



## Memorandum

To: Potential Applicants for Brownfield Funding

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. The types of financial support include:

- Tax increment financing;
- Authority grants and loans (subject to availability);
- Access to State and Federal grants and loans (subject to availability);

Certain funding may be used for eligible activities on eligible sites including the following:

- Phase I Environmental Site Assessments
- Phase II Environmental Site Assessments
- Baseline Environmental Assessments
- Due Care Plans
- Hazardous Materials Building Surveys (asbestos and lead)
- Clean-up Planning
- Additional Response Activities
- Demolition
- Lead and Asbestos Abatement
- Site Preparation (City of Kalamazoo, City of Portage, & Housing-TIF Brownfield Plans)
- Infrastructure Improvements (City of Kalamazoo, City of Portage, & Housing-TIF Brownfield Plans)
- Housing Development Activities permissible by Act 381

Project funding will be considered by the Authority on a case-by-case basis considering the merits of the proposed project and the funding needed. Criteria for project consideration will include local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All grant funded approved activities will be conducted by the County's authorized environmental consultant.

Interested parties are encouraged to contact the Authority staff to discuss the potential project, the applicability of the program and to understand the application process. There is a two-part application with the Part I Application providing details of the project including business information, proposed project site and details, tax-base information, timing requirements, etc. A general discussion with the Authority staff and the applicant will ensue. Based on the merits of the project, Authority staff will recommend completion of a Part II Application and/or review by the Authority.

**There is no fee for a Part I of the Application.** Should the Applicant be encouraged to complete and submit a Part II Application, an application fee will be required according to the following Fee Schedule:

- For projects under \$500,000.00 investment, the fee will be \$500.00
- For projects between \$500,001.00 and \$999,999.00 investment, the fee shall be \$2,000.00
- For projects over \$1,000,000.00 investment, the fee shall be \$3,000.00
- For all Housing projects, a flat rate fee of \$5,000.00 (no investment minimum)

Fees may be waived at the discretion of the Authority in circumstances they deem appropriate.

All applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the Part II Application.

Both the application (and the Conditional Reimbursement Agreement) can be found on the KCBRA web page – <https://kalcountybrownfield.com/helpful-links/project-applications/>

You should contact us at phone or the following email – [Macy.walters@kalcounty.gov](mailto:Macy.walters@kalcounty.gov) Pre- application contact is highly recommended and will be beneficial to our common interests.

**Please provide general information about your project in a cover letter to the Kalamazoo County Brownfield Redevelopment Authority, in care of Macy Rose Walters at the address above. The Proposed Part I Project Application must be complete and submitted with your cover letter.**

Depending on the stage of your project, information may be preliminary or developing. Therefore, please provide as much information as you can at this time. Please make sure you inform us of your project timeline requirements or flexibility so that we can relate them to Authority timelines and funds available to determine if potential assistance can be offered which will meet your deadlines.

By accepting incentives from the Kalamazoo County Brownfield Redevelopment Authority (KCBRA), you are agreeing to place a sign at the project site, you are also agreeing to permit the Authority to cite or use any renderings or photographs or other materials of the Project as an example of private/public partnership and brownfield site redevelopment. A sign must be placed on the Property, during rehabilitation/redevelopment, to promote the Project and the Authority's participation in it. A sign may be provided by the Authority, or the developer may include the KCBRA's logo (provided the Brownfield Redevelopment Administrator) on their own collateral. **Upon completion of the Project, if the KCBRA has provided a sign, the sign must be returned to the Authority. Contact Authority staff to coordinate or bring the sign back to the Authority, at 201 W. Kalamazoo Ave. Kalamazoo, MI 49007.**

By accepting incentives from the KCBRA, you are agreeing to assist and cooperate with the Authority in providing information that the Authority may require in providing necessary reports to governmental or other agencies, including, but not limited to, information regarding the amount of Developer expenditures and capital investments, jobs created, and square footage developed or rehabilitated with respect to the Project.

Based on a review of your completed Part I Application, we will contact you within ten (10) business days to discuss the next steps in the process or if we need additional information. At the meeting when your request is heard you should be present; you will be advised of that date.

Again, if you have any questions, comments or concerns, please do not hesitate to contact us. Kalamazoo County appreciates your interest in the redevelopment of our community.

Best regards,

*Macy Rose Walters*

Macy Rose Walters, MPA

Brownfield Redevelopment Administrator

Kalamazoo County Planning and Development Department

Phone: (269) 384-8305

Email: [macy.walters@kalcounty.gov](mailto:macy.walters@kalcounty.gov)

Please visit [www.kalcountybrownfield.com](http://www.kalcountybrownfield.com) for more information

# KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

## PART I PROJECT APPLICATION

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. This Part I Application has been developed for interested parties requesting potential Brownfield funding on a redevelopment project within Kalamazoo County. Project funding will be considered by the Authority on a case-by-case basis considering the merits of the proposed project. Criteria for project consideration will include local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All Grant funded approved activities will be conducted by the County's authorized environmental consultant. **There is no fee for a Part I Application.**

Interested parties are encouraged to contact the Authority staff to discuss the potential project, the applicability of the program and to understand the application process. There is a two-part application with the Part I Application providing details of the project including business information, proposed project site and details, tax-base information, timing requirements, etc. A general discussion with the Authority staff and the applicant will ensue. Based on the merits of the project, Authority staff will recommend completion of a Part II Application and/or review by the Authority's Committees.

