



**CITY OF
TALLAHASSEE**

1. Applicant Identification

City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

2. Website URL: www.talgov.com/

3. Funding Requested

- a. Assessment Grant Type: Community-wide
- b. Federal Funds Requested: \$500,000

4. Location

a) City of Tallahassee b) Leon County c) Florida

5. Target Area and Priority Site Information

- Target Area: Tallahassee Brownfield Grant Focus Area
Census tracts: 12073000200, 12073000302, 12073000400, 12073000501, 12073000502, 12073001001, 12073001002, 12073001101, 12073001102, 12073001200, 12073001801, 12073001804, 12073001901, 12073001902, 12073002006, 12073002007, 12073002701, 12073000700, 12073001500, 12073001601
- Priority Sites
 - Springhill Road Site – Springhill Road and West Orange Avenue, Tallahassee, FL 32305 (30.413675, -84.302279)
 - Town South Center – 2525 South Monroe Street, Tallahassee, FL 32301

6. Contacts

a. Project Director

Alissa B. Meyers, J.D., Director of Environmental Services
(850) 891-8854
Alissa.Meyers@talgov.com
300 South Adams Street, Box A-10
Tallahassee, FL 32301

b. Chief Executive/Highest Ranking Elected Official

John Dailey, Mayor
(850) 891-2000
mayor@talgov.com
300 South Adams Street
Tallahassee, FL 32301





CITY OF TALLAHASSEE

7. Population

City of Tallahassee, FL – 199,696 (US Census 2019–2023 American Community Survey)

8. Other Factors

Other Factors	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.	N/A
The priority site(s) is impacted by mine-scarred land.	N/A
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).	2
The priority site(s) is in a federally designated flood plain.	3
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	3
The reuse of the priority site(s) will incorporate energy efficiency measures.	3
The proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.	3
At least 30% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section 3.A.(2), for priority site(s) within the target area(s).	8, 9
The target area(s) is impacted by a coal-fired power plant that has recently closed (2015 or later) or is closing.	N/A

9. Letter from the State or Tribal Environmental Authority

See attached.

10. Releasing Copies of Applications

Not Applicable.





FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jay Collins
Lt. Governor

Alexis A. Lambert
Secretary

November 25, 2025

Alyssa Kuhn
Brownfields Program
U.S. Environmental Protection Agency
61 Forsyth Street, S.W. 13th Floor
Atlanta, GA 30303-8960
Kuhn.Alyssa@epa.gov

Dear Ms. Kuhn:

The Florida Department of Environmental Protection (Department) acknowledges and supports the City of Tallahassee'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-I-OLEM-OBLR-25-04, titled "FY26 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.B.9. EPA Brownfields grant funding will strengthen the Agency'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 Sara Hunt, the Northwest District Brownfields Coordinator, at (850) 595-0565 to learn more about the Florida Brownfields Redevelopment Program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Sweeney".

Scott Sweeney, Environmental Manager
Brownfields and CERCLA Site Screening Section

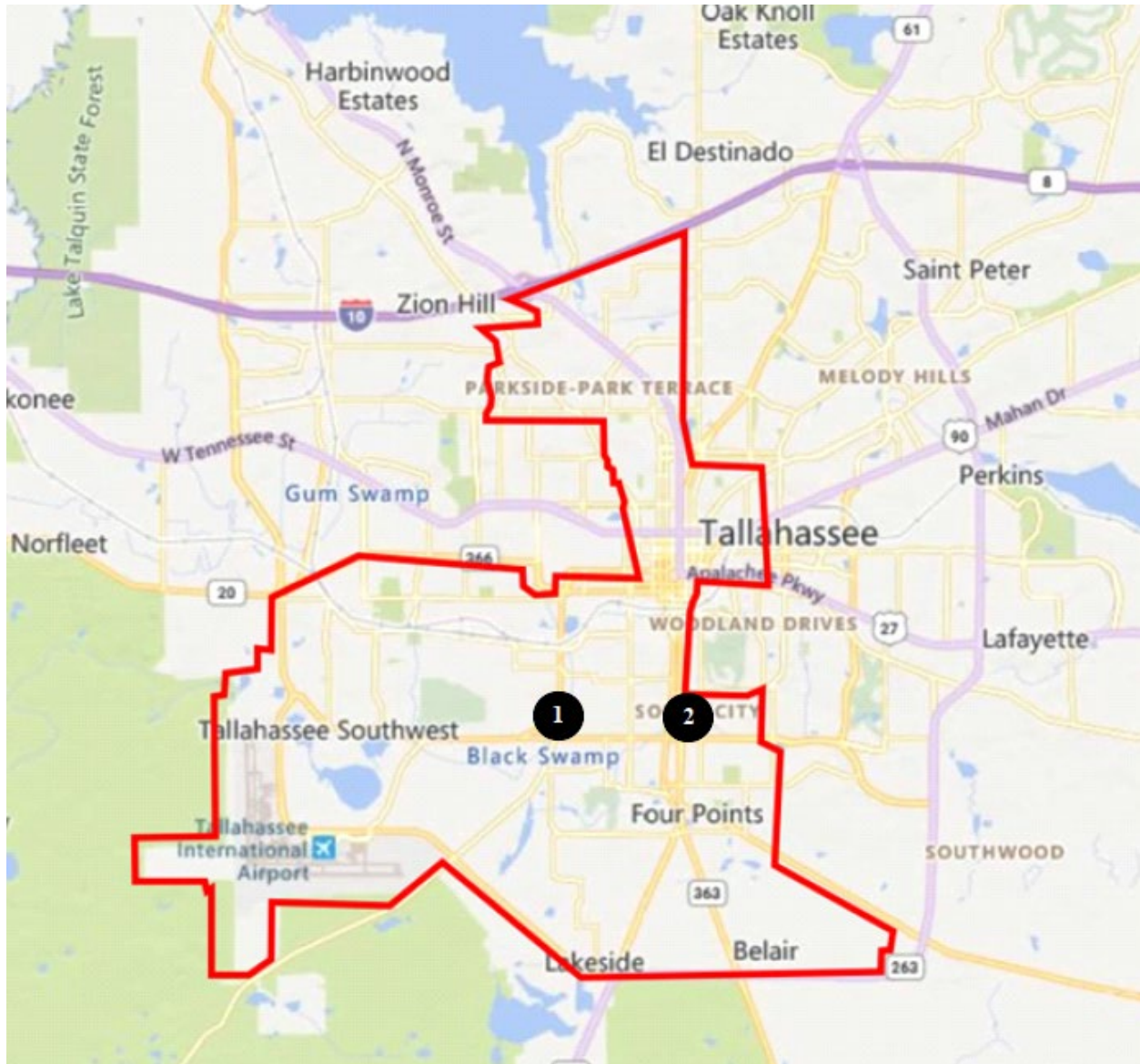
SS/jc
cc:

