



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: [info@smpcregion3.org](mailto:info@smpcregion3.org)

## Board Meeting Agenda

**MEETING DATE:** Tuesday, October 27, 2020  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Virtual Meeting  
<https://www.gotomeet.me/Upjohn> (Audio and Video)  
1-877-309-2073 (Toll Free)  
1-669-224-3217  
Access Code: 422-647-013

1. Call to Order
2. Representatives Present/Introductions
3. Representatives Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. Approval of the Minutes **[Action]**
6. Public Comments
7. Acceptance of the Financial Report
  - a. Review and accept quarterly report **[Action]**
8. Transportation
  - a. KATS report
9. Comprehensive Economic Development Strategy / EDA
  - a. Update on CEDS work conducted to-date
  - b. Update on the application to EDA
10. EPA Grant Application
  - a. Regional brownfield grant application **[Action]**
11. Strategic Plan
  - a. Review 2019 Strategic Plan, discuss updates
12. Local Government Assistance and Planning Activities
  - a. Regional broadband discussion
  - b. Update on regional Housing Toolkit
  - c. Update on St. Joseph County Housing Plan
  - d. Updates on various other projects
13. Staff Report/Other:
  - a. Monthly Correspondence
14. Representative Comments
15. Action: Adjournment

**Next Meeting:** January 5, 2021



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## Board Meeting Minutes

**MEETING DATE:** Tuesday, October 6, 2020  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Virtual Meeting  
<https://www.gotomeet.me/Upjohn> (Audio and Video)  
1-877-309-2073 (Toll Free)  
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1. Call to Order
  - a. The Chair called the meeting to order at 11:37am. Since quorum was not initially achieved, KATS began with their report. The quorum was achieved at 11:53am, at which time the Chair officially began the meeting.
2. Representatives Present/Introductions
  - a. Bomba, Morse, Drost, Carahaly, Hazelbaker, and Grieve
  - b. KATS: Nagler. SMPC staff: Adams, Trueblood
3. Representatives Excused
  - a. The Chair asked the members to concur with him that attendance could be taken by staff, instead of taking an action. All attending members were in agreement with this approach.
4. Approval of the Agenda
  - a. The Chair began a discussion on the schedule of upcoming meetings. Since the November meeting is scheduled for Election Day, Adams suggested that more members might participate if the meeting were held on October 27<sup>th</sup>; Morse, Drost, and Bomba agreed. The Chair agreed to reschedule by administrative action and asked Adams to communicate the change via email.
  - b. Because quorum wasn't achieved until 11:53am, the Chair suggested that board members review attendance requirements and potentially make changes to the bylaws about quorum. The Chair asked to approve the minutes before the annual meeting items, and pushed back the discussion on the strategic plan to the next meeting. By unanimous consent, **the amended agenda was approved at 11:55am.**
5. Approval of the Minutes
  - a. The Chair asked for amendments to the minutes. None were offered, so the **minutes were approved by unanimous consent at 11:56am.**
6. Annual Meeting Items
  - a. The Chair began the discussion on election of officers at 11:57am. Hazelbaker asked Carahaly whether he would serve another term as Chair. Carahaly agreed, then asked if Hazelbaker would continue as Vice Chair, who also agreed to another term. Bomba was identified as the current secretary/treasurer.
    - i. Having identified a slate of officers, Hazelbaker moved to accept Carahaly as Chair, Hazelbaker as Vice Chair, and Bomba as Secretary/Treasurer. Drost seconded. By unanimous consent, the **officers were approved at 12:00pm.**
  - b. The Chair began the discussion on the approval of the SMPC Annual Budget. Adams explained that the \$3,000 projected loss was concentrated in providing services to local units of government, which fits the SMPC mission of returning value to the public. The Chair asked for the budget line to be increased to increase the investment in local communities, with a focus on the four member counties. Hazelbaker stated that he would be ok to increase the amount invested up to \$10,000. Morse asked how the money would be allocated, and Adams described planning services that SMPC offers at no cost and some of the regional initiatives taken on by SMPC. Morse agreed that the planning services are important, but

requested that the expenditures be planned out and enacted when staff have more capacity. The Chair agreed that it may be more appropriate to outline these expenditures via strategic planning, since an elected official had recently requested additional services. Grieve supported using the money to support projects, particularly moving things along faster like broadband planning or work more closely with Upjohn. Bomba liked reserving some money for contingencies and agreed with Morse to plan expenditures. Drost agreed that the board needs to take more time to discuss these investments and spend the money strategically and equitably among the members. The Chair, board members, and staff discussed the potential amendment of the expenditure line item. Grieve pressed staff to provide valuable services, and Adams agreed that staff could increase their quality of services through the current EDA capacity building grant. Staff recommended adding \$2,000 to line item 34052 under Wages & Fringe (Staffing Expenses). Hazelbaker suggested to continue the discussion at a board retreat. The Chair explained that the Michigan Association of Regions (MAR) dues were removed from the budget per the discussion at last month's meeting. Adams explained that the MAR board anticipates making some changes to the long-term structure to better meet members' needs by mid-2021, including meeting every month and creating a platform for on-going communication. The Chair anticipates evaluating the situation at a later time, if an invoice for dues is received.

- i. Grieve moved to approve the budget as presented in the packet, with the exception of adding \$2,000 to Wages & Fringe; Morse seconded. By unanimous consent, **the budget was approved at 12:35pm.**
- c. The Chair opened discussion of the Public Notice for FY 2021 SMPC Meetings. Adams explained the changes from the typical schedule, which include holding mostly virtual meetings, with in-person meetings held quarterly in each county over the year. Adams explained a typographical error in the meeting schedule; the meetings outlined in the packet were listed as Wednesdays, but the meetings will actually be scheduled on Tuesdays. Adams listed two options for the typical spring break schedule, the week before (March 31<sup>st</sup>) and April 6<sup>th</sup> (the week of). The board chose to stick with the typical meeting date (April 6<sup>th</sup>).
  - i. By unanimous consent, **the public notice of meetings for FY 2021 was approved at 12:40pm.**

#### 7. Public Comments

- a. None were offered.

#### 8. Acceptance of the Financial Report

- a. The Chair began the review of the FY 2020 quarterly report, which Adams said would need further adjustments. The Chair postponed the discussion on the financial report to the meeting on October 27<sup>th</sup>.

#### 9. Transportation

- a. Nagler provided the KATS report: There has been some work on the Rural Task Force, Small Urban Task Force activity in Albion, and continued work on non-federal PASER ratings. A new budget for MDOT is expected around beginning of November, while federal highway dollars are expected to be extended. Nagler would like to arrange individual county meetings to review the bylaws, and have updated elections of members who participate on RTF. Adams said that project authorizations, invoices, and an amendment to the asset management program were all included in the packet.

#### 10. Comprehensive Economic Development Strategy / EDA

- a. Trueblood provided a brief update on CEDS work conducted to-date, including beginning a public engagement plan and the economic analysis section. Staff anticipate completing these final elements of the plan by November, with a draft plan completed in early December, and the final plan delivered by January.
- b. Adams provided an update on the application to EDA for the capacity building grant, which was preliminarily approved for \$280,000 pending further documentation.

#### 11. Strategic Plan

- a. This discussion was postponed to the October 27<sup>th</sup> meeting.

