

METROPOLITAN COUNCIL LIVABLE COMMUNITIES TAX BASE REVITALIZATION ACCOUNT

Seeding Equitable Environmental Development (SEED) GRANT APPLICATION GUIDE

2020



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Seeding Equitable Environmental Development Grant Application Guide Topics

This document provides information for applicants and grant writers on

- eligible applicants
- eligible communities and sites,
- eligible and ineligible uses for grant funds
- the competitive project selection process including expected redevelopment outcomes
- grant terms and
- reporting and grant administration compliance requirements.

Additional reference information and suggestions are provided in appendices including

- use of the online mapping tool
- use of the WebGrants online application system
- sample contamination cleanup and environmental investigation budgets
- sample public resolution of support
- checklist of required application contents.

What is the purpose of TBRA grants?

TBRA funding helps make areas that have lost commercial/industrial activity available for economic redevelopment. The grants provide funds for environmental site investigation and cleanup for redevelopments that enhance the city tax base, promote job retention or job growth and/or create or preserve affordable housing.

Seeding Equitable Environmental Development (SEED) grants are intended for applicants with sites within or directly adjacent to an area of concentrated poverty that show potential for future job growth or housing development but do not have a specific redevelopment project yet. The sites are or are perceived to be contaminated. Applicants are seeking public funding to determine the scope and severity of contamination and develop a cleanup plan OR to assist with the cost of implementing partial cleanup using an approved cleanup plan.

ELIGIBLE APPLICANTS and QUALIFYING SITES

Who is eligible to apply for a TBRA grant?

By [state statute](#), applicants must be a local governmental unit, which may be a:

- A. Municipality (a statutory or home rule charter city or township) currently participating in the Metropolitan Livable Communities Housing Incentives Program
- B. Metropolitan county

C. Housing and Redevelopment Authority, Economic Development Authority, Community Development Authority or Port Authority

Redevelopment projects proposed by applicants in categories (B) and (C) must be located in [participating municipalities](#) and projects from all applicants must be within an [area of concentrated poverty](#) for this funding category.

Individuals and/or private or not-for profit developers are not eligible to apply directly to the Metropolitan Council. However, project sites are typically privately owned. Other interested groups such as property owners or private or not-for profit developers must find a public applicant to submit an application on their behalf.

What type of redevelopment sites are eligible to compete for a grant?

TBRA SEED projects are intended for strategic sites within or within 150 feet of a current or former area of concentrated poverty that show potential for job creation but do not have a specific redevelopment project yet. For the purpose of this grant type, use the [Livable Communities Grant Application Mapping Tool](#) application to ensure that the project is located within an area of concentrated poverty. To identify if a project is eligible for this grant category – select the “Layers Tab” and select “Areas of Concentrated Poverty”. (Additional guidance on use of the mapping tool is in Appendix C.)

Eligible Sites	Ineligible Sites
<ul style="list-style-type: none"> • Site must be in a current or former area of concentrated poverty (as determined by the Metropolitan Council) • Properties with contamination that exceeds or is perceived to exceed safe standards set by the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Agriculture (MDA) or the Minnesota Department of Health (MDH) for the intended use. • Properties that are publicly-owned OR privately-owned that will <ul style="list-style-type: none"> ○ increase the tax base AND ○ add or preserve jobs AND/OR ○ add or preserve affordable housing after redevelopment is completed. 	<ul style="list-style-type: none"> • A responsible party has been identified and is likely financially capable of carrying out the cleanup in the foreseeable future; • TBRA funding is not needed in order for the redevelopment to proceed; • Redevelopment proposals that will not generate property taxes or payments in lieu of taxes (PILOT/PLT); • The application does not score at least 50% (30 points) of the total possible points (60 points)
	<p>Contamination cleanup applications may be determined ineligible for funding if:</p> <ul style="list-style-type: none"> • adequate cleanup funding is available from other public and private sources; • any part of a redevelopment site that will be funded by the Federal Superfund Program in the current or following fiscal year; • the redevelopment site requires extensive new regional infrastructure beyond that which is already planned OR

Eligible Sites	Ineligible Sites
	<ul style="list-style-type: none"> the redevelopment concept is not consistent with the redevelopment component of the municipality's comprehensive plan (Minn. Stat. §473.859, Subd. 5).

ELIGIBLE and INELIGIBLE USE OF GRANT FUNDS

TBRA funding can help pay the cost difference between building on a contaminated site and building on a clean site. TBRA funding can also help pay the environmental costs of adaptive reuse of an existing or obsolete structure that requires the removal or added maintenance of hazardous building materials.

