



# ***ENVIRONMENTAL SITE ASSESSMENT GRANT PROGRAM GUIDE***

## **1) Program Description**

The purpose of the **Environmental Site Assessment Grant Program** is to promote the undertaking of environmental studies so that more and better information is available with respect to the type of contamination and potential remediation costs on brownfield properties. The program provides a financial incentive in the form of a grant to help offset the cost of conducting Phase II Environmental Site Assessments (ESAs), Remedial Work Plans, Designated Substances and Hazardous Materials Surveys, and/or Risk Assessments/Risk Management Plans.

## **2) Who can apply?**

Owners of properties (and non-owners with written authorization from owners) within the urban area of the City of Windsor that meet the program eligibility requirements may apply. Applications will be accepted only for properties where there is the potential for remediation and rehabilitation/redevelopment.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

## **3) How does the program work?**

The program is a “50-50” matching grant program where the City of Windsor will provide a grant to an applicant for up to 50% of the cost of an eligible environmental site assessment (excluding G.S.T.).

## **4) What types of studies are eligible for funding?**

Phase II ESAs, Designated Substances and Hazardous Materials Surveys, Remedial Work Plans and Risk Assessments/Risk Management Plans are eligible for an Environmental Site Assessment Grant. Phase I ESAs are not eligible for an Environmental Site Assessment Grant. Any environmental site assessment work carried out prior to written receipt from the City of conditional grant approval is not eligible for the grant.

## **5) What is the maximum grant amount?**

The maximum grant amount for eligible properties will be up to \$15,000 per environmental site assessment, with a maximum of two (2) environmental site assessments per property/project and maximum total grant of \$25,000 per property/project. The total value of any grant(s) provided under this program will be deducted from eligible program costs for the Brownfields Property Tax Assistance Program/Brownfields Rehabilitation Grant Program.

## **6) What conditions must be met to be eligible for a grant?**

- Applications must be made in writing (see attached for Application Form) and approved by the City prior to the commencement of the environmental site assessment;
- Applications must be for an environmental site assessment that has the purpose of:
  - a) confirming and describing contamination at the site (partial or complete Phase II ESA);
  - b) surveying designated substances and hazardous materials at the site (Designated Substances and Hazardous Materials Survey);



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- c) developing a plan to remove, treat, or otherwise manage contamination found on the site (Remedial Work Plan/Risk Assessment/Risk Management Plan).
- Applications must be accompanied by a:
  - a) Phase I ESA that demonstrates that site contamination is likely;
  - b) Any other environmental site assessments or environmental studies conducted on the property;
  - c) detailed work plan and cost estimate prepared by a “qualified person” (as defined by the *Environmental Protection Act* and Ontario Regulation 153/04) for all eligible environmental site assessments;
  - d) description of the planned redevelopment, including any planning applications that have been submitted/approved.
- All environmental site assessments that are subject of an Environmental Site Assessment Grant application shall be completed by a qualified person as defined by Ontario Regulation 153/04;
- All completed environmental site assessments must comply with the description of the studies as provided in the grant application form;
- One (1) electronic and one (1) hard copy of the study findings shall be submitted to the City for review. You must agree to provide the City with permission to notify any other subsequent project proponents of the existence of an environmental site assessments(s);
- Actual costs for any or all items eligible for a grant may be subject to audit by the City, at the expense of the applicant.
- Where other sources of government and/or non-profit organization funding (Federal, Provincial, Regional, Federation of Canadian Municipalities, etc...) are anticipated or have been secured, these must be declared as part of the Environmental Site Assessment Grant application. Accordingly, the grant amount may be reduced on a pro-rated basis.

## **7) Is there a fee to apply?**

No.

## **8) How do I apply for a grant?**

- a) Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of work, project timing, etc...
- b) Complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents list.



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### **9) What happens next?**

- Applications and supporting documentation are reviewed by staff to determine eligibility and costs eligible for the Environmental Site Assessment grant. A decision on the application is made by staff and you will be notified of the decision in writing.
- If your application is approved, you will receive an approval letter specifying the amount of the grant and the requirements that must be met in order to receive payment of the grant. If your application is not approved, you will receive a letter advising you of this.
- Once you have received the City's approval letter, the environmental site assessment may commence.
- Contact City staff when the environmental site assessment is completed.
- Submit to the City one (1) electronic copy and one (1) hard copy of the environmental site assessment, and a copy of an invoice(s) showing that the environmental site assessment has been paid for in full.
- The actual grant amount will be calculated based on 50% of the original cost estimate for the environmental site assessment or 50% of the actual cost of the environmental site assessment, whichever is less.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The applicant will be asked to complete a grant receipt form and return this to the City.
- The City reserves the right to audit the cost of the environmental site assessment prior to advancing the grant payment.

***For further information on this program, please contact Greg Atkinson, Senior Planner, Planning Department by phone at (519) 255-6543 extension 6582 or via e-mail at [gatkinson@citywindsor.ca](mailto:gatkinson@citywindsor.ca)***