#### 12. EPA Grant Application and Potential Contractors

- a. The Chair began a discussion on the regional brownfield grant application. Adams explained that the deadline is approaching at the end of October, and the contractors need time to assemble the application. Since the grant application is not guaranteed to be successful, staff recommended limiting SMPC expenditures on the grant application, which only SME has offered to complete for free.
- b. Morse moved to accept staff recommendation to work with SME, Drost seconded. By unanimous consent, **SME was selected as the environmental consultant for the EPA RFQ at 12:57pm.** Adams agreed to notify the respondents.

13. Local Government Assistance and Planning Activities

- a. Adams explained that the EDA capacity-building funding will support regional broadband planning, and that staff have already been helping assemble stakeholders in Calhoun County, which will help staff improve the planning process in other counties. He also reviewed a potentially innovative data-gathering process that is being developed with Upjohn staff to determine where broadband access already exists.
- b. Adams stated that SMPC has a contractor in place now to finish up the regional Housing Toolkit by the end of the year, with funding supported by Upjohn and the Kellogg Foundation.
- c. Trueblood provided an update on St. Joseph County Housing Plan, which should be completed soon.
- d. No updates on various other projects were provided in light of time constraints.

14. Staff Report/Other:

- a. The Chair agreed to move the 2021 SMPC Budget Discussion to the October 27<sup>th</sup> meeting.
- b. Staff reported no monthly correspondence.

15. Representative Comments

- a. Hazelbaker said that construction of the new Branch County jail is on time and on budget.
- b. Carahaly stated that he's now chair of the Kalamazoo County Planning Commission.

16. Adjournment

- a. Grieve motioned to adjourn, Carahaly seconded. The meeting was adjourned at 1:06pm.

**Next Meeting:**  
October 27, via GoToMeeting

**W.E. Upjohn Institute for Employment Research**  
 Projects 34050, 34051, 34052, 34053, 34054, 34055  
 Southcentral Michigan Planning Council  
 FY20 10/1/19-9/30/20  
 Director: Lee Adams

**FY20 (10/1/19 - 9/30/20)**

Sept 2020

	34050 Fiscal YTD 2020	34050 SMPC General Budget	34051 Fiscal YTD 2020	34051 SMPC RPI Budget	34052 Fiscal YTD 2020	34052 SMPC Plan Budget	34053 Fiscal YTD 2020	34053 SMPC Transp Budget	34054 Fiscal YTD 2020	34054 SMPC Kzoo Budget	34055 Fiscal YTD 2020	34055 SMPC MEDC Budget	Total FY20 To Date	Total SMPC Budget
<b>W.E. Upjohn Institute</b>														
- Wages	14,017.75		4,204.98		13,330.62		2,522.89		39,887.50		6,197.80		80,161.54	
- Fringe	6,674.21		2,100.69		7,516.78		1,246.62		-		2,235.36		19,773.66	
	-		-		-		-		-		-		-	
<b>Total Staff:</b>	<b>20,691.96</b>	<b>10,365.00</b>	<b>6,305.67</b>	<b>6,750.00</b>	<b>20,847.40</b>	<b>62,500.00</b>	<b>3,769.51</b>	<b>5,000.00</b>	<b>39,887.50</b>	<b>33,250.00</b>	<b>8,433.16</b>	<b>5,000.00</b>	<b>99,935.20</b>	<b>122,865.00</b>
<b>Subcontracts:</b>														
- KATS/Other	-		-		-		47,456.98	97,050.00	-		1,959.68	4,000.00	49,416.66	101,050.00
- Clark Hill, Legal	-		-		-		-		-		-		-	
<b>Other:</b>														
- Training	-	1,000.00	-		-	1,000.00	-		-	650.00	-		-	2,650.00
- MI Assoc of Region Dues	1,020.00	960.00	-		-		-		-		-		1,020.00	960.00
- Liability Insurance	2,105.00	2,100.00	-		-		-		-		-		2,105.00	2,100.00
- Copies	-	75.00	-	100.00	-	100.00	-	25.00	-		-		-	300.00
- Postage	0.50	50.00	-		-	90.00	-		-		-		0.50	140.00
- Supplies	-	50.00	-		-	100.00	-		-		-		-	150.00
- Telephone	-	10.00	-	50.00	-	10.00	-	25.00	-		-		-	95.00
- Software License	-	30.00	-		-		-		-		-		-	30.00
- Web Site Hosting	420.00	360.00	-		-		-		-		-		420.00	360.00
- Transfer	-	5,450.00	-		-		-		-		-		-	
<b>Travel:</b>														
- Travel	1,254.57	1,500.00	44.04	600.00	388.44	1,500.00	-	200.00	11.60	-	71.13	1,000.00	1,769.78	4,800.00
- Travel Reimbursement	-		-		-		-		-		-		-	
<b>Total Subs/Other/Travel:</b>	<b>4,800.07</b>	<b>11,585.00</b>	<b>44.04</b>	<b>750.00</b>	<b>388.44</b>	<b>2,800.00</b>	<b>47,456.98</b>	<b>97,300.00</b>	<b>11.60</b>	<b>650.00</b>	<b>2,030.81</b>	<b>5,000.00</b>	<b>54,731.94</b>	<b>112,635.00</b>
<b>Total Project Expense:</b>	<b>25,492.03</b>	<b>21,950.00</b>	<b>6,349.71</b>	<b>7,500.00</b>	<b>21,235.84</b>	<b>65,300.00</b>	<b>51,226.49</b>	<b>102,300.00</b>	<b>39,899.10</b>	<b>33,900.00</b>	<b>10,463.97</b>	<b>10,000.00</b>	<b>154,667.14</b>	<b>235,500.00</b>
<b>Invoices</b>														
34050, 34051, 34054, 33001	16,500.00	21,950.00	32,942.01	7,500.00					37,324.10	33,750.00	-		86,766.11	
34050 Fund Xfer													-	
34055 - Albion													-	
34055 - MEDC													-	
St Joe 24022 34052	-		-		1,120.00		-		-		-		1,120.00	
Parchment 24031 34052	-		-		1,937.50		-		-		-		1,937.50	
Sherman 24030	-		-		-		-		-		-		-	
Nottawa 24032	-		-		3,875.00		-		-		-		3,875.00	
MDOT Z7 24023	-		-		-		10,975.86	26,000.00	-		-		10,975.86	
MDOT Z8 24024	-		-		-		16,896.77	19,000.00	-		-		16,896.77	
MDOT Z9 24025	-		-		-		23,953.42	55,000.00	-		-		23,953.42	
<b>Total Invoices:</b>	<b>16,500.00</b>	<b>21,950.00</b>	<b>32,942.01</b>	<b>7,500.00</b>	<b>6,932.50</b>	<b>60,000.00</b>	<b>51,826.05</b>	<b>102,300.00</b>	<b>37,324.10</b>	<b>33,750.00</b>	<b>-</b>	<b>-</b>	<b>145,524.66</b>	<b>225,500.00</b>
<b>Expense</b>	<b>25,492.03</b>	<b>21,950.00</b>	<b>6,349.71</b>	<b>7,500.00</b>	<b>21,235.84</b>	<b>65,300.00</b>	<b>51,226.49</b>	<b>102,300.00</b>	<b>39,899.10</b>	<b>33,900.00</b>	<b>10,463.97</b>	<b>10,000.00</b>	<b>154,667.14</b>	<b>235,500.00</b>
<b>Net Income(Expense):</b>	<b>(8,992.03)</b>	<b>-</b>	<b>26,592.30</b>	<b>-</b>	<b>(14,303.34)</b>	<b>(5,300.00)</b>	<b>599.56</b>	<b>-</b>	<b>(2,575.00)</b>	<b>(150.00)</b>	<b>(10,463.97)</b>	<b>(10,000.00)</b>	<b>(9,142.48)</b>	<b>(10,000.00)</b>
<b>Invoices</b>	16,500.00	21,950.00	32,942.01	7,500.00	6,932.50	60,000.00	51,826.05	102,300.00	37,324.10	33,750.00	-	-	145,524.66	225,500.00
<b>Receipts</b>	16,500.00	21,950.00	32,942.01	7,500.00	6,932.50	60,000.00	38,792.65	102,300.00	30,274.10	33,750.00	-	-	125,441.26	235,500.00
<b>Acct.Rec.Balance:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,033.40</b>	<b>-</b>	<b>7,050.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,083.40</b>	<b>(10,000.00)</b>

