

Community Planning & Economic Development

Crown Roller Mill, 105 Fifth Ave. S.
Suite 200
Minneapolis, MN 55401



MEMORANDUM

TO: Owners/Developers of Properties Located in the City of Minneapolis
RE: Spring 2012 Brownfield Grant Process --- Important Dates and Deadlines

If you have an interest in property located in Minneapolis that is known (or suspected) to be contaminated, you are encouraged to carefully review the information that appears below in order to determine whether you would like to seek financial assistance in the spring 2012 brownfield grant round.

In the spring and fall of each year, applications for environmental investigation and/or remediation (cleanup) grants are accepted by the State of Minnesota [DEED], the Metropolitan Council and Hennepin County. For the spring 2012 funding cycle, all three of the aforementioned programs have the same application deadline: **May 1, 2012**. For a property or project located within the City of Minneapolis, the City must (in most cases) be the "official" applicant, and/or the City Council must approve a Resolution in support of the application, in order for that application to be considered by the funding agencies. (However, the grant application must actually be prepared by the owner/developer that is seeking the funding, even if the grantor's procedures require that the City be the official applicant.)

PRE-APPLICATION REQUIREMENT: If you wish or intend to apply for funding in the spring 2012 grant round, you will need to prepare and submit a "pre-application" to the City by **12:00 noon on March 8, 2012**. The pre-application will consist of an *initial draft* of the actual application form required by the grantor to which you intend to apply [DEED, Met Council and/or Hennepin County]. Links to the grantors' application forms can be found on the City's web site at http://www.ci.minneapolis.mn.us/cped/ba/cped_brownfields. The complete schedule for the City's portion of the spring grant round will be posted on the web site around February 10, 2012.

The aforementioned grantors typically conduct a free workshop for prospective applicants in connection with every grant round. The date, time and location of the next workshop have not yet been determined. That information will be posted on the City's web site at http://www.ci.minneapolis.mn.us/cped/ba/cped_brownfields when it becomes available.

The City of Minneapolis will also be conducting an informal meeting for prospective brownfield grant applicants from **1:30 p.m. to 2:30 p.m. on Thursday, March 1, 2012**. The meeting will be held in Conference Room #3 on the 2nd floor of the Crown Roller Mill at 105 5th Avenue South in Minneapolis. Advance registration is not required. At the meeting, City staff will offer suggestions and field questions about the spring brownfield grant round.

The Minneapolis City Council approved and adopted a City brownfield application processing fee and brownfield grant award administration fee on [April 13, 2010](#). The application fee **is due with your brownfield pre-application(s)** on March 8, 2012. There is a **\$500** application fee for pre-applications seeking **investigation funding** and a **\$750** application fee for pre-applications seeking **remediation funding**. For any project that submits more than one pre-application in the same grant round, the full application fee shall be paid for the first such application. The application fee for any other application for the same project in the same grant round shall be 50% of the fee paid for the first application. The City will also collect a **3% grant award administration fee** for any grant that is ultimately awarded. The 3% fee will be collected at the time of execution of the subrecipient agreement between the City and the developer.

If you are involved in a project that currently plans to seek a grant in the spring 2012 grant cycle to assist with the cost of investigating and/or cleaning up a contaminated site, please indicate that fact by sending an email to me at the address listed below. I am creating a separate email distribution list for prospective grant applicants and other interested parties. It will be used to provide periodic updates regarding the process and to solicit any supplemental information that the City may need in connection with its review of the submitted pre-applications.

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