



BROWNFIELD RENEWAL FUNDING PROGRAM GUIDE

Ministry of Agriculture and Lands, Crown Land Restoration
Branch

Open: August 5, 2009

Application Deadline: 4:00pm, September 2, 2009

Target date for decisions on Applications: October 16, 2009

Funded Activities for Intake #09-02 to be Completed by: January 15, 2011

For information call 1-877-787-9730

Mail, **Courier or Hand deliver 2 hard copies of**
application to:

Mailing address:

Courier and hand delivery address:

NOTE: updates to this guide made July 14, 2009 are shown in **this text color**

Ministry of Transportation and Infrastructure
RE: Brownfield Renewal Funding Program
Infrastructure Development Branch
PO Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

Ministry of Transportation and Infrastructure
RE: Brownfield renewal Funding Program
Infrastructure Development Branch
5th Floor, 5C – 940 Blanshard Street
Victoria, BC V8W 3E6

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Program Overview

1.1 Context for Brownfield Renewal Funding Program

Brownfields, as defined by the National Round Table on the Environment and the Economy, “are abandoned, vacant, derelict or underutilized commercial or industrial properties where past actions have resulted in actual or perceived contamination and where there is active potential for redevelopment.” Cleaning up and redeveloping these sites has a number of benefits across the triple-bottom-line (social, economic and environmental) such as:

- enhanced quality of life through neighbourhood revitalization;
- reduced sprawl and protecting green spaces by encouraging the re-use of brownfield lands rather than undeveloped lands;
- farmland (ALR, local food supply) and green space preservation;
- re-use of infrastructure such as roads and utilities;
- increased tax base from lands that would otherwise sit vacant;
- providing opportunities for investment in brownfield sites that would otherwise sit idle; and,
- reduced risks to environmental and human health and safety, through cleanup and removal of site hazards.

In February of 2008, the British Columbia Government directed the development and implementation of the *BC Brownfield Renewal Strategy*. The *BC Brownfield Renewal Strategy* is designed to encourage brownfield redevelopment across British Columbia. To accomplish this, the Strategy outlines changes to the current regulatory and incentives environment as well as increasing awareness of redevelopment potential across the province. The Strategy will help reduce risk and uncertainty in brownfield redevelopment. Specifically, the Strategy is designed to:

- Strengthen public policy for environmental liability and risk management;
- Apply strategic public investments to encourage the redevelopment of idle sites;
- Build capacity and awareness of redevelopment tools and opportunities to enhance information about brownfields;
- Lead by example through the redevelopment of key Crown brownfield sites by releasing these sites to leverage triple bottom line development.

The *Brownfield Renewal Funding Program* addresses the need to ‘apply strategic public investments to encourage the redevelopment of idle sites’.

The *Brownfield Renewal Funding Program* is funded and managed by the Ministry of Agriculture and Lands. The Ministry of Transportation and Infrastructure is administering the program in behalf of the Ministry of Agriculture and Lands.

1.2. Purpose of Program

The purpose of the *Brownfield Renewal Funding Program* (the Program) is to help to revitalize inactive or unused lands across British Columbia by reducing the risk and uncertainty normally associated with these types of sites. The Program will contribute funding to land owners or developers for environmental investigations and related activities on brownfield sites where

market forces have not achieved redevelopment and where it is possible to achieve triple-bottom-line benefits.

1.3. Amount of Funding for Program

The Provincial Government of British Columbia will provide a total of \$1.8 million this year to the *Brownfield Renewal Funding Program* to fund environmental investigations and related environmental activities where applicants meet the criteria stated in this Program Guide and the *Brownfield Renewal Funding Program Application Form*.

Successful applicants will be required to make a minimum direct financial contribution (not in kind) to the cost of the work for which funding is being applied. The minimum required financial contribution from the applicant toward total activities funded by the Province will vary depending on the type of activity being funded.

Any payment made under the Program is subject to there being funding available for the fiscal year in which the payment is to be made.

Eligibility

2.1. Eligible Applicants

The following entities are eligible to submit an application to the Ministry Transportation and Infrastructure under the *Brownfield Renewal Funding Program*:

- local governments;
- non-profit organizations;
- First Nations;
- private corporations or individuals who own the land for which *the application is being made; and,*
- private corporations or individuals who have been authorized (in writing) by the owner of the land.

2.2. Eligible Activities and Costs

The Province will only fund consultants' costs related to the activities outlined in Appendix 1.0

Maximum funding provided for each application is based on the lesser of either a maximum dollar amount or a maximum percentage of the activity for which funding is requested.

A summary of eligible activities and costs detailed in Appendix 1.0 is as follows:

- for Preliminary Site Investigations, up to 85% of eligible project costs or \$40,000, whichever is less;
- for Detailed Site Investigations, up to 70% of eligible project costs or \$125,000, whichever is less; and,
- for other environmental investigations or related environmental activities, up to 50%, or \$125,000, whichever is less.
- Up to 10% of the funding received can be applied to any professional service costs that were incurred for the preparation of the application to the Program.

