IV.D. Narrative Information Sheet for Haines City, FL Community-wide Assessment Grant

1. **Applicant Identification:**
   Haines City
   620 East Main Street
   Haines City, Florida 33844

2. **Funding Requested:**
   a. *Assessment Grant Type:* Community-wide
   b. **Federal Funds Requested:**
      i. $299,000
      ii. Not Applicable to Community-wide Assessment Grants

3. **Location:**
   a. *City:* Haines City
   b. *County:* Polk County
   c. *State:* Florida

4. **Target Area and Priority Site/Property Information:**
   - **Target Area:** Downtown Haines City
   - **Priority Sites:**
     o Former Fertilizer Plant, 1011 Citrus Avenue
     o Former Cromer Printing Company, 121 North 8th Street
     o Former Citrus Growers Assn. Warehouse, 8 N. Railroad Avenue
     o Highway 27 Dump Site, Lat./Long. - 28.112083, -81.641482

5. **Contacts:**

   a. **Project Director:**
      
      **Name:** Derek “Ted” Adkins
      **Phone number:** 863.421.3600
      **Email Address:** ted.adkins@hainescity.com
      **Mailing Address:** 620 East Main Street
                              Haines City, FL 33844

   b. **Chief Executive:**
      
      **Name:** Morris West
      **Phone Number:** 863.421.3600
      **Email Address:** mwest@hainescity.com
      **Mailing Address:** 620 East Main Street
                              Haines City, Florida 33844

6. **Population:** 26,669 (April 2020 Census)
7. **Other Factors Checklist:**

<table>
<thead>
<tr>
<th>Other Factors</th>
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<tr>
<td>Community population is 10,000 or less.</td>
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<tr>
<td>The applicant is, or will assist, a federally recognized Indian tribe or United States territory.</td>
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<td>The priority brownfield site(s) is impacted by mine-scarred land.</td>
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<td>The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).</td>
<td>X</td>
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<td>The priority site(s) is in a federally designated flood plain.</td>
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<td>The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate any energy efficiency improvement projects.</td>
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<td>30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.</td>
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8. **Letter from the State Environmental Authority:** See Attachment
October 27, 2021

Cindy Nolan
Brownfields Program
U.S. Environmental Protection Agency
61 Forsyth Street, S.W. 10th Floor
Atlanta, GA 30303-8960
nolan.cindyj@epa.gov

Dear Ms. Nolan:

The Florida Department of Environmental Protection (Department) acknowledges and supports the City of Haines City’s Brownfields grant application for a Community-Wide Hazardous Substance and Petroleum or Petroleum Products Assessment Grant. The Department understands that this application has been prepared in accordance with the U.S. Environmental Protection Agency’s (EPA) guidance document EPA-OLEM-OBLR-21-04, titled “Guidelines for Brownfields Assessment Grants.” This letter of acknowledgement addresses the requirement for a “Letter from the State or Tribal Environmental Authority,” described in SECTION IV.D.8. EPA Brownfields grant funding will strengthen the City’s cleanup and redevelopment efforts. This federal grant effort also supports Florida’s Brownfields Redevelopment Act and the Department’s role in administration of site rehabilitation of contaminated sites.

The Department encourages EPA grant recipients to use the incentives and resources available through Florida’s Brownfields Redevelopment Program with EPA grant funding to enhance the success of their Brownfields project. The Department recommends that the City consider including Brownfields sites or areas that could potentially receive federal funding in a state-designated Brownfield area. The City is also encouraged to contact Yanisa Angulo, P.E., the Southwest District Brownfields Coordinator, at (813) 470-5757 to learn more about the Florida Brownfields Redevelopment Program.

Sincerely,

Kelly Crain, Environmental Manager
Brownfields and CERCLA Site Screening Section

KC/jc

cc:
Derick “Ted” Adkins PLA/AICP, City of Haines City – ted.adkins@hainescity.com
Yanisa Angulo, P.E., DEP Southwest District – yanisa.angulo@dep.state.fl.us
Haines City, known as the “Heart of Florida” is a pleasant city in Central Florida with small-town charm and a population of 26,669. Our quaint city is located in Polk County on US Highway 27 approximately 5 miles south of I-4 and 23 miles south of Orlando. US Highway 27 is considered the primary north-south trucking route in Florida and extends from Miami through Tallahassee; I-4 is the main east-west Interstate in Central Florida connecting Tampa to Orlando. Prior to construction of these thoroughfares, our City sprang up in the late 1800s as an important railroad stop for exporting Florida’s growing citrus industry. Our cultural and industrial history has centered on the citrus industry. The citrus industry fueled steady economic growth for Haines City until a series of severe freezes near the turn of the century stunted our citrus crops. Additionally, around the same time, a large fire nearly destroyed the entire town. Our city, however, managed to recover from these economic disasters, and in 1916, the first citrus processing plant in the United States was built in Haines City. As a result, agricultural businesses such as pesticide and herbicide blending, storage, and distribution centers, popped up throughout the city. We experienced steady economic growth from 1916 to the 1980s, and during this time we expanded our city limits and downtown district with gas/automobile service stations, grocery stores, banks, furniture stores, and other retail. Industrial properties such as packing plants, fertilizer plants, and distribution centers also began to spring up around the downtown area to serve the citrus industry.

However, the 1980s were a difficult time for our City as there were three major freezes that essentially wiped out most of our citrus crops in the area, greatly impacting our farmers and our local economy. As products declined, many growers completely abandoned properties. Over the last 25 years, the State of Florida’s 850,000 acres of citrus-producing groves has reduced to approximately 500,000 acres, 100,000 of which are abandoned. A significant portion of these abandoned groves are located along State Highway 27 in Haines City and in prime locations for adaptive reuse. However, these sites suffer from real and perceived contamination. Another issue that led/leads to grove abandonment was and still is the presence of Citrus Canker and Citrus greening disease, which kills the tree and fruit – thereby requiring citrus growers to destroy all affected trees within a 30-foot radius. Pricing pressures, as well as fertilizer, herbicide, irrigation and spraying expenses have further led to the demise of the citrus industry in the area and has left dozens of large industrial properties around downtown abandoned and deteriorating.