Alissa Meyers, City of Tallahassee – alissa.meyers@talgov.com
Kelly Crain, City of Tallahassee – kelly.crain@talgov.com
Sara Hunt, DEP Northwest District – sara.j.hunt@floridadep.gov



CITY OF TALLAHASSEE

Target Area Map - Tallahassee Brownfield Grant Focus Area



Legend

- Target Area Boundary
- 1 Springhill Road Site
- 2 Town South Center

1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

Target Area and Brownfields. a. Overview of Brownfield Challenges and Description of Target Area: The City of Tallahassee (City), population 199,696 and one of the oldest cities in Florida, is located in Florida's central panhandle region and serves as the state's capital.¹ The City is home to two major universities, and much of its employment and infrastructure development in recent times has focused on state government operations and the universities. The **geographic boundary for this grant project is the city limits**, and the target area is the **Tallahassee Brownfield Grant Focus Area (TBGFA)**. The TBGFA, located in southern and central Tallahassee, is comprised of a central corridor along the North Monroe Street Corridor and Southside Action Plan areas as well as three existing state-designated Brownfield Areas: the South Monroe Street Corridor, Airport Gateway Corridor, and Gaines Street Corridor. It extends from the Tallahassee International Airport in the southwest to Belair in the southeast and is bounded by Interstate-10 to the north. It is made up of 20 census tracts (see AIS for full list).

Historically, the South Monroe Street and Gaines Street Corridors were built around rail lines and industrial activities. Printing, publishing, and food processing facilities once provided employment for many residents in the mid-20th century, but when the businesses moved out of the area, stable employment became hard to find, vacant buildings were left to deteriorate, and environmental impacts from past activities lingered. The North Monroe Street Corridor area has served as a commercial corridor with shopping centers and restaurants since the 1970s; however, with the shift in the last two decades to online shopping, many brick and mortar stores could not remain open. Now the area is full of underused properties, vacant and decrepit buildings, and brownfield sites with few magnets left to attract developers, visitors, or neighboring residents.

The **TBGFA** includes mixed commercial and residential portions of the historic southern Tallahassee neighborhoods that form the southern gateway into downtown, including Providence, Bond, and Southside. The area is home to a **large minority population (49% Black/US 12%)** living with several economic disadvantages including **high unemployment (5%/US 3%)** and **low per capita income (\$27,116/US \$43,289)**.¹ Target-area residential structures are intermixed with vacant commercial and industrial sites, inhibiting redevelopment and posing potential environmental dangers to the residents. These sites are in desperate need of assessment for the City to move forward with planned redevelopment.

b. Description of the Priority Brownfield Site(s): The **TBGFA** overlaps the target area from the previous Brownfield Assessment grant (FY22) project; therefore, the existing inventory will be expanded. The current inventory has 26 sites, and with the expanded target area the City has preliminarily identified **dozens of potential additional brownfield sites**, which include former fueling stations, automobile service facilities, and dry cleaners. **The City has identified two priority sites within the TBGFA.** Additional properties will be identified and prioritized with input from target-area residents and project partners during a thorough site-inventory process. The following priority sites were selected based on their proximity to residents and their redevelopment potential.

The first priority site, **Springhill Road Site**, is a 4.32-acre vacant wooded lot that adjoins a former gas station, currently the Big A's Tire Shop. The boundary shared with Big A's had petroleum tanks that were removed without proper assessment. Due to the nature of the former gas station and current tire shop, contaminants such as solvents, volatile organic compounds (VOCs) and semivolatile organic compounds (SVOCs); polycyclic aromatic hydrocarbons (PAHs), total recoverable petroleum hydrocarbons (TRPH), polychlorinated biphenyls (PCBs),

¹ US Census 2019–2023 American Community Survey

and metals could be impacting the site. This site is a priority due to the proximity of residents in the neighborhood to the east, a preschool adjoining to the south of the property, and because the site ties into the award-winning Cascades Park project via the Capital Cascades Trail Plan. The City owns the site, and assessments could start immediately upon award. Located in a federally designated Opportunity Zone, redevelopment of the **Springhill Road Site** will drive broader community reinvestment and economic growth.

