

## Brownfields Assessment Grant Information Sheet

### 1. Applicant Identification

Municipality of San Sebastián  
P.O. Box 1603, San Sebastián, PR 00685

2. **Website:** <http://www.munss.org/>

### 3. Funding Requested

- A. Assessment Type: Community-wide Assessment Grant
- B. Federal Funds Requested: \$500,000.00

4. **Locations:** San Sebastián, Puerto Rico

### 5. Target Area and Priority Site/Property Information

A. **Target Areas:** San Sebastián, Puerto Rico

B. **Priority Sites:**

- i. Former Avon Factory, cadastral 100-000-006-22, 100-000-006-23, 100-000-006-10, and 100-000-006-19
- ii. Abandoned Gas Station, cadastral 100-000-008-60-902
- iii. Various Abandoned Schools, cadastral 129-011-134-02, 129-011-010-09, 129-022-061-15, 100-003-190-32, 073-000-006-95, 100-077-002-12, 100-077-002-11, 100-077-002-10, 185-000-002-16, and 157-077-567-12

C. **Target Area Map** (see attached)

### 6. Contacts

- A. Project Director: Maritza Ruiz-Esteves – (787) 896-7110 - [federalesmss@gmail.com](mailto:federalesmss@gmail.com) - P.O. Box 1603, San Sebastián, PR 00685
- B. Chief Executive: Mayor Eladio Cardona-Quiles - (787) 896-2300 - [alcalde@munss.org](mailto:alcalde@munss.org) - P.O. Box 1603, San Sebastián, PR 00685
- C. Property Manager - Erika Mendez – 896-2300 - [estorbospublicos.mss@gmail.com](mailto:estorbospublicos.mss@gmail.com)

### 7. Population

San Sebastián - 39,345

### 8. Other Factors-

Factor	Page #
Community population is 15,000 or less.	N/A

The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	<b>1</b>
The priority site(s) is impacted by mine-scarred land.	<b>N/A</b>
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).	<b>N/A</b>
The priority site(s) is in a federally designated flood plain.	<b>N/A</b>
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	<b>N/A</b>
The reuse of the priority site(s) will incorporate energy efficiency measures.	<b>N/A</b>
The proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.	<b>1, 2</b>
30% or more of the overall project budget will be spent on eligible reuse/areawide planning activities, as described in Section I.B., for priority site(s) within the target area.	<b>N/A</b>
The target area(s) is located within a community in which a coal-fired power plant has recently closed (2015 or later) or is closing.	<b>N/A</b>

**8. Letter from the State or Tribal Environmental Authority**

See attached.

**9. Releasing Copies of Applications**

N/A

# Brownfield Sites San Sebastián





0 0.5 1 2 Miles

1:90,000

N



**Brownfield Sites – San Sebastián**

-  Schools
-  Industrial Facilities
-  Gas Stations
-  San Sebastián





DEPARTMENT OF NATURAL  
AND ENVIRONMENTAL  
RESOURCES

**DNER**

GOVERNMENT OF PUERTO RICO

JAN 27 2026

Ms. Maritza Ruíz Esteves, Director  
Federal Programs  
Permits Office  
Municipality of San Sebastian  
PO BOX 1603  
Calle Padre Feliciano Núm. 3  
San Sebastián, PR 00685-1603

Dear Ms. Ruíz-Esteves:

MUNICIPALITY OF SAN SEBASTIAN ACKNOWLEDGMENT LETTER FOR THE INTENTION TO APPLY FOR FY-26 US EPA BROWNFIELD'S PROGRAM FOR A BROWNFIELDS COMMUNITY WIDE ASSESSMENT GRANT AT THE MUNICIPALITY OF SAN SEBASTIAN, PUERTO RICO

The Department of Natural and Environmental Resources (DNER) Superfund Program has received a letter from the municipality of San Sebastian informing us of its intention to apply for a Community Wide Assessment Grant for the fiscal year 2026.

DNER acknowledges and supports the initiative taken by the municipality. The identification, inventory development, assessment, cleanup and redevelopment of Brownfields sites will provide an opportunity to enhance the social, economic and environmental conditions in this municipality. DNER encourages the Municipality of San Sebastian to maintain open communication with federal and state agencies and to request any support needed.

If you have any questions, please feel free to contact Vanessa Del Moral Rosario, Auxiliary Secretary for Environmental Compliance, at (787) 999-2200, extensions 5914, 5915 or by email at [BrownfieldsGrant@drna.pr.gov](mailto:BrownfieldsGrant@drna.pr.gov).

