

**EPA Brownfield RFP  
Respondent Inquires and Responses  
March 2026**

1. If available, could you share the relative weighting or scoring approach for each of the evaluation criteria?

*Selection Criteria Scoring:*

Selection Criteria	Points Available
Experience of Key Personnel	20
Approach and understanding of the scope of work	20
Evidence of related/similar project experience	20
Performance on similar projects (references)	20
Cost considerations	10
Status as Disadvantaged Business Enterprise (DBE)	10

2. Is it ColPac's/NW Oregon Economic Alliance's intention to select multiple firms under this procurement solicitation?

*It is our intent to select one firm for this RFP. We reserve the right to select multiple firms if necessary.*

3. Please confirm whether DBE participation will be evaluated based on the proposer's approach and demonstrated good-faith efforts, rather than DBE certification status itself. Clarification will help ensure our response aligns with your expectations and EPA requirements.



*Consideration of DBE Status as a selection criteria refers to the company's certification as such. We expect all contractors to use industry best practices to engage with DBE.*

4. Would it be possible to share copies of ColPac's/NW Oregon Economic Alliance's EPA Cooperative Agreement and it's EPA Cooperative Agreement Work Plan for the FY2025 Brownfield Coalition Assessment Grant?

*We are able to share our Work Plan which is attached at the end of this document.*

5. We understand that COLPAC currently administers an active Revolving Loan Fund (RLF) and completed procurement for those services in 2023. Is the intent of including RLF services in this solicitation to retain multiple consultants to support and service the RLF program?

*No. It is our intent to gain efficiency by engaging one firm to manage QEP responsibilities for both programs.*

**EPA REGION 10  
FY2025 BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT  
COMMUNITY WIDE ASSESSMENT  
WORKPLAN**

**FOR**

*Northwest Oregon Community-wide Assessment & Redevelopment Planning*

**Period of Performance:**

October 1, 2025 – September 30, 2029

**Date(s) of Draft Workplan (date each revision):** *[January 26, 2026]*

**Date of Final Workplan:** *[e.g., July 1, 2025]*

**Submitted by**

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**EPA Cooperative Agreement Number:** *[BF-XXXXXXXX-0]*

**FY2025 WORKPLAN FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT  
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# **1. INTRODUCTION**

## **1.1 Project Description, Goals and Objectives**

The Coalition will use EPA Brownfield Grant funds to address brownfields within the footprint of the NOEA area, Columbia, Tillamook, and Clatsop counties and adjacent Washington County, with a focus on three TAs described below where sustained economic downturn is impacting livability.

The four counties were home to numerous lumber mills that processed locally sourced timber and formed the cornerstone of the region's economy for the majority of the 19<sup>th</sup> and 20<sup>th</sup> centuries. However, in the 1970s and 1980s, the industry began to decline due to depletion of old growth forests, increasing environmental regulations, and global competition. This area is challenged with long-term economic decline, unemployment, reduced property values, diminished tax bases, disincentives to investment, and a proliferation of brownfields. The mill closures had ripple effects that caused other businesses to close or relocate, leaving vacant and underused brownfields including vacant downtown storefronts with lead paint and asbestos, gas stations, dry cleaners, and others.

Developers are hesitant to invest in old mill sites and associated brownfields due to financial uncertainties about extent of environmental cleanup; regulatory involvement; and long redevelopment timelines. Vacant mill sites and other brownfields limit the use of buildable land, already constrained by statutory Urban Growth Boundaries (UGBs), which the state of Oregon requires cities to implement to limit urban sprawl and protect greenspaces.

Across the region, contaminated sites are hindering opportunities to develop much needed affordable housing and promote economic development. Over half the residents of the TAs are housing cost-burdened, spending more than 30% of income on housing.

There are at least seven vacant or underused former mill sites (over 100 acres combined) identified by the Oregon Department of Environmental Quality (DEQ) within the footprint of the four-county project area. There are likely many more than what are currently mapped, as the DEQ former mill mapping project is a work in progress, and at the height of the lumber industry, it was estimated that there were dozens of mills in Northwest Oregon. These sites are typically located in small town or rural communities and commonly contaminated with metals, petroleum, and wood treatment chemicals that are difficult to remediate. The Coalition has prioritized three TAs that include former lumber mills for brownfield revitalization that will help address a generation of pollution, environmental justice challenges, and disproportionate brownfield impacts.

Brownfields in these areas occupy limited buildable land where economic development opportunities and affordable housing could be located. Assessment and reuse/cleanup planning from this grant will help remove barriers and uncertainty related to redevelopment of these TAs.

Target Areas:

**Columbia County Waterfront Redevelopment Projects**, including but not limited to the St Helens Riverfront, properties held by the Port of Columbia County, and the riverfront communities of Clatskanie, Rainier, Columbia City, and others.

**City of Banks**, including proposed Banks Rail to Trail Corridor, an approximately 1-mile corridor of former rail spur serving the former Hampton lumber mill (and surrounding land) along Commerce Avenue in the rural City of Banks. Revitalization of this brownfield-impacted corridor will extend the existing Banks-Vernonia Rail to Trail that currently ends at the north end of the Banks downtown area and will draw trailgoers into downtown Banks to patronize local businesses.

**Rainier/Prescott Area** along the Columbia River in Columbia County contains the small rural communities of Rainier and Prescott grappling with brownfields left by the changing industrial and economic times. Each of the TAs is struggling with unemployment, low incomes, high housing costs, and little economic opportunity. Rainier particularly is constrained by limited buildable land and will require infill redevelopment of brownfields to meet its future housing and commercial needs.

Program Objectives include revitalizing blighted property, increasing commercial and industrial land availability, improving health outcomes, creating jobs, and providing resilient infrastructure.

Program Goals are to create a community engagement plan, complete 26 Phase 1 ESAs, 13 Phase 2 ESAs, 13 RBM Surveys, 4 Cleanup Plans, 2 Site Reuse Plans, and 3 Area Wide Reuse Plans.

## **1.2 Organizational Structure and Responsibilities**

The Northwest Oregon Economic Alliance is an Oregon Intergovernmental Entity, made up of Columbia, Clatsop, and Tillamook Counties. NOEA is led by a Board of Directors representing elected officials, ports, small businesses, and others who meet bi-monthly.

**Project Director & Finance Manager:** Sarah Lu Heath will serve as Project Director for the Coalition Assessment Grant. Sarah Lu has over 15 years experience in developing and managing projects, overseeing budgets and finances, community outreach and working alongside local governments on community development, planning, economic development, and grant writing. Sarah Lu will oversee the day-to-day operation of the grant, programmatic requirements, community outreach and marketing the fund.

**Programmatic Support:** Jacquie Puett, Programs Coordinator, will support the Project Director with reporting, outreach, and record keeping. Jacquie has several years' experience in administering committees, public meetings, and other municipal administrative work.

NOEA, through their agreement with ColPac, will contract with an experienced Brownfields QEP and will work with the Contractor to meet the required programmatic objectives. ColPac will procure a qualified environmental professional through a fair and open bid process, fully consistent with federal procurement requirements, 2 C.F.R. 200 and EPA's rule at 2 C.F.R. 1500. We will select a QEP with experience with Brownfields Assessment project implementation.

In the event of unforeseen employee turnover, the project team will assist the Project Director to ensure the project success. The project director will work with the EPA Project Officer and QEP to implement countermeasures, such as reevaluating management strategies to resume the project schedule and meet workplan milestones should delays or obstacles be encountered.

Information regarding the project will be shared at regular public meetings of NOEA's Directors. These efforts will be via Zoom when in-person meetings are not possible. Community input will be sought on a regular basis. This process will achieve transparency and public consensus. Quarterly reviews and updates will be provided for EPA quarterly reports.

