



CITY CLERK
GLOUCESTER, MA
12 AUG -1 AM 9:45

GLOUCESTER CITY COUNCIL
9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

Budget & Finance Committee
Thursday, August 9, 2012 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. *Memorandum from CAO requesting permission to pay an invoice for K12 Insight in the amount of \$4,999*
2. *Memorandum from Acting Community Development Director and recommendations from the Community Preservation Committee for Round 3, FY12 Funds*
3. *Memorandum from Grants Administrator regarding a three-year EPA Brownfields Assessment Grant in the Amount of \$400,000*
4. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

Councilor Paul McGeary, Chair
Councilor Joseph Ciolino, Vice Chair
Councilor Melissa Cox

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Gregg Cademartori
Deborah Laurie
J.J. Bell
Sandra Dahl-Ronan
Sharon DuBois

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council

FROM: Jim Duggan, Chief Administrative Officer

RE: K12 Insight Invoice

DATE: July 3, 2012

We are respectfully requesting permission to pay the attached invoice for services procured by the School Department without a Purchase Order in place.

K12 insight is providing a subscription to its web-based platform for the School Department's use in gathering survey data and community input. The School Department has already used the service to gather community input data on the use of the Fuller School.

A Purchase Order has been opened and funds have been encumbered to pay the invoice, pending City Council approval.

Please refer this matter to the Budget and Finance subcommittee for review and approval. I will be available to answer questions and provide further information as required.



13454 Sunrise Valley Drive
Suite 440
Herndon, VA 20171
703-956-6460

Invoice

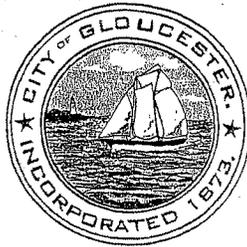
Date	Invoice #
2/21/2012	54101248

Bill To
Gloucester Public School District 6 School House Road Gloucester, MA 01930

P.O. No.	Terms	Project
1203562	Net 30	2012/2013

Quantity	Description	Unit Price	Amount
	Subscription to K12 Insight platform--DIY 3/1/12 to 2/28/13	4,999.00	4,999.00
Total			\$4,999.00

3 Pond Road
Gloucester, MA 01930



Telephone: 978-281-9781

Fax: 978-281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn A. Kirk
FROM: Greg Cadematori, Acting Community Development Director *GC*
CC: Deborah Laurie, CPC Senior Project Manager
RE: Recommendations from the Community Preservation Committee for Round 3, FY2012 Funds
DATE: July 10, 2012

The Community Preservation Committee has received, reviewed and made recommendations on the third round of project applications for the Community Preservation Act funding.

Please find attached the Committee's submission of recommended projects for your review, and for forwarding to the City Council for their review and appropriation.

Thank you.

The Community Preservation Committee recommends \$260,715 in funding for one-time projects. All recommended projects are subject to the terms and conditions imposed by the Community Preservation Committee. The following conditions are common to all recommended projects:

1. Projects financed with Community Preservation Act funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the City of Gloucester.
2. Project oversight, monitoring, and financial control are the responsibility of the Community Preservation Committee or its designee.
3. The Community Preservation Committee will require quarterly project status updates from Community Preservation Act Fund recipients. Additionally, recipients shall also provide an interim report at the 50% Completion Stage along with budget documentation.
4. All projects will be required to state *"This project received funding assistance from the citizens of Gloucester through the Community Preservation Act"* in their promotional material and, where appropriate, on exterior signage.

Attached are:

1. Summary of Community Preservation Committee Recommendations
2. Project Summaries for each Recommendation
3. Criteria for Project Evaluation adopted and published by the Community Preservation Committee

Estimated Community Preservation Fund Revenue available for appropriation or reservation is \$554,725. This includes receipts for the local surcharge during FY 2012 and accumulated interest, and estimated receipts for FY 2012, plus the anticipated 26% state match. After administrative costs of \$27,736 and the dept service estimated at \$215,000 there is a balance of \$311,989. After reducing the balance by \$55,472, (10% reserve for Community Housing no applications) there is an approximate balance of \$256,517. The remaining \$4,198. will be allocated from unreserved balance.

Applications for all projects are available for review in the Community Development Office, Grants Division.

Submitted by: Community Preservation Committee

J.J. Bell, Co-Chair and At-Large
Bill Dugan, Housing Authority
Karen Gallagher, Planning Board
Charlie Crowley, Open Space and Recreation
Scott Smith, At-large

Sandy Dahl-Ronan, Co-Chair and At-Large
Rob Gulla, Conservation Commission
Tom O'Keefe, Historic Commission
Stacy Randell, At-large

**Summary of Community Preservation Committee Recommendations
For Round 3, FY2012 Funding**

Project No.	Applicant	Project Title	Category	Recommended Amount
1	North Shore Art Association	Window Replacement	Historic Preservation	\$15,000
2	Lanes Cove Fish Shack Building Committee	Fish Shack Restoration	Historic Preservation	\$20,000
3	Cape Ann Museum	Preservation & Digitization of Phillips & Holloran Architectural Plans	Historic Preservation	\$10,000
4	Magnolia Historical Society	Archives Manager	Historic Preservation	\$5,000
5	Maritime Gloucester	Restoration of Marine Railways & Mill Building	Historic Preservation	\$20,300
6	Phyllis A. Marine Association, Inc.	Restoration of stanchions, planking & rail caps	Historic Preservation	\$25,415
7	Friends of Good Harbor	Preservation of 70-74 Thatcher Road	Open Space	\$150,000
8	Community Development Department	North Gloucester Woods appraisals & surveys	Open Space	\$15,000
			TOTAL	\$260,715

**GLOUCESTER COMMUNITY PRESERVATION COMMITTEE
RECOMMENDATIONS FOR FY12, ROUND 3 APPROPRIATION**

The Gloucester Community Preservation Committee recommends that City Council appropriate \$260,715 from the Community Preservation Fund for the projects hereinafter described.

