

METROPOLITAN COUNCIL LIVABLE COMMUNITIES TAX BASE REVITALIZATION ACCOUNT

CONTAMINATION INVESTIGATION GRANT APPLICATION GUIDE & FORM
2013



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CONTAMINATION SITE INVESTIGATION GRANT APPLICATION GUIDE 2013

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Section 1: BACKGROUND AND PURPOSE

The Metropolitan Livable Communities Act (MN Statutes Chapter 473.252) created the Tax Base Revitalization Account (TBRA). The Tax Base Revitalization Account provides funds to investigate and clean up polluted land in areas that have lost commercial/industrial activity to make them available for economic redevelopment that enhances the tax base of the recipient municipality while promoting job retention or job growth and/or the production of affordable housing. Contamination cleanup site investigation grants are intended for applicants that have a redevelopment site with suspected or perceived contamination and are seeking public funding to assist with the cost of determine the scope and severity of the contamination and to develop a cleanup plan. The investigation grants are intended to encourage an early start to the environmental remediation process. TBRA contamination cleanup site investigation funds are awarded on a competitive basis to redevelopment projects that demonstrate strong potential for future cleanup and redevelopment starting in the year following a grant award.

The TBRA funds are raised by a legislatively authorized levy capped at \$5 million annually. The Contamination cleanup site investigation grants are offered at the same time as funding available for contamination cleanup. Up to \$125,000 is available for contamination cleanup site investigation applications this funding cycle. Applications will be accepted on May 1. The Account is coordinated with complementary programs at the Minnesota Pollution Control Agency (PCA), the Minnesota Department of Employment and Economic Development (DEED), Hennepin County and Ramsey County.

Section 2: ELIGIBLE APPLICANTS and QUALIFYING SITES

The following entities are eligible to apply: statutory or home rule charter cities or towns that are *participating in the Metropolitan Livable Communities Housing Incentives Program*. Metropolitan counties and local development authorities (e.g., Housing and Redevelopment Authority, Economic Development Authority or Port Authority) are also eligible to apply for projects that are located in LCA-participating communities. A site may be privately owned. If funding is requested for use on more than one site within a community, a separate application should be submitted for each investigation site.

Contamination site investigation applications will be determined ineligible for funding if an analysis of the proposal determines:

- a current private property owner or developer caused the property to be contaminated;
- no known or suspected environmental contamination is demonstrated;
- an analysis of the proposal determines the funding is not needed in order for the project to proceed;
- the application does not score at least 50% (30 points) of the total points available (60 points); or
- for asbestos or lead-based paint survey requests, if the building area is less than 10,000 gross square feet per structure.
- project has an application under review for investigation of contamination through the Livable Communities Transit-Oriented Development program with an overlapping review period

Contamination site investigation applications may be determined ineligible for funding if:

- cleanup investigation funding is available from other public and private sources;
- the project requires extensive new regional infrastructure beyond that which is already planned; or
- the proposal is not consistent with the municipality's comprehensive plan (Minnesota Statutes §473.859, Subd. 5).

Section 3: ELIGIBLE and INELIGIBLE USE OF FUNDS

Eligible Uses:

TBRA contamination cleanup site investigation grants funds may be used for:

- conducting Phase I and Phase II environmental site assessments
- preparation of Response Action Plans (RAPs) developed in conjunction with the PCA for hazardous waste; or Development Response Action Plans (DRAPs) developed in conjunction with the PCA for petroleum; or
- preparing asbestos abatement plans that meet AHERA (Asbestos Hazard Emergency Response Act) and Minnesota Department of Health (MDH) standards; or
- preparing lead-based paint abatement plans that meet Minnesota Department of Health (MDH) standards and the Toxic Substances Control Act (TSCA).

Ineligible Uses:

- No investigation costs incurred prior to the date of a grant award will be eligible for consideration
- No contamination cleanup or abatement costs are eligible. (Applicants who have completed an environmental investigation and cleanup is necessary should apply to the Metropolitan Council's contamination cleanup grant category.)

Other ineligible costs

Also ineligible are "soft costs" such as administrative overhead, travel expenses, legal fees, bonds, insurance, permits, licenses or authorization fees, costs associated with preparing grant proposals or applications or bids, project coordination costs, operating expenses, planning costs, and prorated lease and salary costs.

More detail on eligible and ineligible costs is available on the Metropolitan Council website.

Section 4: OTHER REQUIREMENTS

Local Match Requirement

The applicant must pay for at least 25 percent of the total estimated investigation costs as a local match.

Award Limits

The maximum cleanup site investigation award is \$50,000 per site. If requests for contamination cleanup and contamination site investigation grants combined 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 cities of the first class (Minneapolis and Saint Paul).

Investigation Work Schedule

Environmental investigations must be completed before the expiration of the grant term. Investigation grants awarded for applications received will have a one-year grant term. No grant extensions will be considered. Projects that are awarded an investigation grant for soil or ground water investigations under review by the PCA VIC program are required to submit a sampling work plan to VIC for review and comment **prior** to submitting a RAP to the PCA.

Quality Site Assessments

For soil, ground water or soil vapor investigations, applicants must enroll in a PCA voluntary program and follow PCA investigation and RAP development guidelines to ensure the quality of site assessments and, if needed, in order to receive approval of the RAP by the PCA. RAP approval by the PCA is required for future applications for cleanup funding. For more information on the investigation and RAP development process contact Patrice Jensen at 651-757-2465 regarding the Voluntary Investigation and Cleanup (VIC) program or Stacy Van Patten at 651-757-2425 regarding the Petroleum Brownfields Program (PBP). To review guidance documents regarding the investigation and RAP development process online see <http://www.pca.state.mn.us/cleanup/riskbasedoc.html>.