### **1.3 Project Outputs and Outcomes**

#### **Outputs:**

- ACRES data entry, quarterly and final reports, and meeting notes
- 1 Community Involvement Plan
  - 4 formal community meetings
  - Outreach materials
- Site Assessments
  - Regional GIS-based brownfields inventory
  - Eligibility sheets
  - 26 ASTM-AAI compliant Phase 1 ESAs
  - 1 Generic QAPP; site specific QAPPs as needed
  - 20-24 Phase 2 ESA's or Building Materials Surveys based on Phase 1 findings and priority outcomes
  - ESA/NHPA
- Planning Outputs
  - 3 Area Wide Plans
  - 4 site-specific cleanup plans
  - 2 site reuse plans

#### **Outcomes:**

- Number of sites for which property title transfers are facilitated
- Acres of land redeveloped
- Square footage of buildings positioned for adaptive reuse
- Amount of private investment and other funding leveraged
- Jobs created or retained
- Increased property and sales tax revenue generated
- Improved health outcomes for residents

## **2. PROJECT TASK DESCRIPTIONS**

### **2.1 TASK 1 – PROJECT MANAGEMENT AND REPORTING**

Project management and reporting will be managed by ColPac staff and will adhere to all standards set forth by the EPA for this program. Regular updates will be provided to the Coalition and the NOEA Directors. These activities will be supported by an appropriately procured Qualified Environmental Professional.

#### **2.1.1 Project Management**

In implementing this agreement, ColPac will ensure that work done with cooperative agreement funds complies with the requirements of CERCLA § 104(k) and that assessment activities supported with cooperative agreement funding comply with all applicable federal and state laws and regulations.

When entering into contracts utilizing funds from this program ColPac will ensure contractors comply with all applicable federal and state laws and requirements as well as the terms and conditions laid out by the EPA for this program including Davis-Bacon requirements.

Sarah Lu Heath will be the Finance Coordinator for ColPac who regularly manages both state and federal grants. Jacquie Puett will serve as Technical Coordinator. The team will participate in monthly project meetings and offer ongoing input in decision making. Monthly meeting of all partners will be organized and hosted by Sarah Lu Heath, as the program's point of contact.

Project outputs, schedule, and budget will be tracked continuously in order to ensure the grant funds are spent in a timely, efficient, and effective manner. ColPac will track and report project outputs (number of ESAs, outreach events and materials, quarterly reports, cleanup and reuse plans) and summarize them in each quarterly progress report and in ACRES.

The Coalition will select outcomes to track that relate directly to goals established in local plans (Section 1.b.i). At a minimum, ColPac will track the following outputs: the numbers of (1) approved sites; (2) Phase I ESAs/Phase II ESAs/regulated building materials surveys; (3) area wide, reuse and/or cleanup plans; and (4) community/stakeholder meetings.

Each quarter, ColPac will review outputs against goals and make any adjustments needed to align project accomplishments with the Work Plan and stakeholder priorities. ColPac will also track short- and long-term outcomes, such as: (1) # of sites and acres cleaned up and/or redeveloped; (2) # of property transfers; (3) private investment and leveraged funding; (4) # of new businesses and jobs created; (5) increase in property value/tax-based revenue; (6) # of workforce or affordable housing units planned; (7) green/clean stormwater, air, and energy aspects of brownfield reuse projects. On behalf of NOEA, ColPac is committed to updating ACRES throughout the grant period and beyond to document the grant's long-term outcomes.

#### **2.1.2 Project Reporting - Periodic**



ColPac will prepare periodic reports including Quarterly Progress Reports due within 30 days of the end of each federal fiscal quarter ending December, March, June, and September (due by January 30, April 30, July 30, and October 30). Property specific information reflecting site specific activities within 30 days after the end of the Federal fiscal quarter in which the event occurred will be entered into the Assessment, Cleanup and Redevelopment exchange System (ACRES). Jacquie Puett, Technical Coordinator, will collect data and submit reports under the supervision of Sarah Lu Heath, Program & Finance Coordinator.

### **2.1.3 Staff Training/Travel**

Key ColPac staff will attend at least one national and one state training during the course of the grant period. Applicable training courses will be discussed with EPA Brownfields Project Manager.

### **2.1.4 Contractor Procurement**

ColPac will procure any necessary contractors, including a QEP, in accordance with our procurement procedures and with 2 CFR Part 200 Uniform Administrative Requirements for Grants and Cooperative Agreements for Federal Awards and EPA specific Regulations for Grants and Agreements at 2 CFR Part 1500.

### **2.1.5 Final Performance Report**

ColPac will prepare a final performance report and submit it to our EPA Brownfields Project Manager within 120 calendar days after the expiration or termination of the award. The report will summarize the Quarterly Progress Reports and cover the entire project period. Sites background and redevelopment prospects will be highlighted with narrative and photos.

The Final Performance Report will address lessons learned in implementing the brownfields assessment program, successes achieved, and a summary infographic of the project. Staff will refer to the Terms and Conditions for additional final reporting and grant closeout requirements.

## **2.2 TASK 2 - COMMUNITY ENGAGEMENT**

ColPac will develop a Community Involvement Plan with our Coalition Partners to produce community engagement activities, consistent with the Assessment Grant Proposal submitted and the Cooperative Agreement Terms and Conditions, to ensure that community concerns are considered in project planning and execution. The community will be kept informed of project progress and results and given the opportunity to be involved with your project.

The project goals in terms of its community engagement and partnership efforts are to achieve the following:

- 1) assist the public in contributing to and understanding the decision-making process during project planning, assessment phases, and cleanup, and the community's role in that process;
- 2) give the public accessible, accurate, timely, and understandable information about the project as it moves forward;

- 3) ensure adequate time and opportunity for the community and community groups to provide informed and meaningful participation and for that input to be considered;
- 4) reflect community concerns, questions, and information needs; and
- 5) respect and fully consider and include public input.

Project staff have worked with and will continue to work with the target counties and communities; the Oregon Regional Solutions Team, area Chambers of Commerce, other Economic Development Districts and Business Oregon to identify qualified developers. Program staff will closely work with the real estate professionals, especially industrial and commercial brokers.

### **2.2.1 Community Outreach and Involvement**

To effectively communicate progress on the project to the local community and to obtain meaningful input from them, ColPac will develop a comprehensive outreach plan (Months 1-6) that includes regular updates through multiple channels. The Coalition will develop a Public Involvement Plan (PIP) to guide outreach from the project start. The PIP will be reviewed by each Coalition partner and the TA community/nonprofit groups initially identified as: Columbia River Estuary Study Taskforce, Columbia Economic Team, Banks CPO, St Helens Main Street, Regional Solutions Team, and the Salmonberry Trail Foundation.

The PIP will outline approaches and resources such as a schedule of stakeholder and public meetings/events, social media tools, translation of materials into appropriate languages, and times and locations of public meetings that are ADA accessible and on public transit routes. The PIP will serve as a guide to the Coalition and the nonprofit partners in conducting outreach and incorporating community input throughout the grant term.

ColPac will conduct a kick-off public meeting (Months 1-3) upon grant award to explain the project's goals, timelines, and benefits, ensuring transparency and building trust. ColPac has experience soliciting public input using a variety of methods and will build on the work done prior to the grant application to further refine the progression of the grant based on community input.

ColPac will establish (Months 1-6) a project website or social media page to share monthly updates, including assessment findings, remediation strategies, and milestones. Hard copies of these materials will be made available at ColPac and Coalition partner offices and distributed to partner nonprofit organizations for dissemination throughout the region. On-demand feedback opportunities will also be offered on the project website. The Coalition will compile community input on a semi-annual basis and develop options for adopting input. Public input and responses will be summarized in the quarterly project progress reports and on the project webpage. After the first six months, the Coalition will meet with each group at least twice/year to share news of the grant and obtain input.

