# ATTACHMENT A

**VBAF Site Assessment and Planning Grant Application Instructions**

Carefully review the VBAF Site Assessment and Planning Grant Guidelines and the application requirements before completing and submitting the application.

The application should consist of an official application (Parts I through IV) and Exhibits A, B, and C. Additional attachments may be included separately and should be clearly labeled.

Applications for VBAF Site Assessment and Planning Grants will be accepted on a rolling basis as funds allow and will be awarded based on the VBAF Program priorities identified in the VBAF Guidelines.

Only complete applications will be considered.

*Use the Provided Format*: Applicants must use the format provided and respond using a font size of no less than 12.

*Use the Space Provided*: All questions should be answered within the space and/or word limitations provided. Certain questions may require attachments. Such attachments should be included as separate files and labeled accordingly.

*Application Submittal*: All applications and supporting materials should be submitted electronically to:

|  |  |
| --- | --- |
| Michelle Mende  VEDP  Sites & Buildings Specialist  mmende@vedp.org and  vbaf@vedp.org | Karen Weber  DEQ  Brownfields Coordinator  karen.weber@deq.virginia.gov |

Please submit large documents (over 10MB) via a file transfer protocol (FTP) site or other digital file transfer services such as Dropbox or Google Drive. Any files over 50MB should be broken down into smaller files prior to submittal.

If electronic submission is not possible, please contact Michelle Mende at 804-545-5785 or mmende@vedp.org.

# Part I – Applicant

1. **Applicant:**

State the name of applicant. Applicants must be a political subdivision of the Commonwealth of Virginia.

# Site:

Provide the name, address and locality in which the site is located. Please also provide the latitude and longitude of the site. Note that additional site identification is required in Part II.

# Prior VBAF Program Grants:

State whether the applicant previously was awarded a grant from the VBAF Program for this and other projects. Indicate, if applicable, whether (i) that project or phase of work was completed in accordance with previous performance agreements, (ii) the site was successfully marketed to a new economic development prospect, and (iii) the site generated any additional private investment and job creation. See Exhibit A for a template to track prior VBAF Program Grants and other previous local match allocations.

# Primary Contact:

Provide the name and all relevant contact information, including physical and email addresses and contact numbers, of the primary contact for purposes of application and administration of the VBAF Site Assessment and Planning Grant. A secondary contact may also be provided.

# Grant Request:

State the amount of the VBAF Site Assessment and Planning Grant request (maximum request of $50,000).

# Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct and the application has been duly authorized by the governing body of the applicant.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Date |  |
| Signature |  |

# Part II – Site

1. **Site identification:**

Provide the site’s tax parcel identification or lot number. Provide a site location map if available. Provide the name of the property owner. Indicate whether the property is publicly or privately owned. Documentation of ownership may be requested. If privately owned, indicate whether there is an option agreement or some other documentation between the applicant and the private owner demonstrating involvement by both parties, such as a commitment to a competitive sale or lease price, monetary contribution to the project or phase of work, an agreement to permit access to the site, and a partnership to market the property for economic development purposes. Attach such documentation, if applicable. **(100 words or less)**

# Site Description:

Provide a brief physical description and a brief summary of historical use(s) of the site on which the project or phase of work is located. Attach any detailed site plan(s). Include any photos available. Provide the site’s current assessed or estimated value. **(100 words or less)**

# Community:

* 1. Briefly describe the size of the community where the project or phase of work is located. Indicate whether the locality in which the project will be located has an average unemployment rate above the statewide average unemployment rate **and/or** has an average poverty rate above the statewide average poverty rate. **(100 words or less)**
  2. Briefly describe any unique assets on or near the site and the workforce, associated training and recruiting programs, and infrastructure that will support this property. **(100 words or less)**

