

Brownfields Green Space & Public Facilities Grants Round 3 - Application Instructions 2008-2009

PUB-RR-695

October 2007

The Department of Natural Resources (DNR) offers Brownfield Green Space and Public Facilities Grants to Wisconsin communities to help with the cost of brownfield cleanups at properties that will be redeveloped into public places. These may be green space, recreation areas or public buildings. Brownfields are abandoned or underutilized commercial or industrial properties where expansion or redevelopment is hindered by real or perceived environmental contamination. These instructions are intended to help applicants complete a grant application (Form 4400-228).

This grant is authorized by s. 292.79, Wis. Stats. Program requirements are found in chapter NR 173, Wis. Adm. Code, available at: dnr.wi.gov/org/aw/rr/rbrownfields/greenspace_grant.htm

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Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
www.dnr.state.wi.us/org/aw/rr



Application Instructions

1. **NEW!** Applications for Green Space and Public Facilities Grants will be accepted starting January 25, 2008. The application period will remain open until February 6, 2009 or until all funds available have been awarded, whichever comes first. Applications will be reviewed and funded on a rolling basis. Incomplete applications will not be considered.
2. Application packages must be mailed to:
BF GSPF GRANT MANAGER – RR
DNR BUREAU FOR REMEDIATION & REDEVELOPMENT
PO BOX 7921
MADISON WI 53707-7921
3. Mail two (2) originals of each completed application with all attachments for each application. Photos, maps and other attachments should be clear and legible in both copies.
4. Local governments may submit more than one grant application for different brownfield sites. Each must be submitted separately with two original copies.
5. **Project Readiness:** DNR is seeking applications that are “ready to go.” The applicant should be ready to begin the environmental cleanup shortly after the grant is awarded. All partners involved with the project should have a coordinated plan to successfully implement the project. Also, all necessary local funding besides the grant should be secured.
6. **Assistance:** These grants are a unique opportunity to improve brownfields. The application may be somewhat complex and DNR encourages careful review of these instructions and the application form, and then contacting us to discuss your project. We want to help determine if your project is a good fit, the best time to submit an application and help you determine whether you can satisfy program requirements before you complete an application. Please contact the DNR staff on page 14 for a project discussion before you apply.

Eligibility and Requirements

In order for a grant application to be eligible, the following conditions must be met:

1. The site or facility must meet this definition of a brownfield: An abandoned, idle or underused industrial or commercial facilities or sites, the expansion or redevelopment of which is adversely affected by actual or perceived environmental contamination.
2. The person who caused the environmental contamination on which the grant request is based must be unknown, unable to be located or financially unable to pay the cost of the eligible activities. Alternatively, grants may be awarded if grant activities would exceed the legal responsibility of the person who caused the contamination and that person (or another person) has conducted or agreed to fund the minimum necessary remedial action. For example, a private company could clean up its industrial property to industrial standards, and

a community could request a grant for additional cleanup to make the property suitable for a public park.

3. The end use of the property must have a long-term public benefit, including preservation of green space, development of recreation areas or use by a local government. Eligible end uses include but are not limited to; sports fields, trails, playgrounds, city halls, municipal garages, libraries and fire stations. This grant may also be used to support mixed use development that includes private commercial or residential use, as long as the grant funding is used only at that portion of the site that is eligible.
4. The applicant must have legal access to the site or facility to carry out all the grant activities.
5. Phase I and Phase II environmental assessments must have been completed for the site or facility to be eligible.
6. The applicant must include an adopted municipal resolution that authorizes this grant application.
7. Grant and match activities must be completed within 24 months from the date the DNR signs the grant contract, unless an extension is granted.

