

FOCUS WV Brownfields Mini Grant Program

Foundation for Overcoming Challenges and Utilizing Strengths in WV

PROGRAM GUIDE and APPLICATION INSTRUCTIONS

A program of the

Northern West Virginia Brownfields Assistance Center

In cooperation with the

Claude Worthington Benedum Foundation

**FOCUS WV Brownfields Mini Grant Program
General Instructions**

- **Prior to completing the FOCUS WV Brownfields Mini Grant Application, please read the application and instruction materials carefully.**
- **Completed applications must be postmarked no later than November 24, 2008. Late or incomplete applications will not be considered.**
- **The original and one (1) copy should be mailed to:**

**Attn: Patrick Kirby
Northern WV Brownfields Assistance Center
NRCCE Building 150 Evansdale Drive
Suite 202 PO BOX 6064
Morgantown, WV 26506-6064**

- **Should you have any questions while completing this application, please contact:**

**Patrick Kirby
Northern WV Brownfields Assistance Center
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E-mail: Patrick.kirby@mail.wvu.edu**

FOCUS WV Brownfields Mini Grant Program
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Program Background and Description

Background

The Northern West Virginia Brownfields Assistance Center, created by the West Virginia Legislature in 2005, is a program of the West Virginia Water Research Institute at West Virginia University. The Northern West Virginia Brownfields Assistance Center empowers communities to plan and implement brownfields redevelopment projects in the state's northern 33 counties by conducting general citizen and local government education efforts and by providing assistance to specific local communities interested in the reuse of brownfields in their communities. Support can be provided to help groups solicit grants and low interest loans for site assessments, clean-ups, and environmental job training, as well as provide support for preliminary property research and planning work.

Program Description

The FOCUS (***F***oundation for ***O***vercoming ***C***hallenges and ***U***tilizing ***S***trengths) WV Brownfields Mini Grant Program provides funding and site analysis tools to address barriers to redeveloping brownfields sites within eligible West Virginia communities. The program is funded through a grant from the Claude Worthington Benedum Foundation. This program will foster the redevelopment of brownfields projects through community development, education, and entrepreneurship.

A brownfield is an abandoned or underutilized property whose redevelopment or reuse is hindered by real or perceived presence of a hazardous substance, pollutant, or contaminant.

The FOCUS WV Brownfields program is designed to facilitate the revitalization process through two separate stages:

- Stage I—Site Analysis and Revitalization Planning**
- Stage II—Site Design and Marketing Implementation**

Description of Funding Opportunity

Fifteen brownfields projects are being sought for Stage 1 *Site Analysis and Revitalization Planning* funding. The funding awards will include \$5,000 to complete revitalization planning as specified in the project proposals, in addition to a market/financial analysis of the site to determine redevelopment costs.

This solicitation is for Stage I Site Analysis and Revitalization Planning **only**. The invitation for Stage II *Site Design and Marketing Implementation* funding will only be sent to those applicants selected for Stage I Site Analysis and Revitalization Planning.

Stage I—Site Analysis and Revitalization Planning

Selected projects will receive \$5,000 to complete revitalization planning as specified in the project proposals. The funding is to be used to complete activities necessary to develop (1) a site-specific revitalization plan, and (2) a presentation to share the revitalization plan with stakeholders and other FOCUS grantees. **Examples of anticipated activities include:** property research, community involvement, and the identification of potential public funding and private investment in order to complete a revitalization plan and presentation.

In addition to the \$5,000, selected projects will receive a site analysis to provide a better understanding of redevelopment costs for the project. An Economic Redevelopment Assessment Tool, *DecisionEnhancer*, will be used to assist selected communities in identifying appropriate strategies for site cleanup and reuse, given site attributes and regional market conditions. This tool will generate valuation metrics typically used by real estate developers and investors to analyze the financial feasibility of specific redevelopment scenarios. Funding gaps that may be supplemented by public funding opportunities will also be identified. While it is recognized that individual developers will ultimately make investment decisions based upon their own unique drivers and financial models, the tool will allow for informed decision making by project stakeholders. Once possible end-uses for a site have been identified, a community vision will be based on realistic potential for redevelopment of the site.

Stage II—Site Design and Marketing Implementation

Additional funding for 5 of the 15 originally selected sites will be available at the completion of the first stage of the grant. The purpose of Stage II funding is to increase the competitiveness of the site through the visualization of the Revitalization Plan developed in Stage I. More information about the activities involved in the Stage II grants will be distributed in early 2009.

