

ASSESSMENT WORKPLAN

City of Belfast, Maine

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement

Period of Performance: 7/1/2022-9/30/2026 (includes pre-award)

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. Finally, the Infrastructure Investment and Jobs Act (IIJA) of November 2021 provided additional funding and opportunities for communities to address the economic, social, and environmental challenges caused by brownfield sites. 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 Belfast, Maine, as a general purpose unit of local government, was selected for Assessment funding in the FY 2022 competition.

The City of Belfast will utilize this EPA Brownfields Assessment funding to continue to implement and improve its existing comprehensive community-wide Brownfields Assessment Program, with an emphasis on identified priority sites (126 Church Street, 1 Miller Street) and identified target areas (Census Block Groups 230270430001 and 230270430003).

Specifically, the City will use this funding to: maintain cooperative agreement-related files; reconstitute the City’s existing Brownfields Selection Committee; attend and/or participate in conferences, trainings, courses, and workshops; obtain qualified professional services; review and/or update site selection procedures; create and submit requests for reimbursements; conduct reporting; confirm commitments made by local community partners in the original grant application; provide individual confidential responses to questions and/or concerns posed by residents, current property owners, prospective property purchasers, and/or prospective developers; update existing and develop new community outreach and engagement deliverables; update the City’s existing inventory of potential brownfields; prepare and conduct Phase I Environmental Site Assessment (ESA) activities; prepare and conduct Phase II ESA activities; conduct Analysis of Brownfields Cleanup Alternatives (ABCA)/Remedial Action Plan (RAP) activities; conduct site reuse/redevelopment planning activities; conduct area-wide planning activities; and enroll select brownfield sites into the Maine Department of Environmental Protection’s Voluntary Response Action Program, as applicable.

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 City of Belfast’s Economic Development Director will serve as Project Manager and will carry out overall coordination of the cooperative agreement, assisted by other City of Belfast personnel, including but not limited to its Finance Director, its City Planner, and its City Attorney, with technical assistance and oversight to be performed by a Qualified Environmental Professional, and additional technical assistance and oversight to be provided through the Maine Department of Environmental Protection (MEDEP) Voluntary Response Action Program (VRAP).

2. FUNDING

\$500,000

3. BUDGET

Budget Category	Task 1: Cooperative Agreement Oversight Activities	Task 2: Community Outreach and Engagement Activities	Task 3: Inventory, Phase I Environmental Site Assessment, Phase II Environmental Site Assessment, and Historic Preservation Planning Activities	Task 4: Cleanup, Site Reuse/Redevelopment, and Area-Wide Planning Activities	Totals
Personnel	\$2,216	\$1,478	\$3,058	\$1,108	\$7,860
Fringe Benefits	\$554	\$351	\$277	\$277	\$1,459
Travel	\$25,702	\$0	\$0	\$0	\$25,702
Supplies	\$6,400	\$1,500	\$539	\$40	\$8,479
Contractual	\$3,500	\$3,000	\$300,000	\$150,000	\$456,500
Equipment	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$42,372	\$10,329	\$295,874	\$151,425	\$500,000
Indirect Costs	\$0	\$0	\$0	\$0	\$0
Total	\$42,372	\$10,329	\$295,874	\$151,425	\$500,000

4. WORKPLAN TASKS

Task 1: Cooperative Agreement Oversight Activities

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)
Project Manager maintains cooperative agreement-related files	<p><i>Outputs:</i></p> <p>Accurate and complete files.</p> <p><i>Outcomes:</i></p> <p>Progress on the cooperative agreement will be able to be easily monitored; information that is required for audits will be able to be easily generated; and should turnover amongst City personnel occur during the cooperative agreement period, a smooth transition of Project Manager responsibilities to other City personnel will be facilitated.</p>	7/2022 and ongoing thereafter	

