

ASSESSMENT WORKPLAN

City of Belfast, Maine
Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement
October 1, 2016 – September 30, 2019

1. GOAL 3: Cleaning Up Communities and Advancing Sustainable Development
Objective 3.1 Promote Sustainable and Livable Communities

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 cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of Belfast, Maine, as a general purpose unit of local government, was selected for Assessment funding in the FY 2016 competition.

The City of Belfast will utilize this Brownfields funding to continue to implement its comprehensive community-wide Brownfields Assessment Program. The City has already conducted an inventory of potential Brownfield sites to be assessed with this funding. The City will continue to: update its existing Brownfields inventory; conduct public outreach, community involvement, and education activities; and characterize, assess, and conduct reuse and cleanup planning related to targeted Brownfield sites located in Belfast’s downtown-waterfront district. These activities will assist in the redevelopment of these distressed, blighted, and otherwise underutilized properties. Cooperative agreement funding will be used to cover the costs of activities at or in direct support of Brownfield sites, as defined under CERCLA 101(39).

The City of Belfast’s staff (Assistant City Planner, Belfast Government Television/Belfast Community Television Program Director, City Attorney, City Manager, City Planner, and Economic Development Director) and its already-established Brownfields Selection Committee will continue the lead on conducting community outreach and engagement (with assistance from the City’s Qualified Environmental Professional). Phase I and Phase II environmental site assessments, site reuse and cleanup planning work, general program management, and reporting will be undertaken by the City’s Qualified Environmental Professional (once contracted).

The City of Belfast’s staff, its Brownfields Selection Committee, and its Qualified Environmental Professional will all also work closely with the Maine Department of Environmental Protection (MEDEP) and EPA, who will provide environmental regulatory oversight and act as Brownfield advisors. Identified threats to either human health or the environment will be evaluated by the qualified environmental professional and MEDEP to help determine if immediate mitigation actions are necessary. Site reuse and cleanup planning will be completed for sites that have identified contamination, and the site will be

entered into MEDEP's Voluntary Response Action Program. The completion of this process will allow us to identify potential contamination issues at Brownfield sites, evaluate remediation/reuse strategies, and ultimately return otherwise distressed, abandoned, or environmentally stigmatized downtown sites back to viable and sustainable reuse.

2. FUNDING: \$200,000.00 Hazardous Substances; \$200,000.00 Petroleum

3. BUDGET:

Budget Category (Hazardous Substances)	Task 1: Cooperative Agreement Oversight	Task 2: Community Outreach and Engagement	Task 3: Phase I and Phase II Site Assessment Activities	Task 4: Site Reuse and Cleanup Planning	Total Cost
Personnel (City)	\$2,340.00	\$2,395.00	\$1,290.00	\$1,746.00	\$7,771.00
Fringe Benefits	\$471.50	\$642.50	\$210.00	\$324.00	\$1,648.00
Travel	\$6,454.00	\$535.00	\$127.00	\$427.00	\$7,543.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$5,200.00	\$1,000.00	\$350.00	\$000.00	\$6,550.00
Contractual	\$4,500.00	\$3,200.00	\$143,814.25	\$23,973.75	\$175,488.00
Other	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Subtotal	\$18,965.50	\$7,772.50	\$145,791.25	\$27,470.75	\$200,000.00
Budget Category (Petroleum)	Task 1: Cooperative Agreement Oversight	Task 2: Community Outreach and Engagement	Task 3: Phase I and Phase II Site Assessment Activities	Task 4: Site Reuse and Cleanup Planning	Total Cost
Personnel	\$2,340.00	\$2,395.00	\$1,290.00	\$1,746.00	\$7,771.00
Fringe Benefits	\$471.50	\$642.50	\$210.00	\$324.00	\$1,648.00
Travel	\$6,454.00	\$535.00	\$127.00	\$427.00	\$7,543.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$5,200.00	\$1,000.00	\$350.00	\$0.00	\$6,550.00
Contractual	\$4,500.00	\$3,200.00	\$143,814.25	\$23,973.75	\$175,488.00
Other	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Subtotal	\$18,965.50	\$7,772.50	\$145,791.25	\$27,470.75	\$200,000.00
TOTAL	\$37,931.00	\$15,545.00	\$291,582.50	\$54,941.50	\$400,000.00

