



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: November 17, 2016

Staff Contact: Lee Plemel, Community Development Director

Agenda Title: For Possible Action: To approve and authorize the Mayor to sign a Partnership Letter to participate in the Northern Nevada Development Authority (NNDA) Brownfields Assessment Program grant application with Douglas County, and authorize the NNDA to submit the joint grant application for \$600,000 on the City's behalf. (Lee Plemel, lplemel@carson.org)

Staff Summary: The NNDA is proposing to submit a joint-entity Brownfield grant to EPA to provide funding to Carson City and Douglas County for Phase 1 and Phase 2 environmental assessments of properties. Funds would also be available for environmental cleanup activities. NNDA currently manages a similar grant with Lyon and Churchill Counties. The NNDA's primary purpose is to use the funding to assess properties for its manufacturing Certified Sites program, but Carson City and Douglas County may use the funds for other sites. The NNDA will manage the grant. There are no matching funds required, though some City staff time could be required and is reimbursable through the grant.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to approve and authorize the Mayor to sign a Partnership Letter to participate in the NNDA Brownfields Assessment Program grant application with Douglas County, and authorize the NNDA to submit the joint grant application for \$600,000 on the City's behalf.

Board's Strategic Goal

Economic Development

Previous Action

None.

Background/Issues & Analysis

The NNDA approached the City to partner with the NNDA and Douglas County to submit a grant to the EPA for the Brownfields Assessment Program. Joint-entity applications are generally more successful in receiving EPA funding. NNDA currently manages a joint Brownfields grant for Churchill and Lyon Counties.

NNDA will manage all administrative aspects of the grant. Where the City selects sites for assessment or cleanup, City staff will provide support to NNDA through staff time and materials. Any administrative costs incurred by Carson City in the execution of the Brownfields Assessment Program are reimbursable through the grant. If the grant is awarded to the coalition, funding would start in October 2017. Prior to accepting the funding, the City would adopt a memorandum of understanding between the NNDA and Douglas County to set out each agencies roles and responsibilities. A sample MOU for the program is attached.

Carson City previously applied for and was awarded a brownfields assessment grant, which was closed out in 2012. The grant was originally applied for through the Redevelopment Agency, but management of the grant was transferred to the Public Works Department, Environmental Control Division. The management of the grant required a lot of staff time and resources. City staff supports the application for this new grant provided that the NNDA manages the grant. A subsequent Memorandum of Understanding between Carson City and the NNDA will ensure that the NNDA is responsible for the management of the grant.

A representative of the NNDA will be available at the Board of Supervisors meeting to provide a presentation and answer any questions regarding the grant. If you have any questions regarding this item, contact Lee Plemel, Community Development Director, at 283-7075 or lplemel@carson.org.

Applicable Statute, Code, Policy, Rule or Regulation

N/A.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Grant funded.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Time spent by City staff on the grant is reimbursble through the grant.

Alternatives

Do not apply for the grant.

Attachments:

- 1) Partnership Letter
- 2) Sample MOU

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Robert Hooper, Executive Director
Norther Nevada Development Authority (NNDA)
704 West Nye Lane, Suite 201
Carson City, NV 89703

Subject: Partnership letter of commitment to participate in the NNDA Brownfields Application for Carson City and Douglas County, Nevada

Dear Mr. Hooper,

On behalf of the Carson City Board of Supervisors, I am pleased to submit this partnership letter of commitment to participate in the proposed Brownfields Assessment Program. We understand that prior to release of any funds we will sign a Memorandum of Understanding with NNDA and Douglas County in accordance with the EPA guidelines.

As you know, Carson City has several older or underutilized areas that must be assessed before reuse planning and new development can proceed. In accordance with our Carson City Master Plan and Carson City's strategic goals of promoting economic development and enhancing the quality of life for our residents, we have identified several priority around the City including the reuse of sites throughout our commercial core, the expansion of manufacturing uses in our industrial areas in the Carson City Airport vicinity, and the Carson River corridor where public recreation uses occur.

Carson City already has an excellent working relationship with NNDA and Douglas County and we are excited about the development possibilities and community benefits that the Brownfields Assessment Program offers. We strongly support NNDA in its efforts to attract manufacturing businesses to the region, and we will provide support to NNDA in its management of the grant as needed to accomplish the goals of the program.

Sincerely,

Robert L. Crowell
Mayor

Robert L. Crowell, Mayor
201 North Carson Street, Suite #2, Carson City, Nevada • 89701
(775) 887-2100 • Fax: (775) 887-2286
e-mail: bcrowell@carson.org

EPA SAMPLE MOU—INFO ONLY—DOES NOT HAVE to be executed until we receive notice of grant approval.

**BROWNFIELDS ASSESSMENT COALITION
MEMORANDUM OF AGREEMENT
BETWEEN THE FOLLOWING PARTIES:
XX, YY, AND ZZ**

PLEASE NOTE: The following eight items are the MINIMUM elements that must be included in an Assessment Coalition Memorandum of Agreement (MOA). Applicants are responsible for adhering to these elements and signing this MOA prior to the expenditure of any assessment funds. Members may choose to add elements to this MOA. The MOA is required per the Brownfields Assessment Grant Terms and Conditions and must be reviewed by the EPA Project Officer to ensure (1) all required MOA elements are included; (2) all coalition members have signed the MOA; and (3) any additional MOA elements are legal under the Brownfields Law and do not contradict Assessment Grant Terms & Conditions.

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to EPA Cooperative Agreement No: BFxxxxxxxxx.

1. On _____ EPA awarded the Cooperative Agreement to the Lead Coalition Member XX. The grant period is October 1, 20## through September 30, 20##. XX is responsible to EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.

2. It is the responsibility of XX to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.

3. The Coalition Partners are YY and ZZ. The contact information is as follows:

YY
Project Manager
Address
Phone Number
Email Address

And

ZZ
Project Manager
Address
Phone Number
Email Address

4. Activities funded through the cooperative agreement may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to brownfield sites, and outreach materials and implementation, and other eligible activities. XX may retain consultant(s) and contractors under 40 CFR 30.36 to undertake various activities funded through the cooperative agreement and may award sub-grants to other coalition members under 40 CFR 31.37 for assessment projects in their geographic areas. Sub-grantees are accountable to XX for proper expenditure of funds.

5. The Lead Coalition Member will procure the consultant(s) in compliance with 40 CFR 31.36 requirements. The Lead Coalition Member will issue the Request for Proposals or Request for Qualifications and will be the entity responsible for receipt of the submitted proposals and selection and award of contracts. XX will consult with other coalition members in making selections of consultants and contractors and negotiating the terms of agreements.
6. The Lead Coalition Member, in consultation with the Coalition Partners, will work to develop a site selection process based on agreed upon factors and will ensure that a minimum of five sites are assessed over the life of the cooperative agreement. Selected sites will be submitted to EPA for prior approval to ensure eligibility. Note: *Lead Coalition member and each of the Coalition Partners may agree upon a minimum number of sites assessed per member at the start of the cooperative agreement to ensure equitable distribution of funds across all members' jurisdictions.*
7. Upon designation of the specific sites, it will be the responsibility of XX to work with the coalition member in whose geographic area the site is located to finalize the scope of work for the consultant or contractor. It will be the responsibility of this member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If this member does not have the capacity to perform these activities XX may assist in securing necessary site access agreements and permits.
8. The Lead Coalition Member is responsible for ensuring that other activities as negotiated in the workplan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by XX and the coalition member in whose geographic area the site to be assessed is located.

Agreed:

XX Lead Coalition Member/Date

YY Coalition Partner/Date

ZZ Coalition Partner/Date