# Infrastructure:

* 1. Briefly describe existing utility infrastructure (water/sewer, electric, natural gas, and fiber) serving the property and whether and to what extent the project or phase of work will make use of such infrastructure. Provide details on location, capacities, and line sizes. Attach map(s) that show the utility infrastructure in relation to the property. If the property is not currently served by a particular utility infrastructure, describe the nearest infrastructure. Describe any utility infrastructure improvements planned for the site. **(100 words or less)**
  2. Briefly describe existing transportation infrastructure (road, rail, public transportation) serving the property and whether and to what extent a project or phase of work will make use of such infrastructure. Attach map(s) that provide the location of the transportation in relation to the property. If the property is not currently served by a particular transportation infrastructure, describe the nearest infrastructure. Describe any transportation improvements planned for the property. **(100 words or less)**

# Environmental Concerns:

* 1. Summarize any known or suspected soil contamination, water contamination, potential vapor intrusion, asbestos, or other environmental challenges at the property. **(100 words or less)**
  2. Indicate whether the property is currently subject to any federal or state environmental regulatory programs. Briefly describe the current status. **(100 words or less)**

# Virginia Voluntary Remediation Program (VRP):

Please specify whether the property is currently enrolled in the VRP or if there are plans for it to be enrolled in the future. Briefly describe the current VRP status. Although enrollment is not required for recipients of a VBAF Site Assessment and Planning Grant, recipients are strongly encouraged to enroll to gain statutory liability protections and to provide agency oversight of site cleanup. Recipients will be expected to meet state and federal brownfields statutes for appropriate care for reuse of the property and to maintain all records for facilitating potential future brownfields revitalization of the property, to demonstrate appropriate care, and to facilitate potential future VRP enrollment if necessary. **(100 words or less)**

# Part III – Project

1. **Project Description:**

Describe the overall redevelopment project, including phase of work. Provide description of previous work performed and future work required to complete the redevelopment of the property. **(100 words or less)**

# Scope of Work Description:

Describe the scope of work to be performed for the project or phase of work and for which the VBAF Site Assessment and Planning Grant will be used. Attach proposals or other descriptions of the scope of work. Summarize the basic findings of any environmental studies or reports describing environmental conditions (e.g., Phase I and Phase II ESAs, remediation reports) that have already been performed at the property and document the need for remediation. Copies of studies may be requested. See Exhibit B for a template to outline the scope of work. **(200 words or less)**

# Budget:

Provide the total budget for the project or phase of work, broken down by major category of expense and including sources of funding. Attach estimates and any invoices for expenditures already made. See Exhibit B for a template to outline the budget and sources of funding.

# Local Match:

Describe the type, amount, source, and timing of the Local Match. Local Matches shall not have been paid or incurred any more than five years prior to the date of an application. Please attach documentation, including the date, for any funds previously expended, if applicable. If environmental studies or reports describing environmental conditions (e.g., Phase I and Phase II ESAs, remediation reports) have already been performed at the property, state the dates and costs of such studies, and include any invoices if the expenditures are to be included as part of the Local Match. Include documentation of any EPA funds to be used as part of the Local Match (EPA funds may only be used once for a Local Match; EPA funds used for previous projects or phases of work with VBAF Program Grants may not be counted toward this scope of work; describe how previously-used EPA funds have been allocated to prevent double-counting). See Exhibit B for a template to outline the Local Match. **(100 words or less)**

# Timeframe:

Provide the expected time schedule for the scope of work. See Exhibit C for a template to outline the timeframe. **(100 words or less)**

# Virginia Environmental Laboratory Accreditation Program (VELAP:

Affirm that all data collected and submitted to VEDP and DEQ will reflect certification by the Virginia Division of Consolidated Laboratory Services (DCLS) VELAP. VELAP certification is not available for sampling for Asbestos Containing Materials (ACM) and lead based paint. For that data, please provide evidence that the data was analyzed appropriately through an accredited laboratory and provide such documentation. **(100 words or less)**

