



**CITY OF PORTLAND**  
**Executive Department**  
**Jon P. Jennings, City Manager**

**Narrative Information Sheet**

**Application for Brownfields Assessment Grant, City of Portland, Maine**

1. Applicant Identification: City of Portland, Maine, 389 Congress Street, Portland, ME 04101
2. Funding Requested:
  - a. Assessment Grant Type: Community-Wide
  - b. Federal Funds Requested:
    - i. \$250,000
    - ii. A Site-specific Assessment Grant waiver is **not** being requested.
  - c. Contamination: Hazardous Substances
3. Location:
  - a. City of Portland
  - b. Cumberland County
  - c. Maine
4. Property Information for Site-Specific Applications: N/A
5. Contacts:
  - a. Project Director: Nelle Hanig, Business Programs Manager  
 City of Portland, 389 Congress Street, Portland, Maine 04101  
 Phone: 207.756.8019  
 Email: nrh@portlandmaine.gov
  - b. Chief Executive: Jon P. Jennings, City Manager  
 City of Portland, 389 Congress Street, Portland, Maine 04101  
 Phone: 207.874.8673  
 Email: jjp@portlandmaine.gov
6. Population: 66,194 (2010 Census)

7. Other Factors Checklist:

<b>Other Factor</b>	<b>Page #</b>
Community population is 10,000 or less.	
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
The priority brownfield site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site[s] is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
The priority site(s) is in a federally designated flood plain.	1-2
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	2-3
30% or more of the overall budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	8-9

8. Letter From the State Environmental Authority: Attached

**389 Congress Street • Portland, Maine 04101 • 207-874-8300**  
**info@portlandmaine.gov • www.portlandmaine.gov**



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



GERALD D. REID  
COMMISSIONER

November 22, 2019

Ms. Dorrie Paar  
EPA Region 1  
5 Post Office Square  
Suite 100, Mailcode: OSRR7-2  
Boston, Massachusetts 02109-3912

Dear Ms. Paar:

The Maine Department of Environmental Protection's ("Department") Bureau of Remediation and Waste Management acknowledges that the City of Portland plans to conduct site assessments and is applying for federal Brownfields grant funds.

Nelle Hanig of the City of Portland has developed an application requesting federal Brownfields Site Assessment Grant funding for assessing Brownfields sites in the city (community wide).

If the City of Portland receives funding, the Department will assign project management staff to conduct eligibility determinations and provide review and comment on all assessments, workplans, Quality Assurance Plans, and Health and Safety Plans. For sites where cleanup is pursued, the Department's Voluntary Response Action Program ("VRAP") staff will provide review and comment on investigation reports and remedial workplans, and will provide oversight (as necessary) of contractor's work at the properties. Upon successful completion of remedial activities at a property, the VRAP will provide protections from Department enforcement actions by issuing a Commissioner's Certificate of Completion.

Please feel free to call me directly at (207) 592-0882 should you have any questions regarding this letter.

Sincerely,

Nicholas J. Hodgkins  
Voluntary Response Action Program  
Division of Remediation  
Maine Department of Environmental Protection

Pc: Nelle Hanig, City of Portland

AUGUSTA  
17 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0017  
(207) 287-7688 FAX: (207) 287-7826

BANGOR  
106 HOGAN ROAD, SUITE 6  
BANGOR, MAINE 04401  
(207) 941-4570 FAX: (207) 941-4584

PORTLAND  
312 CANCO ROAD  
PORTLAND, MAINE 04103  
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE  
1235 CENTRAL DRIVE, SKYWAY PARK  
PRESQUE ISLE, MAINE 04769  
(207) 764-0477 FAX: (207) 760-3143

## 1.0 PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

### 1.a. Target Area and Brownfields

#### 1.a.i Background and Description of Target Area

Since its founding in 1632, Portland has served as the gateway for manufacturing and transporting Maine's bounty of fish, farm, and forest products throughout the world. Our deep harbor is closer to Europe than any other urban U.S. port. During World War II, Portland was a home base to the North Atlantic fleet, while 30,000 civilians built Liberty ships, locomotives, and rail cars which supported the war raging in Europe.

Following World War II, we witnessed several transitions: distribution of products by truck instead of ship and rail; restructuring of the economy from manufacturing goods to providing services; and the outmigration of Portland's families and working youth. These transitions have left behind a legacy of vacant and abandoned commercial and manufacturing sites and run-down older housing. The economics of assessing and cleaning up these sites drives development to other areas and contributes to sprawl, inefficient use of existing infrastructure, decreased tax revenue, and missed opportunities for remediation and reuse.

Recapturing our potential to attract manufacturing businesses and jobs through the "smart growth" redevelopment of Brownfields sites, and the provision of safe and affordable housing for our underserved manufacturing workforce, is the focus of the project. The importance of these themes has been recognized through the designation of Greater Portland as one of the U.S. Department of Commerce's "Investing in Manufacturing Communities Partnership" (IMCP) regions. The City of Portland is a core partner in the Greater Portland Council of Government's (GPCOG) IMCP program.

Assessment activities, although community-wide, will focus on the Bayside/East Bayside neighborhood (referred to as Bayside in this application). For over a century, Bayside was an industrial district served first by ship, then railroad, and now truck. This industrial past has lowered remaining residential property values, making Bayside one of the only options for immigrants and political refugees. Without a powerful voice, the homes of these sensitive populations were devastated by Urban Renewal in the 1960s when 154 housing units were razed to create a 4-lane arterial that bifurcated the community. This project truncated a number of side streets, isolating the neighborhood from services, recreational outlets, and our cultural City center. Bayside currently contains the poorest and most racially diverse Census tracts. Residences in this target area are impacted by the legacy industrial/commercial properties, many of which lay vacant today.