Unfortunately, the decline of the citrus industry has only been one of many economic blows that our City has endured. In 2004, we suffered the impacts of three major hurricanes: Charley, Francis, and Jeanne. These three hurricanes combined caused nearly $3 billion in damages in Florida along with 75 deaths in the State. Our City was squarely located on the strongest (eastern) side of all three hurricanes, and damages were very heavy in the municipality. More recently, Hurricane Irma hit us in early September 2017. According to The Ledger, a local Lakeland newspaper, the initial assessment of Haines City found 1,191 structures, including over 1,000 residences, were damaged in the storm. Additionally, 34 businesses were damaged. Our city-owned facilities sustained about $500,000 in damages, including the roof of Oakland Center (our chief recreational center) and city parks. We are still recovering from the devastation.

The above-detailed economic devastation has had the greatest impact in our historic downtown area resulting in the steady decline of businesses, leaving over 30 abandoned brownfields with dilapidated structures. Downtown is also characterized by a substandard housing rate of 47.4% compared to the county and national rate of 31.7% and 32.9% respectively. Population and economic growth has shifted northeast and along the City’s fringes on US 27 in the hopes of increased revenues in the rapidly growing commercial corridors. While the population has increased substantially within Haines City (31.49%), the population within our Downtown area has decreased by 5.79% over the last five years. Also, as traffic through Downtown has dwindled, the services needed to support traffic have also decreased substantially, which has resulted in numerous failed businesses and blighted, brownfields in the heart of our city. Commercial and industrial operations inside the City have also closed as their viability declined due to modernization, competition, and consolidation. Because of the extensive presence of brownfields in the heart of our City, the Downtown area will be the Target Area for this grant.

Downtown is comprised primarily of three portions of US Census Tracts 126.01, 126.02, and 127. These three tracts together comprise approximately 10.5 square miles. The Target Area also encompasses the Community Redevelopment Area (CRA), which was defined and established to remove blight and prevent urban sprawl by promoting and offering additional incentives for redevelopment. The CRA borders Highway 27 to the west, State Highway 544 to the south, Bates Road to the north, and 30th Street to the east. We have already
conducted an inventory of potential brownfields for Downtown and have identified 31 brownfields sites. The
abandoned brownfield sites Downtown include: two manufacturing facilities, a fertilizer plant, four citrus
packing plants, three citrus groves, three auto repair/service stations, four retail sites, two truck yards/parking
lots, one warehouse, one trucking storage facility, one print shop, one service and repair facility, a dump site,
and eight commercial vacant lots, which maintained some previous business. Many contaminants are known to
be associated with these types of sites including petroleum, heavy metals, pesticides, herbicides, asbestos,
and solvents, but many more need to be identified. These contaminants pose a continued threat to the shallow
groundwater and recreational lakes that are critically important to the local population. An EPA Community-
wide Assessment Grant is greatly needed to address the potential contamination at these properties and remove
the associated perception of contamination in order to stimulate redevelopment interest in them.

ii. Description of the Priority Brownfield Site(s): Our City has already solicited feedback from the community
to help determine the sites that were of the greatest concern from our inventory of sites. Feedback was obtained
from numerous community outreach meetings over the last eight years. Although there are brownfields on
almost every city block, four abandoned sites were selected as priority sites due to their potential reuse impact
to the community. Three of these sites are situated directly across the street from residential areas. One site is
located directly on Lake Tracy, the only natural spring-fed lake in Haines City. The other three sites are located
less than a half mile up gradient of the lake, meaning any contaminants in surface water or groundwater likely
migrates towards the lake. The former Polk Fertilizer Plant located at 1101 Citrus Avenue is only separated
from residential homes by a chain link fence and a narrow street. The 121 North 8th Street property (former
printing company) sits directly adjacent to St. Mark’s Church. Print shops are known to use contaminants like
solvents, oils, inks, and dyes. The following table details our four priority sites that will be the initial focus of
this assessment grant, their redevelopment potential, and health and environmental vulnerabilities.

### Priority Brownfield Sites

<table>
<thead>
<tr>
<th>Site Information</th>
<th>Potential Contaminants</th>
<th>Environmental Concerns</th>
<th>Population Within ¼ Mile Radius</th>
<th>% Minority Population</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Former Fertilizer Plant</strong></td>
<td>Volatile organic compounds (VOCs), arsenic, copper, pesticides, herbicides.</td>
<td>Located ½ mile from Lake Tracy. Residents living across the street.</td>
<td>683</td>
<td>88%</td>
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<td>1011 Citrus Avenue 6.5 acres</td>
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<tr>
<td><strong>Former Cromer Printing Company</strong></td>
<td>VOCs such as xylene, Trichloroethylene (TCE), methyl ethyl ketone (MEK), &amp; toluene.</td>
<td>Site located adjacent to church and thrift store. Perception of contamination, Vapor encroachment into church.</td>
<td>443</td>
<td>86%</td>
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<td>121 North 8th Street 0.8 acres</td>
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<tr>
<td><strong>Former Citrus Growers Association</strong></td>
<td>VOCs, such as carbon tetrachloride, ethylene dibromide, arsenic, copper, and pesticides, herbicides.</td>
<td>Potential for contamination in groundwater to migrate into adjacent body of water (Lake Tracy).</td>
<td>362</td>
<td>78%</td>
</tr>
<tr>
<td>8 North Railroad Avenue, 12.5 acres</td>
<td></td>
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<tr>
<td><strong>Highway 27 Dump Site</strong></td>
<td>Paints, pesticides, herbicides.</td>
<td>Impact to Haines City Canal/Lake Tracey.</td>
<td>161</td>
<td>64%</td>
</tr>
<tr>
<td>12.5 acres</td>
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Each of these sites are currently unoccupied, in poor condition, and pose health risks to the surrounding
population. While the former Fertilizer Plant and the Highway 27 Dump Site pose potential risks from dermal
contact with soil, all of the sites pose the risk of contaminating surface water and groundwater – thereby
impacting locals who fish in Lake Tracey to supplement their food supply. Some of these sites are located
within a 100-year Federally Designated Flood Plain.

b. Revitalization of the Target Area

i. Reuse Strategy and Alignment with Revitalization Plans

This community-wide assessment grant coincides with several of the objectives set forth in our City’s
long term strategic plan known as the Haines City Growth Management Plan (HCGMP) and our City’s CRA
Plan. We intend to restore our community through assessment and cleanup of existing brownfields by utilizing
assessment funding – thereby aligning with EPA’s Goal 1, Objective 1.3, Revitalize Land and Prevent Contamination. Some of our stated goals from Section 1 of the HCGMP include: (2) encourage the redevelopment and renewal of blighted areas, (4) ensure the protection of natural resources and historic resources, (6) discourage the proliferation of urban sprawl, and (8) encourage the use of innovative land development regulations which include provisions for planned unit developments and other mixed land use

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5 EJSCREEN ACS Summary Report, 2020
development techniques. Haines City’s CRA plan includes potential redevelopment strategies to utilize and reuse existing infrastructure as much as possible to save resources and reduce costs of redevelopment, which would be facilitated with this community-wide assessment grant.

