

**HENNEPIN COUNTY BROWNFIELD GAP FINANCING PROGRAM (“BGFP”)  
MINNESOTA BROWNFIELDS, BGFP ADMINISTRATOR**

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**ADMINISTRATIVE POLICIES**

**May 1, 2022**

**PRIOR TO SUBMITTING AN APPLICATION ON BEHALF OF YOUR CLIENT, YOU MUST:**

- Be approved by Minnesota Brownfields as an eligible consulting firm. Go to link <http://www.mnbrownfields.org/brownfields-gap-financing-1> for an overview of consultant and submission requirements. Approval requires being an approved contractor to Hennepin County.
- Provide to Minnesota Brownfields on January 1, ANNUALLY, your firm’s Certificate of Insurance with Minnesota Brownfields named as an Additional Insured and with the following minimum coverage:

A. Commercial General Liability on an occurrence basis with Contractual Liability Coverage:

	<u>Limits</u>
General Aggregate	\$2,000,000
Products—Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence—Combined Bodily Injury & Property Damage	\$1,500,000

B. Automobile Liability—Combined single limit each occurrence for for bodily injury & property damage covering owned, non-owned and hired vehicles \$1,500,000

C. Workers’ Compensation Statutory  
If the contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws.

Employer’s Liability. Bodily injury by:	
Accident—each accident	\$ 500,000
Disease—policy limit	\$ 500,000
Disease—each employee	\$ 500,000

D. Professional Liability:  
    Per claim \$1,500,000  
    Aggregate \$2,000,000

E. Pollution Liability;  
    Grantee shall maintain or cause a project contractor to maintain pollution liability insurance general aggregate of at least: \$2,000,000

## **PROJECT-SPECIFIC ADMINISTRATIVE REQUIREMENTS:**

- 1) Minnesota Brownfields will assign a Project Name at the time the project budget is approved. THIS PROJECT NAME MUST BE USED ON ALL SUBSEQUENT INVOICES AND REPORTING. Use of another project name may result in payment delays.
- 2) **Invoices will only be accepted at the following Email address: [grants@mnbrownfields.org](mailto:grants@mnbrownfields.org). This account is monitored closely and best ensures that invoices will be processed in a timely manner. Do not send to individual Email accounts.**
- 3) All submitted invoices must include:
  - a) Assigned Project Name
  - b) Point of Contact with phone and Email
  - c) Notation of sequence of invoices, I.e., Current, Past, etc.
  - d) Final invoice must note that it is the FINAL submitted for the project.
- 4) Grant funds must be drawn down within nine (9) months of date of grant approval. After that point, Minnesota Brownfields will close the project account. Extenuating circumstances that require an account to remain open beyond this expiration date (for example, seasonal vapor monitoring) must be requested in writing and approved in advance of that date.
- 5) Minnesota Brownfields submits a monthly Disbursement Request to Hennepin County on the 15<sup>th</sup> of each month. To ensure that your invoices are included in the monthly Disbursement Request, it must be received by Minnesota Brownfields no less than one week in advance of the 15<sup>th</sup>. It is critical that invoices are submitted with complete documentation necessary to process. REMEMBER THAT THERE IS AN AVERAGE THREE-WEEK GAP BETWEEN THE DISBURSEMENT REQUEST AND YOUR RECEIPT OF THE FUNDS. Plan accordingly.
- 6) 2022 IRS mileage rate is: 58.5 cents.
- 7) Specific questions about the BGFP, to include project-specific, should be directed to Heidi Timm-Bijold, Program Coordinator, at [htimmbijold@mnbrownfields.org](mailto:htimmbijold@mnbrownfields.org).

***We appreciate our consultant partners and the clients you serve. Hennepin County's BRGF has invested over \$1.6 million in community projects in support of Affordable Housing, Commercial Redevelopment, Arts & Culture, Open Space, and more. Your adherence to the above-stated administrative policies will ensure that the program is administered efficiently and into our future!***