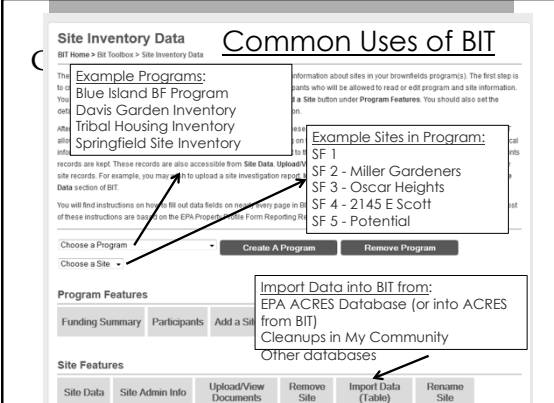
Example Programs:

- Blue Island BF Program
- Davis Garden Inventory
- Tribal Housing Inventory
- Springfield Site Inventory

Example Sites in Program:

- SF 1
- SF 2 - Miller Gardens
- SF 3 - Oscar Heights
- SF 4 - 2145 E Scott
- SF 5 - Potential

Import Data into BIT from:
EPA ACRES Database (or into ACRES from BIT)
Cleanups in My Community
Other databases



Data Entry Screens for each Site

Structure Mirrors the Brownfields Redevelopment Process

- Site Information
- Assessment & Sampling
- Cleanup
- Institutional/Engineering Controls
- Redevelopment

Can Search & Prioritize Sites

- Search/Export data for:
 - Summary & analysis of brownfields in area
 - Prioritizing sites for assessment, cleanup, and redevelopment
 - Import into GIS or other databases
 - Import into city or tribal web sites
- Show progress with this in EPA Proposals!

BIT (Brownfields Inventory Tool)

- Store everything in one place
 - Photos
 - Reports
- Generate Maps
- Report progress to ACRES if you get an EPA grant!

E-Tool #3: TAB EZ Grant Writing Tool

www.kstatab.org or www.tabez.org

Grant Applications Home

Application Name	Owner	Last Contributor	Date	EDIT	DELETE
Example1-Assessment	S W	S W	06/27/2010	EDIT	DELETE
Example2-Cleanup	S W	S W	08/26/2010	EDIT	DELETE
Example3-Cleanup-pet	S W	S W	08/24/2009	EDIT	DELETE

START A NEW GRANT APPLICATION | HOW DO I START A GRANT APPLICATION? | SAMPLE GRANT APPLICATIONS

TAB EZ: Template for EPA Assessment and Cleanup Proposals

www.kstatab.org or www.tabez.org

Example1-Assessment

Before you submit your proposal for assessment grants, please ensure all necessary documents are included in your submittal package. See the **checklist** for assessment grants. Making instructions for your submittal can be found on pages 20 and 21 of the guidelines.

*** Section Requires Approval**

Application description	Last Contributor	Date	Status	Char #
Assessment, important information, READ ME				
ILC Throughput Criteria for Assessment Grants				
ILC 1 Applicant Eligibility	S W	09/25/2013	●	37
ILC 2 Letter from the State or Tribal Environmental Authority			●	8387
ILC 3 Site Eligibility and Property Ownership Eligibility (Site-Specific Proposals Only)				
Site Eligibility			●	8387
ILC 3.a Basic Site Information			●	8387
ILC 3.b Status and History of Contamination at the Site			●	8387
ILC 3.c Sites Eligible for Funding			●	8387
ILC 3.d Sites Requiring a Property-Specific Determination			●	8387
Property Ownership Eligibility			●	8387
ILC 3.e CERCLA §107 Liability			●	8387
ILC 3.f Enforcement or Other Actions			●	8387
ILC 3.g Information on Liability and Defense/Protections Where Available Please W/OT Other Site			●	8387

TAB EZ: Requirements & Text Entry Screen for Each Section of Proposal

Section Title: Eligible Entity

Section: I.C.1.a

Instructions: Applicants must demonstrate how they are an eligible entity for a cleanup grant. Refer to the description of applicant eligibility in Section II.A of the guidelines **Who Can Apply?** For entities other than cities, counties, states, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.). If you are a nonprofit organization, you must provide documentation as an attachment to the proposal, indicating nonprofit status. Failure to do so may render your proposal ineligible for review.

