

FY15 EPA Brownfields Area-Wide Planning Program

City of St. Helens

Workplan for CERCLA Section 104(k)(6) Cooperative Agreement

1. ENVIRONMENTAL RESULTS

EPA Strategic Plan Goal 3: Cleaning Up Communities and Advancing Sustainable Development

Objective: Promote Sustainable and Livable Communities

CFDA: 66.814 (Brownfields Training, Research, and Technical Assistance Grants and Cooperative Agreements)

Brownfield assessment, cleanup and reuse are integral components of EPA's mission of protecting human health and the environment. By definition, brownfield sites are a potential source of environmental contaminants that could negatively affect human health and the environment.

EPA's Brownfields Area-Wide Planning (BF AWP) Program is designed to help communities confront local environmental and public health challenges related to brownfields, and benefit underserved or economically disadvantaged communities. Area-wide planning for brownfields encourages community-based involvement in site assessment, cleanup and reuse planning, as well as overall neighborhood revitalization. Through a BF AWP approach, the community identifies a specific project area that is affected by a single large or multiple brownfields, then works with residents and other stakeholders to develop reuse plans for catalyst, high priority brownfield sites and the project area surrounding these sites. These reuse plans then inform the assessment and cleanup of brownfield sites.

As the brownfields area-wide plans are implemented by the communities, and properties within the area affected by brownfields are cleaned up and reused, EPA expects there will be positive environmental outcomes related to public health, air and water quality, such as reduced exposure to contaminants, reduced greenhouse gas emissions and other air pollutants, reduced stormwater runoff, and substantial reductions in pollutant loadings in local waterways. EPA expects these types of environmental outcomes at brownfields and other infill properties that accommodate the growth and development that would otherwise have occurred on undeveloped, greenfield properties.

Catalyst for economic development—The City has identified two catalyst sites (the Veneer Mill and Boise White Paper Mill) that have significant potential as employment and economic anchors for a mix of commercial and residential uses, as well as tourism and public access to the waterfront. Their proximity to the downtown and main street corridor allows for a seamless extension of the business district with space for a variety of uses. The BF AWP grant provides an opportunity to develop a cohesive, systematic community and economic development strategy that addresses the connection between the existing downtown and the catalyst properties. This clear vision will help spur interest among investors in redevelopment of the area according to the best uses planned for the community and the local economy.

Facilitating use of existing infrastructure—The City, residents, and business community recognize the importance of providing transportation links from the highway to the downtown district and the catalyst properties. The BF AWP grant will help to facilitate the planning of best routes and other features related to infrastructure (including sewer and water capacity), including possible uses for rail lines and existing industrial buildings.

Creating and preserving natural environmental areas—The City and the St. Helens community place high importance on parkland, riverfront access, and natural habitat preservation. Incorporating nature trails, green spaces, connections with Nob Hill Nature Park adjacent to the catalyst properties, and using sustainable design elements for possible infrastructure will be addressed in the redevelopment evaluation of the catalyst sites. The BF AWP grant will provide assistance in the planning process to incorporate the natural environment in redevelopment efforts.

Other sustainable and equitable development—The City's evaluation will include the possibility of affordable housing on and surrounding the catalyst sites. The likely increase to property values resulting from revitalization will be a major factor in creating a sustainable plan for the properties. Stacked mixed-use buildings will be used to maximize space and create a more diverse and sustainable economy. Access to the catalyst site area will also acknowledge all modes of transportation: public transit, cars, bicycles, and pedestrian use.

2. PROJECT DESCRIPTION

The Small Business Liability Relief and Brownfields Revitalization Act 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. Entities are selected from proposals prepared in accordance with the Request for Proposals for the BF AWP Grant and submitted in a national competition. City of St. Helens was selected as a BF AWP grant recipient in the FY 2015 competition.

2.1 Objective

The City of St. Helens will facilitate community involvement and conduct research/technical assistance activities that will enable them to develop a brownfields area-wide plan, including a robust plan implementation strategy, for the Waterfront Redevelopment Project. Two brownfield sites are considered catalyst, high priority sites within this project area. The reuse strategies and plans developed for these brownfield sites through this project are being done to help facilitate site assessment, cleanup and eventual redevelopment.