# Part IV – Potential Redevelopment and Reuse

1. **Potential Redevelopment and Reuse Plans:**

Summarize documented plans for the potential redevelopment and reuse of the property and attach such plans. Discuss the realistic cleanup goals to be obtained such as commercial or residential reuse and the type of institutional controls (deed restrictions/use limitations) to be placed on the property. **(200 words or less)**

# Economic Impact:

Please provide a concise explanation of how the restoration and redevelopment of this property for economic development purposes would benefit the subject property, as well as the adjacent properties and the surrounding area. Indicate how redevelopment could be a catalyst to larger revitalization projects. Describe how the project would generate additional investment and job creation both directly and indirectly. **(100 words or less)**

# Strategic or Comprehensive Plans:

Briefly describe the local or regional economic development strategic plan(s), including local or regional comprehensive plans, and describe the relationship of the project or phase of work to such plan(s) including the need for the property to meet economic development needs. Attach copies of any such plans. **(100 words or less)**

# Zoning:

Provide the current zoning of the property. Describe any changes in zoning that may be required or planned for the property. **(100 words or less)**

# Prospects:

Briefly describe how the property would be successful in attracting local or regional targeted economic development projects. Describe the commitment to marketing the property. Describe past and current interest in the property for economic development purposes and include any relevant documentation. **(100 words or less)**

**Part V – Required Application Documentation**

The following documents are required as part of the application.

Please submit each document included as part of the application as a separate file. Do not submit a single file containing all documents.

1. Application
2. Exhibit A
3. Exhibit B
4. Exhibit C
5. Other Supporting Documentation that supports Scope and Budget
6. Proof of asbestos is required if present

# ATTACHMENT B

**B.1 Final Grant Close-out Report**

**VIRGINIA BROWNFIELDS RESTORATION AND ECONOMIC**  
**REDEVELOPMENT ASSISTANCE FUND PROGRAM**

**SITE ASSESSMENT AND PLANNING GRANT**

**GRANT REPORT**

|  |  |
| --- | --- |
| **Project Summary** | |
| **Grantee:** |  |
| **Site:** |  |
| **Grant Amount:** |  |
| **Effective Date of Performance Agreement:** |  |
| **Performance Date:** |  |

**Project Report**

Project Summary. Provide a brief summary of the outcome of the Project:

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1. Adjustments to Scope of Work. In the table below, report any adjustments to the scope of work for the Project (as set forth in Exhibit A to the Performance Agreement) and associated costs (or check the box if no adjustments were made).

☐ There were no adjustments to the Scope of Work for the Project.

☐ There were adjustments to the Scope of Work for the Project.

Approved by VBAF team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date approved)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADJUSTMENTS TO SCOPE OF WORK FOR PROJECT** | | | | |
| **Scope of Work Adjustment** | **Budget** | **Source** | | |
| **Local Match** | **EPA Grant Share** | **VBAF Grant Share** |
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| **TOTAL** | **$\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Enhanced Value. Provide assessment values for the Site before the Grant and after completion of the Project:

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| --- | --- | --- |
|  | **Before Grant** | **After Project Completion** |
| **Assessed Property Value:** | $\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Reports. Attach complete copies of all studies and reports performed and obtained in connection with the Project **as separate files**. Such studies and reports may be reviewed, and supporting documentation or additional materials may be requested.
2. **A summary of each study or report should be included in the Final Report document. Please do not include the full study in the Final Report document.**
3. VRP Enrollment. The Site is enrolled in the Virginia Voluntary Remediation Program (the “VRP”)l (check appropriate box):

Yes ☐ No ☐

1. Invoices. Attach the Invoice Summary (Exhibit D). Exhibit D and a separate file containing copies of all invoices for the Project should be included with the Final Report.
2. Site Photographs. Attach before and after photographs of the Site.

