

Leelanau County Brownfields Revolving Loan (RLF) Fund Cooperative Agreement No. BF-00E00388-1

<p>Prepared for: Leelanau County Leelanau County Brownfield Redevelopment Authority (LCBRA) 8527 E. Government Center Dr. Suite 108 Suttons Bay MI 49682</p> <p>Prepared by: Trudy J. Galla, Planning Director & Director of the LCBRA 231-256-9812</p>	<p>Grant Period: 9/1/2010 – 2/31/2016 Reporting Period: 10/1/2015 – 12/31/2015 Date Submitted: 1/15/2016 Quarterly Report # Twenty-two (22)</p> <p>Submitted to: Ms. Karla Auker, Region 5 U.S. EPA Brownfields Project Manager and Project Officer 25063 Center Ridge Road Westlake, Ohio 44145 Office 440-250-1741</p>
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Project Narrative:
The LCBRA for the County of Leelanau is administering a Brownfields Cleanup Revolving Loan Fund (RLF). A Cooperative Agreement was signed by EPA on 9/29/2010, which provides \$1,000,000 in federal assistance over a five-year period (this equates to a \$1,000,000 award plus a 20% or \$200,000 match for a total of \$1,200,000). The tasks involved include Outreach & Marketing, RLF operation, making loans, and providing 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 Fund.

BUDGET RECAP SUMMARY – Hazardous Substances

Approved budget	Previously expended	Previous remaining	Incurred this quarter	Total incurred	Remaining
\$899,000	\$152,047.43	\$746,952.57	\$17,525.07	\$169,572.50	\$729,427.50

BUDGET RECAP SUMMARY – Petroleum

Approved Budget	Previously expended	Previous remaining	22 nd Quarter Expended	Total incurred	Remaining
\$301,000	\$43,860.34	\$257,139.66	\$1,791.13	\$45,651.47	\$255,348.53

IN-KIND SERVICES

Qualified Environmental Professional (QEP) – AKT Peerless Environmental & Energy Services has provided in-kind services to the LCBRA for project specific meetings, project consultation/evaluation, email correspondence, and teleconferences, not specifically covered under project work orders. AKT Peerless has worked on outreach/marketing, policy and loan applications, and loan eligibility/evaluation. In-kind service value is included in the budget summary.

Total in-kind services for 2012: \$14,735

Total in-kind services for 2013: \$15,556.25

Total in-kind services for 2014: \$8,037.50

Total in-kind services for 2015: \$27,895.25

QEP – Envirollogic Technologies, Inc. has provided in-kind services to the LCBRA for public meetings and community outreach. In-kind service value is included in the budget summary.

Total in-kind services for 2015: \$6,520.00

The Michigan Association of Counties has provided in-kind services for grant technical assistance and tracking systems. In-kind service value is included in the budget summary.

Total in-kind services for 2011: \$1,012.5

Total in-kind services for 2012: \$468.75

Total in-kind services for 2013: \$2,100.00

Total in-kind services for 2014: \$242.25

Total in-kind services for 2015: \$4,410.00

TASK STATUS SUMMARY

The following presents a summary of the tasks outlined in the Approved RLF Work Plan. The detailed status of each task for the individual funds is provided below.

TASKS	Activities
Task 1: Outreach & Marketing	<p>Project meetings and consultation between LCBRA representatives and the QEP were held on several properties.</p> <p>Envirollogic Technologies, Inc. has been tasked with exploring the use of funds for cleanup/redevelopment on the former Government Center site in Leland, and assisted in renegotiation of the Cooperative Agreement for a six month extension. This six month extension was granted by EPA pursuant to an approved Eligibility Determination on the former Government Center site in Leland.</p> <p>A purchase agreement is in place for the former Government Center site, and loan documents are being worked on for approval by EPA.</p>
Task 2: RLF Operation	Ongoing