Nearly two miles east of the Springhill Road Site, the second priority site is the **Town South Center**, a 13-acre commercial plaza along the South Monroe Street Corridor. Constructed with a 113,414-square-foot building in 1981, the site hosted various retail tenants over the decades, including one of the only two grocery stores in the Southside neighborhood, which shut its doors in 2023.² Since then, the shopping center has remained mostly vacant. The site is surrounded by residential homes to the north and east and the Munson Slough to the south, **a natural drainage corridor that flows through southern Tallahassee**, with a soon-to-open Southside Transit Center further south. Timely redevelopment of the **Town South Center** would add a significant boost to the community given the planned transit center, a major project expected to generate increased traffic, business activity, and economic opportunity in the surrounding area. In addition, this effort could include assessing potential impacts on Munson Slough, the **adjacent waterway**, burdened by urban runoff and debris. Environmental concerns at Town South Center include a drycleaner that operated on the west-adjoining property from the 1960s through the 1980s, with contaminants of concern including solvents such as perchloroethylene (PCE) and trichloroethylene (TCE). Addressing these environmental concerns alongside redevelopment will ensure that growth is both economically beneficial and environmentally responsible.

c. Identifying Additional Sites: The City developed a site inventory under its FY22 Assessment Grant that it plans to build on. In coordination with residents and project partners, the City will rank brownfield sites in the **TBGFA**, giving priority to sites that most benefit sensitive populations. Any grant funds that remain after appropriate allocation to all target-area assessment work will be used to address additional sites found throughout the **geographic boundary** that most benefit these vulnerable populations.

Revitalization of the Target Area. d. Reuse Strategy and Alignment with Revitalization Plans: The City has numerous revitalization plans for the **TBGFA** including the **Tallahassee–Leon County Comprehensive Plan 2030 (Plan 2030)** and more area-specific plans: **Greater Bond Neighborhood Plan, Southside Action Plan, North Monroe Gateway Plan, and the Blueprint Capital Cascades Trail Plan**. The potential redevelopment of the **Springhill Road Site as a park** aligns with the goals of Segment 4 of the Capital Cascades Trail Plan, which aims to provide connectivity, water quality, stormwater, and recreational improvements. Given the site’s location along the trail system connecting multiple neighborhoods, such a use has the potential to provide sought-after recreational space for the communities along the trail. This type of reuse also aligns with numerous goals of the Plan 2030, including providing adequate recreational facilities to encourage a physically and mentally healthy lifestyle for citizens. Similarly, redevelopment concepts for the **Town South Center** could explore **“purpose built” bike- and pedestrian-oriented retail and community-serving uses, such as** meeting space and street-facing storefronts, in alignment with the Tallahassee–Leon County Comprehensive Plan 2030 goal of fostering walkable development that prioritizes people over automobiles. These approaches support the pillars of the Southside Action Plan (Relief, Rehab, and Development), with a special focus on the pillar of “rehab” by building capacity, investment, and community trust.

² “‘Another blow to the community’: Save A Lot customers are disappointed in store’s sudden closure,” *Tallahassee Democrat*, June 22, 2023.

e. Outcomes and Benefits of Reuse Strategy: The revitalization of the priority brownfield sites will generate both economic and noneconomic benefits for the TBGFA, particularly in historically distressed neighborhoods. The redevelopment of the **Town South Center** could help reactivate a key commercial corridor, transforming a long-vacant shopping plaza into a vibrant, mixed-use retail and community hub. A reuse strategy at this site may support local entrepreneurship, attract investment, and create employment opportunities. Restoring access to essential services, especially following the closure of one of the area’s few grocery stores, could stimulate economic activity and improve quality of life for nearby residents. Such an approach would be consistent with the **Southside Action Plan’s “Rehab” pillar by fostering economic resilience and rebuilding community trust**. Since **Town South Center** is located in a **federally designated floodplain**, redevelopment concepts could incorporate flood mitigation techniques and stormwater management solutions, supporting the Stormwater Management Policy (13.2.33) of Plan 2030 while **improving the resilience** of the area to **extreme weather events**.

Development of a public park at the **Springhill Road Site** could provide much-needed recreational amenities to a neighborhood currently lacking such resources. Conceptual park elements may include **solar-powered lights** in the parking and sport court areas, with LED lighting in the restrooms and shelters attached to motion sensors and timers to enhance **energy efficiency**, and smart irrigation systems paired with native landscaping as well as low-flow fixtures in restrooms to **conserve water**. These strategies would support the Clean Energy (13.2.31) and Energy Efficient Environmental Design (13.2.32) policies of Plan 2030. A park at this location has the potential to promote physical activity, mental well-being, and social cohesion, especially for families, children, and seniors living near the site. It would reduce environmental health risks by remediating contamination near sensitive populations, including a preschool and adjacent homes.