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none"> Creating or updating environmental investigation documents including * <ul style="list-style-type: none"> Phase I environmental site assessment Phase II environmental site assessment work plans Phase II environmental site assessment Hazardous building materials assessment Abatement plans Asbestos emissions control plans (ECP) hazardous building materials abatement or mitigation (asbestos and/or lead-based paint only) ** including <ul style="list-style-type: none"> Abatement area containment Implementing asbestos emissions control plan Asbestos removal or encapsulation Lead-based paint removal or stabilization Loading, transport and disposal of asbestos and/or lead-based paint wastes For sites with an approved cleanup plan and developer site control: <ul style="list-style-type: none"> contaminated soil remediation groundwater remediation soil vapor mitigation 	<ul style="list-style-type: none"> “Soft costs” such as <ul style="list-style-type: none"> administrative overhead, travel expenses, legal fees, bonds, insurance, permits, licenses or authorization fees, costs associated with preparing grant proposals or applications or bids, applicant project coordination costs, operating expenses, planning costs, and prorated lease and salary costs. non-hazardous wastes, such as household waste, construction debris and solid waste (e.g., old tires) regulated materials found in buildings, such as mercury in thermostats, oils in door closers, and other issues related to heating, ventilation and air conditioning systems geotechnical costs managing excess clean soil construction costs costs for assessment or cleanup work outside of the redevelopment site (as identified in the application & cleanup plan)

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none"> limited demolition (as necessary to assess or access contamination ONLY) environmental oversight 	

* If an application is only for environmental investigation, costs for the investigation work incurred within 180 days before the application submission deadline may be considered as matching funds.

If an application is primarily for abatement and includes some recently incurred investigation costs (within 180 days before the application submission deadline), the costs for the investigation work incurred included in a cleanup abatement grant request will only be reimbursed if the TBRA applicant's overall project is recommended for funding.

** Costs associated with asbestos and lead-based paint abatement must be for activities that meet state standards established by the Minnesota Department of Health and Minnesota Occupational Safety and Health Administration (OSHA) as well as federal standards including Asbestos Hazard Emergency Response Act (AHERA) and the Toxic Substances Control Act (TSCA) and the Environmental Protection Agency's Renovation, Repair and Painting Rule.

Quality of Assessments and Cleanup Plans

If contaminants are found and need to be cleaned up, RAP approval by the MPCA is required for future requests for cleanup funding once a redevelopment project is identified. Investigations of soil, ground water or soil vapor paid using grant funds must follow MPCA investigation guidelines and enroll in an MPCA voluntary program to ensure the quality of the site assessments.

For more information on the investigation and RAP development process contact staff in the Voluntary Investigation and Cleanup (VIC) program Petroleum Brownfields Program (PBP) at 651-296-6300. To review guidance documents regarding the investigation and RAP development process online see <http://www.pca.state.mn.us/index.php/waste/waste-and-cleanup/cleanup/cleanup-guidance.html>

If the investigation finds that an abatement is needed, future TBRA cleanup grant requests for abatement are limited to asbestos and lead-based paint. Future cleanup reimbursement requests for other hazardous or regulated materials are not eligible.

Applicants that are applying for asbestos or lead-based paint cleanup must submit an assessment report that meets standards set by the Minnesota Department of Health For hazardous materials assessments, applicants must use contractors currently licensed by the Minnesota Department of Health.

Hazardous materials assessments must include information regarding the

- Location, estimated quantity and condition of suspect asbestos-containing materials (ACM) based on analysis of bulk samples and/or lead-based paint (LBP) based on analysis of bulk samples and/or X-ray fluorescence (XRF) spectrometry
- Figures of samples identified on floor plans
- Classification of suspect ACM according to potential for damage, National Emission Standards for Hazardous Air Pollutants (NESHAP) categories, and response action ratings
- For asbestos samples with an asbestos concentration of three percent or less, a quantitative analysis, commonly referred to as a "point count," is required for the assessment costs to be reimbursed using grant funding.

Additional Factors Affecting Cost Eligibility

We will consider the following additional factors when reviewing costs to be paid using grant funds.

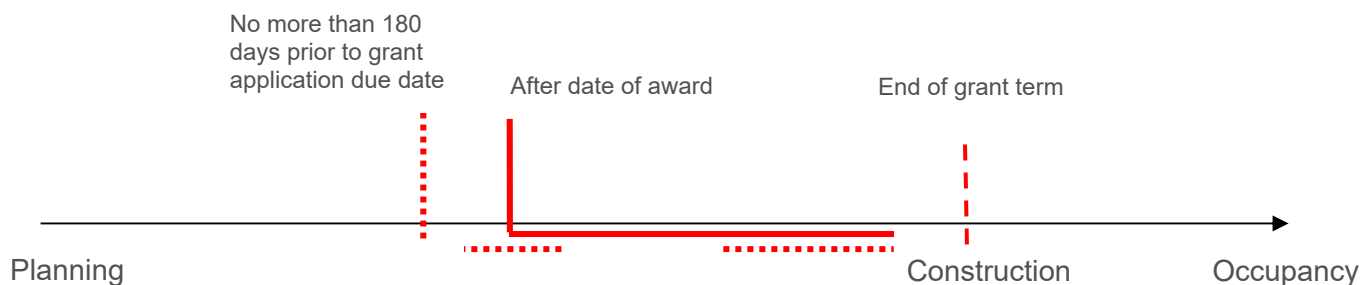
- We recommend applicants use separate line items when bidding work to be paid by grants to simplify the review of reimbursement requests if a grant is awarded.
- Contractor markups for subcontractor costs are eligible but limited to 10% or less.

