



DECD  
BRLF  
FUNDING APPLICATION



The Department of Economic and Community Development (DECD) in conjunction with the Maine Department of Environmental Protection (MeDEP) is pleased to offer this Brownfields Revolving Loan Fund to provide below market rate loans to facilitate cleanup of contaminated properties (Brownfields) in all areas throughout the State. The purpose of this program is to assist in the revitalization of these properties to promote jobs and a cleaner environment for the communities of the State. 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 Maine municipalities, Maine Indian tribes, and nonprofit owners of Brownfield properties. NOTE: There is no requirement for matching funds with this loan/grant opportunity.

In applying for this funding, the applicant ensures that the following have been completed and submitted to MeDEP (subject to MeDEP review and confirmation):

- An EPA eligibility determination has been made.
- An ASTM compliant Phase I was completed within 90 days of taking ownership of the property.
- A Phase II has been completed that characterizes the Recognized Environmental Conditions (“RECs”) identified in the Phase I
- A draft Community Relations Plan (“CRP”) has been approved and is being implemented.
- A draft Analysis of Brownfields Cleanup Alternatives (“ABCA”) has been made available for public review, and;
- The site has entered the MeDEP Voluntary Response Action Program (“VRAP”) and the draft ABCA has been approved by MeDEP.

**NOTE: The applicant must own the property by September 30, 2022, the date for this application.**

If the any of the above has not been completed, the project may be ineligible for funding at this time.

Please submit the following by September 30, 2022:

- An electronic copy of this application
- Development Plan for the site
- A brief summary of the company/organization, its products and history
- A profile/resume of the owner and senior management
- Three years of financial statements and/or tax returns (for private firms) **OR** audits for the last three fiscal years (for municipalities and nonprofits)
- If the year-end statements are over 90 days old, the most recent internally prepared financial statements
- The most recent accounts payable and accounts receivables aging
- For sole proprietorships – submit a personal financial statement along with three years of personal tax returns.

**TIPS for a successful application:**

- Ensure that the application is complete
- Be timely with your submission
- Applications **may** be submitted prior to the due date.

Submit your completed application and other requested materials to Nick Hodgkins, MeDEP Brownfields Coordinator, at the following e-mail address:

[nick.hodgkins@maine.gov](mailto:nick.hodgkins@maine.gov)

**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  Loan  Grant  
In the amount of: \$ \_\_\_\_\_ \$ \_\_\_\_\_

**II. APPLICANT/BORROWER**

Applicant (Owner)'s 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: \_\_\_\_\_

DUNS#: \_\_\_\_\_

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 provide a schedule for expending the Brownfields funding. Only projects that are “shovel ready” and will begin proposed remedial actions with the funding within six months of executing the loan/grant paperwork will be considered.

**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 (Site Location of Development, , stormwater, waste management, access, etc.)?  Yes  No.

If No, please explain:

**Project Description**

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**

Describe the extent the grant/loan will meet the needs of disadvantaged communities and the process for identifying and soliciting input from these communities. Describe how the final redevelopment will benefit members of the disadvantaged communities.

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

**Climate Change**

Describe how the cleanup and redevelopment will use green remediation techniques during the cleanup and how the final redevelopment will include green aspects and climate-change resistant strategies to ensure the durability of the selected remedy.

**V. FINANCIAL INFORMATION**

**Please submit the following (or similar information submitted for other grant/loan applications):**

- \_\_\_\_\_ Three years of financial statements and/or tax returns for the company (if private), or audits (if public or nonprofit).
- \_\_\_\_\_ If the year-end statements are over 90 days old, the most recent internally prepared financial statements.
- \_\_\_\_\_ The most recent accounts payable and accounts receivable aging.
- \_\_\_\_\_ If it's a sole proprietorship, a personal financial statement along with three years of personal tax returns.

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**

Indicate the estimated total project 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 where noted. An itemized budget will be required prior to project approval. See Attachment A for eligible and non-eligible costs.

Environmental Remediation (eligible for BRLF funding)

Soil remediation	\$ _____
Lead paint	\$ _____
Asbestos	\$ _____
Health and safety plan	\$ _____
Other remediation _____	\$ _____
<b>Total Remediation Costs</b>	<b>\$ _____</b>

Rehabilitation/Construction (**not** eligible for BRLF funding)

Demolition	\$ _____
Construction	\$ _____
Rehabilitation	\$ _____
Landscaping	\$ _____
Soft costs	\$ _____
(i.e., legal, financing fees, permits, etc.)	
Other _____	\$ _____
<b>Total Rehab/Construction:</b>	<b>\$ _____</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 the BRLF and that a financing gap exists. Please describe your efforts to secure financing from other private and/or public sources and summarize the reasons why participation in the BRLF program is necessary (attach pages as necessary). Please include a basic description of the type and amount of funds that will be leveraged from other sources to complete remediation and/or redevelopment.

**IMPORTANT NOTICE REGARDING LEGAL FEES**

The DECD 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 the MeDEP of any changes in the proposed project which may occur. The undersigned agrees that acceptance of any form of financial assistance from the DECD constitutes agreement to include the DECD and MeDEP in any public relations events or materials related to the project, and to cooperate with and permit the DECD and/or MeDEP 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 BRLF financing from the Department of Economic and Community Development are true and correct.

Borrower/Applicant:

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

Printed Name and Title: \_\_\_\_\_

No liability is incurred by the Department of Economic and Community Development by reason of any approval for BRLF funding. Approval by the Loan Servicing Agent and Site Manager under contract with the DECD is based on information supplied by the applicants. Applications may be rejected with or without cause, and DECD 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 DECD or its staff.