The seven conditions listed above must be met after a grant is awarded; a grantee can not receive reimbursement until the four conditions below have been satisfied:

8. A full investigation of the contamination must be completed and approved by DNR, in accordance with ch. NR 716, Wis. Adm. Code, before requesting reimbursement of grant activities. This investigation must be paid for with other funds – it is not an eligible grant activity.
9. DNR must approve a remedial action plan that is completed in accordance with ch. NR 722, Wis. Adm. Code. Grant funds may be used to complete the remedial action plan.
10. A local governmental unit or private non-profit organization must own or have long-term control of the property.
11. A deed restriction must be recorded with the county register of deeds limiting the property or portion of the property use for at least 20 years to that activity/use which is specified in the grant agreement.

Eligible Applicants include cities, villages, towns, counties, redevelopment authorities (created under s. 66.1333, Wis. Stats.), community development authorities (created under s. 66.1335, Wis. Stats.), housing authorities and tribes

What Can the Grant Be Used For?

The Brownfields Green Space and Public Facilities Grant can only be used for Eligible Activities which include remedial actions and preparation of a remedial action plan. Remedial actions are those taken to control, minimize, restore or eliminate a discharge of hazardous substance, or environmental pollution, so that the hazardous substances or environmental pollution do not

present a threat to public health, safety or welfare or the environment. Examples of remedial action include:

- excavation of contaminated soil and disposal of the material;
- installation of a cap or cover to limit direct contact with residual contamination or to prevent infiltration into groundwater;
- in-situ or ex-situ treatment;
- monitoring for natural attenuation to determine post-construction impact on groundwater; and
- removal of underground storage tanks or abandoned containers (may be eligible if conducted as part of a remedial action).

Can the grant pay for more extensive cleanup that is more protective than the least expensive cleanup that would be needed to achieve case closure?

Yes, if a remedy is appropriate for the planned development of the property and the end use, these grants can pay for remedial actions that may be above and beyond what is necessary to achieve closure. For example, past Green Space grants have been awarded for:

- excavation of contaminated soil at a closed site where the material was approved to remain on site; and
- replacing an existing cap with a superior cap that was needed to ensure long-term protection given the new use.

What Can the Grant Not Be Used For?

The grant can not be used for the cost of constructing a park or public facility. Local governments are expected to obtain funds for that work from other funding sources. The grant can not be used to pay for decorative landscaping, sports or play equipment, construction of buildings or structures or other development costs. Some examples of activities that DNR has determined are **not** eligible for funding include:

- providing material (crushed gravel, etc.) for and construction of a trail on top of an already approved cap over a landfill; and
- installation of pavement or soil and grass seed over an area of a property where a cap is not necessary because the area has never been contaminated.

Other Ineligible Activities include but are not limited to:

- site investigation costs;
- asbestos or lead based paint assessment or abatement;
- decommissioning or demolition of buildings or structures;
- construction, site preparation and landscaping costs not directly associated with the remedial action;
- engineering or geotechnical services not associated with the remedial action; and
- if the party who caused the contamination is known and financially viable, remedial actions which are necessary to meet minimum closure requirements.

Landfills – In some cases, Green Space grants can be used to pay for remedial actions at landfills that are being reused for athletic fields, green space or other eligible uses. If the party who caused the environmental contamination (usually the party who operated the landfill) is unknown, no longer exists or is unable to pay for environmental remediation, the grant can be

used for any remedial actions to remediate and close the landfill that are associated with the proposed redevelopment.

In many cases, a local government (or another financially viable party) operated a landfill. In such cases, the Green Space grant cannot be used to pay for the costs necessary for landfill closure (e.g., construction of a cap, installation of leachate and landfill gas collection). The grant can, however, be used to fund additional remedial action that is beyond the minimum necessary for landfill remediation and/or closure that may be warranted given the intended use of the land as a park, recreation area, or public facility. For example, DNR could pay for the cost to:

- reroute or improve methane collection system;
- design and install passive methane venting system necessary because a public structure is being built on a landfill; or
- given the intended use, install unique drainage systems to limit water from seeping into the landfill;

Grant Size and Matching Requirements

Grant Size

For the calendar years 2008-2009, DNR has \$1 million in total funding to be available for grants. A grant for any amount up to \$200,000 may be awarded. State law requires DNR to award at least 20% of available funding to applications for \$50,000 or less. If you apply for more than \$50,000, but would consider a grant of \$50,000 if DNR is unable to fund the larger grant request, please indicate this on your application under question 10 on page 8 . It is not necessary to submit two applications in this case.

