

## Leelanau County Brownfields Revolving Loan Fund (RLF) Cooperative Agreement No. BF-00E00388A-4

**Prepared for:**

Leelanau County Brownfield Redevelopment Authority (LCBRA)  
8527 E. Government Center Dr. Suite 108  
Suttons Bay MI 49682

**Prepared by:**

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**Grant Period:** 9/1/2010 – 3/31/2017

**Reporting Period:** 1/1/2017 – 3/31/2017

**Date Submitted:** 6/29/2017

**Quarterly Report #:** 27 (closeout report)

**Submitted to:**

Ms. Karla Auker, U.S. EPA Region 5  
Brownfields Project Manager and Project Officer  
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Westlake, Ohio 44145  
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**Project Narrative:**

The EPA Brownfields Cleanup RLF is administered by the LCBRA. A Cooperative Agreement between the EPA and LCBRA signed on 9/29/2010 and subsequently amended provides \$1,000,000 in federal assistance over a six-year period. The Cooperative Agreement also provides for 20% local match. The tasks involved include Outreach & Marketing, RLF operation, loan selection, and cleanup oversight and grant reporting.

**Performance Objectives:**

- Contribute to the redevelopment of contaminated sites and support the creation of new businesses in Leelanau County which will add job opportunities and housing choices for families.
- Provide qualified applicants with the necessary capital to conduct cleanups of properties for planned redevelopment which will create or retain jobs.
- Create and maintain a self-sustaining RLF.

### BUDGET SUMMARY – Hazardous Substances<sup>1</sup>

Approved budget	Previously expended	Previous remaining	27 <sup>th</sup> Quarter Expended	Total incurred	Remaining
\$745,000	\$421,870.13	\$323,129.87	\$11,891.36	\$433,761.49	\$311,238.51

### BUDGET SUMMARY – Petroleum<sup>1</sup>

Approved Budget	Previously expended	Previous remaining	27 <sup>th</sup> Quarter Expended	Total incurred	Remaining
\$255,000	\$29,952.13	\$225,047.87	\$3,558.46	\$33,510.59	\$221,489.41

<sup>1</sup> Figures in the following table may not match those included in the 26<sup>th</sup> RLF quarterly report. A final review of grant expenses between the grantee and the EPA Los Vegas Financial Center was conducted, and the *approved budget* figures were changed to reflect the originally awarded federal funds and the unspent balance at the end of the grant period.

## MATCH

### IN KIND SERVICES

AKT Peerless Environmental & Energy Services has provided in-kind matching services to the LCBRA for project-specific meetings, project consultation/evaluation, email correspondence, teleconferences, outreach/marketing, policy and loan applications, and loan eligibility/evaluation not specifically covered under project work orders.

- In-kind services for 2012: \$ 14,735.00
- In-kind services for 2013: \$ 15,556.25
- In-kind services for 2014: \$ 8,037.50
- In-kind services for 2015: \$27,895.25

Envirologic Technologies, Inc. has provided in-kind services to the LCBRA for public meetings and community outreach.

- In-kind services for 2015: \$ 9,600.00
- In-kind services for 2016: \$11,795.00
- In-kind services for 2017: \$ 3,115.00

The Michigan Association of Counties has provided in-kind services for grant technical assistance and tracking systems.

- In-kind services for 2011: \$ 1,012.50
- In-kind services for 2012: \$ 468.75
- In-kind services for 2013: \$ 2,100.00
- In-kind services for 2014: \$ 242.25
- In-kind services for 2015: \$ 4,410.00
- In-kind services for 2016: \$ 3,366.50
- In-kind services for 2017: \$ 1,360.00

The loan applicant and developer each provided 10% of the Former Government Center project cost as match.

- \$86,987.11

**Total In-Kind Match:** \$190,681.11

Proportionally more of the 10% match was provided than grant dollars were spent: 95% vs. 47%!

### TASK STATUS SUMMARY

*This section provides a summary of Work Plan Task activities conducted during the reporting period.*

#### Task 1: Outreach & Marketing

The LCBRA met on 1/17/2017, 2/21/2017 and 3/23/2017 to review RLF grant progress at ongoing projects.

#### Task 2: RLF Operation

RLF operation was ongoing until the end of the grant period. The Former Government Center redevelopment project cleanup operations were completed prior to the end of the grant period.

#### Task 3: Loan Selection

The Leland River Club Project was selected for an RLF loan. No further loan selections were approved.

**Task 4: Remediation****Government Center Redevelopment Project (Leland River Club Project)**

Remediation work was completed on the final 570ft<sup>2</sup> section of riverbank where sampling showed lead soil contamination above the Michigan Department of Environmental Quality (MDEQ) Unrestricted Residential Contact Criteria. Bare soil was stabilized with geotextile and planted with a native plant seed mix and larger herbaceous native plants.

A Documentation of Due Care Compliance (DDCC) report was finalized and provided to the MDEQ and the developer.