When can I incur costs to be paid using grant funding?

To be eligible for grants, all eligible assessment or cleanup activities must occur after the grant award date but before the grant term ends.

Projects that are awarded a SEED grant last for two years. (No grant extensions will be considered for SEED grants.) Investigations of soil or ground water to be reviewed by the MPCA Voluntary Investigation and Cleanup (VIC) program are required to submit a sampling work plan to VIC for review and comment **prior** to submitting a RAP to the MPCA.

Grant Timeline



Exceptions

- Costs included in an investigation grant request may include site investigation activities incurred up to 180 days before the date of application may be included to meet matching fund requirement.

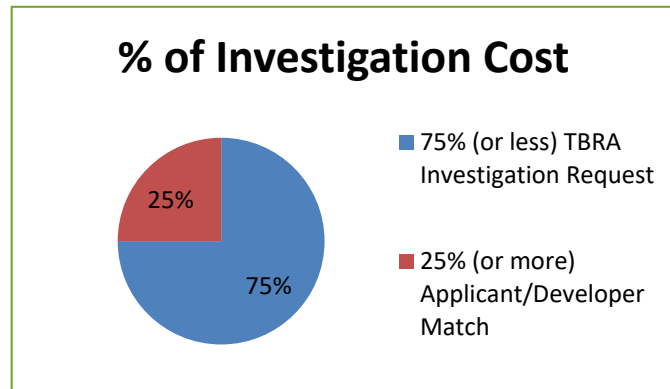
- Costs included in a cleanup/abatement grant request may include reimbursement for site investigation activities incurred up to 180 days before the date of application.

Other Requirements

Matching funds

There is a funding match requirement for SEED funding requests.

- The applicant or other public or private partner must pay for at least 25% of the total estimated investigation and/or abatement costs as a local match.



Affordable Housing

Affordable housing is defined as ownership or rental housing affordable to households earning 80% of the area median income (AMI) or less. Units must be affordable for 15 years or more.

For information on corresponding affordable rents and sales prices see

<https://metro council.org/Communities/Services/Livable-Communities-Grants/2018-Ownership-and-Rent-Affordability-Limits.aspx>

Projects will be evaluated on the amount of affordable housing relative to the amount of TBRA funding requested for the project. **A minimum of 20% of the total housing units proposed must be affordable for a project to be considered for affordable housing points.**

Fair Housing

A Fair Housing Policy is a written statement regarding the local municipality's commitment to fair housing, typically including the policy's purpose, procedures for complaint identification and referral, designating a fair housing officer, and outlining internal and external actions the municipality will undertake to advance fair housing. A best practices guide including a model local fair housing policy (page 46 of the PDF) can be found here:

<https://metro council.org/Handbook/Files/Resources/Best-Practices/Fair-Housing-Policy-Guide.aspx>

All applicants proposing to build or renovate housing that receive a Livable Communities Act grant must have adopted a Fair Housing Policy prior to the disbursement of LCA funds. (For more information about Metropolitan Council requirements on Fair Housing policies contact Hilary Lovelace at Hilary.Lovelace@metc.state.mn.us or 651-602-1555.)

Residential Marketing Plans

All proposed redevelopments that include housing – market-rate or affordable – must have an affirmative fair housing marketing plan in place before offering the units for rent or for sale. See the following example of typical considerations to include in a marketing plan: [Minnesota Housing Sample Affirmative Fair Housing Marketing Plan](#) For additional information see <https://amtk.housinglink.org/login> (The toolkit is managed by HousingLink.org.)

AWARDING GRANTS/COMPETITIVE PROCESS

The Metropolitan Council will consider how well a proposed project will meet statutory requirements and regional development goals described in the Thrive MSP 2040 plan when awarding grants. Council staff will consult with external partners, including DEED, Hennepin and Ramsey County, the MPCA, and others when evaluating applications.