**CERTIFICATION BY A REPRESENTATIVE OF THE GRANTEE:**

By my signature below, I hereby certify that: (i) I have examined this Grant Report and the information provided is true, correct, and complete in all respects, and all required documentation is attached; (ii) data collected with respect to the Site reflects certification by the Virginia Division of Consolidated Laboratory Services (DCLS) Virginia Environmental Laboratory Accreditation Program (VELAP); (iii) if the Site is not enrolled in the VRP, the Project has met appropriate standards of care for reuse of the Site in accordance with the VRP, and the Grantee will maintain all records for facilitating potential future brownfields revitalization of the Site, to demonstrate appropriate care, and to facilitate potential future enrollment in the VRP if necessary; (iv) the Grant proceeds have been used exclusively for the Project in accordance with the Performance Agreement, and any unused Grant proceeds will be promptly repaid to VEDP; (v) the Grantee is delivering a signed and complete Asbestos Abatement Report simultaneously with this Grant Report (if applicable); and (vi) all work and activities associated with the Project were performed and conducted in full compliance with all applicable laws, rules, and regulations.

WITNESS the following signature.

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Official Title

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B.2 Supplemental Information for Projects Including the Abatement of Lead Based Paint and Asbestos**

1. Introduction and Project Description. Provide a brief summary of the asbestos abatement portion of the Project and its outcome (based on the Asbestos Survey Report):

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1. Notifications. In the space below, describe any notifications received from the Environmental Protection Agency (EPA) and/or the Virginia Occupational Health and Safety Compliance Program (VOSH) (or check the box if no such notifications were received).
   * No such notifications were received in connection with the Project.

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1. General Observations. In the space below, provide any general observations of which the VBAF Review Committee should be aware regarding the asbestos and any lead paint abatement processes for this Project.

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1. Air Monitoring Reports. In the space below, summarize the Asbestos Air Monitoring Report findings for this project, including abatement and clearance details.

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1. Special Waste Shipments. In the space below, summarize any special waste shipments associated with the Project, including the identity of any hauling contractors involved.

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1. Waste Disposal. In the space below, report the total quantities of waste materials that required or require disposal in connection with the Project, and identify landfills utilized.

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1. Attachments. Attach and label complete copies of all required Project documents to this Asbestos Abatement Report in the following order:

Attachment Description

1. Daily Asbestos Log (Exhibit E)
2. Accreditation Documentation (DPOR Licenses)
3. Site Map (Abatement Locations)
4. Daily Field Reports (Abatement Activities)
5. Asbestos Air Monitoring Reports (PCM)
6. Asbestos Clearance Reports (TEM)
7. Photograph Log (Abatement Process)
8. CDL Licenses (Special Waste Endorsement)
9. Shipping Documentation (DOT)
10. Disposal Records (Landfill)
11. Building Permit Application (City Code Compliance)
12. Asbestos Survey Report (Type and Location of Asbestos)
13. Note on ACMs and Lead Paint. Projects involving the removal of asbestos- containing materials (ACMs) and lead paint abatement may require specific permitting and licensing requirements, and these criteria must be met. Please check with the Department of Labor and Industry at 804.371.2327 regarding notification requirements and the Department of Professional and Occupational Regulation at 804.367.8595 regarding licensing requirements. Removal of ACMs and lead paint abatement must be conducted pursuant to applicable federal and state laws and regulations, including but not limited to, the National Emission Standards for Hazardous Pollutants (NESHAP), Occupational Safety and Health Administration (OSHA), Residential Lead-Based Paint Hazard Reduction Act of 1992, Toxic Substances Control Act of 1976, VOSH, and Virginia Regulations for Asbestos Emissions Standards for Demolition and Renovation.

# CERTIFICATION BY A REPRESENTATIVE OF THE GRANTEE:

By my signature below, I hereby certify that: (i) I have examined this Asbestos Abatement Report and the information provided is true, correct, and complete in all respects, and all required documentation is attached, and (ii) all work and activities associated with the removal of ACMs and/or lead paint abatement and related to the Project were performed and conducted in all respects in full compliance with all applicable laws, rules, and regulations.

WITNESS the following signature.

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Official Title

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_