Cordially,

Waldemar Quiles Pérez

Secretary

  
VDMR/MAG



## ACKNOWLEDGEMENT OF RECEIPT

The Puerto Rico Planning Board, designated as the Single Point of Contact (SPOC) by Executive Order 12372 and Administrative Bulletin 4184 as amended, has received for review and comments the following:

<input type="checkbox"/>	Notice of intent or pre-application	<input checked="" type="checkbox"/>	Application
<input type="checkbox"/>	State Plan	<input type="checkbox"/>	Block Grant
<input type="checkbox"/>	Other		

**Title of Project:** San Sebastian Brownfields Management Initiative

**CFDA Number:** 66.818 Brownfields Multipurpose Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements

**Applicant:** Municipality of San Sebastian

The State Application Identifier (SAI) number assigned is:

**PR(M)26-30-0127-115-S**

The SAI number must be incorporated in Item 7 of Standard Form (SF-424) in the application submitted to the Federal Agency, and in any subsequent document that relates to this proposal.

Applicant is reminded to inform SPOC of approval or denial of federal assistance 5 days after formal notification.

Date: January 28, 2026

By: Darilyn M. Amador(signed)  
Office of Federal Affairs



### **1.a. Overview of Brownfield Challenges and Description of Target Area**

The geographic boundary for this project is the entire Municipality of San Sebastián, Puerto Rico. The municipality experiences widespread property abandonment, primarily in residential areas, resulting in deteriorated structures and reduced neighborhood stability. Many abandoned properties present potential brownfield conditions related to historic housing materials, flood exposure, and legacy land uses, complicating reuse and reinvestment efforts. The target area for focused activities encompasses all municipal neighborhoods where public nuisance cases have been identified, with initial emphasis on clusters of abandoned residential properties documented through the municipality's nuisance inventory. This grant will allow the municipality to screen properties for environmental risk, prioritize sites for assessment, and prepare them for cleanup and redevelopment, reducing environmental hazards and improving readiness for housing-focused revitalization across San Sebastián municipality.

### **1.b. Description of the Priority Brownfield Sites**

The target area contains a diverse set of potential brownfield sites reflecting San Sebastián's long history of residential, commercial, and institutional development. Across the municipality, abandonment has left former industrial facilities, service stations, and public buildings underutilized and potentially contaminated, limiting reinvestment and posing environmental and public health concerns. Priority sites were selected based on their size, strategic location, redevelopment potential, and likelihood of environmental risk. One priority site is the former Avon Factory, encompassing cadastral numbers 100-000-006-22, 100-000-006-23, 100-000-006-10, and 100-000-006-19. Facilities of this type commonly present contamination concerns related to historical manufacturing activities, including solvents, heavy metals, and residual hazardous materials. This site is prioritized due to its scale, central location, and potential for reuse once environmental conditions are fully understood. An abandoned gas station, identified by cadastral number 100-000-008-60-902, represents another priority site due to the high likelihood of petroleum-related contamination and its prominent roadside location. The municipality has also identified multiple abandoned school properties as priority sites, including parcels 129-011-134-02, 129-011-010-09, 129-022-061-15, 100-003-190-32, 073-000-006-95, 100-077-002-12, 100-077-002-11, 100-077-002-10, 185-000-002-16, and 157-077-567-12. These former educational facilities are distributed across neighborhoods, are publicly visible, and offer opportunities for community-serving reuse once assessed, including resiliency centers. They were selected because prolonged vacancy increases safety risks, accelerates structural deterioration, and discourages surrounding investment. These sites have all been identified in the attached PDF map.

### **1.c. Identifying Additional Sites**

Additional sites for eligible activities will be identified through the Municipality of San Sebastián's established Public Nuisance Program, administered in partnership with the Center for Habitat Reconstruction (CRH). The program currently maintains an inventory of 110 nuisance cases, of which 54 properties have already been formally declared public nuisances, granting the municipality legal authority to enter through administrative orders. An additional 111 newly identified abandoned properties are documented but have not yet entered the formal nuisance declaration process as well as 536 additional cases as part of a Department of Housing inventory. As EPA-funded assessments progress, properties will be prioritized based on environmental risk indicators, degree of abandonment, residential typology, ownership status, and readiness for site access. This structured pipeline allows the municipality to continuously advance new sites into

eligibility while ensuring that assessment resources are directed toward properties with the greatest environmental, housing, and community impact potential.