<p>Project Manager reconstitutes City’s existing Brownfields Selection Committee</p>	<p><i>Outputs:</i></p> <p>Reconstituted Brownfields Selection Committee; Brownfields Selection Committee meetings, meeting agendas, and meeting minutes.</p> <p><i>Outcomes:</i></p> <p>The Brownfields Selection Committee will remain an active and motivated working group that will continue to help drive the City’s Brownfields Assessment Program, and will continue to include representatives of allied local community partners.</p>	<p>8/2022</p>	
<p>Project Manager, City personnel, and Brownfields Selection Committee members attend and/or participate in conferences, trainings, courses, and workshops:</p> <p>1) attend and/or participate in National Brownfields Training Conferences</p> <p>2) attend and/or participate in New England/EPA Region 1 Brownfields Summits/Conferences</p> <p>3) attend and/or participate in additional brownfields-related conferences, trainings, courses, and workshops</p>	<p><i>Outputs:</i></p> <p>Attendance and/or participation at National Brownfields Training Conference(s) and at additional brownfields-related conferences, trainings, courses, and workshops.</p> <p><i>Outcomes:</i></p> <p>City personnel and Brownfields Selection Committee members will improve their brownfields-related knowledge and expertise, and will develop relationships with developers of brownfields.</p>	<p>8/2022: National Brownfields Training Conference in Oklahoma City, Oklahoma</p> <p>2023 and 2025: anticipated future National Brownfields Training Conferences</p> <p>2024 and 2026: anticipated future New England/EPA Region 1 Brownfields/Summits</p> <p>10/2022 and ongoing thereafter: additional brownfields-related conferences, trainings, courses, and workshops</p>	
<p>Obtain qualified professional services:</p> <p>1) Project Manager and a working group (comprised of a portion of, or the entirety of, the membership of the Brownfields Selection Committee) to conduct/oversee process and make recommendations to City Council</p> <p>2) Project Manager and the working group creates and issues requests for qualifications and/or proposals for: 1) a Qualified Environmental Professional (QEP); and 2) other qualified professionals, as/when needed, including a historian/certified archaeologist, a professional to carry</p>	<p><i>Outputs:</i></p> <p>Requests for qualifications and/or proposals; documentation of processes with fair and open competitions; contracts for services.</p> <p><i>Outcomes:</i></p> <p>The City will obtain access to the necessary expertise; the City will ensure that EPA’s requirements for fair and open competitions are met.</p>	<p>9/2022: QEP</p> <p>3/2023 and ongoing thereafter: other qualified professionals</p>	

<p>out site reuse/redevelopment planning activities, and a Geographic Information Systems/mapping specialist</p> <p>(The Project Manager and the working group may also choose to have a QEP identify such a qualified professional as part of their own procurement process, it may choose to procure such a qualified professional through an additional, separate procurement process, or it may choose to do both.)</p> <p>(For legal services, the City will utilize its existing City Attorney, Kristin Collins. Ms. Collins is not a typical City of Belfast employee, as she is contracted to provide legal services to the City, but for budgetary purposes, her time will be tracked under personnel, as opposed to contractual.)</p> <p>3) City Council approves/modifies/rejects the Project Manager’s and the working group’s recommendations</p> <p>4) City enters into contracts for services</p>			
<p>Project Manager and Brownfields Selection Committee review and/or update of site selection procedures:</p> <p>1) review, and if needed, update, site selection process</p> <p>2) review, and if needed, update, site selection criteria</p> <p>3) review, and if needed, update application</p>	<p><i>Outputs:</i></p> <p>Updated site selection process.</p> <p>Updated site selection criteria.</p> <p>Updated application.</p> <p><i>Outcomes:</i></p> <p>There will be an increased probability that the most promising brownfields will be able to participate in the City’s Brownfields Assessment Program.</p>	<p>9/2022</p>	
<p>Project Manager creates and submits requests for reimbursements</p>	<p><i>Outputs:</i></p> <p>Requests for reimbursement submitted to, and reimbursements received from, EPA.</p> <p><i>Outcomes:</i></p> <p>Unliquidated obligations will be reduced; and the City’s cash flow will be protected.</p>	<p>10/2022 and ongoing thereafter (typically on a monthly basis, as City pays invoices from QEP and other professionals)</p>	