Of Bayside's 250 acres, we estimate that 42 properties on 67.05 acres, or **over 26% of the neighborhood, are potential Brownfields sites where environmental stigmas have stalled redevelopment**. Sites include scrap yards, vacant and blighted warehouses, gas stations, parking lots, auto repair shops, maintenance facilities, and distribution terminals with building sizes ranging from a 300-SF garage to a 34,000-SF warehouse. In Bayside, past ill-fated Urban Renewal projects have resulted in Brownfields sites located in direct proximity to residences that are home to **low income, immigrant, political refugee, and other sensitive populations**. Further, demolition waste generated by the Urban Renewal effort that contains lead, asbestos, arsenic, and polycyclic aromatic hydrocarbons (PAHs) were buried in place in Bayside. The land throughout this target area is known for negative environmental impacts.

#### 1.a.ii Description of the Priority Brownfield Site(s)

The focus of this assessment is the two-block industrial tract bounded by Somerset, Chestnut, Lancaster, and Peal Streets, currently utilized as an open, unpaved trailer lot and the E. Perry Iron & Metal Co. (EPIMC) scrap yard. The scrap yard has operated at this location for over one hundred years (since 1896), accepting and processing solid waste, and is a relic of Bayside's industrial past. The scrap yard is listed by the Maine DEP as an "uncontrolled site" in need of resources. Processing activities result in the release of metals such as mercury and lead, solvents and chemicals, polychlorinated biphenyls (PCBs), volatile organic compounds (VOCs), oils, and other contaminants to the air and to subsurface media. Modern day environmental regulations were nonexistent during much of the scrap yard's operational history, and releases may have been undetected or unreported. Further, this site is in the .2% (500 year) flood hazard area in the 2017 Preliminary

Maps, approval pending. When intense rain storms coincide with high tides, wide spread flooding expands across the neighborhood, disrupting travel and business, and causing vehicle and property damage. Residences and the Bayside Community Garden, where the community plants and grows fruit trees and vegetables, are located within just a few hundred feet of the EPIMC scrap yard. Assessment and cleanup of the yard would eliminate unnecessary health hazards to the nearby sensitive community, and is well overdue.

## **1.b. Revitalization of the Target Area**

### **1.b.i Reuse Strategy and Alignment with Revitalization Plans**

Portland began planning for its future in the early 1970's which encompassed multi-faceted development strategies, zoning changes, creating safe affordable workforce housing for our workers who service the tourism, retailers, restaurants, and our marine industries. In **City of Portland's State of Portland's Economy** (March 2017) report and the 2018-2019 Work Plan for **Portland's Economic Development Vision and Plan**, we highlighted our goals as "Grow the Economy; Enrich the Creative Economy; and Support Business". We recognize the importance of providing affordable safe housing to those workers who help the City move forward. In our plan, we identified meeting the goals of 440 Market Rate Apartments, 90,000 sq. ft. +/- Retail/Restaurant Space, and 800 Space Parking Garage in Bayside, one of the target areas.

Several plans and programs are already in place for our assessment process. These include, specifically, the City's **2030 Comprehensive Plan**, with functional elements such as **Incentives for Affordable Housing**, and strategic area plans like **A New Vision for Bayside** (April 2000) and the **Bayside Transportation Master Plan (2018)**. The **Comp Plan specifies encouraging infill redevelopment and affordable housing projects**, fosters sustainable development and is consistent with the goals of this assessment program. We intend to **create affordable housing**, for the underserved in our target area of Bayside. Consistent with our IMCP designation, we will revitalize manufacturing sites, such as the **EPIMC scrap yard (the target site)**, to support economic competitiveness as well, while considering the values of our communities and neighborhoods. Redevelopment of the scrap yard parcels is specifically designated as a **Critical Action in A New Vision for Bayside**.

This Brownfields assessment program will work to promote cleanup/redevelopment of contaminated properties in the **Bayside area**, thereby reducing impacted storm water and groundwater from reaching Portland Harbor and impacting harbor sediments. This effort will go hand in hand with the City's recent \$170 million investment in a combined sewer overflow (CSO) separation project in Bayside.

Our program will also support Green and Sustainable Remediation and Climate Smart Growth initiatives through such documents as the City of Portland's Urban Land Institute (ULI) **Resiliency Study**, and the **Bayside Adapts Initiative** in 2017. In addition, the City is a participant in the Maine Climate Council charged with developing a plan to lower the state's greenhouse gas emissions by at least 80% by 2050. Further, procurement policies that encourage use of local contractors, beneficial soil reuse, and building debris recycling will be included in the program.

### **1.b.ii Outcomes and Benefits of Reuse Strategy**

We will focus our assessment and redevelopment strategy in a manner that is **consistent with our Comprehensive Plan**, Bayside's strategic area plan (**A New Vision for Bayside**), the Bayside Adapts Initiative, community needs, and program vision. Specifically, we will focus on projects that redevelop vacant and/or **underutilized properties to create manufacturing and affordable housing** opportunities, enhance the quality of life for residents, and grow the economic vitality of neighborhoods and districts, as highlighted in the Comp Plan.

With the assessment and cleanup of the **EMIPC scrap yard (the target site)**, non-profit developers such as **Avesta Housing and the Portland Housing Authority** will have a clean slate to create affordable and workforce housing units in the Bayside neighborhood, specifically for lower income Portland residents. Additionally, the cleanup of the scrap yard will increase property value in the neighborhood. Newly constructed housing units and a parking garage which will be needed to support the residents and align with **City of**

**Portland's State of Portland's Economy Plan.** Avesta Housing utilizes thermal energy systems and photovoltaic solar panels to power their buildings when possible, and currently has four **LEED-certified** buildings, one **ENERGY STAR-certified** building, and one **Passive House** Building; we will encourage and support the development of similar green structures at the target site and throughout our community.