4. WORKPLAN TASKS

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) (Month/Year)
Obtain Qualified Environmental Professional (QEP) Services	<p><i>Outputs:</i></p> <p>Request for Proposals/Request for Qualifications; documentation of meeting of open competition; contract for scope of services</p> <p><i>Outcomes:</i></p> <p>Ensure that the City has access to expertise to effectively carry out its Brownfields program</p>	9/2016	
Expand/reform City's existing Brownfields Selection Committee (also see under Task 2)	<p><i>Outputs:</i></p> <p>Expanded/reformed Brownfields Selection Committee; meetings between the City's QEP and the Brownfields Selection Committee; sets of Brownfields Selection Committee meeting agendas and minutes</p> <p><i>Outcomes:</i></p> <p>Ensuring that the Committee remains an active and motivated workgroup driving Brownfields initiatives, one which includes allied/partner Community Organizations</p>	9/2016	

<p>Conduct annual performance evaluations of City's QEP</p>	<p><i>Outputs:</i></p> <p>Performance evaluation reports and applicable corrective actions</p> <p><i>Outcomes:</i></p> <p>High-quality products and services to meet project needs; maintain a high level of work effort</p>	<p>Ongoing (annually)</p>	
<p>Reporting:</p> <p>Prepare quarterly reports, and Minority-Owned Business Enterprises/Woman-Owned Business Enterprises (MBE/WBE) forms</p> <p>Enter site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES)</p> <p>Prepare final report and grant closeout materials (includes preparation of the Federal Financial Report (FFR) form)</p>	<p><i>Outputs:</i></p> <p>Quarterly reports (12 for a 3-year grant period); MBE/WBE forms (6 for a 3-year grant period)</p> <p>Updated ACRES database</p> <p>1 FFR form; final report and other grant closeout materials</p> <p><i>Outcomes:</i></p> <p>Regular communication of project status and next steps; current database for Congressional reporting</p>	<p>Ongoing (quarterly reports generated every quarter; ACRES is updated immediately after submission of quarterly report; MBE/WBE forms submitted semi-annually); FFR form is part of the closeout process</p>	
<p>Records:</p> <p>Maintain grant files, site project files, and financial records</p>	<p><i>Outputs:</i></p> <p>Accurate and complete files</p> <p><i>Outcomes:</i></p> <p>High-quality project records reflective of the work performed; ability to better monitor progress with respect to grant budgets; ability to provide information for audits; ability to facilitate transfer of oversight of program to other City personnel</p>	<p>Ongoing</p>	

Requests for Reimbursements	<p><i>Outputs:</i></p> <p>Requests for reimbursement submitted to Las Vegas</p> <p><i>Outcomes:</i></p> <p>Reduce unliquidated obligations; preserve City's cash flow</p>	Ongoing (as expenditures are paid by the City)	
Attend EPA and MEDEP Brownfields conferences, trainings, and workshops	<p><i>Outputs:</i></p> <p>Attendance at National Brownfields Conference; attendance at other EPA and MEDEP Brownfield conferences, trainings, and workshops</p> <p><i>Outcomes:</i></p> <p>Improve Brownfields-related knowledge and expand networking opportunities</p>	Ongoing (next National Brownfields Conference is December of 2017)	