Match Requirement Costs

Each grant requires a minimum local match that is based on the total grant request. Matching funds must be incurred and paid by during the grant period. Please see the "Eligible Costs Table" on page 8 for eligible matching costs. Minimum match requirements are:

Grant Amount	Minimum Match Percentage
Grant of \$50,000 or less	20%
Grants greater than \$50,000 and less than \$100,000	35%
Grants of \$100,000 up to \$200,000	50%

Match may be provided in cash or by determining the value of in-kind services provided by the grantee or a private, non-profit organization in partnership with the grantee. In-kind contributions are the reasonable (as approved by DNR) value of materials, equipment, services, or labor, including salaries and fringe benefits for staff conducting grant activities. Matches of in-kind services must be physically provided during the grant period. In-kind contributions must be supported by reasonable documentation, described in s. NR 173.15(2), Wis. Adm. Code. Refer to the table on page 9 for a complete list of all activities that are eligible to qualify as matching funds.

Overmatching

Applicants may earn additional points toward their score by committing to matching funds or in-kind services beyond the minimum. If a match percentage above the minimum is pledged in the grant application, the applicant is responsible for providing the pledged match amount.

Scoring

DNR will rate applications, as shown in the scoring table below, if the grant requests received are more than the amount of remaining funding available. If two or more applications receive the same score, applications requesting the smaller grant amount will be funded first.

Scoring	
1. 25 Points - Demonstrated Need	Potential Points
<ul style="list-style-type: none"> • Economic distress in the community, including: <ul style="list-style-type: none"> - Poverty level (5 points) - Unemployment rate (2 points) - Property tax value in the community (4 points) 	11 points
<ul style="list-style-type: none"> • Population served and community need for and benefits from the project 	14 points
2. 15 Points - Commitment of the applicant to the project	Potential Points
<ul style="list-style-type: none"> • Status of property ownership, including: <ul style="list-style-type: none"> - Applicant or non-profit owns the property (4 points); or - Applicant or non-profit has initiated formal acquisition (2 points) 	4 points
<ul style="list-style-type: none"> • Redevelopment of the property into its intended use (park, library, etc.) is identified in an adopted land-use plan (such as parks, redevelopment, comprehensive, master plan, utilities and community facilities, or other community land use plan) 	3 points
<ul style="list-style-type: none"> • Public involvement and outreach efforts 	4 points
<ul style="list-style-type: none"> • Community partnerships and support 	4 points
3. 35 Points - Environmental benefits of the project	Potential Points
<ul style="list-style-type: none"> • Health and environmental risks posed by contamination 	15 points
<ul style="list-style-type: none"> • Likelihood that grant activities will complete the environmental cleanup during or after the grant period, including: <ul style="list-style-type: none"> - Site investigation completed (2 points) - Site investigation approved by DNR (3 points) - Remedial action plan completed (2 points) - Remedial action plan approved by DNR (2 points) - Other factors 	15 points
<ul style="list-style-type: none"> • Slum and blight conditions 	5 points
4. 25 Points - Financial commitment to the project	Potential Points
<ul style="list-style-type: none"> • Past investment – Costs spent on the project in the past 5 years (2 points for \$1000 or more in eligible costs plus 1 point for each additional \$5000, up to 10 points for \$40,000 – see table on page 9 for list of activities that can count as past costs) 	10 points
<ul style="list-style-type: none"> • Excess match (1 point for each additional 10% over minimum, up to 10 points for 100% excess match) 	10 points
<ul style="list-style-type: none"> • Extent to which applicant is financially prepared to complete the project 	5 points
Total Possible Points	100 points

Section-by-Section Application Instructions

General:

The word "currently" means at the time that an application is submitted.