Character Count: 116 Characters (including Spaces and Section Title)

Comments: **Blaise Leven 01/28/16 11:37 AM:** JOHN - address property eligibility contamination types, current file and start ABCA w/purple input, and ownership by date date). Sully address owner eligibility (organization non-profit documentation and property ownership and CERCLA liability & reliance on FTR).

Instructions: Character Count: 101 Characters (including Spaces)

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Detailed Helpful Hints for Each Section

III.C.1.a Eligible Entity

From Cleanup Grant Proposal Guidelines: Section III.A Who Can Apply?
 The following bullets indicate what entities are eligible to apply for a cleanup grant.


- General Purpose Unit of Local Government. (For purposes of the brownfields grant program, EPA defines general purpose unit of local government" as defined under 40 CFR Part 31.)
- Land Clearance Authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a government.
- Government Entity Created by State Legislature.
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Indian Tribe other than in Alaska. (The exclusion of Alaskan Tribes from brownfields grant eligibility is statutory at CERCLA § 104(k)(1), eligible Indian Tribes, are eligible for funding in accordance with EPA's policy for funding intertribal consortia published in the Federal Register 67 Fed. REG. 67181. This policy also may be obtained from your Regional Brownfields Contact listed in Section VII of the cleanup grant.)
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following.)) (For more information, please refer to the Alaska Native Claims Settlement Act.)
- Nonprofit organizations. (For the purposes of the brownfields grant program, the term "nonprofit organization" means any corporation, other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is and uses net proceeds to maintain, improve, or expand the operation of the organization.)

For more information, please refer to EPA Brownfields Guidelines FAQs.

TAB E-Tools: BIT and TAB EZ


- **User friendly** and can be accessed any time at users own pace
- User name/password – **PRIVACY PROTECTION**
- Primary user can give access to **collaborators**
- Site data or proposals are **NOT available to public**
- User can **report** data to ACRES database (for EPA grantees) and **export** proposals to MSWord

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**Winnebago Tribe of Nebraska
Environmental Protection**

**BROWNFIELDS/TRP 128(A)
Molly Feldick**



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Introduction

- Work Plan with EPA
- Inventory
- Tribal Entities: Senior Center, Tribal Roads Dpt, Tribal Housing Authority
- Red Binder – Site name, site number, and photos
- Better way – Blase Leven – Tribal Lands Forum in Green Bay
- Now 49 sites in BIT
- Completed: Skelly Gas Station, Water Boiler Plant, Parking Lot, Frenchman, Old Town Dump
- Active: Harden, Cedar, Facilities Garage

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Inventory: Began Using BIT

49 Sites with Data Currently Entered in Winnebago Nebraska TRP Program

In This Section:

- Site Inventory Data
- Import Data (Tables)
- Generate Reports
- Data Search / Export
- View Sites on Map

Site Inventory Data
 (BIT Home > BIT Toolbox > Site Inventory Data)

The BIT Toolbox Site Inventory Data section is where you will manage the information about sites in your brownfields program(s). This is to create a program. When a program is first created, you may add participants who will be allowed to read or edit program and site info. You may add a new site under the selected program by clicking on the Add a Site button under Program Actions. You should also see:

Winnebago Nebraska TRP **Create A Program**

Choose a Site

- 3D Abandoned House
- Big Iron
- ISA INMP SITE TWO
- Big Horn Turf
- Boyle
- Company A
- Dump Site Two
- Dumpsite 824
- Earth
- Frenchman
- Gran Bros
- Harden
- Kelly Pond
- Little Trailer Tractor
- Lot 29
- Marion's Tractor
- Neke Dump Site
- Parker
- Parking Lot

