Budget Narrative

a. Budget Detail

As shown in Table 1, the Project has a total estimated cost of $75,700,000, 100 percent of which is being requested under the FY2024 CPRG Program, Measure 4 – Bolster Investments in the State's Sustainable Port and Freight Infrastructure. Detailed budget information including the expenditure of awarded funds and reasonableness of costs can be found below.

b. Expenditure of Awarded Funds

The Port has extensive experience with delivering grant projects. The Project Team has the personnel, knowledge, skills, and expertise necessary to implement this Project on schedule and within budget to ensure the Project's benefits are realized. The funds can easily be obligated and expended within the five year period with a goal to deliver within four years consistent with zero-emissions equipment deployment being proposed in the EPA Clean Ports grant application. The Port and its partners have successfully managed numerous state, Federal, and local grants totaling over $500 million. The Port tracks and manages the requirements of grant funding and works with respective project managers to ensure the accurate and timely deliverability of each grant program. The Port is in regular compliance with all state and Federal audits of grant funding.

The Port's procedures set forth responsibilities for Port staff and establish general procedures so that the Port may remain in compliance with the ethical, professional, and legal standards associated with grant related activity. Before applying for a grant and upon award of each individual grant, Port management carefully considers and weigh the pros and cons of the compliance requirements and any additional responsibilities each individual grant may require, including any diversion of Port resources allocated to other functions or projects. The grant project manager is responsible for the following:

1. Coordinating efforts between Port departments to ensure the Port operates in compliance with all grant requirements.
2. Identifying and communicating compliance standards that are not covered by this policy or another Port policy and communicate those standards to all those working on the grant funded project.
3. Preparing and submitting or coordinating the submission of grant materials and corresponding board agenda reports and other internal or external communication that may be necessary.
4. Preparing and submitting reimbursement requests on a timely basis, if applicable. Request, receive and manage the project budget and review grant reimbursement requests if prepared by the Grant Accountant.
5. Ensuring that appropriate approvals are obtained when necessary.
6. Preparing and submitting or ensuring the submission of status, performance, or other reports to the grantor if required.
7. Conducting or coordinating the procedures necessary to properly close out the grant with the granting agency.

Table 1 Project Budget by Category

Category	Line Item & Itemized Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total EPA Funding
PERSONNEL							
	Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year .4 FTE	$158,700	$202,800	$259,800	$278,800	$0	$900,100
	Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year .4 FTE	$158,700	$202,800	$259,800	$278,800	$0	$900,100
	Port Supervisor Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year .2 FTE	$76,000	$88,000	$135,100	$150,800		$449,900
	Port Civil Engineer @ $564,000 fully loaded rate/year .4 FTE	$158,700	$202,800	$259,800	$278,800		$900,100
	Port Supervisor Civil Engineer @ $564,000 fully loaded rate/year .2 FTE	$76,000	$88,000	$135,100	$150,800		$449,900
	Port Environmental Programs and Planning @ $564,000 fully loaded rate/year .11 FTE	$62,500	$62,500	$62,500	$62,500		$250,000
	TOTAL PERSONNEL	$690,600	$846,900	$1,112,100	$1,200,500	$0	$3,850,100
FRINGE BENEFITS							
	NA - Incorporated into fully loaded rate under Personnel	$0	$0	$0	$0	$0	$0
	TOTAL FRINGE	$0	$0	$0	$0	$0	$0
TRAVEL							
	None	$0	$0	$0	$0	$0	$0
	TOTAL TRAVEL	$0	$0	$0	$0	$0	$0
EQUIPMENT							

Category	Line Item & Itemized Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total EPA Funding
	None	$0	$0	$0	$0	$0	$0
	TOTAL EQUIPMENT	$0	$0	$0	$0	$0	$0
SUPPLIES							
	None	$0	$0	$0	$0	$0	$0
	TOTAL SUPPLIES	$0	$0	$0	$0	$0	$0
CONTRACTUAL							
	Feasibility Study Contractor	$150,000	$0	$0	$0	$0	$150,000
	Design Contract	$166,700	$666,800	$166,700	$0	$0	$1,000,200
	Environmental Contractor	$20,000	$0	$40,000	$40,000	$0	$100,000
	Construction Contract(s)	$0	$0	$30,171,300	$40,228,400	$0	$70,399,700
	Community Engagement Contract	$68,900	$50,000	$41,900	$39,200	$0	$200,000
	TOTAL CONTRACTUAL	$405,600	$716,800	$30,419,900	$40,307,600	$0	$71,849,900
OTHER							
	None	$0	$0	$0	$0	$0	$0
	TOTAL OTHER	$0	$0	$0	$0	$0	$0
INDIRECT COSTS							
	None	$0	$0	$0	$0	$0	$0
	Total Indirect Costs	$0	$0	$0	$0	$0	$0
	TOTAL FUNDING FOR PROJECT	$1,096,200	$1,563,700	$31,532,000	$41,508,100	$0	$75,700,000