**PROJECT NO. 1
THOMAS E. REED BUILDING – WINDOW REPLACEMENT PROJECT
Project Sponsor: NORTH SHORE ART ASSOCIATION**

The Community Preservation Committee recommends the appropriation of \$15,000 to the North Shore Art Association for the purpose of replacing 22 (twenty-two) windows in the historic Thomas E. Reed Building, an historic asset located on Gloucester's Inner Harbor at 11 Pirates Lane, Gloucester, MA with the following conditions:

Following a favorable vote of the City Council, an agreement being executed by the City of Gloucester and the applicant, said agreement will be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following :

1. The expiration of the award shall be December 31, 2013;
2. if applicable, in the case of an historic asset, a preservation or facade easement in a form acceptable to the Community Preservation Committee shall be executed.

The CPC asked Karen Gallagher, Treasurer, and Debbie Laurie, Project Manager, to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose is to rehabilitate an historic resource.

Project Summary:

The North Shore Art Association needs to replace 22 (twenty-two) failing windows in the historic Thomas E. Reed Building, located on Gloucester's Inner Harbor at 11 Pirates Lane, Wonson's Wharf. The total cost of the project is estimated at \$36,500, of which 15,000 of CPA funds will be utilized.

The Thomas E. Reed building is a three-story wood frame gable-roofed structure originally designed as a warehouse. When first built c.1900 to serve Reed's stevedoring business, its clapboard exterior was punctuated by 82 (eighty-two) rectangular double-hung windows on all four sides, as well as numerous doors. On the southern side of the building is a broad porch that provides access to the main front door on the second level of the building.

Over the years, 60 (sixty) of the windows have been covered with permanent wood shutters, which are painted red to match the clapboards. These 60 (sixty) shutters block light from the interior

galleries, and are not part of this project. The remaining 22 (twenty-two) operating windows admit light into various areas of the building where natural light is desirable and necessary for office work and for viewing paintings hung on the walls. Many of these windows appear to be original to the building and are six-over-six (6/6) double-hung wood-frame construction. They are all well beyond their service life, are leaking, have extensive rot, and cannot be repaired. The NSAA has recently replaced its roof.

Because the Thomas E. Reed Building has no central heat or air conditioning, it is vital to the comfort of our staff, volunteers and visitors that the windows in the building be both airtight and functional.

The old windows will be replaced with compatible 6/6 double-hung windows that are double paned for insulation and have attachable screens. The intention is that the exterior appearance of the new windows be consistent with the current historic appearance.

PROJECT NO. 2

LANES COVE FISH SHACK RENOVATION

Project Sponsor: CITY OF GLOUCESTER, BUILDING COMMITTEE FOR LANES COVE FISH SHACK

The Community Preservation Committee recommends the appropriation of \$20,000 to the City of Gloucester, Lanes Cove Fish Shack Building Committee for Lane's Cove Fish Shack for the preservation and restoration of the Lanes Cove Fish Shack, an historical asset with the following conditions:

Following a favorable vote of the City Council, an agreement being executed by the City of Gloucester and the applicant, said agreement will be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following :

1. The expiration of the award shall be December 31, 2013;
2. The project must include educational signage for public benefit, acceptable to the CPC, such signage indicating the cultural and historical significance of the property;
3. CPA funds shall not be used for the ongoing maintenance of the Fish Shack.

The CPC asked Karen Gallagher, Treasurer, and Debbie Laurie, Project Manager, to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The historic fish shack at Lanes Cove has fallen into disrepair. The land is a public landing owned by the City of Gloucester and the shack itself is city owned property. Historical use has been as a storage and work space for commercial fishermen and as a subject of countless painting and photographs. The plan is to continue such use after repair of the structure.

Work on the shack will include structural members being removed and reused if possible or replaced with new timber. New wood for the task will be milled locally and used rough sawn. Traditional white cedar shingles siding will be used. The chimney will be rebuilt from the ground up. Roofing will copy the present red roll roofing as closely as possible. A carpenter member of the building committee has offered to construct traditional windows and doors and donations of siding and roofing has already been made.

The Committee has currently raised approximately \$6000. A project with strong grass roots enthusiasm, many skilled volunteers will donate their time to renovate the building. The overall budget for the project is \$80,000, which is part in-kind donations and labor.

PROJECT NO. 3
THE PRESERVATION AND DIGITIZATION OF THE COLLECTION OF PHILLIPS & HOLLORAN
ARCHITECTURAL PLANS, 1894-1960
Project Sponsor: THE CAPE ANN MUSEUM

The Community Preservation Committee recommends the appropriation of \$10,000 to the Cape Ann Museum for the purpose of preserving an historic asset by conserving and digitizing the collection of Phillips & Holloran Architectural plans, 1894 – 1960, including, but not limited to, unrolling, flattening and cleaning prior to digitization, with the following conditions

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;
2. Funds to be utilized for plans for public buildings and shall make public aware of availability of same.

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

In 2011 the Cape Ann Museum received an extraordinary collection of more than 300 architectural plans of Gloucester business and municipal buildings and private homes from the estate of Robert Holloran, who was the last partner in the architectural firm of Phillip & Holloran. These plans had been stored, tightly rolled for over fifty years. Many are in fragile condition. The Museum is going to conserve (flatten, clean and repair) and digitize the plans so that they can be made available to researchers and the general public and to prevent further damage. This preservation will be done in multi phases. Total cost of the project is approximately \$120,000.

PROJECT NO. 4
MAGNOLIA HISTORICAL MUSEUM ARCHIVE DIGITIZATION
Project Sponsor: THE MAGNOLIA HISTORICAL SOCIETY

The Community Preservation Committee recommends the appropriation of \$5,000 to the Magnolia Historical Society toward the purpose of preserving historic archives by hiring a qualified archives manager to scan and identify each individual piece of the collection into the "past perfect" program and to store it on a hard drive, which will allow for future educational displays and ease of access for ancestral, historical and educational research, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The Magnolia Historical Society manages the art, artifacts and information housed within the Fran Hines Historical Museum located in the Community Center known as the Magnolia Library Center. The Museum holds a large collection of Magnolia's most precious historical items and information that cannot be found elsewhere or replaced. In order to competently index, file, preserve and make readily available all of the information the Historical Society would like to organize, digitize, promote and grant easy access to their collection of history while simultaneously protecting those resources.

