

Environmental Site Assessment Grant Application


The City of Grand Rapids attempts to secure funding from various sources that can be utilized to conduct environmental due diligence (sometimes referred to as “All Appropriate Inquiry”) at properties that have economic development potential. If available, funds may be used to conduct Phase I Environmental Site Assessments (ESA), Phase II ESA, Baseline Environmental Assessments (BEA), and preparation of reports to document due care obligations and compliance.

As funding is always limited, the City will prioritize projects based on the proposed project, including private investment, job creation, elimination of blight or environmental health risks, and the level to which projects can contribute to neighborhood revitalization and promotion of the City’s master plan. Specific information regarding the source and amount of available funding will be available on the [Brownfield Redevelopment Authority’s website](#).

As a first step to evaluate your project, you must complete an online application, including submission of all required attachments. Following are instructions to help navigate the online application which is made available through the City’s Citizen Access portal.

Should you have any questions regarding the Environmental Site Assessment program or the online application, please contact Jonathan Klooster at jklooster@grcity.us or 616-456-3462.

IMPORTANT: You must register for a free Online Inspection Services account to be able to submit applications and make payments online. To register, visit <https://inspections.grcity.us/citizenaccess> and click on “Register for an Account” in the upper-right corner of the screen. Registration only takes a minute and will allow you to access the full range of services available through the City’s Online Inspection Services portal.

IMPORTANT: If a page is inactive for two (2) hours, your application will “time out” and be lost. If you are planning to leave your application unattended for more than two (2) hours, please click “**Save and Resume Later**”. You may login and continue your application at a later time. Save and resume later: 

Online Application Economic Development Permit

A. Navigate to the Environmental Site Assessment Grant Application

Navigate to: <https://inspections.grcity.us/citizenaccess/> in a web browser

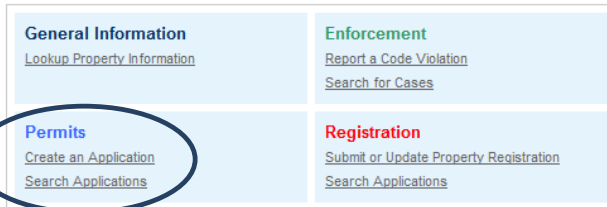
Create an account if necessary, and then Login with your new username and password.


If you already have an account simply go here: [Environmental Site Assessment Application](#)

Login into your account

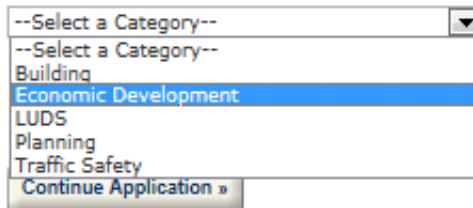
Click on “**Create an Application**” below Permits on the bottom left corner

Permits - Lookup or Apply for a Permit

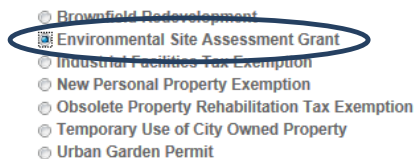


Read the Disclaimer of Warranty and Limitation of Liability. If you accept the terms, click the checkbox and click 

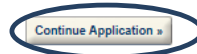
Select “**Economic Development**” from the dropdown menu in order to view applications available for various economic development programs.



Select “**Environmental Site Assessment Grant**”



Then click “**Continue Application**”



B. Location and Contacts Section of the Application



Online Application Economic Development Permit

Identify the property, or properties, at which you would like the City to consider funding environmental investigations. You may search by Address or by Parcel Number.

To search by address, complete as many of the fields as possible, including Street No., Street Name and Direction. Then click “Search” and Accela will search the City’s database to identify properties matching your search criteria.

Address

* Street No.: * Street Name: ? Direction: Unit No.: ?

You may also choose to search by Parcel Number. All properties within the City have a unique parcel number. They all begin with the numbers 41, and have the following format: 41-XX-XX-XXX-XXX.

Parcel

* Parcel Number:

NOTE: If a search identifies multiple properties with the same or similar addresses or parcel numbers, be sure to select the correct property.