By obtaining the assessment grant, our City will be able to continue to implement the goals, objectives, and policies of the HCGMP and the CRA Plan directly through the reuse of identified brownfield properties. A developer (RMD Development, Inc.) is prepared to implement a reuse plan for the city-owned Highway 27 Dump Site should the City receive this brownfield grant. The reuse plan is for the Heartland Crossing Project and involves redevelopment of the property into a large shopping area and greenspace. The greenspace will include a park with such amenities as 1.3 miles of trails bordering a 32.8-acre proposed wetland enhancement/restoration area; an approximate 11-acre non-stormwater treatment lake; and a 12-acre water quality treatment wet-pond positioned "online" with the existing Haines City Canal. This wet-pond will provide water quality enhancement of runoff water from "older" developed areas of Haines City, where current storm water quality treatment facilities are deficient. The developer has already applied for a permit from the US Army Corps of Engineers for the construction of the lake and pond. When completed, the City has an agreement with the developer to swap the city-owned property for the new park property.

Our City’s strategy also involves revitalizing Downtown to attract tourists to the beautiful waterfronts of Lake Tracy and Lake Eva. We plan to accomplish this by transforming Downtown into a pedestrian-friendly shopping area based on the “town center” concept, which this grant will help accomplish by providing necessary due diligence and planning services for centrally-located downtown properties. Our city has grouped together several downtown properties in the Central Business District. These properties comprise roughly 1.4 acres and include one of our City’s priority sites: the former Cromer Printing Company. A Request for Proposal (RFP) #20290812 was issued soliciting developers to provide a plan and cost estimates to redevelop the block of properties. We are currently in negotiations with the Feltrim Group, a developer located in Haines City. Their proposal includes redeveloping the properties (including Cromer Printing Company) into two 10,700-square-foot commercial buildings and one 7,200-square-foot housing complex comprised of 27 units. One of these buildings will be mixed-use and have 83 housing units. The redevelopment would also include a “parking” with new streetscape, a pedestrian path, and 83 parking spaces. The planting of dozens of new trees and landscaping are also included in their redevelopment proposal/plan.

Haines City is also planning to develop another priority site: the former Fertilizer Plant located on 1101 Citrus Avenue. In keeping with our HCMP and our CRA Plan, there are plans to remove the blighted structures from the site and redevelop the property into a recreational park that will include several baseball fields, further providing recreational facilities/amenities (which were destroyed by past hurricanes) for the Target Area. We also have immediate plans to provide better affordable housing options (which were also destroyed by past hurricanes) for our residents. As such, our plans include transforming our last priority site, the former Citrus Growers Association Plant, into the location of new affordable apartments. This plant sits at the entrance to Downtown and on Lake Tracy and impacts tourists’ first impression of Downtown Haines City. This redevelopment strategy dovetails perfectly with our CRA Plan goals (redevelopment strategies to utilize and reuse existing infrastructure) and our HCGMP goals (encourage the redevelopment and renewal of blighted areas and discourage the proliferation of urban sprawl). The former Fertilizer Plant has been for sale for several years; however, the environmental stigma associated with past operations has proven to be a significant roadblock to redevelopment. Assessment grant funds would allow us to assess environmental impacts so that we can properly address them.

**ii. Outcomes and Benefits of Reuse Strategy** The CRA encompasses all four priority sites and also encompasses portions of an Opportunity Zone located west of Highway 27. The four priority sites are located within 0.25 to 1.25 miles east of the Opportunity Zone and the redevelopment of each of these sites is expected to have a positive impact on the Opportunity Zone with the nearby parks, recreational facilities, commercial shopping availability, and affordable housing.

Redevelopment of the Highway 27 Dump Site has a two for one benefit. Redeveloping the city-owned property into the Heartland Crossing is estimated to produce at least 40 new well-paying jobs, according to the developer’s proposal. It will become a shopping center that will become the closest and most convenient for Downtown residents. Aside from the benefit of the dumpsite being cleaned up, greenspace/park space created in its place will significantly improve the aesthetics of the area and the health and outlook of the surrounding community. This park and shopping area location is walkable for many of the impoverished residents on the west side of Haines City. Additionally, an environmental benefit of the Highway 27 Dump Site redevelopment is that a pond will be created from the existing canal that flows through the western end of Haines City. The pond will filter debris and trash from water in the existing canal before it enters the main canal north of Haines City.

By redeveloping the former Citrus Growers Association Plant into affordable housing, we at the City believe that it will serve as a catalyst to spur even more redevelopment throughout Downtown. Another benefit to providing better affordable housing in lieu of existing substandard housing is that there will be a reduction of...
The Feltrim Group’s redevelopment of the downtown block of properties in the Central Business District, which includes the Former Cromer Printing Company, anticipates the creation of “41 new jobs, 1,343,805 labor income, and $1,707,496 Value Added to the Polk County economy.” Redevelopment of the downtown Former Cromer Printing Company (priority site) property into a mixed use facility will help reduce crime and the fear of crime because this abandoned brownfield, which is an ideal location for vagrancy and criminal activity, will be addressed, remediated, and redeveloped.

There are several benefits to converting the Former Fertilizer Plant (priority site) into a baseball park. Exercise significantly reduces the chance for heart problems, according to 43 separate studies conducted by the Centers for Disease Control. Studies show that recreational activities also reduce feelings of alienation, loneliness and isolation, all of which contribute to depression. Recreation provides a social atmosphere that draws people out of their houses and into community life.