An "all-in-one" printer, scanner, copier and materials have been purchased with prior CPA funding. In order to utilize this printer/scanner, they need to hire a qualified archives manager that will be able to use the program and equipment properly in order to preserve their collection. Total cost of the project is approximately \$18,000.

PROJECT NO. 5
PRESERVATION AND RESTORATION OF MARINE RAILWAY MILL BUILDING AT MARTIME
GLOUCESTER

Project Sponsor: MARITIME GLOUCESTER

The Community Preservation Committee recommends the appropriation of \$20,300 to the Maritime Gloucester for the purpose of the restoration of the historic Mill Building, leading to an exhibit showcasing and describing the 19th century sawmill and machinery, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014;
2. If applicable, in the case of an historic asset, a preservation or facade easement, in a form acceptable to the Community Preservation Committee, shall be executed.

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The railway at Maritime Gloucester is the oldest continuously operated working marine railway in the United States. It has been used since 1850 to haul and repair historic wooden vessels up to 350 tons. The machinery for running the railway is housed in the brick Mill Building, which stands to this day as a testament to the industrial past of the harbor front. It includes an operational 46" saw mill, planer and other traditional wood working equipment and railway machinery from the 19th century. Maritime Gloucester would like to preserve the building and create an exhibit within the mill building, showcasing and describing the saw mill and machinery. Total cost of the project is approximately \$27,300.

PROJECT NO. 6

PHYLLIS A. REBUILD OF STANCHIONS, PLANKING, AND RAIL CAPS FROM WATERLINE UP

Project Sponsor: PHYLLIS A. MARINE ASSOCIATION, INC.

The Community Preservation Committee recommends the appropriation of \$25,415 to the Phyllis A. Marine Association, Inc. for the purpose of restoring and rebuilding the stanchions, certain planking and rail caps on the Phyllis A., an historic asset, which will enable the reattachment of metal posts and rope lines allowing visitors on board for tours, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The Phyllis A. is a 60' gill net fishing vessel built in 1925 by Captain Albert Arnold. Captain Arnold was the leader of a group of fishermen from the Great Lakes who brought the gill net fishing industry to the Atlantic East Coast in 1910, starting an industry which is still in use today. The vessel was fished by the Arnold family until the year 2000.

With the assistance of CPA funding in Round 2, the Phyllis A. has hauled and is in the process of restoring the hull of the vessel. The haul out will insure the integrity of the hull to keep her afloat and present her in a respectable manner. This third round of funding would consist of replacing and rebuilding of some planking, stanchions and the rail which will enable the reattachment of metal posts and rope lines to the rail cap to bring the rail height up to 42 inches, which the Coast Guard requires for a dockside attraction vessel. This will allow on board tours. Total cost is estimated at 35,415.

PROJECT NO. 7
GOOD HARBOR GATEWAY PROJECT
Project Sponsor: FRIENDS OF GOOD HARBOR, INC

The Community Preservation Committee recommends the appropriation of \$150,000 to the The City of Gloucester (working with the FRIENDS OF GOOD HARBOR, INC.) for the purpose of acquiring approximately 6 acres of property located at 70 – 74 Thatcher Road, Gloucester MA, in order to preserve open space, with the goal of restoring it as a salt marsh, restoring its natural vegetation and wildlife habitat and preserving it for public access, appreciation and education, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be June 30, 2013, or at the expiration of the Purchase and Sales Agreement, whichever occurs first.

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to preserve open space.

Project Summary:

The Friends of Good Harbor (FOGH) hope to preserve six acres of filled land, 70-74 Thatcher Road, across from the entrance of Good Harbor Beach, restore it as a salt marsh and preserve it for public access, appreciation and education. The current owners of three properties intend to develop it for housing under 40B. The FOGH and the owners of the property, Brier Neck Realty LLC, have reached agreement on a purchase price of \$720,000. The overall budget for the property acquisition is \$750,000 with intended tri-partite funding from the Community Preservation Act (City of Gloucester), from the Executive Officer of Energy and Environmental Affairs' LAND Grant, (Comm. of Mass), and from general fund raising from private individuals and foundations (FOGH), including a substantial tax credit contribution by the owners. FOGH has been working in cooperation with the City of Gloucester and it is the intention of FOGH and the City that the City of Gloucester will own the property with the vision that it will be restored to its natural vegetation and wildlife habitat, that it will become a gateway to the Good Harbor marsh and wetlands, that a pedestrian walkway will encourage public access to the area, and that appropriate signage will promote public awareness and sensitivity related to the preservation of one of Gloucester's prominent natural resources.

PROJECT NO. 8
NORTH GLOUCESTER WOODS APPRAISALS AND SURVEYS
Project Sponsor: COMMUNITY DEVELOPMENT DEPARTMENT

The Community Preservation Committee recommends that the City Council appropriate \$15,000 to the GLOUCESTER COMMUNITY DEVELOPMENT DEPARTMENT for the purpose of hiring certified appraisers and surveyors to determine the fair market value of privately-owned properties or easements deemed critical to the preservation of continuous trail system and open space area in Gloucester's North Woods area, prior to acquisition as required by law, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to preserve open space.

Project Summary:

The Open Space and Recreation Committee (OSRC) has endorsed the North Gloucester Woods Preservation Plan funded for the first round of CPA funding. The plan or study conducted with the 1st round of funding from CPA, called for the creation of a core North Gloucester Woods Reservation, primarily from existing City-owned land and should be able to acquire through tax-title proceedings. In addition, the plan proposes for the City to establish a North Gloucester Woods Reservation and recommends the City take action to support the acquisition of four privately-owned parcels deemed critical to ensuring a preservation of a continuous trail system and open space area. The four privately owned properties have remained undeveloped primarily due to the high development cost due to steep slopes, lack of utilities and the presence of ledge. As a result, these properties have been assessed at relatively low values indicating that their acquisition could be very affordable for the City. Any acquisitions require appraisals, surveys and draft acquisition option documents, the proposed uses for this funding request. The total cost of which is \$20,000