Strategy for Leveraging Resources. f. Resources Needed for Site Reuse: The City as a local unit of government is eligible to apply for city, state, and federal grant funding. The City is making every effort to secure additional funding to further their Brownfield Program redevelopment goals and is evaluating the following funding opportunities:

Agency	Funding Purpose
EPA Brownfield Cleanup Grant (amount TBD)	Remediation of brownfield sites.
Florida Department of Environmental Protection (FDEP) – Waste Cleanup Section	Remediation of dry-cleaning- and hazardous-waste-impacted sites.
FDEP Petroleum Restoration Program	Cleanup/remediation of petroleum-impacted sites.
FDEP-Brownfield Program	Voluntary Cleanup Tax Credit – provides 50% tax credit on cleanup and other eligible environmental costs plus an additional 25% bonus upon the completion of a cleanup. The TBGFA already has state-designated brownfield areas. Additional funds are available through the state’s 128(a) program.
Blueprint Intergovernmental Agency	Funding, land acquisition, and technical analysis.
FDEP Nonpoint Source Management Program	Reduce nonpoint source pollution from land-use activities

g. Use of Existing Infrastructure: The existing infrastructure, such as the streets, buildings, sewer, power, and water within the TBGFA are fully developed and adequate for brownfield redevelopment, with numerous infrastructure improvement projects happening. Along the North Monroe Corridor, the City has invested \$31 million in infrastructure improvements to create trails and sidewalks allowing for pedestrian friendly access to Lake Jackson Greenway and throughout the community. The infrastructure at the two priority sites is adequate for redevelopment and reuse. If additional improvements are needed, the City will pursue additional federal and state grants.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

Community Need. a. The Community's Need for Funding: The TBGFA comprises 20 census tracts that represent small and impoverished communities, with an average population of 3,327 residents per tract.³ Economic indicators reveal significant disparities compared to national averages, highlighting the urgent need for federal support. **The median household income in the target area is \$44,718 (US \$78,538) and the per capita income stands at \$27,116 (US \$43,289).**³ Poverty and unemployment further compound the community's challenges. The family **poverty rate in the target area is 22%**, nearly triple the national rate of 8%.³ **Unemployment is also elevated at 5%**, compared to the US average of 3%.³ These figures reflect a community struggling to maintain economic stability and unable to allocate local resources toward environmental assessment, remediation, and redevelopment. **As the City is unable to allocate direct funding for the redevelopment of private property, the City cannot fund assessments on its own** and instead focuses on infrastructure improvements. City funds are allocated to planned stormwater improvements, sidewalks, sewer, roads, and a new public transit station, leaving no additional funds to address brownfield assessments. Due to these economic constraints, the community lacks the financial capacity to address brownfield sites without external assistance. The EPA Brownfields Assessment Grant is essential to catalyze revitalization efforts, attract investment, and improve public health and environmental conditions. Without this funding, the community will remain unable to overcome the barriers posed by contaminated properties and realize its vision for sustainable redevelopment.

b. Health or Welfare of Sensitive Populations: The TBGFA is home to a high concentration of sensitive populations, including **females and individuals living in poverty. Females make up 54%** of the target area (US 51%), with **30% of those females being head of household with no spouse present and living below the poverty level** (US 23%).³ Additionally, **35% of all people in the target area live below the poverty level**, nearly triple the US rate of 12%.³ In addition to these sensitive populations, on average, **49% of residents in the target area identify as Black**, more than four times the national average of 12%.³ These socioeconomic challenges force a reliance on government assistance programs, with **23% of households receiving SNAP benefits** (US 12%).³

Public safety remains a critical welfare concern in the target area, where residents face disproportionately high risks of violent and property crime. Communities burdened by high unemployment, low educational attainment (9% of the target area with no high school diploma / US 6%) low household income, and heavy reliance on government assistance often experience elevated crime rates.³ Economic hardship fuels financial stress and limits opportunities, conditions strongly correlated with property crimes and, in some cases, violent offenses. When access to stable employment and community resources is lacking, crime can emerge as a coping mechanism or survival strategy for some individuals. In Tallahassee, the likelihood of becoming a victim of **violent crime is 1 in 173, nearly double the statewide average of 1 in 345.**⁴ Property crime is even more prevalent, with odds of 1 in 40 compared to 1 in 66 across Florida.⁴ Portions of the target area are especially dangerous, including Bond, Southside, and Providence, with Providence and Bond having **gun violence rates five times higher** than other city neighborhoods.⁵ These elevated crime rates reflect systemic poverty, chronic underinvestment, and limited opportunity. Many studies have “found that **buildings surrounded by trees and green space had 52% fewer crimes** compared to those without greenery. Green space encouraged community interaction and

³ US Census 2019–2023 American Community Survey

⁴ <https://www.neighborhoodscout.com/fl/tallahassee/crime>

⁵ <https://www.tallahassee.com/story/news/local/2023/10/19/fsu-study-searches-for-meaning-in-murders-shootings-in-tallahassee/71209266007/>

informal surveillance, which discouraged criminal activity.”⁶ By facilitating the cleanup and redevelopment of contaminated sites through EPA funding, this project will create safe, accessible spaces and stimulate economic growth. Community-focused reuse strategies, such as a public park at the **Springhill Road Site** and commercial mixed-use at the **Town South Center**, will directly benefit the local sensitive populations. These investments will reduce health and safety risks, foster social cohesion, and break cycles of distress through new employment opportunities and community gathering spaces.

