

# BROWNFIELDS REUSE PROGRAM

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## PROJECT ENROLLMENT POLICY

### Rutland Regional Planning Commission

**ADOPTED: XXX**

#### STATEMENT OF PURPOSE

The purpose of the Project Enrollment Policy is to ensure that decisions regarding the allocation of state and federal funds managed by the Rutland Regional Planning Commission (RRPC) through the Brownfields Reuse Program (the Program) are made publicly available and meet the goals of the Program. The process is designed to foster a collaborative dialogue between stakeholders across the Rutland Region and maximize the efficacy of the Program.

#### PROGRAM STAFF

The Brownfields Program Manager is responsible for day-to-day operations of the Program. All programmatic aspects of the Program within the RRPC, unless otherwise specified, will be carried out by the Brownfields Program Manager. Financial management of the Program will be supported by the Finance Manager, and leadership decisions may be made by the Executive Director.

#### ENROLLMENT REQUESTS

Information regarding the availability of funds through the Program is publicized on the RRPC website, as well as through regular outreach to local governments, nonprofit organizations, property owners, and potential developers.

To be considered for enrollment into the Program, an applicant must complete and submit:

- A. Owner Participation Agreement
- B. Site Nomination Form

The Brownfields Program Manager may provide technical assistance to potential applicants as they submit these initial forms.

Upon proper completion of forms A and B, the Brownfields Program Manager will determine if the potential new project is likely to meet current threshold requirements for EPA and/or State of Vermont funding.

If the Brownfields Program Manager believes the potential new project will meet these threshold requirements, the site will be brought forward for evaluation by the Brownfields Committee at its next meeting.

If the Brownfields Program Manager believes the potential new project will not meet these threshold requirements, the applicant will be notified, and an explanation will be given for why the potential site is not appropriate for the Program.

## **BROWNFIELDS COMMITTEE**

The Brownfields Committee is a standing committee of the RRPC Board of Commissioners, which operate under the RRPC Bylaws.

## **PROJECT EVALUATION**

The site evaluation process, which will take place at the Brownfields Committee meeting following the project enrollment request, will begin as follows:

1. Does the potential new project align with the goals of the Brownfields Reuse Program?

The potential new project will be discussed and graded by the Steering Committee on its alignment with the following criteria:

- Consistency with Town Initiatives
- Consistency with Regional Initiatives
- Feasibility for Redevelopment
- Attractiveness to Companies/Developers
- Environmental Concerns
- Geographic Equity
- Additional Program Objectives

Each Committee member will score the potential project on the above criteria using a standardized rubric. Scores will be averaged together, and the project's final grade will be made public following the meeting.

A standardized threshold score will be established through the rubric, and projects that meet this threshold score will advance further in the evaluation process.

Projects that do not meet this threshold score will not be further considered, and the applicant will be notified of this following the meeting. Applicants may re-apply to the Program at any time in the future.

For projects continuing in the site evaluation process, the Brownfields Committee will consider:

2. Is there funding available for the potential new project?

Current projects will be prioritized for funding, and new projects will only be taken on if the Brownfields Committee believes there is enough funding available for all current projects to be completed.

If the Steering Committee votes affirmatively that funding is available for the potential new project, it will be recommended for approval to enter the Brownfields Reuse Program.

## **PROJECT ENROLLMENT**

Following the Steering Committee meeting at which the new project was approved, the Brownfields Program Manager will submit the necessary forms to the EPA and/or State of Vermont to begin the funding allocation process.

The opinion of the Steering Committee that a project can receive funding does not reflect the opinion of the EPA or the State of Vermont, and projects recommended by the Steering Committee may still be ineligible for funding due to EPA and/or State of Vermont requirements.

## **PROJECT WAITLIST**

If the Steering Committee believes funding is currently unavailable, the potential new project will be placed on a waitlist, and the applicant will be notified of this following the meeting.

If multiple projects are brought for evaluation in a single Steering Committee meeting, projects scoring higher will take priority for funding.

The score of projects on the waitlist will determine their priority for future funding, provided project conditions have not substantially changed. Funding availability for projects on the waitlist will be re-evaluated at subsequent meetings of the Brownfields Committee.

## **ENVIRONMENTAL PROTECTION AGENCY AND STATE OF VERMONT PROVISIONS**

In the event of a policy conflict, all applicable provisions of the Environmental Protection Agency and the State of Vermont will supersede the policies outlined in this document.

All policies and procedures left unspecified in this document will follow the provisions of the Environmental Protection Agency, the State of Vermont, and the Rutland Regional Planning Commission.