The Council will rank SEED applications according to the extent they demonstrate the following:

TBRA Seeding Equitable Environmental Development Evaluation Criteria		Possible Points
Increase to the tax base		
Potential to increase the tax base of the recipient municipality based on the current tax base of the subject property and changes to the property classification OR based on the desired land use per a current request for proposals for redevelopment		5
Access to jobs and/or affordable housing (and economic competitiveness)		
Potential for adding or retaining new jobs based on adding or preserving housing choices through adaptive reuse, infill development or mixed-use redevelopment based on existing land use designation and proximity to existing employment centers		5
Reducing contamination risk and making health improvements		
Suspected or known environmental contaminants, pollutants, hazardous substances or hazardous building materials and characterization of risks particularly to vulnerable populations (e.g., infants, children and elderly) based on the current property use at or adjacent to the subject property		15
Orderly and efficient land use		
<ul style="list-style-type: none"> • Re-use of vacant lots or buildings • Potential for new construction that will increase the intensity of land use comparing existing improvements, if any, and existing zoning designation • Potential for increases in regional transit use • Potential for construction of distribution facilities and commercial-industrial space for freight-generating industries near regional intermodal freight terminals • Plan for interim use that increases visibility or improves marketability of the redevelopment opportunity 		15
Partnership		

TBRA Seeding Equitable Environmental Development Evaluation Criteria		Possible Points
<ul style="list-style-type: none"> Demonstrate public, not-for-profit or private commitment of financial resources and coordination of technical expertise to advance redevelopment opportunities Located within an active business improvement district 		10
Readiness		
<ul style="list-style-type: none"> Readiness to proceed with cleanup site investigation OR readiness to proceed with site asbestos and lead-based paint abatement Market demand for redevelopment 		10
TOTAL		60
Applications must score 30 points or more out of 60 points to be considered for funding.		

Funding Limits

If requests for grants exceed the available funds for an application cycle,

- no more than one-half of the funds may be granted to projects in a single city and
- no more than three-quarters of the funds may be granted to projects located in Minneapolis and St. Paul.

There are no limits on the number of TBRA applications submitted.

LOCAL SUPPORT

Any application for funds under this program must include a resolution supporting the application from the local unit of government within which the proposed project is located. The resolution must confirm that the project would not occur through private or other public investment without Council funding.

Municipalities occasionally partner with counties or other agencies (e.g., a county, housing or development/redevelopment authority; collectively, “Partners”) when preparing application for funds; however, only one eligible entity may be cited as the applicant. If the application is successful, that applicant will become the grantee.

REPORTING REQUIREMENTS

Recipients of Tax Base Revitalization Account SEED grants used for *abatement* must submit progress and annual reports. Semiannual progress reports are required during the grant term for active grants. Additional annual reports are required in the spring after the termination of the grant period and three years annually thereafter to the Metropolitan Council. Annual reporting includes:

- the site abatement or other cleanup and/or development activities completed in the previous calendar year,
- the amount of net tax capacity and the total property taxes paid on this parcel(s) (land and buildings) for the preceding year, and

- the number of full-time equivalent jobs (FTEs) including both part-time and full-time jobs on the site at the end of the previous year, and the number of the FTEs that are at or above living-wage level.

Recipients of TBRA SEED grants used for *investigation* only must submit quarterly progress reports for active grants. At the end of the grant term, grant award recipients must also submit a copy of the environmental investigation documents and approval of the response action plan by the MPCA VIC and/or PBP programs.

PROCEDURES and PERMISSIONS

How do I apply?

An online WebGrants application information and attachments must be submitted by the grant application deadline (**May 1, 2020**) by **5:00 PM**.

Attachments submitted with a completed application form should recognize text (either through a file conversion or use of optical character recognition (OCR)), allow text searches and include bookmarks to each of the application sections and application attachments.

The application form is available online at <https://metrocitygrants.org>

- 1) Select the WebGrants link under the heading 'Using WebGrants' to log in. (More information on using WebGrants is provided below.)
- 2) Next, select the link to the funding opportunity with the title '**2020 TBRA SEED Spring Round**'.

Contact the TBRA coordinator at 651-602-1054 if you have questions.

This Notice of Funding Availability is subject to applicable federal, state, and municipal laws, rules and regulations. The Metropolitan Council reserves the right to modify or withdraw this RFP at any time.

Use of Application Images

By submitting any renderings, images, perspectives, sections, diagrams, photos or other copyrightable materials (collectively, "copyrightable materials") with an application, you certify that your organization is the owner of the copyrightable materials or is fully authorized to grant permissions regarding the copyrightable materials and that the copyrightable materials do not infringe upon the copyrights of others.

Your organization also agrees that:

- 1) the Council has a nonexclusive royalty-free license and all necessary permissions to reproduce and publish any copyrightable materials for noncommercial purposes, including but not limited to press releases, presentations, reports, and on the internet; and
- 2) your organization will not hold the Council responsible for the unauthorized use of the copyrightable materials by third parties. If your organization desires attribution on the copyrightable materials, you may include a discreet transparent watermark.