#### **1.d. Reuse Strategy and Alignment with Revitalization Plans**

The reuse strategy prioritizes rehabilitation of abandoned and underutilized structures, particularly vacant residential properties, to strengthen housing stability, community resilience, and neighborhood revitalization. This strategy aligns with the Municipal Recovery Plan, which documents 4,485 vacant housing units in 2020 and notes that 59.2% are classified as abandoned, repossessed, or in need of repair (pp. 14, 20). The Plan further identifies abandonment as a key driver of social, economic, and environmental decline and establishes inventorying and managing public nuisances as core recovery goals (pp. 60–62). The strategy also advances the Territorial Plan’s objectives to densify urban land, reuse vacant or dilapidated structures, limit sprawl, and improve community facilities and services (pp. 33, 91, 113). As a result, priority sites are positioned to support community-serving redevelopment.

#### **1.e. Outcomes and Benefits of Reuse Strategy**

Post-assessment reuse of priority sites in rural San Sebastián is expected to increase affordable housing options, stimulate local economic activity by returning idle properties to productive use, increasing surrounding property values, and enabling small-scale construction and service employment. Redevelopment of former industrial, commercial, and institutional sites may also expand the local tax base while reducing long-term municipal maintenance and safety costs. The priority sites identified also present opportunities for community-serving reuse, including facilities for public services, open space, recreational uses, or the establishment of community resiliency centers to increase the population’s capacity to withstand natural disasters. Reuse strategies emphasize resilient design, addressing flood exposure and extreme weather through site planning, improved drainage, and safer building conditions. Where feasible, rehabilitated structures may incorporate energy efficiency measures and rooftop solar systems, reducing operating costs and supporting long-term sustainability.

#### **1.f. Resources Needed for Site Reuse**

Following assessment, the Municipality of San Sebastián and project partners will pursue multiple funding sources to advance cleanup and reuse. Eligible pathways include EPA Brownfields Cleanup grants, HUD’s CDBG, HOME, CDBG-DR, CDBG-MIT, and Section 108 programs, USDA Rural Development housing programs, and philanthropic capital aligned with affordable housing and community facilities. Private capital opportunities include the creation of revolving loan funds, tax credit developments oriented toward scattered-site housing rehabilitation, and investment through Opportunity Zones, within which the entire municipality is designated. Completion of EPA-funded assessments will reduce environmental uncertainty and liability, directly enabling these resources to be secured. The municipality’s public nuisance authority and CRH’s nuisance management capacity further strengthen readiness for investment. Many priority sites are located near established urban areas and corridors with existing roads, utilities, and public services.

#### **1.g. Use of Existing Infrastructure**

This grant will facilitate reuse of priority sites located within already-urbanized areas of San Sebastián that already contain core infrastructure, including paved road access, water and sewer

service, electrical distribution, and telecommunications. Many priority sites are former single-family homes, schools, commercial parcels, or industrial facilities designed to support intensive use and are embedded within serviced neighborhoods, reducing the need for major new infrastructure investments. Assessment activities will allow the municipality to determine whether existing infrastructure can be safely reused or requires limited upgrades to support redevelopment. Where infrastructure improvements are necessary, anticipated needs may include drainage improvements, utility upgrades, or energy efficiency retrofits. Funding resources to support such upgrades may include HUD CDBG-DR, FTA, USDA Rural Development programs, Commonwealth infrastructure funds, and private capital aligned with housing rehabilitation and community-serving reuse.

### **2.a. The Community's Need for Funding**

San Sebastián faces pronounced economic challenges that limit local capacity to fund environmental assessment or remediation. The municipality has approximately 39,168 residents with a median household income of about \$17,834 and a per capita income of \$11,827, far below U.S. averages, and a poverty rate of 52.4%. In addition, the Municipality's well-documented mapping efforts have identified hundreds of properties with health and safety risks. These indicators show that many households have limited discretionary resources and are unable to support independent redevelopment or environmental work. Without EPA Brownfields funding, unidentified environmental hazards and property abandonment would persist, further suppressing investment potential.