c. Greater Than Normal Incidence of Disease and Adverse Health Conditions: Residents in the target area experience disproportionately high rates of chronic health conditions, many of which may be linked to long-standing environmental concerns found at brownfield sites. Although the full extent of contamination at priority sites remains under investigation, their historical use as gas stations, tire shops, and dry cleaners raises significant concerns about exposure to petroleum products, solvents, and other hazardous substances known to impair respiratory and neurological health. Public health data reinforces these risks: according to CDC PLACES, the **adult asthma rate in the target area is 14%, nearly double the national average of 8%. Cancer prevalence stands at 10%** (US 8%), and 41% of adults are affected by obesity. These conditions are often worsened by environmental stressors and limited access to healthcare and healthy living environments. Leon County data further underscores these disparities, ranking in the **92nd percentile for asthma prevalence** statewide, with elevated mortality rates from breast and cervical cancers compared to Florida averages (target area data not available).⁷ Additionally, Leon County’s **infant mortality rate of 6–7 deaths per 1,000 live births exceeds both the state (5.7) and national (5.4) averages.**⁸ In 2024, the **third leading cause of child death was congenital malformations or “birth defects,”** with a rate of 4.7 per 100,000 children (state 3.0).⁹ These statistics reflect a community disproportionately impacted by environmental hazards and legacy contamination associated with brownfields like the priority sites. EPA funding will enable comprehensive assessment and pave the way for remediation and redevelopment, helping to eliminate environmental and health burdens while fostering a safer, healthier future.

d. Economically Impoverished/Disproportionately Impacted Populations: Though industries have shifted and economic decline has occurred in various areas of the city, the target area has faced deeper disinvestment, with residents experiencing lasting effects evident in stark contrasts between citywide and local data. Historically, the target area supported warehousing, light industrial activity, and commercial operations, many of which left behind **contaminated or underused properties**. As these industries declined, residents, many of whom are from **low-income and minority communities**, were disproportionately impacted by vacant lots, blight, and legacy pollution. These conditions have contributed to **higher poverty rates (35% of all people), and limited private investment**, creating barriers to sustainable growth.¹⁰ Through this grant, the City will directly address these challenges by conducting **environmental assessments, cleanup planning, and community engagement**. Redevelopment of brownfield sites will reduce environmental threats, restore land for productive use, and create opportunities for **job growth and public amenities** such as the new park. Parks in impoverished communities can **stimulate local economies** by attracting small businesses, raising property values, and creating jobs in maintenance and programming. By leveraging EPA funding, the City will not only mitigate

⁶ brec.org/assets/General_Info/Why_R_Parks_Important/Papers/Parks-Crete-Safer-Neighborhoods.pdf

⁷ <http://www.flhealthcharts.gov/ChartsDashboards/rdPage.aspx?rdReport=ChronicDisease.Report>

⁸ [Infant Mortality | Stats of the States | CDC](https://www.cdc.gov/nchs/data/infantmortality/InfantMortalityStatsOfTheStates.pdf)

⁹ <https://www.flhealthcharts.gov/ChartsDashboards>

¹⁰ US Census 2019–2023 American Community Survey

contamination but also **strengthen resilience, expand the local tax base, and ensure redevelopment benefits are shared among residents.**

Community Engagement. e. Project Involvement & f. Project Roles: The partners outlined below will play an active role in this grant-funded project, contributing to site selection and identification, leading community outreach, supporting cleanup efforts, and guiding plans for future reuse.

Name of org.	Entity’s mission	Point of contact	Specific involvement in the project or assistance provided
Blueprint Intergovernmental Agency	To enhance the quality of life, natural environment, and economic vitality of Tallahassee–Leon County through the implementation of major infrastructure projects.	Abe Prado Abe.Prado@blueprintia.org	Assistance/Decision Making: site selection and community outreach.
Good News Outreach	Local organization dedicated to relieving physical, mental, emotional, and spiritual isolation to those in our community.	Talethia Edwards Talethiae@goodnewsoutreach.org	Assistance/Decision Making: community outreach and engagement.
S&S Foundation	A nonprofit organization dedicated to breaking the cycle of homelessness by providing a comprehensive pathway to affordable housing and financial empowerment.	Sherena Strong Ssfoundationusa@gmail.com	Assistance/Decision Making: site selection and community engagement.
Apalachee Regional Planning Council	To serve citizens and local governments by providing technical assistance and a forum for communication and collaboration to preserve and enhance the economic, natural, and social environments of the region.	Caroline Smith CSmith@theaprpc.com	Assistance/Decision Making outreach and planning activities such as disseminating materials and allowing access to conference room for public meetings and future redevelopment and cleanup reuse planning.
Tallahassee Housing Authority	To maintain and provide quality, affordable housing and facilitate a network of supportive services to enhance the quality of life for our residents.	Brenda Williams brenda@tallaha.org	Assistance/Decision Making: site selection/prioritization.
South City Foundation	To honor South City’s history while securing its future. This can only be done with the leadership, buy-in, and support of those who live in South City. Local organization serves as the “community’s quarterback” for neighborhood revitalization and is a Purpose-Built Network member.	Rahkiah Brown Rahkiah@southcityfoundation.org	Assistance/Decision Making: community outreach to ensure the community is aware of the brownfield program and the work completed.

g. Incorporating Community Input: With their experience implementing past EPA Brownfield Grants, City staff will continue to solicit community assistance in site identification and reuse planning during outreach meetings held within the target-area neighborhoods. These meetings will provide opportunity for feedback, citizen concerns, and information from the residents’ unique perspectives. The City realizes using the internet and media for communication is vital in conjunction with public in-person outreach. As such, the City Brownfields Team, made up of city

staff, will distribute grant-related information through multiple online platforms via website, email, and social media outlets for broadcasting public-outreach meetings. The City will use the input and information gathered from the target-area neighborhood meetings and will respond to each concern or comment provided. within a few weeks of the quarterly Brownfield Project Team meeting. The existing Community Involvement Plan (CIP) will be updated and will describe the planned community engagement activities, schedule, project background, and key players for the brownfield project, which residents can review in City Hall or online.