Task 2: Community Outreach and 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) (Month/Year)
<p>Update existing site inventory:</p> <p>Gather recognized and potential Brownfields (particular emphasis on target area of downtown-waterfront district) through public outreach</p> <p>Find additional sites through review of existing EPA and MEDEP environmental databases, historical maps, and conducting windshield surveys</p> <p>Enter sites on Geographic Information System (GIS) mapping tool</p>	<p><i>Outputs:</i></p> <p>Updated inventory and GIS map of potential Brownfields</p> <p><i>Outcomes:</i></p> <p>Graphical capturing of Brownfields for planning and marketing work</p>	2/2017	
<p>Ensure commitments made by Community Organizations (COs) are implemented</p>	<p><i>Outputs:</i></p> <p>Inclusion of Brownfields information in CO electronic and print newsletters, and on their websites and/or facebook pages; additional new members added to the Brownfields Selection Committee</p> <p><i>Outcomes:</i></p> <p>Wider public awareness and better understanding of the assessment program</p>	Initiate 7/2016; ongoing thereafter	

<p>Develop additional/updated public outreach deliverables</p>	<p><i>Outputs:</i></p> <p>Updated versions of the City’s 2 existing Brownfields brochures; additional public outreach deliverables (such as a brochure targeted towards lending institutions and real estate developers, or site-specific marketing materials); updated section of City website regarding Brownfield Assessment Program</p> <p><i>Outcomes:</i></p> <p>Up-to-date marketing tools to promote project work and disseminate information, and to educate residents on program</p>	<p>3/2017; maybe later for site-specific marketing materials (as sites complete site reuse and cleanup planning)</p>	
<p>Implement outreach strategy:</p> <p>Hold public meetings to promote and discuss the City’s Brownfields Assessment program</p> <p>Hold public meetings to discuss results of Phase II environmental site assessments and/or site reuse and cleanup planning activities for specific sites</p> <p>Create and distribute news releases regarding the City’s Brownfields Assessment Program</p> <p>Create public television segments regarding the City’s Brownfields Assessment Program</p> <p>Respond to questions and comments from the community</p> <p>Notify adjacent landowners and COs of assessment schedules</p> <p>City, QEP, and/or Brownfields Selection Committee conducts marketing to leverage developer/lender interest in specific sites</p>	<p><i>Outputs:</i></p> <p>At least 3 general Brownfield program presentations at (public, organization) meetings</p> <p>Public meetings for specific sites to discuss results of Phase II environmental site assessments and/or site reuse and cleanup planning activities</p> <p>News releases</p> <p>Public television segments</p> <p>Updated Frequently Asked Questions (FAQs) for City’s website</p> <p><i>Outcomes:</i></p> <p>A more informed and educated public regarding Brownfields, specific assessment activities, and the development of cleanup and reuse plans; additional input and potential sites for the site inventory</p>	<p>Initiate 10/2016; ongoing thereafter</p>	

Task 3: Phase I and Phase II Site Assessment Activities

<p>Subtasks (Commitments)</p>	<p>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</p>	<p>Anticipated Accomplishment Date(s) (Month/Year)</p>	<p>Actual Accomplishment Date(s) (Month/Year)</p>
<p>Site eligibility determination:</p> <p>For each site applying to program, provide site eligibility information to EPA for review</p> <p>Evaluate site access issues</p> <p>Obtain EPA and MEDEP approval for Phase I investigation</p>	<p><i>Outputs:</i></p> <p>Brownfields Selection Committee meetings; sets of Brownfields Selection Committee meeting agendas and minutes</p> <p>Site eligibility determinations (approximately 18)</p> <p><i>Outcomes:</i></p> <p>Sites ready for investigation</p>	<p>Initiate 10/2016; ongoing thereafter</p>	
<p>Phase I investigations:</p> <p>Conduct planning meeting between City and QEP to discuss approved site</p> <p>QEP obtains access agreement and performs Phase I investigation</p> <p>QEP submits draft Phase I report to project team members</p> <p>Team reviews/comments on draft Phase I</p> <p>QEP submits final Phase I report to project team members</p> <p>City and QEP discuss Phase I results with property owner, prospective purchaser, and/or developer, determines next steps</p> <p>QEP discusses Phase I results with Brownfields Selection Committee; who authorizes/denies further assessment work</p>	<p><i>Outputs:</i></p> <p>Brownfields Selection Committee meetings; sets of Brownfields Selection Committee meeting agendas and minutes; project planning meetings</p> <p>Phase I environmental site assessment reports (approximately 14)</p> <p><i>Outcomes:</i></p> <p>High-potential Brownfields assessed through Phase I</p> <p>Clear idea of next steps in assessment process and the needs of the property owner, prospective purchaser, and/or developer</p> <p>Total number of total acres assessed through Phase I</p>	<p>Initiate 11/2016; ongoing thereafter</p>	