Buttons: **Spawns** **Add a Site** **Edit Default** **Rename Program**

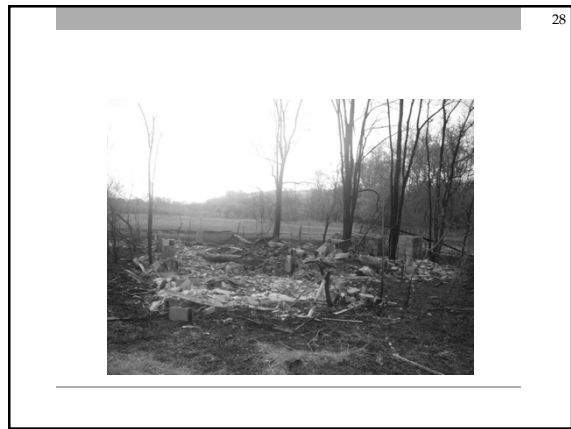
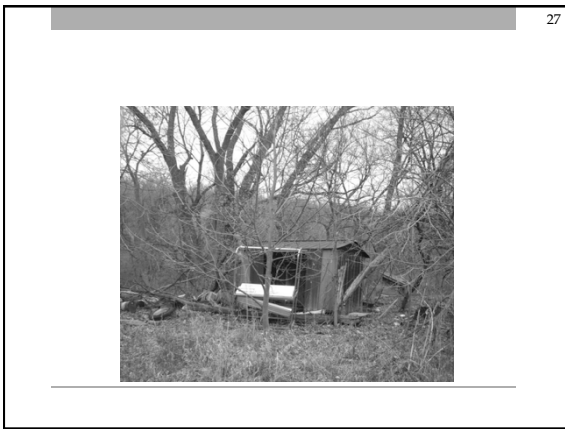
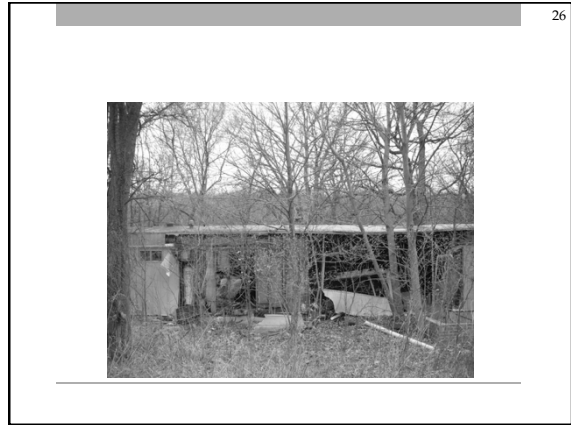
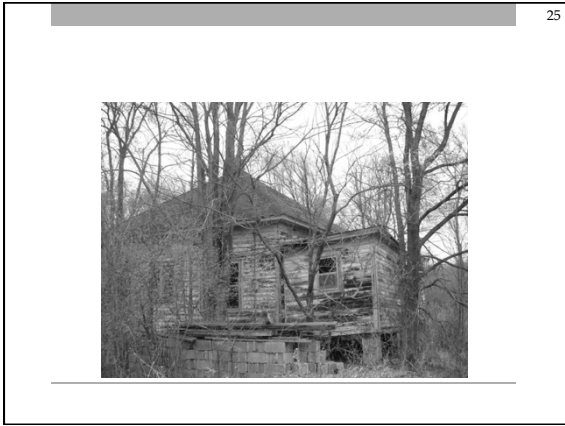
Buttons: **Upload/View Documents** **Remove Site** **Import Data (Table)** **Rename Site**

KANSAS
EPA

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Frenchman Site

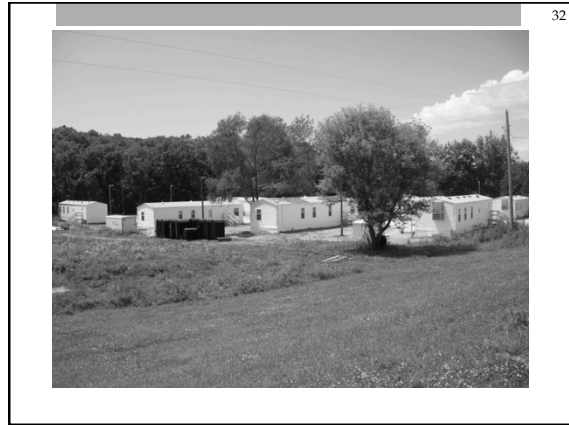
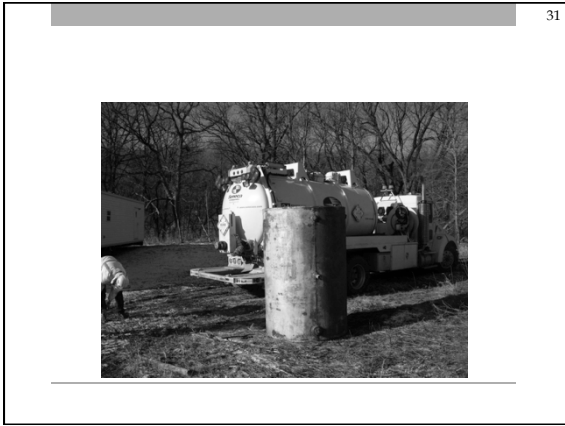
- 1.6 acres, House, Trailer, Shed, AST
- Leased/Tribally Owned
- TBA/RFP
- Tribal/EPA Approval
- Access Agreement
- Contractors/IC
- Site Specific QAPP