Community Preservation Criteria

General Evaluation Criteria

1	Eligible for Community Preservation Act Funding	√
2	Consistent with various plans which are relevant to and utilized by the City regarding open space, recreation, historic resources and affordable housing	
3	Preserve and enhance the essential character of Gloucester	
4	Protect resources that would otherwise be threatened	
5	Serve more than one CPA purpose of demonstrate why serving multiple needs is not feasible	
6	Demonstrate practicality and feasibility, and that the project can be implemented within budget/ on schedule	
7	Produce and advantageous cost/benefit value	
8	Leverage additional public and/or private funds or receive partial funding from other sources and/or voluntary contributions of goods and services	
9	Preserve or improve city owned assets	
10	Receive endorsement from other municipal boards or departments and broad-based support from community members	

Open Space Criteria

1	Permanently protect important wildlife habitat, particularly areas that include: locally significant biodiversity; variety of habitats with a diversity of geologic features and types of vegetation; endangered habitat or species of plant or animal	
2	Preserve active agricultural use	
3	Provide opportunities for passive recreation and environmental education	
4	Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats	
5	Provide connections with existing trails or protected open space	
6	Acquire land or easements for potential trail linkages	
7	Preserve scenic and historic views	
8	Border a scenic road	
9	Protect drinking water quantity and quality	
10	Provide flood control/storage	
11	Preserve and protect important surface water bodies, including streams, wetlands, vernal pools, riparian zones or Areas of Critical Environmental Concern (ACEC)	
12	Buffer protected open space, or historic resources	

Historic Preservation Evaluation Criteria

1	Protect, preserve, enhance, restore and/or rehabilitate historical, cultural, architectural or archaeological resources of significance, especially those that are threatened	
2	Protect, preserve, enhance, restore and/or rehabilitate city-owned properties, features or resources of historical significance	
3	Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site	
4	Demonstrate a public benefit	
5	Ability to provide permanent protection for the historic resource	

Community Housing Evaluation Criteria

1	Contribute to the goal of 10% affordability as defined by chapter 40B of the Massachusetts General Laws	
2	Promote a socioeconomic environment that encourages a diversity of incomes	
3	Provide housing that is harmonious in design and scale with the surrounding community	
4	Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B	
5	Ensure long-term affordability	
6	Address the needs of range of qualified household, including very low, low, and low-to-moderate income families and individuals	
7	Provide affordable rental and affordable ownership opportunities	
8	Promote use of existing buildings or construction on previously-developed or city-owned sites	

Public Recreation Evaluation Criteria

1	Addresses a need or objective identified in a City plan	
2	Serves a significant number of residents	
3	Preserves and expands the range of recreational opportunities available to city residents of all ages and abilities, including those at-risk of obesity as identified through the Get Fit.Gloucester! Community Action Plan	
4	Promotes recreational activities	
5	Maximizes the utility of land already owned by city	
6	Promotes the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities	
7	Preserves and enhances the natural habitat functions and values of open space for wildlife	

Community Preservation Fund
Fund Balances

City of Gloucester

CITY CLERK
GLOUCESTER, MA

Fiscal Year: 2011-2012

12 JUL 25 PM 12:56

CPA Fund & Reserves

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
270000	Community Preservation Fund					
270100	CPA COMMITTEE, OPEN SPACE RESERVE	\$ 267,249.43	\$ 610,579.31	\$ (26,700.68)	\$ (619,869.00)	\$ 231,259.06
270200	CPA COMMITTEE, COMMUNITY HOUSING RES	56,000.00	-	-	1,472.00	57,472.00
270300	CPA COMMITTEE, HISTORICAL PRESERVATION RES	56,000.00	-	-	(528.00)	55,472.00
270400	CPA COMMITTEE, GENERAL RESERVE	-	-	-	(528.00)	55,472.00
Totals		\$ 435,249.43	\$ 610,579.31	\$ (26,700.68)	\$ (619,453.00)	\$ 399,675.06

CH Reserve \$ (55,472.00)
Adj. Total \$ 344,203.06

Current CPA Funds - Uncommitted

Fiscal Year	Description	FY2012 Budget Amount	Actual Expense Amount	Remaining Amount
FY2012	CPA COMMITTEE, OPEN SPACE RESERVE	55,472.00	-	\$ 55,472.00
FY2012	CPA COMMITTEE, COMMUNITY HOUSING RES	55,472.00	-	\$ 55,472.00
FY2012	CPA COMMITTEE, HISTORICAL PRESERVATION RES	55,472.00	-	\$ 55,472.00
FY2012	ADMINISTRATIVE EXPENSES	27,736.00	(26,700.68)	1,035.32
FY2012	GENERAL RESERVE	360,573.00	(215,000.00)	145,573.00