SMPC Fund Balance: \$149,004.74, Maintained and audited by W.E. Upjohn Institute.  
**This document is an unaudited estimate of project activities.**



## The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: Southcentral Michigan Planning Council Board

FROM: Steven Stepek, KATS Executive Director

DATE: October 23, 2020

SUBJECT: Southcentral Michigan Planning Council Report

During the month of October 2020, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Submitted the September Rural Task Force monthly report to MDOT Planning
- Participated in the October monthly Rural Task Force conference call with MDOT Planning
- Attended the online Rural Task Force Rural Task Force Education Committee Webinar on revisions to Project Data Sheets and updates to project programming
- Worked on collecting non-federal aid Pavement Surface Evaluation and Rating (PASER) data. Work was done on those roads for which no ratings had been done in the last three years, if at all. Federal Aid data collection has been cancelled for the remainder of the calendar year in response to the COVID-19 pandemic
- Forwarded communication from MDOT planning to RTF #3 regarding updated policy on expiration for State Economic Development Category D (TEDF) funding. Previously, there was no time limit for programming and obligating TEDF funds. The revised policy dictates that funds must be obligated within three years of being allocated. Currently no counties in RTF #3 are in danger of losing funds as a result of the new policy
- Forwarded revised rural federal surface transportation funding (STL) to RTF member agencies and revised the tracking spreadsheet to reflect the new totals. For 2021 the STL allocation for the five counties in Region 3 decreased by \$55,250 to a total of \$3,473,750. Meetings will be scheduled at the county and region levels to address programming changes to bring the 2021 RTF #3 programming back into fiscal constraint

Anticipated future activities include:

- Updating project data in JobNet for the 2020 – 2023 Transportation Improvement Program as project data sheets are submitted or as otherwise needed
- Continue collection of 2020 Non-Federal Aid PASER rating data if conditions and staff availability allow.
- To the extent that funding allows, assisting in promotion and facilitation of the use of the Michigan Infrastructure Council's Asset Management Assessment Tool by agencies in the Region choosing to do so
- Schedule and facilitate meetings of county Rural Task Forces and Rural Task Force #3 to review FY 2021 – 2023 projects and incorporate changes in state and federal funding that have been announced
- Facilitating meetings of other Rural or Small Urban Task Forces as needed

## **1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION**

### **a. Target Area and Brownfields**

*(i) Background and Description of Target Area:* The Southcentral Michigan Planning Council (SMPC) is the lead applicant for a Coalition that includes Branch and Calhoun Counties. SMPC serves local units of governments (Counties, Cities, Villages, and Townships), the Michigan Department of Transportation, and Road Commissions/Departments located in Branch, Calhoun, Kalamazoo, and St. Joseph Counties. SMPC is a multipurpose regional planning organization that seeks to improve economic, environmental, and fiscal health for the four counties that it serves. The Coalition's goal is to grow regional capacity to support brownfield redevelopment and economic revitalization of older industrial areas throughout the region with priority given to the smaller communities in the region that often miss out on funding opportunities.

The SMPC region is located in southcentral lower Michigan, midway between Chicago and Detroit. The cities of Kalamazoo/Portage, Battle Creek, Three Rivers, and Coldwater account for nearly 40% of the region's population, with the remainder dispersed in smaller towns and rural townships. The Kalamazoo River flows westward through the northern portion of the region, traversing downtown Battle Creek and Kalamazoo. US Highway 12 (US-12) traverses the southern portion of the region, providing the primary east-west travel route for this more rural portion of the region.

Development in the region began in the mid-to-late 1800s with agriculture and food processing, along with paper, pharmaceutical, and other types of manufacturing. Like most of Michigan, the region's manufacturing operations (especially those related to the automotive industry and its suppliers) continued to expand until the 1980s, when all sectors of the manufacturing industry started declining. The great recession decimated many of the remaining industrial employers in the region leaving many underutilized brownfield sites. The Coalition's overriding concern is the sheer number of these brownfields located in its smaller communities, and the ongoing economic problems that have resulted in decreasing/stagnant populations, increasing numbers of low income residents, neighborhood disinvestment, and lack of employment opportunities. SMPC identified promoting brownfield redevelopment as a key goal for the region in their 2014 Comprehensive Economic Development Strategy (CEDS). This grant will directly support this goal. The Coalition's objective is to focus grant funds on addressing brownfields in the following target areas (TAs):

*(1) US Highway 12 (US-12) Corridor* (Coldwater in Branch County) - approximately 2 mile corridor between US-12 and the Sauk River that runs through the center of Coldwater. It is a primary commercial/former industrial corridor that traverses the most impoverished and highest minority percentage neighborhoods in Coldwater.

*(2) Historic Downtown Homer* (Village of Homer in Calhoun County) - three block historic downtown area that was once the commercial heart of the City and is now underutilized. The downtown area of Homer is adjoined by impoverished residential neighborhoods.

### *ii. Description of the Priority Brownfield Sites:*

The *US-12 Corridor* includes numerous vacant and underutilized commercial and industrial operations, many of which adjoin the Sauk River and/or the impoverished neighborhoods and the City's preschool. The priority site in this target area is the former **Lumber Yard** site that is located along the banks of the Sauk River and adjacent to residences. The site is overgrown and includes multiple buildings that are falling into disrepair. The environmental issues on the site are not known but the historical lumber yard usage has likely resulted in an impact associated with lumber treatment and storage of treated lumber. This could include heavy metals from copper arsenates and organic preservatives such as creosote and pentachlorophenols. This site is a priority because of its location along the Sauk River, its unknown potential exposure concerns for nearby residents, and its redevelopment will help provide a transition between industrial development to the west and the residential neighborhoods to the east.

**FY2021 U.S. EPA BROWNFIELDS ASSESSMENT GRANT APPLICATION**  
**Coalition of Southcentral Michigan Planning Council, Calhoun County, and Branch County, Michigan**

The *Historic Downtown Homer* target area includes approximately 5 acres of underutilized commercial buildings that were once the commercial heart of the City and are bordered by residential neighborhoods. The **priority site** in this area is the **West Main Block**. This prominent “block” holds several multi-stories, aging commercial/mixed-use buildings, which have been occupied by tin shops, hardware shops, cabinet shops, and likely other chemical-intensive operations. They are now 30-55% vacant and falling into disrepair. The environmental conditions associated with this priority site are not known; however, it is likely that operations impacted soil and groundwater with metals, volatile organic compounds (VOCs), and polynuclear aromatic hydrocarbons (PAHs). Asbestos and lead-based paint are likely present in the buildings.

