

Brownfield Site Assessment Grant Policy
City of Kentwood
(As of June 16, 2009)

Introduction

The United States Environmental Protection Agency (EPA) has selected the City of Kentwood's Brownfield Redevelopment Authority (BRA) for award of a Brownfield Site Assessment Grant totaling \$200,000 (Grant Number BF-00E63801-0) for characterization of suspected or confirmed hazardous substance contaminated properties throughout the City of Kentwood. Funds from this grant will be used to identify, profile, prioritize, and assess Brownfield properties in all parts of Kentwood with a special focus on the 32nd Street corridor from Breton Avenue to Patterson Avenue and South Division from 40th Street to 60th Street.

These EPA Site Assessment grant funds can fund the cost of assessments such as: Phase I Environmental Site Assessments (ESAs), Phase II Subsurface Investigations, Baseline Environmental Assessments (BEAs), Asbestos and Lead Paint Assessments, Due Care Plans, Remediation Options Analysis, and Brownfield Plans. These tasks will be completed on behalf of the applicant by the City's Assessment Contractor according to the EPA approved Quality Assurance Project Plan. Grant funding cannot be used to reimburse project costs previously incurred or to fund investigations by environmental assessment contractors other than the City's Assessment Contractor.

Contact Information

Ms. Lisa Golder, the City of Kentwood's BRA Grant Administrator/Economic Development Planner, will oversee the implementation of the grant. The City's Assessment Contractor is ASTI Environmental. Any questions, comments, or concerns involving the grant can be directed to either of these parties listed below.

Ms. Lisa Golder (City of Kentwood)
(616) 554-0709
golderl@ci.kentwood.mi.us

Mr. Shawn Shadley (ASTI Environmental)
(616) 957-5601
sshadley@asti-env.com

For more information on this grant, copies of documents referenced to in this policy, or a description of Brownfield projects in the City of Kentwood, please access the City's web site at:
http://beta.ci.kentwood.mi.us/cityhall/Departments/planning/brownfield_default.aspx

Goals and Objectives

The goals for this Site Assessment Grant Program are to:

- Promote redevelopment by providing transparency and an efficient and defined process.
- Encourage quality development.
- Educate the development community concerning the benefits and challenges of Brownfield redevelopment.

Nomination Criteria

To be considered for this Site Assessment Grant funding, the property must be located within the city limits of the City of Kentwood and must meet the nomination criteria listed below:

- The site must be an actual or perceived Brownfield.
- The site must be known or presumed to be contaminated by hazardous materials.
- The party responsible for the contamination may NOT be an applicant.

If a site meets the nomination criteria, the site will then be evaluated to determine if funding is available and the amount of funding to be provided. The Kentwood BRA Grant Administrator will use the information provided on the Site Nomination Form to complete the evaluation and make a recommendation to the BRA.

Evaluation Criteria

Sites will be evaluated based on the following criteria:

- The project has a high potential for redevelopment; for example, it will serve as a catalyst for other redevelopment, it will provide a critical mass for the neighborhood or it will redevelop a functionally obsolete building. (14 points)
- The project plan meets existing City requirements. (13 points)
- The developer's credentials and ability to accomplish the project. (12 points)
- The redevelopment of the site will lead to job creation. (11 points)
- The extent to which the site media is impacted, specifically the soil, surface water and groundwater. (10 points)

Application Process

Applicants requesting funding under the grant will complete the following procedure:

- Complete the Site Nomination Form and submit it to the Kentwood BRA Grant Administrator (Lisa Golder)
- The Kentwood BRA Grant Administrator and the City's Assessment Contractor may request an initial project meeting.
- If the project meets the Nomination Criteria, the City's Assessment Contractor will complete an Eligibility Determination for review by the City and the EPA.
- The Kentwood BRA Grant Administrator will evaluate the site using the criteria listed above to

determine funding eligibility and make recommendation to the BRA.

- The City's Assessment Contractor will complete a cost estimate (Work Order) for the required assessment services.
- If Eligibility Determination is approved, a not-to-exceed funding amount will be established for the project.
- If environmental sampling is to be completed as part of the assessment, the City's Assessment Contractor will prepare a Work Plan, for review and approval by the City and the EPA.
- The Kentwood BRA Grant Administrator can approve Work Orders up to \$7,500 each. Projects above that amount, or projects that require special consideration, will be submitted to the Kentwood BRA and the Mayor or Mayor ProTem for approval.
- The Kentwood BRA Grant Administrator will notify the applicant if the proposed project(s) has been approved for Site Assessment Grant funding.
- The applicant will receive an agreement showing the amount that has been approved. If the project is partially funded, the applicant is responsible for the portion of the cost greater than the amount approved, and for any additional costs incurred. The applicant must sign and return the agreement before actual site work can begin.
- Once the Work Plan has been approved by the EPA, and the agreement executed, site work will begin. The applicant must provide a signed Site Access Agreement signed by the current property owner or authorized party.
- Once the assessment has been completed, the applicant will receive three bound paper copies and one electronic copy of the assessment report. Additional paper and/or electronic copies will be provided to the Kentwood BRA Grant Administrator and the EPA.

Fees

There are no fees charged to the applicant to apply for a Site Assessment Grant. However, the applicant will be responsible for any costs that exceed the approved funding amount.

Meetings

Meetings are optional at the request of the applicant or the Kentwood BRA Grant Administrator. A meeting with the Grant Administrator at the end of the site assessment process is encouraged in order to discuss additional incentives that may be available for the proposed project.

Anticipated Schedule

The actual schedule will depend on the size and complexity of the site being developed or redeveloped and the proposed redevelopment plan.

The following is the anticipated schedule for Work Order requests less than \$7,500.

- Review and approval of the Site Nomination Form (Two Business Days)
- Review and approval of the Eligibility Determination (Two to Five Business Days)
- Grant Funding Approval (Three Business Days)
- City and EPA Work Plan Approval (Four to Six Business Days)

A determination of funding for projects exceeding \$7,500 would be provided within two to four weeks due to the requirement for Kentwood BRA approval.

Documentation

The Site Nomination Form (copy attached) is the first document that should be completed and submitted to the Kentwood BRA Grant Administrator.

An Eligibility Determination will be submitted by the Kentwood BRA Grant Administrator concurrently with a Project Profile Form, which will be used to track progress on the project.

If the applicant is applying to use grant funds for a Phase II ESA or Subsurface Investigation, a Work Plan is also submitted by the Kentwood BRA Grant Administrator to the EPA for approval.

All documents prepared by or submitted to the Kentwood BRA Grant Administrator are subject to the Freedom of Information Act.

All documents should be submitted to:

Lisa Golder, Economic Development Planner
City of Kentwood
4900 Breton Avenue, SE
Kentwood, MI 49518

Project Information

The applicant should be prepared to provide information including, but not limited to, site address, acreage, parcel number(s), current owners, current use, site plans, construction costs and any available environmental information. A Site Nomination Form is attached and must be completed by the applicant prior to submittal of an Eligibility Determination.

Community Outreach

The EPA Assessment Grant will also fund several community outreach meetings in the City of Kentwood. These outreach meetings will include what activities can be covered under the grant, who can apply for grant funding, the application process, and other available funding incentives. Projects that have received funding may be presented at these outreach meetings. Dates for community outreach meetings can be found on the City of Kentwood's website:

http://beta.ci.kentwood.mi.us/cityhall/Departments/planning/brownfield_default.aspx

Document Availability

A sample Site Nomination Form, Eligibility Determination Form, and additional grant information can be found online at the City's website:

http://beta.ci.kentwood.mi.us/cityhall/Departments/planning/brownfield_default.aspx