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Frenchman 3 Phases

- Phase 1 – Hauling of Soil/Debris
- 9 loads
- Phase 2 – Test Clean Soil/Backfill/Compaction
- Phase 3 – AST
- NFA



Site Inventory Data
 BIT Home > BIT Toolbox > Site Inventory Data

The BIT Toolbox Site Inventory Data section is where you will manage the information about sites in your brownfields program to create a program. When a program is first created, you may add participants who will be allowed to read or edit program. You may add a new site under the selected program by clicking on the Add a Site button under Program Features. You may edit default menus for your program by clicking on the Edit Default Menus button.

After you have added one or more sites to your program, you may select these sites by using the dropdown menu. When you want to open any of the four sections under Site Features by clicking on the appropriate button. Site Data is the section where information about a site is added and edited. Site Admin Info is a shortcut to the section where inspection, funding, and records are kept. These records are also accessible from Site Data. Upload/View Documents is a feature that lets you upload site records. For example, you may wish to upload a site investigation report. Import Data (Table) allows you to import data to the Site Inventory Data section of BIT.

You will find instructions on how to fill out data fields on nearly every page in BIT by clicking the Instruction link in the top of these instructions are based on the EPA Property Profile Form Reporting Requirements.

Winnabago Nebraska TRP Create A Program

Remove Program Participants Add a Site Edit Default Menus Rename Program

Choose a Site
 Choose a Site
 Abandoned House
 Air Barn
 Air Sump Site TWO
 Air Mortuary
 Bryce
 Company A
 Dump Site Two
 Dumville BIA
 Frenchman **(circled)**
 Frenchman

Upload/View Documents Remove Site Import Data (Table) Rec

Frenchman Site in BIT
 BIT Home > BIT Toolbox > Site Inventory Data > Site Data > Site Information

Frenchman: Site Information
 BIT Home > BIT Toolbox > Site Inventory Data > Site Data > Site Information

Instructions: Items marked in dark blue are not required Property Profile Form fields and are optional. Click here for more helpful hints.

Site Details	Ownership	PPF Status and Approvals	Comments
Site Name Frenchman			
Site Status Complete			
Site Type Other (describe in Comments)			
ACRES Property ID (if available)			
Legal Description (Optional)			
Township 26		Name/Number of Principal Meridian 6th Principal Meridian	
Part of Section		Section 18	
Range 9		Current Use/History/Past Ownership House, Trailer and Shed set on property for over 15 years. All three structures were set on fire in April of 2012. Although no one ever occupied them. There is a APT on property that will need	
Address			
Street Address/P.O. Box BIA #17			
City Winnabago			
State Nebraska			
Zip Code 68071			

Assessment . . . NOT!

Date of Enrollment

Assessment Progress (Enter grants on Funding Summary page first)

Activity	Brief Description	Start	Complete	Source of Funding	Funded Amount	Award Date	Assoc. EPA Grant
Activity	Phase I Environmental Assessment			128 A Grant 7-1-11			
Source of Funding				128 A Grant 7-1-11			
Associated EPA Grant (for PPF Reporting)				None			
Funds Allocated to Activity				Balance in Funding Source	90250		
Start Date				Completion Date			
Brief Description of Activity Funded							

Now Update Delete

Site was set on fire in April of 2012. I was set to do a full Site Assessment, Phase I, Phase II and cleanup and removal. (circled)

Cleanup Page In BIT

Cleanup Details Contaminants Addressed Media Addressed Comments

Cleanup Activity Start Date 05/01/2012 Landowner WTON

Cleanup Completion Date 04/14/2014 # of Cleanup Jobs Leveraged

Cleanup Progress (Enter grants on Funding Summary page first)

Activity	Start	Complete	Source of Funding	Funded Amount	Award Date	Assoc. EPA Grant
Cleanup	05/01/2012	04/14/2014	128 A Grant 7-1-11	5000	07/01/2011	None
Activity (brief description)						
Source of Funding			128 A Grant 7-1-11			
Associated EPA Grant (for PPF Reporting)			None			
Funds Allocated to Activity			Balance in Funding Source	90250		
Start Date			Completion Date			

Now Update Delete

Burnt area/debris excavated and properly disposed (9 semi loads). Replaced with clean fill (verified via sampling). Cleanup verification sampling performed at end. For APT, removed liquid & clean certificate issued, and tank removed by Tribal Road Dept for recycling for scrap. Tank contents & surrounding soils sampled and low levels of kerosene found below action levels. (circled)

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Cleanup – Contaminants Addressed

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Redevelopment Information

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Public Notice and Involvement

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Overview

- Brownfield Stakeholders – Who They Are and How to Find Them
- Engagement Formats
- Strategic Doing

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Types of Engagement

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Who's a Stakeholder?