The City received authorization during a City Commission Meeting held open to the public on October 22, 2025, to apply for the EPA Brownfields Assessment Grant. The City regularly communicates via email and online web meetings to establish and maintain interest in southern Tallahassee community revitalization activities, and it posts public notifications on the City’s website for regularly scheduled monthly Commission meetings. The City regularly televises meetings on WCOT, the City’s access channel, to discuss various issues, including brownfields topics; this will offer residents an alternative to in-person meetings. The City may also place public service announcements on local radio stations or distribute informational flyers via a variety of channels (including local churches, neighborhood associations, and schools). The City will continue to maintain and regularly update its dedicated Brownfields webpage, which summarizes past and current grant projects and will contain reports tailored for community members, including all information related to ongoing revitalization planning for Tallahassee’s Brownfield Areas.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

Description of Tasks/Activities and Outputs:

Task 1: Community Engagement & Inventory	
a.	<i>Project Implementation: EPA funded:</i> An updated Community Involvement Plan (CIP), outreach materials, Brownfield (BF) webpage, and social media posts will be developed by the City’s BF Project Manager with assistance from the environmental contractor (EC). City staff will lead the community/educational meetings discussing project plans and updates. The City’s BF Project Manager will work with target-area residents during outreach events to add to the site inventory. Identified abandoned and underused properties will be researched further by City staff using GIS and the property appraiser’s website. EC will work with City staff to create an evaluation ranking tool to determine the order the sites will be addressed. Supplies: printing of outreach materials (brochures/handouts) and office supplies to manage the grant.
b.	<i>Anticipated Project Schedule:</i> CIP updated in Q1. Community/educational meetings held Q1 & Q3 in Y1–4. BF webpage and outreach materials created in Q1 and posted throughout the grant project. Meeting held in Q1 will continue the preliminary inventory process. Evaluation ranking process begins in Q2 and continues throughout the grant.
c.	<i>Task/Activity Lead:</i> City: Kelly Crain, Environmental Programs Coordinator, BF Project Manager
d.	<i>Outputs:</i> CIP, BF webpage, 8 community/educational meetings, brochures/handouts, social media posts, summary of community meetings in EPA-required quarterly reports, evaluation ranking tool, site inventory list.
Task 2: Assessment	
a.	<i>Project Implementation: EPA funded:</i> The EC conducts Environmental Site Assessments (ESAs), starting with the priority sites listed in this application. ASTM-AAI-compliant Phase Is; Generic Quality Assurance Project Plan (QAPP); Phase IIs will include the Sampling and Analysis Plans (SAPs). Prior to assessment, site access agreements and property eligibility determinations approval will be obtained. National Historic Preservation Act Section 106 consultations will be addressed when applicable.
b.	<i>Anticipated Project Schedule:</i> Assessments begin Q2 and continue throughout the grant project.

c.	<i>Task/Activity Lead:</i> The EC will implement the technical aspects of the project with oversight from the City: Alissa Meyers, Director of Environmental Services, BF Project Director.
d.	<i>Outputs:</i> 16 Phase I ESAs, 1 Generic QAPP, 7 Phase II ESAs including SAPs, site access agreements, property eligibility determinations, Section 106 determinations (if applicable).
Task 3: Reuse Planning	
a.	<i>Project Implementation: EPA funded:</i> Projects identified for cleanup. The EC will prepare the Analysis for Brownfield Cleanup Alternatives (ABCA) and/or Cleanup Plans, which include evaluating cleanup alternatives, calculating cleanup costs, and determining site-appropriate remediation and/or reuse planning to reduce health/environmental risks. The EC will assist the City in hosting charrettes/visioning sessions. A planner will create the following EPA-approved planning documents: BF Area Wide Plan, Site Reuse Assessments, and a Market Study.
b.	<i>Anticipated Project Schedule:</i> Plans and charrettes begin in Q6 and will continue throughout the grant project.
c.	<i>Task/Activity Lead:</i> The EC will implement the technical aspects of the project with oversight from the City: Alissa Meyers, Director of Environmental Services, BF Project Director.
d.	<i>Outputs:</i> 4 ABCAs, 2 vision sessions/charrettes, 2 Site Reuse Assessments, 1 Market Study, 1 BF Area Wide Plan
Task 4: Programmatic Support	
a.	<i>Project Implementation: EPA non-funded:</i> The City will procure an EC to assist with the BF Grant project. The City's BF Project Director will oversee grant implementation and administration to ensure compliance with the EPA Cooperative Agreement work plan, schedule, and terms and conditions. <i>EPA funded:</i> The EC will assist in completing ACRES database reporting, yearly financial reporting, quarterly reporting, and additional programmatic support for the four-year term of the grant. The travel budget allows for three staff to attend four BF training conferences/workshops.
b.	<i>Anticipated Project Schedule:</i> Procure EC in Q1. ACRES & quarterly reporting begins in Q1 and continues throughout the grant. Annual reporting and forms created in Q5, Q9, Q13, and final closeout.
c.	<i>Task/Activity Lead:</i> City: Alissa Meyers, Director of Environmental Services and BF Project Director, and Vanessa Williams, the BF Finance Director, will oversee financial reporting.
d.	<i>Outputs:</i> ACRES database reporting, 4 annual financial reports, 16 quarterly reports, programmatic support for the four-year grant period. Three staff to attend four conferences.