Appendices and Attachments

Appendix A: Enabling Legislation and Requirements for Participating Cities:

The Livable Communities Act (MN Statutes Chapter 473.25) created a voluntary, incentive-based approach to address the metropolitan area's affordable and lifecycle housing issues and to help communities grow and succeed. It established the Metropolitan Livable Communities Fund, including three ongoing accounts from which eligible communities may apply for funding:

- The Tax Base Revitalization Account (TBRA) helps cities clean up contaminated urban land and buildings for subsequent redevelopment that could include commercial, industrial or housing opportunities. Restoring the tax base, developing more jobs near existing housing and services, and adding affordable housing to the region are primary objectives of this account
- The Livable Communities Demonstration Account (LCDA) awards grants to cities for development and redevelopment projects that achieve connected development patterns linking housing, jobs and services and maximizing the development potential of existing or planned infrastructure and regional facilities.
- The Local Housing Incentives Account (LHIA) helps preserve and expand lifecycle and affordable rental and ownership housing in the metropolitan area.

A fourth account, the Inclusionary Housing Account (IHA), operated during 1999-2000 with a single appropriation to support affordable housing developments in which the reduction of local controls and regulations resulted in reduced development costs.

To be able to request grant funding, communities choose to participate by:

- negotiating long-term affordable and lifecycle housing goals with the Council;
- adopting an LCA Housing Action Plan to identify and give direction to the city's use of programs, official controls and fiscal devices to help accomplish these negotiated goals; and
- contributing to affordable housing activities at least the minimum annual amount required by a formula provided in the law. The formula is based on each community's share of the tax levy supporting the Livable Communities Demonstration Account and determines an Affordable and Lifecycle Housing Opportunities Amount (ALHOA) specific to each community.

A list of communities participating in the Livable Communities Act program may be found at <http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Communities-Participating-in-the-Livable-Communiti.aspx?source=child>

Appendix B: Using WebGrants Online Application Forms

For information on using WebGrants see the **WebGrants Manual** located at <http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Maps,-forms-misc/Using-the-Council-s-Online-Grant-Application.aspx>.

Information is provided on

- registration
- security
- selecting a funding opportunity
- the user interface

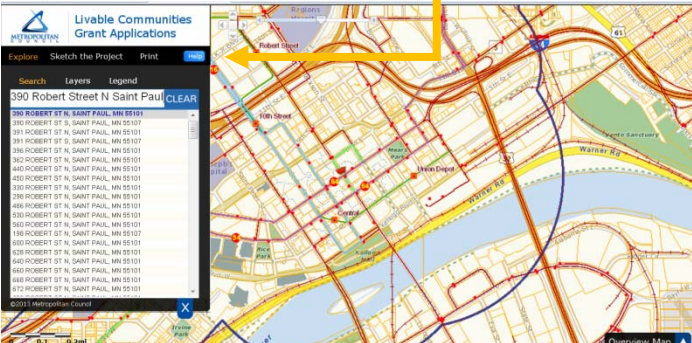
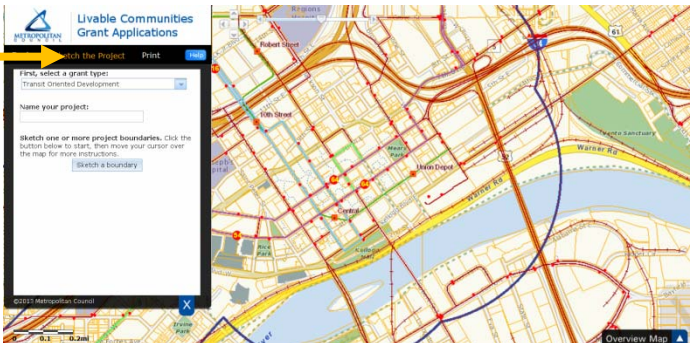
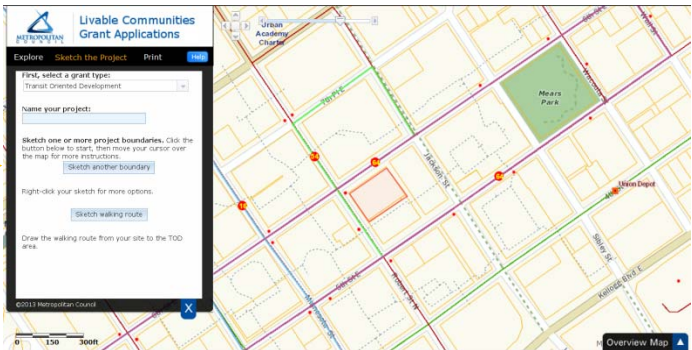
and other topics to help you get started and familiarize you with using the online form.