- Anyone who is **affected** by the project
- Anyone who can **impact** the project
 - People with decision-making authority
 - People with resources: money, information, time, relationships
 - People who influence others

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Common Stakeholders

- People who live or work in the area
- Elected or appointed officials
- Government agencies
- Community organizations
- Volunteer organizations
- Advocacy organizations
- Businesses and business organizations
- Professional organizations


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Example Stakeholders

- Asst. Director, Hudson Regional Health Commission
- Roseland Properties (Developer)
- Chairman, Harrison Redevelopment Agency
- HUD
- Vice President, Willis Insurance
- Executive Director, Harrison Redevelopment Agency
- Commissioner, Town of West New York
- Director, Hudson County Planning
- Senior Vice President, The Provident Bank
- Executive Director, Hudson County EDC
- Executive Director, Bayonne EDC
- NJDEP
- Vice President, The Applied
- Companies
- NJIT TAB
- USEPA Region 2
- Director of Sales & Marketing, River Terminal Development Company
- Attorney
- Division Chief, Hudson County Housing and Community Development
- Representative, Town of Harrison
- Asst. County Administrator, Hudson County
- Superintendent, Dept. of Public Works, Town of Secaucus
- Senior Staff Planner, NJ Meadowlands Commission
- Environmental Specialist, Hudson Regional Health Commission

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How Do I Find My Stakeholders?




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Activity Options

- Pair discussion
- Small group / table discussion – World Café
- Shout outs
- Dot voting
- Colored cards for sense of the meeting
- Idea Train
- Strategic Doing

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Strategic Doing™



<https://www.pcrd.purdue.edu/signature-programs/strategic-doing.php>

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Strategic Doing

An Effective Strategy Answers 2 Questions:

Where are we going? → Outcomes


How will we get there? → Pathways

We are here

Strategic Doing divides those 2 questions into 4:


Where are we going? → Outcomes Link, Leverage & Align

How will we get there? → Pathways



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Strategic Doing Exercise

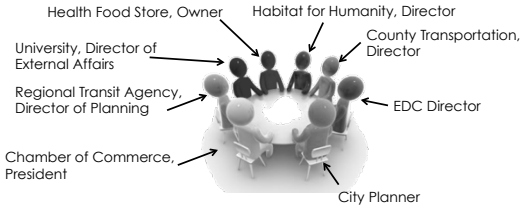


Middle City, USA

- 5- Acre Brownfield Site
- Former Lumber Mill
- City Owned (tax foreclosure)
- ★ Train Station
- ★ Middle City University

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Stakeholders



- Health Food Store, Owner
- Habitat for Humanity, Director
- County Transportation, Director
- EDC Director
- City Planner
- Chamber of Commerce, President
- Regional Transit Agency, Director of Planning
- University, Director of External Affairs

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Strategic Doing™



What Could We Do?

What Should We Do?

What Will We Do?


What is Our 30/30?

Strategic Doing™
Do More. Together.

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What Could We Do Together?

What assets do we have that might be valuable building blocks?



- University - Professor who is expert in BIDs and SIDs
- EDC - has access to / can apply for grants / loans
- City Planner - can identify zoning issues / create overlay districts
- Transit Agency / Transportation - Can provide resources, including meeting space
- Chamber of Commerce - Access to business community
- Habitat for Humanity - Knowledge of Low-income housing
- Health Food Store Owner - Can supply refreshments, can do outreach to the community

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What Could We Do Together?

What opportunities emerge when we link and leverage our assets in new ways?

- Develop a Conceptual Design of a TOD District
- Have a Farmers Market at the site
- Create a basic website
- Create a SID
 - Community, businesses and civic leaders partnering for a TOD community that invests in enhancing our city character.

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Strategic Doing™



What Could We Do?