Affordable Housing

Contamination cleanup site investigation grants are expected to demonstrate the potential for redevelopment. If the potential redevelopment includes an affordable housing component, for TBRA applications submitted in 2013, affordable housing is defined as ownership or rental housing affordable to households earning 60% of the area median income (AMI). Affordability limits for 2013 include any units for sale at \$177,500 or less. For 2013, the maximum gross rent affordable at the 60% level was based on the number of bedrooms as follows: efficiency \$865, 1-bedroom \$927, 2-bedrooms \$1,111, 3-bedrooms \$1,284, 4-bedrooms \$1,432 including tenant-paid utilities. **A minimum of 20% of the total housing units proposed must be affordable for a project to be considered for affordable housing points.**

Section 5: AWARDING GRANTS/COMPETITIVE PROCESS

The Livable Communities Act requires that the Metropolitan Council consider certain factors in order to ensure the highest return in public benefits for the public costs incurred. In order to evaluate applications, the following criteria will be assigned point values to compare each

applicant’s proposal against the others in the grant cycle. Upon review, **applicants must score at least 50% (30 points) of the total points available (60 points) in order to be eligible for grant funding.** Consultation with Council staff and external partners, including DEED the PCA, and others informs the process of evaluating the applications.

Applications for contamination cleanup site investigation grants will be evaluated according to the extent to which they address the following:

Tax Base (5 points)	
Estimated increase to the tax base of the recipient municipality based on a project planned and/or committed to the site	5 points
Jobs and/or affordable housing (5 points):	
<ul style="list-style-type: none"> • Potential to increase the number of new full-time equivalent jobs for the region • Potential to retain existing jobs full-time equivalent jobs for the region • Potential to add affordable rental or ownership housing units 	5 points
Brownfield clean up/environmental health improvements (15 points):	
Site to be investigated and ultimately cleaned up is one of the most contaminated sites and will provide the greatest improvement in the environment and the greatest reduction in human health risk compared to other cleanup-site investigation proposals	7 points
Site and suspected contamination will use green remediation practices	4 points
Applicant’s track record of successful completion of cleanup of sites with prior Council-funded environmental investigations	4 points
Compact and Efficient Development (15 points):	
Show how the Investigation supports Metropolitan Council 2030 Regional Development Framework goals by:	
• Measuring anticipated density of the likely Project (Floor Area Ratio)	5 points
• Proximity of the potential development site to transit	5 points
• Re-use of vacant or abandoned sites	5 points
Readiness/Market demand (15 points)	
Demonstrate readiness to proceed with cleanup-site investigation	5 points
Demonstrate readiness to proceed with site cleanup	5 points
Demonstrate market demand for proposed redevelopment elements in the Project area and demonstrate readiness to promptly implement proposed project if/when TBRA funding is provided, including identifying a developer and any non-residential tenants	5 points

Partnership (5 points)	
Demonstrate any already established financial partnership. Points awarded for committing matching funds beyond minimum 25% match	5 points
TOTAL	60 points

Section 6: LOCAL SUPPORT

Any proposal for funds under this program must include a resolution of support from the local unit of government within which the project is proposed. [**See example, Attachment B1 and B2.**]

Section 7: REPORTING REQUIREMENTS

Recipients of Tax Base Revitalization Account grants must submit semiannual progress reports for active grants. At the end of the grant term, contamination site investigation grant award recipients must also submit a copy of the environmental investigation documents and approval of the response action plan by the PCA VIC and/or PBP programs.

Section 8: PROCEDURES

Applicants may write or call to request application packets from the Metropolitan Council, 390 North Robert Street, St. Paul, MN 55101-1805. Applications are also available online at [http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Tax-Base-Revitalization-Account-\(TBRA\).aspx](http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Tax-Base-Revitalization-Account-(TBRA).aspx) 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.

For projects that are awarded funding, a public representative for each project must attend a grantee orientation session to receive the grant agreement documents.

Section 9: APPLICATION FORMAT

One electronic copy in a Portable Document Format (PDF) of the attached application information and attachments must be submitted by the grant application deadline (May 1, 2013) by 4:00 PM. The completed application form and attachments should recognize text (either through a file conversion or use of optical character recognition (OCR)), allow text searches and include bookmarks.

Using Make-a-Map

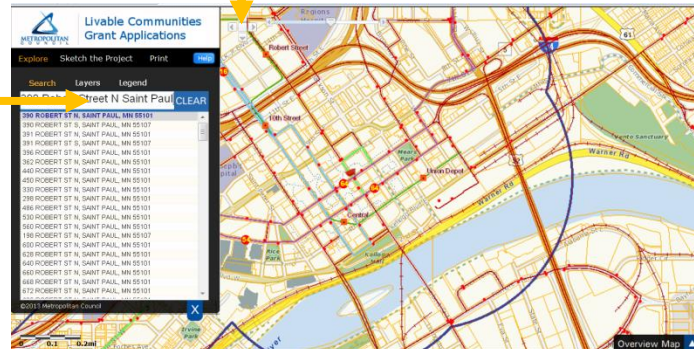
Livable Communities is excited to announce the release of an updated Make-a-Map tool, which has been customized for LCA Grants. To access Make-a-Map, follow this link:

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

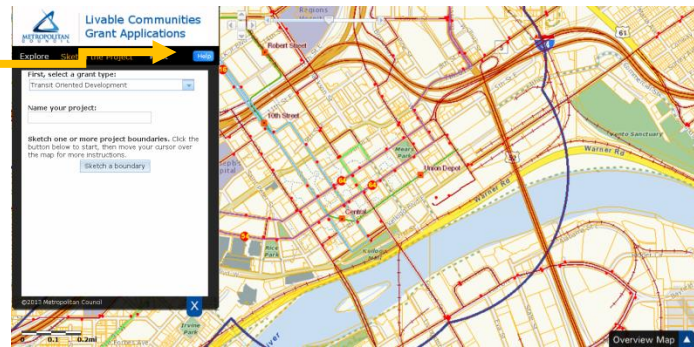
How Create the Required Maps

For more detailed instructions, click the blue “help” button

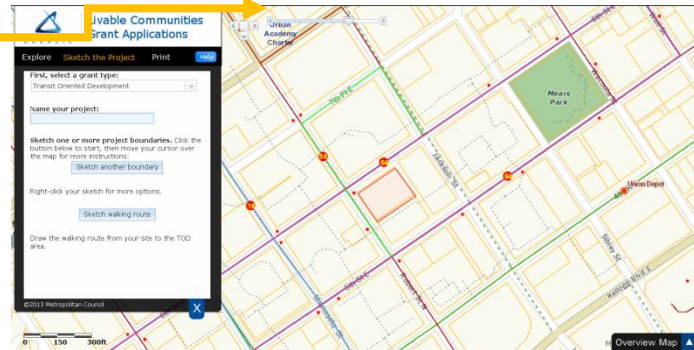
Enter an address or landmark in the search bar to navigate to your project area.



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.)

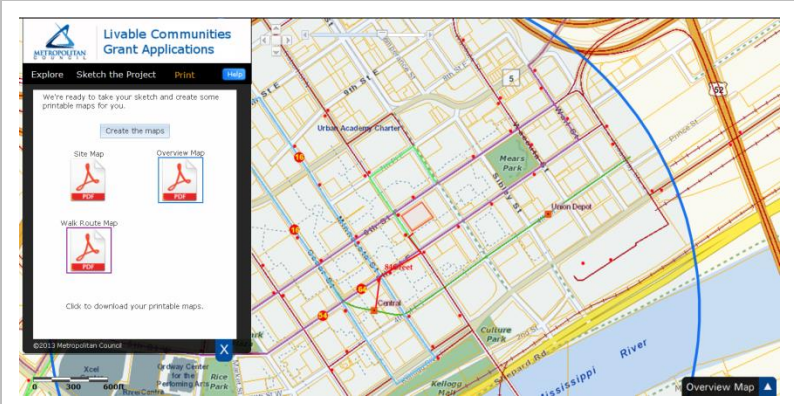


You may use the zoom and pan buttons to navigate to your project site. Click “Sketch a Boundary” and, using the crosshair as a guide, draw the project boundary. A gray polygon with a red outline will begin to appear. Once you have finished outlining the boundary, double click to close the polygon. If there are multiple, non-contiguous parcels that are part of your Project, you have the option of sketching another boundary.



Select “Print” and “Create the maps”. The system will generate 2 maps. (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. Rename the files : “Aerial – [Project Name]” and “Site Map – [Project Name].” .



**Metropolitan Council Livable Communities
Tax Base Revitalization Account (TBRA)
2013 Contamination Investigation Application**

Section 1: TBRA Project Identification		
1.	TBRA Project Name:	Old Municipal Center Site Development
2.	Applicant (a city, county or development authority) Applicant's Project Contact Title Address Phone Email	City of Ramsey Patrick Brama Assistant to the City Administrator 7550 Sunwood Drive NW 763-433-9903 pbrama@ci.ramsey.mn.us
	Authorized Contract Signatory: Name: Title:	 Kurt Ulrich City Administrator
3.	Application Prepared By: Name Title Organization Phone Email	Patrick Brama Assistant to the City Administrator City of Ramsey 763-433-9903 pbrama@ci.ramsey.mn.us
4.	Redevelopment Location: City Address* PIN/PIDs*	City of Ramsey 15153 Nowthen Boulevard NW 233225410019 and 233225410035
5.	TBRA Funding Requested	
6.	General Type(s) of Contamination to be investigated by this funding request:	<input checked="" type="checkbox"/> Soil investigation <input checked="" type="checkbox"/> Ground water investigation <input type="checkbox"/> Soil vapor investigation <input checked="" type="checkbox"/> Asbestos survey <input type="checkbox"/> Lead-based paint survey <input type="checkbox"/> Other (Identify) <input type="checkbox"/> Unsure
7.	Prior TBRA Funding	Has a prior TBRA grant been awarded for this redevelopment project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

* If more space is needed please provide a single table in an Excel worksheet with addresses and PINs for each parcel as a separate attachment.