<p>Phase II preparation:</p> <p>Obtain EPA and MEDEP approval to proceed with Phase II investigation</p> <p>Conduct planning meeting between City and QEP to discuss site</p> <p>Encourage QEP to maximize efficiencies and minimize negative impacts by incorporating green and sustainable remediation techniques that are applicable to Phase II environmental site assessment activities</p> <p>QEP submits EPA-approved generic Quality Assurance Project Plan (QAPP) with updated organizational chart</p>	<p><i>Outputs:</i></p> <p>Project planning meetings</p> <p>1 approved generic QAPP</p> <p><i>Outcomes:</i></p> <p>High-priority sites identified for further investigation and potential redevelopment</p>	<p>Initiate 1/2017; ongoing thereafter</p>	
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<p>Phase II investigations:</p> <p>QEP submits draft site-specific QAPP addendum to project team for review and comments</p> <p>EPA and MEDEP approval is obtained and QEP submits final site-specific QAPP addendum to team</p> <p>QEP performs field work according to plan</p> <p>City monitors site work and communicates any concerns with EPA and MEDEP</p> <p>City tracks green and sustainable site assessment efforts used during Phase II investigations</p> <p>Consultant submits draft Phase II report to project team for review and comments</p> <p>QEP submits final Phase II report to project team</p> <p>City and QEP discuss Phase II results with property owner, prospective purchaser, and/or developer to determine next steps</p> <p>QEP discusses Phase II results with Brownfields Selection Committee, who authorizes/denies further assessment work</p> <p>Project team implements additional Phase II investigations, as appropriate, to delineate extent of contamination</p>	<p><i>Outputs:</i></p> <p>Approved site-specific QAPP addenda (approximately 9)</p> <p>Phase II environmental site assessment reports (approximately 9)</p> <p><i>Outcomes:</i></p> <p>High-priority sites with complete Phase II environmental site assessments that are ready for site reuse and cleanup planning</p> <p>Greener and more sustainable site assessment techniques utilized</p> <p>Clear idea of next steps in assessment process and the needs of the property owner, prospective purchaser, and/or developer</p> <p>Total number of total acres assessed through Phase II</p>	<p>Initiate 2/2017; ongoing thereafter</p>	
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Task 4: Site Reuse and Cleanup 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) (Month/Year)
<p>Meetings among City, QEP, Brownfields Selection Committee, MEDEP, and EPA to develop site reuse and cleanup plans for site</p> <p>Prepare Analyses of Brownfields Cleanup Alternatives (ABCAs), Conceptual Remedial Action Plans (RAPs), and Focused Feasibility Studies</p> <p>Incorporate Green and Sustainable Remediation (GSR) principles/techniques into ABCAs</p> <p>City and QEP discuss site reuse and cleanup results with property owner, prospective purchaser, and/or developer</p> <p>QEP discusses site reuse and cleanup results with Brownfields Selection Committee</p> <p>QEP assists property owners with enrolling sites in MEDEP's Voluntary Response Action Program (VRAP)</p>	<p><i>Outputs:</i></p> <p>Project planning meetings</p> <p>ABCAs (approximately 9); Conceptual RAPs (approximately (9); Focused Feasibility Studies</p> <p>GSR language in ABCA</p> <p>Applications submitted to MEDEP VRAP</p> <p><i>Outcomes:</i></p> <p>High-priority sites that are ready for cleanup and redevelopment</p> <p>Greener and more sustainable plans for cleanup</p> <p>Number of total acres ready for cleanup and redevelopment</p>	<p>Initiate 6/2017; ongoing thereafter</p>	

5. QUALITY ASSURANCE

Prior to undertaking Phase II environmental site assessments, the City of Belfast and/or their Qualified Environmental Professional will prepare and submit a Quality Assurance Project Plan (QAPP) and/or Site-Specific QAPP addenda, which will meet the approval of U.S. EPA Region I Brownfields Program and MEDEP. The QAPP and Site-Specific QAPP addenda will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II environmental site assessments. QAPP approval will be obtained prior to performing any field activities.