What Should We Do?

What Will We Do?

What is Our 30/30?

Strategic Doing™
Do More. Together.

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What Should We Do Together?

The Big Easy

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What Should We Do Together?

The Big Easy

Rank from 1-5 how much **impact** each of these concepts would have (1 low – 5 high):

- Develop a Conceptual Design of a TOD District **5**
- Have a Farmers Market at the site **2**
- Create a basic website **2**
- Create a SID **4**

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What Should We Do Together?

The Big Easy

Rank from 1-5 how **easy** it is to implement each of these concepts (1 hard – 5 easy):

- Develop a Conceptual Design of a TOD District **1**
- Have a Farmers Market at the site **4**
- Create a basic website **4**
- Create a SID **3**

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What Should We Do Together?

The Big Easy

Add up the scores

- Develop a Conceptual Design of a TOD District $5+1 = 6$
- Have a Farmers Market at the site $2+4 = 6$
- Create a basic website $2+4 = 6$
- Create a SID $4+3 = 7$

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What Should We Do Together?

Opportunity	Outcome	Characteristics	Success Metrics
Create a SID	an organization committed to increasing business activity and property values within a commercial/business area	Engaged business	# of engaged businesses
		Operating Plan	<ul style="list-style-type: none"> • Designated boundaries • Goals and objectives • Financing plan • membership
		Establishment of a Board	Board Members Appointed

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Strategic Doing™

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What Will We Do Together?

Pathfinder Projects are:


- Small
- Low-cost
- Answer the question: "How do we get from there to here?"

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What Will We Do Together?: Pathfinder Project

Ideas for to go about developing a SID? What can we do in 3 months?

- Develop and Conduct a Business Survey



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What Will We Do Together: Pathfinder Project

Milestone	By When	Pathfinder Project
Identify businesses that would want to participate	March 14th	Develop and Conduct a Business Survey regarding establishing a SID
Develop Survey Questions	March 14th	
Disseminate Survey and Gather the concerns of businesses	April 14 th	
Put together a brochure that addresses those concerns	May 14th	

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What Will We Do Together?

Develop an Action Plan
Strategy for what each person will do in the next 30-90 days.

- Who
- What
- When
- Schedule your next meeting (30 days)


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Action Plan

Person	Will	When
Bill – University	Get information on creating a SID from Professor; Assist with developing survey questions	March 1 st March 14 th
Pam – Transit Agency	Develop conceptual brochure, including art work	March 1 st
Don – EDC	Identify businesses and civic leaders for survey	March 14 th
Sue – City Planner	Identify businesses and civic leaders for survey Compile Results	March 14th May 1 st
Kevin – Chamber of Commerce	Identify businesses and civic leaders for survey Disseminate Survey	March 14th April 1 st
Pat – Habitat for Humanity	Review draft conceptual brochure, Recruit new stakeholders	March 14th
Deb – Health Food Store	Outreach to Community – Bulletin board; Develop Survey Questions	Feb 20 th March 14th
Sam – County Transportation	Provide facilities for next meeting 30/30;	Feb 20th

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Strategic Doing™





30/30 67

30 days

Do Think

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Contact Information

<p>EPA Regions 1, 3</p> <p>NJIT New Jersey Institute of Technology University</p> <p>Colette Santasieri, PhD Program Director 973-642-4165 santasieri@njit.edu</p> <p>Elizabeth Limbrick, LSRP Project Manager 973-596-5519 limbrick@njit.edu www.njit.edu/tab</p> <p>TAB Hotline: 973-642-4165 tab@njit.edu</p> 	<p>EPA Regions 2, 4, 9, 10</p> <p>CENTER FOR CREATIVE TANK & RECYCLING</p> <p>Sarah Sieloff Executive Director 415-398-1080 x 101 sarah.sieloff@cclr.org</p> <p>Ignacio Dayrit Director of Programs 415-728-3848 ignacio.dayrit@cclr.org www.cclr.org</p> <p> Molly Feldick Brownfields Coordinator 402-878-4060x1005 molly.feldick@winnebagotribe.com</p>	<p>EPA Regions 5, 6, 7, 8</p> <p>KANSAS STATE UNIVERSITY TAB</p> <p>Blase Leven Program Coordinator 785-532-0780 baleven@ksu.edu</p> <p>Sheree Walsh 785-532-6519 smw@ksu.edu</p> <p>http://www.ksutab.org</p>
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