<p>Reporting by QEP and Project Manager:</p> <p>1) prepare, review, and submit quarterly reports to the Assessment, Cleanup and Redevelopment Exchange System (ACRES)</p> <p>2) prepare, review, and submit additional site information to ACRES</p> <p>3) prepare, review, and submit Minority-Owned Business Enterprises/Woman-Owned Business Enterprises (MBE/WBE) Forms</p> <p>4) prepare, review, and submit SF-425 Federal Financial Reports</p> <p>5) prepare, review, and submit final report and grant closeout materials</p>	<p><i>Outputs:</i></p> <p>16 quarterly reports; 4 MBE/WBE reports; 4 SF-425 Federal Financial Reports; final report; other grant closeout materials.</p> <p><i>Outcomes:</i></p> <p>ACRES will be kept current, providing valuable and timely information to multiple stakeholders.</p>	<p>1/2023, 4/2023, 7/2023, 10/2023, 1/2024, 4/2024, 7/2024, 10/2024, 1/2025, 4/2025, 7/2025, 10/2025, 1/2026, 4/2026, 7/2026, and 10/2026: quarterly reports</p> <p>10/2023 and ongoing thereafter: additional site information</p> <p>9/2023, 9/2024, 9/2025, and 9/2026: MBE/WBE Forms</p> <p>10/2023, 10/2024, 10/2025, and 10/2026: SF-425 Federal Financial Reports</p> <p>1/2027: final report and grant closeout materials</p>	
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Task 2: Community Outreach and Engagement Activities

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>Project Manager confirms commitments made by local community partners in original grant application</p>	<p><i>Outputs:</i></p> <p>Specific listed commitments.</p> <p><i>Outcomes:</i></p> <p>Clear expectations will be established between the City and its local community partners regarding responsibilities associated with the City's Brownfields Assessment Program.</p>	<p>7/2022</p>	
<p>QEP provides individual confidential responses to questions and/or concerns posed by residents, current property owners, prospective property purchasers, and/or prospective developers</p>	<p><i>Outputs:</i></p> <p>Phone conversations; e-mails.</p> <p><i>Outcomes:</i></p> <p>Residents, current property owners, prospective property purchasers, and/or prospective property developers will receive targeted</p>	<p>9/2022 and ongoing thereafter</p>	

	expert information that will inform their decisions and/or effectively address their concerns.		
QEP and Project Manager update existing community outreach and engagement deliverables: 1) frequently-asked questions 2) informational brochure 3) program information on portion of City's website	<i>Outputs:</i> Updated frequently-asked questions; updated informational brochure; updated portion of website. <i>Outcomes:</i> The community will have access to current and correct information regarding the City's Brownfields Assessment Program.	10/2022	
Develop new community outreach and engagement deliverables: 1) Project Manager writes and issues news release 2) QEP and Project Manager develop and host public informational meeting 3) City and local community partners create and promote Facebook posts 4) local community partners create and distribute e-newsletters and e-mails 5) QEP and Project Manager participate in informational meetings of area real estate professionals, banking professionals, and/or other brownfield-aligned groups (at least 2)	<i>Outputs:</i> News release; public informational meeting; Facebook posts; e-newsletters; e-mails; participation in informational meetings. <i>Outcomes:</i> There will be a higher likelihood of new little-known or unknown brownfields being brought forward for consideration to enter the City's Brownfields Assessment Program; there will be increased awareness throughout the community regarding brownfields and the City's Brownfields Assessment Program.	11/2022: news release; public informational meeting 1/2023 and ongoing thereafter: Facebook posts; e-newsletters and e-mails 3/2023 and ongoing thereafter: informational meetings of area real estate professionals, banking professionals, and/or other brownfield-aligned groups	

Task 3: Inventory, Phase I Environmental Site Assessment, Phase II Environmental Site Assessment, and Historic Preservation Planning Activities

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)
Update existing inventory of potential brownfields: 1) QEP and Project Manager conduct windshield surveys 2) QEP and Project Manager solicit community members for potential brownfields	<i>Outputs:</i> Updated inventory containing new potential brownfields (measured in numbers of properties and in acreages of properties); mapping tool data sets/layers. <i>Outcomes:</i>	9/2022 and ongoing thereafter	

