

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

.....  
**ADMINISTRATIVE POLICIES**

**November 1, 2024**

**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 [Hennepin County GAP Financing Program \(mnbrownfields.org\)](https://mnbrownfields.org) for an overview of consultant and submission requirements. Approval requires being an approved contractor to Hennepin County.

➤ Provide to Minnesota Brownfields on January 1, ANUALLY, 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) Only project applications that use the updated (10/1/1014) application form will be accepted. Please delete all outdated application templates. Here is the link to the updated application form:

[Hennepin County GAP Financing Program \(mnbrownfields.org\)](http://mnbrownfields.org)

- 2) **IMPORTANT:** The Scope of Work/Budget document provided by the Consultant must be addressed to both the Applicant and Minnesota Brownfields. This ensures that the Applicant understands the work to be provided by the Consultant; it also provides the mechanism for Minnesota Brownfields to sign off on the budget once approved by the County.
- 3) 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.
- 4) **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 invoices to individual Email accounts.**
- 5) 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.
- 6) 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.
- 7) Regarding Scope of Work
  - a. It is our expectation that approved contractors in the program will apply appropriate professional standards to the scope of cleanup activities in order to maximize the use of program funding.
  - b. If you are requesting a second round of vapor sampling, provide documentation that it is required.
- 8) Minnesota Brownfields submits a monthly Disbursement Request to Hennepin County no less than monthly and typically twice a month. To ensure that your invoices are included in the monthly Disbursement Request, it is critical that invoices are submitted with complete documentation necessary to process. This includes subcontractor invoices **REMEMBER THAT THERE IS AN AVERAGE THREE-WEEK GAP BETWEEN THE DISBURSEMENT REQUEST AND YOUR RECEIPT OF THE FUNDS.** Plan accordingly.

9) 2024 IRS mileage rate is: .67 per mile

10) Specific questions about the BGFP, to include project-specific, should be directed to Heidi Timm-Bijold, Program Coordinator, at [grants@mnbrownfields.org](mailto:grants@mnbrownfields.org). PLEASE NOTE THAT THIS IS THE CORRECT EMAIL TO DIRECT CORRESPONDENCE TO. PLEASE DO NOT SEND GRANT INQUIRIES TO PERSONAL EMAIL ACCOUNTS.

***We appreciate our consultant partners and the clients you serve. Hennepin County's BRGF has invested over \$1.9 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!***