6. PRE-PRE-AWARD AND PRE-AWARD COSTS

The City of Belfast requests the approval of pre-pre-award (prior to 7/1/16) costs for this agreement. It is estimated that the City will need \$2,000.00 to do the following activities: City personnel attending EPA new grantee training.

The City of Belfast also requests the approval of pre-award costs for this agreement. It is estimated that we will need \$25,000.00 to do the following activities: advertising for Requests for Proposals/Requests for Qualifications for a Qualified Environmental Professional; reviewing Proposals/Qualifications and conducting interviews of Qualified Environmental Professionals; updating the City's Brownfields inventory; performing community outreach and engagement; performing site eligibility determinations; performing Phase I environmental site assessments; and purchasing supplies (large-format printer-scanner-plotter-copier).

7. ATTACHMENTS 1-4 (TASK-SPECIFIC BUDGETS)

Task-specific budgets for each of the 4 aforementioned tasks are attached.

Task 1: Cooperative Agreement Oversight (Hazardous Substances)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	20	\$21.00	\$420.00	\$105.00
City Attorney	2	\$225.00	\$450.00	\$0.00
City Manager	2	\$45.00	\$90.00	\$22.50
City Planner	5	\$36.00	\$180.00	\$45.00
Economic Development Director	40	\$30.00	\$1,200.00	\$300.00
SUBTOTALS				
Personnel				\$2,340.00
Fringe Benefits				\$471.50
Travel				\$6,454.00
Equipment				\$0.00
Supplies				\$5,200.00
Contractual				\$4,500.00
Other				\$0.00
TOTAL BUDGET				\$18,965.50

Task 1: Cooperative Agreement Oversight (Petroleum)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	20	\$21.00	\$420.00	\$105.00
City Attorney	2	\$225.00	\$450.00	\$0.00
City Manager	2	\$45.00	\$90.00	\$22.50
City Planner	5	\$36.00	\$180.00	\$45.00
Economic Development Director	40	\$30.00	\$1,200.00	\$300.00
SUBTOTALS				
Personnel				\$2,340.00
Fringe Benefits				\$471.50
Travel				\$6,454.00
Equipment				\$0.00
Supplies				\$5,200.00
Contractual				\$4,500.00
Other				\$0.00
TOTAL BUDGET				\$18,965.50

Explanations of Costs (Both Hazardous Substances and Petroleum):

Personnel:

The hourly wage rates for personnel are as of July 7th, 2016, rounded down to the nearest dollar. The total amount of \$4,680.00 is planned to be split evenly between hazardous substances and petroleum (\$2,340.00 each).

Fringe Benefits:

The value of fringe benefits for City of Belfast personnel involved in this project, except for the City Attorney, was conservatively estimated by the City Treasurer as being equivalent to 25% of the individual's hourly wage rate, as of July 7th, 2016. The City Attorney is actually an outside legal firm, and as such, they simply bill the City a flat hourly rate for their work (and pay their own fringe benefits out of that). The total amount of \$943.00 is planned to be split evenly between hazardous substances and petroleum (\$471.50 each).