Section 2: Proposed Redevelopment Summary

1.	Size of Project Area*	21.28 acres
2.	<p>Proposed Redevelopment:</p> <p>Describe the likely use of the site after environmental investigation and cleanup is complete. At a minimum, include the proposed land use(s). In addition, include available estimates of square footage expected to be under construction within three (3) years or less. For redevelopment projects with a residential use, also indicate the expected number of units including any affordable units.</p> <p>The City of Ramsey completed a municipal owned land inventory exercise in in early 2012. The purpose of this exercise was to identify a list surplus City owned properties which are no longer needed for current or future City functions. The City reviews said list of surplus properties for consideration of sale. The ultimate goal of this process is to reduce the number tax exempt properties in the City of Ramsey.</p> <p>The Subject property was identified as unneeded for current and future City functions; and therefore has been determined as surplus City owned land.</p> <p>After clean up, this site will be used for a market rate single family residential development. The City estimates this site could be subdivided to allow for 47 single family homes to be placed on quarter acre lots. Included in this application is a residential development concept for the site; which gives a clear picture of what the proposed development would look like.</p> <p>This site is surrounded by single family residential units, it is located next door to Ramsey Elementary School, is connected to a number of parks by a network of trails, is located two miles from Ramsey’s urban transit oriented development (The COR) and has easy access to a number of major roadways. In the past 10 years, no other City in Anoka County has added as many residents as Ramsey. The City expects this trend to continue. Therefore, the City is confident this site could be fully developed in three years.</p> <p>Units are expected to be 2,100-2,400 square feet (building footprint) each. The City predicts a number of units will be affordable housing as outlined in this application (\$177,500 or less). Said specifications match existing surrounding single family residential neighborhoods. However, the City is not in a position to ‘guarantee’ what a future developer will build; and where market prices will be.</p> <p>This 21 acre site has been tax exempt for about 40 years; a major impetus for this project is to get this property back to a taxable status.</p>	

Section 3: Site History and Current Site Characteristics

1.	Site History	<p>Summarize the previous land use(s) on the project site.</p> <p>The City's former municipal center complex is located on this site today. This complex contains two separate buildings. One building is about 5,000 square feet (footprint) and was built in the early 1980's. The second building is about 11,000 square feet (footprint) and was building in 1977.</p> <p>Including parking, the two buildings cover less than 15% of the entire property. The larger of the two buildings has mold issues and materials containing asbestos. The City is partially utilizing one of the two buildings as a temporary fire station today. However, both buildings remain largely vacant. The City is prepared to move the temporary fire station when needed.</p> <p>Based on historical aerial photos dating back to 1940, this site was used as farmland until its development into the former Ramsey Municipal Center complex in 1977. It is the City's assumption it was used as farmland since original settlement.</p>
2.	Current/Most Recent Use	<p>Identify the current land use(s) on the project site.</p> <p><input type="checkbox"/> Single-family residential</p> <p><input type="checkbox"/> Duplex/triplex/townhouse</p> <p><input type="checkbox"/> Multifamily residential (4 units or more)</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Industrial</p> <p><input checked="" type="checkbox"/> Vacant lot(s)</p> <p><input checked="" type="checkbox"/> Other About 85% vacant. About 15% is utilized as the former municipal center complex (vacant).</p>
3.	Development Status	<p><input checked="" type="checkbox"/> Vacant Lot</p> <p><input checked="" type="checkbox"/> Partially developed site</p> <p><input type="checkbox"/> Fully-Developed site</p>
4.	Current Condition	<p>Identify the number and maximum height of the existing buildings on the site.</p> <p>Number of Buildings:2</p> <p>Maximum Height (in stories) 2</p> <hr/> <p>Describe the physical condition of the existing buildings, if any, on the site.</p> <p>The physical condition of the larger older building is fair/substandard. The building is usable, but would require a substantial investment. Mold, outdated mechanical equipment, asbestos and cracked walls are some of the major issues.</p> <p>The physical condition of the smaller newer building is fair. This building is useable, with a modest investment. However, because of the size and configuration of the building, it is unneeded by the City. Additionally, the size of this building in comparison to the size of the site makes it rather insignificant. NOTE: attached are building images.</p>

Section 3: Site History and Current Site Characteristics

5.	Existing Developed Space and Occupancy	<p>What is the amount of gross developed space with the project site?</p> <p>926,997 square feet</p> <table border="1" data-bbox="591 338 1424 743"> <tr> <td data-bbox="591 338 886 422">Residential space</td> <td data-bbox="891 338 1151 422">926,997 square feet</td> <td data-bbox="1156 338 1424 422">0 % occupied</td> </tr> <tr> <td data-bbox="591 428 886 470">Commercial space</td> <td data-bbox="891 428 1151 470">square feet</td> <td data-bbox="1156 428 1424 470">% occupied</td> </tr> <tr> <td data-bbox="591 476 886 560">Industrial or Utility space</td> <td data-bbox="891 476 1151 560">square feet</td> <td data-bbox="1156 476 1424 560">% occupied</td> </tr> <tr> <td data-bbox="591 567 886 609">Institutional</td> <td data-bbox="891 567 1151 609">square feet</td> <td data-bbox="1156 567 1424 609">% occupied</td> </tr> <tr> <td data-bbox="591 615 886 657">Other</td> <td data-bbox="891 615 1151 657">square feet</td> <td data-bbox="1156 615 1424 657">% occupied</td> </tr> <tr> <td data-bbox="591 663 886 743">TOTAL</td> <td data-bbox="891 663 1151 743">926,997 square feet</td> <td data-bbox="1156 663 1424 743">0 % occupied</td> </tr> </table>	Residential space	926,997 square feet	0 % occupied	Commercial space	square feet	% occupied	Industrial or Utility space	square feet	% occupied	Institutional	square feet	% occupied	Other	square feet	% occupied	TOTAL	926,997 square feet	0 % occupied
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Institutional	square feet	% occupied																		
Other	square feet	% occupied																		
TOTAL	926,997 square feet	0 % occupied																		
6.	Vacancy	<p>For undeveloped lots, how long has the lot(s) been vacant?</p> <p>7 Years</p> <p>Months</p> <p>Additional comments: The northern lot has been vacant (less the temporary fire station) since 2006. The southern lot has remained vacant since the City purchased the property in the 1970's (35+ years).</p> <p>For buildings that are 100% vacant, how long have the buildings been vacant?</p> <p>7 Years</p> <p>Months</p> <p>Additional comments:</p>																		
7.	Transit Service	<p><input type="checkbox"/>Yes <input checked="" type="checkbox"/>No Project is within ¼ mile of existing transit service. <i>If yes, list route(s).</i> There is no fixed transit service available within 1/4 of a mile. Anoka County Travler, known as dial-a-ride, is available. This site is within two miles of the Ramsey Rail Station (Northstar Commuter Rail Line).</p> <p>What is the distance to the nearest transit stop? 10,560 feet</p>																		