e. Cost Estimates: Below are the anticipated cost estimates for this project *based on past brownfield projects as determined by local market standards with contractual hourly rates based on the skills needed for the specific tasks*. The budget for this project includes travel, supplies, conference registration (other) and contractual costs only. No administrative costs are included in the budget. **Of the budget, 54% will be spent on site-specific work and 33% for area-wide planning activities.**

Task 1 Community Engagement & Inventory: Contractual: Updated CIP \$2,400 (15 hrs × \$160); BF webpage, outreach brochure/handouts, social media posts \$2,080 (13 hrs × \$160); 8 community/educational meetings \$16,000 (\$2,000 per mtg.; 100 hours for all meetings include preparation and execution × \$160); Updating BF site inventory \$8,000 (50 hrs × \$160). Supplies: \$1,540 (computing: \$1,000 [laptop for grant management]; office supplies: poster boards, pens, markers, ink, paper \$540).

Task 2 Assessment: Contractual: 16 Phase I ESAs \$57,600 (\$3,600 each); 1 Generic QAPP \$7,000; 7 Phase II ESAs including SAPs \$175,000 (\$25,000 each).

Task 3 Reuse Planning: Contractual: 4 ABCAs \$28,000 (\$7,000 each); 2 vision sessions \$4,500 (\$2,250/meeting); 2 Site Reuse Assessment \$60,000 (\$30,000 each [Senior Planner: 50 hrs × \$200; PM Planner: 75 hrs × \$175, Support Personnel: 55 hrs × \$125]); 1 Market Study \$20,000 (Senior



Planner: 25 hrs × \$200; PM Planner: 50 hrs × \$175, Support Personnel: 50 hrs × \$125); 1 BF Area Wide Plan \$80,000 (Principal Planner: 100 hrs × \$250; Senior Planner: 120 hrs × \$200; PM Planner: 100 hrs × \$175, Support Personnel: 108 hrs × \$125).

Task 4 Programmatic Support: Contractual: ACRES database reporting, yearly financial reporting, quarterly reporting, \$22,400 (140 hrs × \$160). Travel: 3 staff to attend 4 conferences for a total of \$12,480 (flights at \$300, 2 nights in hotel at \$220/night, incidentals and per diem at \$100 per day × 3 days × 3 staff × 4 events). Other: conference registration \$3,000 (\$250 each × 3 staff × 4 events)

Category	Tasks				Totals
	<i>Community Engagement & Inventory</i>	<i>Assessment</i>	<i>Reuse Planning</i>	<i>Programmatic Support</i>	
Travel				\$12,480	\$12,480
Supplies	\$1,540				\$1,540
Contractual	\$28,480	\$239,600	\$192,500	\$22,400	\$482,980
Other				\$3,000	\$3,000
Total Budget	\$30,020	\$239,600	\$192,500	\$37,880	\$500,000

f. Plan to Measure and Evaluate Environmental Progress and Results: To ensure timely project completion, the City’s internal Brownfield Team, including the EC, will meet quarterly to track outputs identified in 3.d. and will record progress using Excel to track the scope of work, goals, and objectives. The City will submit quarterly and annual reports to the EPA. Project expenditures and activities will be monitored quarterly against the four-year timeline. Site-specific information will be recorded in the ACRES database. Key performance indicators/outputs, such as the number of neighborhood meetings, community groups and partners meetings; environmental assessments; and cleanup plans, will be tracked. Additionally, outcomes like community participation, acres assessed, acres made ready for reuse, redevelopment dollars leveraged, and jobs created will be monitored. To address potential project delays, the City has contingency plans in place, including monthly communication with the EPA Project Officer and the development of a Corrective Action Plan, if necessary, to ensure the project is completed on schedule.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Programmatic Capability. a. Organizational Capacity, b. Organizational Structure, & c. Description of Key Staff: The City of Tallahassee has organizational capacity, experienced staff, and proven systems to effectively manage all aspects of this Brownfields Assessment Grant through its Environmental Services Department, which has a long-established history of overseeing environmental programs and regulatory compliance. The **Brownfield Project Director**, Alissa Meyers, has served as the City’s Director of Environmental Services for the past nine years and currently leads the Brownfields initiative. Her daily responsibilities include oversight of three divisions including Water Quality, Code Enforcement, and Environmental Regulatory Compliance, which is responsible for administering the City’s Brownfields Program and current FY22 Assessment Grant. Ms. Meyers is a Florida Bar Licensed Attorney with over 22 years of experience in environmental matters, including her tenure as Assistant Deputy General Counsel at the Florida Department of Environmental Protection (FDEP). Her expertise ensures strong leadership and strategic oversight of the City’s Brownfields Program. Day-to-day management of the grant will be handled by the **Brownfields Project Manager**, Kelly Crain, who serves as the City’s Environmental Programs Coordinator. Ms. Crain has served in this role for two years, with current responsibilities including management of the City’s current Brownfields