Description of Project Funding Availability

A total of \$75,000 is available to fund up to 15 projects for Stage I and \$60,000 is available to fund up to 5 projects for Stage II. It is estimated that up to \$5,000 will be available to award each selected applicant for Stage I *Site Analysis and Revitalization Planning*. Up to \$12,000 will be available to award each selected applicant for Stage II *Site Design and Marketing Implementation*.

FOCUS WV Brownfields Mini Grant Administrative Guidelines

Eligibility

Units of local government and non-profit organizations are eligible to apply. Brownfield sites located in the northern 33 counties of West Virginia that are underutilized or abandoned, with real or perceived environmental barriers will be eligible for FOCUS WV Brownfields grant funding. Up to three sites may be submitted per applicant. **Each site requires a separate application.** A list of eligible counties is provided below.

Eligible Counties:

| | | |
|-----------|------------|----------|
| Barbour | Jackson | Preston |
| Berkeley | Jefferson | Randolph |
| Brooke | Lewis | Ritchie |
| Calhoun | Marion | Roane |
| Doddridge | Marshall | Taylor |
| Gilmer | Mineral | Tucker |
| Grant | Monongalia | Tyler |
| Hampshire | Morgan | Upshur |
| Hancock | Ohio | Wetzel |
| Hardy | Pendleton | Wirt |
| Harrison | Pleasants | Wood |

Parameters for the Use of FOCUS WV Brownfields Mini Grant Funds

- 1) Eligible Costs
 - A. Up to 25% of the grant award may be used for costs related to project tasks such as property research or compiling site data. The activity may be conducted by in-house staff for an hourly rate. The personnel cost be directly related to a project task and does not include administrative or indirect costs.

What is the difference between a direct cost and an indirect cost? A direct cost is any cost that can be easily identified with a specific project (grant/contract): e.g., Materials & Supplies, Subcontracts, Consultants. An indirect cost is any cost that cannot be easily identified (or it would not be cost effective to identify) to a specific project, but identified with two or more final cost objectives. Indirect costs are not permissible under this program. There are three types of indirect costs:

Fringe Benefits: services or benefits provided to employees, e.g., Health Insurance, Payroll Taxes, Pension Contribution, Paid Absences, etc.

Overhead: indirect costs associated with the performance of a project, e.g., Facility Costs (rent, heat, electricity, etc.), General Laboratory Supplies, etc.

G&A: indirect costs associated with the overall management of an organization, e.g., President's Office, Human Resources Office, Accounting Office, general office supplies, office maintenance, etc.

- 1) Eligible Costs (continued)
 - B. Stage I Site Analysis and Revitalization Planning funds may be used to perform activities necessary to complete a site specific revitalization plan and presentation.
 - C. Examples of allowable activities include:
 - Site Assessment/Education
 - Phase 1 Site Assessment
 - Researching property ownership/liens/tax issues
 - Public meetings or workshops for the purpose of sharing site information and/or education on environmental health and safety issues at the site
 - Capacity Building/Community Development
 - Hiring a facilitator to lead site planning meeting(s)
 - Hospitality for project meetings to encourage community involvement
 - Facility rental for project meetings
 - Revitalization Planning/ Entrepreneurship
 - Materials and supplies necessary to produce the site plan and final project presentation
 - Developing site-specific business plans
 - Events to encourage private and public investment in the site
- 2) Ineligible projects costs: The use of FOCUS WV Brownfields grants for **construction** or **demolition costs** and most **equipment** is not allowable.
- 3) Matching Funds: Matching Funds are **not required** as part of the FOCUS WV Brownfields Mini Grant Program.

Applicant Obligations

1) Capacity for Implementation

An applicant must demonstrate its capacity to administer FOCUS WV funds. Applicants should have successful experiences in leadership, economic development, community development and outreach, and/or capacity-building initiatives. The successful applicant must have the resources to complete the Stage I Site Analysis and Revitalization Planning project by **August 21, 2009**.

2) Reporting

A mid-project report will be due by **April 5, 2009**. This report will be a maximum of 2 pages, which will include a list of activities completed and an interim budget report as of this date. Upon completion of the project, the successful applicant will submit a final report, which will include a detailed list of completed activities and a final budget report. Final reports will be due by **August 21, 2009**. A standardized format will be provided to grantees.