<p>3) QEP researches records related to the community's industrial/economic history</p> <p>4) QEP or Geographic Information Systems/mapping specialist integrates inventory into mapping tool(s) (such as MapGeo and/or other Geographic Information Systems)</p>	<p>There will be a more comprehensive awareness of the number, acreages, and nature/characteristics/history of potential brownfields, which will allow for better prioritization for assessments.</p>		
<p>Phase I Environmental Site Assessment preparation (both for initial assessments and for assessment updates):</p> <p>1) QEP obtains or confirms eligibility determination from EPA</p> <p>2) QEP obtains or confirms petroleum eligibility determination from MEDEP</p> <p>3) Project Manager or QEP obtains access agreement from current property owner</p> <p>4) Brownfields Selection Committee (with assistance from QEP) reviews and decides upon application</p>	<p><i>Outputs:</i></p> <p>8 (estimated) EPA eligibility determinations and MEDEP petroleum eligibility determinations, as necessary (all for non-priority sites, as eligibility determinations were previously obtained for the 2 priority sites (126 Church Street and 1 Miller Street)); access agreements; reviewed and approved/denied applications; Brownfields Selection Committee meetings, meeting agendas, and meeting minutes.</p> <p><i>Outcomes:</i></p> <p>Brownfields will be made ready so that Phase I Environmental Site Assessment activities can proceed efficiently.</p>	<p>9/2022 and ongoing thereafter</p>	
<p>Phase I Environmental Site Assessment activities (both for new assessments and for assessment updates):</p> <p>1) QEP performs assessment</p> <p>2) QEP submits draft assessment report to Project Team (consisting of EPA personnel, MEDEP personnel, and Project Manager)</p> <p>3) Project Team reviews draft assessment report and provides comments to QEP</p> <p>4) QEP finalizes and submits assessment report</p> <p>5) QEP, Project Manager, and if applicable, City personnel, discuss final assessment report findings and possible next steps with current property owner, prospective property purchaser, and/or prospective property developer</p> <p>6) Project Manager places final assessment report on the City's website</p>	<p><i>Outputs:</i></p> <p>2 Phase I Environmental Site Assessment Updates (for the 2 priority sites (126 Church Street and 1 Miller Street); 8 (estimated) Phase I Environmental Site Assessments (for non-priority sites); properties assessed (number and acreage); 2 final Phase I Environmental Site Assessment Updates (for the 2 priority sites (126 Church Street and 1 Miller Street) placed on City's website; 8 (estimated) final Phase I Environmental Site Assessments (for non-priority sites) placed on the City's website.</p> <p><i>Outcomes:</i></p> <p>Brownfields that have the highest potential will be most likely to be assessed through Phase I and be well positioned for Phase II Environmental Site Assessment activities; current property owners, prospective property purchasers,</p>	<p>9/2022 and ongoing thereafter</p>	

<p>7) Project Manager uploads final assessment report to iWorq (City’s planning/permitting software platform)</p>	<p>and/or prospective property developers will have clear ideas regarding next steps in the assessment process.</p>		
<p>Phase II Environmental Site Assessment preparation (both for new assessments and for supplemental assessments; including Hazardous Building Materials Inventories, if applicable):</p> <ol style="list-style-type: none"> 1) Brownfields Selection Committee (with assistance from QEP) reviews and decides upon request from current property owner, prospective property purchaser, and/or prospective property developer to conduct assessment 2) QEP submits EPA-approved Generic Quality Assurance Project Plan (QAPP) with updated organizational Chart 3) QEP submits draft Site-Specific Quality Assurance Project Plan (SSQAPP) to Project Team for review and comments 4) Project Team reviews draft SSQAPP and provides comments to QEP 5) QEP obtains approvals for SSQAPP from EPA and MEDEP 6) QEP finalizes and submits SSQAPP to EPA and MEDEP 7) QEP consults with EPA and Maine Historic Preservation Commission regarding on-site activities adversely impacting an historic property and determines if Section 106 review is required 8) if required, QEP undertakes Section 106 review process with EPA and Maine Historic Preservation Commission to avoid, minimize, and/or mitigate adverse impacts 9) QEP memorializes Section 106 review through creation of a memorandum of agreement between EPA, Maine Historic Preservation Commission, and recipient of assistance 10) historian/certified archaeologist creates historic preservation plan 	<p><i>Outputs:</i></p> <p>1 (estimated) QAPP; 10 (estimated) SSQAPPs (for the 2 priority sites (126 Church Street and 1 Miller Street) and for 8 non-priority sites); requests reviewed and approved/denied; Brownfields Selection Committee meetings, meeting agendas, and meeting minutes; memoranda of agreement; historic preservation plans; historic preservation plans placed on the City’s website.</p> <p><i>Outcomes:</i></p> <p>Brownfields will be made ready so that Phase II Environmental Site Assessment activities can proceed efficiently.</p>	<p>9/2022 and ongoing thereafter</p>	