Section 5: Investigation Status

1.	<p>Prior Investigation Work:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Has a phase I environmental site assessment been completed for any portion of the project site?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is a PCA-approved work plan in place to begin a Phase II environmental site assessment?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Has any of the work plan been implemented?</p> <p>Submit copies of any prior reports documenting environmental investigation activities that have been conducted at the site to date.</p>				
2.	<p>Contaminants of Concern:</p> <p>What contaminants of concern have been suspected or identified at the site? (Include known contaminants to be addressed by non-TBRA funding sources.)</p> <p>A completed pre demolition survey uncovered asbestos containing materials in the older building located on the site. A completed Phase I Environmental Assessment identified two recognized environmental conditions: a removed 3,000 gallon fuel oil tank; and an oil-water separator tank with floor drains which were connected to a former septic tank. Additionally, the firm that conducted the Phase I Environmental Assessment recommended the City further investigate a number of unidentified soil mounds found on the property. For detailed information, please review the attached Phase I report.</p> <p>What is the likely source of contamination?</p> <p>Petroleum from floor drains, petroleum from former fuel-oil tank and asbestos containing construction materials. For detailed information, please review the attached Phase I report.</p>				
2.	<p>Responsible Party:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Has a responsible party been identified for the contamination? ? If yes, the responsible party(parties) is (are): <u>City of Ramsey</u></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is there a cost-recovery plan in place to recover costs from responsible parties? <i>Explain.</i></p> <p>The City is the current owner and responsible party. Therefore, the City is ultimately responsible for cleanup costs. The City will pay for clean up costs through the use of various funding sources (grants, land proceeds, professional service accounts, etc.).</p>				
3.	<p>Cleanup Oversight</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the project site currently enrolled in a PCA program</p> <p>Which of the following program(s) is the project actively enrolled in at the time of the TBRA application?</p> <p><input type="checkbox"/> Voluntary Investigation and Cleanup (VIC)</p> <p><input type="checkbox"/> Petroleum Brownfield Program (PBP)</p> <p><input type="checkbox"/> Petroleum Remediation Program (PRP)</p> <p><input type="checkbox"/> Resource Conservation and Recovery Act (RCRA) Corrective Action Program</p> <p><input type="checkbox"/> Superfund Program</p> <p><input type="checkbox"/> Other (Identify):</p> <p><input type="checkbox"/> None of the above</p> <hr/> <p>Identify the MPCA project staff assigned to the project:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-right: 1px solid black; padding: 2px;">VIC Program ID</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">VIC Project Manager</td> <td style="padding: 2px;"></td> </tr> </table>	VIC Program ID		VIC Project Manager	
VIC Program ID					
VIC Project Manager					

Section 5: Investigation Status

	PBP Program ID PBP Project Manager: LUST Program ID LUST Project Manager: Other (Identify)																
	Environmental Consultant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Has an environmental consultant been hired? Identify the current environmental consultant(s) working on the project. <table border="1" data-bbox="256 604 1464 863"> <tr> <td data-bbox="256 604 654 653">Consultant Name</td> <td data-bbox="654 604 1068 653"></td> <td data-bbox="1068 604 1464 653"></td> </tr> <tr> <td data-bbox="256 653 654 701">Consultant Company</td> <td data-bbox="654 653 1068 701"></td> <td data-bbox="1068 653 1464 701"></td> </tr> <tr> <td data-bbox="256 701 654 749">Consultant Address</td> <td data-bbox="654 701 1068 749"></td> <td data-bbox="1068 701 1464 749"></td> </tr> <tr> <td data-bbox="256 749 654 798">Consultant Phone</td> <td data-bbox="654 749 1068 798"></td> <td data-bbox="1068 749 1464 798"></td> </tr> <tr> <td data-bbox="256 798 654 863">Consultant Email</td> <td data-bbox="654 798 1068 863"></td> <td data-bbox="1068 798 1464 863"></td> </tr> </table>		Consultant Name			Consultant Company			Consultant Address			Consultant Phone			Consultant Email		
Consultant Name																	
Consultant Company																	
Consultant Address																	
Consultant Phone																	
Consultant Email																	

Section 6: Investigation Objectives

1.	<p>Summarize the objective of the planned investigation.</p> <ol style="list-style-type: none">1. Conduct Phase I Environmental Assessment (completed December 2012)2. Conduct Pre Demolition Survey (completed December 2012)3. Conduct Phase II Environmental Assessment and Response Action Plan4. Conduct Asbestos Abatement Plan <p>Overarching objective: clean up the site, or at least identify what issues are present, and position for sale to a developer. Further, the City would like to develop this tax exempt infill site and bring it back to a taxable status.</p>
2.	<p>What liability assurance letter(s) will be sought from the PCA?</p> <p>Voluntary Investigation and Cleanup Program Letters:</p> <ul style="list-style-type: none"><input type="checkbox"/> No Association Determination or retroactive No Association Determination<input type="checkbox"/> No Action or No Further Action Letter<input type="checkbox"/> No Action Agreement or Covenant Not to Sue<input type="checkbox"/> Off-Site Source Determination or Agreement under the Land Recycling Act (Minn. Stat. 115B.177)<input type="checkbox"/> Certificate of Completion under the Land Recycling Act (Minn. Stat. 115B.175) <p>Petroleum Brownfields Program Letters:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Leak Site Tank Removal Verification Letter<input type="checkbox"/> Leak Site File Closure Confirmation Letter<input type="checkbox"/> Off-Site Tank Release Determination Letter<input type="checkbox"/> General Liability Letter <p>Other Liability Assurance Letter (Describe):</p> <ul style="list-style-type: none"><input type="checkbox"/> None of the above<input checked="" type="checkbox"/> Unsure