The City's waterfront project area consists of two high-priority catalyst sites. Both sites were former paper and wood-related industrial mills that provided more than 900 family wage jobs. Over the past ten years, declines in paper market demand required major reductions in the workforce to the point where both sites closed in 2008 and 2012, respectively. If remediated from likely contaminants resulting from previous industrial activities, these properties will spur redevelopment of adjacent properties, transform the downtown waterfront, and have a positive

economic impact for the entire city. They have also been selected because of their critical role in allowing the City to achieve community development goals for increased public riverfront access, environmental restoration, improved connectivity and economic development. The goal of the project to be funded by this cooperative agreement is to develop an area-wide plan (including a plan implementation strategy) for the identified high priority catalyst sites in this project area. The City will conduct activities focused on helping to understand the community's goals for this project area and focus on the brownfield sites as opportunities to meet those goals.

BF AWP activities funded under this grant will help to inform the subsequent assessment, cleanup, and subsequent reuse of those sites. This goal will be accomplished by involving the community to identify various needs and uses for these sites, market and infrastructure feasibility, and assessment of the environmental conditions of these two catalyst brownfields. Tasks to complete this will be performing public outreach, assess the existing conditions of the sites including a detailed market assessment performed by a professional economic development contractor, create a site-specific redevelopment assessment and scenario planning, and an area-wide implementation strategy to assist in cleanup and redevelopment of these brownfield sites.

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 John Walsh, the City Administrator, assisted by the City's Finance Director and City Attorney, with technical assistance and oversight to be performed by a planning contractor with experience in brownfields issues.

2.2 Results or Benefits Expected

The activities and information gathered under this cooperative agreement will be done in a manner that facilitates subsequent assessment, cleanup and redevelopment of brownfields sites.

The City is committed to planning through an open, public process. As the City proceeds in the planning process and considers acquisition of the catalyst properties, it is critical that they engage the public on a broader level in order to shape public policy and the decision points moving forward. The community's insights on understanding the local economic market and being able to provide feedback and ideas on infrastructure and redevelopment opportunities will be crucial to the success of these two catalyst brownfield sites.

2.3 Approach

2.3.1 Activities/Tasks/Methodology

Work program will be developed in close consultation with EPA Region 10 Brownfields Program. EPA's Office of Brownfields and Land Revitalization may also be consulted.

TASK 1. Cooperative Agreement Oversight and Project Management

Task 1 activities will include the following:

- hiring a planning/environmental design/community involvement project contractor with brownfields and economic development expertise or otherwise obtaining contractor services for the BF AWP project
- attending relevant training and conferences, including:
 - September 2015 Brownfields Conference in Chicago, IL (grantee kick-off meeting expected), and
 - Fall 2016 mid-project training meeting for all FY15 BF AWP grantees (location: TBD)
 - Regional grantee meetings/workshops, etc
- monthly (or more frequent) project calls with EPA project officer
- regular reporting of accomplishments in ACRES, including all project leveraging information and associating assessment and cleanup property to the BF AWP grant
- preparing quarterly/final progress reports, workplan deliverables tracking, and financial status reports
- project closeout

Task will be conducted by:

John Walsh, the City Administrator, will be overseeing programmatic activities, including preparation of quarterly reports, annual financial reporting, and all other USEPA reporting requirements.

The project contractor is budgeted for assistance with preparation of reports and other eligible programmatic activities in support of execution of the tasks outlined below.

Key task deliverables are expected to be:

Completion of reports and management of the project is completed on time and correctly. This will result in the creation of a finalized area-wide plan for the project area addressing the needs of the community to help revitalize the catalyst brownfield sites.

TASK 2. Community involvement activities that lead to identifying community priorities for near and long-term cleanup and reuse of brownfield sites.

