



**Grant or Loan Application – Part I
City of Portland
Brownfields Revolving Loan Fund (BRLF)**

A mandatory meeting or conference call is required with representatives of the City of Portland prior to submitting this document. Please contact Nelle Hanig, Business Programs Manager, Economic Development Dept., 389 Congress Street, Portland, ME 04101, 207-756-8019 (Phone), 207-756-8217 (Fax), nrh@portlandmaine.gov at any time during the application process for guidance or information. Send your completed Part I Application to the above contact.

Applicant Information

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Daytime telephone number: (____) _____ Fax:(____) _____

Contact Person: _____

Tax I.D. Number: _____

Organization Type: _____

Date: _____

Ownership/Management

Please list all officers, directors, and owners of 20% or more of the applicant business. A separate sheet may be attached if necessary.

Name _____

Home Address _____ Office Held _____

Telephone number _____ % of Ownership

Funds Requested

Loan - **yes** ____ / **no** ____ Amount Requested \$ _____

Grant - (municipalities, nonprofits, tribes) **yes** ____ / **no** ____ Amount \$ _____

Site Information

Name of Site: _____

Name of Proposed Redevelopment Project: _____



Street Address of Site Proposed for Cleanup: _____

Date that Applicant had legal ownership of the site ¹ _____

Assessor's Map & Parcel Number (please include map): _____

Current use of property and existing zoning: _____

Is use and/or zoning proposed to be changed as part of this proposal? Yes__ No__

If yes, explain: _____

Current Site Owner (if other than applicant): _____

Provide Access Agreement (if property is not owned by Applicant)

Date of Completed Phase I Environmental Assessment: _____

Phase I completed under ASTM AAI? Yes__ No__

Phase I submitted to MEDEP? Yes__ No__

Date of Completed Phase II Environmental Assessment: _____

Date of Completed Hazardous Materials Inventory/Survey: _____

Have land use restrictions been placed on the property? Yes__ No__

Has the Site/Property entered VRAP? Yes__ No__ Unknown__ (if yes, attach a copy of the VRAP correspondence from MEDEP)

Attach a copy of the property deed to this application

Attach a copy of the site plan to this application

Name of consulting firm(s) (and contact information) that completed Phase I/II Assessments and VRAP Application:

Brief description of type and extent of contamination at the site: _____



Proposal and Loan Request

Brief description of proposed cleanup strategy and intended end use: _____

Estimated cost of redevelopment (attach basis of cost): _____

Estimated cost of environmental cleanup: _____

Source of above estimates: _____

Primary funding source for overall cleanup: _____

Amount being requested under the City of Portland BRLF: \$ _____

Borrower and Site Eligibility

Provide the following information on clearly labeled separate sheets (see Attachment List).

- a. **Project Narrative** including a site description and map, current uses of any buildings, a site-specific statement of work proposed to be completed, and time frame for cleanup activities (including construction start and completion date);
- b. **Plans for redevelopment of the Site** including the proposed reuse and redevelopment of the site, plan to achieve reuse and redevelopment objectives, and benefits (economic, environmental, health, and social) associated with the reuse and redevelopment of the site;
- c. **Describe the cause or source of contamination**, including the nature, amount, and location of hazardous materials, and the generator(s) of contamination
- d. **Describe any previous EPA or MEDEP environmental non-compliance history**, including any past or present enforcement actions with respect to the site or the applicant
- e. **Describe and Attach documentation associated with National Historic Preservation Act Compliance** (Letters any and all letter from SHPO, Section 106 Compliance, Determination Letter, etc.), if applicable. Include whether the site is listed or is eligible to be listed in the National Register of Historic Places and or as a designated National Landmark. Indicate whether your site is part of a designated Historic District, will impact the view of any adjacent or surrounding designated Historic Districts or registered historic structures or have the potential to impact archaeological resources.
- f. **Provide copies of the following documents:**
 - Phase I and Phase II Environmental Site Assessment and Hazardous Materials Inventory/Survey reports;



- Site-specific Quality Assurance Project Plan (QAPP) (if available*);
- Site-specific Health and Safety Plan (if available*);
- An Analysis of Brownfields Cleanup Alternatives (ABCA) (if available*)/VRAP documentation/Community Relations Plan (CRP);
- Estimate of cleanup costs (provide details of costs- e.g. asbestos abatement, soil remediation, etc);
- Remedial design and engineering documents (if available*); and
- Construction Plans (if available*).

*** If these documents are not available at the time of this application, it will be necessary to provide them at a later time in the loan process.**

g. Provide certification with respect to the following:

- Applicant meets EPA's "bona fide prospective purchaser" requirements;
- Applicant has not been a generator or transporter of contamination at the brownfield site for which a loan is being requested;
- Applicant is neither currently nor has been subject to any penalties regarding environmental compliance, either from local, state, or federal authorities at the brownfield site for which a loan is being requested;
- Applicant is not using the funds to pay for response costs at a site for which the applicant is potentially liable under 107 of CERCLA;
- Applicant is authorized to enter into a loan agreement;
- Applicant is not a Potentially Responsible Party under CERCLA for the subject site;
- Applicant is not a party suspended or barred;
- The site satisfies all EPA guidelines as an "eligible brownfields site";
- Borrower agrees to submit Quarterly Progress Reports to KVCOG, which documents the progress of cleanup activities and use of KVCOG BRLF loan proceeds; and
- Borrower agrees to provide written notification both to the KVCOG BRLF Project Manager and to EPA of shipments of CERCLA waste to out-of-state disposal sites.

I, the City of Portland BRLF applicant, hereby attest that the information contained herein is true and correct to the best of my knowledge. I understand that the City of Portland Brownfields Revolving Loan Fund is funded through a grant from the U.S. Environmental Protection Agency. Should I receive a grant or loan through this program, I agree to comply



with all applicable laws and the specific cleanup guidelines issued for my property by the U.S. Environmental Protection Agency and the Maine Department of Environmental Protection.

Company/Applicant: _____

Signature: _____

Date: _____

Print Name: _____

City of Portland Follow-up:

Name: _____

Date: _____

Applicant Check off List

(2 sets of Attachments - Documents should be provided on 2 separate cds) and a brief description of the information should be provided on this application). Hard copies of documents are also acceptable.

- **Attachment A** - Assessor's Map and Parcel Reference
- **Attachment B** - Copy of Deed
- **Attachment C** - Copy of Site Plan
- **Attachment D** - Project Narrative (Section B above)
- **Attachment E** - Plans for redevelopment of the site (Section C above)
- **Attachment F** - Description of the cause or source of contamination (Section D above)
- **Attachment G** - Description of any previous EPA or MEDEP environmental non-compliance history (Section E above)
- **Attachment H** - Description and Attach documentation associated with National Historic Preservation Act Compliance (Section F above)
- **Attachment I** - Provide copies of all Environmental Reports (Ph I, II, QAPP, ABCA, VRAP, correspondence from DEP) and Redevelopment Plans/Reuse Plan and Estimated Redevelopment and Estimated Cleanup costs (Section G above)

¹ Only sites purchased after January 11, 2002 are eligible for City of Portland BRLF funds.