3.	<p>Describe how the proposed site assessment work plan, feasibility study, and/or remedial alternatives to be considered will incorporate green remediation practices.</p> <p>All contractors will minimize the number of trips to the site and will use electronic documents for all correspondence. The two vendors that have been selected to conduct work on the site are located locally (one in Ramsey and one in neighboring Anoka).</p> <p>The contractor selected to complete the RAP will evaluate their process to minimize the amount of soil that needs to be removed; and, attempt to identify how the property could be utilized to reduce the impact of contaminated soils on future users.</p> <p>Asbestos abatement plan contractor will specify recycling of material versus disposal. For example, by using abatement plans as proposed by the contractor, 30% more concrete could be recycled; rather than wasting material (estimated).</p> <p>What green remediation practices will be incorporated within the proposed assessment work plan, feasibility study, and/or remedial alternatives analysis?</p> <p>Same as above. More/specific information will be available in next step of the process—demolition of building and site cleanup (if needed).</p> <p>What measures or metrics will be included within the environmental investigation documentation to assess green remediation practices?</p> <p>NA. More/specific information will be available in next step of the process—demolition of building and site cleanup (if needed).</p>
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Section 7: Investigation Budget

1.	<p>What is the total expected investigation and RAP development cost? \$21,842.00</p> <p>How much are you requesting from the Metropolitan Council? \$14,821.00 (This amount cannot exceed \$50,000 or 75% of the total grant-eligible investigation cost yet to be incurred, whichever is less.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Is the project eligible for EPA community-wide assessment funding administered by a city or county or public authority?</p> <p>Please indicate if public environmental investigation funding for any portion of the project site has been requested or received from one of sources below.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Source</th> <th style="text-align: center; width: 15%;">Requested</th> <th style="text-align: center; width: 15%;">Received</th> <th style="text-align: center; width: 10%;">Amount Received</th> </tr> </thead> <tbody> <tr> <td>Federal (e.g., locally administered EPA assessment grant such as Dakota County Brownfield Grant Assessment Program)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>State (e.g., DEED contamination investigation funding, MPCA Targeted Brownfield Assessment Program)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>County (e.g., Hennepin or Ramsey County Environmental Response fund)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Local (e.g., tax abatement, tax increment financing, special service area fees)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (Specify)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Source	Requested	Received	Amount Received	Federal (e.g., locally administered EPA assessment grant such as Dakota County Brownfield Grant Assessment Program)				State (e.g., DEED contamination investigation funding, MPCA Targeted Brownfield Assessment Program)				County (e.g., Hennepin or Ramsey County Environmental Response fund)				Local (e.g., tax abatement, tax increment financing, special service area fees)				Other (Specify)			
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2.	<p>Attach a budget of recently completed and planned eligible environmental investigation and RAP development activities (see sample, Attachment A) including:</p> <ul style="list-style-type: none"> • description of the activity • % complete • date completed (if applicable) • estimated cost • sources of funding 																								

Section 8: Redevelopment Potential

1. Market Demand

Describe the anticipated market demand for the proposed redevelopment identified in Section 2.

This site will be used for a market rate single family residential development. The City estimates this site could be subdivided to allow for 47 single family homes to be placed on quarter acre lots. Included in this application is a residential development concept for the site; which gives a clear picture of what the proposed development would look like.

This site is located adjacent to Ramsey Elementary School and is connected to several nearby parks by an extensive trail system. Also, this site is located two miles from Ramsey's new urban transit oriented development (The COR); which includes the new Ramsey Rail Station.

In the past 10 years, no other City in Anoka County has added as many residents as Ramsey. The City expects this trend to continue. Therefore, the City is confident this site could be fully developed in three years—add 47 additional single family homes.

Identify the anticipated end-stage user(s). Single family residential (homeowners).

Section 8: Redevelopment Potential

2. Redevelopment Project Status

Check the boxes of the development milestones below and indicate related completion dates.

		Completion / Expected Completion Date (Month & Year)		
Activity	Done	NA		
Pre- Development Activities	Current conditions in the redevelopment area have been assessed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sep-2013
	Visioning process completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mar-2013
	Concept planning completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mar-2013
	Feasibility studies completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mar-2013
	Site control achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jan-1977
	Phase I environmental site assessment completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dec-2012
	Phase II environmental site assessment work plan approval by PCA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Phase II environmental site assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	Jul-2013
	Hazardous materials surveys completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dec-2012
	Redevelopment alternatives analysis completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apr-2013
	Specific redevelopment project identified	<input type="checkbox"/>	<input type="checkbox"/>	Jun-2013
	Detailed design concept completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Response action plan completed	<input type="checkbox"/>	<input type="checkbox"/>	Jul-2013
	Response action plan approval by PCA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Historic preservation review completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Site plan completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Redevelopment designs completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Cleanup Activities	Hazardous materials abatement completed	<input type="checkbox"/>	<input type="checkbox"/>	Jun-2014
	If necessary, demolition completed	<input type="checkbox"/>	<input type="checkbox"/>	Jul-2014
	Cleanup implementation started	<input type="checkbox"/>	<input type="checkbox"/>	Jun-2014
	Cleanup Complete	<input type="checkbox"/>	<input type="checkbox"/>	Jul-2014