Bayside is partially located within a designated **Opportunity Zone**, which is desirable for developers and investors. Our plan for this community will undoubtedly spur economic growth within this neighborhood and the adjacent areas of Portland. We will continue to use the City's extensive existing relationships with real estate brokers, commercial lenders, owners, and for-profit and **non-profit developers** to maintain a steady stream of property referrals that have been languishing and not fully utilized.

### **1.c Strategy for Leveraging Resources**

#### **1.c.i Resources Needed for Site Reuse**

We have been operating a successful **Brownfields Revolving Loan Fund (RLF) of \$1.3 million since 2016**, which was preceded by an additional RLF granted in 2006. These funds have already been used to invest in properties in the Bayside neighborhood, along with sites throughout the City. Specifically, the City's RLFs have funded the following investments in the Bayside neighborhood, **totaling \$497,000**: \$209,000 for the cleanup of 21 Chestnut Street, a residential apartment building; \$150,000 for the cleanup and creation of Chestnut Street Extension, a public roadway; \$138,000 for the cleanup and creation of a City parking lot at 161 Marginal Way (likely to be redeveloped in future); and \$12,000 to fund Phase I ESAs at six properties. Our success in funding redevelopment and reuse projects in Bayside shows our commitment to this neighborhood, and we plan to continue funding activities in this neighborhood through the RLF and other resources, including \$9,000,000 in HUD grants and private investments. The Bayside neighborhood is a hot-spot for new businesses, especially breweries. According to a 2019 study, "the beer industry contributes \$2 billion to Maine's economy each year" and supports over 15,000 jobs in Maine. The area continues to grow with the addition of new breweries and distilleries every year. We fully endorse the growth of this sector, which has strong manufacturing and job creation components, in our city.

With respect to the EPIMC scrap yard, once assessment activities funded through this grant quantify the contamination, RLF funds will be available for cleanup and redevelopment of this site, situated in the heart of Bayside. The scrap yard is within walking distance to many nearby amenities, including grocery stores, restaurants and breweries, encouraging funding from private developers. Given the City's successful history, we will continue to assist in the creation of affordable housing through the strategic allocation of HUD funds to construct affordable residences at the scrap yard, particularly the HOME Investment Partnerships Program and CDBG funds. In 2018/2019, the City committed a total of \$1,777,439 of HOME funds and \$260,000 of CDBG funds toward the development of 366 affordable housing units in six development projects. We also have valuable local funding tools including the Housing Trust Fund (HTF), currently at \$977,000, Affordable Housing Tax Increment Finance Districts (AHTIF) and the Housing Development Fund (HDF).

#### **1.c.ii Use of Existing Infrastructure**

**Re-using the existing infrastructure** in the target area will save time and money as the utility infrastructure is in place in the urban area of Bayside. The City recently invested **\$170 million** to separate the SCO system in the Bayside neighborhood, including in the immediate vicinity of the EPIMC scrap yard. Utilizing existing infrastructure will ensure we are being sustainable while redevelopment will focus on green infrastructure and equitable development for our low-income citizens to ensure they will thrive.

## **2.0 COMMUNITY NEED & COMMUNITY ENGAGEMENT**

### **2.a Community Need**

#### **2.a.i The Community's Need for Funding**

As the data tabulated below shows, residents of the Bayside neighborhood are more likely to be unemployed, earn less, live in poverty, reside in low-income neighborhoods with old housing stock, be minority and foreign-born, and rely on public assistance. These figures point to the need for employment, such as manufacturing

jobs with limited initial barriers to entry, as well as affordable high-quality housing.

	Statistic	Bayside	Cumberland County	Maine	National
1	Population	5,595	286,119	1,329,100	316,127,513
2	Unemployment	14.7%	2.6%	3.9%	8.3%
3	Poverty Rate	38.5%	11.6%	13.9%	15.5%
4	Percent Minority	32.9%	7.5%	5.0%	37.8%
5	Median Household income	\$25,679	\$60,051	\$49,331	\$53,889
6	Low-Moderate Income	89%	40%	N/A	N/A
7	Housing Built Before 1970	76%	48%	45%	40%
8	Percent on Public Assistance	15.1%	3.5%	4.4%	2.8%
9	Foreign Born Population	27.7%	6.1%	3.5%	13.2%

Sources: #1, 3-5, and 7-9 from the 2011-2015 American Community Survey (ACS); #6, 2010-2014 ACS as reported by HUD; #2, Bureau of Labor Statistics (2016) for US, State & County and 2011-2015 ACS.

In addition, hundreds of asylum-seekers arrived in Portland in 2019 alone, who have little to no resources available. The residents of the target area do not have the means required to seek environmental assessment or remediation independently. The City plans invest in Bayside to normalize these statistics and provide a path for cleanup and beneficial reuse of contaminated properties in the neighborhood.

### **2.a.ii Threats to Sensitive Populations**

1) **Health or Welfare of Sensitive Populations:** The health of **minorities** is disproportionately impacted by environmental problems. Much of Bayside was built on fill, including lead and PAH-containing debris from the Great Fire of 1866. This debris is present throughout our target area, where the population of **minority groups is three times** that of the state.<sup>1</sup> Statistics outlining other health issues in the target area are presented in the section below and include higher than average rates of cancer, asthma, blood lead levels in children, and substance abuse/overdose deaths.