Finally, assessing and addressing contamination at proposed priority sites will help to eliminate surface and groundwater contamination exposure pathways that are impacting our City’s water resources—namely, Lake Tracy and Lake Eva. Both of these lakes are currently under fish advisories by the Florida Department of Health.

c. Strategy for Leveraging Resources

i. Resources Needed for Site Reuse Funding will be pursued from appropriate sources which will include:

- The CRA has an established tax increment financing (TIF) structure whereby newly generated tax revenue realized from new development can serve as a revenue stream for project bonding or for capital improvements. The Target Area is located in the City’s CRA, which will allow the area to benefit from economic incentives.
- Haines City is leveraging the Feltrim Group’s redevelopment by providing $800,000 towards the redevelopment. In addition, we have been donating property within the Target Area to the Trinity Worship Center for the construction of housing for the homeless and will continue to do so.
- Feltrim’s contribution to developing the central business district property that includes the Former Cromer Printing Company is valued at $7,874,584 over a 10-year period. However, the Feltrim Group is waiting to see if the city receives funding from the USEPA Brownfields Assessment Grant to clear any environmental issues associated with the site.
- The Florida Legislature has also created the Voluntary Cleanup Tax Credit (VCTC) to encourage participants to conduct voluntary cleanup of brownfield sites in designated brownfield areas. The VCTC provides for a tax credit of 50% of the remediation costs incurred per year. Should the City of Haines City be able to cover all or part of the remediation of the site through the use of capital funds or tax increment financing, the remediation tax credits are transferable, thus providing for additional mechanisms to entice developers to the assessed brownfield sites.
- The State of Florida also offers the Brownfield Redevelopment Bonus Refund for businesses located in brownfield areas to encourage brownfield redevelopment and job creation. Approved applicants receive tax refunds of up to $2,500 for each job created.

ii. Use of Existing Infrastructure A valuable benefit to redeveloping any of the 31 brownfields identified in the inventory is that the infrastructure is already in place. Haines City plans to make good use of this existing infrastructure for the redevelopment of the brownfields sites. The only exception is the west parcel of the Heartland Crossing project, where some electricity, water and sewer may be extended to the site for lighting and restrooms at the park and trails. This will be financed through city funds.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need

i. The Community’s Need for Funding Despite the overall improvement in the Florida economy since 2008, our city has seen little by comparison. Haines City has lost nearly 45% of the City’s revenue due to the economic conditions that stemmed from the recession, which began in 2008 and resulted in a significant percentage loss of community jobs and tax base. In 2019, the City experienced an increase in taxable value of 12%. However, this is still $84 million lower than the total taxable value experienced in FY 2008. Over the past few years we have attempted to absorb these losses by streamlining operations and delaying the purchase or construction of capital items. In 2015, the City reduced staff by 13 full-time positions. The cost to provide gainful employment is continuously increasing, and there comes a point where operational efficiencies can only render so many savings for the organization. Another issue that has strained our City resources is that we have experienced a

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7 Redevelopment of City-Owned Property in Central Business District, RFP#20190812, October 1, 2019
8 Gorman, 2002, Jan. 21
9 Redevelopment of City-Owned Property in Central Business District, RFP#20190812, October 1, 2019
21% population gain since 2017. However, most of all that population gain has been at the northern end of the City near Highway 27, in areas where the cost of new infrastructure has to be added. This EPA brownfield funding would provide the resources needed to assess the Target Area, a crucial step in removing the environmental stigma from these properties where existing infrastructure is already in place.

Haines City has most recently sought designation status as a Rural Economic Development Initiative (REDI) community, with qualifiers being low per capita income, low per capita taxable values, and high poverty levels. These economic realities have led to a significant shortage of financial resources to address brownfields sites in the Haines City area. Securing an EPA brownfields grant is crucial to leveraging other funds and improving the environmental landscape in our community.

ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations There is substantial health and welfare issues with these sensitive populations living in the Target Area. According to the Florida Dept. of Law Enforcement 2016 data, crime rates in Haines City are higher than seven of nine other cities in Polk County. Haines City has a violent crime rate of 8.6 per 100,000 people, which is nearly 60% higher than the national and Florida rates of 5.4 and 5.3, respectively. The highest crime rates have been shown to be in the Downtown area, which is often the case with vacant brownfield properties. Priority sites have been burglarized and left exposed and ripe for other incidents to occur. The National Vacant Properties Campaign financed by the EPA has noted that vacant and abandoned properties have the highest correlation to incidents of crime. Crime rates on blocks with abandoned properties were twice as high as rates on matched blocks without vacant properties. In addition to criminal activity, many children in the Target Areas use these abandoned areas to play since they are directly beside or across the street from homes, exposing them to unknown contaminants. There are very few sidewalks available Downtown for pedestrians, and children are often left to ride their bicycles in the street. Dilapidated, aging, abandoned structures like the citrus plants are scattered across the Downtown Target Area. These once represented the staple of the City’s thriving economy, but are now only an eyesore and pose safety hazards to anyone choosing to enter these properties.

Additionally, there is a lack of community services in the Downtown Target Area. For example, there is a shortage of grocery store access having a rate of 15.6 per 100,000 people as compared to the Florida rate of 25.7, which is 65% less than the Florida average and 44% below the national average\(^{10}\). Access to primary health care and dental is low as well with a rate of dentists 120% less than the national average.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions The presence of numerous industries such as former print shops, citrus packing plants, and dump sites poses an environmental threat to lakes, canals, and other waterways within Haines City. These environmental impacts can correlate to the levels of contaminants found in drinking water available to Haines City residents. In Haines City’s 2013 Annual Drinking Water Quality Report, radium 226+228, uranium, copper, and lead were contaminants detected in the drinking water of the sensitive populations within the Target Areas and the surrounding Haines City community. The Florida Environmental Public Health Tracking portal indicates that 30.14% of children born in Polk County had lead poisoning (prior to 36 months of age). EPA’s My Environment for Haines City cites that 31.6% of children born in the City near Highway 27, in areas where the cost of new infrastructural improvements is already in place.