These activities will be designed to help identify possible reuses for brownfields that will meet community health, environmental and economic development goals. Task 2 activities will include:

- *Informational Materials*—The City will develop and distribute informational materials to help educate residents and property and business owners within and neighboring the planning area. The materials will communicate the goals and anticipated outcomes of the project and inform the recipients regarding ways to be involved in the project. Materials will be distributed through mail and through a project website to be developed and maintained by the City.
- *Community Meetings*—The City will conduct two public meetings dedicated to the AWP effort. The first public meeting will be held as an open house intended to educate the public on the AWP efforts and the opportunity for redevelopment on BWP and Veneer properties. The public will be asked to set priorities and generate ideas for future use of the two properties. A second open house will be held to present conceptual reuse scenarios for the two properties and collect feedback regarding the community's preferred uses.

- *Citizen Advisory Committee*—The City will create a Citizen Advisory Committee of partners to help guide the planning process and inform the general public on a regular basis. Community representatives from local and regional economic development, public health, environmental, and government organizations will participate in these committees. It is anticipated that the committee formed during this project will remain in effect throughout the lifespan of the redevelopment of the downtown waterfront planning area to ensure continuity and consistent engagement with the community.

Task will be conducted by:

The community involvement project contractor selected by the City will be developing informational materials and facilitate the two community meetings and monthly committee meetings.

City staff will participate in the meetings and assist in public involvement promotion through a project website and other traditional and social media.

Key task deliverables are expected to be:

The community involvement process will result in a report showcasing the community's input in the area-wide planning process. Their input will provide insight on local economic development factors, infrastructure and redevelopment opportunities, environment sustainability, and equitable development.

TASK 3. Research existing conditions of the project area and the specific catalyst/high priority brownfield sites.

These activities will be designed to help identify possible reuses for brownfields that will meet community health, environmental and economic development goals, and help lead to assessment and cleanup of brownfield sites. Task 3 activities will include:

- Assessment of the physical and regulatory conditions in the project area and on catalyst properties that may have implications for redevelopment, such as availability of services and infrastructure gaps; transportation and access, topography, and other physical constraints; as well as, land use and environmental regulations.
- Assessment of transportation access from US Highway 30 to the catalyst properties will be examined to better understand how infrastructure improvements might enhance the access and visibility of the catalyst properties.
- Assessment of the existing historic downtown district and its connection to the catalyst sites with recommended modifications.
- A detailed market assessment that builds on preliminary assessments already conducted for the Veneer property. It will identify viable market opportunities for the planning area, given its location, conditions, and regional demographics.
- A redevelopment assessment report that will draw from the existing-conditions findings to determine implications for future development on the two catalyst properties.
- A summary of existing zoning, ordinances, and development standards for new construction in the area and will compile known environmental conditions.
- An inventory of all properties included within the planning area. The inventory will identify known conditions related to land use, ownership, environmental conditions, and assessment of utilization to determine suitability for redevelopment and/or right-of-way acquisition.

Task will be conducted by:

The project contractor with economic development and brownfield expertise selected by the City. City staff (i.e. planning, public works, etc.) and the community will provide insight as well.

Key task deliverables are expected to be:

- (1) Completed Existing Conditions technical memorandum
- (2) Site-specific needs assessment and recommendations memorandum.
- (3) Completed market analysis report.
- (4) Inventory of properties within the planning area.

These reports will be catalysts for economic development and facilitating use of existing infrastructure on the brownfield sites.

TASK 4. Site-Specific Redevelopment Assessment and Scenario Planning to identify potential future uses for catalyst/high priority brownfields properties.

Site reuse planning will be designed to inform how brownfields in the area need to be assessed and cleaned up. Task 4 activities will include:

- A conceptual reuse planning effort that will result in a minimum of two reuse scenarios for each catalyst property, for a total of four reuse scenarios. The conceptual reuse scenarios will be used to guide environmental cleanup and ensure that properties are remediated to the protective cleanup levels, and to act as a marketing tool for attracting inbound investment.
- A summary report will also evaluate the feasibility, funding, and level of effort required to conduct these modifications. Findings will be presented to the Citizen Advisory Committee, with an opportunity for public review and comment.

Task will be conducted by:

The project contractor with economic development and brownfield expertise selected by the City. City staff (i.e. planning, public works, City Council, etc.) and the community will provide insight as well.

Key task deliverables are expected to be:

- (1) Completed scenario plan report.