According to the U.S. CDC, lead interferes with the development of the body’s organs, especially in **young children**, where it impedes learning. In addition, a 2009 Columbia University study determined that high exposure to PAHs by **pregnant women** causes lower IQ and childhood asthma. An outcome that will result from the assessment and remediation of contaminated soil will be healthier **sensitive populations**, such as pregnant women, who are prone to adverse impacts from PAHs, and children, who are most sensitive to elevated lead. Our Brownfields assessment program will also have a profound impact on environmental justice, including our goal of reducing **social and economic disparities for low-income, minority communities and other disadvantaged populations**. Specifically, we plan to continue to incorporate **Green Infrastructure** features into our projects and continue the momentum of the Bayside Trail project, which included tree-lined trails that connect our **target neighborhoods to healthy food options and recreational opportunities**. Finally, the renovation or replacement of the older substandard housing stock that is characteristic of our target areas will reduce risk posed by asbestos and lead paint. This will also remove blight and increase community pride, both of which will result in a reduction of crime and improved community **welfare**.

2) **Greater Than Normal Incidence of Disease and Adverse Health Conditions:** Cancer is the leading cause of death in Cumberland County. **Portland has a higher incidence of cancer than other areas in Maine and the U.S., with a death rate of 256 per 100,000 population compared to 242 for Maine<sup>2</sup> and 209<sup>3</sup> in the U.S.** Maine also has the **highest asthma rate** in New England. Asthma in the Bayside target area impacts

<sup>1</sup> <https://www.census.gov/quickfacts/fact/table/portlandcitymaine,ME/RHI125218>

<sup>2</sup> <https://www.portlandmaine.gov/DocumentCenter/Home/View/1290>

<sup>3</sup> <https://www.cancer.org/content/dam/cancer-org/research/cancer-facts-and-statistics/annual-cancer-facts-and-figures/2005/cancer-facts-and-figures-2005.pdf>

12.8% of the residents<sup>4</sup>, which is 60% higher than the national average<sup>5</sup>.

Based on Census data, more than 75% of the housing stock within our target areas was built before 1970. Further, according to the Maine CDC more than **80% of lead poisoned children** lived in rental housing, and according to the United Way, **15.9%** of the City's children screened for **lead had elevated levels**. Through an **EPA Community Cares grant**, Portland ranked lead contaminated soil as a top priority. During the summer of 2011, soil samples were analyzed to contain lead concentrations ranging from 1,329 to 1,724 mg/kg. These alarming levels pose a threat to **young children**, who can ingest soil while playing. Without the assistance provided by Brownfields funds we will continue to struggle to provide safe and affordable housing to our citizens, particularly our **children, immigrant, and minority** populations.

Assessing and cleaning up sites through the Brownfields program will result in improved health for our community. For example, remediating soil contaminated by PAH and heavy metals from former manufacturing facilities will **reduce risk posed by direct contact and particulate inhalation**. Soil vapor and groundwater remediation at these industrial sites will also **mitigate vapor intrusion** into the living and work spaces of our buildings. Redevelopment focused on aged infrastructure can also reduce emissions and lower our rate of asthma. In addition, the residual lead-paint and asbestos in the older buildings will be assessed and cleaned up, further **eliminating lead poisoning of children** and inhalation concerns from asbestos in the low-income and workforce housing. In 2019, the City received \$2.5 million from HUD's Lead Safe Program to invest in lead abatement of housing units in Portland that contain identified lead hazards.

3) Disproportionately Impacted Populations: Based on EPA's EJSCREEN tool, **the population of Bayside is 67% low income residents**, and of the total population of the neighborhood, 17% is linguistically isolated and **17% have less than a high school education**. When compared to the national average, the Bayside neighborhood is in the 92<sup>nd</sup> percentile for proximity to Risk Management Plan sites (or sites with a potential chemical accident management plan), **85<sup>th</sup> percentile for proximity to hazardous waste facilities**, and 79<sup>th</sup> percentile for percent of housing likely to contain lead paint.

Another sign of distress and impact on the population is substance abuse. Between 2012 and 2016, 29.3 out of every 100,000 Portlanders died from a drug overdose, which is 60% higher than the statewide statistic.<sup>6</sup> In 2018 alone, 12% of Maine's opioid and overdose deaths occurred in Portland, greater than any other city, town, or county in the state.<sup>7</sup> Portland's death rate is also increasing at a faster pace relative to the rest of the state<sup>8</sup>. The **challenges posed by crime / substance abuse** are hard felt in our target area.

The assessment, cleanup, and redevelopment of contaminated sites in the target area, including the EPIMC scrap yard, will help to alleviate these concerns by providing affordable housing and places of employment, which will boost household income and provide a brighter future for residents.

## **2.b Community Engagement**

### **2.b.i & 2.b.ii Project Partners and Project Partner Roles**

The City has partnered with governmental, local, and community entities to engage the target area and accomplish project goals.

<b>Partner Name</b>	<b>Point of Contact</b>	<b>Specific Role in the Project</b>
EPA	Project Officer to Be Determined	Federal regulatory review/guidance, technical expertise
Maine DEP	Nick Hodgkins Nick.Hodgkins@maine.gov, (207) 592-0882	State regulatory review/guidance, technical expertise

<sup>4</sup> <https://www.cdc.gov/500Cities/>

<sup>5</sup> <https://www.cdc.gov/nchs/fastats/asthma.htm>

<sup>6</sup> [https://www.maine.gov/dhhs/mecdc/phdata/MaineCHNA/documents/Portland\\_City\\_Profile\\_web.pdf](https://www.maine.gov/dhhs/mecdc/phdata/MaineCHNA/documents/Portland_City_Profile_web.pdf)

<sup>7</sup> <https://www.maine.gov/ag/news/article.shtml?id=1264903>

<sup>8</sup> <https://bangordailynews.com/2015/07/28/news/portland/portland-drug-addiction-overdose-rates-exceed-the-rest-of-maine/>