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### Health Conditions Table

<table>
<thead>
<tr>
<th>Health Conditions</th>
<th>United States</th>
<th>Florida</th>
<th>Polk County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor General Health(^1)</td>
<td>15.7%</td>
<td>15.9%</td>
<td>20.6%</td>
</tr>
<tr>
<td>Cancer (Colon &amp; Rectal)(^2)</td>
<td>39.2 per 100,000</td>
<td>36.9 per 100,000</td>
<td>43.3 per 100,000</td>
</tr>
<tr>
<td>Cancer (Lung)(^3)</td>
<td>60.2 per 100,000</td>
<td>59.7 per 100,000</td>
<td>69.0 per 100,000</td>
</tr>
<tr>
<td>Asthma(^4)</td>
<td>13.4%</td>
<td>12.5%</td>
<td>15.3%</td>
</tr>
<tr>
<td>Incidence of Heart Disease(^6)</td>
<td>26.9 per 100,000</td>
<td>34.3 per 100,000</td>
<td>35.0 per 100,000</td>
</tr>
<tr>
<td>Mortality - Lung Disease(^9)</td>
<td>41.1 per 100,000</td>
<td>38.7 per 100,000</td>
<td>48.3 per 100,000</td>
</tr>
<tr>
<td>Infant Death Rate(^)</td>
<td>6.5 per 1,000</td>
<td>7.0 per 1,000</td>
<td>7.7 per 1,000</td>
</tr>
</tbody>
</table>

1. US Census Bureau, US Census Patterns & CARES 2017
2. Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Additional data analysis
4. Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Additional data analysis
5. Centers for Cancer Control and Prevention, Behavioral Risk Factor Surveillance System. Additional data analysis
8. US Department of Health and Human Services, Health Resources and Services Administration, Area Health Resource File, 2006-2010
tracts range from $11,144 to $18,165, compared to the US average of $31,177. EPA’s EJ Screen indicates that 52% to 70% of the population living within one-quarter mile radius of the priority sites are in the low income category. The minority populations shown by EJ Screen ranges from 64% to 88% within the same radius. Children under the age of 5 was shown to be as high as 33% higher than the national average within one-quarter mile of some of the priority sites. There appears to be environmental justice issues for Haines City residents living near brownfield properties. EJScreen indicates that an overwhelming majority of these residents are poor and minorities. EJScreen shows the four priority sites have a population living within one-quarter mile that have minority populations ranging from 64% to as high as 88%. Many of these sensitive populations are living directly across the street from identified priority sites, such as the case with the Former Fertilizer Plant on Citrus Avenue. Residents living in the Downtown Target Area average only one-half of the per capita income of the state and national averages. More than 35% of the population in the Target Area lives more than 100% below the poverty level, compared to the national average of 15.1%. A total of 30.6% of this same population is dependent on food stamps/SNAP compared with 12.6 % nationally. The brownfields appear to be also impacting property values for these residents. The median housing values are less than half of that of the national average ($193,500 vs. $95,366). Addressing these brownfields will help the local economy by producing over 100 jobs for the priority sites alone, in addition to raising the property values. The redevelopment of the Former Cromer Printing Company and the Highway 27 Dump Site are both good examples of job producing redevelopments. There are also so many other brownfield sites that have already been identified from the inventory that are in great locations such as busy street corners that have great potential for being redeveloped into job-creating businesses, should the hindrance of environmental issues be addressed through the EPA assessment grant funding.

b. Community Engagement

i. Project Involvement & ii. Project Roles Haines City has built a team of local, county and state partners who will each play an important role in helping achieve success with this brownfields assessment grant. These partners are made up of professionals from the banking, real-estate, development, and planning businesses. In addition several non-profit organizations were also selected to partner with our city including job training, career, career placement and environmental organizations. Each of the partners will be invited to join a Brownfields Advisory Committee (BAC). BAC meetings will be held, at a minimum, twice annually in order to communicate the progress of the grant, discuss additions or deletions to the site inventory, discuss site priority ranking, discuss cleanups and potential impacts of the cleanup process to citizens, and to discuss redevelopment of the sites. Each party will be notified at least 30 days prior to the meeting. These meeting will be held at a public location and will be advertised and available to the public. Minutes of the meeting will be emailed to any of the partners that were unable to attend the meetings.

### Partner Name

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<th>Partner Name</th>
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<td>Haines City Area Chamber of Commerce</td>
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<td>CareerSource Polk</td>
<td>Stacy Campbell-Domineck <a href="mailto:stacy.campbell-domineck@careersourcepolk.com">stacy.campbell-domineck@careersourcepolk.com</a> 863-508-1600</td>
<td>Will provide support in helping current businesses and new employers with their workforce training needs.</td>
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17 US Census American Community Survey, 2015-2019

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**BROWNFIELD COMMUNITY-WIDE ASSESSMENT GRANT PROPOSAL**

HAINES CITY, FLORIDA

The community partners have identified several projects that will benefit the local residents. The brownfields assessment grant will be used to fund many of these projects. The goal of these projects is to help the local community and create jobs for the area.

---

**Partners:**

- Former Fertilizer Plant
- Former Cromer Printing Company
- Highway 27 Dump Site
- Project Involvement & Project Roles
- BAC Meetings
- Community Engagement
Partner Name | Point of contact | Specific involvement in project or assistance
--- | --- | ---
Central Florida Development Council | Sean Malott sean@cfdc.org 863-937-4430 | Will connect employers with qualified, skilled talent and assist in site identification.
Trinity Worship Center | | Serve on BAC representing community members and has partnered with the city to build housing for homeless on lots donated by the city.
Citizens Bank & Trust | Ellen McCarter ellen.mccarter@citizens-bank.com 863-421-8484 | Local bank will be available to provide loans for site acquisition and will need Phase Is for these loans and serve on BAC.
Coldwell Banker Commercial Realtor | Gloria Spanjers gloria@mycommercialteam.com 863-206-4749 | Will support in site identification, promotion of brownfield sites, and explain benefits of brownfield assessments to property owners.

iii. Incorporating Community Input
The BAC, with its diverse membership, will serve both to provide input and to assist with outreach efforts. A Community Involvement Plan will be prepared at the start of the project. The primary communication tool will be a Brownfield Project website, which will include details of important project milestones, such as consultant selection, site inventory lists, assessment and cleanup results, and planned redevelopment. It will share community meetings, press releases, and project partners, and facilitate receiving input by providing contact information and feedback forms. The BAC will solicit site inventory inputs from project partners and resident groups through private and public meetings. Additional inputs from the community will be invited through town hall presentations. Meetings will be held in person following CDC COVID-19 guidelines when possible, but Zoom Meetings or Facebook Live will be used to be inclusive. Project partners will help to advertise and populate the meetings and presentations. Stakeholder interviews will be another important tool used to gather community inputs and feedback. To communicate project progress and gather feedback, the BAC will meet with project partners and residents’ groups at relevant milestones, as needed. Updates will be given at City Council meetings, in town hall meetings, on community partners’ websites and social media pages, through press releases to local newspapers, and via the Brownfield Project website. Flyers will be mailed to those residents and businesses most closely affected by the properties in this project, especially in low-income areas where Internet access is limited. Community feedback will be solicited with all project updates, and will be taken via face-to-face meetings, electronic meetings, phone calls, emails, and web forms. Questions and concerns will be addressed by the BAC. Responses will be made by the most appropriate project partner in a timely manner. See next Section (Task #2) for further details on implementation.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

