



**Windham Regional Commission's
Brownfields Revolving Loan Fund
LOAN/GRANT APPLICATION – Part B**

The Windham Region Brownfields Reuse Initiative Cleanup Revolving Loan Fund (WRBRI-RLF) provides loans and grants to facilitate cleanup of contaminated properties (brownfields) in the towns of the Windham Regional Commission's (WRC) service area. The purpose of this program is to assist in the revitalization of these properties to promote economic and community development and a cleaner environment for the communities in the WRC Region. It is intended that these loans and grants will fill funding gaps needed for the successful cleanup and ultimate redevelopment of brownfields. Loan funds are available to public, private and nonprofit owners who comply with the eligibility requirements of the Environmental Protection Agency; grants are available to eligible municipalities and nonprofit owners of brownfield properties.

This is a two-part application process. Please first submit a signed Eligibility Application (Part A). *To be eligible, the site must meet the definition of a Brownfield, have liability protection under CERCLA, and be eligible for enrollment in the Vermont Brownfields Reuse and Environmental Liability Limitation Act (BRELLA).*

When eligibility is confirmed, please submit this Application Part B and all required supporting documentation.

Information may be typed into this form electronically, entered by hand, or included on attached sheets.

I. APPLICATION TYPE (check both loan and grant if applying for both)

Applying for a **Loan** **Grant**
In the amount of: \$ _____ \$ _____

II. APPLICANT: Owner and/or Borrower

Applicant Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone #: _____ **Email:** _____

Form of Ownership: Corporation Limited Liability Corp. Partnership
 Proprietor Private Nonprofit Municipality

Tax ID Number: _____ Date of Incorporation: _____

Type of Business: _____

Purpose of Redevelopment: _____

Describe the applicant's capacity to develop and manage the proposed redevelopment project, including planned use of consultants. If the applicant is a developer, describe the real estate and management experience as it relates to the proposed project.

III. ENVIRONMENTAL REMEDIATION

Briefly summarize your cleanup plan for the site and proposed time frame. Be specific about estimated completion dates. Please submit a Corrective Action Plan if completed.

IV. PROPOSED REVITALIZATION PROJECT

Location of the proposed project: _____

Size and physical characteristics of the site:

Please describe the zoning district in which the site is located and whether redevelopment plans are anticipated to comply with local regulations:

Have all other state permits been obtained for this project (Act 250, stormwater, waste management, access, etc.)? Yes No.

If No, please explain:

Redevelopment Plan: *Please provide a narrative description of the development concept, including the number buildings and square footage, the anticipated building occupants, the terms of the leases, and anticipated tenant improvement costs (attach plans and addendum if needed).*

Describe the extent the grant/loan will facilitate the use of existing infrastructure.

Economic and Physical Impact: *Please describe other economic and/or physical revitalization that your project will encourage as well as any community benefits.*

Will the project create or retain jobs? Please explain and give specific totals if possible.

If no direct jobs are created or retained, does the project lead to indirect job creation? Please explain.

Please provide a description of the business goals, strategies and action plans for the revitalization project. Attach a copy of the business plan, if applicable.

Public Benefit: *Describe the extent the grant/loan will meet the needs of a community that has the inability to draw on other sources of funding for environmental remediation and subsequent redevelopment because of a small population or low income economy.*

Open or Public Space: *Describe the extent the grant/loan will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, or other use for nonprofit purposes.*

Sustainability: Describe how the project will incorporate sustainable practices into both the development concept and the site development process.