Section 8: Redevelopment Potential

3. Provide additional supporting documentation that demonstrates an ability to proceed with development once the site is cleaned up. For example:
- purchase option agreement
 - development agreement
 - proposed site plan
 - CAD images, elevations or renderings of the completed redevelopment project
 - letters of credit or other funding commitments
 - capital improvement plans
 - city council resolutions, site plan or zoning approvals

4. Floor Area Ratio:

What is the maximum floor area ratio expected for the likely use described above? (Divide the expected gross square footage of all proposed new or renovated structures to be developed on the site divided by gross square footage of the project area. The “project area” is defined as the parcel(s) that are essential to cleaning up the site and implementing the proposed project.)

$$\begin{array}{rcccl}
 112800 & / & 926997 & = & 12.2\% \\
 \text{Maximum floor area} & & \text{Site area} & & \text{FAR} \\
 \text{(Gross SF)} & & \text{(SF)} & &
 \end{array}$$

5. What is the maximum height allowed according to the existing zoning? **35**
 What is the maximum lot coverage allowed according to the existing zoning? **35%**

6. Affordable Housing

If the proposed redevelopment includes an affordable housing component, for TBRA applications submitted in 2013, affordable housing is defined as ownership or rental housing affordable to households earning 60% of the area median income (AMI). Affordability limits for 2013 include any units for sale at \$177,500 or less. For 2013, the maximum gross rent affordable at the 60% level was based on the number of bedrooms as follows: efficiency \$865, 1-bedroom \$927, 2-bedrooms \$1,111, 3-bedrooms \$1,284, 4-bedrooms \$1,432 including tenant-paid utilities. (A minimum of 20% of the total housing units proposed must be affordable for a project to be considered for affordable housing points.)

	Ownership Units	Rental Units
Total Units	47	
Affordable Units	0	

Section 8: Redevelopment Potential

7.	<p>Efficient Use of Current Infrastructure</p> <p><input type="checkbox"/>Yes <input checked="" type="checkbox"/>No Will the project require substantial infrastructure investments (both existing capacity and new capacity needed), including roads and/or highways, transit, wastewater, utilities, telecommunications infrastructure, or other infrastructure?</p> <p>If “Yes”, describe the infrastructure needs and the plans to provide them, including how the investments will be funded NOTE: The development of this property will efficiently utilize existing public and private utilities/ infrastructure; and will not require extension of services. This project is an “infill” development; and will not create/add sprawl.</p>
8.	<p>Consistency with Local Comprehensive Plan:</p> <p>Describe how the proposed redevelopment is consistent with the planned land use identified in the local comprehensive plan that has been reviewed by the Metropolitan Council and any adopted area or neighborhood plan(s)</p> <p>As the previous location of the Ramsey Municipal Center and current location for Fire Station #2, the site is currently guided as Public/ Quasi Public. Any future development will necessitate a Comprehensive Plan Amendment.</p> <p>If inconsistent, describe how the plan and the project will be made consistent.</p> <p>The City will work through the proper process to ensure compliance with the Comprehensive Plan through a Comprehensive Plan Amendment and Zoning Amendment to the Official Zoning Map. The City has always begun the long range planning process by hosting an open house with stakeholder groups to discuss compatible land uses. Staff is in the process of compiling this data. It is anticipated that the City Council will provide some direction on moving forward in summer of 2013. An exact date of the Comprehensive Plan Amendment has not yet been determined.</p>
9.	<p>Submit a map showing the project boundary and the planned land use from the <i>city comprehensive plan</i> and any <i>adopted area or neighborhood plan</i>.</p>

* The “project area” is defined as the extent of the contamination and the area immediately around it that is essential to cleaning up the site and implementing the proposed redevelopment construction within 3 years.

Section 9: Tax Base

1.	<p>Current Net Tax Capacity*</p> <p>What is the taxable market value of the property as established by an assessor as of January 2, 2013?</p> <p>What is the property class <i>type</i> according to the Class Rate Percentages of Real and Personal Property by Property Type established by the Minnesota Department of Revenue?</p> <p>What is the property class <i>rate(s)</i> according to the Class Rate Percentages of Real and Personal Property by Property Type established by the Minnesota Department of Revenue?</p> <p>What is the net tax capacity for the project site based on the taxable market value as assessed on January 2, 2013?</p> <p>(The net tax capacity is the product of the current taxable market value multiplied by the class rate(s) for the specific property type (e.g. 3a Commercial-Industrial First \$150,000 1.5%, over \$150,000 2% or 4a Rental Housing 1.25%). Additional property tax class rates may be found at the Minnesota Department of Revenue at the following link: Class Rates for Real and Personal Property by Property Type)</p>	<p>\$1,915,000.00</p> <p>Tax Exempt</p> <p>NA</p> <p>\$0.00</p>
2.	<p>Property Taxes:</p> <p>What are the estimated property taxes for the project site payable in 2014? OR</p> <p>What annual payments-in-lieu of taxes (PILOT) will be made for the project site upon completion?</p> <p>For how long?</p>	<p>\$0.00</p> <p>\$0.00</p> <p>NA</p>
3.	<p>Projected Net Tax Capacity*</p> <p>What is the future estimated market value of the proposed improvements after the site is cleaned and developed (excluding land value)?</p> <p>What is the proposed property class <i>type</i> established by the Minnesota Department of Revenue for the proposed redevelopment?</p> <p>What is the expected property class rate(s) based on the most recent existing rates established by the Minnesota Department of Revenue?</p> <p>What will the estimated net tax capacity of the proposed improvements be after cleanup and construction (excluding land value)?</p> <p>For what tax year?</p>	<p>\$7,632,941.00</p> <p>1A Residential Homestead</p> <p>1.0%</p> <p>\$76,329.00</p> <p>2013</p>

*For project sites with more than one parcel, please enter *current* tax information for each parcel in a separate Excel worksheet accompanying the application form. If parcels will be combined or re-subdivided, use the projected values for each of the *new* parcels within the property. For parcels with more than one property classification, please enter the values of each classification separately.