### **2.2.2 Project Updates and Other Public Information**

Updates summarizing current information about the project and describing upcoming activities (including public meetings) will be prepared and distributed. ColPac will maintain email lists and create content that may include Fact Sheets, Infographics, and Redevelopment Briefing Papers. ColPac will prepare and release announcements to local newspapers and radio to provide information about events such as opportunities for public input, significant site investigation findings, completion of major milestones, important scheduling information, and other pertinent information. Social media outlets will also be employed to convey these messages. ColPac will also host a webpage dedicated to the EPA Community Wide Assessment Grant for updates, information, and contact details.

If grant funding is used for cleanup planning activities such as preparation of an ABCA, ColPac will publish a notice of availability of the draft ABCA and the proposed cleanup plan for a public comment period. The Final Cleanup Plan will include a summary of comments and how they were addressed.

## **2.3 TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION**

The Coalition plans to:

- complete 1 Regional Brownfields Inventory
- 26 Phase I ESAs
- 26 Phase II ESAs/Building Materials Surveys

With oversight from ColPac staff, the QEP will develop eligibility forms and NEPA and ESA clearances. Eligibility forms will be completed for EPA review (and DEQ review for petroleum sites) prior to each assessment. National Historic Preservation Act and Endangered Species Act Clearances will be completed and documented prior to each Phase II ESA/Building Materials Survey.

Phase I ESAs will comply with the EPA's All Appropriate Inquiry Rule and ASTM E1527-21. ColPac will oversee contractor preparation of a project-wide Quality Assurance Project Plan (QAPP) and Sampling & Analysis Plans (SAPs) for EPA (and DEQ as needed) approval prior to Phase II ESAs. An access agreement will be executed for each assessment.

Phase II ESAs will include sampling soil, soil gas, groundwater, building materials and/or other activities as needed and approved by EPA. ColPac and the contractor will work with DEQ when state oversight is needed (e.g., to obtain a No Further Action Letter). The Coalition, supported by technical contractors, will discuss the findings of ESAs and next steps with property owners and stakeholders. If the Coalition needs to identify additional sites for assessment, ColPac will direct the contractor to prepare brownfield inventories of the remaining target areas and the Coalition will develop criteria to guide site selection. Just over 60% of the project budget will be spent on eligible assessment activities within the Coalition area.

### **2.3.1 Site Inventory**

The contracted QEP will perform this task, including on the ground investigation, GIS tools, and

ColPac will provide community engagement opportunities. Methodology will adhere to all applicable standards.

### **2.3.2 Candidate Site Identification and Eligibility Determination**

Initial candidate sites were identified during robust public engagement to prepare our EPA funding request. In addition to the identified Target Areas, a review of existing brownfield inventories from areas across our region will identify potential candidates for direct outreach.

ColPac will work the Coalition partners to review information provided on Nomination Forms against Program Criteria. If sites and property owners are willing to engage in conversation, ColPac and the QEP will determine readiness for formal EPA Eligibility Worksheet and proposed assessment. The cost of assessment activities carried out at each approved, eligible site will not exceed \$200,000 per site.

Sites will be selected based on the following criteria:

- Properties that have a strong prospect for redevelopment that have an environmental stigma
- Properties where the owner did not contribute to perceived contamination.
- Privately owned properties where the owner did not contribute to perceived contamination and previous willingness to comply with rules and regulations
- site location
- past and current uses of the site
- proposed future use of the site
- current property owner's disposition/willingness to allow site access and future sale or redevelopment
- anticipated economic benefit to the community
- the likelihood for success encouraging additional nearby redevelopment
- the likelihood of brownfield redevelopment to mitigate risk to human health and the environment.

A **Memorandum of Agreement (MOA)** documenting the coalition's site selection process will be in place prior to the expenditure and draw down of any funds that are awarded. A process for successful execution of the project's goal, including a description and role of each coalition member, will be established as an exhibit to the MOA.

### **2.3.3 Site Characterization – Phase I Assessment**

The Phase I ESA involves a review of records, a site inspection, and interviews with owners, occupants, neighbors and local government officials. An appropriate site selection process will determine which sites are eligible for Phase 1 or Phase 2 assessment. ColPac ensure that a "Phase I" site characterization and assessment carried out under this agreement will be performed in accordance with EPA's standard for all appropriate inquiries. ColPac will ensure the contracted QEP utilizes the practices in ASTM standard E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," or EPA's All

Appropriate Inquiries Final Rule “All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients”, (Publication Number: EPA 560-R-11-030).

All Appropriate Inquiries (AAI) final reports produced with funding from this agreement will comply with 40 CFR Part 312. All AAI reports submitted to EPA Brownfields Project Managers as deliverables under this agreement will be accompanied by a completed “Reporting Requirements Checklist.”

### **2.3.4 Site Characterization - Phase II Assessment**

Once EPA has determined the site to be eligible, Phase II ESA activities can begin under the leadership of a contracted QEP.

For sites considered contaminated based on the results of a Phase I Environmental Site Assessment, a more detailed Phase II ESA investigation may be undertaken, including a chemical analysis for hazardous substances. Lead and asbestos sampling may also take place if the Phase 1 ESA identified this as an identified REC. The Phase II Environmental Site Assessment is conducted on a site that has a potential spills, leaks, or may that be a facility that handles hazardous materials that has not maintained have complete and accurate records.

Depending on the site, Phase II ESA may include sampling of surface waters, groundwater, soils, and any potential hazardous materials on or off the property. Data from the samplings is compiled, assessed, and evaluated to determine the extent of the contamination on the site.

The goal of the Phase II ESA process is to define the type, concentration, and size of the contamination and the affected media.

### **2.3.5 ESA and NHPA requirements**

ColPac will work to assist EPA by providing certain information which will help us fulfill our responsibilities in a timely manner and prevent delays and can use cooperative agreement funds to do so. As Phase I Site Assessments provide applicable information we will share it for site selection, including: the location of project, any threatened or endangered species or habitat which may be affected, whether the site is considered to be of concern by the State Historic Preservation officer, a list of potentially impacted Tribes, and our evaluation as to whether plans could have adverse effects on endangered species or cultural resources.

### **2.3.6 Quality Assurance Project Plan (QAPP) and Health and Safety Plan**

As sampling will be funded wholly or in part with EPA funds, a generic Quality Assurance Project Plan (QAPP) will be prepared with supplement with a Site-Specific Sampling and Analysis Plan and submitted to EPA for review and concurrence before any sampling is done.

Our QEP will also prepare and follow an OSHA-compliant Health and Safety Plan. A copy will be provided to the EPA Brownfields Project Manager for inclusion in the cooperative agreement file.

## 2.4 **TASK 4 – PLANNING**

The contracted QEP will develop site appropriate remediation/ reuse plans to reduce health & environment risks for selected sites. Community vision and input will continue to be considered in planning.

### Planning Outputs

- 2-4 Area Wide Plans or Analysis of Conditions
- 3-5 site-specific cleanup plans
- 1-3 site reuse plans

#### 2.4.1 **Analysis of Conditions of Project Area/High Priority Sites**

**Objective:** To provide pathways for redevelopment of underutilized properties, increasing resident health outcomes and economic development returns

**Task Lead:** ColPac in Partnership with QEP

**Milestones:** Procurement of QEP, Marketing of Program, Priority Site Selection, Priority Site Plan completion.

**Deliverable(s):** Phase 1, Phase 2, and Hazardous Building Materials studies.

Estimated submittal or completion dates: On-going with site completions throughout Months 6-40 of the project period.