Totals \$ 554,725.00 \$ (241,700.68) \$ 313,024.32
TIES to RECAP

CH Reserve \$ (55,472.00)
Adj. Total \$ 257,552.32

Community Preservation Fund
Fund Balances

City of Gloucester

Fiscal Year: 2011-2012

CPA Projects

Fund	FY	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
271000	2010	CPA-OS-DOGTOWN/NO GLOU WDS PRESRV PLNING	\$ 30,000.00	-	\$ (28,000.00)	\$ (2,000.00)	\$ -
271001	2011	CPA-OS-LITTLE RIVER STREAM HABITAT & REST PROJ	-	-	-	15,000.00	\$ 15,000.00
271002	2011	CPA-OS TOMPSON STREET RESERVATION GATEWAY	-	-	(120,000.00)	120,000.00	-
272000	2010	CPA-CH-CENTRAL GRAMMER APTS	50,000.00	-	(50,000.00)	-	-
272001	2010	CPA-CH-CAPE ANN HOMEOWNERSHIP CENTER	19,042.00	-	(19,042.00)	-	-
272002	2010	CPA-CH-10 TAYLOR STREET CONDOS	110,000.00	-	(99,000.05)	-	\$ 10,999.95
272003	2011	CPA-CH-SHEEDY PARK ROOF REPLACEMENT	-	-	-	86,453.00	\$ 86,453.00
275000	2010	CPA-HP-SCHOONER ADV-WINDLASS&ANCHOR CHAIN	7,620.01	-	(7,620.01)	-	-
275001	2010	CPA-HP-UNIVERSALIST MEETINGHOUSE-PHASE II	30,000.00	-	(18,780.00)	-	\$ 11,220.00
275002	2010	CPA-HP-GLOUCESTER STREET SURVEY UPDATE	7,500.00	-	(7,500.00)	-	-
275003	2010	CPA-HP-BEAUPORT WINDOW CONSERVATION	16,667.00	-	(16,667.00)	-	-
275004	2011	CPA-HP-WHITE ELLERY HOUSE (1710) WINDOW REST	-	-	-	25,000.00	\$ 25,000.00
275005	2011	CPA-HP-SAVE THE ADVENTURE PROJECT	-	-	(25,000.00)	25,000.00	\$ -
275006	2011	CPA-HP-PHYLLIS A MAST & HULL REST PROJECT	-	-	-	20,000.00	\$ 20,000.00
275007	2011	CPA-HP-WPA MURALS RESTORATION PROJ	-	-	-	15,000.00	\$ 15,000.00
275008	2011	CPA-HP-MAGNOLIA HISTORICAL SOC ARCHIVAL PRES	-	-	(8,520.01)	10,000.00	\$ 1,479.99
275009	2011	CPA-HP-SARGENT HOUSE MUSEUM FENCE REPLACE	-	-	-	15,000.00	\$ 15,000.00
275010	2011	CPA-HP-SAWYER FREE LIBRARY LANDSCAPING PROJ	-	-	-	75,000.00	\$ 75,000.00
340000	2010	CPA-OS-WOSTREL ENVIRNMENTL ADVENTURE CTR	10,100.00	-	(5,292.50)	-	\$ 4,807.50
346000	2010	CPA-HP-CITY HALL EXTERIOR RESTORATION	215,000.00	1,970,000.00	(370,816.22)	215,000.00	\$ 2,029,183.78
Totals			\$ 495,929.01	\$ 1,970,000.00	\$ (776,237.79)	\$ 619,453.00	\$ 2,309,144.22

Draft 2

Project Number	Applicant	Project Title	Category	Recommended Amount	New Fund #	Funding Source					Total
						Open Space Reserve	Community Housing Reserve	Hist. Pres. Reserve	Undes/General Reserve	unreserved fund balance	
1	North Shore Art Association	Thomas E. Reed Bldg Window Replacement	Historic Preservation	\$15,000		270,000			27,000		15,000.00
2	Lanes Cove Fish Shack Building Cntr	Fish Shack Restoration	Historic Preservation	\$20,000					\$20,000		20,000.00
3	Cape Ann Museum	Preserve & digitize Phillip & Holloran plans	Historic Preservation	\$10,000				\$10,000			10,000.00
4	Magnolia Historical Society	Archives Manager	Historic Preservation	\$5,000					\$2,802	\$2,198	5,000.00
5	Maritime Gloucester	Restoration of Mill Building	Historic Preservation	\$20,300				\$20,300			20,300.00
6	Phyllis A. Marine Association	Restoration of stanchions, planking & rail caps	Historic Preservation	\$25,415				\$25,172	\$243		25,415.00
7	Friends of Good Harbor	Preservation of 70-74 Thatcher Road	Open Space	\$150,000		\$42,472				\$107,528	150,000.00
8	Community Development Dept. (Open Space Committee)	N. Gloucester Woods appraisals & surveys	Open Space	\$15,000		\$15,000					15,000.00
Totals				260,715.00		57,472.00		55,472.00	145,573.00	2,198.00	260,715.00

Total CPA funds available \$313,024
 Less Community Housing (no apps) 55,472
 Approximate amount to give \$257,552
 CPA Recommendations \$260,715
 Diff (\$3,163)

*addtl \$2000 returned to fund 270100



CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
3 POND ROAD, GLOUCESTER, MA 01930

MEMORANDUM

DATE: July 3, 2012

TO: Mayor Carolyn Kirk

FROM: Sharon DuBois, Grants Administrator

CC: Gregg Cademartori, Acting Community Development Director

Re: EPA Brownfields Assessment Grant

The Grants Department is pleased to report the Environmental Protection Agency (EPA) Brownfields Division has awarded the City a three year grant totaling \$400,000 for Assessment of hazardous substances (\$200k) and petroleum releases (\$200k). The grant award covers the period from October 1, 2012 through September 30, 2015.

The attached Brownfields workplan and mandatory forms display uses of funds planned for this grant over the next three years. A portion of the funds will pay for Grants Administrator Sharon DuBois, as well as a smaller portion for the Grants Senior Bookkeeper, to support activities required by EPA Brownfields for this new Assessment funding. Other portions of the grant funds will pay to create a prioritized inventory of Brownfields in the City, as well as provide technical assistance to implement Phase I and Phase II assessments of targeted sites and required reporting.

There is no cost share attached to this grant funding. This new funding compliments the city's existing Brownfields Cleanup Revolving Loan Fund (BCRLF) as another source for economic development and revitalization of neighborhoods for healthy environments.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 24 2007

OFFICE OF
SOLID WASTE AND
EMERGENCY RESPONSE

Honorable Carolyn A. Kirk
Mayor of Gloucester
City Hall
Nine Dale Avenue
Gloucester, MA 01930

Dear Mayor Kirk:

On behalf of the United States Environmental Protection Agency (EPA), I am pleased to congratulate you and confirm that the City of Gloucester, Massachusetts, was selected as one of the entities EPA will begin negotiations with to award cooperative agreements for two assessment grants. The City of Gloucester, Massachusetts, submitted an outstanding grant proposal, and we deeply appreciate the tremendous commitment of time and energy that went into its preparation.

Through the Small Business Liability Relief and Brownfields Revitalization Act of 2002, EPA is working to help states and communities around the country clean up and revitalize brownfield sites. We fully expect that these brownfield projects will provide benefits to the environment and economy of local communities. Diane Kelley, your Regional Brownfields Coordinator (617-918-1424), will work closely with the City of Gloucester, Massachusetts, to negotiate the cooperative agreements prior to the grant awards.

We look forward to working with your staff on the Brownfields program in continued Federal, state, and local government cooperation.

Sincerely,

A handwritten signature in black ink that reads "David R. Lloyd".

