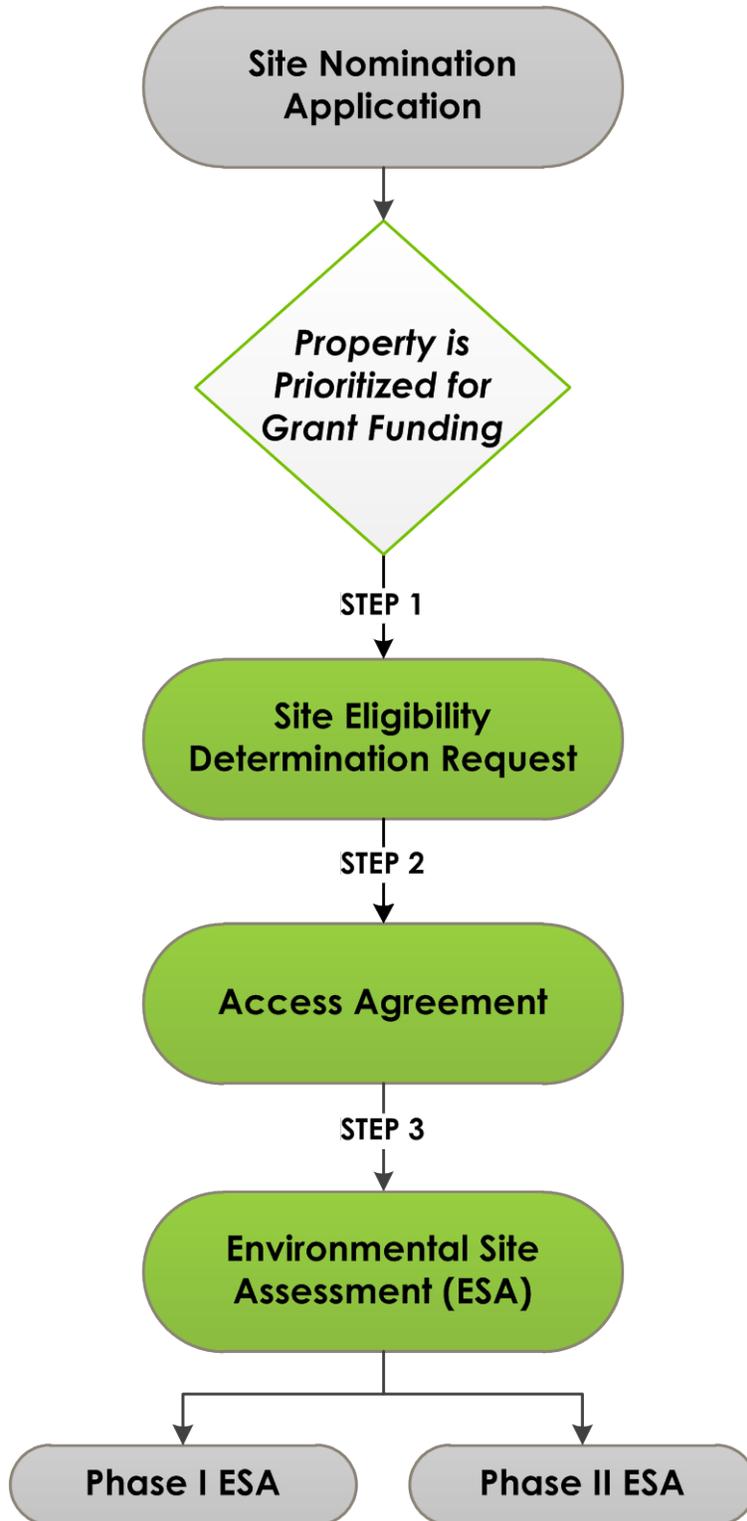


Process Guide for Property Owners & Stakeholders

This Process Guide was developed to provide an overview of the key steps and activities involved in the Site Reuse & Revitalization Program. The Program is funded by the Brownfield Community-Wide Assessment (CWA) Grant awarded to the City of Lodi by the U.S. Environmental Protection Agency (EPA) in 2015.



KEY STEPS

Below are descriptions of the site nomination process and key steps that will take place if your application is approved and your property is prioritized for grant funding.

Site Nomination Process

The information provided on your Site Nomination Application will be reviewed to evaluate owner/ developer interest and to confirm the property meets baseline eligibility criteria. Generally, a property must be underused, potentially impacted and meet the following criteria in order to be considered eligible for grant funding:

- 1) exhibits high potential for redevelopment and/or other community benefit opportunities, and
- 2) is not included on the EPA National Priority "Superfund" List, under a Consent Decree, or targeted for any federal or state enforcement action.

Properties that are nominated and meet the baseline eligibility criteria will be ranked to prioritize those with the greatest need and economic development potential. Once a property is prioritized for funding, it will need to be approved by EPA (Step 1) prior to using grant funds. Below is an overview of key steps involved in the grant process.

Step 1: Site Eligibility Determination Request

The information provided on your Site Nomination Application will be used to prepare a Site Eligibility Determination Request ("ED Request"). The ED Request will be submitted on your behalf to the EPA and/or state environmental agency to obtain approval for using grants funds for Environmental Site Assessment (ESA) activities on your property.

Estimated Timeline: 2-4 weeks

Note: Please let us know if your request for an ESA is related to due diligence for a property transaction already underway as there may be options to submit an expedited ED Request.