All information other than attachments must be provided on the application form, although applicants may include additional sheets if the information will not fit on the form or if additional explanation is necessary. Do not exceed the page limits for attachments (see Section 7). Place the project and applicant names at the top right corner of each additional sheet.

Section 2: Applicant Information

Authorized Local Governmental Unit representative means a person with authority to sign all grant-related documents, including the application, the grant contract, and reimbursement requests. This must be a public official or an employee of the applicant.

Contact person means a local government employee who will handle daily activities associated with the grant and is available during normal business hours. This person can be the same as the Authorized Representative.

Section 3: General Site or Facility Information

Project Name - Provide a unique name for this project, which may differ from the name in DNR records (e.g. New Main Street Fire Station rather than Mike's Electroplating). If the applicant is submitting more than one application, each should have a different name.

Provide the number of the State Assembly District **where the brownfield site or facility is located**. State Assembly District numbers may be found by either:

- (1) Calling the Wisconsin Legislative Hotline at 1-800-362-9472, or 1-800-228-2115 for the hearing impaired; or
- (2) Accessing the "Who Are My Legislators?" page on the State of Wisconsin web site at: <http://waml.legis.state.wi.us/>.

Question 1

Include the name of the party or parties that currently own the property. If located on multiple properties provide the names of all owners.

Question 1b

List dates and actions taken to initiate the formal property acquisition, if applicable. Examples include an approved municipal resolution to acquire the property, an offer to purchase, initiation of condemnation, etc.

Question 4

Briefly explain the status of the property, including whether it is vacant or currently used for purposes such as parking or storage. Describe any businesses operating at the site or facility.

Question 5

Check all blighted conditions that apply to the property, buildings and structures. For more information about blighted property, please refer to ss. 66.1331 and 66.1333, Wis. Stats.

Section 4: Site or Facility Information - Environmental Contamination

For information regarding the status of DNR review and approval of environmental actions, contact DNR staff listed on page 14.

Question 2

List all contaminants identified in soil, groundwater or other media through environmental sampling. Do not include asbestos or lead paint in building materials unless they have contaminated the soil, groundwater or other environmental media.

Question 3

If a discharge to the environment has been reported at this site or facility as required by law, include each DNR assigned ten-digit Bureau for Remediation and Redevelopment Tracking System (BRRTS) number(s) that applies to this application. This number may be found on DNR correspondence or on-line at: <http://botw.dnr.state.wi.us/botw/Welcome.do>.

Question 6

- If the party who caused the contamination is known and is able to pay for remediation, a grant may be awarded only if grant activities would exceed the legal responsibility of that person. The applicant must explain this fully in Attachment E.
- If the minimum remedial actions have not yet been completed by the responsible party, the applicant must include a signed letter in Attachment K that indicates the responsible party's agreement to pay for the minimum remedial actions.

Section 5: General Project Information

Question 3

You should select "yes" to committed financing for remediation if you have secured all funding necessary to complete the entire remedial action if you are awarded this Green Space grant. If the grantee plans to request donations or grants from other programs to complete the project, you should check "no". For example, check "yes" if the remediation is expected to cost \$300,000 and the local government has budgeted \$200,000 from local property tax revenue for the project and the local government is applying for a \$100,000 Green Space grant. Complete Attachment P to obtain the scoring points.

Question 4

Check "yes" to committed financing for redevelopment if you have secured all funding necessary to complete the entire redevelopment project (construction of park, landscaping, building construction, paving, etc.). Complete Attachment P to obtain the scoring points.

Question 10

DNR is required by law to award at least 20% of these funds to projects of \$50,000 or less. If you request more than \$50,000, but the DNR is unable to fully fund your grant request, you may use question 10 to indicate that you would like to be considered for a grant of \$50,000. If you check "yes", please submit an additional set of Tables 2 and 3 based on a \$50,000 grant.