David R. Lloyd, Director
Office of Brownfields and Land Revitalization

cc: Diane Kelley

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): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: _____	4. Applicant Identifier: _____
-------------------------------------	--

5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: BF _____
--	--

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Gloucester, Massachusetts

* b. Employer/Taxpayer Identification Number (EIN/TIN): 046-001-390	* c. Organizational DUNS: 073827214
---	---

d. Address:

* Street1: 9 Dale Avenue
Street2: _____
* City: Gloucester
County: Essex
* State: Massachusetts
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 01930

e. Organizational Unit:

Department Name: Community Development	Division Name: Grants Division
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Sharon
Middle Name: Lynn	
* Last Name: DuBois	
Suffix: _____	

Title: Grants Administrator

Organizational Affiliation: City of Gloucester, Massachusetts
--

* Telephone Number: 978-282-8005	Fax Number: 978-282-3035
---	---------------------------------

* Email: sdubois@gloucester-ma.gov

	<p>organization is not in the US, enter 44-4444444.</p> <p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this applicant required), organizational affiliation (if affiliated with an organization other on: Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> <p>M. Nonprofit</p> <p>N. Nonprofit</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>
10.	<p>Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.</p>
11.	<p>Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
12.	<p>Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and</p>

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

C. City Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

US Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66-818

CFDA Title:

Brownfields

*** 12. Funding Opportunity Number:**

EPA-560-K-11-004

* Title:

Proposal Guidelines for Brownfields Assessment Grants

13. Competition Identification Number:

Title:

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

City of Gloucester, Massachusetts

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

City of Gloucester's Brownfields Assessment Program

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant 6

* b. Program/Project 6

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

17. Proposed Project:

* a. Start Date: 10/1/12

* b. End Date: 9/30/2015

18. Estimated Funding (\$):

* a. Federal \$400,000

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL \$400,000

* 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.) Applicant Federal Debt Delinquency Explanation

Yes No

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: Middle Name: Anderson * First Name: Carolyn

* Last Name: Kirk

Suffix:

* Title: Mayor

* Telephone Number: 978-281-9700 Fax Number: 978-281-9738

* Email: ckirk@gloucester-ma.gov

* Signature of Authorized Representative: [Signature] * Date Signed: 7/17/12

Application for Federal Assistance SF-424

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text box for Applicant Federal Debt Delinquency Explanation]

Item:	Entry:
1.	<p>Type of Submission: (Required): Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation -An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision -Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <p style="margin-left: 40px;">A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the Federal agency.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned buy the Federal agency, if any, or the applicant’s control number if applicable.</p>
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.</p>
5b.	<p>Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>
6.	<p>Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.</p>
7.	<p>State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.</p>
8.	<p>Applicant information: Enter the following in accordance with agency instructions:</p> <ol style="list-style-type: none"> a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your

	title of the opportunity under which assistance is requested, as found in the program announcement.
13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable. C. Increase Duration D. Decrease Duration E. Other (specify)
14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include: But may not be limited to; delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Haz Sub	Petroleum			
a. Personnel	\$ 26,154.00	\$ 26,154.00	\$	\$	\$ 52,308.00
b. Fringe Benefits	7,846.00	7,846.00			15,692.00
c. Travel	4,000.00	4,000.00			8,000.00
d. Equipment	0.00				0.00
e. Supplies	4,000.00	4,000.00			8,000.00
f. Contractual	158,000.00	158,000.00			316,000.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	200,000.00	200,000.00	200,000.00	0.00	400,000.00
j. Indirect Charges	0.00				0.00
k. TOTALS (sum of 6i and 6j)	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 0.00	\$ 400,000.00
7. Program Income	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	0.00	0.00
9.				0.00	0.00
10.				0.00	0.00
11.				0.00	0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
13. Federal	150,000.00	25,000.00	50,000.00	50,000.00	25,000.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	150,000.00	25,000.00	50,000.00	50,000.00	25,000.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:					
22. Indirect Charges:					
23. Remarks:					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

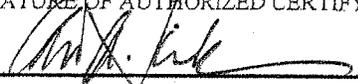
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the | <ol style="list-style-type: none"> basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
|--|---|

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Gloucester, Massachusetts	DATE SUBMITTED 7/17/12

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance Note: Read instructions on other side before completing form.		
I.	Applicant/Recipient (Name, Address, State, Zip Code). City of Gloucester, 9 Dale Avenue, Gloucester, Massachusetts 01930	DUNS No. 073827214
II.	Is the applicant currently receiving EPA assistance? Yes	
III.	List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) N/A	
IV.	List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) N/A	
V.	List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) N/A	
VI.	Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
a.	If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). Yes <input type="checkbox"/> No <input type="checkbox"/>	
b.	If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. Yes <input type="checkbox"/> No <input type="checkbox"/>	
VII.*	Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
a.	Do the methods of notice accommodate those with impaired vision or hearing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b.	Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c.	Does the notice identify a designated civil rights coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VIII.*	Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IX.*	Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
X.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
XI.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
For the Applicant/Recipient		
I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized Official	B. Title of Authorized Official Mayor	C. Date
For the U.S. Environmental Protection Agency		
I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized EPA Official	B. Title of Authorized EPA Official	C. Date
See ** note on reverse side		

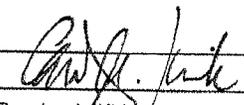
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: City of Gloucester 9 Dale Avenue Gloucester, Massachusetts 01930 Congressional District, if known: 6	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: US Environmental Protection Agency	7. Federal Program Name/Description: Brownfields CFDA Number, if applicable: 66-818	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 400,000	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> N/A	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. <small>ation requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</small>	Signature: <u></u> 7/17/12 Print Name: <u>Carolyn A. Kirk</u> Title: <u>Mayor</u> Telephone No.: <u>978-281-9700</u> Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 4/2012)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

ASSESSMENT WORKPLAN

City of Gloucester, Massachusetts

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement

October 1, 2012 – September 30, 2015

1. GOAL 3: Healthy Communities and Ecosystems

Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 3.2.3 - Assess, Clean Up and Redevelop Brownfields

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

OBJECTIVE:

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Gloucester, Massachusetts, USA, as a general purpose unit of local government, was selected for Assessment funding of petroleum and hazardous substances in the FY 2012 competition.