<p>11) Project Manager places final historic preservation plan on the City’s website</p> <p>12) Project Manager uploads/integrates final historic preservation plan to iWorq (City’s planning/permitting software platform)</p>			
<p>Phase II Environmental Site Assessment activities (both for new assessments and for supplemental assessments; including Hazardous Building Materials Inventories, if applicable):</p> <p>1) QEP performs assessment</p> <p>2) QEP submits draft assessment report to Project Team</p> <p>3) Project Team reviews draft assessment report and provides comments to QEP</p> <p>4) QEP finalizes and submits assessment report</p> <p>5) QEP, Project Manager, and if applicable, City personnel, discuss final assessment report findings and possible next steps with current property owner, prospective property purchaser, and/or prospective property developer</p> <p>6) Project Manager places final assessment report on the City’s website</p> <p>7) Project Manager uploads/integrates final assessment report to iWorq (City’s planning/permitting software platform)</p>	<p><i>Outputs:</i></p> <p>10 (estimated) Phase II Environmental Site Assessments (including Hazardous Building Material Inventories, if applicable; for the 2 priority sites (126 Church Street and 1 Miller Street) and for 8 non-priority sites); properties assessed (number and acreages); 10 (estimated) final Phase II Environmental Site Assessments (including Hazardous Building Material Inventories, if applicable; for the 2 priority sites (126 Church Street and 1 Miller Street) and for 8 non-priority sites) placed on City’s website.</p> <p><i>Outcomes:</i></p> <p>Brownfields that have the highest potential will be most likely to be assessed through Phase II and be well positioned for cleanup and site reuse/redevelopment planning activities; current property owners, prospective property purchasers, and/or prospective property developers will have clear ideas regarding next steps in the assessment process.</p>	<p>9/2022 and ongoing thereafter</p>	

Task 4: Cleanup, Site Reuse/Redevelopment, and Area-Wide Planning 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)</p>
<p>Analysis of Brownfields Cleanup Alternatives (ABCA)/Remedial Action Plan (RAP) activities:</p> <p>1) Brownfields Selection Committee (with assistance from QEP) reviews and decides upon request from current property owner, prospective property</p>	<p><i>Outputs:</i></p> <p>10 (estimated) ABCAs/RAPs (for the 2 priority sites (126 Church Street and 1 Miller Street) and for 8 non-priority sites); properties analyzed/undergoing planning activities (numbers and acreages);</p>	<p>9/2022 and ongoing thereafter</p>	

<p>purchaser, and/or prospective property developer to conduct ABCA/RAP</p> <p>2) QEP performs ABCA/RAP</p> <p>3) QEP submits draft ABCA/RAP report to Project Team</p> <p>4) Project Team reviews draft ABCA/RAP report and provides comments to QEP</p> <p>5) QEP finalizes and submits ABCA/RAP report</p> <p>6) QEP, Project Manager, and if applicable, City personnel, discuss final ABCA/RAP report findings and possible next steps with current property owner, prospective property purchaser, and/or prospective property developer</p> <p>7) Project Manager places final ABCA/RAP report on the City's website</p> <p>8) Project Manager uploads/integrate final ABCA/RAP report to iWorq (City's planning/permitting software platform)</p>	<p>requests reviewed and approved/denied; Brownfields Selection Committee meetings, meeting agendas, and meeting minutes; 10 (estimated) final ABCAs/RAPs (for the 2 priority sites (126 Church Street and 1 Miller Street) and for 8 non-priority sites) placed on the City's website.</p> <p><i>Outcomes:</i></p> <p>Brownfields that have the highest potential will be most likely to undergo an ABCA/RAP and be well positioned for cleanup and site reuse/redevelopment; current property owners, prospective property purchasers, and/or prospective property developers will have clear ideas regarding next steps in the assessment process.</p>		
<p>Site reuse/redevelopment planning activities:</p> <p>1) professionals create planning activity documents (based on EPA's guidance regarding eligible planning activities, which include brownfields revitalization plans, community health assessments, evaluations of market viability, infrastructure evaluations, land use assessments, market studies, resource roadmaps, site disposition strategies, site reuse assessments, and site reuse visions)</p> <p>2) Project Manager places final documents on City's website</p> <p>3) Project Manager uploads/integrates final documents to iWorq (City's planning/permitting software platform)</p>	<p><i>Outputs:</i></p> <p>At least 2 site reuse/redevelopment planning activity documents (for the 2 priority sites (126 Church Street and 1 Miller Street); based on EPA eligible planning activities of site reuse assessments and market studies; additional site reuse/redevelopment planning activity documents (for non-priority sites); properties undergoing planning activities (number and acreages).</p> <p><i>Outcomes:</i></p> <p>Finalized documents will be provided to current property owners, prospective purchasers, prospective developers, and the general public with the intent of encouraging investment in and reuse/redevelopment of brownfields.</p>	<p>4/2023 and ongoing thereafter</p>	
<p>Area-wide planning activities:</p>	<p><i>Outputs:</i></p>	<p>4/2023 and ongoing thereafter</p>	