Eligible Costs Table				
Activity or Expense	Grant		Counted as Match or Past Cost	
	Eligible	Ineligible	Eligible	Ineligible
1. Remedial Action	X		X	
2. Preparation of Remedial Action Plan	X		X	
3. Property acquisition costs		X	X	
4. Payment or Cancellation of delinquent taxes		X	X	
5. Site maintenance or security		X	X	
6. Site Investigation costs (ch. NR 716)		X	X	
7. Planning and design of the green space, recreation area, or use by a local government		X	X	
8. Demolition of buildings or structures		X	X	
9. Asbestos abatement activities associated with demolition		X	X	
10. Removal of underground storage tanks	X [#]		X	
11. Removal of abandoned containers	X [#]		X	
12. Removal of debris, solid waste and scrap materials		X	X	
13. Cost to conduct Phase I and Phase II Environmental Assessment		X	X*	
14. Costs that have been or will be paid by others local, state, or federal grant or reimbursement programs		X		X
15. Asbestos abatement without demolition		X		X
16. Costs of chs. NR 749 & 750 fees or other required fees		X		X
17. Capital Equipment		X		X
18. Fines and Penalties		X		X
19. Engineering Costs not associated with the remedial action		X		X
20. Ordinary operating expenses of the applicant, such as salaries		X		X
21. The cost of eligible activities conducted by the applicant (in-kind) or non-profit organization	X		X	
22. Legal Fees		X		X

Note: Not all of the eligible and ineligible costs are included in this table, please refer to s. NR 173.13, Wis. Adm. Code for complete information.

* The cost to conduct a Phase I and II Environmental Assessment can count as a "past cost" but may not be considered a matching cost because regulations require that the Phase I and II be completed before the application is submitted.

These activities may be eligible for a grant if conducted as part of a remedial action.

Section 6: Proposed Budget and Itemized Breakdown of Grant Request Activities

Table 2: Grant Request & Matching Funds Table

Complete this table to indicate the amount and type of match that you will provide. The pledged match percentage in Column D, Line 16, must equal or be greater than the minimum required match. See the box on page 4 for dollar match requirements and the “Eligible Costs Table” below for eligible matching actions.

Table 3: Worksheet – Remedial Action Costs or Remedial Action Plan

This is your itemized budget for remedial action activities and remedial action planning. Include the activities that would be paid for by the grant and those that would count as matching funds. This itemized budget helps DNR confirm whether the proposed activities are eligible. The box labeled “Total Cost for Remedial Action & Remedial Action Plan” should include all costs itemized in this table. The box below this that is labeled “Total Grant Request” should be the same amount or less, because this is the amount of the **grant** request excluding the local match. The amount in the “Total Grant Request” must be the same as the figure in Table 2, Column A, Line 3.

Table 4: Past Cost Table (Optional)

If you would like to be awarded points for eligible past costs incurred, complete this table and provide copies of paid invoices in Attachment Q. Do not include costs that have already been or will be reimbursed by local, state or federal grant or reimbursement program funds.

Section 7: Attachments

Required Attachments

The following attachments must be included with your application for the application to be considered complete. Please provide these attachments in alphabetical order, clearly labeled with the attachment letter and title.

Attachment A – Environmental Assessment

A copy of the Phase I and Phase II Environmental Assessment/s.

Attachment B – Maps

Please include **two maps**: One should be a **street map** that clearly indicates the location of the site or facility where the grant would be used. This map should include a scale, north arrow, clear labels for streets, the site location and boundaries and any other relevant spatial information such as recreational trail connections, greenway connections, etc. The second map should clearly depict the **boundaries of the property** or properties where the grant will be used and indicate where the remediation will occur and where the green space, park or public facility will be located.

