



*Serving the Municipalities of Southern Maine for Over 50 Years*

## **SMPDC’s Brownfields Revolving Loan Fund: Application for Cleanup Loans & Subgrants Long Form (BRLF-B)**

Southern Maine Planning and Development Commission (SMPDC)’s Brownfields Revolving Loan Fund provides below market rate loans and subgrants to facilitate cleanup of contaminated properties (brownfields) in SMPDC’s service area. The purpose of this program is to assist in the revitalization of these properties to promote jobs and a cleaner environment for the communities in the SMPDC Region. Loan funds are available to public, private and nonprofit owners who comply with the eligibility requirements of the Environmental Protection Agency (EPA); subgrants are available to eligible municipalities and nonprofit owners of brownfield properties.

This is a two-part application process. Please first submit:

→ One signed and complete **Eligibility Application (Form BRLF-A)**

When eligibility has been approved by the Environmental Protection Agency (EPA), you will be notified. At that time, please submit the following:

**NOTE: Where information requested in the long form or in the checklist below may be found in an executive summaries of environmental reports and/or applications for other sources of funds, please attach these documents and make a note of alternative sources of information. The Brownfields Revolving Loan Committee will make a determination whether alternative information is sufficient, or whether additional materials are needed.**

<b>Brownfields Remediation &amp; Site Information</b>	
<input checked="" type="checkbox"/>	One signed and complete <b>Application Long Form (Form BRLF-B)</b>
	Supporting information (all previous reports including ASTM Phase I ESA or equivalent and any other site assessment documents that were completed without EPA funding from SMPDC)
	Analysis of Brownfields Cleanup Alternatives (ABCA)
	Voluntary Response Action Program (VRAP) Application and No Further Action Assurance (NFAA) Letter from Maine DEP (if available)
	Community Involvement Plan
	Development Plan for the site
	Budget table summarizing Brownfields program eligible costs
<b>Applicant Information</b>	
	A brief summary of the company/organization, its products and history
	A profile/resume of the owner and senior management

<b>Financial Information</b>	
	Three years of financial statements and/or tax returns (for private firms) OR audits for the last three fiscal years (for nonprofits and municipalities) * If the year-end statements are over 90 years old, the most recent prepared financial statements.
	The most recent accounts payable and accounts receivable aging
	For sole proprietorships, a personal financial statement along with three years of personal tax returns

Not required as part of the initial application, these materials will be needed *for loan applicants* as we proceed with review of your application. Forms can be found on the [SMPDC Brownfields webpage](#).

Please advise:

	A completed debt schedule (business obligations only)
	SMFA Personal Financial Statement Form
	ACH Direct Payment Authorization Form

Send all information to: Raegan Young at [ryoung@smpdc.org](mailto:ryoung@smpdc.org)  
 Southern Maine Planning and Development Commission  
 110 Main Street, Suite 1400  
 Saco, ME 04072

*\*Electronic applications are preferred*

**Directions: 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:	<input type="checkbox"/> Loan	<input type="checkbox"/> Grant
In the amount of:	\$	\$

**II. APPLICANT/BORROWER**

Applicant (Owner)'s Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	

<b>Form of Ownership</b>	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Corp
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Proprietor	<input type="checkbox"/> Private
<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Municipality

Tax ID Number:	Date of Incorporation:
Type of Business:	
Location of Project & 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, as described in the attached ABCA, and proposed time frame:

NOTE: The attached ABCA must include the following:

- Information about the site and associated contamination (i.e., location and concentrations of known contaminants, exposure pathways, identification of contaminant sources, etc.); cleanup standards; applicable laws; alternatives considered; and the proposed cleanup.
- The effectiveness, implementability, and the cost of the response proposed. The evaluation will include an analysis of reasonable alternatives including no action.

Has a Quality Assurance Project Plan (QAPP) been developed to accompany the ABCA?

Yes  No

If not, when do you expect to have one 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? (Natural Resources Protection Act (NRPA) permits, stormwater, waste management, access, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, please explain:

<b>Project Description</b>
Please provide a narrative description of the development concept, including the number of buildings and square footage, the anticipated building occupants, the terms of the leases, and anticipated tenant improvement costs. (Attach plans and addendum if needed)

**Business Plan**

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

**Economic and Physical Impact**

Please describe other economic/physical revitalization that your project will encourage as well as any community benefits:

How many new jobs will be created as a result of this project?

**Public Benefit**

What type of impact will the project have on underserved and disadvantaged communities, such as low-income individuals? How will the project benefit the community?

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

Describe the extent the grant/loan will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, or other property used for nonprofit purposes:

**V. FINANCIAL INFORMATION**

*\* Note the list of financial information requested at the start of this application, please submit documentation listed or equivalent.*

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

Indicate whether applicant/owner or any occupant has ever filed for bankruptcy or protection against creditors. If yes, please give an explanation:

**VI. TOTAL PROJECT COSTS**

Attach a budget table summarizing eligible costs that are proposed to be funded by SMPDC’s Brownfields program. In addition, please include a breakout of non-eligible costs below. See Attachment A for eligible and non-eligible costs.

<b>Total Remediation Costs Eligible for EPA Funding</b>	\$
Rehabilitation/Construction (not eligible for EPA funding)	
Demolition	\$
Construction	\$
Rehabilitation	\$
Landscaping	\$
Soft costs (i.e. legal, financing fees, permits, etc.)	\$
Other: (specify)	\$
<b>Total Rehab/Construction Costs not eligible for EPA funding</b>	\$

**VII. PROJECT FINANCING**

To be eligible for loan or grant funds, a project must show that sufficient financing is not available from other sources without financing from SMPDC’s Brownfields program. Please describe your efforts to secure financing from other private and/or public sources and summarize the reasons why participation in the SMPDC Brownfields program is necessary (attach pages as necessary).

Some Brownfields funding sources require that 20% of funds used for eligible site remediation activities must come from other sources. Please describe source(s) of matching funds, if required:  
*\*Consult your QEP or reach out to SMPDC to determine if match is required.*

<b>Total Remediation Costs:</b>	\$
EPA Grant Funds Requested:	\$
EPA Loan Funds Requested:	\$
<b>Total Matching Funds Needed:</b>	\$
Sources of Matching Funds	
	\$
	\$
	\$

**IMPORTANT NOTICE REGARDING LEGAL FEES**

The SMPDC will be represented by legal counsel in the review of the terms of transaction documents and in any related legal matters arising prior to the issuance of a loan or grant. All incurred legal fees for said representation shall be the responsibility of the undersigned even if the financing shall fail to close.



## 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 SMPDC of any changes in the proposed project which may occur. The undersigned agrees that acceptance of any form of financial assistance from SMPDC constitutes agreement to include SMPDC in any public relations events or materials related to the project, and to cooperate with and permit SMPDC 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 brownfields financing from the Southern Maine Planning and Development Commission are true and correct.

Borrower/Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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No liability is incurred by the Southern Maine Planning and Development Commission by reason of any approval for brownfields funding. Approval by the Loan Servicing Agent and Site Manager under contract with SMPDC is based on information supplied by the applicants. Applications may be rejected with or without cause, and SMPDC 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 SMPDC or its staff.