<p>1) professionals create planning activity documents (based on EPA’s guidance regarding eligible planning activities, which include brownfields revitalization plans, community health assessments, evaluations of market viability, infrastructure evaluations, land use assessments, market studies, resource roadmaps, site disposition strategies, site reuse assessments, and site reuse visions) for areas larger than a single brownfield property</p> <p>2) Project Manager places final documents on City’s website</p> <p>3) Project Manager uploads/integrates final documents to iWorq (City’s planning/permitting software platform)</p>	<p>At least 1 area-wide planning activity document (for a portion of, or the entirety of, the target area of Census Block Groups 230270430001 and 23027043003); additional area-wide planning activity documents for areas located partially or entirely outside of the target area but within the City of Belfast; areas undergoing planning activities (number of properties comprising the area and acreage).</p> <p><i>Outcomes:</i></p> <p>Finalized documents will be provided to current property owners, prospective purchasers, prospective developers, and the general public with the intent of encouraging investment in and reuse/redevelopment of brownfields.</p>		
<p>QEP enrolls brownfields into the Maine Department of Environmental Protection (MEDEP) Voluntary Response Action Program (VRAP)</p> <p>1) Project Manager files documents with Waldo County Registry of Deeds</p> <p>2) Project Manager uploads/integrates final documents to iWorq (City’s planning/permitting software platform)</p>	<p><i>Outputs:</i></p> <p>10 (estimated) VRAP enrollments (for the 2 priority sites (126 Church Street and 1 Miller Street) and for 8 non-priority sites); numbers of properties enrolled (numbers and acreages).</p> <p><i>Outcomes:</i></p> <p>Current owners, prospective purchasers, and/or prospective developers of brownfields will be encouraged to clean them up in order to obtain protection from MEDEP enforcement actions.</p>	<p>10/2022 and ongoing thereafter</p>	

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the City of Belfast’s selected QEP will prepare and submit a QAPP and SSQAPPs, both of which will meet the approval of the U.S. EPA Region I Brownfields Program and MEDEP. The QAPP and the SSQAPPs 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 and SSQAPP approvals will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS

The City of Belfast requests the approval of pre-award costs for this cooperative agreement. It is estimated that the City will need \$40,000 to do the following activities: sending two personnel (Economic Development Director/Project Manager, and City Planner) to the 8/2022 National Brownfields Training Conference; maintaining of cooperative agreement-related files (by Project Manager); reconstituting City’s existing Brownfields Selection Committee (by Project Manager); obtaining QEP services (by Project Manager and working group); reviewing and/or updating site selection procedures (by Project Manager and Brownfields

Selection Committee); confirming commitments made by local community partners in original grant application (by Project Manager); providing individual confidential responses to questions and/or concerns posed by residents, current property owners, prospective property purchasers, and/or prospective developers (by QEP and Project Manager); updating existing inventory of potential brownfields (by QEP and Project Manager); Phase I Environmental Site Assessment preparation activities (by QEP, Project Manager, and Brownfields Selection Committee); Phase I Environmental Site Assessment activities (by QEP and Project Manager); Phase II Environmental Site Assessment preparation activities (by QEP, Project Manager, and Brownfields Selection Committee); Phase II Environmental Site Assessment activities (by QEP and Project Manager); Analysis of Brownfields Cleanup Alternatives (ABCAs)/Remedial Action Plan (RAP) activities (for 256 High Street, Belfast, and potentially other sites) (by QEP, Project Manager, and Brownfields Selection Committee); purchase of one computer and related/necessary software, peripherals, and accessories; and purchase of one electronic notepad device and related/necessary software, peripherals, and accessories.

7. BUDGET DETAIL

Accompanying this workplan please find a spreadsheet providing budget details.