Recommendations can provide redevelopment opportunities to improve human health with access to green spaces and reduction of contaminants on the brownfield sites. Deliverables will provide options for transportation linkages, better connections from the catalyst sites to the highway and the historic downtown creating economic competitiveness and improving the local economy.

TASK 5. Develop a draft brownfields area-wide plan (including a detailed plan implementation strategies and next steps) to be shared with the public for review/comment.

Plan and implementation strategies must identify specific actions and resources available, resources needed to assess, cleanup and reuse brownfields and promote area-wide revitalization. Task 5 activities will include:

- A reader-friendly concise summary report providing a pathway to implementation that will consider approaches for risk management, financing, and marketing, as well as next steps for addressing known physical conditions.
- A road map that will help move the two catalyst properties forward as a long-term strategy for revitalizing the St. Helens waterfront district, as well as acknowledgement of other possible brownfield sites in the project area that require cleanup before full implementation of redevelopment to the project area can be achieved.

Task will be conducted by:

The project contractor with economic development and brownfield expertise selected by the City. City staff (i.e. planning, public works, City Council, etc.) and the community will provide insight as well.

Key task deliverables are expected to be:

- (1) Final AWP implementation report.

The implementation report will consist of outcomes to improve human health, the environment, local economy, transportation links, and affordable housing options. The remediation of these sites will be a catalyst for economic development in a small, rural community of high unemployment, but also will create and preserve the natural environment and create sustainable and equitable development improving the quality of life for the St. Helens community.

TASK 6. Finalizing the brownfields area-wide plan and making it publicly available.

Task 6 activities will include:

- Celebrating with public event(s) to acknowledge BF AWP document completion and shifting project from planning to plan implementation
- Exhibits that showcase the finalized site proposals for the catalyst brownfield sites.
- Promotional materials to distribute in various ways around the community about the redevelopment of the brownfield properties.

Task will be conducted by:

The project contractor with economic development and brownfield expertise selected by the City. City staff (i.e. planning, public works, City Council, etc.) will make the BF AWP documents available to the community.

Key task deliverables are expected to be:

- (1) Promotional materials (posters, reports, flyers, etc.)
- (2) Exhibits (renderings of redevelopment plans for the sites)

These deliverables will help to inform the community on the ongoing developments of the catalyst brownfield sites, especially plans for the future beyond the area-wide plan. Input from the community will help guide redevelopment and implementation from the finalized

area-wide plan. Materials will also be used to spur private development interests for the site as well.

2.3.2 Schedule/Milestones/Deliverables

18-Month Process

- Opening public meeting (open house)
- Regular Committee meetings
- Completed Community Involvement Report
- Existing Conditions Technical Memorandum
- Completed market analysis report
- Inventory of properties
- Second public meeting (open house)
 - Draft Site-specific needs assessment and recommendations for public comment
- Site-specific needs assessment and recommendations memorandum
- Redevelopment Planning activities
- Completed scenario plan report
- Final AWP implementation report

2.3.3 Program Evaluation

2.3.3.1 Anticipated Outputs or Outcomes

Catalyst for economic development—The catalyst sites have significant potential as employment and economic anchors for a mix of commercial and residential uses, as well as tourism and public access to the waterfront. Their proximity to the downtown and main street corridor allows for a seamless extension of the business district with space for a variety of uses. The BF AWP grant provides an opportunity to develop a cohesive, systematic economic development strategy that addresses the connection between the existing downtown and the catalyst properties. This clear vision will help spur interest among investors in redevelopment of the area according to the best uses planned for the community and the local economy.

Facilitating use of existing infrastructure—The City, residents, and business community recognize the importance of providing transportation links from the highway to the downtown district and the catalyst properties. The BF AWP grant will help to facilitate the planning of best routes and other features related to infrastructure (including sewer and water capacity), including possible uses for rail lines and existing industrial buildings.

Creating and preserving natural environmental areas—The City and the St. Helens community place high importance on parkland, riverfront access, and natural habitat preservation. Incorporating nature trails, green spaces, connections with Nob Hill Nature Park adjacent to the catalyst properties, and using sustainable design elements for possible infrastructure will be addressed in the evaluation of the catalyst sites. The BF AWP grant will provide assistance in the planning process to incorporate the natural environment in redevelopment efforts.