**b. Revitalization of the Target Area:** SMPC was formed to create a coordinated approach for environmental planning, economic development, and community revitalization for the region. Use of the assessment grant will support SMPC’s goal (identified in their 2014 CEDS) of promoting brownfield redevelopment in the region. This goal supports those identified by the citizens and leaders in the Coldwater 2017 and the Homer 2019 Master Plans: 1) maintain a thriving downtown/central business district, 2) revitalize dense residential neighborhoods to provide a variety of housing types, and 3) preserve each community’s historic character.

***i. Reuse Strategy and Alignment with Revitalization Plans:***

The projected redevelopment for the **Lumber Yard** priority site in the *US-12 Corridor* target area is a modern, light-industrial operation. This proposed redevelopment aligns directly with the City of Coldwater’s Master Plan goal of providing for industrial development in this area in a way that does not negatively impact the environment.

The projected redevelopment for the **West Main Block** priority site in the *Historic Downtown Homer* target area is mixed-use, affordable upper floor residential units with first floor commercial. This proposed redevelopment aligns directly with the Village of Homer’s Master Plan goals of encouraging mixed-use buildings and energizing downtown Homer.

***ii. Outcomes and Benefits of Reuse Strategy:*** The **Lumber Yard** priority site has a long history of industrial use and is perceived as unusable. Following assessment and identification/placement of engineering controls to support the proposed redevelopment, the health and safety concerns associated with the site will be defined and mitigated. The redevelopment of the priority site with a modern, light-manufacturing operation will improve the property value, generate much needed tax revenue, provide employment opportunities for impoverished nearby residents, and improve the appearance of the neighborhood. The **Lumber Yard** site (as well as other portions of the *US-12 Corridor* target area) is located in an Opportunity Zone and any revitalization spurred by this project will directly promote economic growth in this Opportunity Zone.

The **West Main Block** priority site is located in the heart of the impoverished target area in Homer, and the most important benefit of the redevelopment of the various buildings in this block is reinvestment in the adjacent neighborhood. Asbestos and lead-based paint will be abated and structural improvements will be made to ensure buildings are safe to occupy. Paved areas will be rehabilitated to prevent direct contact exposures for impoverished residents and children. Active or passive vapor barrier or extraction systems will be installed in buildings where vapor intrusion is a health risk. The buildings will be renovated with lower floor commercial (grocery stores, restaurants, health clinics, etc.), upper floor residential lofts (including affordable units), and/or public amenities (theater, etc.). This will provide much needed housing options, increase the 24-hour vitality of the district, and increase the sense of community identity in Homer. The revitalized downtown will also provide visitors a place to mingle, shop, and invest in the community, bringing additional dollars into Homer and spurring further economic development.

**c. Strategy for Leveraging Resources**

***i. Resources Needed for Site Reuse:*** SMPC has identified the following additional key resources that can be used to support assessment, remediation, or reuse/redevelopment of priority sites and additional sites identified during the grant project. The table identifies key funding sources, SMPC or Coalition member funding eligibility, and the description of funding use on priority sites.

**FY2021 U.S. EPA BROWNFIELDS ASSESSMENT GRANT APPLICATION**  
**Coalition of Southcentral Michigan Planning Council, Calhoun County, and Branch County, Michigan**

Source	Description	Eligibility	Funding Use
MI Department of Environment, Great Lakes and Energy (EGLE) grants and loans	Grants/loans up to \$1M for economic development projects and reuse of brownfields	Local units of government can apply	Assessment, due care activities, remedial activities, demolition, and lead/asbestos abatement. Support installation of exposure barriers/mitigation systems on the <b>Lumber Yard</b> and <b>West Main Block</b> priority sites.
Michigan Natural Resources Trust Fund (MNRTF)	Grants that support development and improvement of public outdoor recreation opportunities	Local units of government can apply	Redevelopment of brownfields into trails/greenways/parks/rec facilities. Support development of green space and trail areas along the Sauk River on the <b>Lumber Yard</b> priority site, and trails/greenways along other waterbodies in the region.
Community Development Block Grants (CDBG)	Funding for improvements in low-moderate income areas (both target areas include low-moderate income neighborhoods)	Communities within the region are entitlement communities	Rehabilitation/reuse of structures on brownfields and redevelopment of brownfields into public-use facilities.

The assessment grant will stimulate the availability of these funds by supporting assessment of brownfields, which will prepare the sites for the remediation and redevelopment activities that will be funded by the EGLE, MNRTF, and CDBG dollars. In addition to these funds that the Coalition members are eligible to secure, various cities and counties in the region have Brownfield Redevelopment Authorities who can include brownfields projects in their Brownfield Plans to allow capture of incremental taxes to reimburse eligible costs associated with assessment, remediation, and redevelopment of the priority sites (as well as other sites identified during the grant project). Developers can also acquire loans and tax credits from the Michigan State Housing Development Authority (MSHDA) to fund redevelopment of vacant upper floors into residential units on the **West Main Block** priority site and affordable housing at other sites identified during the grant project.

*ii. Use of Existing Infrastructure:* The two target areas have been developed since the early 1900s and contain the required public infrastructure (water, sewer, electricity, etc.) to support most types of redevelopments. Furthermore, each of the priority sites have a long history of commercial and industrial use, so the existing infrastructure (including roads and rails for access and transportation) extends to these sites and will support the revitalization plans discussed in Section 1.b.i. By directing grant funds to these priority sites and target areas, the Coalition will facilitate the use of this existing infrastructure. No infrastructure improvements are anticipated to be needed to support the proposed redevelopment.

**2. Community Need and Community Engagement**

**a. Community Need**

*i. The Community's Need for Funding:* Property tax revenues are one of the main sources of income for the Coalition members, and these revenues are not keeping up with inflation or municipal expenses. For Calhoun County in 2019, the total property tax revenue has only increased by 4.4% since 2008, while cumulative inflation through that time period is estimated to be 18.7%<sup>1</sup> and total municipal expenses have increased by 75%. This means that Calhoun County is struggling to maintain its budget and is losing money from its net position (capital assets minus related debt) each year and cannot fund redevelopment activities. For Branch County in 2019, total

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<sup>1</sup> US Inflation Calculator

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property tax revenue increased by only 4.3% since 2008, and the county government was forced to cut their operating budget by nearly 41% between 2018 and 2019 by reducing investment in general government, public safety, and health and welfare services. This means Branch County has no extra funds to support redevelopment. Other communities throughout the SMPC region are in similar budget situations.

The COVID-19 pandemic has exacerbated economic concerns in the region. The overall unemployment rate in the counties peaked in April 2020 at 17.3% to 30.3%<sup>2</sup>. These had fallen to a still high 8.7% to 10.9% by July 2020<sup>2</sup>. While the overall unemployment rates are slowly improving, they are nowhere near the pre-pandemic levels (2.8% to 3.6% in March 2020<sup>2</sup>) and this means that income tax revenues are also not keeping up with inflation rates and are not making up for losses in other revenue streams. SMPC's funding comes from member dues, grants, and contracts with other governmental units. This means that most of its income is used for specific grant and contract projects and cannot be devoted to redevelopment of brownfields at large. The decrease in available property and income tax revenue and limited SMPC funding means that the Coalition members have limited funds available to support brownfields redevelopment.

