# Part I – Applicant

1. **Applicant:**

State the name of applicant.

# 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.

# 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:

# Part II – Site

1. **Site identification (100 words or less):**

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.

# Site Description (100 words or less):

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.

# Community (100 words or less):

* 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 (100 words or less):

* 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) (100 words or less):

Indicate whether the property is already enrolled in the VRP or if plans include for it to be enrolled. Briefly describe the current status. Although enrollment is not required for recipients of a VBAF Site Assessment and Planning Grant, recipients are strongly encouraged to enroll to gain the statutory liability protections and to provide agency oversight into 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.

# Part III – Project

1. **Project Description (100 words or less):**

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.

# Scope of Work Description (200 words or less):

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.

# 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 (100 words or less):

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. Attach documentation, including date, of any previously expended funds if applicable. If environmental studies or reports describing environmental conditions (e.g., Phase I and Phase II ESAs, remediation reports) have been 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.

# Timeframe (100 words or less):

Provide the expected time schedule for the scope of work. See Exhibit C for a template to outline the timeframe.

# Virginia Environmental Laboratory Accreditation Program (VELAP) (100 words or less):

Affirm that all data to be 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.

# Part IV – Potential Redevelopment and Reuse

1. **Potential Redevelopment and Reuse Plans (200 words or less):**

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.

# Economic Impact (100 words or less):

Briefly describe how the restoration and redevelopment of this property for economic development purposes would positively impact the subject property and adjacent properties and 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.

# Strategic or Comprehensive Plans (100 words or less):

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.

# Zoning (100 words or less):

Provide the current zoning of the property. Describe any changes in zoning that may be required or planned for the property.

# Prospects (100 words or less):

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.