Other sustainable and equitable development—The City's evaluation will include affordable housing on and surrounding the catalyst sites. The possible increase to property values will be a major factor in creating a sustainable plan for the properties. Stacked mixed-use buildings will be used to maximize space and create a more diverse and sustainable economy. Access to the

catalyst site area will also acknowledge all modes of transportation: public transit, cars, bicycles, and pedestrian use.

2.3.3.2 Measures of Success

The City will document, track, and evaluate the following outcomes:

- (1) Number of sites for which off-site risks are identified
- (2) Property title transfers
- (3) Number of sites and acres of land assessed for cleanup and redevelopment
- (4) Acres of parks and green space created
- (5) Length of walking or bike trails created
- (6) Amount of private investment leveraged for redevelopment projects
- (7) Amount of funding leveraged for redevelopment projects
- (8) Number of family-wage jobs created or retained associated with redevelopment projects
- (9) Increased property tax revenue generated
- (10) Increased property values associated with surrounding neighborhoods, as well as new development.

Residents' long-term socioeconomic and health concerns will eventually be reflected in the 2020 Census, as well as in health statistics from the county health department and local, state, and federal agencies. Progress toward achieving outcomes will be reported via quarterly written progress reports.

2.3.4 Reporting

2.3.4.1 Quarterly Reporting

The City of St. Helens will complete and submit to EPA quarterly reports. Quarterly report will include information on work status, work progress, difficulties encountered, preliminary results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures, a comparison of the percentage of the project completed to the project schedule, changes in key personnel concerned with the project, an explanation of discrepancies, and any other information requested through terms and conditions will also be included in the report. Upon completion, deliverables under this workplan will be submitted with quarterly reports.

Each quarterly report will also include information on the following:

- all community involvement activities held during the reporting period and those expected in the next reporting period;
- initiation or completion of key project deliverables and milestones, as identified in this workplan (e.g., existing conditions report, market study, infrastructure analysis, project mapping, etc);
- existing, planned or desired partnership and coordination activities with other entities (e.g., report on efforts to coordinate this project with community-based organizations, local, regional, state, tribal or federal agencies, foundations, etc., and briefly explain why these are relevant to this project);
- ACRES reporting information:
 - leveraged funds or resources that help to accomplish the BF AWP project and those leveraged funds/resources that will help implement improvements in the BF AWP project area; and

- associated brownfields assessment/cleanup properties within the project area that have already have an ACRES ID
- any unique project approaches City of St. Helens wishes to highlight.

2.3.4.2 Final Report

City of St. Helens will complete and submit to EPA a final report documenting project activities over the entire project period. The final report will include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in this workplan; 2) reasons why anticipated outputs/outcomes were not met; and 3) any other pertinent information (including analysis and explanation of cost overruns or high unit costs or information requested through terms and conditions.

In addition to final report, City of St. Helens will complete and submit to EPA a final Brownfields Area-Wide Plan with implementation strategies and next steps, as described in this workplan (task 5/6) and in accordance with the terms and conditions. The final report will be informed by the BF AWP activities included in this workplan, and will describe the City of St. Helens' process.

2.4 General Project Information

2.4.1 Data to be Collected and Maintained

For existing conditions of the sites: Data-gathering efforts will consider existing infrastructure availability, transportation and access, topography, and physical constraints, as well as land use and environmental regulations.

The market assessment will identify viable market opportunities for the planning area, given its location, conditions, and regional demographics.

Cost estimate database for proposed infrastructure for site.