This grant will provide the Coalition members with much needed brownfields funding as well as provide other smaller communities within the region with the resources to assess the brownfields that are hindering their communities.

**ii. Threats to Sensitive Populations**

(1) Health and Welfare of sensitive populations: The main health and welfare concerns are the ongoing disinvestment in the target areas and uncontrolled exposures to contaminated soil, groundwater, and soil gas and buildings containing hazardous materials. Both target areas include impoverished and/or minority filled residential neighborhoods. In the *US-12 Corridor*, the percentage of Hispanic residents is up to 14.5% and children under 5 years is up to 11%, which is much higher than Coldwater's 6% Hispanics and 6% children under 5 years<sup>3</sup>. The residents in this target area and the *Historic Downtown Homer* target area are also economically disadvantaged. The poverty rate in the target areas ranges from 17.4% to 17.5%, which is higher than the Michigan rate of 15% and the U.S. rate of 14.1%**Error! Bookmark not defined..** In the target areas, up to 17% of the population receives public assistance and the median household incomes (\$34,364 to \$48,125) are much lower that of the U.S. (\$60,293)**Error! Bookmark not defined..** These minority and impoverished groups in the target areas cannot afford to leave and bear the disproportionate impact of the numerous brownfields in the target areas.

Brownfields' threats to the health and welfare of sensitive populations will be determined by completing grant-funded site assessments designed to identify the nature and extent of contamination. Threats will be subsequently reduced by development/implementation of cleanup plans that incorporate engineering and/or institutional controls to further limit exposures. The assessment and redevelopment of brownfields in the target areas will also reduce blight, thereby drawing residents and businesses back into these target areas, triggering additional reinvestment and redevelopment that will further improve the health and welfare of the community.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions: Each of the former operations and the associated brownfields located in the target areas are negatively impacting residents, especially sensitive populations (impoverished residents, Hispanics, and children), by potentially exposing them to numerous contaminants via direct contact, ingestion, airborne particulate inhalation, and vapor intrusion pathways. The contaminants found on the priority sites and other brownfields are known to cause cancer and respiratory problems. Exposures to the contaminants from the **priority sites** and other brownfields in the target areas have likely resulted in lower life expectancy and elevated cancer, asthma, and infant mortality rates in the SMPC

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<sup>2</sup> U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics, 2020

<sup>3</sup> American Community Survey 5-Year Estimate, 2018

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counties (see following table; city/target area statistics are not available) when compared to both Michigan and the U.S. In addition, research has found that exposure to air pollutants is linked

	U.S.	Michigan	Calhoun County	Branch County	Kalamazoo County	St. Joseph County
Life Expectancy (yrs) <sup>4</sup>	81.1	78	76	76.7	79	76.8
Cancer Mortality Rate <sup>5**</sup>	152.6	161	180.5	183.5	135.2	174.7
Adult Current Asthma Prevalence	9.3% <sup>6</sup>	10.9% <sup>7</sup>	11.5% <sup>7</sup>	13.4% <sup>7</sup>	12.1% <sup>7</sup>	10.1% <sup>7</sup>
Infant Mortality Rate <sup>8</sup>	4.9	6.6	6.8	8.8	6	5.4

to higher infant mortality and other poor birth outcomes<sup>9</sup>, illustrating additional adverse health impacts for women and children (sensitive populations). It has also been found that adults and children living in low income areas are hospitalized for asthma 2.9 to 4.2 times more often than their counterparts who live in higher income areas<sup>10</sup>.

Specific brownfields health threats to sensitive populations will be identified by completing grant-funded assessments that will identify the hazardous substances to which residents may be exposed. These exposures can be reduced by implementing remediation activities and/or putting engineering controls in place prior to or as part of brownfields redevelopment. The remediation and redevelopment of target area brownfields will reduce exposures to contaminated soil and groundwater and limit migration of contaminated groundwater and soil gas onto nearby sites. The identification and removal of hazardous building materials (asbestos, lead, etc.), will eliminate potential airborne releases of contaminants during redevelopment and will make these buildings safe for residential and commercial uses. As the exposures to brownfield contaminants are reduced, this will reduce the target areas' cumulative environmental exposure risks and lead to a reduction in cancer and respiratory disease rates.

**(3) Disproportionately Impacted Populations:** As discussed above, health and welfare impacts from brownfields (including the **priority sites**) are greater for the sensitive populations (impoverished and Hispanic residents, women, and children) who live near the brownfields in the target areas. The sensitive populations in the target areas are facing a disproportionate share of the negative environmental impacts associated with historical commercial/industrial operations. This was exacerbated by limited government support, which can be tied directly to the difficult economic conditions the Coalition members have been facing. The target area in Coldwater has not seen the revitalization that some areas in the City have seen, and only recently have efforts and funds been directed into this neighborhood. The smaller Homer target area has also only recently become a focus of SMPC. The presence of brownfields throughout these target areas has created blight and decreased property values. In the target areas, median home values range from \$76,400 to \$91,700, compared to U.S. median value of \$229,700<sup>3</sup>. In addition, 29.9% to 49.7% percent of residents rent their homes with 22.4% to 30.6% of those renters paying 35% or more of their

<sup>4</sup> County Health Rankings, 2020

<sup>5</sup> Rates per 100,000. Michigan Department of Community Health, 2017

<sup>6</sup> Michigan BRFSS Surveillance Brief, December 2018

<sup>7</sup> Michigan Asthma Atlas, February 2019

<sup>8</sup> Rates per 1,000. Michigan Department of Community Health, 2016-2018 for MI and the U.S. and 2014-2018 for counties

<sup>9</sup> University of Michigan Environmental Health Policy Brief, Infant Mortality and Air Pollution, April 2014

<sup>10</sup> Disparities in Michigan's Asthma Burden, 2016

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income on rent<sup>3</sup>. This environmental injustice is made worse because impoverished residents impacted by brownfields can't afford to move away from them.

Although exposure threats from brownfields in the target areas are not fully known, the grant-funded assessment and subsequent redevelopment of these sites will reduce sensitive populations' exposures by removing and controlling sources of contamination in the target areas. This will reduce their cumulative exposure risks, lessen the disproportionate environmental impact historic industrial/commercial operations have had on these sensitive populations, and provide a mechanism to begin to improve property values and contribute to economic growth.

**b. Community Engagement**

**i. and ii. Project Partners and Project Partner Roles:** The following community partners will be involved in the grant project. Each partner will assist SMPC in making decisions or provide technical assistance for site selection, cleanup, and/or redevelopment of brownfields.