c. Reasonableness of Costs

All of the budget activities under this Project apply to Measure 4 – Bolster Investments in the State's Sustainable Port and Freight Infrastructure. The Project's improvements to the electrical grid are essential to support charging of battery electric vehicles and zero-emission equipment and charging infrastructure to reduce emissions, particularly to the adjacent historically disadvantaged communities.

Additional details associated with the budget items are summarized below. Cost estimates are based on the Port's experience with similar infrastructure upgrades under existing grant awards in progress. Supporting details related to the workplan tasks are included in the Work Plan under Section 1.1.2.

Feasibility

Activities under this task include project management, stakeholder engagement, providing access to electrical components, feasibility assessment services, utility coordination, submittal reviews, progress payments, status reporting, etc.

- Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.26 FTE over .75 years = $108,000
- Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.26 FTE over .75 years = $108,000
- Port Supervisor Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.13 FTE over .75 years = $54,000
- Port Civil Engineer @ $564,000 fully loaded rate/year, 0.26 FTE over .75 years = $108,000
- Port Supervisor Civil Engineer @ $564,000 fully loaded rate/year, 0.13 FTE over .75 years = $54,000
- Port Environmental Programs and Planning @ $564,000 fully loaded rate/year, 0.11 FTE over .75 years = $46,900
- Contractor to perform Feasibility Study = $150,000
- Consultant to perform Environmental Activities during Feasibility = $10,000. Note the Consultant will be utilized during the duration of the project; this estimate is for during the Feasibility phase.
- Consultant to perform Community Engagement during Feasibility = $56,400. Note the Consultant will be utilized during the duration of the project, this estimate is for during the Feasibility phase.

Design

Activities under this task include project management, stakeholder engagement, providing access to electrical components, design services, utility coordination, submittal reviews, bidding, award/procurement, progress payments, status reporting, etc.

- Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.36 FTE over 1.5 years = $304,200
- Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.36 FTE over 1.5 years = $304,200
- Port Supervisor Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.16 FTE over 1.5 years = $132,000

- Port Civil Engineer @ $564,000 fully loaded rate/year, 0.36 FTE over 1.5 years = $304,200
- Port Supervisor Civil Engineer @ $564,000 fully loaded rate/year, 0.16 FTE over 1.5 years = $132,000
- Port Environmental Programs and Planning @ $564,000 fully loaded rate/year, 0.11 FTE over 1.5 years = $93,800
- Contractor to perform Design = $1,000,000
- Consultant to perform Environmental Activities during Design = $20,000. Note the Consultant will be utilized during the duration of the project, this estimate is for during the Design phase.
- Consultant to perform Community Engagement during Design= $75,000. Note the Consultant will be utilized during the duration of the project, this estimate is for during the Design phase.

Construction

Activities under this task include project management, stakeholder engagement, permitting coordination and fees, support of construction activities, providing access to electrical components, utility coordination, materials purchasing and testing, as-needed environmental field monitoring, demolish/deconstruction, electrical and conduit work, construction, installation, submittal reviews, inspections, commissioning, training, progress payments, status reporting, performance reporting, 10% contingency on construction, etc.

- Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.49 FTE over 1.75 years = $487,900
- Port Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.49 FTE over 1.75 years = $487,900
- Port Supervisor Electrical/Mechanical Engineer @ $564,000 fully loaded rate/year, 0.27 FTE over 1.75 years = $263,900
- Port Civil Engineer @ $564,000 fully loaded rate/year, 0.49 FTE over 1.75 years = $487,900
- Port Supervisor Civil Engineer @ $564,000 fully loaded rate/year, 0.27 FTE over 1.75 years = $263,900
- Port Environmental Programs and Planning @ $564,000 fully loaded rate/year, 0.11 FTE over 1.75 years = $109,400
- Contractors to perform Construction and Construction costs = $70,399,700
- Consultant to perform Environmental Activities during Construction = $70,000. Note the Consultant will be utilized during the duration of the project, this estimate is for during the Construction phase.
- Consultant to perform Community Engagement during Construction = $68,600. Note the Consultant will be utilized during the duration of the project, this estimate is for during the Construction phase.