### **2.b. Health or Welfare of Sensitive Populations**

San Sebastián's demographic profile reflects a sizable share of vulnerable residents, with 27.3% of the population aged 65 and older, indicating a community with heightened sensitivity to environmental hazards. Older housing and vacant structures across the municipality increase the likelihood of exposure to lead-based paint and asbestos, especially since over half of Puerto Rico's housing units were built before the 1978 lead paint ban. These conditions elevate health risks for seniors and low-income households who may have chronic health issues or limited access to medical services. This grant will help identify and characterize environmental threats at priority sites, enabling targeted strategies that reduce exposures and improve housing safety. Assessment data will support informed cleanup planning and reduce welfare risks for these sensitive populations.

### **2.c. Greater Than Normal Incidence of Disease and Adverse Health Conditions**

Municipality-specific health incidence data for San Sebastián is not readily available; however, Puerto Rico-wide data provides relevant context for assessing risk. Puerto Rico exhibits higher-than-average prevalence of chronic and environment-related conditions, including asthma, cardiovascular disease, and cancer, which are often associated with exposure to hazardous substances and poor housing conditions. Studies consistently show that asthma prevalence among Puerto Ricans is significantly higher than in many U.S. populations, and cancer remains a leading cause of morbidity across the territory. San Sebastián has a comparatively high proportion of elderly residents, a population group with increased vulnerability to environmental contaminants such as lead, asbestos, and petroleum byproducts. Given this demographic profile and the prevalence of abandoned structures, it is reasonable to project a heightened correlation between environmental exposure risks and adverse health outcomes in the target area.

## 2.d. Economically Impoverished/Disproportionately Impacted Populations

San Sebastián’s economically disadvantaged populations disproportionately experience negative environmental conditions associated with widespread abandonment. A 2022 study carried out by the CRH examining post-Hurricane María conditions in Puerto Rico documented how abandoned structures and vacant spaces function as environmental hazards, increasing exposure to contaminated soil, standing water, pests, and unsafe building materials in low-income communities. The study found that these impacts are not evenly distributed, but instead concentrate in communities with limited economic resources and reduced capacity to address blight. In San Sebastián, prolonged economic decline, aging housing stock, and constrained municipal budgets have resulted in abandoned residential, commercial, and institutional properties clustering in economically vulnerable neighborhoods. These conditions contribute to ongoing public health, safety, and quality-of-life challenges that disproportionately affect impoverished populations within the municipality.

## 2.e. Project Involvement

The Municipality of San Sebastián will implement this project through an established and ongoing collaboration with the CRH, a nonprofit 501(c)(3) organization with extensive experience addressing abandonment, housing insecurity, and land tenure challenges across Puerto Rico. CRH brings specialized expertise in public nuisance programs, title and heir property resolution, community engagement, and GIS-based inventories. This project is co-designed with CRH to build upon a successful partnership already operating at the municipal level and to elevate it through formal integration with brownfields assessment activities. The collaboration leverages CRH’s technical capacity and long-standing community relationships while strengthening municipal enforcement and planning functions. Through this partnership, the project will engage residents, municipal staff, and technical experts to ensure informed decision-making and meaningful local participation.

## 2.f. Project Roles

Name	Entity’s Mission	Point of contact	Involvement and Task #
Municipality of San Sebastian	Per the Municipal Code of Puerto Rico, municipalities are the primary local governing entities responsible for public welfare, service delivery, and local development.	Maritza Ruiz <a href="mailto:federalesmss@gmail.com">federalesmss@gmail.com</a> 896-7110  Erika Mendez <a href="mailto:estorbospublicos.mss@gmail.com">estorbospublicos.mss@gmail.com</a> 896-2300	Community Outreach and Engagement (1), Site Identification and Assessment (2), Code Enforcement and Compliance (2), Decision-Making in Site Selection (1, 3), Resource Allocation and Support (2), Future Reuse Planning and Zoning Adjustments (3).
Center for Habitat Reconstruction	Promote sustainable development in Puerto Rico by revitalizing abandoned properties and empowering	Luis Gallardo <a href="mailto:jvarela@crhpr.org">jvarela@crhpr.org</a> (833) 274-2272	Community Engagement and Outreach (1), Site Assessment and Environmental Remediation (2), Partnership Building (1, 2, 3), Reuse Planning and

	communities for resilient, equitable growth.		Visioning (3), Technical Assistance and Capacity Building (1, 3), Monitoring and Evaluation (1, 2, 3).
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**2.g. Incorporating Community Input**

The Municipality of San Sebastián has implemented a multi-channel, inclusive approach to communicate project progress and meaningfully incorporates community input throughout its current and proposed initiatives. Building on established practices used during development of the Municipal Recovery Plan, outreach methods will include public meetings, small-group interviews, printed materials, website outreach, social media, ensuring alternatives to in-person engagement when needed. Community input mechanisms such as dedicated email addresses, public comments, and facilitated discussions will allow residents directly affected by project activities to share concerns and priorities. This approach is grounded in prior engagement, including a July 25, 2025 community meeting with 45 residents focused on the public nuisance program, and a September 26, 2024 meeting with 19 residents held with the Puerto Rico Housing Department to discuss the municipal inventory initiative.