<b>Partner Name</b>	<b>Point of Contact</b>	<b>Description</b>
Branch County Economic Growth Alliance	Keith Baker, Secretary/Treasurer 517-279-9501 <a href="mailto:kbaker@coldwater.org">kbaker@coldwater.org</a>	Group that seeks to create, retain, and expand job opportunities in Branch County by attracting new industries, assisting local industries with expansion efforts, and create an environment where businesses can succeed.
<b>Project Involvement:</b> Provide redevelopment planning, workforce development support, and incentives identification for the <b>Lumber Yard</b> priority site and other properties in the <b>US-12 Corridor</b> target area in Coldwater.		
Homer Area Community Foundation	Carol Petredean, Executive Director 517-568-3495 <a href="mailto:Carol@Homeracf.org">Carol@Homeracf.org</a>	Nonprofit located in target area that supports organizations and programs in Homer that serve the needs of people, in areas including health, education, human services, arts and culture, youth, and community development.
<b>Role:</b> Leverage additional funding opportunities and local partnerships in support of redevelopment in the <b>Historic Downtown Homer</b> target area.		
Branch County Community Foundation	Erica Heminger, Executive Director 517-278-4517 <a href="mailto:erica@brcofoundation.org">erica@brcofoundation.org</a>	Nonprofit whose mission is improve quality of life in Branch County communities by offering professional services and grants to community organizations.
<b>Project Involvement:</b> Provide community outreach, redevelopment planning, and incentives identification for the <b>Lumber Yard</b> priority site and other properties in the <b>US-12 Corridor</b> target area in Coldwater.		
Kalamazoo River Watershed Council	Cheryl Vosburg 269-447-1580 <a href="mailto:krwc@kalamazooriver.org">krwc@kalamazooriver.org</a>	Area-wide group dedicated to protecting the health of the Kalamazoo River, its tributaries, and its watershed by collaborating with the community, government agencies, local officials, and businesses.
<b>Project Involvement:</b> Identify/select additional sites along the Kalamazoo River. Provide support for integrating ecological components in the redevelopment of the sites along the Kalamazoo River throughout the SMPC region.		

These project partners each work in at least one of the Coalition member jurisdictions and they will work to keep their respective communities informed of the grant project and engaged in decision making regarding site selection, cleanup, and reuse of the priority sites and other brownfields identified during the project. SMPC will act as the representative for the region at-large as well as for the smaller cities included in the region and will use the methods summarized in Section 2.b.iii to inform and engage these communities in the grant project.

**iii. Incorporating Community Input:** Upon grant award, a press release will be issued in each of the Counties' local newspapers, and will also be posted on the Coalition members' websites and

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on their Facebook and Twitter accounts, which are interactive internet forums that allow the community to interact with the Coalition in real time. Key project partners (see Section 2b.i) will be notified and given information to distribute and place on their websites. News releases, web postings, and written materials will include a notice that Spanish-language versions are available and that translators will be available for public meetings, allowing Hispanic residents in the region (4.6% to 7.7% in the counties in the region) **Error! Bookmark not defined.** to participate in the public process. SMPC will host an initial public kick-off meeting to acquaint the community with the project, and will ask the public to identify sites they consider to be brownfields and sites that they feel are impacting health and welfare. This meeting will either be held in person at the SMPC office or, in the event that there are still social distancing/other restrictions due to COVID-19, will be held virtually using video conferencing software (e.g., Zoom). This step is needed to ensure that the public's concerns are incorporated into the project. Their concerns will be added to SMPC's list of potential sites for funding.

As part of ongoing outreach as sites are selected, SMPC will present the reasoning for the selection on their internet forums and solicit public feedback as well as conduct stakeholder meetings/interviews. Public meetings will be held at readily identifiable and accessible public buildings in, or as close as possible to, the impacted target area to receive and discuss additional comments. As above, if COVID-19 restrictions or concerns are still applicable, the meetings will be held using video conferencing software. The combination of social media, public meetings, and written information will allow for information sharing and give residents and citizen groups a way to voice their health and safety concerns for grant funded assessments. Ongoing project updates will be provided at the monthly public SMPC board meetings (either in person or virtually). When cleanup and/or redevelopment planning is initiated, more intensive involvement activities, including explanations of plans and rationales and solicitation of comments and feedback on those plans, will be implemented and additional more in depth stakeholder meetings will be held. At the close of the grant, SMPC will hold a final public meeting (either in person or virtually) to notify the community of the outcomes of the project. All presentation materials used throughout the project will be archived and will be available at SMPC's office.

**3. Task Descriptions, Cost Estimates, and Measuring Progress**

**a. Description of Tasks and Activities:** SMPC will use the grant to assess priority sites in the target areas and other high-risk and developable sites identified during the 3-year grant project.

<p><b>Task 1 – Programmatic and Outreach</b></p> <p><b><i>i. Project Implementation</i></b></p> <ul style="list-style-type: none"><li>• The Work Plan will be prepared and the Cooperative Agreement (CA) will be executed. Grant project tracking and financial systems will be set up and maintained.</li><li>• A Qualified Environmental Professional(s) (QEP) will be retained in compliance with applicable federal procurement regulations.</li><li>• Quarterly reports will be submitted to the U.S. EPA; the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) will be updated; MBE/WBE/DBE reports and final project closeout documentation will be submitted.</li><li>• Staff will attend brownfields training programs as available during the grant period.</li><li>• A project “kick-off” meeting will be hosted by SMPC.</li><li>• Community outreach activities including updating websites and social media, meetings in target areas, and notifying residents about assessments will be conducted.</li><li>• In-kind Coalition Member staff time will be contributed for amounts over those in 3.b.</li></ul> <p><b><i>ii. Anticipated Schedule</i></b></p> <ul style="list-style-type: none"><li>• Work Plan will be prepared within one month of receiving notification of the grant award; CA will be executed by September 2021. ACRES and Financial Systems will be set up upon award of grant and maintained throughout term.</li><li>• A QEP will be retained within three months of award.</li><li>• Starting January 2022, quarterly reports will be submitted within 30 days of the end of the reporting period and ACRES will be updated as priority and non-priority sites are assessed.</li></ul>
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<p>ACRES will be updated with cleanup and/or redevelopment information during and/or after the project. Annual MBE/WBE reports will be submitted. Final project closeout documentation will be submitted as required once the performance period ends.</p> <ul style="list-style-type: none"> <li>• Coalition staff will attend the 2021 EPA National Brownfields Conference.</li> <li>• A project “kick-off” meeting will be held within 1 month of notification of the grant award.</li> <li>• Community outreach activities will begin immediately upon award announcement and continue throughout the performance period.</li> </ul>
<p><b>iii. <u>Task/Activity Lead</u></b> : SMPC, with assistance from Coalition members, will be responsible for day-to-day programmatic oversight and outreach activities.</p>
<p><b>iv. <u>Outputs</u></b> : Work Plan, CA, quarterly reports (12); ACRES updates; MBE/WBE reports, and final project closeout documentation; staff training; outreach meetings, and outreach materials.</p>
<p><b>Task 2 – Site Inventory</b></p>
<p><b>i. <u>Project Implementation</u></b></p> <ul style="list-style-type: none"> <li>• Additional (non-priority) sites will be evaluated for assessment based on the following criteria: 1) sites identified as an imminent threat to public health or the environment; 2) high-opportunity sites; and 3) brownfields identified as high-priority by Coalition communities.</li> <li>• Non-priority sites will be added to the inventory.</li> <li>• In-kind Coalition Member staff time and travel will be contributed for site visits and working with the QEP to select sites.</li> </ul>
<p><b>ii. <u>Anticipated Schedule</u></b></p> <ul style="list-style-type: none"> <li>• The prioritization system will be developed within 3 months of grant award.</li> <li>• Non-priority sites will be added to the inventory throughout the 3-year performance period.</li> </ul>
<p><b>iii. <u>Task/Activity Lead</u></b>: SMPC will be the lead and work with Coalition members and QEP to update/maintain existing inventory of brownfield sites.</p>
<p><b>iv. <u>Outputs</u></b>: Updated brownfields inventory and prioritization.</p>
<p><b>Task 3 – Site Assessment</b></p>
<p><b>i. <u>Project Implementation</u></b></p> <ul style="list-style-type: none"> <li>• Priority sites (and additional sites identified during the performance period) will be evaluated through performance of Phase I and/or Phase II assessments conducted in accordance with All Appropriate Inquiry (ASTM Standard E1527-13) and other ASTM standards/practices. This includes assessment of at least one priority site in each of Coalition members’ jurisdictions as well as the assessment of over five sites.</li> <li>• QEP will prepare a Quality Assurance Project Plan (QAPP) and submit for U.S. EPA approval.</li> <li>• Assessments on both priority and other sites following securing site access will continue.</li> <li>• The Coalition and QEP will meet to ensure required site access has been secured, individual assessments are progressing, and the overall project schedule is met.</li> </ul>
<p><b>ii. <u>Anticipated Schedule</u></b></p> <ul style="list-style-type: none"> <li>• Once sites are selected and site access is granted, eligibility determinations will be submitted to U.S. EPA for approval. Phase I assessments will begin by January 2022 and continue throughout the project.</li> <li>• Phase II Assessments will begin once the selected QEP receives U.S. EPA approval of their QAPP (this depends on EPA timing but is anticipated to be accomplished by April 2022).</li> <li>• Upon selection of QEP, the CCLBA and QEP will meet monthly to discuss priority sites, ensure required site access/eligibility have been secured, individual projects are progressing, and the overall project schedule is met.</li> </ul>
<p><b>iii. <u>Task/Activity Lead</u></b> : The QEP will lead this task because they have the technical expertise.</p>
<p><b>iv. <u>Outputs</u></b>: 1 QAPP, anticipated 42 completed Phase I, Hazardous Materials Assessments, and Phase II ESA reports.</p>
<p><b>Task 4 – Cleanup Planning</b></p>
<p><b>i. <u>Project Implementation</u></b></p> <p>Cleanup/redevelopment planning as required by various State of Michigan programs for sites (both priority and additional sites that are assessed using the grant) where redevelopment is</p>