Section 10: Jobs

1. Identify the new and/or retained permanent living wage jobs expected to be located on the project site when the development is complete. (For the purposes of this application: Full-time jobs are the number of hours *defined by the employer* as a full-time work week. Part-time jobs are any jobs that are a fraction of the full-time jobs. Full-time equivalent jobs are based on the number of full-time and part-time hours divided by a *40-hour work week*.)

New jobs are defined as jobs that did not exist within the 7-county region (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington) prior to completion of the proposed development.

Retained jobs are defined as jobs existing within the 7-county region (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington) prior to the application date.

	FTE	Full Time	Part Time
Projected Total <i>New Jobs</i>	0.00	0	0
Projected Total <i>Retained Jobs</i>	0.00	0	0

2. Describe the methods used to estimate the new and/or retained jobs identified above.

NOTE: this project will not create permanent employment on site. However, the construction of 47 single family units will result in a number of temporary jobs over the course of 2-3 years. Additionally, 47 new families located in this neighborhood will support existing and future businesses in Ramsey.

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**Attachment A – 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 (Complete, March).....	\$2,500
B. Hazardous Materials Survey (0% Complete)	\$3,000
B. Phase II environmental site assessment (0% Complete)	\$35,000
C. Preparation of RAP (0% Complete)	\$18,000
Total	\$58,500

II. SOURCES

1. TBRA (75 % of eligible project budget)/ Pending [Date]	\$42,000
2. Property Owner (previously incurred costs).....	\$2,500
3. Developer (25% match)	\$14,000
Total	\$58,500

Attachment B1 - 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 2013 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 investigation 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 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, 2013.

Mayor

Clerk

Attachment B2 - Sample Resolution for County/EDA/HRA/Port Authority Applicants

RESOLUTION NO. _____

COUNTY/EDA/PORT AUTHORITY OF _____, MINNESOTA

AUTHORIZING APPLICATION FOR THE TAX BASE REVITALIZATION ACCOUNT

WHEREAS the County/EDA/HRA/Port Authority of _____ is eligible to apply for Livable Communities Tax Base Revitalization Account funds on behalf of cities participating in the Livable Communities Act's Housing Incentives Program for 2013 as determined by the Metropolitan Council; and

WHEREAS the County/EDA/HRA/Port Authority has identified a contamination investigation project within the City of _____ 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 County/EDA/HRA/Port Authority has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS the County/EDA/HRA/Port Authority certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the County/EDA/HRA/Port Authority finds that the required 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 County/EDA/HRA/Port Authority 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, the County/EDA/HRA/Port Authority of _____ authorizes its' Executive Director to submit an application for Metropolitan Council Tax Base Revitalization Account grant funds and, if the County/EDA/HRA/Port Authority is awarded a Tax Base Revitalization Account grant for this project, the County/EDA/HRA/Port Authority 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, 2013 on behalf of the City of _____, where the project is located.

Adopted this ____ day of _____, 2013.

Executive Director

Appendix B2: Sample Resolution of Support for TBRA Application

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

RESOLUTION IDENTIFYING SUPPORT OF AN APPLICATION FOR A LIVABLE COMMUNITIES TAX BASE REVITALIZATION ACCOUNT (TBRA) GRANT SUBMITTED ON BEHALF OF A COUNTY, EDA, HRA OR PORT AUTHORITY.

As a participant in the Metropolitan Council’s Livable Communities Local Housing Incentives Account program, the city of _____ (name of city or township) supports the application, and any resulting funding award, for the _____ (project name) being submitted by the _____ (name of eligible county/EDA/HRA/Port Authority).

Adopted this ____ day of _____, 2013.

Mayor Clerk

Attachment C - Application Checklist

Applications are due by 4:00 PM on application due date (May 1, 2013) and addressed to the following:

Marcus Martin
Metropolitan Council
Livable Communities
390 Robert Street North
Saint Paul, Minnesota 55101-1805

TBRA Contamination Cleanup Site Investigation Application Contents:

- Original Portable Document Format (PDF) copy of the completed TBRA application form. (The completed application form and attachments 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.)

Application Attachments

- Legal Description of Site
- Maps (include project boundary)
 - Site Location Map using LCA Make-a-Map
 - Aerial Map of Site using LCA Make-a-Map
 - Planned Land Use Map from city comprehensive plan
 - Site Plan Map
- Project Images and Figures
 - Current Conditions (Include image(s) of building interiors for abatement requests.)
 - Proposed Development (e.g., CAD images, elevations, renderings, etc.)
- Budget
- Prior Environmental Reports, if available (*In PDF format.*) For example: Phase I ESA, Asbestos Survey
- Resolution from municipal applicant (Appendix B1) or other applicants such as county and development authorities (Resolution B2) authorizing TBRA application submission