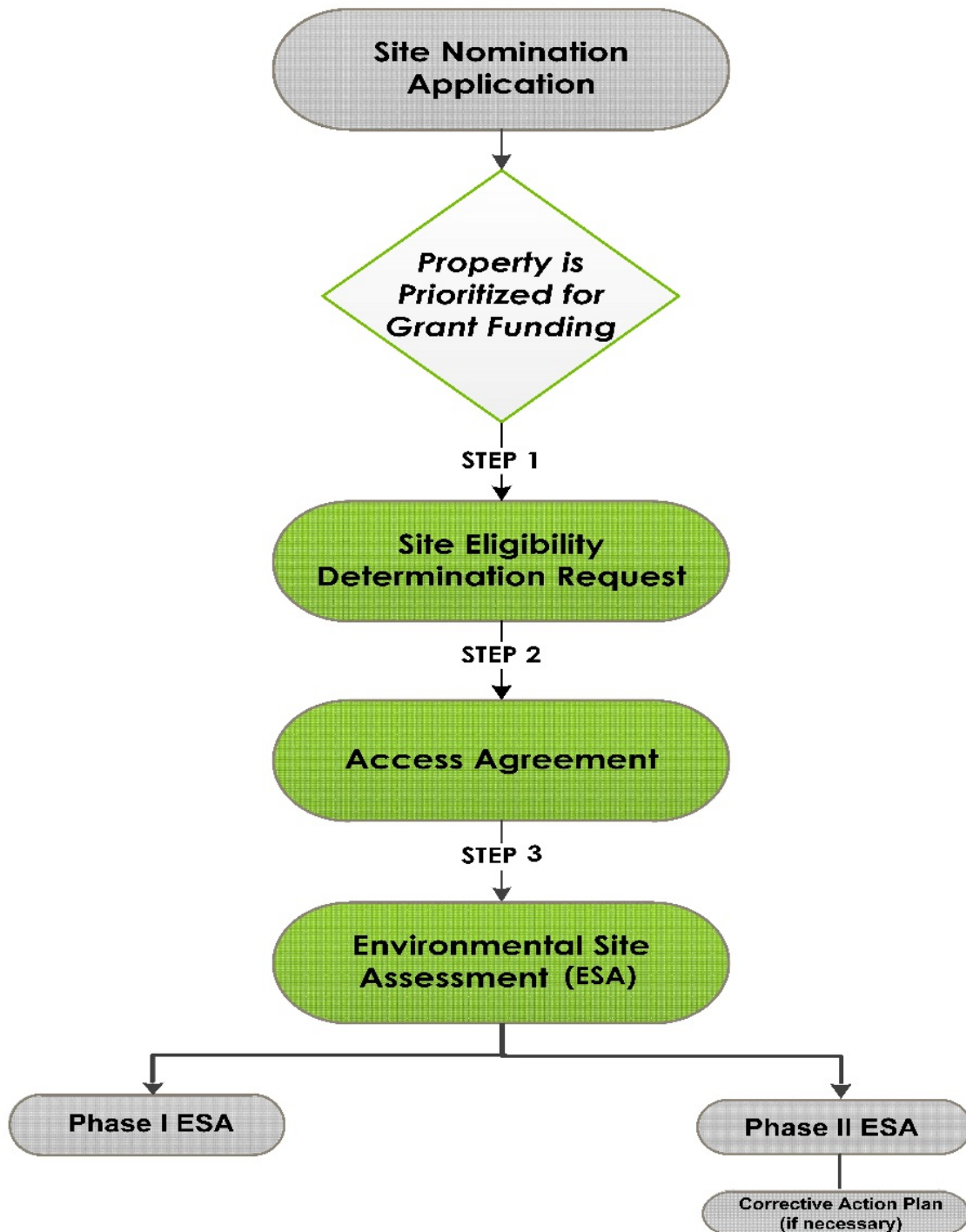


Process Guide for Property Owners & Stakeholders

This Process Guide was developed to provide an overview of the key steps and activities involved in the Brownfield Community-Wide Assessment (CWA) Grant process.



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. Below is an overview of key steps involved in the grant process for sites that are prioritized for grant funding.

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 U.S. Environmental Protection Agency (EPA) and/or the North Dakota Department of Health (NDDH) 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 between you and the City of Fargo) for our environmental consultant (Stantec Consulting Services Inc.) to perform ESA activities on your property. (A sample Access Agreement is available for your review upon request.)

Estimated Timeline: 1-2 weeks

Step 3: Environmental Site Assessment

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.

Estimated Value: \$4,000 **(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 confirm 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 provided to you.

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). If the Phase I ESA identifies RECs, Stantec will discuss the findings and provide recommendations for performing a Phase II ESA that determines if any environmental impacts exist on the property. Stantec will discuss the pros and cons associated with the potential outcomes of the Phase II ESA and will advise you to consult with an attorney should you have any concerns.

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 Site-Specific Sampling Plan (SSSP) to the EPA for review and approval.

Part 2 – Fieldwork & Report: After the SSSP is approved by EPA, environmental samples (i.e. soil, groundwater, and/or soil vapor) 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.

Corrective Action Plan

Based on the results of the Phase II ESA corrective action may be necessary to meet regulatory soil, groundwater or soil vapor standards. A Corrective Action Plan will be developed detailing specific actions necessary to meet the regulatory standards. The plan will be submitted to the NDDH for review prior to implementation. Examples of corrective actions may include one or a combination of the following: include free product removal, excavation of contaminated soil, soil vapor extraction, and engineering or institutional controls.

Estimated Value: \$8,000

Estimated Timeline: 1 month

The scope of work for a Corrective Action Plan is site specific – based on results of the Phase II ESA.

CONTACT INFORMATION

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