

INDIANA DEVELOPMENT FINANCE AUTHORITY

Brownfields Site Assessment Grant Incentive (SAGI) Guidelines

APPLICATION PROCEDURE

Cities, Towns and Counties may apply for a grant to finance environmental site assessment costs for an identified brownfield in their jurisdictions. Assessment costs eligible for grant funding include **Phase I or Phase II site evaluation and related testing**. Funding for **remediation costs** and **retroactive funding (reimbursement) for prior investigation activities is not allowed**. Other political subdivisions and not-for-profit corporations may be co-applicants. Using the IDFA's online application system, applicants must complete the following and submit to the Indiana Development Finance Authority (IDFA) by 5:00 p.m. on the application deadline:

1. One fully-completed and digitally-verified online application; and
2. Upload an environmental proposal (including a detailed cost estimate) via the application website, from the applicant's chosen environmental consultant; and
3. Upload a copy of the applicant's most recent audit from the State Board of Accounts; and
4. Upload other submittals as indicated in the application or as available.

Brownfields site assessment grant funding is available quarterly per calendar year through **four (4) separate funding rounds**. As part of these four (4) rounds, funding is available for either **Phase I** Environmental Site Assessment (Phase I) activities or **Phase II** Environmental Site Assessment (Phase II) activities. A Phase I and a Phase II will not be funded for the same site during the same round. However, an applicant may apply for Phase I and Phase II funding during the same round for different sites.

In each calendar year, \$1,000,000 in grants will be available for Phase I and Phase II activities. Approximately \$250,000 will be allocated for each round.

Calendar Year 2004 - \$1,000,000 in grants for site assessments will be awarded in four rounds based on the following distributions:

ROUND #	DUE DATE	AMOUNT
Round One	March 1 (Awards made at April IDFA Board meeting)	\$250,000
Round Two	May 1 (Awards made at June IDFA Board meeting)	\$250,000
Round Three	August 1 (Awards made at September IDFA Board meeting)	\$250,000
Round Four	November 1 (Awards made at December IDFA Board meeting)	\$250,000

In each funding round, the maximum Phase I grant per applicant is \$7,500 and the maximum Phase II grant per applicant is \$50,000. To be eligible for Phase II funding, a completed ASTM Phase I (Standard E 1527-97 or E 1527-00) for the proposed project site is required. Grant recipients will be required to execute a Financial Assistance Agreement with the IDFA and the State Budget Agency.

For each funding round, applicants will be competitively evaluated in one of two categories depending on the size of the community. Grant dollars will be allocated to categories annually by percentage based on population estimates and number of potential applicants in each category.

Category One:	Cities, Towns and Counties with populations of 22,000 or more:	50%
Category Two:	Cities, Towns and Counties with populations of less than 22,000:	50%

Just In Time Funding

\$50,000 is available annually outside the normal grant rounds (but as part of the total \$1,000,000 available per calendar year) to fund Phase II site assessments that would enable immediate economic development project needs. A city, town or county must match the grant dollars one for one and must certify that a company or developer is imminently interested. The online application form for Just In Time Funding and normal grant applications are the same. Please contact IDFA prior to submitting your Just In Time application to discuss your project.

SELECTION CRITERIA

Projects will be scored based on the following criteria:

1. Demographic Factors (105 possible points)

A. Net Assessed Value Per Capita (20 possible points)

Up to 53% of Indiana’s median Net Assessed Value Per Capita	20 points
Between 53% and 66% of Indiana’s median Net Assessed Value Per Capita	15 points
Between 67% and 113% of Indiana’s median Net Assessed Value Per Capita	10 points
Between 114% and 200% of Indiana’s median Net Assessed Value Per Capita	5 points
In excess of 200% Indiana’s median Net Assessed Value Per Capita	0 points

B. Poverty Rate (20 possible points)

Zip codes with more than 170 households receiving TANF	20 points
Zip codes with less than 170 but more than 40 households receiving TANF	10 points
Zip codes with less than 40 but more than 11 households receiving TANF	5 points
Zip codes with less than 11 but more than 0 households receiving TANF	0 points

C. Is the site located in any of the following: Community Revitalization Enhancement District (CRED), Urban Enterprise Zone, “Dinosaur” building, federally-designated Enterprise Zone, or community/locally designated Brownfields Revitalization Zone or Slum and Blighted Area? (15 possible points)

D. Designation: Is the community designated as an IDEM CLEAN Community? (30 possible points)

Tier 1 CLEAN Community Designation	15 points
Tier 2 CLEAN Community Designation	30 points

E. List the Census Tract in which the Site is located. (20 possible points)

2. Leverage of Funds (75 possible points)

Matching local public or private funds for grant that have been / will be invested in the project (based on total cost of assessment). In-kind services are not considered matching funds.

