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.
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

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

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
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.

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.

**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).

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.
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):** Sometimes 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-XXXXXXXX. 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 commence 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 **Continue Application**
C. Application Section of the 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.
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 [Continue Application]

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.

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.
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.

Click Continue Application »

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 Continue Application »

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.