**3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

**Task 1: Project Implementation, Program Rollout, and Community Outreach**

- D. 3.a. Project Implementation:** The Municipality will initiate the project through program rollout and coordination activities. This task includes staff alignment and internal coordination; signing a subgrant with the CRH, review, update, and validation of existing public nuisance and abandoned property inventories; and vetting the target sites as well as approximately 125 residential properties for environmental screening and assessment readiness. Activities will also include confirming site eligibility, identify data gaps, and determine access needs. Public outreach will be conducted to inform residents and property owners about program goals, assessment activities, and participation opportunities. CRH will support this task by assisting with inventory validation, ownership research, heir property analysis, and community-facing coordination related to nuisance cases.
- E. 3.b. Anticipated Project Schedule:** Months 1–6; with ongoing outreach throughout the grant period.
- F. 3.c. Task/Activity Lead:** Municipality Program Coordinator
- G. 3.d. Outputs:** At least 3 public meetings or workshops; 3 mapping exercises; summaries and updated maps.

**Task 2: Environmental Screening and Phase I / Phase II Assessments**

- H. 3.a. Project Implementation:** The Municipality will conduct EPA-eligible environmental assessments at prioritized sites, as well as abandoned single-family residences that often fall outside traditional brownfields pipelines. Activities include environmental screening, Phase I ESAs, Phase II ESAs where warranted, and hazardous building materials assessments focused on lead-based paint and asbestos for the residential properties. CRH will assist with legal and administrative steps required for site access, including

documentation related to administrative orders, consent, and nuisance authority. All activities will be documented to support future leveraging through liens, public debt foreclosure, or nuisance forfeiture if pursued by the Municipality.

- I. **3.b. Anticipated Project Schedule:** Years 1–3, with assessments conducted on a rolling basis.
- J. **3.c. Task/Activity Lead:** CRH Environmental Technician
- K. **3.d. Outputs:** 4 Phase I ESAs completed for multiple sites, 2 Phase II ESAs completed where warranted; 20 homes with minor environmental testing (lead, asbestos, etc.); administrative orders to access properties with absent owners; 125 property profiles and title studies; expanded, prioritized list of potential brownfield properties.

**Task 1: Planning, Site Readiness, and Implementation Support**

- L. **3.a. Project Implementation:** This task focuses on planning and site-readiness activities that complement assessment work and maximize EPA investment. CRH will assist the Municipality in developing site-specific legal pathways, ownership resolution strategies, and readiness analyses. Planning activities may include appraisals, plot plans, preliminary cost estimates, and evaluation of potential reuse or disposition strategies, as well as identifying appropriate post-assessment funding pathways for each site, match specific sites to eligible funding programs, prepare financing matrices, timelines, and readiness checklists, environmental compatibility with other federal programs, and conceptualize site-level capital stacks. These activities may occur before or concurrently with assessments to ensure that limited assessment funds are strategically deployed and aligned with feasible next steps.
- M. **3.b. Anticipated Project Schedule:** Year 2-4 though activities may occur throughout the four-year period, with initial meetings in Year 1, follow-up roundtables during assessment and planning phases, and continued outreach as sites are prioritized.
- N. **3.c. Task/Activity Lead:** CRH Development Coordinator
- O. **3.d. Outputs:** At least 3 community meetings or roundtables; 2 community mapping exercises; Summaries and mapped community-identified sites.