Attachment C – Photographs

Current dated and labeled photos of the site or facility. These photos should show the general conditions of the site or facility include buildings or areas of the site or facility that demonstrate

blight or slum conditions. Photos that show areas of potential contamination do not need to be included separately if they are included with the Phase I or Phase II assessment. Include the cardinal direction for each photo. In addition to hard copies, applicants are invited but not required encouraged to submit digital photos of the site on a CD for DNR future use.

Attachment D – Environmental Summary (2 pages maximum)

Summary of environmental activities that have been conducted and reports that have been prepared (environmental investigation actions, remedial action plans, and remedial activities).

Attachment E – Causer Information

DNR can award a grant if the person who caused the environmental contamination that is the basis for the grant request is unknown, cannot be located, or is financially unable to pay the cost of the eligible activities. Grants may also be awarded if the grant activities would exceed the legal responsibility of the person who caused the environmental contamination and that person (or another person) has completed or agreed to fund the minimum necessary remedial action. (See item 2 under Eligibility for an example.) Include an explanation and documentation of the following three topics in Attachment E:

1. Based on the Phase I and Phase II reports, historical records, title search and other information, identify, to the best of your ability, the person or persons who caused or likely caused the contamination and explain how you determined this.
2. Describe the current status (e.g., unable to be located, financially unable to pay, etc.) of the person or persons who caused the contamination. Describe how you determined that these parties are unknown, unable to be located, or financially unable to pay for the eligible activities, including information indicating their current operations, bankruptcy, corporate dissolution, deceased principals and any other relevant information. Include evidence such as bankruptcy statements from the U.S. Bankruptcy Court, a copy of the corporate dissolution from the Department of Financial Institutions or other documents.
3. If the person who caused the contamination is financially viable and the applicant is requesting a grant for remedial actions beyond that person's minimum regulatory responsibilities, explain in this attachment. Include the status of the cleanup and who has completed or agreed to fund the minimum necessary remedial action. For example, a business may have cleaned up to industrial standards, and you want a grant to excavate contaminated soil in order to safely use the property for a non-industrial use (e.g. a park). Document the type of remedy required of the responsible party and include the estimated cost of that remedy. Then document the additional remedial activities you want to conduct and the additional costs that would be covered by this grant. Be sure to include Attachment K.

Attachment F – Grant Activities (1 Page Maximum)

Provide a concise description of the grant activities for which you are applying, including a description of the remediation method(s) you expect to use (e.g., soil vapor extraction, excavation of contaminated soil, monitored natural attenuation, engineering control, etc.). This should be consistent with the cost data provided in the budget worksheet in Table 3. Explain whether you expect the grant funds and pledged match to complete the remedial action and bring the cleanup to completion and DNR approval (case closure).

Attachment G – Reuse Plan (1 Page Maximum)

Describe how the site or facility will be reused or developed, the type of facilities that will be developed on the property, the schedule for the development and any other relevant information.

Attachment H – Community Need (1 Page Maximum)

Describe why this green space, recreation area or local governmental use is needed in the community. If appropriate, include the following:

- Community and neighborhood need for this green space, recreation area, or government facility and the benefits they will enjoy from this project.
- Findings of any planning or studies that document the need for this project.
- Other comparable existing green space, recreation areas or government facilities that are near or could potentially connect to this site or facility.
- Statistics about the population served by this project and the lack of comparable services.
- If this project would replace or expand an existing facility, describe the current status of the facility and the need to replace or expand it.
- Describe any efficiencies gained by development of this green space, recreation areas or government facility.

Attachment I – Municipal Resolution

Include a signed copy of the municipal resolution that designates an authorized local government representative for this project, declares an intent to complete grant activities if the grant is awarded, commits the applicant to maintain the property in accordance with the end use specified in the application, and allows DNR access to the site or facility and grant records. An example resolution is attached.

Attachments Required Under Certain Circumstances

Attachment J – Match Letter

If matching funds are being provided by any organization other than the applicant, attach a signed letter from that organization explaining their commitment to providing matching funds or in-kind services.