a. Description of Tasks/Activities and Outputs

Task/Activity: Task 1, Grant Management

i. Project Implementation

We have developed a plan to easily address the four priority sites along with at least eight other properties within the three-year grant period. Ted Adkins will serve as the Haines City Brownfield Coordinator to manage and oversee all activities conducted by the environmental consultant. EPA funded activities conducted under this task for both priority and non-priority sites include compliance with USEPA reporting requirements, development of requests for proposals for engineering firms, management of the site assessment process, participation in the Florida Brownfields Redevelopment Program, managing brownfields related legal issues, assisting with site access negotiations for privately held property, and internal capacity building activities. Other activities will include those necessary to maintain compliance with the EPA cooperative agreement terms and conditions.

Contractor Procurement: Haines City will procure a qualified environmental professional (QEP) to assist with tasks authorized under the EPA Assessment Grant. The City will comply with all State and Federal requirements and procedures for selecting the QEP. After the QEP is selected, the project team, including the EPA, FDEP, and the QEP will hold a project kick-off meeting to review the work plan and terms and conditions of the cooperative agreement.

Reporting: Haines City will ensure that the QEP will submit quarterly progress reports that are due. The City will report on any additionally required quarterly report information including assessment start dates and jobs leveraged, and information otherwise noted in the agreement terms and conditions for specific reporting elements. Annual Reports and DBE reports will be completed by October 30th of each year.

ACRES: The City will ensure the QEP submits and maintains property specific information via the online ACRES database. The information in the quarterly report will correlate with the information in ACRES.
Final Performance Report: The City's Final Quarterly Report will become the Final Performance Report and will be submitted to the EPA Project Officer that will summarize all activities completed under the grant, and will ensure that copies of all site documents covering the entire project period have been provided to EPA, including photos of the assessment sites. In addition, the Final Performance Report will specifically address lessons learned during the project both by the City and QEP(s) in implementing the assessment grant as well as successes achieved.

**ii. Anticipated Project Schedule** We will secure a contract within 60 days of award notice so all work may begin at the beginning of the grant period in October 2021. Quarterly Reports will submitted within 30 days after the end of each Federal fiscal quarter. Relevant portions of the database will be updated for each property when the following occur: within 30 days of the selection of the assessment properties; completion of Phase I ESAs; completion of Phase II ESAs and ABCAs; and at the Completion of the Grant. The Final Performance Report will be submitted within 90 calendar days after the expiration of the award.

**iii. Task/Activity Lead(s)** This task will be managed by our Haines City Community Development, Deputy Director of Development Services, Ted Adkins – along with assistance from our QEP.

**iv. Outputs** Outputs will include Cooperative Agreement signed, RFQ issuance, contractor selection, kickoff meeting, quarterly, annual, and DBE report and federal report submission, ACRES Database entry, and Final Closeout Report and required forms.

**Task 2: Community Outreach**

**i. Project Implementation** Community outreach activities will include notification to residents of meeting(s), development and distribution of informational handouts and brochures, meetings with the community to hear concerns and obtain input for prioritizing sites for assessment, and providing education of the entire brownfields program and the potential benefits to the community. Haines City will conduct an additional education effort and bi-annual public outreach activities in the surrounding community using in-house staff with assistance from the QEP via bi-annual meetings. During these bi-annual meetings, the City will invite area residents to have an opportunity to voice their concerns and will learn about the health risks of the brownfield sites and the cleanup methods to be employed as well as be kept informed as to the progress and status of the grant and brownfield redevelopment activities. Meeting agendas and handouts will be available offline and via the Brownfield Project website and Facebook pages, and at the document repository. These meetings will coincide with status updates outlining the activities completed and remaining to be funded under the grant and will be held in multiple venues and varying times throughout Haines City to give everyone an opportunity to participate. All meetings will be posted in local newspapers as well as on the Brownfield Project website and Facebook page. The City and the BAC will also hold a brownfields workshop involving City/County Commission members and staff; citizens, and elected and appointed officials from the community. Haines City will highlight current trends and opportunities in brownfields redevelopment and solicit feedback from community members. The workshop will focus on sustainable brownfields issues and emphasize what collaborations of local units of government are doing across the nation to creatively facilitate redevelopment, taxable investment, and job training in their communities.

**ii. Anticipated Project Schedule** Meetings will be scheduled bi-annually in Quarters 2 and 4 of each fiscal year throughout each year for the 3-year grant period.

**iii. Task/Activity Lead(s)** This task will be managed by our Haines City Community Development, Deputy Director of Development Services, Ted Adkins – along with assistance from our QEP.

**iv. Outputs** Outputs will include six BAC Meetings with agendas, a minimum of six website updates.

**Task 3: Assessment Activities; Project Implementation** Activities to be conducted include the performance of Phase I ESAs, Phase II and Phase III (Impact Delineation) on hazardous and petroleum properties with a majority of the emphasis on the priority sites. Out of the 31 potential brownfield sites identified in the preliminary inventory, an estimated 18 of these will have Phase I ESAs performed. These Phase I ESAs will be performed in accordance with EPA's All Appropriate Inquiry Rule and ASTM E1527-13, Standard Practice for Environmental Assessments, Phase I Environmental Site Process. An electronic Property Profile Form will also be completed for each property for which a Phase I ESA has been conducted. The City will comply with applicable requirements under the Endangered Species Act and National Historic Preservation Act of 1966 (NHPA). As required, the City will screen sites for any threatened or endangered species or habitat which may be affected by redevelopment efforts. The City will seek guidance from the EPA Project Officer concerning the applicability of these requirements on a case by case basis. Phase II ESAs will be performed on the sites where recognized environmental conditions have been identified in the Phase I ESAs. We anticipated that all four priority sites will require a Phase II ESA, and at least two non-priority sites will require a Phase II ESA – thereby resulting in a total of six Phase II ESAs. Access agreements will be in place prior to conducting any assessment activities. Prior to commencement of any Phase II ESA field work, a generic Quality Assurance Project Plan (QAPP) will be submitted to the EPA for review and approval.