Both area-wide and site-specific reuse planning is supported by identifying community priorities, local infrastructure needs, market feasibility, and environmental conditions, which will help determine viable future uses for the catalyst/high priority brownfield sites. The Project Director and Program Support person, with support from the QEP will conduct analysis of the conditions of the project area which may include:

- Economic research or market study to identify brownfields site reuses that can be supported by local market conditions;
- Research condition of existing infrastructure in the project area (e.g., transportation, wastewater and drinking water systems, sewage, broadband, electricity systems, etc.) for determining how infrastructure can be reused, if improvements are already planned, or if improvements are needed, to accommodate brownfield site reuse;
- Ascertain the environmental conditions within the project area, and known environmental conditions of the specific brownfield sites;
- Considering and addressing concerns about extreme weather events and community resiliency throughout the project area;
- Coordinate with existing community planning documents (e.g., local parks/general plans/housing/transportation plans) or regional planning efforts;

- Identify local health issues when assessing and cleaning up brownfield sites, including reducing toxicity, illegal dumping, and blighted vacant parcels within the area; creating greenspace, recreational property, and non-profit uses (e.g., health clinics, youth centers, non-profit housing, etc.); and avoiding displacement of residents living within the project area.

#### 2.4.2 Development of Area-Wide Plans

**Objective:** To provide pathways for redevelopment of underutilized properties, increasing resident health outcomes and economic development returns, aligning with the community's priorities for the plan area.

**Task Lead:** ColPac in Partnership with QEP

**Milestones:** Procurement of QEP, Marketing of Program, Priority Site Selection, Community Engagement Series, successive Priority Area Plan completed.

**Deliverable(s):** Professional Area-Wide Plans, formatted for electronic and physical distribution.

Each area-wide plan may include:

- A summary of community involvement activities, priorities identified, and a statement which clearly describes how community input is reflected in the plan's recommendations and strategies;
- Results from research on brownfields and project area conditions, including known environmental conditions, data gaps and other existing conditions (such as environmental/social/health conditions, economic realities/market potential, and state of infrastructure in the project area);
- Specific reuse scenarios/plans for the catalyst, high priority brownfield sites;
- Information on how assessment and cleanup of those sites will be influenced by the reuse strategies;
- A detailed action plan which identifies specific actions, resources available, and resources needed to implement the plan, such as:
  - Assessment and cleanup activities needed to be compatible with the brownfields reuse scenarios;
  - Catalyst, high-priority brownfield site(s) improvements and other project area improvements (e.g., infrastructure investments)
  - What actions are needed near-term versus long-term, and prioritized projects that indicate where/how to start implementing the plan;
  - Who is going to lead each effort (partners involved or needed);
  - Strategy for funding, investment and other resources needed in the project area.

#### 2.4.4 Site-Specific Reuse or Cleanup Planning

**Objective:** To provide pathways for redevelopment of underutilized properties, increasing resident health outcomes and economic development returns, aligning with the community's priorities for the plan area.

**Task Lead:** ColPac in Partnership with QEP

**Milestones:** Procurement of QEP, Marketing of Program, Priority Site Selection, successive site plans completed.

**Deliverable(s):** Professional Site Redevelopment Plans, as dictated by property assets and constraints.

Site specific future use analysis for priority brownfields sites may include:

- Determine specific feasible land reuses for the site based on the community priorities, existing conditions research, public comments, partner feedback.
- Identify improvements that need to happen in the area that will help ensure successful assessment, cleanup, and reuse of the brownfield site.
- Identify how to improve environmental conditions, including how to address solid and hazardous waste, improve air and water quality, and reduce exposure to environmental contaminants.
- Research strategies to mitigate/adapt to extreme weather events.
- Develop brownfield site-specific reuse drawings/schematics/renderings.
- Develop brownfields site preparation approaches or site programming designs that will integrate green and healthy design and sustainable development approaches.

### **3. SCHEDULE AND DELIVERABLES**

DUE DATE	ITEM	Send to:			
		EPA PM	STATE	EPA GRANTS	EPA FINANCE
Months 1-3	EPA enters cooperative agreement (CA) record into ACRES	X			
Month 1-3	Memorandum of Agreement (MOA) for Assessment Coalitions <i>(must be in place prior to expenditure and drawdown of funds awarded)</i>	X			
Months 1-6	Project Webpage Established/Project Fact sheet - project starting	X			
Months 1-6	Community Involvement Plan as applicable (updated as needed throughout period of performance)	X			
Months 1-6	Community Meeting – Kick off	X	X		
Months 1-6	Solicitation for hiring environmental contractor	X			
Months 1-12	Inventory developed & Site Selection Criteria set	X			



DUE DATE	ITEM	Send to:			
		EPA PM	STATE	EPA GRANTS	EPA FINANCE
Month 6	Top sites selected	X	X		
Ongoing - At least 30 days before assessment is scheduled to begin	Site eligibility requested & confirmed (for petroleum include State)	X	X		
Before fieldwork begins	<ul style="list-style-type: none"> <li>Quality Assurance Project Plan (QAPP)/Sampling &amp; Analysis Plan (SAP)</li> <li>Health and Safety Plan</li> </ul>	X			
Before field work begins	Endangered Species Act (ESA) & National Historic Preservation Act (NHPA) Letters	X			
Month 3-36	Site Assessments Begin				
Ongoing	Phase I and II Reports submitted. AAI Checklists required w/ Phase I	X	X		
Ongoing	ACRES Property Profile Forms completed/updated for site-specific work. (see Programmatic Terms & Conditions for requirements)	X			
Each Federal Fiscal Quarter - Oct-Dec; Jan-Mar; Apr-Jun; Jul-Sept	Quarterly Progress Reports (QPRs) Due Jan 30, Apr 30, July 30, Oct 30 (see Programmatic Terms & Conditions for requirements)	X			
Annual submission - The EPA is suspending recipient reporting requirements under 40 CFR 33.502 pursuant to a class exception issued on March 17, 2025. The class exception was authorized pursuant to the authority in <u>2 CFR, Section 1500.4(b)</u>	<p>DBE Report (MBE/WBE) (DBE = Disadvantaged Business Enterprises) - Reports submitted <b>annually</b> by October 30th of each year.</p> <p>Final forms submitted within 120 days of the end of the period of performance.</p> <p>For forms &amp; more information, visit: <a href="https://www.epa.gov/resources-small-businesses">https://www.epa.gov/resources-small-businesses</a></p>	X (copy)		X	

DUE DATE	ITEM	Send to:			
		EPA PM	STATE	EPA GRANTS	EPA FINANCE
Month 12	Community Engagement				
As Needed	Requests for Reimbursement - see Administrative Terms and Conditions				X
Month 24	Community Engagement				
Month 36	Fact Sheet - Assessment results	X	X (copy)		
Month 36	Community Engagement				
Annually & at End of Agreement	Final Federal Financial Report (FFR) (SF425) & Final Drawdown Reports must be submitted <b>annually</b> within 90 days after end of reporting period (120 days after end of project period for closeout). For forms & more information, visit: <a href="https://www.epa.gov/grants/epa-grantee-forms">https://www.epa.gov/grants/epa-grantee-forms</a>	X (copy)		X (copy)	X
Months 48 - 52	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

## 4. BUDGET

### 4.1 Budget Table

Brownfields Assessment Project Budget Table					
Budget Category	Task 1 Project Management & Reporting	Task 2 Community Engagement	Task 3 Site Inventory & Characterization	Task 4 Planning	Budget Category Totals
Personnel	\$0	\$0	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0	\$0	\$0
Travel	\$10,200	\$0	\$0	\$0	\$10,200
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$2,150	\$0	\$0	\$2,150
Contractual	\$48,150	\$35,750	\$720,350	\$366,600	\$1,170,850
Other (DEQ & Conference Fees)	\$1,800	\$0	\$5,000	\$10,000	\$16,800
Total Direct Costs	\$60,150	\$37,900	\$725,350	\$376,600	\$1,200,000
Indirect Costs	\$0	\$0	\$0	\$0	\$0
<b>Task Totals</b>	<b>\$60,150</b>	<b>\$37,900</b>	<b>\$725,350</b>	<b>\$376,600</b>	<b>\$1,200,000</b>

✓ Travel to brownfields-related training conferences is an acceptable use of these grant funds. Conference registration fees should be included under the "Other" budget category.