2.4.2 Coordination Activities with Other Grants, Government and Non-Government Projects/Programs

Existing Partnerships

Year	Program	Description	Amount	Status
2008-2010	Waterfront Development Prioritization Plan	A group of community members, stakeholders, and city staff created a plan to promote a waterfront where the community can live, work, and play.	\$8,000 (60 staff hours, 20 volunteer hours)	Completed
2013-2014	Business Oregon Brownfield Redevelopment Fund, Assessment Grant	Existing-conditions assessment of the two properties.	\$60,000	Completed

Year	Program	Description	Amount	Status
2014	American Institute of Architects SDAT Grant	A group of seven interdisciplinary professionals (architects, engineers, planners, economists, etc.) facilitating a community visioning process for the Veneer and BWP sites.	\$15,000 \$ 3,250 staff hours (approx. 100 hours) Total: \$18,250	Completed
2014-2015	Business Oregon Brownfield Redevelopment Fund, Integrated Planning Grant	A community visioning effort and economic analysis that will lay groundwork for a waterfront redevelopment plan.	\$25,000	Ongoing
Total Amount Leveraged (to date): \$111,250				

Recent Assistance Programs

Year	Project Description	Amount
2013-2015	Oregon Department of TGM Grant: Technical Assistance for the development of Corridor Master Plan for Hwy 30, St. Helens St. and Columbia Blvd.	\$200,000
Awarded: 2012-2013 Completed: 2013-2014	Community Development Block Grant Program: Grant funding from the State of Oregon for low- to moderate-income homeowners in our jurisdiction. The City contracted with Community Action Team (CAT) to establish and maintain the program. In FY 2013-2014, CAT completed the \$400,000 housing and sanitary sewer lateral rehabilitation program.	\$400,000
2014	Oregon State Marine Board Grants: The State Marine Board is funding two projects: the installation of eight utility pedestals for transient boaters at the city docks and the replacement of two composting restrooms on Sand Island, St. Helens' Marine Park.	\$482,600
2010 - present	DEQ Clean Water State Revolving Loan Fund (CWSRL): A \$4.5 million loan was received from the DEQ CWSRL in 2010. A major two-phase Inflow & Infiltration (I & I) Project was recently completed, using over half of the funds to repair, replace, and rehabilitate sections of the sanitary sewer system to eliminate I & I of stormwater and groundwater into the sanitary sewers.	\$4,500,000
2010	ARRA—The Federal American Recovery and Reinvestment Act of 2009 offered a \$2 million grant and a \$2 million 0% interest loan.	\$4,000,000

3.0 QUALITY ASSURANCE

Prior to undertaking any activity that uses existing environmental data, City of St. Helens will consult with the EPA Regional project officer to determine if City of St. Helens will need a Quality Assurance Project Plan (QAPP). The EPA Region **10** office will determine if a QAPP is required, based on the activities described in this workplan. If required, the City of St. Helens will prepare and submit a QAPP which meets with the approval of the U.S. EPA Region. The EPA Region **10** may require that QAPP elements include describing the environmental data to be considered acceptable, how these data are to be used, and sufficient criteria and controls to ensure only data of adequate quality are used to meet project objectives. If required, the QAPP must be approved prior to City of St. Helens conducting any work related to the use of the existing environmental data.

Generating environmentally related measurements or data is not anticipated to be performed by City of St. Helens as part of this grant.

4.0 BUDGET

Cooperative Agreement Funding: \$200,000

4.1 Budget Description

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a).

	Task 1 <i>Cooperative Agreement Management</i>	Task 2 <i>Community Involvement</i>	Task 3 <i>Existing Conditions Research</i>	Task 4 <i>Site-Specific Redevelopment Assessment and Scenario Planning</i>	Task 5 <i>Implementation Strategy</i>	Task 6 <i>Finalizing Plan</i>	Total
<i>Programmatic costs only</i>							
Personnel							
Fringe Benefits							
Travel	\$2,000						\$2,000
Supplies		\$2,000			\$1,000	\$2,000	\$5,000
Contractual ¹	\$6,000 ¹	\$25,000 ¹	\$34,000 ¹	\$93,000 ¹	\$30,000 ¹	\$5,000	\$193,000¹
Other							
Total USEPA Funds	\$8,000¹	\$33,000¹	\$34,000¹	\$93,000¹	\$32,000¹	\$7,000	\$200,000
Voluntary Match²	\$6,000²	\$8,000²	\$8,000²	\$5,000²	\$6,000²	\$2,000	\$35,000
Project Total	\$15,000	\$41,000	\$42,000	\$98,000	\$38,000	\$9,000	\$235,000
	¹ We will comply with procurement procedures in 40 CFR 31.36 ² Staff in-kind match is calculated using an average rate of \$60/hr, with approximately \$45/hr salary and \$15/hr benefits.						