**3.e. Cost Estimates**

Budget Categories		Project Tasks			Total
		Task 1	Task 2	Task 3	
Direct Costs	Personnel	\$72,694.27	\$0.00	\$0.00	\$72,694.27
	Fringe	\$14,538.85	\$0.00	\$0.00	\$14,538.85
	Travel	\$6,400.00	\$0.00	\$0.00	\$6,400.00
	Equipment	\$0.00	\$0.00	\$0.00	\$-
	Supplies	\$3,000.00	\$0.00	\$0.00	\$3,000.00
	Contractual	\$0.00	\$121,400.00	\$68,000.00	\$189,400.00
	Other	\$10,080.00	\$127,734.34	\$61,850.88	\$199,665.22
<b>Total Direct Costs</b>		\$106,713.12	\$249,134.34	\$129,850.88	\$485,698.34
<b>Indirect Costs</b>		\$4,831.66	\$6,070.00	\$3,400.00	\$14,301.66
<b>Total Budget</b>		\$111,544.77	\$255,204.34	\$133,250.88	\$500,000.00

- **Task 1: Program Implementation, Coordination, and Community Outreach:** Personnel costs include a Program Coordinator at \$17.52 per hour for 1,738.7 hours, totaling \$30,461.95. The Program Coordinator will manage day-to-day project coordination, scheduling, reporting support, and interdepartmental communication. A Program Director is budgeted at \$25.38 per hour for 1,664.0 hours, totaling \$42,232.32, and will provide overall program oversight, compliance monitoring, and strategic direction. Marginal benefits are calculated at 20 percent of total personnel costs of \$72,694.27, totaling \$14,538.85. Travel costs support attendance at EPA Brownfields trainings and conferences and include four round-trip flights at \$500 each (\$2,000), 16 hotel nights at \$200 per night (\$3,200), and 16 per diem days at \$75 per day (\$1,200). Office supplies total \$3,000, calculated at \$750 per year for four years. CRH subaward costs include travel consisting of four flights at \$500 each (\$2,000), 16 hotel nights at \$200 per night (\$3,200), and 16 per diem days at \$75 per day (\$1,200). CRH office supplies total \$3,200, calculated at \$800 per year for four years. CRH administrative costs for Task 1 are calculated at 5 percent of \$9,600, totaling \$480. **Task total: \$106,713.12**
- **Task 2: Environmental Screening, Site Access, and Phase I / Phase II Assessments:** Contractual costs support EPA-eligible environmental assessment activities. These include 20 lead-based paint studies at \$1,800 per study, totaling \$36,000, and 20 asbestos studies at \$1,800 per study, totaling \$36,000. Environmental site assessments include four Phase I environmental site assessments at \$3,600 each (\$14,400) and two Phase II environmental site assessments at \$17,500 each (\$35,000), conducted for sites where additional investigation is required. CRH personnel costs support coordination, field inspections, GIS documentation, and legal site access activities. Personnel include a Coordinator at \$22.00 per hour for 1,248 hours (\$27,456), an Environmental Technician at \$20.00 per hour for 1,248 hours (\$24,960), a GIS Analyst at \$35.00 per hour for 624 hours (\$21,840), and an Attorney at \$35.00 per hour for 624 hours (\$21,840). Marginal benefits are calculated at 18 percent of \$96,096, totaling \$17,297.28. Local travel costs include mileage, tolls, and transit fees calculated at \$0.70 per mile for 3,640 miles, totaling \$2,548. Operating costs include GIS software subscription services at \$500 per year for four years (\$2,000), title research at \$10 per record for 125 records (\$1,250), and phone and internet services at \$35 per month for 72 months (\$2,520). CRH administrative costs are calculated at 5 percent of \$120,461.28, totaling \$6,023.06. **Task total: \$249,134.34**
- Contractual costs support planning and feasibility analyses required to inform reuse strategies. These include 20 appraisals at \$1,500 each, totaling \$30,000, to establish property values and support redevelopment decision-making. Additional services include 20 plot plans at \$1,500 each, totaling \$30,000, to document site conditions and physical constraints, and 20 cost estimates at \$400 each, totaling \$8,000, to support preliminary rehabilitation and redevelopment budgeting. CRH personnel costs support coordination and technical planning activities. Personnel include a Development Coordinator at \$20.00 per hour for 1,248 hours, totaling \$24,960, and a Development Technician at \$20.00 per hour for 1,248 hours, totaling \$24,960. Marginal benefits are calculated at 18 percent of \$49,920, totaling \$8,985.60. CRH administrative costs for Task 3 are calculated at 5 percent of \$58,905.60, totaling \$2,945.28. **Task total: \$129,850.88**

Of the total direct project costs of \$485,698.34, \$249,134.34 (51.31%) are dedicated to eligible environmental assessment activities, including Phase I and Phase II ESAs and hazardous materials studies, while \$129,850.88 (26.74%) support planning and site-readiness activities such as appraisals, plot plans, and cost estimates. The remaining direct costs support project coordination, travel, and supplies necessary to carry out these activities. The CRH subaward totals \$199,665.22 and supports technical, legal, GIS, and planning functions integral to both assessment and planning tasks. Administrative costs are calculated at a rate of 5 percent of MTDC, consistent with the NOFO preference and to ensure cost reasonableness while maintaining effective grant management and compliance.