✓ EPA defines equipment as items that cost \$10,000 or more with a useful life of more than one year. Items costing less than \$10,000 are considered supplies. Generally, equipment is not required for Brownfield Grants.

✓ Administrative costs (direct and/or indirect) for the Assessment Grant applicant itself cannot exceed 5% of the total EPA-requested funds. See [FY2025 Frequently Asked Questions for EPA Brownfields Multipurpose, Assessment, RLF, and Cleanup \(MARC\) Grants, Section O. Administrative Costs - https://www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants](https://www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants)

## 4.2 Budget Narrative

### Task 1: Project Mgmt. (\$60,150):

*Travel:* \$10,200 2 NOEA personnel attend 2 national and 1 local brownfield conferences: airfare (\$2,400 [\$600/person, 2 national conferences, 2 people]); hotel (\$6,000 [\$250/night, 4 nights, 3 conferences, 2 people]), meals/incidentals (\$1,800 [\$75/day, 4 days, 3 conferences, 2 people]).

*Other:* \$1,800 (conference registration fees [\$300/conference]).

*Contractual* \$18,400 (194 hours of project oversight and reporting at \$95/hour); \$29,750: General project setup and Closeout Report (\$7,350 [42 hours of labor at \$175/hour]; QPRs (\$5,600[16 x \$350/each]), Monthly meetings (\$16,800 [48 x \$350/each]).

### Task 2: Community Engagement (\$37,900):

*Contractual:* \$22,000 (231 hours for meeting planning, attendance, and input evaluation and outreach material preparation); \$13,750 Meeting attendance and outreach material (50 hours) and room/other rentals (\$1,250 x 4 meetings).

*Supplies* \$2,150: Meeting handouts, conference printouts, etc.

### Task 3: Site Selection & Assessment (\$725,350):

*Contractual:* \$9,600 (101 hours for property owner coordination and site identification); \$710,750:

Completion of EDs (\$21,000 [30 at \$700/each]);

Phase I ESAs (\$150,000 [26 x \$6,000/each]); QAPP (\$7,000);

Phase II ESAs (\$409,500 [13 @ \$31,500/each including 100 hours labor, \$5,500 lab testing, and \$8,500 for drilling, locates, and investigation-derived waste disposal]);

RBM Surveys (\$130,000 [13 x \$10,000/each including 36 hours labor and \$3,700 lab testing]);

Regional Inventory (\$8,750 [50 hours labor]).

*DEQ VCP Fees:* \$5,000

### Task 4: Cleanup/Reuse/AWP Planning (\$376,600):

*Contractual:* \$9,600 (101 hours for property owner coordination and site identification); \$357,000

Cleanup Plans - 4 plans x \$14,000/each [80 hours];

Reuse Plans - 2 plans x \$15,750/each [90 hours];

AWPs - 3 plans x \$87,500 [500 hours]).

*DEQ VCP Fees:* \$10,000

**EPA Region 10  
FY22 BROWNFIELDS REVOLVING LOAN FUND  
COOPERATIVE AGREEMENT WORK PLAN**

Columbia Pacific Economic Development District  
Period of Performance July 1, 2022 through September 30, 2027

Initial Draft Submission: June 6, 2022

Finalized Draft: July 11, 2022

Submitted by:

Columbia Pacific Economic Development District  
375 S. 18<sup>th</sup> Street, Suite B  
St. Helens Oregon 97051

Sarah Lu Health  
PO Box 1535  
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[SarahLu@nworegon.org](mailto:SarahLu@nworegon.org)  
<https://www.nworegon.org/>

Cooperative Agreement Number: \_\_\_\_\_

## **Brownfields Cleanup Revolving Loan Fund Program Work Plan**

### **A. Recipient Title**

**Columbia Pacific Economic Development District FY22 Brownfield Revolving Loan Fund**

### **B. Project Background**

Columbia Pacific Economic Development District (ColPac) is a non-profit organization established to assist in diversifying and strengthening the economy and livability of the Northwest Oregon community. Northwestern Oregon supports a population of approximately 170,000 (4% of Oregon's total population) primarily concentrated in rural communities of less than 10,000.

The region holds abundant natural resources, creating opportunities for recreation and employment, but also plagued the growing impacts of climate change. In addition to the challenges of climate change, real or perceived environmental impacts from brownfields in our area are deterring developers from moving forward with redevelopment projects that will have a catalytic impact on our community. Cleaning up and redeveloping brownfields in the ColPac region is paramount to the health and welfare of residents, and to building a stable, greener economy.

Priority sites have been selected and reuse concepts have been developed in part with public input garnered through a series of community engagement meetings held in August 2021 and organized in preparation for this application. Site nomination forms were distributed to interested stakeholders from each of the four ColPac counties and communities, including communities where the priority sites are located. During the meetings, nominated sites were prioritized based on potential for contamination, proximity to residents, and potential for purposeful reuse that will contribute to the economic and physical health within impacted communities in the region.

### **C. Goals and Objectives**

#### **1. EPA Strategic Plan**

This assistance agreement supports the following EPA strategic goal and objective:  
Goal 6: Safeguard and Revitalize Communities and 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities.

Outputs: The following outputs are delineated by project tasks.

*Task 1: Community Engagement and Fund Marketing*

Typical activities/work products include:

- Community Involvement Plan
- Community input for potential sites

- Community informational meetings in each of the four ColPac counties
- Program brochure
- Marketing materials
- EPA Brownfields and program-related conference attendance
- Participation of investors.

*Task 2: Fund Management*

Development of the following RLF Program Documents:

- Financial policy manual
- Financial statements and reporting,
- Loan applications
- Loan agreements
- Grant applications
- Grant agreements
- Disbursements of funds guidance

*Task 3: Cleanup Oversight*

Typical outputs include:

- Development of Analysis of Brownfield Cleanup Alternatives Documents (ABCAs),
- Health and safety plans for cleanup alternatives,
- Cleanup decision documents
- Cleanup activities and closeout reports
- Davis-Bacon compliance Documents
- Progress reports.

*Task 4: Programmatic Support*

Typical outputs include:

- Training attendance
- Quarterly reports
- ACRES data entry
- Team meeting notes
- Public records

Outcomes:

Anticipated outcomes include the following measures:

- Community and stakeholder awareness of the RLF project
- Sites/acres able to be marketed with understanding environmental conditions
- Sites made available for reuse
- Jobs created
- Housing units established
- Dollars leveraged
- Contaminant concentrations reduced/eliminated
- Acres of green space created
- Sites redeveloped

Qualitative measures of long-term community education and overall improvement of quality of life for the region will be measured against timeliness and community satisfaction. Measures of performance will need to be placed on loan recipients for cleanup activities, such as timeliness of repayment, adherence to project timeline and loan agreement terms.

## 2. Project Goals

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants” and submitted in a national competition.

ColPac was selected for a Revolving Loan Fund grant in the FY2022 EPA Brownfield Assessment, Revolving Loan Fund, and Cleanup (ARC) competition. ColPac is a nonprofit organization with tax-exempt status under section 501(c)(3) of the Internal Revenue Code. The organization is certified by the U.S. Economic Development Administration (EDA) as a designated Economic Development District. The EPA Brownfields Revolving Loan Fund (RLF) will be used for RLF activities in Target Areas and across the ColPac service region, which covers approximately 5,200 square miles in Clatsop, Columbia, Tillamook, and western Washington counties.