Assessment Grant, and waste-related compliance for all City operations. She brings over a decade of experience from the Waste Cleanup Program at FDEP where she served as the Brownfields Program Manager, overseeing the state's voluntary cleanup program and managing Florida's 128(a) Cooperative Agreement with the US EPA. Financial oversight of the grant will be provided by the City's Financial Services Manager, Vanessa Williams, who will serve as the **Brownfield Finance Director**. Ms. Williams is a Certified Public Accountant and currently provides financial management within the City's grant management office. Her responsibilities include overseeing grant draw downs, ensuring compliance with federal financial systems such as ASAP.gov, and maintaining accurate financial records. Her experience includes more than 22 years of accounting and auditing experience with governmental agencies. Together, this team brings a comprehensive blend of legal, technical, and financial expertise that will ensure the successful implementation of the Brownfields Assessment Grant. Technical assistance will be given by the procured environmental contractor (EC).

d. Acquiring Additional Resources: The City will hire a qualified EC to support the technical and reporting aspects of the Brownfield Community-wide Assessment Grant, adhering to EPA's Professional Service procurement process and local contracting requirements. Throughout the project, additional resources or contractors will be acquired as needed.

Past Performance and Accomplishments e. Currently Has or Previously Received an EPA Brownfields Grant: (1) Accomplishments: The City has successfully implemented **ten Brownfields Grants, with the most recent in FY22**. To date, the City has conducted 23 Phase I and 6 Phase II Environmental Site Assessments (ESAs), 2 Asbestos-Containing Material surveys, and 2 Lead-Based Paint surveys, a cultural resources assessment, and endangered species assessment, with all outputs and outcomes accurately reported in the ACRES system under the FY22 Assessment Grant (\$500,000), which is currently open and expected to close in September 2026 with all funds expended. The FY17 Assessment Grant (\$300,000) supported assessments along the South Monroe Street Corridor and was successfully closed out, with all deliverables completed and documented. Outputs and outcomes of the FY17 Assessment Grant included 16 Phase I ESAs and 5 Phase II ESAs. The FY11 Revolving Loan Fund (RLF) Grant (\$1,000,000) enabled the completion of remedial activities at the Former Arts Exchange, Former St. Marks Refinery, and the Stadium Enclave. The FY11 RLF grant was closed out with all deliverables documented. Through this RLF, the City loaned out \$800,000 and awarded a subaward of \$200,000 to the neighboring city of St Marks to augment and leverage an existing EPA Brownfields Cleanup Grant.

(2) Compliance with Grant Requirements: For all three grants, the City has maintained full compliance with EPA requirements, including adherence to approved workplans, schedules, and terms and conditions. Quarterly performance reports and ACRES updates were submitted in a timely and complete manner. No corrective actions were necessary, and all grants progressed toward their expected results without issue. The FY22 grant remains open with 25% remaining. There is a clear plan to expend all remaining funds by the end of the performance period in September 2026 by completing an ABCA, a community event, and numerous Sampling and Analysis Plans and Phase II ESAs. The FY17 Assessment successfully closed out on December 31, 2021. The FY11 RLF closed out in 2018 after an extension was granted with all funds expended and no compliance concerns.



**CITY OF
TALLAHASSEE**

**FY26 Brownfield Assessment Grant
Threshold Criteria**

Threshold Criteria

1. Applicant Eligibility

- a. The City of Tallahassee, Florida (City), is eligible to apply for the EPA Brownfields Community-wide Assessment Grant as a local government as defined under 2 CFR §200.64.
- b. The City is not exempt from Federal taxation under section 501(c)(4) of Internal Revenue Code.

2. Community Involvement

With their experience implementing past EPA Brownfield Grants, City staff will continue to solicit community assistance in site identification and reuse planning during outreach meetings held within the target-area neighborhoods. These meetings will provide opportunity for feedback, citizen concerns, and information from the residents' unique perspectives. The City realizes using the internet and media for communication is vital in conjunction with public in-person outreach. As such, the City Brownfields Team, made up of city staff, will distribute grant-related information through multiple online platforms via website, email, social media outlets and Microsoft Teams for broadcasting public-outreach meetings. The City will use the input and information gathered from the target-area neighborhood meetings and will respond to each concern or comment provided within a few weeks of the quarterly Brownfield Project Team meeting. The existing Community Involvement Plan (CIP) will be updated and will describe the planned community engagement activities, schedule, project background, and key players for the brownfield project, which residents can review in City Hall or online.

The City received authorization during a City Commission Meeting held open to the public on October 22, 2025, to apply for the EPA Brownfields Assessment Grant. The City regularly communicates via email and online web meetings to establish and maintain interest in southern Tallahassee community revitalization activities, and it posts public notifications on the City's website for regularly scheduled monthly Commission meetings. The City regularly televises meetings on WCOT, the City's access channel, to discuss various issues, including brownfields topics; this will offer residents an alternative to in-person meetings. The City may also place public service announcements on local radio stations or distribute informational flyers via a variety of channels (including local churches, neighborhood associations, and schools). The City will continue to maintain and regularly update its dedicated Brownfields webpage, which summarizes past and current grant projects and will contain reports tailored for community members, including all information related to ongoing revitalization planning for Tallahassee's Brownfield Areas.

3. Expenditure of Existing Grant Funds

The City affirms that it has drawn down 75% of funds associated with the current FY22 EPA Brownfields Assessment Grant as of October 1, 2025. The current grant ends on September 30, 2026. A copy of the Automated Standard Application for Payments (ASAP) system displaying the amount of cooperative agreement funds drawn down is attached.

The City affirms that it does not have an open Multipurpose Grant.

4. **Contractors and Named Subrecipients**
Not Applicable.