Should the applicant be encouraged to complete and submit a Part II Application, an application fee will be required according to the following Fee Schedule:

- For projects under \$500,000.00 investment, the fee will be \$500.00
- For projects between \$500,001.00 and \$999,999.00 investment, the fee shall be \$2,000.00
- For projects over \$1,000,000.00 investment, the fee shall be \$3,000.00
- For all Housing projects, a flat rate fee of \$5,000.00 (no investment minimum)

Fees may be waived at the discretion of the Authority in circumstances they deem appropriate.

**All Part II Applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the Part II Application.**

Both the application (and the Conditional Reimbursement Agreement) can be found on the KCBRA website:

<https://kalcountybrownfield.com/helpful-links/project-applications/>

You should contact us at phone or the following email – [macy.walters@kalcounty.gov](mailto:macy.walters@kalcounty.gov)

Pre-application contact is highly recommended and will be beneficial to our common interests.

**Please submit your completed Part I Application, along with a cover letter that provides general information about your project, to the Kalamazoo County Brownfield Redevelopment Authority, in care of Macy Rose Walters at the address listed on the Part I Application. The Proposed Part I Project Application must be complete and submitted with your cover letter.**

Depending on the stage of your project, information may be preliminary or developing. Please provide as much information as you can at this time. Please make sure you inform us of your project timeline requirements or flexibility so that we can relate them to Authority timelines and funds available to determine if potential assistance can be offered which will meet your deadlines. **All applicants must review the KCBRA's Operational Policy and/or Local Brownfield Revolving Fund Policy. Additional documentation may be request by the Authority (i.e. a pro forma, sources & uses/balance sheet, site access agreement, market study/market demand for rental/sales rates, project details related to Housing-TIF like breakdown of affordable units, business plan or plan for mixed-use projects)** Policies: <https://kalcountybrownfield.com/helpful-links/operational-policy/>

We will contact you within ten (10) business days of the Part I application submittal to discuss the next steps in the process. Attendance is required at the meeting when your request is heard, Authority staff will advise you on setting the meeting date.

# KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

## PART I PROJECT APPLICATION

Please provide information in the areas listed below, if available. (Please attach additional pages if needed)

1 Date of Application:

### Business Information

2 Name of Applicant:

3 Business Address:

4 Business Telephone Number:

5 Contact Person(s) & Title:

6 Contact Person(s) Telephone Number:

7 Contact Person(s) Fax Number:

8 Contact Person(s) Email Address:

9 Entity Type:

Proprietorship

Partnership

Corporation

Other (specify)

10 Describe nature and history of business:

11 List similar projects developed over the last five years (if any):

### Proposed Project Site Information

12 Address(es) (if known):

13 Tax IDs:

14 Present Owner(s):

15 Date Present Owner(s) Acquired Property (if known):

16 Does applicant have land control:

No

Yes

If yes, please describe (owner, lessee, option or purchase agreement, etc.):

17 Any currently known environmental issues?

18 Is applicant a liable party for environmental issues at site?

No

Yes

19 Is access to site permitted?

No

Yes

20 Project Type:

New

Relocation

Expansion

Rehabilitation

21 Project Size:

Parcel Size (acres):

Existing building area (sq ft):

New building area (sq ft):

22 Project timeline (proposed or actual):

Start date:

Completion Date:

23 Additional Materials (Please put an X for those items that are available and attach to your application, if possible):

Business Plan   
Financial Commitments   
Market Analysis

Architectural/Site Plans   
Environmental Information/Reports

### Tax Base Information

24 Total Investment Anticipated:

If available, please attach a detailed projection of project costs and proposed funding sources.

Categories of costs may include real estate, demolition, environmental, new construction, renovation, new equipment, and other as appropriate.

25 Eligible activities for which potential funding may be sought (subject to location and/or project scope):

Phase I ESA   
BEA   
Hazardous Materials Building  
Surveys (asbestos and Lead)   
Additional Response Activities   
Lead and Asbestos Abatement   
Infrastructure Improvements

Phase II ESA   
Due Care   
Clean-up Planning   
Demolition   
Site Preparation   
Housing Activities

26 Current State Equalized Value:

27 Estimated State Equalized Value after Project Completion:

28 Full Time Equivalent (FTE) Employees:

FTE Jobs Retained:

FTE Jobs Created:

Signature on this page is required along with the contact information requested.

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party

Signature

Date

Printed Name

Title

Phone Number/ Direct Line

Email address

If you have questions regarding the application, please contact:

Macy Rose Walters, Brownfield Redevelopment Administrator  
Kalamazoo County Administration Building  
Department of Planning and Development Office #407  
Kalamazoo County Brownfield Redevelopment Authority  
201 W. Kalamazoo Avenue  
Kalamazoo, MI 49007  
Office Phone: (269) 384-8305

Email: [macy.walters@kalcounty.gov](mailto:macy.walters@kalcounty.gov)