



City of Monroe Brownfield Redevelopment Authority Grant Program Guidelines

Through the City of Monroe Brownfield Redevelopment Authority Grant Program (BRAG Program), the BRA Board intends to assist property owners, developers, investors, the City of Monroe, and its special units of government in their efforts to determine the environmental condition of a candidate/proposed site for redevelopment as a brownfield property. The goal in providing these funds is to assist communities in eliminating blight, improving economic conditions, and rejuvenating their tax base. The BRAG program funds shall be used in accordance with, and in a manner consistent with, the federal and state statutory requirement and other applicable rules and procedures. Program funds shall provide financial support to bridge the cost gap between available funding and identified need to determine environmental conditions of a subject site. The funding guidelines below shall be used to evaluate potential projects that may qualify for funding under the BRAG Program and which are in accordance with the City of Monroe BRA Program Policies and Procedures.

1. Funds shall only be expended to support public or private costs of eligible activities as defined in Michigan Act 381 of 1996, as amended.
2. The project must be located in the City of Monroe and/or within the City's jurisdictional control.
3. The proposed redevelopment for the eligible property is consistent with the master plans, zoning ordinances, and community/economic development goals of the City of Monroe.
4. The existing character of the eligible property is such that redevelopment activities would be limited or not feasible without brownfield redevelopment assistance provided by PA 381 and/or other brownfield redevelopment programs. In addition, the project developer commits to explore all other available private and public funding sources, as determined in consultation with the BRA.
5. An analysis demonstrates that the required eligible activities can be satisfactorily completed within the available resources under this program, or if not, that supplemental funding sources, such as private equity or financing, tax credits, grants or loans, will be utilized to complement the financial resources available under PA 381 for proposed projects.

6. The developer has provided evidence of a firm commitment to the project and a demonstration of sufficient experience, financial resources, and development capabilities to successfully implement the proposed redevelopment project.
7. The proposed project site will have adequate access to the necessary public infrastructure and utilities needed to serve the proposed redevelopment project, as determined in consultation with the affected community.
8. The BRA Board reserves the right to consider other factors applicable to a specific project.
9. The funding sources for grants will be at the discretion of the Board; with assessment requests (Phase I, Phase II, & BEA environmental testing) being primarily supported through administrative funds and due care or response requests being primarily supported with LBRF (Local Brownfield Revolving Fund) funds.
10. At the discretion of the Board, project funding may be suspended at any time to preserve minimum fund balances as determined by the board.

Use of Brownfield Redevelopment Authority Grant Program Funds

- Funds will be in the form of a grant and are not expected to be repaid as a loan.
- BRAG program funds shall not be used for reimbursement of previously completed activities. Activities must be preapproved as detailed in the grant application, with confirmation of approval from the BRA, before activities may begin on a proposed project. Detailed receipts and invoices for all BRAG program approved activities must be submitted to the BRA Board for payment. Payments will be made to contractors and vendors on behalf of the applicant. Failure to provide proper documentation may lead to a reduction in the funding amount distributed.
- A project does not need to be part of a brownfield plan or an Act 381 Work Plan in order to be funded.
- BRAG program contribution to a privately owned site shall not exceed 50% of the cost of each phase of assessment. Total contribution from the BRAG program to a privately owned site shall not exceed \$10,000.
- BRAG program contribution to a City-owned (including special units of government such as the DDA, Telegraph Road Corridor Improvement Authority, Port of Monroe, etc. or a non-profit owned site) may be up to 100% of the cost of each phase of assessment.

- Applicants must agree to follow all applicable federal, state, and local ordinances, laws and statutes, including the required building permits or permits by other local, state, or federal agencies.
- Expenditure of BRAG program funds shall be within (6) six months of the approval date. Project completion is expected within 24 months of the board approval. Extension to the specified timeframes will only be approved by the Board on a case-by-case basis. Failure to complete the project as specified may result in repayment of the funds to the BRA.

Application Process:

- An application for BRAG program assistance (see Attachment A) shall be electronically submitted to the BRA staff at least 10 business days prior to the regular BRA board meeting. Incomplete applications could delay the review process or may not be considered. The application must include a copy of the proposal of the work to be completed by a licensed or certified environmental professional.
- The BRA Board shall review the application according to the guidelines listed above to determine eligibility and priority for funding.
- A recommendation will be made by the BRA Board during their monthly meeting. The recommendation could include support, partial support, no support, or a delay until the next meeting. In the event of expressed motion and support to have a vote on said application, the Board Chair shall call for a vote.
- Applicant will be notified of Board decision within (7) seven days following the board meeting.
- The decision of the Board is final.