Partner Name	Point of Contact	Specific Role in the Project
Cumberland District Public Health Council	Zoe Miller, <a href="mailto:zmiller@gpcog.org">zmiller@gpcog.org</a> (207) 774-9891 X-227	Public health education/advocacy
Bayside Neighborhood Association	Sarah Michniewicz, <a href="mailto:bnaportland@gmail.com">bnaportland@gmail.com</a> (207) 523-0962	Community outreach & collaboration (local neighborhood)
E. Bayside Neighborhood Org.	Ellen Bailey, <a href="mailto:ebailey@eastbayside.org">ebailey@eastbayside.org</a> (207) 899-6385	Community outreach & collaboration (local neighborhood)
Creative Portland	Dinah Minot, <a href="mailto:dinah@creativeportland.com">dinah@creativeportland.com</a> (207) 370-4784	Community outreach & collaboration (arts & innovation community)
Portland Regional Chamber of Commerce	Quincy Hentzel, <a href="mailto:qhentzel@portlandregion.com">qhentzel@portlandregion.com</a> (207) 772-2811	Community outreach & collaboration (development & advocacy)
University of Southern Maine	Stacy Steward, <a href="mailto:usmcareers@maine.edu">usmcareers@maine.edu</a> (207)228-8091	Short-term job training, community outreach, meeting space
GPCOG	Kristina Egan, <a href="mailto:Kegan@gpcog.org">Kegan@gpcog.org</a> (207)-774-9891 ext. 214	Community Eco. Development, (EPA Brownfields Grant Recipient)
Avesta Housing	Dana Totman, <a href="mailto:dtotman@avestahousing.org">dtotman@avestahousing.org</a> (207) 553-7777	Non-profit affordable housing development & management org.
Catholic Charities of Maine	Tarlan Ahmadov, <a href="mailto:tahmadov@ccmaine.org">tahmadov@ccmaine.org</a> (207)523-2729	Community outreach, mtg. space (faith-based social services org.)

### **2.b.iii Incorporating Community Input**

Our outreach efforts will be focused to connect with both target community members and other stakeholders. We will reach out to these stakeholders to get involved and stay involved in **assessment, cleanup and reuse planning** by using the City of **Portland's website**, our concerned citizen's listserv, the websites and distribution lists of our community organization partners, and social media outlets available to the City and via our project partners. For citizens without access to the Internet, particularly low-income residents who live near and adjacent to the project sites, we will reach out with direct mailings and flyers posted in the neighborhood. Finally, for those minority community members who may not be able to read materials printed in English, we will work with the **City of Portland's contractors for interpretation and translation services, including Linguistica International, Language Link and Language Line Solutions**, who can provide multi-lingual staff to assist with outreach and will include **translation** on our printed materials. Outreach may include the City website (postings for public meetings, meeting minutes, project updates, and electronic versions of reports); the information repository (location for hard copies of reports and program-related documents); public meetings (up to 4 meetings will be held during this grant cycle outside of normal working hours to increase attendance and announced via Facebook, the City website, newspapers, and the Public Access TV station); print newsletters, brochures, and flyers (printed documents in English and in translation will be distributed at municipal offices, chambers of commerce, neighbors of project sites, and other high-foot traffic locations); and e-mail and social media (program announcements and solicitations for input will be disseminated).

Once sites are selected, the City will work with the property owners to ensure there is community outreach and meetings as requested by the **target area residents**. Meetings will be held in the neighborhood of the project site, will be advertised using the outreach methods described above and allow residents and business owners opportunities to discuss the project and voice concerns. As necessary to **accommodate possible cultural differences**, meetings may be held at cultural gathering centers or after other scheduled meetings of cultural groups to encourage participation. At meetings, we will discuss measures that will be used to protect human health and the environment during assessment. We will have both the QEP and City representatives present to address comments and provide follow up. **City of Portland's contractors for interpretation and translation** will also be available for meetings. There will also be several opportunities for public engagement triggered by City ordinance, including master planning, concept approval, and site plan review.

Quarterly **Brownfields updates and success stories will be shared through the City's previously**

**described public outreach** techniques, which will be multilingual as appropriate. Each of these updates will also solicit feedback and provide the opportunity to continue the engagement process throughout the grant.

### 3.0 TASK DESCRIPTIONS, COST ESTIMATES & MEASURING PROGRESS

#### 3.a Description of Tasks/Activities and Outputs

The following tasks will be completed to implement the program. All personnel time, except the City Attorney, will be in-kind service, increasing the City's funds available for assessment.

<b>Task 1: Cooperative Agreement Oversight</b>
<p>i. Project Implementation</p> <ul style="list-style-type: none"> <li>• Registration and travel to two National Brownfields conferences by up to two staff; and</li> <li>• Preparation of Quarterly Reports and other grant-related documentation.</li> </ul> <p>In-kind funding associated with this task includes City staff time to attend the conferences, prepare EPA work products and plans, and procure a QEP.</p>
<p>ii. Anticipated Project Schedule:</p> <p>The City will prepare a Request for Proposals (RFQ) <b>during the first quarter</b> to engage a QEP Firm through a competitive process after our Cooperative Agreement is in place to conduct assessment activities. Ranking of the RFP's and review by City staff will be conducted. The City expects to select a QEP <b>in the second quarter</b>. Other activities related to this task will be conducted <b>throughout the duration of the grant period</b>.</p>
<p>iii. Task/Activity Lead(s):</p> <p>City staff will lead the implementation of Cooperative Agreement Oversight.</p>
<p>iv. Outputs</p> <ul style="list-style-type: none"> <li>• 12 Quarterly Reports</li> <li>• ACRES updates</li> </ul>