**ii. Anticipated Project Schedule** The Generic QAPP will be produced in the first quarter of the three-year grant period. Since there is real redevelopment interest in the four priority sites, Phase I ESAs will also be initiated immediately and completed within the first year. It is anticipated that 10 of the remaining 18 Phase
IESAs will be completed in Year 1 and four more will be completed by the end of the second quarter of Year 2. Two of the Phase II ESAs will be completed during Year 1 and the remaining four Phase II ESAs will be completed by the end of Year 2. The ACRES database will be updated for each property when the following occur: within 30 days of the selection of the assessment properties; completion of Phase I ESAs; completion of Phase II ESAs; and at the Completion of the Grant.

iii. Task/Activity Lead(s) This task will be completed by the selected QEP.

iv. Outputs Outputs will include approved 1 Generic QAPP, Property Eligibility Determination forms, 18 signed access agreements, 18 Phase I ESA reports, 6 site specific QAPPs, 6 Phase II ESA reports, and Acres Database updates each quarter.

Task 5: Cleanup Planning:

i. Project Implementation: Cleanup planning involves conducting a feasibility study of remedial options and estimating cleanup costs based on a specific or various redevelopment scenarios for the sites where Phase II ESAs were conducted. We estimate that four Analysis of Brownfield Cleanup Alternatives (ABCAs) will be developed to determine the best cleanup options for priority sites. These plans will be developed for the four priority sites since they have current redevelopment plans.

ii. Anticipated Project Schedule: The ABCAs will be completed during the first two quarters of year 3 of the grant period.

iii. Task Activity Lead: Planning activities associated with redevelopment on brownfield sites within the Target Area will be led by our City staff while ABCAs will be prepared by the selected QEP.

iv. Costs Estimates: Based upon the present inventory of sites, we estimate that 72% of the budget will be spent on environmental assessments. Cost estimates for implementing the tasks anticipated to be associated with this project are presented in the below table, followed by a detailed explanation of how the costs were derived.

<table>
<thead>
<tr>
<th>BUDGET CATEGORIES</th>
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<th>PROJECT TASKS ($)</th>
<th>TOTAL</th>
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<tr>
<td>Contractual</td>
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<td>$11,250</td>
<td>$215,500</td>
</tr>
<tr>
<td>Indirect</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Total Direct Costs $36,900 $22,600 $215,500 $24,000 $299,000

Total Indirect Costs

Total Budget $36,900 $22,600 $215,500 $24,000 $299,000

Task 1: Program Management

Personnel Costs: Grant Programmatic Costs - 300 hours at average rate of $50/hr = $15,000

Travel Costs: 2 staff x 2 conferences x $1,725/conference = $6,900, includes flight ($600), hotel ($175/night for 4 nights), meals ($75/day for 4 days) and registration ($125)

Contractual Costs: (quote based) 100 hrs. x 150/hr. 36 monthly reports, 3 annual & 1 final report = $15,000

Task 2: Community Outreach

Personnel Costs: meetings, outreach, and feedback - 200 hours at average rate of $50/hr = $10,000

Supplies Costs: BAC/community meeting presentation materials = $1,350

Contractual Costs: (quote based) 75 hrs. x 150/hr. website/social media, flyers and press releases = $11,250

Task 3: Phase I & II ESAs

Contractual Costs: (quote based) Generic QAPP for Phase II ESAs = $5,000. 12 Phase I ESAs at average cost of $4,000 each = $48,000. 5 Phase II ESAs at average of $32,500 each = $162,500. Each will include SSQAPP, Sampling & Analysis Plan, and Health & Safety Plan, Property Eligibility Determination, AAI Checklist.

Task 4a: Cleanup Planning (QEP)

Contractual Costs: (quote based) Completion of 2 ABCAs at $5,000 each = $10,000

Task 4b: Reuse Planning (SMPDD Staff)

Personnel Costs: A - 200 hours at average rate of $50/hr = $10,000

Contractual Costs: (quote based) Assist staff with engineering aspects of Reuse Assessment for $4,000 total

c. Measuring Environmental Results: The City will develop a project work plan with a milestones and deliverables chart to track and measure progress. Project management will be managed with software to assist tracking efforts. A budget will be developed to set cost expectations for each project task. Costs will be tracked monthly to ensure project progress is in line with spending and budgets. We will require the selected environmental professional to provide a schedule of milestones, budgets and deliverables with monthly updates.
to integrate into monthly project tracking. Updates will be provided to EPA via the ACRES database. When measures or timeline milestones are not being met, the project manager will meet with EPA, project partners and the environmental professional to evaluate problems, find solutions, and identify steps to regain timeline losses and/or adjust the project as needed to meet expectations. ESAs will be completed as early in the project as possible to determine if there is extra capacity for additional sites in the target areas and other areas within our jurisdiction. The outputs defined in the project plan will be tracked and entered into ACRES on a monthly basis. The City will also track outcomes to facilitate EPA’s Strategic Plan. Outcomes such as the number and sizes of sites made available for reuse, jobs created, dollars leveraged, local government use, greenspace made available, energy efficiency measures implemented, and more will be entered into ACRES. Problems will be reported immediately and project management will realign the project plan as needed to redirect work and get back on track efficiently.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Programmatic Capability

i. Organizational Structure

The City has extensive experience in grant management, including administration of multiple Federal grants, but also economic and community development, community planning, community relations, group facilitation, education and awareness programs, and environmental planning. Haines City understands the basics of the brownfields program process and has the management expertise to create, implement, and monitor a successful program. In addition to the QEP that will be selected to assist with management of the grant, we have a competent and qualified staff to oversee grants. Derek “Ted” Adkins, PLA/AICP, Deputy Director of Development Services has been with Haines City since January 2021, and will be the primary person responsible for management of the grant. Mr. Adkins has a Bachelor of Science in Landscape Architecture from the University of Kentucky and is an American Institute of Certified Planners (AICP)-certified planner (Fall 2018 to present). Prior to his work at Haines City, Mr. Adkins served as the director of Hopkins County Joint Planning Commission, and his tasks included long-range planning, oversight of development regulations, coordination of technical review, and coordination/hosting of monthly commission meetings.