If the project will take place on multiple parcels, select “**Add a Row**” and enter the additional parcel number(s) or address(es).

Click

In order to qualify for grant funding, the applicant must have the ability to acquire or control the property. Select the applicant’s legal interest in the property from the drop down menu.

Application Items

APPLICANT INFORMATION

* What is the Applicant's legal interest in the property?:

- Purchase Agreement
- Select--
- Lease
- Other
- Own
- Purchase Agreement

Online Application Economic Development Permit

NOTE: If “Other” is selected from the drop down menu, an additional text field will be displayed. In this field, you must describe how the applicant controls the property if it is not by lease, ownership or purchase agreement.

Employer Tax Identification Number (EIN): Sometime referred to as a Tax Identification Number (TIN), Federal ID or Federal Employer Identification Number (FEIN). This number is provided by the IRS, and has the following format: XX-XXXXXXX. If you do not have an employee ID or an Employer ID is pending from the IRS, enter 11-1111111 in the field; however, please be aware that an employer ID must be provided to the City before any work can commencement on a site.

Provide the Applicant contact information. You may select from contacts that are associated with your Citizen Access account by selecting “**Auto-fill with**”, or you may add a new contact.

Complete the Deedholder and Taxpayer information. You may select from contacts that are associated with your Citizen Access account by selecting “**Auto-fill with**”, or you may add a new contact.

Click



C. Application Section of the Application

2 Application

Complete the following sections in the Application section as described below.

Application Name: Provide a name for the application. This may be the address, or a name that you have assigned to your project. This will be used to identify the project in communications.

Detailed Description: Provide as much detail as is known regarding the project, including the current condition of the site, the proposed redevelopment, proposed use or uses of the completed project (i.e. residential, commercial, manufacturing, etc.), any tenants that are secured, the amount of private investment and the number and type of new jobs to be created.

Private Investment: Provide the total amount of hard and soft costs estimated to be incurred in connection with the redevelopment. Do not include acquisition price.

SBA Financing: The U.S. Small Business Administration has various requirements for environmental investigations. It is helpful for the environmental consultants to be aware of any potential SBA funding.

New Jobs: Enter the number of new jobs that are anticipated to be created over the first two years following project completion.

Existing Jobs: Enter the number of jobs currently existing at the subject property, if any.

Click

[Continue Application »](#)

The “**New Job Detail**” section is utilized to collect detailed information on the jobs to be created. You may add as many classifications as needed, up to the total amount of new jobs to be created. For example, you may add one clerical job, two management jobs and one professional job for a single project.

NOTE: This section is intended to capture only jobs resulting from the completed project. Do not include any construction jobs or temporary jobs that are created during construction.

Job Classification: Select the classification from the drop down that best captures the first job category being created.

Job Category: Select whether the position is full-time or part-time and whether the position being described is temporary or permanent.

Online Application Economic Development Permit

Number of Jobs: Add the number of jobs that fit the classification and category being described.

Average Hourly Wage: Add the average hourly wage for all new jobs in the classification and category being described.

Benefits: Select yes or no depending on whether the jobs being described will have benefits (i.e. health care, vacation, etc.) available.

Green-Applied Tech: Select yes or no depending on whether the jobs are in an applied technology or green technology field.

Once you have completed the New Job Detail, add as many rows as necessary to completely describe the various classifications and categories of jobs.

Click



Attachments

In this section, an applicant can upload any documentation required to support the specific application. For Environmental Site Assessments, evidence of property control is required. This may be a deed, a purchase/buy-sell agreement, or a lease.

ATTACHMENTS

DOCUMENTS ARE UPLOADED IN THE SECTION BELOW

FILE SIZE: Maximum file size is 15 MB. Please consider compressing/optimizing large files before upload.

FILE TYPE: PDF format is required for plans. Other attachments may be submitted in commonly used formats such as PDF, Word, Excel, etc.

FILES: Electronic plan submittals must be combined into a single PDF file prior to upload. Multiple plan files uploaded on a single occasion, e.g. one file per page, should be avoided and may result in a required resubmittal. For detailed electronic submittal guidelines click [here](#).

Application processing will be delayed by missing attachments. Please save this application to resume later if you need more time to gather information.