<b>Task 2: Community Outreach</b>
<p>i. Project Implementation</p> <ul style="list-style-type: none"> <li>• Outreach to community leaders;</li> <li>• Update outreach materials; and</li> <li>• Solicit owners and developers.</li> </ul> <p>In-kind funding associated with this task includes City staff time to conduct outreach and develop/maintain a website.</p>
<p>ii. Anticipated Project Schedule:</p> <p>Outreach materials will be updated by the <b>fourth quarter</b>. Outreach activities will be conducted <b>throughout the duration of the grant period</b>.</p>
<p>iii. Task/Activity Lead(s):</p> <p>City staff and the selected QEP will work together to complete Community Outreach.</p>
<p>iv. Outputs</p> <ul style="list-style-type: none"> <li>• 6 community meetings</li> <li>• Outreach materials (brochures, flyers, newsletters)</li> <li>• Website</li> </ul>

<b>Task 3: Phase I and Phase II Assessments</b>
<p>i. Project Implementation</p> <ul style="list-style-type: none"> <li>• Inventory, prioritization, and selection of sites within and outside of the target area (sites within the target area will be prioritized over others in the area) with the focus on the EPIMC scrap yard; Preparation of site eligibility forms and access agreements for privately owned properties;</li> <li>• Completion of Phase I ESAs; and</li> </ul>

<ul style="list-style-type: none"> <li>• Completion of Phase II ESAs.</li> </ul> <p>In-kind funding associated with this task includes City staff time to coordinate and review documents.</p>
<p>ii. Anticipated Project Schedule: Activities associated with this task will be conducted <b>throughout the duration of the grant period.</b></p>
<p>iii. Task/Activity Lead(s): The selected QEP will lead Phase I and Phase II Assessments.</p>
<p>iv. Outputs</p> <ul style="list-style-type: none"> <li>• Site inventory</li> <li>• Site eligibility forms and access agreements</li> <li>• 6 Phase I ESAs</li> <li>• 5 Quality Assurance Project Plans (QAPPs)/Phase II ESAs</li> </ul>

<p><b>Task 4: Remedial/Reuse Planning</b></p>
<p>i. Project Implementation</p> <ul style="list-style-type: none"> <li>• Evaluation of cleanup alternatives and reuse options for the assessed sites, with the focus on the EPIMC scrap yard; and</li> <li>• Completion of ABCAs/reuse plans.</li> </ul> <p>In-kind funding includes City staff time to coordinate activities and review documents.</p>
<p>ii. Anticipated Project Schedule: Activities associated with this task will be conducted <b>throughout the duration of the grant period.</b></p>
<p>iii. Task/Activity Lead(s): The selected QEP will lead Remedial/Reuse Planning.</p>
<p>iv. Outputs</p> <ul style="list-style-type: none"> <li>• 4 ABCAs/reuse plans</li> </ul>

**3.b Cost Estimates**

The cost estimates associated with each task were developed as follows:

Task 1: Cooperative Agreement Oversight: Travel is for up to two staff to attend two National Brownfields conferences for a total of \$4,000 (\$1,000/person for airfare/lodging/meals per conference). City Attorney time to review the QEP contract at (5X\$200hr=\$1,000) will be grant funded. Contractual includes 20 hours of QEP time at \$100/hr (\$2,000). In-kind funding includes City staff time to attend the conferences, prepare EPA work products and plans, and procure a QEP.

Task 2: Community Outreach: Supplies include \$1,000 for brochures and outreach notices. Contractual covers the cost of our QEP to participate in outreach activities for 20 hours at \$100/hr (\$2,000). In-kind funding includes City staff time to conduct outreach and develop/maintain a website.

Task 3: Phase I and Phase II Assessments: City will emphasize conducting or **completing Phase II ESAs (Appendix 3)**. Inventory of 10 potential sites and identification of 6 priority sites. **Phase I ESAs:** City will evaluate 6 properties for a Phase I ESA that meets ASTM 1527-13/All Appropriate Inquiries. We have estimated \$4,000 per **Phase I ESA (6 sites\*\$4,000/site=\$24,000)**. **Phase II ESAs:** City will complete Phase II ESAs at approximately **5 properties**. The cost of each QAPP and Phase II will vary upon the size, complexity, and type of material investigated. We have estimated \$28,000 for a typical **QAPP/Phase II ESA (5 sites\*\$28,000/site = \$140,000)**. City Attorney time (5hrsX\$200hr=\$1,000) to review access agreements. In-kind funding includes City staff time to coordinate activities and review documents.

Task 4: Remedial/Reuse Planning: We have estimated \$18,750/site for remedial planning (4 sites x \$18,750/site= \$75,000). This accounts for 30% of the grant funds. In-kind funding includes City staff time to coordinate activities and review documents.

The cost estimates are presented in the table below.

	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Total</b>
	<i>Cooperative Agreement Oversight</i>	<i>Community Outreach</i>	<i>Phase I and II Assessments</i>	<i>Remedial/Reuse Planning</i>	
Personnel	<b>\$1,000</b>	\$0	<b>\$1,000</b>	\$0	<b>\$2,000</b>
Fringe	\$0	\$0	\$0	\$0	\$0
Travel	<b>\$4,000</b>	\$0	\$0	\$0	<b>\$4,000</b>
Supplies	\$0	<b>\$1,000</b>	\$0	\$0	<b>\$1,000</b>
Equipment	\$0	\$0	\$0	\$0	\$0
Contractual	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$164,000</b>	<b>\$75,000</b>	<b>\$243,000</b>
<b>Total</b>	<b>\$7,000</b>	<b>\$3,000</b>	<b>\$165,000</b>	<b>\$75,000</b>	<b>\$250,000</b>

### **3.c Measuring Environmental Results**

The City and QEP will continually track, measure and evaluate the assessment and redevelopment work under this program to ensure grant dollars are being directed towards the projects with the most significant environmental and economic impact for the City. Developer/project viability and track record will be considered as part of the eligibility process. Information on the properties assessed, jobs leveraged, dollars leveraged, will be recorded in quarterly reports and ACRES and shared with the community through our community outreach program to heighten awareness and stimulate interest. Assessment funds will be reserved for projects that will provide the greatest benefit to the community and have the highest chance of success based on community input, developer support, and commitments from other funding sources.