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imminent. This may include preparation of Remedial Action Plans, assessment of brownfield cleanup and redevelopment alternatives, and preparation of Brownfield Plans/Work Plans to support acquisition of tax increment financing (TIF).

**ii. Anticipated Schedule**

Cleanup planning will be conducted at priority sites and other sites following completion of the associated assessment activities and will continue throughout the performance period.

**iii. Task/Activity Lead** : The QEP will lead this task because they have the technical expertise.

**iv. Outputs**: Outputs include at least 4 cleanup planning documents.

**b. Cost Estimates:** Approximately 94% of the budget will go directly to site assessment activities and none to direct administrative costs or indirect costs. No expenses will be incurred for equipment or fringe benefits.

**Task 1 – Programmatic and Outreach: \$10,600 Total Budget**

- **Personnel costs:** Programmatic- \$2,000 (40 hours at average rate of \$50/hour) for QEP selection/oversight, monthly progress meetings, and reporting. Outreach- \$2,000 (40 hours at average rate of \$50/hour) for outreach activities described above and in 2.b.iii.
- **Travel costs:** \$1,750 for one person’s attendance at one U.S. EPA Brownfields Conference (registration-\$200, airfare-\$450, 4 nights hotel-\$740, 4 days per diem and incidentals-\$360).
- **Contractual:** \$4,850 for QEP assistance on technical summaries for quarterly reports, monthly progress meetings, all outreach activities throughout term of grant.

**Task 2 - Site Inventory: \$2,500 Total Budget**

- **Contractual:** \$2,500 for QEP to assist in site selection and prioritization.

**Task 3 - Site Assessment: \$ 566,900 Total Budget**

- **Contractual:** \$566,900 CCLBA anticipates Phase I ESA will average \$3,200, Phase II ESA will average \$30,000, and hazardous materials assessments (HMAs) will average \$6,000.  
 1 QAPP and updates = \$2,500    17 Phase I ESAs @ \$3,200 each = \$54,400  
 10 HMAs @ \$6,000 = \$60,000    15 Phase II ESAs @ \$30,000 each = \$450,000

**Task 5 - Cleanup Planning: \$20,000 Total Budget**

- **Contractual:** 4 cleanup planning documents at average cost of \$5,000 each.

<b><u>Hazardous Substances Grant Project Tasks</u></b>						
<b><u>Budget Categories</u></b>		Task 1 Programmatic and Outreach	Task 2 Site Inventory	Task 3 Site Assessment	Task 4 Cleanup Planning	Total Budget
<b>Direct Costs</b>	Personnel	\$4,000				<b>\$4,000</b>
	Fringe Benefits					
	Travel	\$1,750				<b>\$1,750</b>
	Equipment					
	Supplies					
	Contractual	\$4,850	\$2,500	\$566,900	\$20,000	<b>\$594,250</b>
<b>Total Budget</b>		<b>\$10,600</b>	<b>\$2,500</b>	<b>\$566,900</b>	<b>\$20,000</b>	<b>\$600,000</b>

**c. Measuring Environmental Results:** SMPC will diligently track, measure, and report on the success of the project utilizing ACRES to track the following **outputs**: number of Phase I and II ESAs completed and number of cleanup planning documents. The actual outputs will be compared to the estimated number of outputs listed in Section 3.b. SMPC will track/report the following **outcomes** in ACRES: acres of land assessed; land remediated and redeveloped; acres of parks and greenspace preserved or created; number of jobs created or retained; tax revenue generated; redevelopment investment value; and other funding leveraged. SMPC will report

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outcomes/outputs that cannot be easily entered into ACRES (i.e., website updates, staff training, community outreach/meetings) in quarterly reports. SMPC will evaluate the extent to which site assessments, cleanup planning, and redevelopment result in the protection of human health and the environment. SMPC will evaluate project progress semi-annually against the goals in Section 3.b and, if goals are not being met or are off-schedule, will meet with local stakeholders and the QEP to discuss the shortcomings and adjust the project approach and schedule, as needed.

**4. Programmatic Capability and Past Performance**

**a. Programmatic Capability:**

*i. and ii. Organizational Structure and Description of Key Staff:* SMPC staff have experience managing grants and will use the same project team during the entire grant period. The project team includes SMPC's Director (Mr. Lee Adams), Community Development Coordinator (Ms. Molly Trueblood), financial manager (Ms. Jill Gernaat), and an environmental consultant (see 4.a.iii). The project team will be led by Project Manager Mr. Adams, who was the principal staff for the Kalamazoo Brownfield Redevelopment Authority, and has over 10 years of planning, redevelopment, brownfield, and grant management experience. Mr. Adams will be responsible for all grant operations (community outreach, marketing, initial project evaluations, reporting, etc.) and management of the environmental consultant. Ms. Trueblood, who has over 7 years of economic development and federal loan/grant management experience, will serve as assistant Project Manager. She will be involved in the daily grant operations and will become the Project Manager if Mr. Adams leaves SMPC. Ms. Gernaat will be in charge of establishing and managing the program's financial accounts, payment requests, and transfers through the Automated Standard Application for Payments (ASAP) system,

The SMPC board, which has representatives from each Coalition member, will serve as an executive group that will negotiate the split of the grant monies between the Coalition members. Following SMPC's bylaws, the board will determine the sites on which to expend grant funds.