Travel:

This represents costs to be incurred for: 1) 3 City of Belfast personnel to attend the 2017 National Brownfields Conference (100 miles of automobile travel at \$0.54/mile (federal standard business rate for mileage reimbursement as of 1/1/16; the City of Belfast will always charge mileage to this grant at the current prevailing federal standard business rate for mileage reimbursement) = \$54.00, +\$10.00 tolls + \$750.00 airfare + \$100.00 ground transportation + \$200.00 registration + \$1,000.00 hotel + \$600.00 per diem/meals = \$2,714.00/person; \$8,142.00 total for 3 personnel); 2) City of Belfast personnel to attend other EPA and MEDEP Brownfield conferences, trainings, and workshops (800 miles of automobile travel at \$0.54/mile = \$432.00, + \$20.00 tolls + \$500.00 hotels + \$600.00 per diem/meals = \$1,552.00); 3) City of Belfast personnel to attend other non-EPA/MEDEP conferences that have connections to Brownfields (600 miles of automobile travel at \$0.54/mile = \$324.00, + \$40.00 tolls + \$750.00 airfare + \$1,000.00 hotels + \$600.00 per diem/meals + \$100.00 ground transportation = \$2,814.00); and 4) Brownfields-related business meals (including for City personnel and volunteers conducting reviews and interviews of Qualified Environmental Professionals) (\$400.00). The total amount of \$12,908.00 is planned to be split evenly between hazardous substances and petroleum (\$6,454.00 each).

Supplies:

This represents costs to be incurred for: 1) 1 or more newspaper advertisements related to the process of obtaining a Qualified Environmental Professional (\$400.00); 2) 2 new computer laptops/workstations with accessories (2 x \$2,500.00 = \$5,000.00); and 3) a portion of the purchase of a large-format printer-scanner-plotter-copier (\$5,000.00). The total amount of \$10,400.00 is planned to be split evenly between hazardous substances and petroleum (\$5,200.00 each).

Contractual:

This represents costs to be incurred for the Qualified Environmental Professional to do (or assist with) the following: sign a contract with the City of Belfast; prepare quarterly reports; prepare Minority-Owned Business Enterprises/Woman-Owned Business Enterprises reports; prepare Federal Financial Report forms; and enter site data into the Assessment, Cleanup and Redevelopment Exchange System. The total amount of \$9,000.00 is planned to be split evenly between hazardous substances and petroleum (\$4,500.00 each).

Task 2: Community Outreach and Engagement (Hazardous Substances)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	15	\$21.00	\$315.00	\$157.50
Belfast Government Television/Belfast Community Television Program Director	20	\$35.00	\$700.00	\$140.00
City Planner	5	\$36.00	\$180.00	\$45.00
Economic Development Director	20	\$30.00	\$1,200.00	\$300.00
SUBTOTALS				
Personnel				\$2,395.00
Fringe Benefits				\$642.50
Travel				\$535.00
Equipment				\$0.00
Supplies				\$1,000.00
Contractual				\$3,200.00
Other				\$0.00
TOTAL BUDGET				\$7,772.50

Task 2: Community Outreach and Engagement (Petroleum)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	15	\$21.00	\$315.00	\$157.50
Belfast Government Television/Belfast Community Television Program Director	20	\$35.00	\$700.00	\$140.00
City Planner	5	\$36.00	\$180.00	\$45.00
Economic Development Director	20	\$30.00	\$1,200.00	\$300.00
SUBTOTALS				
Personnel				\$2,395.00
Fringe Benefits				\$642.50
Travel				\$535.00
Equipment				\$0.00
Supplies				\$1,000.00
Contractual				\$3,200.00
Other				\$0.00

Explanations of Costs (Both Hazardous Substances and Petroleum):*Personnel:*

The hourly wage rates for personnel are as of July 7th, 2016, rounded down to the nearest dollar. The Belfast Government Television/Belfast Community Television Program Director is not paid hourly, but receives a weekly payment of \$353.98; working at an average of 10 hours per week, this results in an effective hourly rate of \$35.00. The total amount of \$4,790.00 is planned to be split evenly between hazardous substances and petroleum (\$2,395.00 each).