### **3.f. Plan to Measure and Evaluate Environmental Progress and Results**

The Municipality of San Sebastián will track and evaluate project progress using a structured performance management system aligned with EPA reporting requirements and the activities described in this Narrative. Project outputs will be monitored through internal tracking tools and EPA's ACRES database, including properties screened, Phase I and Phase II assessments completed, and hazardous building material evaluations conducted. Regular communication and meetings between municipal staff and CRH will review schedules, budgets, site status, and documentation needs. Quarterly reports will capture progress toward outputs and readiness milestones, including site access, eligibility determinations, and planning deliverables. Environmental results will be evaluated by documenting identified contaminants, reduced uncertainty, and site readiness for subsequent cleanup or reuse. This system ensures accountability, timely implementation, and clear linkage between assessment activities, documented findings, and longer-term redevelopment outcomes.

### **4.a. Organizational Capacity**

The Municipality of San Sebastián has the organizational capacity to oversee and manage the programmatic, administrative, and financial requirements of this grant. The municipality administers complex, multi-year federal (which will be discussed later in Section 4.f) and Commonwealth-funded programs, including housing, and recovery initiatives, and maintains established procurement, reporting, and financial management systems. Municipal leadership will coordinate directly with CRH, an experienced nonprofit partner with extensive capacity in property inventory management, title research, community engagement, and compliance-driven documentation. The CRH in turn has successfully administered EPA grants in the past and was previously a subcontracted provider for the Brownfields Technical Assistance program in collaboration with the Center for Creative Land Recycling. Together, the municipality and CRH bring complementary strengths in environmental coordination, legal readiness, and stakeholder engagement. This combined capacity ensures timely contracting, accurate reporting, sound fiscal oversight, and consistent progress tracking throughout the four-year period of performance.

### **4.b. Organizational Structure**

The project will be implemented through a clear and efficient organizational structure designed to support timely execution and compliance. The Municipality of San Sebastián will serve as the lead applicant and fiscal agent, responsible for grant administration, procurement, reporting, and coordination with EPA. Day-to-day implementation will be supported through a formal subaward to CRH, which will provide technical, planning, and community engagement support. Defined roles, regular coordination meetings, and established reporting protocols will ensure alignment

between programmatic, technical, and financial activities. Municipal finance and administrative units will track expenditures and reimbursements, while technical staff oversee site activities and deliverables. This structure leverages existing systems, minimizes duplication, and promotes accountability, allowing tasks to proceed concurrently and ensuring completion within the grant's period of performance. In regards to the CRH, it maintains a financial system in compliance with 200 CFR 200 (Uniform Guidance) standards, as tested by 13 federal grants that it has or is administering.

#### **4.c. Description of Key Staff**

Project implementation will be led by experienced municipal and CRH staff with complementary expertise. Erika Méndez López will serve as Municipal Program Coordinator, with ample experience in managing municipal property and administering its public nuisance program. She will be supported by Maritza Ruiz, the Municipal Program Director, who has ample experience in administering federal funding on the municipal level. Regarding the CRH's team, Zugeiza González, Environmental Planner, holds graduate training in environmental planning and has experience coordinating environmental reviews, EPA QAPPs, GIS-based inventories, and federally funded environmental planning. José Acosta, Development Coordinator, holds degrees in civil engineering and business administration and brings hands-on experience in construction, rehabilitation, and development planning, supporting feasibility analysis and site readiness. Coordinator Jonathan Varela Vélez brings extensive experience in community-based service coordination, outreach, and work with vulnerable populations, supported by formal training in social work, counseling, and HUD housing models.

