

In 2007, the Newaygo County Board of Commissioners, in accordance with the Michigan Brownfield Redevelopment Financing Act (Act 381), approved the formation of a countywide Brownfield Redevelopment Authority. The mission of the Newaygo County Brownfield Redevelopment Authority (NCBRA) is to facilitate the redevelopment of environmentally contaminated and underutilized properties located within municipalities in Newaygo County through the use of tax increment financing (TIF) and other state and federal incentives.



Brownfield Plans are an economic and community development tool that help equalize development costs for distressed property and workforce housing. Act 381 authorizes BRAs to use TIF to prepare properties for redevelopment or to help developers with their redevelopment costs.

Act 381 Requirements

Act 381 defines a “brownfield” as property that is blighted, functionally obsolete, contaminated, owned by a land bank, historic, at a transit hub, or adjacent/contiguous to any of these if developing the adjacent/contiguous property increases the value of the first property. Property that will be developed for housing is also an eligible brownfield property, regardless of any other brownfield conditions, but adjacent and contiguous property is not eligible for incentives under Act 381 if housing is the only qualifying factor.

As defined in Act 381, eligible activities for TIF reimbursement include:

- Environmental response activities (including pre-acquisition due diligence costs)
- Abatement of lead, asbestos, and other hazardous or toxic materials
- Demolition
- Environmental insurance
- Interest on loans for other eligible activities
- Plan/Act 381 Workplan development
- Plan administration
- Plan implementation
- TIF collection for a Local Brownfield Redevelopment Fund (LBRF)
- **“Housing Activities”** as defined in Act 381:
 - * Reimbursement provided to owners of rental housing units for qualified rehabilitation.
 - * Costs for public and private infrastructure and site preparation necessary for a housing project.
 - * Costs of demolition and renovation of existing buildings and site preparation, to the extent necessary to accommodate an income qualified purchaser household or income qualified renting household.
 - * Temporary household relocation costs for an income qualified household for a period not to exceed 1 year.
 - * Acquisition cost for blighted or obsolete rental units, to the extent the acquisition would promote rehabilitation or adaptive reuse of the blighted or obsolete rental unit to accommodate an income qualified purchaser household or income qualified renting household.
 - * Reimbursement provided to a developer to fill a financing gap associated with the development of housing units priced for income qualified households.

BROWNFIELD FUNDING ASSISTANCE

Application: The Application for Brownfield Funding Assistance must be completed by the Applicant to initiate assistance with the Newaygo County Brownfield Redevelopment Authority (NCBRA). There are no deadlines for the submittal of applications—applications will be accepted on an ongoing basis.

Application Fee: To start the review process, a fee must be submitted with the application, according to the Brownfield Redevelopment Authority Fee Schedule.

Checks shall be made payable to: **Newaygo County**

Other fees as shown on the Fee Schedule are in addition to the fees cited herein and must be paid by the Applicant.

Evaluation: The NCBRA will evaluate proposals based on factors such as:

- The proposed method of financing eligible activity costs is feasible.
- The proposed activities are considered “eligible” for reimbursement under Act 381.
- The costs of the proposed eligible activities are reasonable and necessary to carry out the project.

Additional review considerations may include:

- Overall benefit to the public
- Extent of reuse of buildings
- Creation of jobs
- Creation of housing inventory
- Alleviation of contamination/blight conditions
- Level of private sector contribution
- Total acreage of brownfield eliminated

Notes: For assistance in completing this application or to schedule a pre-application meeting (recommended but not required) to discuss your project first, please contact the NCBRA at 231.689.7201.

Before submitting a project application, please make sure the application is complete and any required documents are attached.

Approval of the application by the NCBRA is NOT approval of a Brownfield Plan or the requested tax increment financing (TIF) and/or other financial incentives.

Return the completed application and fee to:

County Administrator
Newaygo County Brownfield Redevelopment Authority
1087 Newell St., PO Box 885
White Cloud, MI 49349

Alternatively, completed applications can be submitted through email to both Deb Berger, Newaygo County Administrative Secretary (adminsec@newaygocountymi.gov), and David Stegink, Fishbeck (dstegink@fishbeck.com).

APPLICATION FOR BROWNFIELD FUNDING ASSISTANCE

Complete pages 3–6 and return with attachments and appropriate fee. If additional space is needed, submit responses on a separate sheet.