Step 2: Access Agreement

Step 2 will take place as soon as the ED Request is approved. Prior to initiating ESA activities, we must receive approval from you (in the form of an Access Agreement) for our environmental consultant (Stantec Consulting Services Inc.) to perform ESA activities on your property. (A sample Access Agreement is attached for your review.)

Estimated Timeline: 1-2 weeks

Step 3: Environmental Site Assessment (ESA)

PHASE I ESA

A Phase I ESA is a research study that is intended to gather information to assess the environmental condition of a property and identify potential areas where substances may have been released. A Phase I ESA determines if any recognized environmental conditions ("RECs") exist on the property; however, it does not involve collecting environmental samples to confirm if there are actual impacts to the property from the RECs (if any).



Purpose of a Phase I ESA:

- Provides liability protection under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).
- Supports property acquisition decisions.
- Assesses potential for hazardous or other substances to have impacted the property.
- Typically required by lenders to secure financing.
- Typically completed within 6 months of commercial or industrial property transactions and bank or SBA loan applications.

Estimated Value: \$5,000 (**Funded by CWA Grant!**)

Estimated Timeline: 1-2 months

The scope of work for a Phase I ESA includes two parts:

Part 1 – Site Visit and Interview (or Survey): As soon as the Access Agreement is signed by you, Stantec will schedule a site visit and interview(s) with the property owner, current occupant(s), and/or other authorized representatives who are knowledgeable about the site. Site visits take an average of 2 hours and interviews are generally limited to 30 minutes or less. In situations where an in-person interview is not feasible, Stantec will conduct phone interviews and/or provide a survey form.

Part 2 – Desktop Study and Report: Stantec will complete a desktop study of your property that includes review of historical documents and regulatory databases to determine if any potential environmental concerns exist that may impact property reuse. A Phase I ESA Report will be prepared to summarize the findings of the site visit, interviews, and desktop study. A copy of the report will be provided to you.

NEXT STEPS:

If no RECs are identified, additional action is not necessary.

If RECs are identified during the Phase I ESA, Stantec will discuss the findings and provide recommendations for performing a Phase II ESA that confirms if any environmental impacts exist on the property. If a Phase II ESA is recommended and you provide approval for the work, Stantec will discuss the pros and cons associated with the potential outcomes of the Phase II ESA.

PHASE II ESA

A Phase II ESA involves a physical study where environmental samples are collected and analyzed to characterize the type, distribution and extent of substances in the environment (if present).

Purpose of a Phase II ESA:

- Evaluate the findings of a Phase I ESA.
- Determine whether a release has occurred.
- Delineate the extent of confirmed contamination.
- Obtain regulatory closure.



Estimated Value: \$20,000 (**Funded by CWA Grant!**)

Estimated Timeline: 2-3 months

The scope of work for a Phase II ESA includes two parts:

Part 1 – Work Plan: Only when you understand the pros and cons of a Phase II ESA and indicate you would like to move forward, Stantec will prepare and submit a work plan to EPA for review and approval.

Part 2 – Fieldwork & Report: After the Work Plan is approved by EPA, environmental samples (i.e. soil and/or groundwater) will be collected and analyzed. The study will characterize the type, distribution and extent of substances (if any) in the environment. A Phase II ESA Report will be prepared to summarize the work performed, analytical results, and conclusions. A copy of the report will be provided to you.

FREQUENTLY ASKED QUESTIONS

Who is paying for this work?

For eligible priority sites, 100% of the costs for the activities described above can be covered by the EPA Brownfield CWA Grant.

What are the program timeline and requirements?

Grant funding is committed until September of 2018 and will be used to conduct ESAs and related activities on eligible sites. Up to 16 Phase I ESAs and 10 Phase II ESAs will be completed.

Will an ESA affect the value of my property?

No. An ESA will quantify the amount of contamination (if any), but the assessment itself does not affect property value.

How can this assistance enhance the value of my property?

Property values are often affected by uncertainty regarding site history and the financial and legal risks of potential environmental impacts. ESAs allow property owners to quantify the amount of contamination on a property (if any). For properties with little to no contamination, this knowledge may increase marketability. For sites with significant contamination, property owners can realize increased value through cleanup, tax incentives, and reduced liabilities.

Will an ESA trigger a requirement that I take action?

The program is voluntary. Information collected during a Phase I ESA can be kept confidential and typically is not reported to regulatory agencies. In certain cases, Phase II ESA results may trigger a reporting requirement with the state environmental agency and/or Department of Public Health. If the Phase II ESA identifies environmental impacts above acceptable regulatory levels, the owner may be required to report the results. In most cases (~99%), a Phase II ESA does not trigger EPA involvement or any other type of enforcement action. In unusual situations (~1% of cases), a condition of immediate threat to human health and the environment may trigger reporting. If a Phase II ESA is recommended and you provide approval for the work, Stantec will discuss the pros and cons associated with the potential outcomes of the Phase II ESA.



Will I have control over the work done through this program?

You will have the right to stop participation in the program at various phases of the assessment process. You will be asked to grant property access to Stantec (the environmental consultant who will perform all work as directed). You will receive final reports throughout the assessment process.

What's the catch?

There is no catch! Phase I and II ESA and/or related activities can be conducted using grant funds at **no cost to the property owner**. Participation is voluntary and no grant match is required!

CONTACT INFORMATION

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