Attachment K – Cleanup Letter

See Attachment E, Part 3. If your grant application includes activities beyond minimum environmental cleanup requirements and those minimum requirements have not yet been met, attach a letter from the party who has agreed to complete the minimum cleanup that shows that party's commitment. If the applicant is paying for the minimum required cleanup, a letter from the applicant should be included which itemizes the committed source of the funds for the minimum cleanup.

Attachment L – Other Financial

If the applicant or another party has applied for, been awarded or spent funds from any other local, state, federal or private financial assistance program, provide a list of those programs, the application dates and whether the funds have been approved, awarded, and/or spent

Additional Attachments

Attachments M through Q are required if you want to earn scoring points for the criteria described below. DNR will determine whether these attachments receive full, partial or no points.

Attachment M – Land-Use Plan

If this project was recommended in a community land-use plan, include a copy of the relevant section(s) of the park plan, redevelopment plan, comprehensive plan, master plan, utilities and community facilities plan or other community land-use plan/s that recommended this project. Include a copy of the cover page for the plan and the date of the plan.

Attachment N – Community Partners (1 Page Maximum)

To earn points for community partners, list the community organizations involved with this project. Include a contact person, phone number, and brief description of past and future contribution or involvement for each organization. Examples include cash donations for site assessment, plans to maintain property ownership, members volunteered to develop and maintain gardens, members of the committee that developed the project plans, etc.. These organizations may include, but are not limited to, local neighborhood associations, environmental organizations, civic organizations, local businesses, educational institutions and local labor organizations. DNR will check these contacts to confirm support for and involvement with the project.

Attachment O – Public Participation (1 page Maximum)

Describe any public participation and involvement with this project that has already occurred, including the environmental investigation, remedial action planning and implementation and redevelopment and planning. Include information about any of the following that are applicable:

- public meetings or on-site work days
- committee or board meetings where the project was discussed
- public outreach or fund-raising efforts and events
- publication of announcements or notices about the project
- advisory committees

Attachment P – Committed Funding

If funds have been committed to complete the project, provide documentation that demonstrates both funds committed to pay for environmental remediation (which may include this grant application), and funds committed to pay for the development of the site or facility as a green space, recreation area, or a local government facility. Examples of documentation include, but are not limited to:

- letters from a bank committing the funding
- documentation of the establishment of a Tax Incremental District
- municipal resolution or adopted budget that commits adequate funding for the project
- other appropriate information.

Attachment Q – Past Costs

Include a copy of all paid invoices or other documentation for past costs for calendar years 2003-2007 which you want to count toward your score. Invoices should correspond to your costs

listed in the Past Cost Table in Section 6 of the Application and be for eligible past costs activities identified in the "Eligible Costs Table" on page 9.

Section 8: Certification

Your authorized representative listed in Section 1 of this application must sign the certification.

DNR Contacts

Contact the following DNR staff if you have questions about specific sites.