Attachment types displayed with a red asterisk* are required for the processing of this application. Please check the box next to any attachment type(s) which will be uploaded in the section below.

PROOF OF SITE CONTROL: Required submittal if the Applicant is not the owner of the property.:

*Equal Employment Opportunity Form (EEO 201)- Click the (?) for a link to the document.:

Signature

Review all of the language, and if you agree, initial the following:

- Affirmation
- Non-Transferable
- Public Record
- Approval Required
- Possible Public Hearing
- Application Fee Non-refundable
- Agreement to Pay Fees
-

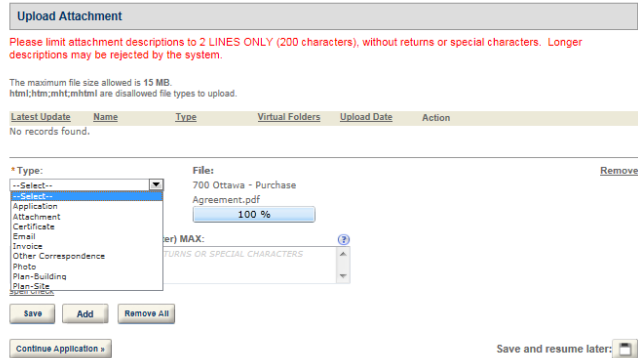
Finally, type your full legal name which serves as your signature under the Uniform Electronic Transaction Act, and verifies that all information submitted is true and accurate as of the time of application to the best of your knowledge.

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Upload Attachments

Select “**Add**” to select the files you would like to upload. Then browse to the location where you have saved your document(s), select the appropriate document(s) and select “**Upload**”.

Select the type of file from the dropdown menu, provide a brief description of the file in the text box, and then click “**Save**”. Repeat this process for any additional documentation you wish to attach to your application.



Upload Attachment

Please limit attachment descriptions to 2 LINES ONLY (200 characters), without returns or special characters. Longer descriptions may be rejected by the system.

The maximum file size allowed is 15 MB.
html,htm,xml,txt are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
No records found.					

*Type:
 --Select--
 Application
 Attachment
 Certificate
 Email
 Invoice
 Other Correspondence
 Photo
 Plan-Building
 Plan-Site
 Specification

File: 700 Ottawa - Purchase Agreement.pdf
 100 %

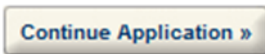
Character Limit: 200
 (per) MAX: 200
 NO SPACES OR SPECIAL CHARACTERS

Save Add Remove All

Continue Application

Save and resume later:

Click



At this point, your application is complete and ready for review. Review the application, making any necessary revisions.

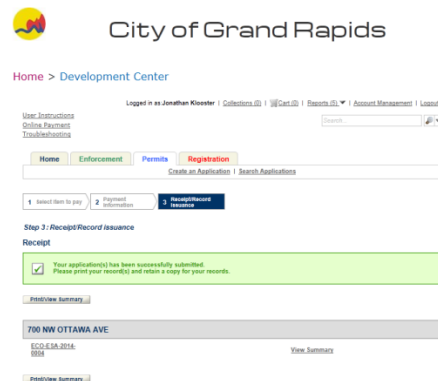
Once you are satisfied with the application, submit the application by

clicking



At this point, your application has been submitted. You may select “**Print/View Summary**” to access the summary report of your application for your records.

You will receive an email confirming submission. If you do not receive an email within five (5) minutes, please call 616-456-3462 to confirm receipt of your application.



City of Grand Rapids

Home > Development Center

Logged in as Jonathan Kloster | Collections (0) | Cert (0) | Reports (0) | Account Management | Logout

User Instructions
 Online Payment
 Troubleshooting

Home Enforcement Permits Registration
 Create an Application | Search Applications

1 Select item to pay 2 Payment Information 3 Receipt/Record Issuance

Step 3: Receipt/Record Issuance

Receipt

Your application(s) has been successfully submitted. Please print your receipt(s) and retain a copy for your records.

[Print/View Summary](#)

700 NW OTTAWA AVE
 616.456.3462
 6034 [View Summary](#)

[Print/View Summary](#)