3) Deliverables

Community Outreach Plan

Community input and involvement are significant components of any revitalization project. The Grantee must develop a proposed Community Outreach Plan. Included in this plan should be methods for soliciting input from the affected community, which may include public meetings, community surveys, and/or site-specific activities. The plan also should include a procedure for notifying the community of these events.

Site Revitalization Plan

The Grantee will be responsible for developing a site-specific Revitalization Plan, which will include:

- 1) A section to discuss any environmental findings and that delineates the ownership situation of the site.
- 2) A section to describe site end use plans and goals for the site.
(For example, a site vision, ideas based on site analysis.)
- 3) A section to provide the type and amount of funding that is anticipated to be necessary to revitalize the site.
- 4) A section to identify the local resources that could provide assistance (including financing) in the future redevelopment of the site.
- 5) A section to plan out the next steps to move the project to completion.

Applicant Obligations (continued)

4) FOCUS WV Site Showcase

All grantees are required to attend the FOCUS WV Site Showcase scheduled for **August 4, 2009**. The Showcase will take place in Morgantown, WV. Grantees will set up displays and present their Revitalization Plan and project results.

Program Schedule

| | |
|-------------------|--|
| October 3, 2008 | Release of Request for Applications |
| October 21, 2008 | FOCUS WV Training Webinar and Conference Call |
| November 24, 2008 | Stage I Applications Due |
| December 19, 2008 | Funding decisions made and applicants notified |
| January 6, 2009 | Awards Distributed |
| August 4, 2009 | FOCUS WV Site Showcase |
| August 21, 2009 | Stage 1 Projects Final Report Due |
| August 15, 2009 | Stage 1 Grantees invited to apply for Stage II funding |
| October 1, 2009 | Stage II Applications Due |
| November 1, 2009 | Funding decisions made and applicants notified |
| November 15, 2009 | Awards Distributed |

Evaluation Criteria

The FOCUS WV Brownfields Mini Grant Program has four objectives:

- 1) Promote reuse and redevelopment of brownfields
- 2) Enable communities to market and/or reposition challenging, but strategic sites.
- 3) Enhance communities' capacity to engage in community redevelopment through education and entrepreneurship.
- 4) Increase the ability of the community to develop and implement a redevelopment vision.

Applications will be reviewed and critiqued based on the following criteria:

Threshold

1. Applicant site is located in one of the 33 eligible West Virginia counties.
2. Application is complete and follows application guidelines.

Ranking

1. Project Description
 - Has a specific site been clearly identified in the project description?
 - Has the problem or issues hindering successful site redevelopment been identified?
 - How will the proposed activities address the problems or issues hindering redevelopment?
 - What is the project vision for the site?
 - How will the proposed activities help refine the project vision?
 - How will the proposed activities promote one of the intended outcomes of the program?
 - How do the proposed activities and overall site redevelopment connect with other community initiatives?
2. Capacity for Project Implementation
 - What is the applicant's ability to administer the project?
 - Who are the supporting partners in the community and local government?
 - How will the momentum for the project be sustained after the proposed activities are completed?
 - How will the proposed activities would increase the capacity to redevelop brownfields sites in the future?

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APPLICATION INSTRUCTIONS

1) Application Cover Sheet (Form A attached)

2) Certifying Official Signature Page

3) Project Description should include:

- a. Name of the Project/Site
- b. Description of the Site
 - i. Location
 - ii. Historical Use of the site
 - iii. Current status of the site
 - iv. Environmental information/reports on the site
 - v. List of community stakeholders impacted by the site
 - vi. Description of level of community involvement and other support for site redevelopment
- c. Project Vision
 - i. Describe the potential for the future of the site
 - ii. Discuss any efforts that have been previously made to encourage site redevelopment
 - iii. Significance of the site redevelopment to the community
- d. Description of the proposed activities for funding
 - i. Describe the proposed activities
 1. Provide a detailed description of the proposed activities
 2. Provide a plan for implementing the activities
 3. Discuss how the activities will further site redevelopment
 4. Discuss any broader community goals that the activities may facilitate

4) Capacity for Project Implementation

- a. Provide applicant ability to administer grant funds
- b. Provide a plan for continuing site redevelopment plans after completion of the project
- c. Identify how the community will be involved in the project

5) Budget (Form B attached)

6) Signed letter(s) of support and commitment

Include any letters of support or commitment from partners, such as county commissions or community groups that show interest in the project or a willingness to commit in-kind or cash contributions.

7) Proof of Non-profit Status