Fishing, food production, and timber have been the primary drivers of the regional economy for the last century. All of these sectors are climate dependent. *The Fifth Oregon Climate Assessment*, a report issued by the Oregon Climate Change Research Institute (2021) warns that extreme weather, natural disasters (floods and wildfires), and marine hazards (potential tsunamis) have increased in number and severity, resulting in significant impacts to residents, including health, displacement, and income loss. Without intervention, these threats are expected to worsen. Flooding from extreme rain events and sea level rise can exacerbate the environmental impacts from brownfields by spreading hazardous materials and contaminated soil across our communities. In addition to the challenges of climate change, real or perceived environmental impacts from brownfields in our area are deterring developers from moving forward with redevelopment projects that will have a catalytic impact



on our community. Cleaning up and redeveloping brownfields in the ColPac region is paramount to the health and welfare of residents, and to building a stable, greener economy.

ColPac in collaboration with County and municipal governments, residents and community groups developed the 2018-2023 Northwest Oregon Comprehensive Economic Development Strategy (CEDS). The plan combines and coordinates the economic development activities of ColPac, the NW Oregon Economic Alliance, the NW Oregon Area Commission on Transportation, the NW Oregon Workforce Investment Board, the North Coast Regional Solutions Team, and economic development councils of Clatsop, Columbia, Tillamook and western Washington Counties. The CEDS provides a regional framework and overview to NW Oregon's economic development landscape, drawing upon the needs, issues, goals and strategies of the region's local, regional, State and federal partners and private industry. The CEDS is a flexible and dynamic planning document that is reviewed annually, with a full update every five years.

The economic development goals, strategies and performance measures in NW Oregon's CEDS are a composite of the region's local economic development service delivery system. Based on their own identified needs and issues, local partners identify key projects that meet their economic development goals, which are then matched with potential funding or collaborative partners using the CEDS platform. The regional approach allows for cross-pollination of projects, development expertise and regulatory agency involvement so critical in our time of limited resources. The goals of the plan include the following: attracting new jobs and investments; diversifying the local economy; supporting the creation and expansion of rural and small community businesses; providing business opportunities for low-income workers and their families; supporting the financial community by providing additional funding sources; and securing secondary loan financing for local customers. Further, this RLF project and reuse strategies identified for priority sites are in alignment with local revitalization plans, such as the Urban Growth Boundary (UGB) for each community. Under Oregon law, each of the state's cities and metropolitan areas has created an urban growth boundary around its perimeter, a land use planning line to control urban expansion onto farm and forest land. By focusing on purposeful reuse of brownfields, the ColPac project ensures compliance with UGBs and achievement of UGB goals.

The goals of the project to be funded by this cooperative agreement are to capitalize a revolving loan fund and to make loans and subawards to eligible entities for cleanup of sites in order to facilitate the properties' redevelopment. These goals will be accomplished by site-specific and non-site-specific activities. Non-site-specific tasks include developing the loan program, marketing the program to developers, relevant non-profits as well as local governments within our service area. ColPac will continue conducting public outreach and preparing outreach materials relevant to the RLF program. Site-specific tasks include verifying site and borrower/subaward recipient eligibility, preparing loan documents, preparing Quality Assurance Project Plans (QAPP), conducting site-specific public relations activities, preparing Analyses of Brownfields Cleanup Alternatives (ABCA), and consulting with, and enrolling sites in, the Oregon State Voluntary Cleanup (VC) Program (<https://www.oregon.gov/deq/Hazards-and-Cleanup/env-cleanup/Pages/Voluntary-Cleanup.aspx>) or the Oregon Prospective Purchaser Program (<https://www.oregon.gov/deq/Hazards-and-Cleanup/env-cleanup/Pages/Prospective-Purchaser-Agreements>).

Cooperative agreement funding will be used to cover the costs of activities at, or in direct support of, brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the ColPac Project Manager, assisted by Executive Director and the organization's attorney, with technical assistance and oversight to be performed by a Qualified Environmental Professional and in coordination with ODEQ.

### **3. Project Team Structure & Responsibilities**

The ColPac project team are experienced in loan programs, economic redevelopment program planning and implementation.

**Project Director:** Sarah Lu Heath will serve as Project Director for the proposed RLF grant. Sarah Lu has 13 years of experience in developing and managing projects, overseeing budgets and finances, community outreach and working alongside local governments on community development, planning, economic development, and grant writing. Sarah Lu will oversee the day-to-day operation of the grant, programmatic requirements, community outreach and marketing the fund.

**Finance/Loan Fund Manager:** Ayreann Colombo, ColPac's Executive Director, will serve as finance director/fund manager for the proposed RLF grant. Ayreann is the current financial manager overseeing two USDA Revolving Loan Funds for the organization and well versed in federal governmental reporting requirements. Ayreann has a Master's degree in Economics and over 15 years of experience in finance, business and community planning and economic development.

**Technical Coordinator:** Lydia Ivanovic will serve as technical coordinator for the proposed RLF grant and will oversee the environmental contractor and technical brownfields activity. Lydia has over a year of background in administering the environmental review and labor standards for Community Development Block Grant construction projects in the ColPac service area.

The project staff team identified above report to the Executive Director who in turn reports to the ColPac board of directors. The board is comprised of members representing counties and communities within the ColPac service area. The project team will update the board at monthly meetings. Board members also populate the loan/grant selection committee that will review applications and make decisions on awards, which will be presented for final board approval. In addition, ColPac retains legal counsel to review all contracts and agreements that is experienced in real estate and land use including development, investment, sales, and construction for sites across the state and region and are highly experienced in dispute resolution that can eliminate lengthy legal proceedings.

ColPac has procured additional resources (QEP) through a competitive bid process, which included a request for qualifications, mandatory pre-bid meeting and bid opening in compliance with the Federal Procurement Standards 2 CFR. 200.317/318. The QEP team that includes DBE subcontractors was selected based on qualifications and experience. This same procedure would be implemented if additional assistance is required.

## E. Tasks

### *Task 1: Community Engagement and Fund Marketing*

#### *Task 1 A: Description: Community Engagement*

ColPac with assistance from stakeholders and the QEP prioritize properties identified in the community engagement process outlined above. ColPac will also target developers with experience working with both for-profit and non-profit organizations, with expertise in developing projects aligned with the community minded goals and objectives. Project staff have worked with and will continue to work with the target counties and communities; the OR Regional Solutions Team, area Chambers of Commerce, and Business Oregon to identify qualified developers. Program staff works closely with the real estate brokerage community, especially industrial and commercial brokers.

ColPac will complete the development of marketing materials, such as an information brochure, web page, and social media content. These print and electronic tools will outline the loan process and the required loan procedures. ColPac will hold initial RLF public meetings/open houses for interested property owners, developers and community-interest groups in each County to kick off the program following an initial promotions blitz. Most importantly, staff will follow up with property owners, businesses, and nonprofits that are identified through this process as controlling brownfield sites. Property owners will be contacted individually about the availability of cleanup funds, to answer questions and engage them.

This task includes the creation of a written CIP plan to be submitted to EPA. At a minimum, five to ten public engagement meetings held in the target area over the course of the five-year program. Marketing materials will be generated and distributed.

#### *Task 1 B: Description: Marketing Strategy*

ColPac staff have 30 years of combined staff experience attracting developers and industry: and regularly works in tandem with communities to establish and carry out economic development strategies and finance programs in the project area. ColPac identified potential project sites and engaged stakeholders through a targeted series of community engagement meetings held in order to gauge interest and develop this application. Potential RLF sites and potential developers were identified, including the developers of recent projects in Portland, Oregon and Vancouver, Washington.