V. FINANCIAL INFORMATION

Please submit the following:

(For nonprofits and municipalities, submit appropriate equivalent information)

- Credit Consent Form completed (form provided, Attachment A)**
- Personal Financial Statement completed & signed (including detail of all debt obligations with monthly payments) for each business owner or principal and each guarantor (if private), or audits (if public or nonprofit)**
- Personal Tax Returns signed copies (with all schedules) for most recent three years from each owner and principal of the company and each guarantor (if private), or audits (if public or nonprofit)**
- Business Plan from new businesses or if existing business borrowers are planning significant changes in operations**
- Pro-forma financial statements for the construction phase and 1 year operational (if not included in the business plan). Statements should include profit and loss, balance sheet, and key assumptions.**

SOLE PROPRIETORSHIPS:

- Current Profit and Loss Statement**
- Current Balance Sheet**
- List of monthly payments for the business (including capital leases)**

PARTNERSHIPS, CORPORATIONS, LLC'S:

- Business Tax Returns signed copies (with all schedules) for most recent three years**
- Current Year-to-Date Interim Profit and Loss Statement**
- Current Year-to-Date Interim Balance Sheet**
- Loan List with balance remaining; monthly payments; maturity and interest rate**

Describe any contingent liabilities, suits, or disciplinary actions, etc.

Has applicant/owner or any occupant ever filed for bankruptcy or protection against creditors?

Yes No.

If yes, please give an explanation:

VI. TOTAL PROJECT COSTS & FUNDS

Indicate the estimated total project remediation costs below or on a separate page. Please be sure to indicate all terms directly attributable to the cost of the project and attach a breakdown itemizing these costs. An itemized budget will be required prior to project approval. (See Attachment B for eligible and non-eligible costs.)

Environmental Remediation Costs

Total Remediation Costs \$ _____

Total Grant/Loan Application Amount \$ _____

Remediation Cost Breakdown	Amount
Hard Costs	
Soft Costs	

Funding Sources: *Please describe all source(s) of funds that have been obtained or are being pursued for implementing the corrective action plan.*

Funding Source	Amount	Status Potential, Requested, Secured

IX. APPLICATION FEES

Submit with this application a check payable to “Windham Regional Commission” in the amount of \$500.⁰⁰.

CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained in the forgoing statement and exhibits and attachments hereto is true and complete and accurately describes the proposed project. The undersigned further agrees to promptly inform the WRC of any changes in the proposed project which may occur. The undersigned agrees that acceptance of any form of financial assistance from the WRC constitutes agreement to include the WRC in any public relations events or materials related to the project, and to cooperate with and permit the WRC to publicize its involvement for marketing and public relation purposes including, but not limited to: signage, press releases, public events, and promotional materials.

To the best of my knowledge, the data and information which I have submitted to obtain WRC-RLF financing from the Windham Regional Commission are true and correct.

Applicant (Print name) _____

Signature _____ Date: _____

No liability is incurred by the Windham Regional Commission by reason of any approval for WRBRI-RLF funding. Approval by the Loan Servicing Agent and Site Manager under contract with the WRC is based on information supplied by the applicants. Applications may be rejected with or without cause, and WRC shall incur no liability costs associated with the preparation of this application. No guarantee is intended or implied by reason of any advice given by the WRC or its staff.

Attachment A
CONSENT FORM

To Whom It May Concern:

I/We have applied for credit from The Brattleboro Savings & Loan Association (“Lender”) and therefore hereby authorize you to release to Lender credit reference information for our Business and me/ us personally as guarantors, to verify my/ our experience with your company and any information necessary to support our loan request.

Credit Report

Employment history dates, title (s), income

Banking (checking, savings, and loan information).

Loan payment history (opening date, high credit, payment and loan balances)

Any additional information deemed necessary in connection with a commercial or consumer credit report.

This also authorizes The Brattleboro Savings & Loan Association to obtain future credit reports for the purpose of reviewing the account, increasing the credit line on the account, taking collection action on the account or for other legitimate purposes associated with the account.

This information is for the confidential use of this lender.

A photographic copy of this form may be deemed to be equivalent to the original, and may be used in place of the original.

Your prompt reply will help me with my financial request.