Appendix C: Using the Livable Communities Grant Application Mapping Tool

An online customized mapping tool has been created for applying for LCA Grants. To access the Livable Communities Grant Application Mapping Tool, follow this link:

<http://giswebsite.metc.state.mn.us/publicmaps/lca>

Follow the steps below to define your project boundary to save and print the required maps using the LCA Make-a-Map tool. For more detailed instructions, click the blue “help” button

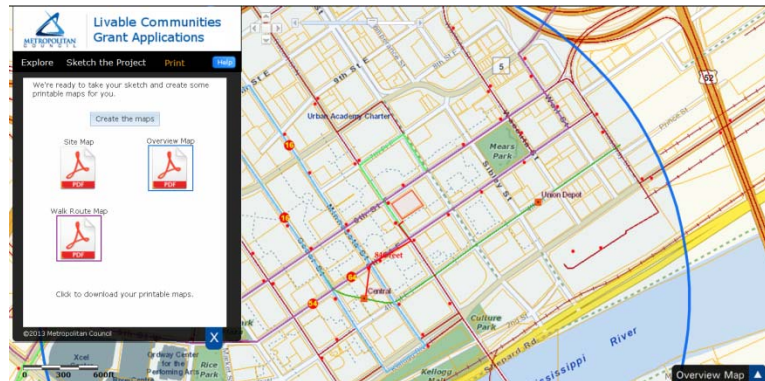
<p>Enter an address or landmark in the search bar to navigate to your project area.</p>	
<p>Click “Sketch the Project” and select the appropriate grant category, Tax Base Revitalization Account. Provide a name for your project. (This name will appear at the top of the map once the map is created.)</p>	
<p>You may use the zoom and pan buttons to navigate to your project site. Click “Sketch a Boundary” and, using the crosshair as a guide, draw the project boundary. A gray polygon with a red outline will begin to appear. Once you have finished outlining the boundary, double click to close the polygon. If there are multiple, non-contiguous parcels that are part of your Project, you have the option of sketching another boundary.</p>	

Select “Print” and “Create the maps”. The system will generate 3 maps:

- Parcel Map
- Aerial View Map
- Overview Map

(Please be patient – depending on your connection, it can take up to 1 minute to generate the maps.)

Click each PDF to download them separately.



Attachment A –Examples of Environmental Budgets

SAMPLE TBRA-SEED program BUDGET

Tax Base Revitalization Account - USES

<i>I.</i>	<i>INVESTIGATION AND CLEAN-UP</i>	<i>Total Cost</i>	<i>TBRA</i>	<i>DEED</i>	<i>County ERF</i>	<i>EPA</i>	<i>Private</i>
A	SITE INVESTIGATION & REMEDIATION PLAN DEV.						
	1. Phase I Update	\$2,000					\$2,000
	2. Phase II	\$60,000				\$40,000	\$20,000
	3. Preparation of RAP	\$58,000				\$40,000	\$18,000
	4. Asbestos and Lead-based Paint Survey	\$12,000	12,000				
	Total Site Investigation and RAP	\$132,000	\$12,000	\$0	\$0	\$80,000	\$40,000
B	IMPLEMENTING THE PLAN: ABATEMENT COSTS						
	6. Asbestos abatement (<i>Include attached line item budget</i>)	\$77,800	\$77,800				
	7. Lead-based paint abatement (<i>Include attached line item budget</i>)	\$26,070	\$26,070				
	8. Other hazardous materials disposal (<i>not grant-eligible</i>)	\$12,000					\$12,000
	9. Mold removal (<i>not grant-eligible</i>)	\$18,000					\$18,000
	Total Cleanup Implementation	\$133,870	\$103,870	\$0	\$0	\$0	\$30,000
	Total Investigation & Cleanup	\$265,870	\$115,870	\$0	\$0	\$80,000	\$70,000

I. CLEAN-UP Continued

C	UNIT COSTS FOR ASBESTOS ABATEMENT						
	Location	Suspect Material Description	Friable (F)/Non-Friable (NF)	Unit Quantity	Unit	Unit Costs	Price
	Basement						
		1 inch to 6-inch fibrous pipe insulation	F	220	LF	\$20.00	\$4,400
		7- inch to 12-inch aircell pipe insulation	NF	80	LF	\$22.00	\$1,760
		6-inch pipe fittings	NF	9	Each	\$45.00	\$405
		12-inch pipe fittings	NF	3	Each	\$45.00	\$135
		Boiler door & gasket	F	2	Each	\$25.00	\$50
		Boiler drum	F	32	SF	\$35.00	\$1,120
		Electrical panel	NF	1	Each	\$100.00	\$100
	1 st Floor						
		12x12 inch floor tile and mastic	NF	4,200	SF	\$3.00	\$12,600
		Wall Joint Compound	NF	200	SF	\$2.00	\$400
		Tan Window Caulk	NF	1,500	LF	\$4.00	\$6,000
		Sink undercoating	NF	2	Each	\$65.00	\$130
		Fire Doors	NF	2	Each	\$200.00	\$400
	2 nd Floor						
		9x9 inch floor tile	NF	1,600	SF	\$3.00	\$4,800
		12x12 inch ceiling tile & adhesive	F	1,200	SF	\$8.00	\$9,600
	3 rd Floor						
		Plaster	F	1,200	SF	\$2.00	\$2,400
		Floor tile mastic	NF	6,000	SF	\$2.00	\$12,000
		Grey vinyl baseboard	NF	300	LF	\$1.50	\$450
		2 X 4 foot ceiling panels & adhesive	NF	300	SF	\$4.00	\$1,200
	Roof						
		Grey Caulking on Roof	NF	500	LF	\$9.00	\$4,500
		Black Flashing	NF	500	LF	\$5.00	\$2,500
	Abatement Mobilization/Demobilization						
	Abatement Design Manual and Specifications (25 hours @\$125.00/hr)						
	Abatement Project Oversight (30 hours @ \$95.00/hr)						
	Asbestos Closeout Report (50 hours @ \$125.00/hr)						
	TOTAL						

