



ASSESSMENT WORKPLAN

City of South Portland, Maine

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement Period of Performance: 10/1/2019 - 9/30/2022

1. GOAL 1: Core Mission

Objective 1.3 Revitalize Land and Prevent Contamination

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of Anywhere, USA, as a general purpose unit of local government, was selected for Assessment funding in the FY 2019 competition.

Our city’s industrial waterfront has been in economic and physical decline for several decades following World War II. Many properties have yet to be redeveloped due to the possibility of lingering contamination from former commercial operations such as the Liberty Shipyards and other former industrial sites. Assessing the ownership status and condition of properties along the waterfront will aid the redevelopment of this area in accordance with the City’s Comprehensive Plan, and bring about a higher use and greater overall benefit to the community. The goals of the project to be funded by this cooperative agreement is to develop an inventory of brownfield properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner, and further action needs will be determined in order to facilitate redevelopment of the properties. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, area- wide planning and conducting public outreach workshops and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (targeting 8 Phase Is, 7 Phase IIs), preparing site sampling plans, conducting cleanup/reuse planning (targeting 7 ABCAs/RAPs), and enrolling appropriate sites in the State Voluntary Cleanup Program (VCP), to determine whether further assessment, cleanup, or no action is required before redevelopment can occur.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the *City Project Manager*, assisted by the *Finance Department Manager* and the *City Attorney*, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

2. FUNDING: \$200,000 Hazardous Substances; \$100,000 Petroleum

THIS AREA INTENTIONALLY LEFT BLANK

3. BUDGET

Budget 1 – Hazardous Substances Assessment

	Task 1 Cooperative Agreement Oversight	Task 2 Community Outreach & Engagement	Task 3 Phase I & II Assessments	Task 4 Cleanup/Area- wide/Reuse Planning	Total
Personnel	\$4,000	\$5,000	\$3,000	\$4,000	\$16,000
Fringe Benefits	\$2,000	\$2,500	\$1,500	\$2,000	\$8,000
Travel	\$2,000	- 0 -	- 0 -	- 0 -	\$2,000
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Contractual	\$1,000	\$1,000	\$136,000	\$36,000	\$174,000
Other:	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Total Direct	\$9,000	\$8,500	\$140,500	\$42,000	\$200,000
Indirect Costs	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Total	\$9,000	\$8,500	\$140,500	\$42,000	\$200,000

Budget 2 – Petroleum Assessment

	Task 1 Cooperative Agreement Oversight	Task 2 Community Outreach & Engagement	Task 3 Phase I & II Assessments	Task 4 Cleanup/Area- wide/Reuse Planning	Total
Personnel	\$2,000	\$2,500	\$1,500	\$2,000	\$8,000
Fringe Benefits	\$1,000	\$1,250	\$750	\$1,000	\$4,000
Travel	\$2,000	- 0 -	- 0 -	- 0 -	\$2,000
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Contractual	\$1,000	\$1,000	\$66,000	\$18,000	\$86,000
Other:	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Total Direct	\$6,000	\$4,750	\$68,250	\$21,000	\$100,000
Indirect Costs	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Total	\$6,000	\$4,750	\$68,250	\$21,000	\$100,000

* EPA defines equipment as items that cost \$5,000 or more. Items costing less than \$5,000 are considered supplies.

4. WORKPLAN TASKS

Task 1: Cooperative Agreement Oversight

Task 1 – Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>QEP:</p> <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) • Conduct annual performance evaluations on QEP <p>Legal:</p> <ul style="list-style-type: none"> • Prepare service contract for QEP • Obtain legal services for title searches, regulation interpretations, etc. 	<p>Outputs:</p> <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	<p>Obtain QEP by 12/31/19; performance evaluation reports by 12/31 of each program year</p>	
<p>Reporting:</p> <ul style="list-style-type: none"> • Prepare MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare final report and grant closeout material 	<p>Outputs:</p> <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms • “Success Story” fact sheets <p>Outcomes:</p> <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	<p>1/30/20 ACRES updates and Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; SF425 FFR annually by 10/30</p>	
<p>Records:</p> <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	<p>Outputs:</p> <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	<p>12/31/19 and thereafter</p>	
<p>Requests for Reimbursements or Advances:</p> <ul style="list-style-type: none"> • Quarterly drawdowns 	<p>Outputs:</p> <ul style="list-style-type: none"> • Forms submitted to EPA Las Vegas for payment <p>Outcomes:</p> <ul style="list-style-type: none"> • Reduce unliquidated obligations 	<p>1/30/20 and thereafter</p>	
<p>Training:</p> <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences, Region 1 meeting, and other related workshops 	<p>Outputs:</p> <ul style="list-style-type: none"> • Attend Brownfields conference in Los Angeles, CA • Revitalizing New England: Brownfields Summit 2020 <p>Outcomes:</p> <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	<p>12/13/19 10/8/20</p>	