Fringe Benefits:

The value of fringe benefits for City of Belfast personnel involved in this project, except for the Belfast Government Television/Belfast Community Television Program Director, was conservatively estimated by the City Treasurer as being equivalent to 25% of the individual's hourly wage rate, as of July 7th, 2016. The Belfast Government Television/Belfast Community Television Program Director receives fewer fringe benefits than other City personnel and as such, the value of those benefits are conservatively estimated to be 20% of their hourly wage rate. The total amount of \$1,285.00 is planned to be split evenly between hazardous substances and petroleum (\$642.50 each).

Travel:

This represents costs to be incurred for: 1) City of Belfast personnel to gather site information, and to attend meetings with various stakeholders and potentially interested parties (500 automobile miles @ \$0.54/mile (federal standard business rate for mileage reimbursement as of 1/1/16; the City of Belfast will always charge mileage to this grant at the current prevailing federal standard business rate for mileage reimbursement) = \$270.00); and 2) Brownfields-related business meals (\$800.00). The total amount of \$1,070.00 is planned to be split evenly between hazardous substances and petroleum (\$535.00 each).

Supplies:

This represents costs to be incurred for: 1) the design and production of public outreach deliverables (such as brochures, handouts, and reports) to promote and educate interested parties regarding the Brownfields program in general as well as specific Brownfields undergoing assessment activities and/or site reuse and cleanup planning (\$1,400.00); and 2) postage costs for mailings of public outreach deliverables (\$600.00). The total amount of \$2,000.00 is planned to be split evenly between hazardous substances and petroleum (\$1,000.00 each).

Contractual:

This represents costs to be incurred for the Qualified Environmental Professional to do (or assist with) the following: attend public outreach and education meetings; educate owners on the risks and benefits of the program; gather information; update the community regarding the Brownfields program as well as assessment, site reuse, and cleanup planning activities for specific sites; notify adjacent land owners and community organizations of assessment schedules; respond to community questions/comments; develop public service announcements and television segments; update the City's existing Brownfields inventory; update existing public outreach deliverables; and create additional public outreach deliverables. The total amount of \$6,400.00 is planned to be split evenly between hazardous substances and petroleum (\$3,200.00 each) (the only exception may be to charge to Hazardous Substances or to Petroleum for site-specific presentations/public outreach).

Task 3: Phase I and Phase II Site Assessment Activities (Hazardous Substances)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	10	\$21.00	\$210.00	\$52.50
City Attorney	2	\$225.00	\$450.00	\$0.00
City Planner	5	\$36.00	\$180.00	\$45.00
Economic Development Director	15	\$30.00	\$450.00	\$112.50
SUBTOTALS				
Personnel				\$1,290.00
Fringe Benefits				\$210.00
Travel				\$127.00
Equipment				\$0.00
Supplies				\$350.00
Contractual				\$143,814.25
Other				\$0.00
TOTAL BUDGET				\$145,791.25

Task 3: Phase I and Phase II Site Assessment Activities (Petroleum)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	10	\$21.00	\$210.00	\$52.50
City Attorney	2	\$225.00	\$450.00	\$0.00
City Planner	5	\$36.00	\$180.00	\$45.00
Economic Development Director	15	\$30.00	\$450.00	\$112.50
SUBTOTALS				
Personnel				\$1,290.00
Fringe Benefits				\$210.00
Travel				\$127.00
Equipment				\$0.00
Supplies				\$350.00
Contractual				\$143,814.25
Other				\$0.00
TOTAL BUDGET				\$145,791.25

Explanations of Costs (Both Hazardous Substances and Petroleum):

Personnel:

The hourly wage rates for personnel are as of July 7th, 2016, rounded down to the nearest dollar. The total amount of \$1,290.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Fringe Benefits:

The value of fringe benefits for City of Belfast personnel involved in this project, except for the City Attorney, was conservatively estimated by the City Treasurer as being equivalent to 25% of the individual's hourly wage rate, as of July 7th, 2016. The City Attorney is actually an outside legal firm, and as such, they simply bill the City a flat hourly rate for their work (and pays their own fringe benefits out of that). The total amount of \$210.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Travel:

This represents costs to be incurred for: 1) City of Belfast personnel to attend site visits (50 automobile miles @ \$0.54/mile (federal standard business rate for mileage reimbursement as of 1/1/16; the City of Belfast will always charge mileage to this grant at the current prevailing federal standard business rate for mileage reimbursement) = \$27.00); and 2) Brownfields-related business meals (\$100.00). The total amount of \$127.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Supplies:

This represents costs to be incurred for: 1) photocopying background materials on file at the Waldo County Registry of Deeds and other relevant information repositories (\$50.00); and 2) purchase of safety gear (steel toe boots, hard hats, safety glasses, ear plugs, etc.) for City personnel (\$300.00). The total amount of \$350.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Contractual:

This represents costs to be incurred for the Qualified Environmental Professional to do (or assist with) the following: performing eligibility determinations; conducting Phase I Environmental Site Assessments; completing Site-Specific Quality Assurance Plans; and conducting Phase II Environmental Site Assessments. The amount of \$143,814.25 is included in each of the Hazardous Substances and Petroleum task budgets.

Task 4: Site Reuse and Cleanup Planning (Hazardous Substances)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	16	\$21.00	\$336.00	\$84.00
City Attorney	2	\$225.00	\$450.00	\$0.00
City Planner	10	\$36.00	\$360.00	\$90.00
Economic Development Director	20	\$30.00	\$600.00	\$150.00
SUBTOTALS				
Personnel				\$1,746.00
Fringe Benefits				\$324.00
Travel				\$427.00
Equipment				\$0.00
Supplies				\$0.00
Contractual				\$23,973.75
Other				\$1,000.00
TOTAL BUDGET				\$27,470.75

Task 4: Site Reuse and Cleanup Planning (Petroleum)

PERSONNEL				
Position	Estimated Time (In Hours)	Hourly Wage Rate	Wages	Fringe Benefits
Assistant City Planner	16	\$21.00	\$336.00	\$84.00
City Attorney	2	\$225.00	\$450.00	\$0.00
City Planner	10	\$36.00	\$360.00	\$90.00
Economic Development Director	20	\$30.00	\$600.00	\$150.00
SUBTOTALS				
Personnel				\$1,746.00
Fringe Benefits				\$324.00
Travel				\$427.00
Equipment				\$0.00
Supplies				\$0.00
Contractual				\$23,973.75
Other				\$1,000.00
TOTAL BUDGET				\$27,470.75

Explanations of Costs (Both Hazardous Substances and Petroleum):

Personnel:

The hourly wage rates for personnel are as of July 7th, 2016, rounded down to the nearest dollar. The total amount of \$1,746.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Fringe Benefits:

The value of fringe benefits for City of Belfast personnel involved in this project, except for the City Attorney, was conservatively estimated by the City Treasurer as being equivalent to 25% of the individual's hourly wage rate, as of July 7th, 2016. The City Attorney is actually an outside legal firm, and as such, they simply bill the City a flat hourly rate for their work (and pay their own fringe benefits out of that). The total amount of \$324.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Travel:

This represents costs to be incurred for: 1) City of Belfast personnel to attend site visits (50 automobile miles @ \$0.54/mile (federal standard business rate for mileage reimbursement as of 1/1/16; the City of Belfast will always charge mileage to this grant at the current prevailing federal standard business rate for mileage reimbursement) = \$27.00); and 2) Brownfields-related business meals (\$300.00). The total amount of \$427.00 is included in each of the Hazardous Substances and Petroleum task budgets.

Contractual:

This represents costs to be incurred for the Qualified Environmental Professional to do (or assist with) the following: attend planning meetings with MEDEP and/or EPA; conduct Remedial Action Plans; conduct Analyses of Brownfields Cleanup Alternatives; prepare and submit applications to MEDEP's Voluntary Response Action Program. The amount of \$23,973.75 is included in each of the Hazardous Substances and Petroleum task budgets.

Other:

This represents costs to be incurred for MEDEP Voluntary Response Action Program management costs.