#### **4.d. Acquiring Additional Resources**

The Municipality of San Sebastián maintains established systems to acquire additional expertise and resources required for successful project implementation in compliance with all applicable local, Commonwealth, and federal procurement requirements. Specialized services, including Qualified Environmental Professionals and environmental contractors, will be selected as needed through transparent and competitive procurement processes such as Requests for Qualifications or Requests for Proposals, as appropriate. These processes ensure full compliance with EPA assistance regulations and prohibit pre-selection of contractors. The municipality's procurement and legal units oversee solicitation, evaluation, and contracting to ensure fairness, cost reasonableness, and technical competence. Support will also be provided through formal subaward with the CRH, with clearly defined scopes of work and performance expectations. This structured approach allows the municipality to efficiently secure additional capacity while maintaining accountability, flexibility, and project continuity throughout the grant period.

#### **4.f. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Financial Assistance Agreements**

##### **(1) Purpose and Accomplishments**

The Municipality has not previously received an EPA Brownfields grant; however, it has successfully administered multiple federal and non-federal financial assistance agreements with scopes and structures comparable to the proposed project. These include CDBG, CDBG-DR, HUD HCV assistance, and Hazard Mitigation Grant Program funds (HMGP). Currently, the municipality administers two active HMGP grants totaling approximately \$6.2 million (\$3.6

million and \$2.6 million). These programs required community engagement, interagency coordination, procurement compliance, and delivery of measurable outputs such as rehabilitated housing units, infrastructure upgrades, and service delivery to low-income residents. Collectively, these accomplishments demonstrate the municipality's capacity to manage complex, multi-year projects with deliverables closely aligned to the proposed brownfields assessment activities.

## **(2) Compliance with Grant Requirements**

The Municipality of San Sebastián has demonstrated consistent compliance with the workplans, schedules, and terms and conditions of its federal and non-federal financial assistance agreements. Under programs such as CDBG, CDBG-DR, HUD Section 8, and HMGP, the municipality has maintained timely and accurate reporting, including quarterly progress reports, financial drawdowns, performance documentation, and closeout submissions, as required by the respective funding agencies. These programs involve oversight structures similar to EPA grants, including eligibility determinations, environmental compliance, procurement standards, and documentation of outputs and outcomes. Progress toward expected results has been achieved within established timelines, including completion of housing rehabilitation activities, delivery of rental assistance, execution of mitigation projects, and fulfillment of community engagement requirements. Where challenges arose, particularly due to post-disaster conditions and supply-chain constraints, the municipality implemented corrective measures such as schedule adjustments, scope refinements, and enhanced coordination with oversight agencies, all of which were approved by funders and documented through amended workplans or reports. No material findings, unresolved compliance issues, or adverse audit determinations have resulted from these agreements. The municipality's finance, procurement, and programmatic teams work in coordination to ensure adherence to federal regulations and internal controls.

## **Attachment: Threshold Criteria Requirements**

### **1. Applicant Eligibility:**

- a. **Type:** City government.
  
- b. **Documentation of applicant eligibility:** N/A.
  
- c. **502(c)(4) Tax Status:** N/A

2. **Description of community involvement:** Community involvement is a central component of the proposed project and builds upon ongoing, documented participation processes led by the Municipality of San Sebastián. The Municipality has an established history of engaging residents through structured participation activities conducted as part of its Municipal Recovery Plan; which resulted in communities expressing their interest in addressing abandonment. This included public meetings, community interviews, written feedback mechanisms, and direct outreach to residents and community leaders. These efforts emphasized identifying abandoned and underutilized properties, housing needs, and community priorities related to safety, environmental conditions, and neighborhood revitalization. On September 26, 2024, the Municipality held a community meeting with 19 residents, in coordination with the Puerto Rico Department of Housing, to present and receive feedback on the abandoned property inventory initiative, which also sparked interest on behalf of the Municipality to seek Brownfields Assessment Grant support. On July 25, 2025, a follow-up public meeting was held with 45 community members to discuss the municipal public nuisance program, explain the legal and technical processes involved, and gather resident input on priority properties and neighborhood impacts. Community input gathered through these processes informs site identification, prioritization, reuse planning, and has culminated in this application. The Municipality will continue to communicate project progress and solicit feedback through public meetings, digital communications, and direct engagement, ensuring that residents—particularly those directly affected by abandoned properties—remain actively involved throughout project implementation.

3. **Available Balance on Assessment Grants:** The Municipality has not received an EPA Brownfields Grant.

4. **Contractors or Named Subrecipients:** The Municipality has not yet selected contractors for EPA funds made available under this NOFO.

**Copy of Signed Executed Contract:** N/A. Upon winning this award, the Municipality and the non-profit Center for Habitat Reconstruction (or CRH in its Spanish acronym) will sign a formal Memorandum of Understanding and subaward document.