*iii. Acquiring Additional Resources:* SMPC will retain an environmental consultant (QEP) to assist with Assessment Grant activities and conduct environmental assessments. SMPC's procurement process will comply with federal procurement regulations (40 CFR §31.36) and will include guidance to attract and utilize minority- and women-owned businesses, as possible. The selected consultant(s) will have managed U.S. EPA Assessment Grant projects and be familiar with all programmatic requirements.

**b. Past Performance and Accomplishments**

(ii) SMPC has provided project management, financial oversight, sub-recipient oversight, and direct grant funded services for multiple federal and non-federal assistance agreements. Examples of SMPC's recent grants similar in scope and scale to this Assessment grant request are listed below:

**1. Purpose and Accomplishments:**

- *State of Michigan Regional Prosperity Initiative (over \$500,000 in funds between 2013 and 2019):* grant to support regional community development, grant funds were used to develop a regional prosperity plan and fund multiple community development projects with microgrants.
- *Michigan Department of Transportation (MDOT) Transportation Asset Management Funds (over \$300,000 in funds between 2018 and 2020):* grant for regional transportation planning, grant funds are used to provide regional planning assistance to MDOT and communities in the SMPC region, collect data on available and needed transportation assets, help local jurisdictions manage their transportation assets, and conduct community outreach and engagement.
- *U.S. Economic Development Administration (EDA) CEDS (\$35,461):* grant to support development and implementation of Comprehensive Economic Development Strategy (CEDs), grant funds are being used to develop the 2020 CEDS. It is on track for completion in January 2021.

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2. Compliance with Grant Requirements: SMPC complied with funds disbursement requirements, financial tracking, reporting requirements, submitting technical documents, documenting project progress, and auditing requirements for the listed grants. For these grants, SMPC achieved and reported on the expected grant results/outcomes. SMPC has the procedural knowledge to successfully disburse Assessment Grant funds and track Assessment Grant expenditures.



## Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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### 2019 FY 2021 SMPC Strategic Plan

#### Mission

SMPC is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through education, transportation planning, regional and local planning, economic development, research, and efficient local staffing.

#### Vision

SMPC Remove barriers and provide value provides valuable planning, services, and support that help regional organizations in the region ~~to~~ achieve prosperity and overcome barriers to multijurisdictional cooperation.

#### Goals & Objectives

- Align our SMPC activities with member-s' goals and needs
  - o ~~Examine plans for~~ consistencies/overlaps of SMPC activities with regional partners, and identify areas where SMPC can provide assistance
    - Inventory regional workforce development initiatives and identify gaps in service that need funding support
    - Map broadband access, affordability, and adoption in the region during broadband planning to
  - o ~~Tailor Ensure SMPC services to~~ meet the needs of members governments by regularly soliciting evaluations of SMPC work and through staff participation in training opportunities
- Educate Increase capacity of local governments and nonprofit organizations
  - o ~~Hold~~ region-wide workshops on salient planning and economic development topics
- Increase awareness of SMPC across the region
- Develop and implement a communication strategy in 2021 to p
  - o Provide periodic updates on SMPC work to planning commissions
  - o Complete 2020 CEDS and achieve Economic Development District designation
- Increase Promote regional prosperity, recovery, and resiliency

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- o ~~o~~ Create regional COVID-19 recovery plan in 2021 ~~o~~ Explore a higher level of integration with the Southwest Michigan Planning Commission
- o Support local government initiatives around housing, workforce development, broadband, equity and resiliency with best practices and planning services
- o ~~o~~ Increase collaborative efforts to support and inform stakeholders
- Assist local units of government with limited resources
  - o Apply for funding to support local government projects and regional programs
  - o Provide data and research to support local government decision-making
  - o ~~o~~ Inventory local plans to anticipate planning service needs
  - o ~~o~~ Provide services for fee
- Assist state departments with service delivery
  - o ~~o~~ Already in place:
    - + MDOT
    - + MEDC
  - o Explore other opportunities for funded service delivery
- Increase member's' and SMPC access to local, state, and federal funding
  - o ~~o~~ Increase partners' awareness of and capacity to apply for available grant-funding opportunities
  - o ~~o~~ Provide technical assistance with grant applications and administration
  - o ~~o~~ Achieve designations that will increase access to funding sources
    - + Community Development Corporation, Economic Development District
- Create and implement regional or multi-jurisdictional plans
  - o ~~o~~ Examine topics that are not already covered on a regional basis and determine if an SMPC led region plan is appropriate Create a broadband plan that identifies gaps in access, affordability, and adoption as well as opportunities to increase investments in broadband infrastructure
  - Research feasibility of a regional housing plan
  - o Support regional convening, collaboration, and communication networks
  - o ~~o~~ Plans could include: recreation, environmental, or housing

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## Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: [info@smpcregion3.org](mailto:info@smpcregion3.org)

# FY 2021 SMPC Strategic Plan

## Mission

SMPC is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through education, transportation planning, regional and local planning, economic development, research, and efficient local staffing.

## Vision

SMPC provides valuable services and support that help organizations in the region achieve prosperity and overcome barriers to multijurisdictional cooperation.

## Goals & Objectives

- Align SMPC activities with members' goals and needs
  - o Examine consistencies/overlaps of SMPC activities with regional partners, and identify areas where SMPC can provide assistance
    - Inventory regional workforce development initiatives and identify gaps in service that need funding support
    - Map broadband access, affordability, and adoption in the region
  - o Ensure SMPC services meet the needs of member governments by regularly soliciting evaluations of SMPC work
- Increase capacity of local governments and nonprofit organizations
  - o Hold region-wide workshops on salient planning and economic development topics
- Increase awareness of SMPC across the region
  - o Develop and implement a communication strategy in 2021 provide periodic updates on SMPC work to planning commissions
  - o Complete 2020 CEDS and achieve Economic Development District designation
- Promote regional prosperity, recovery, and resiliency
  - o Create regional COVID-19 recovery plan in 2021
  - o Support local government initiatives around housing, workforce development, broadband, equity and resiliency with best practices and planning services
  - o Increase collaborative efforts to support and inform stakeholders
- Assist local units of government with limited resources
  - o Apply for funding to support local government projects and regional programs
  - o Provide data and research to support local government decision-making
  - o Inventory local plans to anticipate planning service needs
  - o Provide services for fee
- Assist state departments with service delivery
  - o Already in place:
    - ✦ MDOT
    - ✦ MEDC
  - o Explore other opportunities for funded service delivery

- Increase members' and SMPC access to local, state, and federal funding
  - Increase partners' awareness of and capacity to apply for available funding opportunities
  - Provide technical assistance with grant applications and administration
  - Achieve designations that will increase access to funding sources
    - ✦ Community Development Corporation, Economic Development District
- Create and implement regional or multi-jurisdictional plans
  - Create a broadband plan that identifies gaps in access, affordability, and adoption as well as opportunities to increase investments in broadband infrastructure
  - Research feasibility of a regional housing plan
  - Support regional convening, collaboration, and communication networks