



## **Brownfield Redevelopment Authority Policy and Procedures**

**SUBJECT: Policy for Providing Brownfield Assessment Funding to Local Governmental Units.**

### **BACKGROUND:**

Although the County-wide Brownfield Plan details policies and procedures for projects that will result in a brownfield plan that uses tax increment financing to reimburse the Newaygo County Brownfield Redevelopment Authority (NCBRA) for expenses it incurs, no policies are in place for projects that may not result in a brownfield plan. The NCBRA Board has received requests from local governmental units to fund acquisition, remediation and environmental assessments for projects that may not produce a tax increment, but would improve the surrounding community. The NCBRA Board recognizes the potential benefit of these community development projects and seeks to establish a policy that will enable local governmental units to apply for acquisition, remediation and assessment funding.

### **POLICY:**

1. Local governmental units may apply to receive funding for acquisition, remediation and assessments, including forgivable loans for acquisition, eligible remediation costs, Phase I and II environmental site assessments and Baseline Environmental Assessments, for brownfield properties. The NCBRA Board may award 50% funding of all necessary acquisition, remediation and assessments, up to and not to exceed \$12,500, per the entire project

#### **Assessment Funding**

2. To be considered for assessment funding including Phase I & II, BEA, limited due diligence and transaction screening, local governmental units shall complete the *Local Government Application for Brownfield Funding* (see attached form) at least two weeks prior to a meeting of the NCBRA Board. The Board will then review the application, vote to determine if funding will be awarded, or table the matter for further information. All requests for assessment funding must include a resolution of support and commitment to any agreement.

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### **Acquisition Funding**

3. To be considered for acquisition funding, local governmental units shall complete the *Local Government Application for Brownfield Funding* (see attached form) at least two weeks prior to a meeting of the NCBRA Board. The Board will then review the application, vote to determine if funding will be awarded, or table the matter for further information.
  - In order to be considered for a forgivable loan, the property in question must have a reasonable expectation of contamination and all necessary due diligence steps should be completed.
  - All requests for forgivable loans shall originate as loans and must include a resolution of support and commitment to any applicable terms of the repayment agreement from the local unit. The repayment agreement will stipulate the steps needed to be taken to convert the loan to a forgivable loan.

### **Remediation Funding**

4. To be considered for remediation funding, local governmental units shall complete the *Local Government Application for Brownfield Funding* (see attached form) at least two weeks prior to a meeting of the NCBRA Board. The Board will then review the application, vote to determine if funding will be awarded, or table the matter for further information.
  - Any and all funding request for remediation shall be directly related to clean up costs and be in accordance with any approved Brownfield Plan, applicable State or Federal Statutes or environmental best practices.
  - All requests for remediation funding must include a resolution of support and commitment to any agreement.
5. The NCBRA Board has set aside \$25,000 for assessment, acquisition and remediation funding for local governmental units. The amount budgeted for these projects will be determined by the NCBRA Board at the beginning of each fiscal year, based upon available funds, and may change from time to time based upon available resources. The NCBRA Board reserves the right to change the 50 % requirement of matching funds noted in section 1 above.