



Ascutney Professional Building, Route 5  
Post Office Box 320, Ascutney, VT 05030  
802 674-9201 / fax 802 674-5711  
www.swcrpc.org

## Application - Long Form (BRLF-B) for the Southern Windsor County Brownfields Cleanup Revolving Loan Fund and Brownfields Cleanup SubGrants

The Southern Windsor County Brownfields Cleanup Revolving Loan Fund provides below market rate loans to facilitate cleanup of contaminated properties (brownfields) in the towns of the Southern Windsor County Regional Planning Commission (SWCRPC) 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 SWCRPC Region. Loan funds are available to public, private and nonprofit owners who comply with the eligibility requirements of the Environmental Protection Agency; 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:

- One signed and complete **Application Long Form (Form BRLF-B)**
- Supporting information (all previous reports including ASTM Phase I or equivalent and any other site assessment documents that were completed without EPA funding from SWCRPC)
- Corrective Action Plan
- Community Relations Plan (we can provide a sample)
- A brief summary of the company, its products and history.
- A profile/resume of the owner or senior management.
- Three years of financial statements and/or tax returns for the company.
- 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 privately held company, a personal financial statement along with three years of personal tax returns.
- A non-refundable fee of
  - \$375 for loans over \$100,000
  - \$250 for loans under \$100,000
  - \$200 for grants over \$100,000
  - \$100 for grants under \$100,000

Send all information to: Brownfields RLF Coordinator  
SWCRPC, Ascutney Professional Building, Route 5 South  
P.O. Box 320, Ascutney, VT 05030

**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 #: \_\_\_\_\_ Fax: \_\_\_\_\_ 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. Attach a copy of the Corrective Action Plan (CAP)\* and letter from the Vermont Department of Environmental Conservation (DEC) stating that the CAP has been approved by a DEC Site Manager. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* The CAP must include the following:

- An analysis of brownfields cleanup alternatives which will include information about the site and contamination issues (i.e., 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 CAP?  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 (Act 250, 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 a community that has the inability to draw on other sources of funding for environmental remediation and subsequent redevelopment in the area in which the site is located because of small population or low income economy:

\_\_\_\_\_  
\_\_\_\_\_

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

### **Please submit the following:**

- \_\_\_\_\_ Three years of financial statements and/or tax returns for the company.
- \_\_\_\_\_ 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 privately held company, 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. 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 noneligible costs.

### Environmental Remediation (eligible for EPA funding)

Soil removal	\$ _____
Lead paint	\$ _____
Asbestos	\$ _____
Health and safety plan	\$ _____
Other remediation	\$ _____

**Total Remediation Costs** \$ \_\_\_\_\_

### Rehabilitation/Construction (**not** eligible for EPA funding)

Demolition	\$ _____
Construction	\$ _____
Rehabilitation	\$ _____
Landscaping	\$ _____
Soft costs	\$ _____

(i.e. legal, financing fees, permits, etc.)

**Total Rehab/Construction:** \$ \_\_\_\_\_

## 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 SWCBRLF. Please describe your efforts to secure financing from other private and/or public sources and summarize the reasons why participation in the SWCBRLF program is necessary (attach pages as necessary). \_\_\_\_\_

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### Matching Funds

At least 20% of funds used for eligible site remediation activities must come from other sources. Please describe source(s) of matching funds:

Total Remediation Costs: \$ \_\_\_\_\_

EPA Grant funds requested: \$ \_\_\_\_\_

EPA Loan funds requested: \$ \_\_\_\_\_

Total Matching funds \$ \_\_\_\_\_

Sources:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

### Loan/Grant Amounts and Match Requirements:

a) Small Grants

Grants up to \$20,000 – no match requirement

Grants \$20,000 - \$125,000 – 20% match requirement

b) Large Grants

Grant maximum amount = \$125,000 (minimum 20% match = \$31,250)

Additional 5% match = \$150,000 (minimum 25% match = \$50,000)

Additional 10% match (30% total) = \$200,000 (minimum 30% match = \$85,715)

Loan limits

Loan maximum amount = \$200,000 (20% match = \$50,000)

Additional 5% match = \$250,000 (25% match = \$83,300)

Additional 10% match = \$300,000 (30% match = \$128,570)

### VIII. MINORITY AND WOMEN-OWNED BUSINESSES

The following MBE/WBE “fair share” goals/objectives were negotiated with EPA by the Vermont Department of Environmental Conservation (DEC) for FY 1999:

Construction: 1% MBE; 1% WBE

Supplies: 1% MBE; 1% WBE

Services: 1% MBE; 1% WBE

Equipment: 1% MBE; 1% WBE

Please describe your organization’s plans for equal opportunity vendor contracting: \_\_\_\_\_

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**IMPORTANT NOTICE REGARDING LEGAL FEES**

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

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

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

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No liability is incurred by the Southern Windsor County Regional Planning Commission by reason of any approval for SWCBRLF funding. Approval by the Loan Servicing Agent and Site Manager under contract with the RPC is based on information supplied by the applicants. No guarantee is intended or implied by reason of any advice given by the RPC or its staff.