Task 3: Loan Selection	<p>No loans have been made to date; however, the LCBRA is working on loan documents for the former Government Center site in Leland and here is a purchase agreement in place for the property. The buyer is doing his due diligence, and also working through the planning and zoning steps with the local township. An Analysis of Brownfield Cleanup Alternatives (ABCA) and Community Relations Plan (CRP) have been developed in preparation for the public review period.</p> <p>An application for assistance was received on a commercial/residential project in the Village of Suttons Bay.</p>	
	<p>Another application has been received for RLF cleanup on a property owned by a local Housing Authority who wishes To do Phase II for low-income affordable housing. Two other potential projects are being discussed as cleanup projects under the RLF.</p>	
Task 4: Remediation	None to date	
Task 5: Project Oversight	The LCBRA Director attended the 2015 National Brownfields Conference in Chicago, Illinois.	
<p>Modifications to the Work Plan: A grant period extension was granted by the EPA, and the grant period now goes at least through February 2016.</p>		
<p>Project Milestones: Primary consultant AKT Peerless participated in community outreach to encourage interest from developers on brownfield sites in the county.</p> <p>Envirologic Technologies, Inc. worked on the Eligibility Determination for the former Government Center site in Leland, which was approved by EPA. Envirologic Technologies also worked to acquire approve for utilizing up to 10% of funds on several high priority sites in the county.</p> <p>The LCBRA continues to distribute applications for RLF cleanup assistance.</p> <p>The ABCA and CRP has been developed for the former Government site in Leland, in preparation for the public review period. Loan documents have also been prepared, for approval by the lender and borrower.</p>		
<p>DETAILED PROJECT STATUS <i>The following sections provide a detailed outline of the status of each assessment fund during the reporting period.</i></p>		
Task 1: Outreach and Marketing		
Activities	Deliverables	Status
Community Outreach and Education	Completed informational documents, public notices, reports.	Additional community outreach has been held (March 17 2015 Luncheon Session)

Conduct Outreach Meetings	Meetings held at locations in the County accessible to different populated areas to facilitate attendance.	The Director has responded to several telephone calls, emails, and walk-ins to the office, and has received applications for RLF cleanup. Some on-site meetings have been held with property owners.
Task 2: RLF Operation		
Activities	Deliverables	Status
Develop business plan for RLF	Business Plan	No activities during this quarter.
Develop administrative documents	Copies of final documents (loan application, loan agreement template, criteria, etc.)	Final loan application was completed. ABCA and CRP completed.
Marketing of RLF	None	The County continues to advertise the RLF and brownfield program on its website at www.leelanau.cc . Additional community outreach is being conducted.
Task 3: Loan Selection		
Activities	Deliverables	Status
Solicit Applications & meet with potential applicants	List of Loan Applicants	The Director has fielded phone calls and met with several developers regarding potential projects. The LCBRA is processing several applications for RLF loan funds.
Assess Projects, viability and eligibility	Eligibility Form	Ongoing – as inquiries are made 1 project has been approved by EPA for Eligibility Determination.
Conduct full review of the Proposed project	Summary of results	Ongoing
Approve or reject Loan Application	Summary of Decision	Ongoing
Task 4: Remediation		
Activities	Deliverables	Status
Prepare Annual Financial Reports	Annual Financial Reports	No Activities
Prepare Semi-Annual DBE Reports	Semi-Annual DBE Reports	No Activities
Correspondence with EPA, as necessary	Copies of important correspondence	Ongoing
RAP Implementation Report	RAP Implementation Report with MPCA approval of report.	No activities

Task 5: Project Oversight

Activities	Deliverables	Status
Cleanup Loan Oversight	Updates in ACRES database	No activities
Prepare Quarterly Reports	Quarterly Reports	Quarterly Reports are being completed and submitted
Prepare Annual Financial Reports	Annual Financial Reports	No activities
Prepare Semi-Annual DBE Reports	Semi-annual Reports	No activities
Correspondence with EPA	Copies of important correspondence	Ongoing A meeting was held in Chicago with EPA officials in June to discuss the RLF, potential extension of the RLF, and use of loan dollars on the Leland site. Envirologic Technologies continues to work with the LCBRA and a prospective purchaser for the Leland site.

	List 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	N	N	N	N
2						
3						
4						
5						