ii. Description of Key Staff

Ted Adkins will issue a Requests for Qualifications (RFQ) prepared and advertised by website, and by newspaper for QEPs having experience in providing assistance with brownfields assessment grants. Upon receiving submittals, our City will select and procure a QEP within 30 days to assist with management and implementation of the grant. Haines City will comply with all procurement standards in 2 CFR 200.317 through 200.326. The selected QEP will be required to implement the grant agreement per 40 CFR 31.36. Haines City will require the consultant to subcontract with woman-owned and minority owned firms for a minimum of 5% of their awarded contract amount. We will also utilize the resources that the Florida Department of Environmental Protection (FDEP) has to offer such as hosting visioning events and providing their knowledge and expertise. In addition, the coalition will also rely on the resources that the Florida Brownfields Association has to offer for assisting our city if needed.

b. Past Performance and Accomplishments

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

4.b.ii.(1) Purpose and Accomplishments (3 points): Haines City has never received an EPA brownfields grant; however, due to the City’s past success administering federal grants and cooperative agreements, Haines City and its Community Development Department is well positioned to administer Brownfields Assessment Grants. The City has a solid history of meeting reporting requirements under federally funded assistance agreements of all sizes and scopes in the past years. The following are some of the examples of previous agreements that were successful and are doing great things in the city: 2010 - US Department of Housing and Urban Development Section 8 Housing Choice Vouchers - $610,000; 2010 - State of Florida, Department of Community Affairs, Community Development Block Grant State of Florida, Department of Community Affairs, US Environmental Protection Agency State of Florida, Department of Environmental Protection, ARRA - Capitalization Grants for Drinking Water - State Revolving Funds - $2,462,413; 2010 - State Revolving Funds - $1,860,153; 2010 - US Environmental Protection Agency - Southwest Florida Water Management District, Water Protection and Sustainability Program Trust Fund.

4.b.ii.(2) Compliance with Grant Requirements (3 points): The City has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada for the past five years. This award is given to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting. All reports have been completed timely, and all grant closeouts have been completed within the establish grant schedules and guidelines. In addition, Haines City staff, along with the appropriately identified QEP, will review the assessment reports, feasibility studies, and other documents for technical adequacy and contractual compliance. Haines City will review all projects to determine readiness for assessment funds.
Haines City Threshold Criteria for Assessment Grants

1. **Applicant Eligibility:** Haines City, Florida, is a General Purpose Unit of Local Government as stated under 2 CFR 200.64. Therefore, Haines City is eligible to apply for EPA Assessment Grant funding.

2. **Community Involvement:**
Haines City has built a team of local, county and state partners who will each play an important role in helping achieve success with this brownfields assessment grant. These partners are made up of professionals from the banking, real-estate, development, and planning businesses. In addition several non-profit organizations were also selected to partner with our city including job training, career, career placement and environmental organizations. Each of the partners will be invited to join a Brownfields Advisory Committee (BAC). BAC meetings will be held, at a minimum, twice annually in order to communicate the progress of the grant, discuss additions or deletions to the site inventory, discuss site priority ranking, discuss cleanups and potential impacts of the cleanup process to citizens, and to discuss redevelopment of the sites. Each party will be notified at least 30 days prior to the meeting. These meeting will be held at a public location and will be advertised and available to the public. Minutes of the meeting will be emailed to any of the partners that were unable to attend the meetings.

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<td>Stacy Campbell- Domineck</td>
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<td><a href="mailto:stacy.campbell-domineck@careersourcepolk.com">stacy.campbell-domineck@careersourcepolk.com</a> 863-508-1600</td>
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<tr>
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<td>Sean Malott</td>
<td>Will connect employers with qualified, skilled talent and assist in site identification.</td>
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<tr>
<td></td>
<td><a href="mailto:sean@cfdc.org">sean@cfdc.org</a> 863-937-4430</td>
<td></td>
</tr>
<tr>
<td>Trinity Worship Center</td>
<td>[Redacted]</td>
<td>Serve on BAC representing community members and has partnered with the city to build housing for homeless on lots donated by the city.</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Citizens Bank &amp; Trust</td>
<td>Ellen McCarter</td>
<td>Local bank will be available to provide loans for site acquisition and will need Phase Is for these loans and serve on BAC.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ellen.mccarter@citizens-bank.com">ellen.mccarter@citizens-bank.com</a> 863-421-8484</td>
<td></td>
</tr>
<tr>
<td>Coldwell Banker Commercial Realtor</td>
<td>Gloria Spanjers</td>
<td>Will support in site identification, promotion of brownfield sites, and explain benefits of brownfield assessments to property owners.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gloria@mycommercialteam.com">gloria@mycommercialteam.com</a> 863-206-4749</td>
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</tbody>
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While the BAC, with its diverse membership, will serve both to provide input and to assist with outreach efforts, members of the community will also be given opportunities for meaningful public involvement. A Community Involvement Plan will be prepared at the start of the project. The primary communication tool will be a Brownfield Project website, which will include details of important project milestones, such as consultant
selection, site inventory lists, assessment and cleanup results, and planned redevelopment. It will share community meetings, press releases, and project partners, and facilitate receiving input by providing contact information and feedback forms. The BAC will solicit site inventory inputs from project partners and resident groups through private and public meetings. Additional inputs from the community will be invited through town hall presentations. Meetings will be held in person following CDC COVID-19 guidelines when possible, but Zoom Meetings or Facebook Live will be used to be inclusive. Project partners will help to advertise and populate the meetings and presentations. Stakeholder interviews will be another important tool used to gather community inputs and feedback. To communicate project progress and gather feedback, the BSC will meet with project partners and residents’ groups at relevant milestones, as needed. Updates will be given at City Council meetings, in town hall meetings, on community partners’ websites and social media pages, through press releases to local newspapers, and via the Brownfield Project website. Flyers will be mailed to those residents and businesses most closely affected by the properties in this project, especially in low-income areas where Internet access is limited. Community feedback will be solicited with all project updates, and will be taken via face-to-face meetings, electronic meetings, phone calls, emails, and web forms. Questions and concerns will be addressed by the BAC. Responses will be made by the most appropriate project partner in a timely manner. See next Section (Task #2) for further details on implementation.

3. **Named Contractors and Subrecipients:** Not Applicable.

4. **Expenditure of Existing Grant Funds:**
   Haines City does not have any active EPA Brownfield Assessment Grants.