All activities funded by the Province must be conducted by qualified professionals. In addition, there must be a member of the roster of Approved Professionals working on the project. A list Roster of Approved Professionals can be found at the following link:
http://www.env.gov.bc.ca/epd/remediation/roster/roster_of_experts.htm

2.3. Activities Ineligible for Funding

Projects must meet the criteria of the Program as outlined in this Program Guide. Projects will be deemed ineligible if:

- work on the environmental investigation or any other activity funded by the Province has begun
- the applicant has not complied with the eligibility requirements noted in section 2.1-2.2; and/or,
- the funded activity is not completed and/or receipts are not provided to the Province by the date noted on the *Application Form* titled “Funded Activities for Intake to be Completed by”.
- environmental investigations/activities on tenured or untenured Provincial or Federal land **or lands owned by Crown Corporations.**

2.4. Costs Ineligible for Funding

The following types of costs are ineligible for funding from the Province:

- Administration or administrative overhead charges
- Costs incurred prior to the date of application approval **(except for professional service costs that were incurred for the preparation of the application to the Program.)**
- Applicant’s staffing costs
- GST
- Implementation of a Remediation Plan or any other costs not listed in Appendix 1.0

Application Process

A call for applications may be issued several times per year, determined by demand, budget availability and other priorities. All work must be completed and all receipts and final reports must be submitted by the date noted on the Brownfield Renewal Funding Program *Application Form* and the front of this Program Guide as “Funded Activities for Intake to be Completed by”.

3.1. Application Limit

Applicants may apply for funding for more than 1 activity outlined in Appendix 1.0.

A project may only receive funding from the Brownfield Renewal Funding Program from one intake per calendar year

3.2. How to Apply

Step 1: Read the *Brownfield Renewal Funding Program Guide* available at: www.brownfieldrenewal.gov.bc.ca or by calling 1-877-787-9730.

Step 2: Review the *Application Form*, *Certification Form* and *Applicant Checklist* available at: www.brownfieldrenewal.gov.bc.ca or by calling 1-877-787-9730.

Step 3: Complete the *Application Form* electronically using word processing software. Please note that the area below each question will expand as necessary to provide additional space to answer each question.

Step 4: Prepare supporting documentation that will be submitted with the *Application Form* (e.g. detailed cost estimates, work plan, consultant's proposal, support letters, site plan, and council resolution if applicable).

Step 5: Complete the *Certification Form* at the end of the *Application Form*. By signing this form, the applicant is certifying that the information contained in the application is correct and complete.

Step 6: Review the *Applicant Checklist*, at the end of the *Application Form*, to ensure that all required information has been submitted. Incomplete applications will not be considered. It is the applicant's responsibility to ensure their application is complete.

Step 7: Mail, **courier or hand deliver 2 hard copies** of the completed *Application Form* and *Certification Form* and any supporting documentation to the address noted in section 3.4 of this document. Make sure that everything identified on the *Applicant Checklist* has been satisfied. **Emailed or faxed submissions will not be accepted.**

Once all required materials have been received by the Ministry of Transportation and Infrastructure, notification will be sent advising applicants that their application package has been received.

3.3. Application Guidelines

Each project requires a completed *Application Form* along with signed *Certification Form* and supporting documentation. Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry. Applications with incomplete information will not be considered. Please ensure that all necessary information is included and all the appropriate boxes have been completed.

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the *Brownfield Renewal Funding Program* and will be used for the purpose of evaluating eligibility under the Program.

MANDATORY SUPPORTING DOCUMENTATION

In addition to the fully completed *Application* and *Certification Forms*, applicants **must** include the following documents in their application package:

- Copy of State of Title Certificate identifying registered land owner (**note that copies of "Property Assessments" issued by the BC Assessment Authority will not be accepted**). State of Title Certificates can be obtained :
 - online through BCOntline at <https://www.bconline.gov.bc.ca> ; or

- in person from the Land Title Office, see this link for locations <http://www.ltsa.ca/contact#lto>
- Confirmation of secured funding the of the applicants portion of the project costs. Proof of funding availability (calculated as: total costs minus eligible funding under the Brownfield Renewal Funding Program). Some appropriate forms of documentation include:
 - a. a copy of a statement showing a bank account balance (most preferred)
 - b. a bank draft,
 - c. funds held in trust by a lawyer with a letter from a lawyer stating the amount held and the date
 - d. An audited financial report showing that the funds are available
 - e. Other documents that verify that the funds are readily available should the project receive funding.
- Detailed budget for all activities for which funding is being sought (see appendix 1.0). The Province is exempt from paying GST, please do not include +GST.
- Letter from owner of land authorizing the project and application if the applicant does not own the land
- Resolution from Council for Municipal projects or First Nations projects.

The mandatory supporting documentation provides the minimum amount of information that is required to assess an application. Applications will be reviewed based on the information provided. Insufficient information may negatively impact the application.