Project Name:

Applicant Name:

Business Name (if different from Applicant):

Mailing Address:

Contact Person:

Email:

Office Phone:

Cell Phone:

Please summarize the proposed project and the assistance requested:

Brownfield activities for which potential assistance is sought:

- Phase I ESA
- Phase II ESA
- Baseline Environmental Assessment
- Due Care
- ACT 381 EGLE/MSF/MSHDA TIF
- Housing TIF
- Other:

Assistance Requested through NCBRA:

Local Sources

\$ _____ Brownfield Incentive Program

\$ _____ Brownfield Tax Increment Financing - Brownfield Plan Amendment and Act 381 Work Plan(s)

\$ _____ Local Brownfield Revolving Fund

State and Federal Sources

\$ _____ Michigan Department of Environment, Great Lakes, and Energy Grants

\$ _____ Michigan Department of Environment, Great Lakes, and Energy Loans

\$ _____ TOTAL BROWNFIELD ASSISTANCE REQUESTED

Site Control: Attach a copy of proof of control of the property (i.e., current title commitment, proof of ownership, signed purchase agreement, option or site access agreement).

Site Plan: Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

Environmental Work Completed: Attach all environmental reports that have been completed for this site (e.g., Phase I, Phase II, BEA, RCRA, Closure, and Due Care).

Financial Information: Attach simple project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs and spreadsheet detailing principal Act 381 brownfield eligible activities and project financing gap.

PROJECT SITE DETAILS

**add additional parcels on separate sheet, as necessary*

Total property size (acres): _____

Number of buildings, number of stories, and existing building area (square feet):

Current use of project site: _____

Current zoning: _____

In the space below, describe the Brownfield condition(s) impeding development of the project site and/or the eligible housing development activities that provide the basis for Brownfield designation.

List similar redevelopment projects the Applicant has been involved in over the last five years (if any):

Has the Applicant or Business ever been:

- a) found liable for environmental issues at the project site? Yes No
- b) cited for non-compliance with any environmental regulation? Yes No
- c) involved in any claim or lawsuit? Yes No
- d) suspended or debarred, declared bankruptcy, commenced a proceeding under any bankruptcy law or had a judgment rendered against it? Yes No

If yes to any of a) through d) above, please describe below or attach an explanation on a separate piece of paper.

List the parcel(s), street address, parcel ID number, owner on record, and taxable value. Current printouts from county records may be attached showing this information.

PROPOSED PROJECT DESCRIPTION

Project Type:

- New
- Relocation
- Expansion
- Rehabilitation

Describe the proposed redevelopment of the project site including a description of project benefits:

Number of new buildings: _____

New building area (square feet): _____

Does the proposed project comply with current local zoning and other land use requirements?

- Yes
- No
- Unknown

If no, please describe processes being undertaken to address local government concerns:

Describe anticipated redevelopment schedule including start date, completion date, and any other pertinent critical date(s):

Status of Development Permits and Applications (if applicable):

Does the proposed project anticipate LEED Certification, green infrastructure, renewable energy, or other environmental sustainability elements?

- Yes
- No
- Unknown

If yes, describe:

Anticipated Full Time Equivalent (FTE) Jobs Retained: _____

Anticipated FTE Jobs Created: _____

Total Anticipated Investment	\$
New Construction/Site Improvements	\$
Land Acquisition	\$
Brownfield Activities	\$
Total Capital Investment	\$

Housing Development

For any developments requesting Brownfield Housing Tax Increment Financing (TIF) assistance, the following items will be required after approval of a Brownfield Plan:

- Phase I that meets MSHDA requirements
- Pro forma – Debt Service Coverage Ratio (DSCR 1.2-1.4), Return on Investment (ROI 6-12%)
- Copy of contract or plan for income monitoring, including pricing
- Job growth data and housing needs report that is local, regional, or state
- Copy of the deed showing ownership
- Documentation that the zoning is approved or supported – letter from Local Unit of Government or planning commission resolution
- Documentation of the developer’s equity in the project
- Development/reimbursement agreement (*completed after approval of a Brownfield Plan*) that stipulates price and income monitoring, detailed summary of ownership interests, monetary considerations, fees, revenue and cost sharing, charges, other financial arrangements
- Recorded Notice of Development/Reimbursement Agreement at the county (*completed after approval of a Brownfield Plan and final Development/Reimbursement Agreement*)
- Post-construction certification that the appropriate standards for EGLE residential development were followed.

If Housing TIF (HTIF) is approved, rents must stay at or below MSHDA’s acceptable range for residents at or below 120% of Area Median Income for the duration of the Brownfield Plan.

CERTIFICATION

The undersigned hereby certifies that all information provided to the Newaygo County Brownfield Redevelopment Authority (NCBRA) herein and furnished with this application is and will be true, accurate, and complete and fairly presents the financial condition of the undersigned.

The undersigned hereby certifies the Applicant is not a liable party for any contamination on the project site and acknowledges that full environmental disclosure is a requirement. Disclosure shall include copies of all available environmental data, reports, and pertinent correspondence including documentation relating to liable or potentially liable parties and the environmental condition of the project site.

AUTHORIZED SIGNATURE TITLE DATE

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