**Task 5: Project Oversight**

No pertinent education and training events were attended during this reporting period.

Director oversight of grant program marketing; loan management and service; narrative, financial, and DBE report preparation; and EPA correspondence continued during this reporting period.

**Task 6: Cleanup Planning**

All Task 6 activities are conducted by Enviologic Technologies, Inc., one of the LCBRA's two previously selected Qualified Environmental Professional (QEP) firms.

There were no cleanup planning activities this quarter. Final project work consisted of remediation activities.

**Modifications to the Work Plan:**

No modifications were made during this reporting period.

**Project Milestones:**

Remediation was completed for the final section of riverbank with contamination levels above Michigan's Residential Contact Criteria, and a DDCC report was prepared and provided to the DEQ and the developer.

**DETAILED PROJECT STATUS**

*This section provides status details for each Work Plan Task during the reporting period.*

**Task 1: Outreach and Marketing**

<b>Activities</b>	<b>Deliverables</b>	<b>Status</b>
Community outreach and education	Completed informational documents, public notices, and reports	Complete
Conduct outreach meetings	Meetings held at locations in the County accessible to different populated areas to facilitate attendance	Complete

**Task 2: RLF Operation**

<b>Activities</b>	<b>Deliverables</b>	<b>Status</b>
Develop business plan for RLF	Business plan	Complete
Develop administrative documents	Copies of final documents (loan application, loan agreement template, criteria, etc.)	Final loan application was completed
Marketing of RLF	No additional marketing materials were developed during this reporting period.	Complete

<b>Task 3: Loan Selection</b>		
<b>Activities</b>	<b>Deliverables</b>	<b>Status</b>
Approve funding criteria and project selection	List of criteria	Complete
Solicit Applications & meet with potential applicants	List of loan applicants	Complete
Assess projects, viability and eligibility	Eligibility form	Complete
Conduct full review of the proposed project	Summary of results	Complete
Approve or reject Loan application	Summary of decision	Complete
Conduct community involvement activities	Draft Decision Memo, ABCA, CIP, QAPP, Site Repository, Public Notice, Final Decision Memo	Complete
<b>Task 4: Remediation</b>		
<b>Activities</b>	<b>Deliverables</b>	<b>Status</b>
Cleanup loan/oversight	Update in ACRES database	Complete
Prepare annual financial reports	SF425 federal financial report	Complete
Prepare DBE reports	5700-52A DBE reports	Complete
Correspondence with EPA, as necessary	Copies of important correspondence	Ongoing: all communications retained per. county, state, and federal requirements
RAP implementation report	RAP Implementation Report with MPCA approval of report.	No activities

<b>Task 5: Project Oversight</b>		
<b>Activities</b>	<b>Deliverables</b>	<b>Status</b>
Management of RLF account, payments & receipts, etc.	None	Complete
Cleanup loan oversight	Updates in ACREs database	Complete
Prepare quarterly reports	Quarterly reports	Complete: submitted per schedule in Cooperative Agreement and amendments
Prepare annual financial reports	SF425 federal financial report	Complete: submitted per schedule in Cooperative Agreement and amendments
Prepare DBE reports	5700-52A DBE Reports	Complete: submitted per schedule in Cooperative Agreement and amendments
Correspondence with EPA	Copies of important correspondence	Ongoing through end of grant period: all communications retained per county, state, and federal requirements
Coordinate cleanup activities with MDEQ	None	Complete
Prepare final closure report (if necessary)	Submit report to MDEQ	Complete
<b>Task 6: Cleanup Planning</b>		
<b>Activities</b>	<b>Deliverables</b>	<b>Status</b>
Eligibility determination	Secure property and prospective borrower eligibility	Completed for the Leland River Club project
ABCA development	Approved ABCA based on property development	Completed for the Leland River Club project
Institutional controls	Develop, place, enforce institutional controls	Completed for the Leland River Club project
Project program supporting property sale to RLF borrower	Pro forma, development agreements, cleanup measures, institutional controls	Completed for the Leland River Club project
Purchase environmental insurance to limit or cap cleanup costs	None	Environmental insurance was purchased for the Leland River Club project.

**PROJECT SUMMARY**

	All Properties associated with this grant	Has this Property been approved by EPA? (Y / N)	Has work started on this property? (Y / N / N/A)	Has Property been put into ACRES? (Y / N / N/A)	Has work been done on this property THIS quarter? (Y / N / N/A)	Has this property been updated in ACRES this quarter? (Y / N / N/A)
1	Former Government Center site in Leland, Leland Township	Y	Y	Y	Y	&

**Capacity Building**

Brownfield Tax Increment Revenues (TIR) from a Brownfield Plan approved under the Michigan’s Brownfield Redevelopment Financing Act (PA 381 of 1996) will generate \$310,900.00. these funds will be used to repay the RLF loan, and establish a Local Brownfield Revolving Fund (LBRF). These funds will establish a local revolving fund that will allow the county to fund future brownfield cleanup projects.