NORTHERN REGION

John Sager
(715) 623-4190
john.sager@wisconsin.gov

NORTHEAST REGION

Annette Weissbach
(920) 662-5165
annette.weissbach@wisconsin.gov

SOUTH CENTRAL REGION

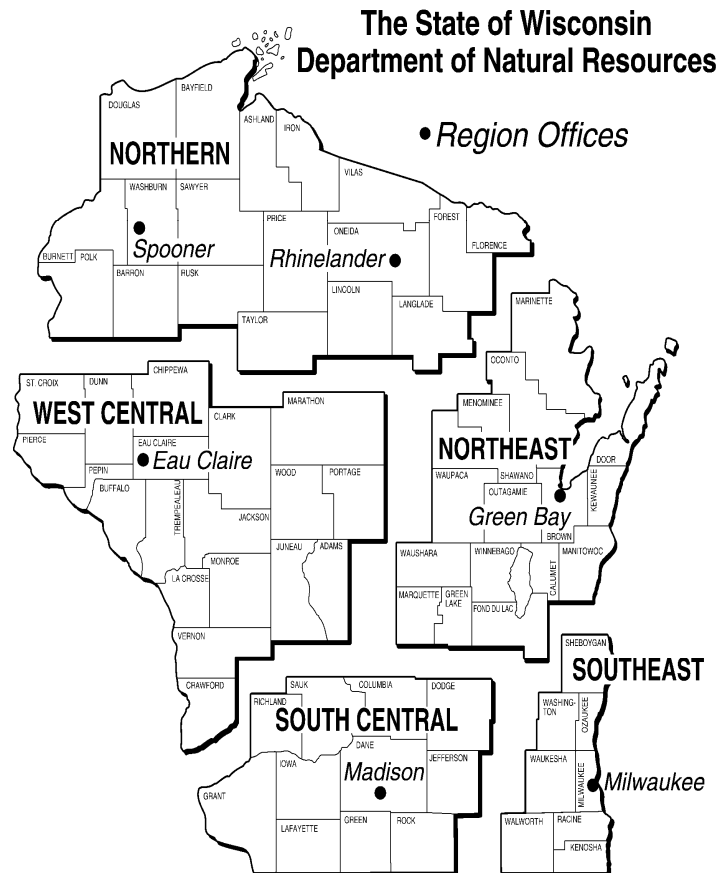
Linda Hanefeld
(608) 935-1948
linda.hanefeld@wisconsin.gov

SOUTHEAST REGION

Margaret Brunette
(414) 263-8557
margaret.brunette@wisconsin.gov

WEST CENTRAL REGION

Loren Brumberg
(715) 839-3770
loren.brumberg@wisconsin.gov



If you have general questions about the Brownfields Green Space & Public Facilities Grant Program, please contact Michael Prager (608-261-4927 or michael.prager@wisconsin.gov).

This document may contain some information about certain state statutes and rules but does not necessarily include all of the details found in the statutes/rules. Readers should consult the actual language of the statutes/rules to answer specific questions.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.

Resolution of (Applicant)

A RESOLUTION authorizing the submittal of a state grant application by (Name of Authorized Local Governmental Unit Representative) and the subsequent appropriation of (Applicant) funds for a Brownfield Green Space and Public Facilities Grant.

WHEREAS, (Applicant) recognizes that the remediation and redevelopment of brownfields is an important part of protecting Wisconsin’s resources; and

WHEREAS, in this action the (Applicant - Board, Common Council, etc.) has declared its intent to complete the Brownfield Green Space and Public Facilities Grant activities described in the application if awarded funds; and

WHEREAS, the (Applicant) has declared its intent to maintain the grant property for the end use specified in the application; and

WHEREAS, the (Applicant) will maintain records documenting all grant activities including expenditures made during the Brownfield Green Space and Public Facilities Grant period; and

WHEREAS, the (Applicant) will allow employees from the Department of Natural Resources access to inspect the grant site or facility and grant records; and

WHEREAS, the (Applicant) will submit a final report to the Department summarizing all grant activities which will accompany the final payment request.

IT IS, THEREFORE RESOLVED THAT:

The (Applicant - Board, Common Council, etc.) requests funds and assistance available from the Wisconsin Department of Natural Resources under the Brownfield Green Space and Public Facilities Grant Program and will comply with state statutes and rules for the program;

The (Applicant) HEREBY AUTHORIZES (Name of Authorized Representative) to act on the behalf of the (Applicant) to: submit an application to the State of Wisconsin for financial aid for Brownfield Green Space and Public Facilities Grant purposes, sign documents, and take necessary action to undertake, direct, and complete approved grant activities.

Adopted this day _____ of _____, 20____

By a vote of: ____ in favor, ____ against, and ____ abstain

BY: _____ secretary/clerk of (Applicant)