## **4.0 PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**

### **4.a Programmatic Capability**

#### **4.a.i and 4.a.ii Organizational Structure and Description of Key Staff**

**Program Manager:** Greg Mitchell has been the City's Economic Development Director since 2009. His work involves business recruitment/retention, advocacy of business interests in City government, marketing, strategic re-visioning, negotiations with developers, and City land development. He has 30 years of economic development experience and will have overall management responsibility for the Assessment grant, playing a similar role as for our RLF.

**Project Manager:** Nelle Hanig, the City's Business Programs Manager, has been administering the City's RLF and grant programs since 2008. Responsibilities include management of the existing BFRLF including loan/grant applicant intake, and coordination with banks, underwriters, the City attorney, and applicants. Nelle also manages our Façade Improvement and Job Creation grant programs and helps developers and businesses with permitting and licensing. She'll be the day-to-day Assessment Grant manager. As the first contact for clients, she will initiate a meeting and site visit to scope project eligibility and feasibility. She will also identify resources for cleanup and redevelopment, if applicable.

**Legal Advisor:** Michael Goldman is Portland's Associate Corporation Counsel and a former Maine Supreme Court law clerk. He has 10 years of experience in real estate and commercial transactions cases.

**Fund Managers:** Anne Bilodeau, the City's Deputy Director of Finance and Lori Paulette, Senior Executive Assistant. Anne has been with the City for six years. Her responsibilities include oversight of the Treasury, Accounts Payable and Payroll. Lori Paulette has been with the Economic Development Department for over 30 years and has managed the Department's loan and grant funds since 2008. The Fund Managers will be responsible for financial management, tracking, and reporting for the Assessment grant.

#### **4.a.iii Acquiring Additional Resources**

The City understands additional technical expertise and resources will be needed to complete the Brownfield assessment project and we will follow federal guidelines to retain a QEP to assist in managing the activities funded by the Assessment Grant through a qualifications-based bid process. We will evaluate (1) the number of EPA grants the QEP has managed; (2) the QEPs' understanding of the Assessment Grant process and QAPPs, and (3) the consultants' understanding and ability to help with community outreach and education.

The QEP will be evaluated on their experience with Maine Brownfields programs as well as applicable laws, regulations, and EPA requirements and policies; environmental due diligence; transactions of environmentally impaired property; environmental site assessments (ESAs); brownfield redevelopment and financing; and community outreach activities.

#### **4.b Past Performance & Accomplishments**

##### **4.b.i Currently Has or Previously Received an EPA Brownfields Grant**

Portland has an extensive history of receiving and administering EPA Brownfields grants dating back to 1996. Our three most recent grants include a \$200,000 assessment grant in FY18 (BF00A00465), a \$1.3 million RLF grant in FY16 (BF00A00199), and a \$200,000 assessment grant in FY05 (BF97132201). Other than these grants, we have successfully managed a total of **\$1.34 million** in Brownfields grant funds, including assessment, RLF, and cleanup grants. Each grant was managed per program requirements and successfully implemented as discussed below.

1) Accomplishments: Assessment (BF00A00465): We have led an expeditious assessment program since receiving this funding, completing **3 Phase I ESAs** and **4 Phase II ESAs**, and cleanup planning is underway. This includes the target site at **58 Fore Street, the former Portland Company Site**, a contaminated former locomotive foundry along Portland's waterfront that is being redeveloped into a 10-acre mixed-use development with a \$100+ million of private investment. The assessment of a former elementary school built on a dump is paving the way for a future housing development in a low-income area of the City. As of the time of this grant application, we have drawn down 80% of this grant.

RLF (BF00A00199): We had been contacted by a number of developers who approached the City for cleanup funds including **utilizing the money for cleanup of the Former Reed School, which was renovated and converted to the non-profit Children's Odyssey in 2018**, a school for children with learning disabilities and also for housing, the **cleanup of the site for the Portland Housing Authority development** off 55 affordable residential units on Boyd Street in East Bayside, the **Children's Museum and Theater of Maine (also a non-profit)** to be located on Thompson's Point (former railroad industrial area) as well as the larger Thompson's Point Development which is slated to be a mixed use development and recreational/concert venue. At this time, the **RLF monies have been allocated to these projects. We have 1 additional project** that has requested loan funding and two that are preparing to request funds. Youth and Family Outreach will construct a new building to house a daycare center, community center, and offices (as previously discussed); two affordable housing projects are in the planning stages, one on the site of the former West Elementary School and the other on Riverside Street which was previously an industrial site.

Assessment (BF97132201): As part of this grant, a large-scale assessment of a scrapyards in Bayside was conducted, setting the stage for the assessment of the EPIMC scrap yard just 2 blocks away. Additionally, 1 Phase I ESA and 2 Phase II ESAs were completed to turn a dilapidated and contaminated rail corridor into the Bayside Trail, a livable, walkable, vibrant urban amenity. The trail, together with pocket parks, gardens, and public gathering areas, is a focal point for cultural activities and community programs, contributes to the economic vitality of the City, and improves the quality of life for the tens of thousands of residents, workers, and visitors. Assessment activities were supplemented with RLF funds.

2) Compliance with Grant Requirements: Since 1996, our previous assessment and RLF grants have been **completed in accordance** with their work plans and met the applicable programmatic requirements. We have a proven track record of successfully managing our grants over nearly 25 years. In addition, the City has completed quarterly reports and ACRES inputs for our existing grants. We have filed all reports on time and maintain contact with our EPA PO on all fronts. Based on historical grants, all available assessment and RLF funds were expended prior to the end of the performance period. In the past, \$328,352.56 of prior RLF grant funds were de-obligated due to challenging market conditions, which stalled development projects and prevented us from loaning the funds before the period of performance expired. However, an improved economy, our demonstrated interest in loan applications, and renewed marketing strategy have ensured that current funds are being loaned or subgranted well before the period for this RLF ends.