Thank You,

Borrower

Address

Principal & Authorized Signer

Date

Principal & Authorized Signer

Date

Attachment B
ELIGIBLE PROJECT ACTIVITIES AND COSTS

Eligible Costs- Eligible project costs/activities, as designated by the U.S. EPA's Administrator, are for cleanup only and must be associated with removal activities. Eligible project costs/activities include the following:

- Costs for design and performance of a response action;
- Costs associated with removing, mitigating, or preventing the release or threat of a release of a hazardous substance, pollutant, contaminant, petroleum product, or controlled substance into the environment, including:
 - Installation of fences, warning signs, or other security or site control precautions;
 - Installation of drainage controls;
 - Stabilization of berms, dikes, or impoundments; or drainage or closing of lagoons;
 - Capping of contaminated soils;
 - Using chemicals and other materials to retard the spread of the release or mitigate its effects;
 - Excavation, consolidation, or removal of contaminated soils;
 - Removal of drums, barrels, tanks, or other bulk containers that contain or may contain hazardous substances, pollutants, or contaminants, including petroleum;
 - Removal of source materials, including free product recovery;
 - Containment, treatment, or disposal of hazardous materials and petroleum products;
- Site monitoring activities, including sampling and analysis, that are reasonable and necessary during the cleanup process, including determination of the effectiveness of a cleanup;
- Sampling as related to design and implementation of a selected cleanup plan; and
- Costs associated with meeting public participation, community notification, worker health and safety, and programmatic management requirements; and
- Costs associated with documenting the Analysis of Brownfields Cleanup Alternatives (ABCA).
- Oversight of cleanup activities;
- Voluntary Cleanup Program (VCP) or state cleanup program fees associated with the site remediation;
- Costs required to purchase insurance if the purchase of such insurance is necessary to carry out cleanup activities (e.g., environmental insurance);
- Costs incurred for complying with procurement provisions of 40 C.F.R. Part 30 and 40 C.F.R. Part 31 as applicable. These costs are considered eligible programmatic costs only if the procurement contract is for services or products that are direct costs of activities specified in statutory exceptions to the administrative cost prohibition or eligible programmatic costs described in this section;
- Costs for performance and programmatic financial reporting required under 40 C.F.R. §§ 30.51–30.52 and 40 C.F.R. §§ 31.40–31.41 are eligible programmatic costs;
- Costs associated with monitoring the health of populations exposed to hazardous substances from a brownfields site (eligibility limited to local government grantees; cost cannot exceed 10 percent of the grant funds);
- Expenses for travel, training, equipment, supplies, reference materials, and contractual support, if those costs are reasonable and can be allocated to tasks specified in an approved scope of work for carrying out the activities specified in statutory exceptions to the administrative cost prohibition (e.g., design and performance of a cleanup action or monitoring a natural resource for contamination) or other eligible programmatic costs described in this section. For example, costs for training grantee's own personnel are eligible and allowable if the costs are for training employees who perform work under the cleanup grant.

Ineligible Costs- RLF grant funds cannot be used for the following costs/activities:

- Pre-cleanup environmental activities (e.g., site assessment, identification, and characterization with the exception of site monitoring activities);
- All indirect costs, even if the grantee has an approved indirect cost rate from its cognizant federal audit agency;
- Sampling activities related to analyzing cleanup alternatives;
- Addressing public or private drinking water supplies that have deteriorated through ordinary use;
- A cleanup or other response cost at a brownfields site for which the recipient of the grant is potentially liable under CERCLA § 107;
- Monitoring and data collection necessary to apply for, or comply with, environmental permits under other federal and state laws, unless such a permit is required as a component of the cleanup action;
- Construction, demolition, and development activities that are not cleanup actions (e.g., marketing of property or construction of a new facility);
- Cost sharing or matching requirement for another federal grant (absent statutory authorization);
- Support of job training covered by EPA's CERCLA § 104(k)(6) grant program;
- Support of lobbying efforts; or
- Purchasing insurance coverage for the above ineligible costs.
- Penalties or fines;
- Federal cost-share requirements (absent statutory authorization);
- Administrative costs (see below);
- Costs related to complying with federal laws other than those applicable to the cleanup;