4.2 Budget Narrative (for all tasks/cost elements)

All costs indicated below will be tracked by the City Administrator.

Task 1 Cooperative Agreement Management

The total budget includes funds for:

- Management of contract, including regular project updates and quarterly reporting to EPA
- Includes travel to workshops, conferences, training meetings, etc, including:
 - September 2015 Brownfields Conference in Chicago, IL (grantee kick-off meeting expected), and
 - Fall 2016 mid-project training meeting for all FY15 BF AWP grantees (location: TBD)

It is assumed that the contractual amount will be used primarily for project management and status update reporting to be performed by the project contractor.
The Travel costs assume two individuals participating in the out-of-state conference and training meeting

Task 2 Community Involvement

The total budget includes funds for:

- Contractual services to plan for and implement a community engagement program, including two public open houses, informational materials and updated information on the City's project webpage.
- It is anticipated that the engagement activities will require robust graphic visualization support and this is accounted for in the supplies line of the budget.

Task 3 Existing Conditions Research

The budget for this task includes funds for:

- Contractual services to research and evaluate existing conditions within the planning area. This will include planning, engineering, and environmental.
- Contractual services to complete a detailed inventory of all properties in the study area in a GIS database.

Task 4 Site-Specific Redevelopment and Scenario Planning

The budget for this task includes funds for:

- Contractual services to prepare a comprehensive master plan for the planning area including site specific redevelopment plans for the two primary catalyst sites.

Task 5 Implementation Strategy

The budget for this task includes funds for:

- Contractual services to prepare a final project report that focuses on implementation of the redevelopment master plan and all associated public improvements.

Task 6 Finalize Plan

The budget for this task includes funds for:

- Contractual services to prepare graphic exhibits for presentation to the public and for ongoing project development.
- Event(s) to commemorate the completion of the plan and market the catalyst properties to potential partners

5. PRE-AWARD COSTS

The City of St. Helens does not anticipate any pre-award costs. In-kind matches will be made by the City.

6. LEVERAGING

EPA expects City of St. Helens to make the effort to secure the leveraged resources described in their cooperative agreement proposal. City of St. Helens is expected to abide by their proposed

leveraging commitments during the EPA grant performance period; failure to do so may affect the legitimacy of the award.

Voluntary Match/In-Kind Contributions: As documented in the grant application's Letters of Commitment, our community partners pledged to additional in-kind contributions totaling \$7,302 to assist with community outreach and participation on the advisory committee. SBWC: \$1,242 SHEDCO: \$1,200 TPHFCC: \$1,242 Friends of Nob Hill: \$567 Maritime Heritage: \$567 Food Bank: \$1,242 Port of St. Helens: \$1,242.

Leveraging Public and Private Commitments for Redevelopment: The City is currently working with BWP and Veneer to secure the properties for redevelopment. Both companies have together committed to spending up to \$1,000,000 toward site cleanup and remediation. To date, an estimate of \$200,000-\$250,000 has been spent on this effort. The City has already leveraged over \$111,000 in funds associated with the acquisition of these catalytic properties (see Section 2.vii).

Additional Grants, Funds, and Loans: The City will pursue the following additional grants, funds, and loans (as needed) to leverage the resources provided by the USEPA BF AWP Grant: USEPA Brownfields Community-Wide Assessment Grant; State of Oregon Governor's Regional Solutions Team grants; cleanup grants and targeted brownfield assessments, pursued as needed through Business Oregon; and additional grants available through the Oregon Department of Transportation related to traffic connections for the properties, as well as Department of Land Conservation and Development (DLCD) Transportation and Growth Management (TGM) grants.

General City Funds: The City has committed the equivalent of \$35,000 of staff time as an in-kind match for the AWP project. The City will also pursue other potential funding sources as necessary to complete environmental assessment, cleanup, and other activities needed to ensure the successful revitalization of the catalyst properties.