Gloucester has over 200 Brownfields sites. Of 187 parcels with known releases listed with the Massachusetts Department of Environmental Protection (MADEP), most are in the downtown area, abutting or close to the working waterfront along the harbor. These Brownfields include former fish processing facilities, warehouses, fuel storage and distribution facilities (to support the fishing fleet), former and abandoned wharves, marinas and other businesses that date back over 200 years. Sites listed on MADEP's database include a former manufacturing gas plant located on Harbor Loop, marinas located on the waterfront in the Rocky Neck area and the Gloucester Marine Railway site. These sites range in size from ½ an acre to more than 15 acres. Most of the waterfront sites are less than 3 acres.

Additionally, the downtown area has a significant number of vacant and underutilized properties not listed with MADEP, but which have been abandoned following the decline of the fishing industry. As a waterfront community, many of the brownfields currently have a direct impact on salt marsh, tidal flats, and intertidal zones. These sensitive areas are critical to the marine ecology and the food web.

Downtown Gloucester is home to some of Cape Ann's lowest income residents. The City's four poorest census tracts are located in the downtown adjacent to or abutting the waterfront, where 18.9% of the population lives below poverty level. This is the location of most of the MADEP listed sites and Brownfields showing a direct link between the location of poorest residents and density of Brownfields.

The City of Gloucester will utilize assessment grants to inventory potential sites throughout the community, with a focus on the downtown. The City will utilize database, GIS information and other readily available information to map the sites, then will prioritize newly identified sites based on potential environmental impact, redevelopment potential and ability to obtain access. On tax delinquent properties, prior to foreclosure, the City has the right under state laws to access a property for environmental assessment purposes. On properties where access is a more significant challenge, the City will request written approval from property owners prior to conducting actual site activities and work on a one-on-one basis to resolve potential concerns of property owners.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the Grants Administrator assisted by the Grants Division Senior Bookkeeper, with technical assistance and oversight to be performed by an environmental consultant.

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

3. BUDGET:

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

Hazardous Substances Budget

	Task 1 Program	Task 2 Community Participation	Task 3 Site Specific Activities	Total
Personnel	8,576.00	11,145.00	6,433.00	26,154.00
Fringe Benefits	2,572.00	3,345.00	1,929.00	7,846.00
Travel	4,000.00			4,000.00
Equipment*				0
Supplies	2,000.00	2,000.00		4,000.00
Contractual			158,000.00	158,000.00
Total	\$17,148.00	\$16,490.00	\$166,362.00	200,000.00

Petroleum Budget

	Task 1 Program	Task 2 Community Participation	Task 3 Site Specific Activities	Total
Personnel	8,576.00	11,145.00	6,433.00	26,154.00
Fringe Benefits	2,572.00	3,345.00	1,929.00	7,846.00
Travel	4,000.00			4,000.00
Equipment*				0
Supplies	2,000.00	2,000.00		4,000.00
Contractual			158,000.00	158,000.00
Total	\$17,148.00	\$16,490.00	\$166,362.00	200,000.00

* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5,000 are considered supplies.

4. WORKPLAN TASKS

Task 1: Cooperative Agreement Oversight (*Utilize task descriptions from proposal.*)

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental consultant • Conduct annual performance evaluations on consultant • Obtain legal services for title searches, regulation interpretations, etc. 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	November 30, 2012	
Reporting: <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur	
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	Continuously throughout grant period	
Requests for Reimbursements or Advances	Outputs: <ul style="list-style-type: none"> • Forms submitted to Las Vegas for payment Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	Continuously throughout grant period	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Brownfields conference Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	May 2013 and 2015	

Task 2: Community Involvement

Task 2 -- Community Involvement: 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)
<ul style="list-style-type: none"> Establish Brownfields steering committee Ensure that commitments made by CBOs in proposal are implemented. 	<p>Outputs:</p> <ul style="list-style-type: none"> Set meeting schedule, meeting agendas, attendance lists and meeting notes, Commitments from CBOs <p>Outcomes:</p> <ul style="list-style-type: none"> An active and motivated workgroup driving Brownfields initiatives 	June 20, 2013	
<p>Develop Marketing Materials:</p> <ul style="list-style-type: none"> Create brochure targeting private & public property owners, lenders and developers Create FAQ fact sheet Update website 	<p>Outputs:</p> <ul style="list-style-type: none"> Brochures; FAQ insert(s); easy to navigate and attractive website <p>Outcomes:</p> <ul style="list-style-type: none"> Up-to-date marketing tools to promote project work and disseminate information 	June 20, 2013	
<p>Implement outreach strategy in target areas:</p> <ul style="list-style-type: none"> Meet w/ local community organizations and/or attend local town selectman meetings Publish program info in local papers and post notices in town halls & community centers 	<p>Outputs:</p> <ul style="list-style-type: none"> Give BF presentations at public meetings, Posting info in local target ed areas <p>Outcomes:</p> <ul style="list-style-type: none"> Improve community knowledge on BF issues and identify potential BF sites 	Continuously throughout grant period	
<p>Hold local public meeting on Phase I and II sites:</p> <ul style="list-style-type: none"> Discuss Phase I and II results. Also, potential cleanup and redevelopment plans. 	<p>Outputs:</p> <ul style="list-style-type: none"> Hold local public meetings, presentation materials, attendance list <p>Outcomes:</p> <ul style="list-style-type: none"> Encourage public participation and support of BF project(s) going forward 	First Phase I's throughout grant period.	

Task 3: Site Inventory and Phase I Assessments

Task 3 - Site Inventory & Phase I Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site inventory: <ul style="list-style-type: none"> Gather recognized and potential brownfields sites in target areas Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> GIS map of potential BF sites Outcomes: <ul style="list-style-type: none"> Graphical capturing of BF sites for planning and marketing work 	Continuously throughout grant cycle.	
Site prioritization and eligibility determination: <ul style="list-style-type: none"> Convene steering committee meeting to rank and prioritize sites Choose initial sites for Phase I investigation Evaluate site access issues For each selected site, provide site eligibility information to EPA (or state) for review Obtain EPA (or state) approval for Phase I 	Outputs: <ul style="list-style-type: none"> Planning meetings; identify eligible sites in initial inventory search Estimate additional eligible sites during remainder of grant Outcomes: <ul style="list-style-type: none"> Identify Brownfields sites with highest redevelopment and community benefit potential in target area(s). 	Continuously throughout grant cycle.	
Area-Wide Planning: <ul style="list-style-type: none"> Identify a brownfield-impacted area (neighborhood, district, city block, etc.) Develop strategies for the reuse of existing infrastructure in the area 	Outputs: <ul style="list-style-type: none"> Produce an area-wide plan for the brownfield impacted area Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: <ul style="list-style-type: none"> Future uses of properties in area wide plan have been identified Next steps to implement plan identified 	Continuously throughout grant cycle.	
Phase I investigations: <ul style="list-style-type: none"> Conduct planning meeting with consultant to discuss approved sites Consultant obtains access agreement and performs Phase I investigation Consultant submits draft Phase I report to project team members Team reviews/comments on draft Phase I Consultant submits final Phase I report to project team members 	Outputs: <ul style="list-style-type: none"> Planning meetings 8 Phase I Reports updated ACRES database Outcomes: <ul style="list-style-type: none"> High potential Brownfields site assessed through Phase I Total acres assessed through Phase I 	Continuously throughout grant cycle.	

Task 4: Site-Specific Activities

Task 4 – Phase II Assessments & Cleanup Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Phase II preparation:</p> <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Consultant submits EPA approved generic QAPP w/ updated organization chart 	<p>Outputs:</p> <ul style="list-style-type: none"> • Project planning meetings • 1 approved generic QAPP • Up to 4 sites approved for Phase II investigations <p>Outcomes:</p> <ul style="list-style-type: none"> • High priority sites identified for further investigation and potential redevelopment 	<p>First Phases II's continuously throughout grant cycle.</p>	
<p>Phase II investigation:</p> <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	<p>Outputs:</p> <ul style="list-style-type: none"> • Approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) • Phase II report(s) documenting results • Updated ACRES database <p>Outcomes:</p> <ul style="list-style-type: none"> • High priority sites with complete Phase II assessments ready for cleanup and reuse planning • Total acres assessed through Phase II 	<p>Continuously throughout grant cycle.</p>	
<p>Cleanup & reuse planning:</p> <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Perform public outreach and involvement in cleanup and reuse planning 	<p>Outputs:</p> <ul style="list-style-type: none"> • Internal cleanup and reuse planning meeting(s) • Draft cleanup alternatives plan • Draft remedial action plan • updated ACRES database • 1 public meeting on project results • Potential for developer / lender workshop and transaction forum <p>Outcomes:</p> <ul style="list-style-type: none"> • Property/ies assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment 	<p>Continuously throughout grant cycle.</p>	

5. QUALITY ASSURANCE

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

6. PRE-AWARD COSTS

The City of Gloucester, Massachusetts requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$4,000 to do the following activities:

- 1) Prepare request for proposals
- 2) Conduct Brownfields sites survey
- 3) Interview and hire contractor
- 4) Conduct Brownfields Advisory Committee meetings

7. Attachment 1

Hazardous Substances

Task 1: Cooperative Agreement Oversight

Position/Title	Estimate Time	Hourly Wage	Total
Personnel	Hours		
<i>Grants Adminstr</i>	175	\$36.15	\$ 6,326.00
<i>Sr. Bookkeeper</i>	90	\$25.00	\$ 2,250.00
Total Personnel		\$61.15 hourly	\$ 8,576.00
Fringe 30%			\$ 2,572.00
Travel*			\$ 4,000.00
Supplies**			\$ 2,000.00
Total Direct			\$ 17,148.00

Task 2: Community Participation

Position/Title	Estimate Time	Hourly Wage	Total
Personnel	Hours		
<i>Grants Adminstr</i>	244	\$36.15	\$ 8,820.00
<i>Sr Bookkeeper</i>	93	\$25.00	\$ 2,325.00
Total Personnel		\$61.15 hourly	\$ 11,145.00
Fringe 30%			\$ 3,345.00
Supplies***			\$ 2,000.00
Total Direct			\$ 16,490.00

Task 3: Site Specific Activities

Position/Title	Estimate Time	Hourly Wage	Total
Personnel	Hours		
<i>Grants Adminstr</i>	142	\$36.15	\$ 5,133.00
<i>Sr Bookkeeper</i>	52	\$25.00	\$ 1,300.00
Total Personnel		\$61.15 hourly	\$ 6,433.00
Fringe 30%			\$ 1,929.00
Contractual			\$ 158,000.00
Total Direct			\$166,362.00

* **Travel:** Brownfields conferences \$2k; Regional travel: trainings, meetings, site visits, etc. (train and/or vehicle travel): \$2k

** **Supplies:** GIS maps, postage, copying: \$2k

*****Supplies:** Printing, advertisements, copying: \$2k

Petroleum

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*** **Supplies:** Printing, advertisements, copying: \$2k



KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Carolyn A. Kirk
 Title: Mayor
 Complete Address: 9 Dale Avenue
Gloucester, Massachusetts 01930
 Phone Number: 978-281-9700

Payee: *Individual authorized to accept payments.*

Name: Jeff Towne
 Title: Chief Financial Officer
 Mail Address: Office of the Treasurer, 9 Dale Avenue
Gloucester, Massachusetts 01930
 Phone Number: 978-281-9707

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: Sharon DuBois
 Title: Grants Administrator
 Mailing Address: Grants Division, 3 Pond Road
Gloucester, Massachusetts 01930
 Phone Number: 978-282-8006
 FAX Number: 978-282-3035
 E-Mail Address: sdubois@gloucester-ma.gov

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: Sharon DuBois
 Title: Grants Administrator
 Mailing Address: 3 Pond Road
Gloucester, Massachusetts 01930
 Phone Number: 978-282-8006
 FAX Number: 978-282-3035
 E-Mail Address: sdubois@gloucester-ma.gov
 Web URL: www.gloucester-ma.gov