To market the RLF program, ColPac will implement its tested and comprehensive outreach approach that includes the following on an ongoing or quarterly basis as applicable: 1) project website; 2) social media outlets (LinkedIn and others); 3) one-to-one marketing; 4) group workshops and economic development conference(s) participation; 5) collaborative marketing through lenders; 6) advertising in local business media; 7) the Regional Solutions Team network.

In marketing the RLF to potential borrowers and subgrantees, ColPac will consider: 1) compliance with federal brownfield laws; 2) site location; 3) past and current uses of the site; 4) proposed future use of the site; 5) current property owner's disposition/willingness to sell and allow site access; 6) anticipated economic benefit to the community; 7) the likelihood for

success encouraging additional nearby redevelopment, and; 8) the likelihood of brownfield redevelopment to mitigate risk to human health and the environment.

*Task/Activity Lead(s):* Project Director with support from QEP and project staff.

*Task 1A: Community Engagement - Activities:*

- Printing; media placements, promotional items to increase awareness of the project for members of the community
- Developer outreach, site selection and marketing as described above (
- Draft a Community involvement plan
- Travel within region and Oregon to support community engagement, site visits and meetings
- Site selection
- Conduct community engagement efforts such as public meetings, meeting planning and coordination

*Task 1B: Fund Marketing - Activities*

- Promotional activities such as creation of marketing materials, media placements, and promotional items to increase awareness of the project for developers
- Travel within region and Oregon to support fund marketing
- Developer outreach and meetings, site selection, and marketing efforts, planning and coordination

*Task 1 Schedule:* Months 4 through 60

*Task 1 Deliverables:* CIP; community meeting summaries; community input for potential sites; program brochure; marketing materials; participation of investors.

*Task 2: Fund Management*

*Description:* Certified by the U.S. Economic Development Administration (EDA) as a designated Economic Development District, ColPac offers a range of economic and community development services, technical assistance and financing in carrying out its mission. ColPac also has a seven-member Loan Administration Board that oversees the District's Revolving Loan Fund. ColPac will be responsible for all Brownfields RLF operations and implementation as ColPac has built an experienced and competent team to ensure the effectiveness of the RLF program. Three staff members will oversee and conduct the operations of the RLF, as described. ColPac also has a legal team that will review program documents and agreements. Site eligibility sheets will be completed by the QAP and reviewed and submitted by Col Pac. The ColPac team are familiar with administering loans and subgrants. ColPac has human resource and procurement processes in place to replace key staff and to solicit for and hire any additional contract services should that be needed.

ColPac will establish an RLF Committee that includes the staff noted above, the contracted Qualified Environmental Professional (QEP), and the loan board established in ColPac's bylaws to make decisions regarding their loan portfolio. As a required element of the selection process, borrowers and subgrantees must demonstrate that they meet the following criteria:

- Appropriate environmental assessment was complete by a qualified environmental

- professional;
- The borrower must be in good financial standing, current on property taxes and other obligations and must demonstrate the ability to repay the loan and complete the project successfully;
- A sub-grantee demonstrates the financial inability to complete the project on its own;
- The borrower/sub-grantee intends to redevelop the property for the uses described;
- The borrower/sub-grantee has secured RLF matching cash funds and the additional financing to complete the reuse/redevelopment project;
- The borrower/sub-grantee has the ability to facilitate the reuse of existing infrastructure;
- The project will meet state cleanup criteria; and
- The borrower must agree to meet all reporting requirements, such as conduct a public meeting with appropriate notification (to be defined in agreement) and present a draft ABCA (approved by EPA).

Col Pac has a robust community engagement network that is headed by its 24-member volunteer Board of Directors. Col-Pac convenes local public and private leaders including representatives from county commissions, cities, ports, local business and business organizations and workforce development and community colleges. The Col Pac Brownfield team (staff and consultants), with public input, will develop a written Community Involvement Plan (CIP) that will document and formalize the process to share information and seek public input to decision-making. Input will be sought on project planning, site selection and cleanup/reuse planning.

ColPac will incorporate reasonable and prudent lending practices to encourage the funds to revolve. The RLF program will offer two products to potential developers, direct loans and subgrants. The main loan product will be a fixed-term loan with low-interest, between 0-6%, and will be made for projects where the developer has secured at least 50% of the estimated remediation funding required. Loan agreements will be structured with enough flexibility to maximize borrower success as well as ensure the sustainability of the RLF. Loan terms, interest rates, fees and duration will be based upon the borrower's ability to service the debt.

The loans will range in value between \$50,000 and \$500,000, and the terms will be between three and seven years. Interest rates will be based on market conditions. Borrower repayments will be scheduled on a monthly basis. Deferments and potentially, gap financing opportunities may be offered to borrowers with less access to capital or whose projects have substantial job creation potential in order to benefit the local population of economically-disadvantaged persons. Deferments of up to one year will be considered or adjusted on a case-by-case basis, and loan balances will be re-amortized within the remaining terms of the loan. Also a portion of loans to eligible entities may be discounted as a work completion incentive. Bridge loans will be considered where repayment takes place at the close of construction financing or when permanent financing is secured by the project developer. Subgrants may be awarded to public or non-profit borrowers after consideration of the borrower's fiscal solvency and the nature of the project. In order to keep the loan funds successfully revolving and sustain the project after the cooperative agreement is closed, ColPac will look to invigorate the fund from sources outside of the EPA, such as through USDA or the US Economic Development Administration. Keeping administrative costs to a minimum will enable the ColPac to loan the maximum amount possible in order to reach project goals. By evaluating the fund in terms of effectiveness in reaching project goals and

the sum of loans made, ColPac will reach the project goals in a timely fashion or adjust marketing and outreach strategies as the project moves forward. Deliverables will include a memo on market research, a financial policy manual, marketing information on loan products, subgrantee awards, and completed loans.

The estimated completion date for the deliverables will vary.

Task/Activity Lead(s): Project Director with support from Legal Counsel and ColPac Board, as needed.

*Task 2 Activities:*

- Work with the ColPac RLF loan committee to provide financial oversight, coordinating and conducting application review, and tasks related to revolving loan funds:
- Award RLF loans and sub grants for eligible sites in the ColPac service area
- Implement legal review as necessary for each loan and subgrant
- Issue agreements

*Task 2 Schedule:* Months 1 through 60

*Task 2 Deliverables:* financial policy manual; financial statements and reporting, loan applications, grant applications, loan agreements; grant agreements; disbursements of funds.

*Task 3: Cleanup Oversight*

*Description:* ColPac will ensure, through measurable benchmarks, timeframes, and reporting, that borrowers and subgrantees obtain access, develop ABCAs and H&S Plans, and conduct cleanups that comply with appropriate regulatory requirements and address community concerns. Hazardous waste sites will be remediated under authority of ODEQ. The QEP will provide cleanup oversight, the City and QEP will ensure the eligibility of sites, eligibility of borrowers (e.g. not a responsible party) and subgrantees and that all cleanups are protective of human health and environment.

Task/Activity Lead(s): Project Director with support from Legal Counsel and ColPac Board, as needed.

*Task 3 Activities:*

- The QEP will oversee the process by which borrowers and subgrantees obtain access, develop ABCAs and H&S Plans, and conduct cleanups that comply with appropriate regulatory requirements and address community concerns.
- Legal Counsel will review documents as necessary
- The project staff will review all documents prior to submission to EPA

*Task 3 Schedule:* Months 4 through 57

*Task 3 Deliverables:* ABCAs, Health and safety plans, Cleanup activities; Cleanup decision documents; reporting.

*Task 4: Programmatic Support*

*Description:* A project management system will be put into place by ColPac and QEP to provide USEPA and other stakeholders with sufficient information on the progress and success of the region's brownfield redevelopment program; status/progress summary reports will be completed quarterly during the project performance period. The report will provide a summary of the project progress and milestones met or exceeded during the reporting period, fund expenditures and lessons learned, and their applicability during the remaining term of the project. Throughout the project period, ColPac will report on the leveraging successes that result from this grant. Reports will be made available via hard copies and electronically on the brownfield program website.

