

Submitted by: Chair of the Assembly at the
Request of the Mayor
Prepared by: Heritage Land Bank, Real
Estate Services Division
For reading: November 3, 2009

CLERK'S OFFICE
APPROVED

Date: 11-17-09 Anchorage, Alaska
AR 2009-269

1 A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE ACCEPTING A
2 U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELDS
3 CLEANUP GRANT IN THE AMOUNT OF TWO HUNDRED THOUSAND
4 DOLLARS (\$200,000) FOR THE PEACOCK CLEANERS SITE REMEDIATION
5 PROJECT, AND APPROPRIATING A CONTRIBUTION OF FORTY-FOUR
6 THOUSAND DOLLARS (\$44,000) FROM THE AREAWIDE FUND (101) TO THE
7 AREAWIDE CAPITAL FUND (401) AS COST SHARE SUPPORT.

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9 THE ANCHORAGE ASSEMBLY RESOLVES:


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11 **Section 1:** That TWO HUNDRED THOUSAND DOLLARS (\$200,000) shall be
12 accepted from the EPA awarded to the Municipality of Anchorage in the form of a
13 three-year cleanup grant for assisting in the remediation of contaminated
14 property in Anchorage.

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16 **Section 2:** That FORTY-FOUR THOUSAND DOLLARS (\$44,000) shall be
17 appropriated as a contribution from the Areawide General Fund (101) Real
18 Estate Services Division's 2009 Operating Budget into the Areawide Capital
19 Fund (401) Heritage Land Bank Department/Real Estate Services Division (RES)
20 as a cost share requirement of the EPA Cleanup Grant and to support
21 administrative overhead.

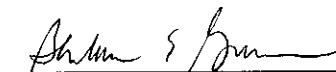
22
23 **Section 3:** That the 2009 RES Operating Budget shall be revised to incorporate
24 additional revenue received in 2009, and expended in support of the grant's cost
25 share and administrative overhead.

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27 **Section 4:** That this resolution shall become effective immediately upon its
28 passage and approval by the Assembly.

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30 PASSED AND APPROVED by the Anchorage Assembly this 17th day of
31 November, 2009.

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33 
34 Chair of the Assembly

35 ATTEST:

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38 Municipal Clerk

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41 Departmental Appropriation:
42 Heritage Land Bank/Real Estate Services Division: \$44,000



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

AM No. 627-2009

Meeting Date: November 3, 2009

From: Mayor

Subject: A Resolution of the Municipality of Anchorage (MOA) Accepting a U.S. Environmental Protection Agency (EPA) Brownfields Cleanup Grant in the Amount of Two Hundred Thousand Dollars (\$200,000) for the Peacock Cleaners Site Remediation Project, and Appropriating a Contribution of Forty-Four Thousand Dollars (\$44,000) from the Areawide Fund (101) to the Areawide Capital Fund (401) as Cost Share Support.

The Real Estate Services Division (RES) of Heritage Land Bank submitted a grant application in October 2007 to the U.S. (EPA) for a special grant to support a planned hazardous substances clean-up of the former Peacock Cleaners site on Lake Otis Parkway. On July 28, 2008, the HLB received written notice from the EPA that the application was accepted for \$200,000, and would require the match of an additional twenty percent (\$40,000) from the MOA. A copy of the award letter is attached as Appendix A.

The grant shall be for three years, commencing April 1, 2009 and ending March 31, 2012. The grant will provide financial support for MOA to continue clean-up and remediation of the parcel as a qualifying Brownfields site.

Once accepted and appropriated by the MOA, the funds will be deposited into the Areawide Capital Fund (401), DeptID 1227, to be administered by MOA on behalf of RES for the brownfields clean-up project identified as Grant # R10-08-C-009, submitted under RFP # EPA-OSWER-OBCR-07-09.

\$40,000 from the RES Operating Budget is included below to cover the grant's twenty percent cost share requirement and an additional \$4,000 for intra-governmental charges not allowed under the grant or required match, a total contribution from RES of \$44,000. This additional support shall come from land sale revenue the 2009 RES Operating Budget received, and is revised accordingly in a concurrent resolution.

Accounting for this grant is as follows:

<u>REVENUE</u>	<u>EPA Grant</u>	<u>AMOUNT</u>
401-1227-9331 BP 2009	Federal Grant Revenue - Direct	\$200,000
401-1227-9601 BP 2009	Contributions from other Fund	44,000
	TOTAL	\$244,000

<u>EXPENSE</u>	<u>NAME</u>	<u>AMOUNT</u>
401-1227-3101 BP 2009	Professional Services	\$236,200
401-1227-3333 BP 2009	Travel Expenditures	3,800
401-1227-6924 BP 2009	St Capital Grant Admin. Overhead	4,000
	TOTAL	\$244,000

THE ADMINISTRATION RECOMMENDS APPROVAL OF THE RESOLUTION ACCEPTING AN EPA GRANT IN THE AMOUNT OF TWO HUNDRED THOUSAND DOLLARS (\$200,000) FOR THE PEACOCK CLEANERS SITE REMEDIATION PROJECT AND REVISING THE REAL ESTATE SERVICES OPERATING BUDGET TO PROVIDE COST SHARE SUPPORT.

Prepared by: William M. Mehner, Director Heritage Land Bank
Concur: Greg Jones, Executive Director, Office of
Community Planning and Development
Concur: George J. Vakalis, Municipal Manager
Fund Certification: Lucinda Mahoney, CFO

401-1227-9331 BP2009	\$200,000
(U.S. EPA Grant # R10-08-C-009)	
101-1222-3901 BP2009	\$44,000
(RES Operating Budget)	

Respectfully submitted: Daniel A. Sullivan, Mayor

Appendix A: 7/28/2008 EPA Award Letter

APPENDIX A



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue, Suite 900
Seattle, WA 98101-3140

July 28, 2008

Reply To: Terri Griffith, ECL-112

Ms. Tamera Oswald
Project Director
Municipality of Anchorage
P.O. Box 196650
Anchorage, Alaska 99519

Re: Municipality of Anchorage Brownfields Grant Proposal for Hazardous Substances Cleanup of the Peacock Cleaners' Site, 4501 Lake Otis Parkway, Anchorage, AK 99507; Grant Proposal Number R10-08-C-009 (*submitted under Request for Proposals (RFP) Number: EPA-OSWER-OBCR-07-09*)

Dear Ms. Oswald:

Congratulations! The Municipality of Anchorage has been selected to receive grant funding from the U.S. Environmental Protection Agency's Brownfields program. This is the sixth year EPA will award grants under the Small Business Liability Relief and Brownfields Revitalization Act, which was signed into law on January 11, 2002. These grants are designed to support approaches to assessing, cleaning up, and redeveloping sites where there is a concern of environmental contamination. Your efforts will serve as models for ways to stimulate environmental cleanup through reuse and economic redevelopment.

The proposal referenced above has been selected for a brownfields grant in an amount of up to \$200,000 for a project period of up to three years. This letter initiates the application process. **The actual award is contingent upon completion of the federal grant application process and project work plan as requested below.** The general schedule is as follows:

July – August	Discuss draft work plans with your EPA Project Officer.
By August 15	Submit draft work plan and draft application forms for Project Officer review.
August 16-28	Receive comments from EPA and finalize agreed upon work plan and forms.
By August 29	Submit final and complete application package to EPA Grants Office.

In order to assist you and your staff in putting together the application package, we will be calling you to walk you through the grant application and award process. During the call we will review the award process, the requirements of conducting a brownfields assessment or cleanup, and the various documents that will need to be submitted.

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Four Steps to the 2008 Grant Application Process:

1) Prepare and submit the draft work plan to your EPA Project Officer. The work plan should be consistent with the goals and objectives of your grant proposal and include planned outputs, project milestones, reporting activities, and a detailed budget. *We have included a sample work plan outline, as well as other documents for your reference, in the email sent to you.*

We encourage you to discuss the components of the work plan and ask questions of the designated EPA Project Officer at anytime, but especially as you prepare the first draft. The EPA Project Officer listed below has been assigned to help you through this process. This person will be your main point of contact in negotiating the work plan components for this grant. We ask to review a draft work plan before any project plans or federal forms are finalized, to ensure that activities and costs are eligible and to minimize the time needed for revisions. The EPA Project Officer will also ensure that any questions that were raised during the national competition review process are shared with you and addressed in the final work plan.

Pre-Award Community Notification Requirement*

In accordance with the August 2007 Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grants (the Guidelines), EPA requires the execution of Community Notification Plans prior to grant award and no later than September 12, 2008. Applicants must summarize the major comments received and their responses to those comments in their work plan. Please work with your project officer to ensure that this is completed and documented September 12, 2008. See the attached "Sample Outline Cooperative Agreement Work Plan".

**(See page 54 of the Guidelines)*

Cleanup Grants

Please note that in order to receive a cleanup grant, the applicant must be the sole owner of the property that is the subject of the cleanup grant proposal no later than June 30, 2008 to be eligible for funding (see page 44 of the Guidelines, under "Threshold Criteria, A. Applicant Eligibility"). Discuss your individual circumstances with the EPA Project Officer, and provide a copy of the fee simple title for the property to be addressed.

2) Finalize the cooperative agreement work plan by incorporating comments received on earlier draft versions. As each project has unique circumstances, there may be a need to go through a few draft versions of the work plan before your organization and the EPA Project Officer agree that it can be finalized. Getting to the finalized version may require quick revisions and responses to questions in order to meet the final application package deadline of August 29, 2008 (see Step 4). During this step it will be important to work closely with the EPA Project Officer to coordinate the time needed for their review and the time needed to address any comments.

3) Complete the required federal forms in draft and submit with your final draft work plan to your EPA Project Officer for review by August 15. Depending on your familiarity with the various forms that are required to qualify for a federal grant, you will want to allow enough time to ask questions and make revisions before finalizing with official signatures. While some forms can be completed without a final negotiated work plan, other forms require information to be consistent with the work plan such as project start and end dates, and the budget. **Please fill out the federal forms in draft and submit them to your Project Officer along**

APPENDIX A

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with the final draft work plan for review by August 15 before finalizing for submission as detailed under Step 4.

Attached you will find the list of forms and documents that make a complete application package. The forms can also be found online at the Region 10 Grants Administration Unit website, <http://www.epa.gov/region10/grant.htm>, by selecting "Application Forms" in the right hand box. The website also has links to the grant regulations, circulars, and other administrative guidance that may be of assistance to you, under "On-line Resources".

We have also provided you with a copy of the **Programmatic Terms & Conditions** (attached to the July 28 email) that highlight the key requirements that must be met when managing a grant. Please read them carefully.

4) Prepare and submit the final application package, with original signatures, to be received by EPA no later than Friday, August 29, 2008. In order to allow EPA to award your grant by the end of September 2008, we ask that you complete all forms that apply and submit them with original signatures along with the final negotiated work plan to be received by August 29, 2008. For a list of all necessary documents for a complete application package, please see the "*List of Forms & Documents for a Complete Application Package*" attached to the July 28 email you received. Submit an original and one copy to the Grants Administration Unit at the address listed on the Grants Administration Unit website at <http://www.epa.gov/region10/grant.htm> and also listed in the "*List of Forms & Documents for a Complete Application Package*". We also request that you notify the Project Officer when you have submitted the complete application package and provide them with a copy of the final package. The absence of any form, budget narrative, or miscalculations in the budget can significantly delay or compromise the award process. This letter does not constitute any obligation on EPA's part to fund the proposal.

Again, congratulations on your selection. **Your point of contact will be me, Terri Griffith, Brownfields Project Officer.** I can be reached by phone or email; please find my contact information below. We encourage you to call with questions or for further clarification of the requested information as you begin drafting your work plan. For any other questions and comments, you may also contact me directly. I look forward to working with you.

Sincerely,

Terri Griffith
Brownfields Grants Competition Coordinator,
Region 10
(206) 553-8511
griffith.terri@epa.gov

Enclosures (sent by email): Sample Outline Cooperative Agreement Work Plan
List of Forms & Documents for a Complete Application Package
Programmatic Terms & Conditions

Content ID: 008265**Type:** AR_FundsApprop - Funds Approp Resolution

A RESOLUTION OF THE MUNICIPALITY OF ANCHORAGE ACCEPTING A U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELDS CLEANUP GRANT IN THE AMOUNT OF TWO HUNDRED THOUSAND

Title: DOLLARS (\$200,000) FOR THE PEACOCK CLEANERS SITE REMEDIATION PROJECT, AND APPROPRIATING A CONTRIBUTION OF FORTY-FOUR THOUSAND DOLLARS (\$44,000) FROM THE AREAWIDE FUND (101) TO THE AREAWIDE CAPITAL FUND (401) AS COST SHARE SUPPORT**Author:** maglaquijp**Initiating Dept:** HLB**Description:** Award and appropriation of EPA grant funds for site clean-up**Keywords:** EPA Grant award appropriation**Date Prepared:** 10/13/09 4:59 PM**Director Name:** William M. Mehner**Assembly Meeting Date:** 11/3/09**Public Hearing Date:** 11/17/09

Workflow Name	Action Date	Action	User	Security Group	Content ID
Clerk_Admin_SubWorkflow	10/26/09 11:55 AM	Exit	Joy Maglaqui	Public	008265
MuniManager_SubWorkflow	10/26/09 11:55 AM	Approve	Joy Maglaqui	Public	008265
MuniManager_SubWorkflow	10/23/09 3:12 PM	Checkin	Joy Maglaqui	Public	008265
Finance_SubWorkflow	10/23/09 10:58 AM	Approve	Lucinda Mahoney	Public	008265
OMB_SubWorkflow	10/22/09 4:51 PM	Approve	Cheryl Frasca	Public	008265
OCPD_SubWorkflow	10/22/09 12:00 PM	Approve	Tawny Klebesadel	Public	008265
HLB_SubWorkflow	10/21/09 2:04 PM	Approve	William Mehner	Public	008265
FundsAppropWorkflow	10/21/09 2:04 PM	Checkin	Lynn Roderick Van Horn	Public	008265
Finance_SubWorkflow	10/21/09 10:32 AM	Reject	Nina Pruitt	Public	008265
OMB_SubWorkflow	10/16/09 9:20 AM	Approve	Cheryl Frasca	Public	008265
OCPD_SubWorkflow	10/16/09 8:01 AM	Approve	Tawny Klebesadel	Public	008265
HLB_SubWorkflow	10/13/09 5:10 PM	Approve	William Mehner	Public	008265
FundsAppropWorkflow	10/13/09 5:02 PM	Checkin	Lynn Roderick Van Horn	Public	008265