I. CLEAN-UP Continued

D.	UNIT COSTS FOR LEAD-BASED PAINT ABATEMENT										
			Surface Area								
	Location	Abatement Method	Walls	Columns	Walls (Stairwell)	Rails (Stairwell)	Other	Total LBP-Surface Area	Unit Cost	Unit	Abatement Cost
	Basement										
		Stabilize & encapsulate	800 SF	400 SF	75 SF			1,275 SF	\$2.00	SF	\$2,550.00
		Stabilize & encapsulate				60 LF		60 LF	\$2.25	LF	\$135.00
	1 st Floor										
		Removal	800 SF	400 SF	75 SF			1,275 SF	\$4.00	SF	\$5,100.00
		Removal				60 LF		60 LF	\$2.25	LF	\$135.00
		Removal					8 windows	--	\$90.00	Each	\$720.00
	2 nd Floor										
		Removal	800 SF	400 SF	75 SF			1,275 SF	\$4.00	SF	\$5,100.00
		Removal				60 LF		60 LF	\$2.25	LF	\$135.00
		Removal					12 windows	--	\$90.00	Each	\$1,080.00
	3 rd Floor										
		Removal	800 SF	400 SF	75 SF			1,275 SF	\$4.00	SF	\$5,100.00
		Removal				60 LF		60 LF	\$2.25	LF	\$135.00
		Removal					12 windows	--	\$90.00	Each	\$1,080.00
	West Exterior Advertising)	Stabilize & encapsulate	300 SF					300 SF	\$16.00	SF	\$4,800.00
	TOTAL		3,500 SF	1,600 SF	300 SF	240 LF	32 windows				\$26,070.00

SAMPLE SITE INVESTIGATION & REMEDIATION PLAN DEVELOPMENT BUDGET

Tax Base Revitalization Account

PROPOSED PROJECT BUDGET FOR BLOCK "Z" SITE

City, MN

I. USES

A. Phase I environmental site assessment update (Complete, March)	\$2,500
B. Hazardous Materials Survey* (0% Complete)	\$3,000
C. Phase II environmental site assessment* (0% Complete)	\$35,000
mobilization/demobilization	\$
# of soil samples	\$
# ground water samples	\$
# soil vapor samples	\$
# of test pits	\$
# total field hours at \$_/hour	\$
equipment/supplies	\$
report preparation	\$
D. Preparation of RAP* (0% Complete)	\$18,000
E. Asbestos and Lead Based Paint Abatement	\$104,000
F. MPCA _hours at \$125/hour	\$
Total	\$162,500

II. SOURCES

A. TBRA (75 % of eligible project budget)/ Pending [Date]	\$120,000
B. Property Owner (previously incurred costs)	\$2,500
C. Developer (25% match)	\$40,000
Total	\$162,500

Attachment B - SAMPLE CITY RESOLUTION - Tax Base Revitalization Account

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

AUTHORIZING APPLICATION FOR THE TAX BASE REVITALIZATION ACCOUNT

WHEREAS the City of _____ is a participant in the Livable Communities Act's Local Housing Incentives Account Program for 2020 as determined by the Metropolitan Council, and is therefore eligible to make application apply for funds under the Tax Base Revitalization Account; and

WHEREAS the City has identified a contamination cleanup project within the City that meet the Tax Base Revitalization Account's purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to ensure adequate project and grant administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the contract grant agreements; and

WHEREAS the City finds that the required environmental assessment or contamination cleanup will not occur through private or other public investment within the reasonably foreseeable future without Tax Base Revitalization Account grant funding; and

WHEREAS the City represents that it has undertaken reasonable and good faith efforts to procure funding for the activities for which Livable Communities Act Tax Base Revitalization Account funding is sought but was not able to find or secure from other sources funding that is necessary for cleanup completion and states that this representation is based on the following reasons and supporting facts:

BE IT FURTHER RESOLVED that, the City Council of _____ authorizes _____ to submit an application for Metropolitan Council Tax Base Revitalization Account grant funds and, if the City is awarded a Tax Base Revitalization Account grant for this project, the City will be the grantee and agrees to act as legal sponsor to administer and be responsible for grant funds expended for the project contained in the Tax Base Revitalization grant application submitted on May 1, 2020.