Throughout the project period, ColPac will report on the leveraging successes that result from this project, not only successes in leveraging brownfield redevelopment dollars but also success evidenced by improvements in air, water, smart growth, and environmental health.

A final report will be submitted at the conclusion of the funding period. The reports will provide a summary of the project progress and milestones met or exceeded during the reporting period, fund expenditures and lessons learned, and their applicability during the remaining term of the project.

*Task/Activity Lead(s):* Project technical coordinator with support from QEP and project staff.

*Task 4 Activities:*

- *Quarterly Reports will be submitted to the project officer as noted above*
- *The project team will meet monthly and as needed to review and assess project progress. Progress updates will be issued to the RLF Committee on a monthly basis*
- *The RLF Committee will meet at least quarterly to review project progress.*
- *One staff member to attend at least three EPA national (1 expected) or regional/state conferences/training (2 expected).*

*Task 4 Schedule:* Months 1 through 60

*Task 4 Deliverables:* ABCAs, Health and safety plans, Cleanup activities; Cleanup decision documents; reporting.

## **F. Integrating Sustainability**

The ColPac Team will institute sustainable practices as possible. These methods will include the following:

- Utilize fuel efficient vehicles
- Reduce miles traveled while conducting site work
- Purchase or lease more sustainable equipment, supplies, and services
- Implement sustainable materials management practices (reduce, reuse, recycle)
- Consider efficiencies to traditional travel or consider alternatives
- Consider other practices that directly reduce water, materials, climate, energy, or air impacts

### G. Schedule of Milestones & Deliverables

DUE DATE	Project Milestones & Programmatic & Administrative Deliverables	Send to:			
		EPA Project Manager	STATE	EPA Region 10 GRANTS	EPA Research Triangle Park (RTP) FINANCE
Month 1	RLF Closeout Agreement Signed (within 30 days of cooperative agreement award)	X			
Month 2	Project Web page Created / Program Fact Sheet - project starting	X			
Month 3	Community Involvement Plan	X			
Month 3	Marketing Plan	X			
Month 4 and quarterly throughout the project	Quarterly Progress Report (QPR) 1 & Deliverables	X			
January 2023 and at least quarterly throughout the project	Requests for Reimbursement – see Administrative Terms and Conditions				X
March 2023	Initiate fund marketing activities	X			
June 2023	Submit first eligibility form	X			
May 2023	Attendance at Oregon Brownfields Summit/ Conference				X
September 2023	Finalize first loan agreement	X			
February 2024	Apply for EPA Supplemental Funding				
August 2024	Attend National Brownfields Conference	X			
June 2023 and annually throughout the project	DBE Report (also known as “MBE/WBE”) Federal Financial Reports (FFR) (SF425)	X (copy)		X	
January 2027	Initiate Closeout process, with a target to submit final reports and forms in June 2027				



**H. Budget Summary Table and Narrative**

<b>Budget Categories</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Total</b>
Travel	\$5,000			\$5,000	\$10,000
Supplies				\$5,000	\$5,000
Contractual	\$30,000	\$30,000	\$75,000	\$40,000	\$175,000
Personnel	\$40,000	\$50,000	\$10,000	\$10,000	\$110,000
Other: Printing and Promotional expenses	\$10,000				\$10,000
Other - Loans		\$600,000			\$600,000
Other- Subgrants		\$290,000			\$290,000
<b>Subtotal</b>	<b>\$85,000</b>	<b>\$970,000</b>	<b>\$85,000</b>	<b>\$60,000</b>	<b>\$1,200,000</b>
Federal Share	\$85,000	\$770,000	\$85,000	\$60,000	\$1,000,000
Cost Share		\$200,000			\$200,000
<b>Total Budget</b>					<b>\$1,200,000</b>

**Task 1 Costs:**

\$5,000 for travel within region and Oregon to support community engagement and fund marketing, site visits and meetings to include mileage, and per diem up to \$50 per day  
Per Diem for 30 days at \$ 50 per day = \$1,500

Lodging for 10 days at \$150 per day = \$1,500 (not every trip will require overnight hence 10 instead of 30 days as in the previous line)

Mileage of 3,418 at \$0.585 reimbursement used over a five-year period; average round trip within the ColPac district is approximately 120 miles EG: Astoria to St Helens is 66 miles one way.

\$10,000 printing; media placements, promotional items

\$25,000 Contractual services to support developer outreach, site selection and marketing as described above (QEP: 250 hours at \$100 per hour over five years);

\$5,000 community involvement plan set fee (contractual line);

\$40,000 personnel to support ColPac staff time for developer outreach, site selection, marketing and community engagement efforts such as meeting planning and coordination over the five-year project

**Sarah Lu Heath, ColPac RLF Project Director**

Approximately 470.58 hours allotted to project at \$85 per hour

Personnel subtotal \$40,000

Task 1 sub total \$85,000 (Federal share: \$85,000)

**Task 2 Costs:**

\$600,000 in loan funds and \$290,000 in subgrant funds

\$30,000 Legal services fees\_(approximately 300 hours at \$100 per hour over five years) – will be dependent on the number of loans and agreements to be reviewed and processed, any remaining funds will be moved into cleanup or programmatic costs at the start of year 5, as applicable.

\$50,000 personnel to support ColPac staff time in fund management, such as financial oversight, coordinating and conducting application review, and tasks related to revolving loan funds.

**Sarah Lu Heath, ColPac RLF Project Director**

Approximately 600 hours allotted to project at \$85 per hour

Personnel subtotal \$50,000

Task 2 subtotal \$970,000 (Federal share: \$770,000 / Local share: \$200,000)

Local share to be matched by borrowers/grantees with \$200,000 in cash.

**Task 3 Costs:**

\$75,000 QEP contractual services as described above:

750 hours at \$100 per hour over five years

\$10,000 personnel to support the oversight of the QEP and reviewing of technical reports over the five-year project timeline:

**Sarah Lu Heath, ColPac RLF Project Director**

Approximately 117.65 hours allotted to project at \$85 per hour

Subtotal \$10,000

Task 3 subtotal \$85,000 (Federal share: \$85,000)

**Task 4 Costs:**

\$5,000 for one staff member to attend at least three EPA national (1 expected) or regional/state conferences/training (2 expected). Approximate costs cover the five-year project and are based on previous travel costs:

Registrations-\$800;

Mileage or air travel-\$1,600 (3 flights at \$533.33 per);

Hotel X 8 nights (\$150 per night)-\$1,200;

Per diem \$50 X 8 days-\$400;

Remaining travel funds would allow for ColPac staff to travel to regional meetings with project communities-\$1,000 = 1,709.4 miles at \$0.585 reimbursement

\$5,000 in supplies include office supplies and meeting items.

\$40,000 in QEP services as described above (400 hours at \$100 per hour over five years).

\$10,000 personnel to support ColPac staff time for program efforts, such as quarterly report review, staff/QEP team meetings over the five-year project timeline

**Lydia Ivanovic, ColPac RLF Technical Coordinator**

Approximately 117.65 hours allotted to project at \$85 per hour

Subtotal \$10,000

Task 4 subtotal \$60,000 (Federal share: \$60,000)

**Please note that requested pre-award costs are summarized as follows:**

Task 1 Proposed Pre-award costs area as follows:

- Initial Marketing Materials Development and Production: \$5,000
- Community Involvement Plan: \$5,000
- Initial stakeholder meeting in each County: \$6,000

Task 2 Proposed Pre-award costs area as follows:

- Development of Program Document Templates: \$15,000

Total Pre-award Costs: \$31,000