OTHER SUPPORTING DOCUMENTATION

It is recommended that applications be submitted with additional documentation in order to fully assess the funding requests; however, additional documentation is discretionary and not required for the applicant to be eligible for funding.

- Letters and/or documentation demonstrating support from relevant regulatory agencies (Council, Board, First Nations, local business associations, community groups, local non-governmental organization etc.)
- Supporting evidence, such as reports, photos, certifications etc. to support sections E and F of the application.

3.4. Where to Apply

Mail, **Courier or Hand deliver 2 hard copies** of the application forms along with the signed certification and supporting documentation must be mailed couriered or hand delivered to:

Mailing address:

Ministry of Transportation and Infrastructure
RE: Brownfield Renewal Funding Program
Infrastructure Development Branch
PO Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

Courier and hand delivery address:

Ministry of Transportation and Infrastructure
RE: Brownfield Renewal Funding Program
Infrastructure Development Branch
5th Floor, 5C – 940 Blanshard Street
Victoria, BC V8W 3E6

Emailed and faxed submissions will not be accepted

3.5. Application Deadline

Completed *Application* and *Certification Forms* and supporting documentation **must be received** at the Ministry by the deadline stated on the Brownfield Renewal Funding Program *Application Form* and on the front of this guide in order to be considered. Late applications will not be considered under any circumstances.

3.6. Application Review and Evaluation Criteria

The criteria against which applications will be evaluated will reflect sections C-F in the *Application Form*. Additionally, applications may be evaluated based on regional representation.

Approvals and Payment of Grants

4.1. Terms and Conditions

All applicants will receive a letter advising of funding decisions. Funding will be subject to the signing of a *Contribution Agreement* that sets out the terms and conditions of funding. Payment of funds is subject to availability of funds in the fiscal year when payment to recipient falls. The *Contribution Agreement* will confirm all parties' understanding of the funded activities and the maximum award.

4.2. Payment

Funding will generally be paid in two instalments.

The first payment will be made upon receipt of copies of paid invoices confirming that at least 50 percent of the funded activity costs have been incurred and paid. This information must be accompanied by a letter from the qualified professional undertaking the environmental investigation work that payment for services rendered to date has been received.

The final payment will be made upon completion of the funded activity with the submission of receipt copies and paid invoices confirming that 100 percent of the total funded activity costs have been incurred and paid. This information must be accompanied a letter from the qualified professional undertaking the funded activities that all payments for services rendered have been received. A copy of the completed *Project Report Form* must also be included with the submission of a final invoice.

The total amount of the funding payable will not exceed the amount stated in the *Contribution Agreement*.

4.3. Reporting Requirements

In order to receive the initial payment, please submit an *Initial Progress Report Form*. In order to receive the final payment please submit a *Final Project Report Form* as well as a declaration, signed by the environmental consulting firm/qualified professional, verifying that the funded activities have been completed to regulatory standards and are consistent with the application and funding agreement.

Copies of these forms will be made available to successful applicants.

The Ministry of Agriculture and Lands Reserves the right to review reports resulting from funded activities. Reports requested for review will not be kept on file by the Ministry of Agriculture and Lands.

4.4. Claim Period and Expiry of Grant

The claim period for the project and the expiry date for payment will be set out in the *Contribution Agreement* between the province and the recipient. Requests for extensions to this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests will not be considered if received after the end of the claim period. In any event, no claims for payment received after the due date will be considered.

APPENDIX 1.0

Eligible Activities and Maximum Provincial Contributions Under the Brownfield Renewal Funding Program

Up to 10% of the funding received can be applied to any professional service costs that were incurred for the preparation of the application to the Program.

Eligible Activities for Funding	Type of Activity	Maximum Provincial Contribution (%) ^	Maximum Provincial Contribution (\$) ^
a. Preliminary Site Investigations (Stage 1) *	Environmental Investigations	85%	\$40,000
b. Preliminary Site Investigations (Stage 2) *		85%	\$40,000
c. Detailed Site Investigations *		70%	\$125,000
d. Analysis and interpretation, including tests, sampling, surveys, data evaluation, risk assessment (human and ecological); e. Evaluation of alternative methods of remediation; f. Preparation of a remediation plan, including a plan for any consequential or associated removal of soil or soil relocation from the site;		50%	\$125,000
g. Investigation and classification of on-site wastes not associated with environmental media (soil, sediments, surface water, groundwater, air/vapour, animals and plants), to determine their status under the Hazardous Waste Regulation and the <i>Environmental Management Act</i> for the purposes of deciding on appropriate management (e.g., asbestos, lead based paint, PCB-containing lamp ballasts, etc.) h. Removal of above ground and underground petroleum or chemical storage tanks; and i. Quality assurance activities such as verification sampling, analysis and monitoring related to items (f) and (g) above. *As defined in Chapter 53, section 41 of the BC <i>Environmental Management Act</i>	Other Related Environmental Activities	50%	\$125,000

^Maximum funding provided for each application is based on the lesser of either the maximum dollar amount or the maximum percentage of the activity for which funding is requested.