Mayor

Clerk

Attachment C - Application Checklist

Applications are due by 5:00 PM on **May 1**, 2019. All forms and attachments must be submitted using WebGrants. (The attachments should recognize text (either through a file conversion or use of optical character recognition (OCR)) and allow text searches.)

TBRA SEED Application Contents:

- ☐ 2020 TBRA SEED Form (WebGrants Online Form)

Application Attachments

- ☐ Resolution from applicant (Sample in Appendix B) authorizing TBRA application submission (PDF). Name the file "TBRA Resolution – [Project Name]."
- ☐ Legal Description of Site (PDF). Name the file "TBRA Legal Descrip – [Project Name]."
- ☐ Maps (include project boundary)
 - ☐ Parcel Map using LCA **online mapping tool** – a street map showing parcels and parcel identification numbers (including a county ID) for the redevelopment site. (PDF)
 - ☐ Aerial Map using LCA **online mapping tool** – An aerial map showing the redevelopment project boundary. (PDF)
 - ☐ Overview Map using LCA **online mapping tool** – An aerial map showing ¼ mile and ½ mile radius from the project site. (PDF)
- ☐ Project Images and Figures
 - ☐ Current Conditions (Include image(s) of building interiors for abatement requests.) Name the file "TBRA Current Images – [Project Name]."
- ☐ Environmental Reports
 - ☐ Phase II Environmental Site Assessment (PDF) Name the file "TBRA Phase II ESA – [Project Name]." (Submit if analytical tables not included in RAP)
 - ☐ Phase I Environmental Site Assessment (PDF) Name the file "TBRA Phase I ESA – [Project Name]."
 - ☐ Hazardous Materials Report (PDF) for asbestos or lead-based paint
- ☐ Response Action Plan Approval from PCA (PDF) for soil or ground water cleanups. Name the file "TBRA RAP Approval – [Project Name]."
- ☐ Budgets (Submit requesting funding for cleanup; Excel spreadsheet)
 - ☐ Detailed Contamination Cleanup Budget
 - ☐ Line-item Budget for Asbestos and Lead-Based Paint
- ☐ Response for Proposals (Demonstrating preferred development guidelines)

Attachment D: Selected Brownfield Resources:

Brownfields Resource Guide: <http://mnbrownfields.org/wp-content/uploads/2016/03/MN-Brownfields-Resource-Guide-2016-PDF.pdf>

Dakota County, Redeveloping Brownfields:

<https://www.co.dakota.mn.us/Environment/WaterResources/ContaminatedSites/Brownfields/Pages/default.aspx>

Hennepin County Environmental Response Fund:

<http://www.hennepin.us/business/property/environmental-response-fund>

Metropolitan Council, Tax Base Revitalization Account:

[http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Tax-Base-Revitalization-Account-\(TBRA\).aspx?source=child](http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Tax-Base-Revitalization-Account-(TBRA).aspx?source=child)

Ramsey County Environmental Response Fund:

<https://www.ramseycounty.us/businesses/property-development/property-development-programs/environmental-response-fund>

Minnesota Department of Employment & Economic Development, Contamination Cleanup & Investigation Program: <http://mn.gov/deed/government/financial-assistance/cleanup/contamination.jsp>

Minnesota Pollution Control Agency, Cleanup of Contaminated Sites:

<http://www.pca.state.mn.us/index.php/waste/waste-and-cleanup/cleanup/cleanup-of-contaminated-sites.html>

U.S. Environmental Protection Agency, Brownfields: <http://epa.gov/brownfields/>

Minnesota Brownfields: <http://www.mnbrownfields.org/>

Minnesota Lead Contractors and Consultants:

http://www.health.state.mn.us/divs/eh/lead/find_firm/pb_firms_by_state.cfr?state_code=MN

Minnesota Asbestos Contractors and Consultants:

http://www.health.state.mn.us/divs/eh/asbestos/find_contractor/asbestos_contractor_report.cfr?region_code=ME

Other Service Providers:

<http://www.mda.state.mn.us/chemicals/spills/incidentresponse/guidelist/gd22.aspx>,
<http://mnbrownfields.org/land-recycling-101/directory-of-service-providers/>

(Brownfield resources are provided for educational purposes. The Metropolitan Council does endorse individual organizations, firms or programs.)



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