50% or greater match	75 points
35% - 49% match	60 points
20% - 34% match	50 points
10% - 19% match	40 points
Any match under 10%	20 points
No match	0 points

3. Local Support for Project (100 possible points)

A. Neighborhood Comment and Input (50 possible points)

Plans announced at public hearing and comments sought from public	20 points
Favorable responses received and/or proactive follow up to any negative comments	10 points
Additional or more focused community and/or neighborhood input sought	20 points

B. Coordinated Local Efforts (50 possible points)

Local coalition/organization meeting and working regularly on brownfields issues and/or brownfields coordinator designated; local brownfield sites identified and/or prioritized	50 points
Joint local effort by numerous parties to apply for grant; some type of coalition to address brownfields issues locally	35 points
Firm plans to form brownfields workgroup or coalition to address brownfields issues locally	20 points
No brownfields workgroup or coalition exists to address brownfields issues locally; joint local effort by more than one party to apply for grant	10 points

4. Economic or Community Development Potential for Site – Subjective (100 possible points)

Applicants should focus on the following:

- Long term plans for property, including its place in the overall economic and community development plans of the community;
- Potential for project success based on formal contracts or designated funds to accomplish remediation and redevelopment;
- Impact project will have on overall economic development plans of community, including potential increase to taxbase, job creation, and investment in project property;
- Impact project will have on overall community development plans of the community, including the creation, preservation, or addition to a park, greenway, recreational facility, or other municipal benefit;
- Previous local efforts to redevelop property and/or address environmental issues of the site;
- Address the marketability of the site, if applicable;
- Projects that are requesting less than the maximum award amount will be given additional consideration under this section.

5. Geographic Distribution of Grant Money (50 possible points)

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|---|-----------|
| A. This is the only project this political subdivision is applying for in this round. | 30 points |
| B. This is the only project seeking funding from this county in this round. | 5 points |
| C. This is the only project from a two or more county area seeking funding in this round. | 5 points |
| D. This applicant has not received grant funding in any prior round. | 10 points |

6. Historic Performance (Possible Point Deductions)

To recognize the high demand for state brownfields assistance, and to encourage greater accountability between ALL brownfields project stakeholders, the following matrix will be utilized to recognize the performance of previous grant recipients throughout the various stages of the redevelopment process. Previous grant recipients/sites will be considered under this performance matrix, but only on a moving forward basis with respect to the achievement of milestones.

REDEVELOPMENT MILESTONES	NUMBER OF SITES RECEIVING STATE FUNDING		
	1	2	3
Full Assessment Not Completed Within One Year of Award*	50 pt deduction	60 pt deduction	100 pt deduction
Remediation Not Completed Within Two Years of Award*	25 pt deduction	35 pt deduction	60 pt deduction
Redevelopment Not Completed Within Three Years of Award*	20 pt deduction	30 pt deduction	40 pt deduction

* Note: "Date of Award" considered as the date grant contracting is completed

UNDERGROUND STORAGE TANK SITES

Grant awards will be available for use at UST sites where the tanks have been pulled or in conjunction with a tank closure. IDFA and IDEM have programs available to assist communities with the removal of tanks. Indiana HEA 1909 targets underground storage tank sites as a priority for the Brownfields Low Interest Loan Incentive (LILI), which is administered by IDFA. Through HEA 1909, these loans can be partially forgivable, consisting of an 80% (minimum) permanent component and a 20% (maximum) forgivable component that is linked to economic development goals for the project. Please refer to IDFA's LILI Guidelines for further information. The Excess Liability Trust Fund (ELTF), administered by IDEM, provides a mechanism for the reimbursement of monies spent by UST owners and operators on the cleanup of petroleum released from eligible USTs. ELTF monies should be used as the primary resource to address sites where active petroleum storage, distribution, or sale is occurring.

The use of SAGI grant proceeds for sites where tanks are being removed also allows for effective use of available funding by minimizing or eliminating pre- and post-closure sampling. A SAGI grant can be used to cover the costs of sampling associated with the tank closure process. Applicants are encouraged to discuss UST projects with IDFA staff prior to submitting a grant application.

GENERAL

If any of the events referred to in these guidelines falls on a day which the IDFA is closed for business, the event shall occur on the next business day. A fully-completed and digitally-verified online application must be received by the IDFA no later than 5:00 p.m. on the day it is due. THERE IS NO APPLICATION FEE if the applicant uploads all required material to the application website. If all material is not uploaded and paper submittals are sent to the IDFA prior to the deadline, a \$50.00 application fee will be required at the time of submittal.

The online application reflecting these guidelines is available through the IDFA website. Please contact Sara Westrick at (317) 233-4332 to obtain a website password or you can obtain your password automatically by directing your web browser to <http://idfa.bravelo.com>.

CONTACT INFORMATION

We welcome comments on the SAGI at any time. Questions regarding these guidelines or the SAGI can be directed to Calvin Kelly, IDFA deputy director, by email at ckelly@idfa.state.in.us or by phone at (317) 233-4332. These guidelines may be modified at any time by the IDFA Board to address demand and other issues to promote the effective and efficient administration of the IDFA Brownfields Program.

Revision Date: 4/20/04