## Attachment: Threshold Criteria Responses

### Applicant Eligibility

The City of Portland is a municipality in the State of Maine eligible for an EPA Brownfields Assessment Grant.

### Community Involvement

The City of Portland has successfully provided, and will continue to provide, information about the program to our residents. Our **outreach efforts will be focused to connect with both target community members** and other stakeholders. We will reach out to these stakeholders to get involved and stay involved in assessment, cleanup and reuse planning through the City of Portland’s website, our concerned citizen’s listserv, the websites and distribution lists of our community organization partners, targeted community meetings, and social media outlets available to the City and via our project partners. For citizens without access to the Internet, particularly low-income residents who live near and adjacent to the project sites, we will reach out with direct mailings and flyers posted in the neighborhood. Finally, for those minority community members who may not be able to read materials printed in English, we will work with the City of Portland’s contractors for interpretation and translation services, including Linguistica International, Language Link and Language Line Solutions, who can provide **multi-lingual staff** to assist with outreach and translation and will include translations on our printed materials. Outreach activities may include the following:

<b>Outreach</b>	<b>Activity Description</b>
City Website	Website will include - postings for public meetings, meeting minutes, project updates, and reports, which will be regularly updated
Information Repository	City will serve as the location for hard copies of all program-related documents for review by the public.
Public Meetings	Public meetings will be held during and after the project selection process for sites. <i>We anticipate up to 6 meetings during this grant cycle.</i> Meetings will be held outside of normal working hours to increase attendance. Public meeting announcements and project updates will be broadcast through our Facebook account and Public Access TV Station.
Print Newsletters	City will utilize print and email newsletters to promote the program and provide regular project updates. <i>We anticipate 4-6 Newsletters over the grant.</i>
Newspaper Releases	Announcement of grant funding will be publicized in local newspapers. Public meetings will also be advertised in community newspapers. <i>We anticipate 4 releases.</i>
Flyers	City will distribute flyers at municipal offices, chambers of commerce, and other high foot traffic locations, as well as to neighbors of project sites. <i>We anticipate 2 flyers.</i>
Brochure	City will develop a general Brownfields brochure to promote the program and will distribute around town (also in translation as needed)
E-mail	City will utilize e-mail networks to announce and promote the program, solicit input, advertise meetings, and disseminate outcomes.
Social Media	City will utilize Facebook, Twitter and Blogs to promote the availability of Brownfields Assessment Grant monies and successful Brownfields redevelopment

Once sites are selected, the City will work with the property owners to ensure there is community outreach and meetings as requested by the target area residents. Meetings will be held in the neighborhood of the project site, will be advertised using the outreach methods described above, as needed and allow residents and business owners opportunities to discuss the project and voice potential concerns prior to initiation. As necessary to accommodate possible cultural differences, meetings may be held at cultural gathering centers or after other scheduled meetings of cultural groups to encourage participation. At meetings, we will discuss measures that will be used to protect human health and the environment during assessment. We will have both the QEP and City representatives present to address comments and provide follow up as necessary. City of Portland's contractors for interpretation and translation services will also be available for meetings to assist with translation. Beyond neighborhood meetings, there will be several opportunities for public engagement triggered by City ordinance, including master planning, concept approval, and site plan review.

Quarterly Brownfields updates and success stories will be shared through the City's previously described public outreach techniques, which will include emails, website and social media posts, and mailings and flyers, which will be multilingual as appropriate. Each of these updates will also solicit further feedback and provide the opportunity to continue the engagement process throughout the grant.

**Expenditure of Assessment Grant Funds**

The City of Portland has received payment from EPA for 80% of our FY18 Assessment Grant (BF00A00465). A report generated from the Automated Standard Proposal for Payments (ASAP) system is attached.

Q1 2020

### Payment Transaction Confirmation

Payment Request Sequence Number : 10-25-2019 81033549

Payment Request Type :	Individual
Payment Method :	ACH
Bank Relationship :	211274450****2767
Requested Settlement Date :	10/29/2019
Requested Date and Time :	10/25/2019:16:40
Total Items :	1

Recipient : PORTLAND MAINE CITY OF (2303163)

Federal Agency : ENVIRONMENTAL PROTECTION AGENC (68128933)

Cash On Hand : Total :\$8,789.80

Seq # / Item #	Account ID	Account Status	Request Reference Number	Available Balance	Remittance Code	Remittance Amount	Amount Requested	Payment Request Status
00001/1	BF00A00465	Open		\$40,006.63				Warehoused
	BF00A00465-G100NY00	Open					\$8,789.80	

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="12/02/2019"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text" value="BF"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Portland, City of"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text" value="0717478020000"/>	
<b>d. Address:</b>		
* Street1:	<input type="text" value="389 Congress Street"/>	
Street2:	<input type="text"/>	
* City:	<input type="text" value="Portland"/>	
County/Parish:	<input type="text" value="Cumberland"/>	
* State:	<input type="text" value="ME: Maine"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="04101-3509"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Economic Development Dep't."/>	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Ms."/>	* First Name:	<input type="text" value="Nelle"/>
Middle Name: <input type="text" value="R"/>		
* Last Name:	<input type="text" value="Hanig"/>	
Suffix: <input type="text"/>		
Title:	<input type="text" value="Business Programs Manager"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="207-756-8019"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="nrh@portlandmaine.gov"/>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Environmental Protection Agency

**11. Catalog of Federal Domestic Assistance Number:**

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

**\* 12. Funding Opportunity Number:**

EPA-OLEM-OBLR-19-05

\* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

City of Portland Brownfields Assessment Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="250,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="250,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed: