

EXHIBIT A

**CONSTRUCTION EXCISE TAX GRANT
INTERGOVERNMENTAL AGREEMENT**

**Metro – City of Portland
Portland Brownfield Redevelopment Assessment**

This Construction Excise Tax Grant Intergovernmental Agreement ("CET Grant IGA") is effective on the last date of signature below, and is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland, OR, 97232-2736 ("Metro"), and the City of Portland ("the City"), located at 1221 SW Fourth Ave., Portland OR 97204, collectively referred to as "Parties."

WHEREAS, Metro has established a Construction Excise Tax ("CET"), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, which the local jurisdictions then remit to Metro pursuant to Construction Excise Tax Intergovernmental Agreements to Collect and Remit Tax ("CET Collection IGAs") entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the Metro CET is the subject of a legal challenge filed in Oregon ("HBA Lawsuit"); Metro prevailed in the Oregon Circuit Court action *Homebuilders Association of Metropolitan Portland, Eastview Development Inc., and Matrix Development Corp. dba Legend Homes v Metro*, Case No. 0908-11067 and the plaintiffs' lawsuit against Metro was dismissed; however plaintiffs have appealed that dismissal to the Court of Appeals, Appeal No. A146059, which appeal is currently pending; and

WHEREAS, the City has submitted a CET Grant Request ("Grant Request") to Metro for One Hundred Fifty Thousand Dollars (\$150,000) for the Portland Brownfield Redevelopment Assessment ("Project"); and

WHEREAS Metro has agreed to provide CET Grant funding for One Hundred Fifty Thousand Dollars (\$150,000) subject to the terms and conditions set forth herein; and

WHEREAS the parties wish to set forth the funding amounts, timing, procedures and conditions for receiving grant funding from the CET fund for the Project.

NOW THEREFORE, the Parties hereto agree as follows:

1. **Metro Grant Award**. Metro shall provide CET grant funding to the City for the Project as described in the City's CET Grant Request, attached hereto as Exhibit B and incorporated herein ("Grant Request"), in the amounts and at the times and milestones set forth in Exhibit A attached hereto and incorporated herein ("Milestone Schedule"), subject to the terms and conditions in this Agreement.
2. **City Responsibilities**. The City shall perform the Project described in the Grant Request and as specified in this Agreement and in Exhibit A, subject to the terms and conditions specified in this Agreement. The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project, and the City shall use the CET funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the deliverables and/or milestones set forth in Exhibit A.
3. **Payment Procedures**. Within 30 days after the completion of each deliverable and/or milestone as set forth in Exhibit A, the City shall submit to Metro an invoice describing in detail its expenditures as may be needed to satisfy fiscal requirements. Within 30 days of receiving the City's invoice and supporting documents, and

subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable milestone as set forth in Exhibit A. Metro shall send CET payments to:

The City of Portland
Bureau of Planning and Sustainability
Attention: Tyler Bump
1900 SW 4th Avenue, Suite 7100
Portland, OR 97201

4. Funding Provisions.

(a) CET Funds. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through the programming of CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET Grant funding commitments. The parties recognize and agree that if the CET is ever held to be unenforceable or invalid, or if a court orders that CET funds may no longer be collected or disbursed, that this Agreement shall terminate as of the effective date of that court order, and that Metro shall not be liable in any way for funding any further CET grant amounts beyond those already disbursed to the City as of the effective date of the court order. In such case the City shall not be liable to Metro for completing any further Project deliverables and/or milestones as of the date of the court order.

(b) Risk Sharing. The parties agree that if a court orders that CET funds collected prior to the effective date of the court order must also be reimbursed or that restitution payments must be made, then the City shall repay Metro fifty per cent (50%) of any CET Grant payments Metro has made to the City prior to the court's order.

(c) Limitation of Liability and Waiver. The parties hereby agree that their liability to one another under this section 4 is limited to a maximum City liability of Seventy Five Thousand Dollars (\$75,000), which is 50% of the CET Grant Award amount, and a maximum Metro liability of Seventy Five Thousand Dollars (\$75,000), which is 50% of the CET Grant Award amount. The parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the CET in excess of the liability limitations set forth herein.

5. Project Records. The City shall maintain all records and documentation relating to the expenditure of CET Grant funds disbursed by Metro under this Agreement. The City shall provide Metro with such information and documentation as Metro requires for implementation of the CET grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the CET Grant funds were expended. Metro and its auditor shall have access to the books, documents, papers and records of the City that are directly related to this Agreement, the CET grant moneys provided hereunder, or the Project for the purpose of making audits and examinations.

6. Audits, Inspections and Retention of Records. Metro and its representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all City records with respect to all matters covered by this Agreement and Exhibit A. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the project shall be retained by the City and all of their contractors for three years from the date of completion of the project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

8. Term. This Agreement shall be effective on the date it is executed by both parties, and shall be in effect until all milestones have been achieved, all required documentation has been delivered, and all payments have been made as set forth in Exhibit A, unless terminated earlier pursuant to this Agreement.
9. Amendment. This CET Grant IGA may be amended only by mutual written agreement of the Parties.
10. Other Agreements. This CET Grant IGA does not affect or alter any other agreements between Metro and the City.

Metro

The City of Portland

By: Martha J. Bennett

By: Sam Adams

Title: Metro Chief Operating Officer

Title: Mayor

Date: _____

Date: _____

Approved as to Form:

By: Alison Kean Campbell

By: Ben Walters

Title: Deputy Metro Attorney

Title: Chief Deputy City Attorney

Date: _____

Date: _____

Attachments:

Exhibit A – Milestone & Deliverables Schedule for Release of Funds

Exhibit B - City's Grant Request

Exhibit A

CET Grant IGA
Portland Brownfield Redevelopment Assessment
Milestone & Deliverables Schedule for Release of Funds

<u>Milestone #:</u>	<u>Deliverable**</u>	<u>Date Due*</u>	<u>Grant Payment</u>
1.	Execution of CET Grant IGA	January 1, 2012	\$0
2.	Convene Brownfield Advisory Group to review/discuss inventory and conditions analysis a) Detailed work program, schedule and budget. b) Request for Proposals and Consultant Scope of Work, incorporating sustainability best practices for brownfield redevelopment. c) Develop Brownfield Advisory Group roster. d) Make refinements to the City of Portland GIS potential brownfield inventory. e) Catalog sites by available information on types of suspected or identified contamination. f) Prepare an overview of local development trends and case studies for brownfield redevelopment g) Describe market and non-market related barriers to brownfield redevelopment and summarize available financial and technical assistance incentives. h) Prepare draft report.	June 1, 2012	\$30,000
3.	Convene Brownfield Advisory Group to review/discuss financial feasibility analysis a) Classify sites in brownfield inventory by financial factors. b) Develop a financial model to estimate redevelopment feasibility by employment area geography. c) Perform analysis to apply financial model to the employment land supply and demand identified in the draft Portland Economic Opportunities Analysis. d) Evaluate financial gaps and other market feasibility barriers to achieve 50%, 70% and 90% redevelopment of the city's brownfields by 2035. e) Prepare draft report.	October 1, 2012	\$50,000
4.	Convene Brownfield Advisory Group to review/discuss public benefit analysis a) Prepare economic estimate of the lost revenue opportunities, such as foregone property and income tax revenues, as a result of idle brownfields. b) Analyze the related financial payback period of potential new development incentives by type to fill identified financial gaps and overcome redevelopment barriers.	October 1, 2012	\$30,000

c) Prepare draft report.

- | | | | |
|----|--|-----------------|----------|
| 5. | Convene Brownfield Advisory Group to make recommendations to significantly increase expected brownfield redevelopment | January 1, 2013 | \$40,000 |
| | <ul style="list-style-type: none"> a) Develop recommended implementation actions to incrementally increase the rate of brownfield redevelopment. b) Prepare a draft report of recommendations and an executive summary of overall project results c) Convene Brownfield Advisory Group to review and comment on the draft report. d) Issue final report. | | |
| 6. | Brownfield Advisory Group will make recommendations to the Mayor's Office to expand brownfield redevelopment tools and programs | January 1, 2013 | \$0 |
| | <ul style="list-style-type: none"> a) Recommended implementation actions will be presented the Mayor's Office b) Executive Summary and Recommendations Report will be presented to City Council for consideration of acceptance. | | |

TOTAL REIMBURSABLE AMOUNT

\$ 150,000

* Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the City anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing not less than ten (10) days prior to any of the due dates set forth above and provide a revised estimated due date. Any revisions to the milestone due dates set forth in this Agreement are subject to the mutual agreement of Metro and the City.

**If the Grant contained any Funding Conditions, the City shall demonstrate completion of those conditions at the applicable milestone or deliverable due dates, to Metro's satisfaction.

**Metro CET Planning Grant Application
Portland Brownfield Redevelopment Assessment**

185061

3 - Project Narrative

A. Project Description

Project goal: The project goal is to assess market feasibility needs and actions to approach full redevelopment of Portland's brownfields in 25 years.

Responding to recent findings that current market conditions are likely to redevelop only about 33 percent of the brownfield employment land in Portland by 2035, this project would estimate investment levels and recommend actions needed to increase that share to 50, 70 or 90 percent redevelopment by 2035. The project will inform short- and long-term actions to be set out in the Portland Plan and Comprehensive Plan Update, along with brownfield redevelopment implementation efforts at the state, regional and local levels by our project partners.

Expected outcomes: The project will be organized into the following four milestone deliverables. The estimated schedule, cost, and staffing responsible for each deliverable are described below in part F and the Budget Summary.

1) Inventory and conditions analysis.

Describe the current state of the city's brownfields, including refinements to the GIS brownfield inventory in the draft Portland Economic Opportunities Analysis (EOA, 2009), descriptive conditions by employment area geography (e.g., central city), development trends, case studies of recent brownfield redevelopment, types of identified contamination by site, historic land use related to contamination sources, other key market feasibility barriers, and available financial and technical assistance incentives. Also describe non-market related barriers to redevelopment such as lack of property access to conduct site assessments, confidentiality of private information on contamination, and property owner unwillingness to redevelop. Estimate number and acreage of potential brownfields not currently tracked by Oregon DEQ based on other information sources such as historic land use. Prepare draft reports, convene review by project partners, and make follow-up revisions.

2) Financial feasibility analysis.

Evaluate financial gaps and other market feasibility barriers to achieve 50, 70, and 90 percent redevelopment of the city's brownfields by 2035, including a financial model to estimate redevelopment feasibility on average by employment area geography. Link the analysis to the EOA results on employment land supply and demand in Portland to 2035. Prepare draft report, convene review by project partners, and make follow-up revisions.

3) Public benefits analysis.

Estimate the public cost in foregone property and income tax revenues of idle brownfields and the related financial payback period of potential new incentives to fill identified financial gaps and overcome redevelopment barriers. Prepare draft report, convene review by project partners, and make follow-up revisions.

4) Recommendations and Executive Summary.

Recommend implementation actions to incrementally increase the rate of brownfield redevelopment. Potential examples include public incentives to meet financial gaps, technical assistance, process improvements, public sector redevelopment roles, and collaboration tools. Prepare a draft report of recommendations and executive summary of overall project results; convene review by project partners and stakeholders; and make follow-up revisions.

B. Project site description

The project spans approximately 1,400 acres of potential brownfields identified in the City of Portland (see table below and attached map). Potential brownfields are identified here as vacant and less improved sites where potential contamination has been identified by Oregon Department of Environmental Quality that could complicate redevelopment. These sites account for one-fourth or more of the vacant and less-improved land capacity for growth in the city's industrial areas, central city, neighborhood commercial corridors and institutional campuses.

Potential Brownfields in Portland Employment Areas, 2008

	Acres by (Vacant) Parcel Size							Total Acres
	<1	1 - 3	3-6	6-10	10-20	20-50	50+	
Central City	21	35	24	16	25	-	-	121
Gateway Regional Center	2	5	-	-	-	-	-	7
Regl. Signif. Industrial Areas*	2	54	95	127	121	383	123	906
Other Industrial Areas	-	-	-	-	-	20	-	20
Neighborhood Corridors	29	24	37	27	66	27	65	276
Town Centers	3	1	6	-	-	-	-	9
Institutional Campuses	1	3	6	17	15	28	-	69
All Employment Geographies	58	121	168	186	227	458	188	1,407

Source: Portland Economic Opportunities Analysis, 2009. Potential brownfields are identified by vacant and less improved land where Oregon DEQ has tracked potential contamination.

* Columbia Corridor and harbor district geographies only.

C. Project background

The need for this project was identified primarily by the draft Portland Economic Opportunities Analysis (EOA) completed in 2009 for the Portland Plan. It found that market-feasible employment land supply in Portland is inadequate to meet midrange demand to 2035; that "potential brownfields" account for about one-third of the growth capacity in city's industrial, commercial and employment areas; and that only one-third of that brownfield acreage is expected to redevelop by 2035 based on current programs and projected market conditions. The Portland Plan provides the opportunity to consider far reaching new directions for how the city develops over the next 25 years, including actions to approach full brownfield redevelopment. Additionally, Mayor Sam Adams has called for more efficient regional investment choices, supporting brownfield redevelopment investments in existing urban areas commensurate with infrastructure extension to serve new areas at the edge of the region.

This project also builds on a history of brownfield redevelopment experience and analysis in Portland. The City of Portland Brownfield Program led by the Bureau of Environmental Services (BES) provides financial and technical assistance for brownfield reclamation citywide, focusing on neighborhood commercial areas. Urban renewal programs implemented by Portland Development Commission (PDC) have assisted many successful brownfield redevelopment projects. The HarborReDI project led by PDC sets out to facilitate redevelopment on the brownfields along Portland Harbor that are complicated by in-water Superfund liability. And the Bureau of Planning and Sustainability has inventoried potential brownfields in area planning efforts (e.g., Industrial Districts Atlas, River Plan), conducted reuse planning efforts on brownfields (e.g., McCormick & Baxter Superfund site), and assessed market feasibility needs of constrained vacant sites (e.g., Brownfield Greenfield Cost Comparison Study sponsor).

D. Evaluation Criteria

The project satisfies each of Metro's evaluation criteria for CET planning grants:

1. *Expected Development Outcomes:*

- a. Probability of development permits within two years: medium to high. Portland's brownfield inventory is extensive, and brownfield redevelopment occurs on an ongoing basis. The Portland EOA estimates that mid-range forecast demand under current programs will result in about 460 acres of development to 2035, averaging 37 acres for any given 2-year period. The current recession and recovery timing is difficult to predict, but the 2030 employment forecast in Metro's 2009 Urban Growth Report projects the strongest demand in the 2010-2015 period. This project focuses specifically on development readiness of sites and on one of the city's most common development barriers – potential site contamination. The value added of this project is in recommending incremental (short/medium/long-term) implementation actions most suited to the range of brownfield redevelopment opportunities in Portland over the next twenty years. The information and strategies developed through this study will enhance and increase the effectiveness of existing programs including the City of Portland Brownfield Program and urban renewal areas. Short-term, easier-to-implement results will be among those most likely to get done soonest. If new tools and investments following the Portland Plan, which is proposed to be completed in early 2011, support increasing the share of brownfield redevelopment from 33 percent to a range of 50-70 percent, that would result in about 23-45 additional acres of brownfield redevelopment in an average 2-year period from 2010 to 2035. This project, like any planning effort, only plays a supportive role in that additional development.
- b. Probability of development permits within five years: high. See response to (a). If new tools and investments following the Portland Plan support increasing the share of brownfield redevelopment from 33 percent to a range of 50-70 percent, that would result in 55-110 additional acres of brownfield redevelopment in an average 5-year period from 2010 to 2035.
- c. Level of community readiness and local commitment: very high.
 - 1) Development sites of adequate scale: Brownfields span a broad range of site sizes summarized above in Section B. Compared to most of the region, Portland has strong demand for a broad range of redevelopment and infill development on small to large sites. Portland's recent economic opportunities analysis found that forecast demand for employment land to 2035 substantially exceeds available supply which was inventoried by site size. Even in the heavy industrial areas that are particularly challenging for brownfield redevelopment, forecast midrange demand in Portland exceeds estimated available (likely to develop) supply by 600 acres, and that unmet need is enough to absorb all of the remaining identified brownfields in those districts.

- 2) Adequate transportation infrastructure: Portland benefits from a central urban location in the region and hub infrastructure in the transit and freight systems, which attract continuing development. The city's brownfield sites are located within established districts where transportation infrastructure is generally in place. Transportation System Plan projects have been identified, and are periodically updated, to overcome identified deficiencies.
- 3) Redevelopment opportunities of existing urban form: Portland's brownfields are concentrated in its older, developed districts. These underutilized sites represent holes in the urban fabric of these districts and are generally ideal for accommodating redevelopment opportunities.
- 4) Sound relationship to adjacent areas: Land use plans, zoning, and development patterns are generally long established in Portland's older districts that contain brownfields. The inherent nature of the project area is that it is already developed and historically has a sound relationship with adjacent residential and employment areas. These areas have been generally subject to extensive and ongoing planning activity for decades.
- 5) Compelling vision and prospects: Developing an appropriate level of financial and technical assistance for brownfield redevelopment through this project would build on many years of dedicated brownfield program activity and the layered, compelling vision of land use plans, neighborhood plans, and economic development aspirations articulated by the City Portland and private stakeholders alike. This project will inform Portland Plan choices and implementation efforts to do effectively increase our rate of brownfield redevelopment.

2. *Regionally Significant:* The project specifically aims to overcome redevelopment barriers on brownfields in the regionally significant design types of the 2040 Plan, as estimated in section B above and described in the next section (location). The project would meet the six desired regional planning outcomes as follows.

- a. Walkable, vibrant communities: Brownfield redevelopment fills holes in the urban fabric, supporting continuity of active uses in the pedestrian environment, particularly in centers, main streets, and corridors.
- b. Economic competitiveness and prosperity: Brownfields account for about one-third of Portland's developable employment land supply, representing a significant opportunity to reverse the city's declining share of regional job growth, especially in the traded sector industrial districts and institutional campuses where shortfalls of developable land have been identified in the EOA. For example, brownfields make up 45 percent of the inventoried growth capacity in Portland's 29 institutional (hospital and college) campuses located outside of the Central City, which represent the region's leading job growth sector.
- c. Safe, reliable transportation choices: Brownfield redevelopment supports efficient use of existing transportation infrastructure by increasing land use efficiency of existing districts. It also supports opportunities for "smart growth," linking land use and transportation advantages in Portland's multimodal urban centers and freight hub industrial districts (Metro RSIA's).
- d. Leadership in reducing global warming: Contributing to efficient transportation systems urban form patterns are among our best opportunities to reduce contributions to global warming. Portland's Climate Action Plan establishes measurable targets and recommendations for mobility and efficient urban form improvements.
- e. Clean air, water and ecosystems: Contaminated site cleanup through brownfield redevelopment reduces public health hazards in urban areas and related natural resource degradation.

- f. Equitable burdens of growth: The region's highest job growth rates have been in its outer tier areas through greenfield site development, supported by regional infrastructure investments. Brownfield redevelopment represents one of the key opportunities to more equitably spread the benefits of regional job growth.
3. *Location:* The project specifically aims to overcome redevelopment barriers on brownfields in the regionally significant design types of the 2040 Plan, as estimated in section B above.
 - a. Centers: Potential brownfields represent 26 percent of the recently inventoried developable land capacity (vacant and less improved land) in Portland's Central City, 11 percent in the Gateway Regional Center, and 15 percent in the Portland's combined Town Centers.
 - b. Corridor/Main Streets: Potential brownfields represent 22 percent of the recently inventoried developable land capacity (vacant and less improved land) in Portland's combined neighborhood commercial corridors (93 corridors outside the Central City, average one-mile length).
 - c. Station centers: Potential brownfields were not specifically counted in Portland's transit station communities identified in the 2040, but they represent portions of the other areas identified in centers, corridors, and industrial/employment areas.
 - d. Employment and industrial areas: Potential brownfields represent 46 percent of the recently inventoried developable land capacity (vacant and less improved land) in Portland's harbor and airport industrial districts (Regionally Significant Industrial Areas), 8 percent of the Columbia Corridor East area (east of 82nd Avenue), 26 percent of the Central City industrial areas, and 24 percent of the city's other dispersed industrial areas. Brownfields also make up 45 percent of the inventoried growth capacity in Portland's 29 institutional (hospital and college) campuses located outside of the Central City (primarily in residential zones), which represent the region's leading job growth sector.
4. *Best Practices Model:* Obstacles to redevelopment represented by brownfields are not unique to Portland. The evaluation methodology and model used to establish the city's needs can be applied by other municipalities within the region, state, or country. When completed, the study can be used by Metro's Brownfield Recycling Program whose assistance is provided throughout the region, particularly in industrial areas and commercial corridors.
5. *Leverage/Matching Potential:* The proposed planning grant will leverage approximately \$50,000 of in-kind contributions from the City of Portland as specified in the budget summary. Project partners also include Business Oregon, Metro, and the Port of Portland who will apply results in their respective jurisdictions.
6. *Equity:* If awarded, the proposed planning grant represents an equal distribution of Metro's grant funds. Even though a large share of the CET funds is generated within Portland, none of these funds have been allocated to Portland in previous grant cycles.

E. Collaborations

The project and grant will be managed jointly by Steve Kountz and Tyler Bump of the Portland Bureau of Planning and Sustainability. Project partners were selected primarily as potential implementers of project results. Their specific roles will be to review draft products and help publicize and implement project results.

Project partners:

- Portland Bureau of Environmental Services (BES) – Jenn Bildersee, Brownfield Program Coordinator, 1120 SW 5th Ave, Rm 1000, Portland OR 97204, 503-823-7764, jenn.bildersee@portlandoregon.gov. In addition to the roles of all project partners in reviewing draft products and helping to publicize and implement project results, Clark Jennifer Bildersee at BES will assist BPS staff with preparing the Milestone 1 inventory and conditions analysis, particularly redevelopment case studies and non-market barriers.
- Portland Development Commission (PDC) - Paul Slyman, Harbor ReDI Project Manager, 222 NW 5th Ave, Portland OR 97209, 503-823-3366, slymanp@pdc.us
- Metro – Miranda Bateschell, Regional Brownfields Program Coordinator, 503-797-1817, Bateschellm@metro.dist.or.us
- Port of Portland – Joe Mollusky, Real Estate Marketing Manager, 121 NW Everett, Portland, OR 97209, 503-944-7533, joe.mollusky@portofportland.com
- Business Oregon - Karen Homolac, 775 Summer St. NE, Ste. 200, Salem, OR 97301, 5030986-0101, karen.homolac@state.or.us
- Portland Business Alliance, Carly Riter, 200 SW Market, Ste. 1770, Portland, OR 97201, 503-224-8684, criter@portlandalliance.com

F. Proposed Milestones

The following schedule and cost estimates are approximate, and we expect to adjust them following the consultant selection process and resulting work plan refinements. Details of each milestone are described above in part A.

1. Inventory and conditions analysis.
 - a. Timing: 2-4 months.
 - b. Approximate project costs: \$35,000 in-kind match; \$30,000 consultants.
2. Financial feasibility analysis.
 - a. Timing: 2-3 months.
 - b. Approximate project costs: \$5,000 in-kind match; \$50,000 consultants.
3. Public benefits analysis.
 - a. Timing: 1-2 months.
 - b. Approximate project costs: \$3,000 in-kind match; \$30,000 consultants.
4. Recommendations and Executive Summary.
 - a. Timing: 2-3 months.
 - b. Approximate project costs: \$5,000 in-kind match; \$40,000 consultants.

G. Project Management

The project will be jointly managed by the following staff at the City of Portland Bureau of Planning and Sustainability:

Steve Kountz, Senior Economic Planner, Bureau of Planning and Sustainability, 1900 SW 4th Ave., Ste. 7100, Portland, OR 97201, 503-823-4551, steve.kountz@portlandoregon.gov

Tyler Bump, Economic Planner 2, Bureau of Planning and Sustainability, 1900 SW 4th Ave., Ste. 7100, Portland, OR 97201, 503-823-7713, tyler.bump@portlandoregon.gov

4--Budget Documents

Position	Milestones / Tasks	Total FTE	Hourly Wage & Benefits Rate	In Kind Match	Grant Request	TOTAL
Sr. Economic Planner	1-4 / Project mgmt.	0.2	\$53.46	\$22,239		\$22,239
City Economic Planner 2	1-4 / Project mgmt.	0.26	\$34.52	\$18,668		\$18,668
GIS Analyst	1 / Inventory	0.03	\$52.20	\$3,257		\$3,257
GIS Manager	1 / Inventory, Review	0.01	\$60.48	\$1,258		\$1,258
Principal Planner	1-4 / Review	0.01	\$64.35	\$1,338		\$1,338
Prog. Coordinator (BES)	1 / Case studies	0.04	\$44.31	\$3,687		\$3,687
Subtotal		0.35		\$50,448	\$0	\$50,448
Consultants	1-4 / Analysis, reports				\$150,000	\$150,000
Total for Planning Services				\$50,448	\$150,000	\$150,000
Overhead/Indirect Costs				\$0	\$0	\$0
TOTAL PROJECT COSTS				\$50,448	\$150,000	\$200,448

Budget Narrative

The City of Portland will cover, as in-kind contributions, the entire costs of its personnel who will work on the project. The grant is requested to pay for consultant costs, including environmental services, financial modeling, real estate market analysis, and public policy analysis.

Assumptions in the Budget Summary table (above):

- "FTE" (full time equivalent) costs represent the estimated share of annual hours allocated to this project, which will be completed within one year.
- Wages and benefits are listed in a combined hourly rate.
- Overhead and indirect costs are not listed and will be covered by the City of Portland as incidental expenses.
- Personal costs of project partners for review of products and general project participation are not listed and will be covered by each jurisdiction internally as incidental expenses.

Line item description of planning services to be provided:

- Senior Economic Planner and City Economic Planner 2, BPS – Steve Kountz and Tyler Bump will share responsibilities for project management, including project scoping, grant management, consultant contract management, review of products, coordination of the infrastructure and conditions analysis (milestone 1), convening review of products by partners, stakeholder and public outreach and information, and publication of results. These tasks extend to all four milestone deliverables.
- GIS Analyst and GIS Manager, BPS – Kevin Martin and probably Carmen Piekarski will share responsibilities for data management and mapping of the brownfield inventory and related conditions. These tasks apply to Milestone 1.
- Principal Planner – A principal planner will supervise project staff and review draft products. These tasks extend to all four milestone deliverables.

- Program Coordinator, BES –Jenn Bildersee of BES, who implements the Portland Brownfield Program, will share responsibilities for preparing the inventory and conditions analysis, focusing on case studies and describing non-market barriers to brownfield redevelopment. These tasks apply to Milestone 1.
- Consultants – Consultant staffing and responsibilities will be identified later in bid proposals. Consultants will be responsible for milestone deliverables 2-4, as well as the analysis of contamination types and market feasibility barriers in milestone 1 that will be used in the Milestone 2 financial modeling. A consultant team is expected to include personnel with expertise in environmental assessment and remediation, financial analysis, real estate market analysis, and public policy analysis.

5—Supplemental Attachments

Map1: Potential brownfields among vacant and less improved employment land in Portland, 2008