Task 2: Community Outreach & Engagement

Task 2 – Community Outreach & Engagement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Establish Brownfields Steering Committee: <ul style="list-style-type: none"> Establish committee and ensure that commitments made by CBOs in proposal are implemented. 	Outputs: <ul style="list-style-type: none"> Quarterly meetings, meeting agendas, attendance lists and meeting notes, participation from CBOs Outcomes: <ul style="list-style-type: none"> An active and motivated working group driving the Brownfields program 	6/30/20	
Develop Marketing Materials: <ul style="list-style-type: none"> Create brochure targeting private & public property owners, lenders and developers Create FAQ fact sheet Update website 	Outputs: <ul style="list-style-type: none"> 1 Color brochure; 1 FAQ insert; 1 easy to navigate and attractive website Outcomes: <ul style="list-style-type: none"> Up-to-date marketing tools to promote project work and disseminate information to property owners 	6/30/20	
Implement outreach strategy in target areas: <ul style="list-style-type: none"> Meet w/ local community organizations Make a presentation to City Council Publish program info in local papers and post notices in town halls & community centers 	Outputs: <ul style="list-style-type: none"> Give BF presentations at one City Council meeting at a minimum One round of ads/postings in local target areas Outcomes: <ul style="list-style-type: none"> Improve community knowledge on BF issues and identify potential BF sites 	9/30/20	
Develop Site inventory: <ul style="list-style-type: none"> Gather recognized and potential brownfields sites in target areas Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> GIS map of potential BF sites Outcomes: <ul style="list-style-type: none"> Graphical capturing of BF sites for planning and marketing work 	9/30/20	
Hold local public meetings: <ul style="list-style-type: none"> First meeting to educate the public, share the work plan, and solicit site nominations Second meeting to discuss Phase II results, and potential cleanup and redevelopment plans Third meeting on project close-out, accomplishments, and next steps 	Outputs: <ul style="list-style-type: none"> Minimum 3 local public meetings, presentation materials, attendance list Outcomes: <ul style="list-style-type: none"> Encourage public participation and support of BF projects throughout the process 	12/31/20	

Task 3: Phase I & II Assessments

Task 3 - Phase I & II Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Site prioritization and eligibility:</p> <ul style="list-style-type: none"> Establish criteria and prioritize sites Approve initial sites for Phase I investigation and conduct planning meeting with QEP Evaluate site access issues For each site, QEP provides site eligibility information to EPA (or state) for review Obtain EPA (or state) approval for Phase I 	<p>Outputs:</p> <ul style="list-style-type: none"> Planning meetings; 4 eligible sites identified in initial inventory search Estimate 4 additional eligible sites identified during remainder of grant <p>Outcomes:</p> <ul style="list-style-type: none"> 8 brownfields sites identified with the highest redevelopment and community benefit potential in target areas 	9/30/20	
<p>Phase I investigations:</p> <ul style="list-style-type: none"> QEP obtains access agreement and performs Phase I investigation QEP submits draft Phase I report to steering committee for review/comment and then completes final Phase I report 	<p>Outputs:</p> <ul style="list-style-type: none"> ~8 Phase I Reports Updated ACRES database <p>Outcomes:</p> <ul style="list-style-type: none"> ~8 potential Brownfields sites assessed through Phase I 	9/30/20	
<p>Phase II preparation:</p> <ul style="list-style-type: none"> Review Phase I results and project direction Obtain EPA approval to proceed w/ Phase II Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II activities If applicable, QEP maintains EPA approved generic QAPP w/ updated org chart 	<p>Outputs:</p> <ul style="list-style-type: none"> Project planning meetings 1 current generic QAPP (if applicable) ~7 sites approved for Phase II investigation <p>Outcomes:</p> <ul style="list-style-type: none"> ~7 priority sites identified for further investigation and potential redevelopment 	12/31/20	
<p>Phase II investigation:</p> <ul style="list-style-type: none"> QEP submits draft site-specific QAPP addendum to steering committee for review/comment EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to committee QEP performs field work according to plan Program Manager monitors site work and relays any concerns to EPA/state Track GSR efforts used during Phase II investigations QEP submits draft Phase II report to steering committee for review/comment and then completes final Phase II report Evaluate Phase II findings and implement additional investigations as appropriate to delineate extent of contamination 	<p>Outputs:</p> <ul style="list-style-type: none"> ~7 approved site-specific QAPP Addenda (delineating extent of site contamination on each Brownfield site) Phase II reports documenting the results Updated ACRES database GSR efforts noted in quarterly reporting <p>Outcomes:</p> <ul style="list-style-type: none"> ~7 priority sites with complete Phase II assessments that are ready for cleanup and reuse planning Total acres assessed through Phase II Greener and more sustainable site assessment techniques utilized 	3/31/21	

Task 4: Cleanup/Area-wide/Reuse Planning

Task 4 – Cleanup/Area-wide/Reuse Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Cleanup & Reuse Planning:</p> <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Engage real estate professionals and developer community to leverage interest in the property • QEP to develop draft cleanup alternatives and remediation plans for the site • Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning 	<p>Outputs:</p> <ul style="list-style-type: none"> • 1 or more internal cleanup and reuse planning meeting(s) • Up to 7 draft cleanup alternatives plan • Up to 7 draft remedial action plans • GSR language in ABCAs • updated ACRES database • 1 public meeting on project results • Potential for developer workshop and transaction forum <p>Outcomes:</p> <ul style="list-style-type: none"> • Up to 7 properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Greener and more sustainable plans for cleanup 	6/30/21	

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the City of South Portland will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS

The City of South Portland requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$5,000 to do the following activities: Travel and registration costs associated with the Brownfields Conference; technical assistance and legal costs associated with the RFP/RFQ for the QEP; advertising costs associated with the first public meeting.

7. Attachment 1 *(Please see Attachment 1, Budget Detail)*