



DECD  
BROWNFIELDS REVOLVING LOAN FUND  
FUNDING APPLICATION



The Maine Department of Economic and Community Development (DECD) in conjunction with the Maine Department of Environmental Protection (MEDEP) is pleased to administer a Brownfields Revolving Loan Fund (BRLF) to provide below market rate loans and grants 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 for award to public, private, and nonprofit owners who comply with the eligibility requirements of the Environmental Protection Agency (EPA); grants are available to eligible Maine municipalities, Maine Tribes, and nonprofit owners of Brownfield properties may be awarded a portion of the funding as a grant. NOTE: There is currently no requirement for matching funds with this loan/grant opportunity.

In applying for this funding, the applicant must demonstrate 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 Environmental Site Assessment (ESA) was completed prior to taking ownership of the property (generally, although there are some limited exceptions for municipalities as well as timing of ownership);
- A Phase II ESA has been completed that fully and thoroughly characterizes the Recognized Environmental Conditions (RECs) identified in the Phase I ESA. The intent is that additional sampling is not needed to further delineate contamination before remediation can begin;
- A draft Community Involvement Plan (CIP) has been approved and is being implemented. Note that this was previously called a Community Relations Plan (CRP), which is also acceptable;
- 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 show proof that they own the property prior to the date of submittal for this application.**

If the any of the above has not been completed, the project may be ineligible for funding at this time. The intent is to fund projects that are ready to move into the cleanup phase.

Please submit the following:

- 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; and
- A Schedule of Debt, including all existing loans and lines of credit, identifying the lender and terms, and the current balance.
- While not required as part of the initial application, for profit/private entities that are awarded loan funds will be required to provide the names and salaries of the five highest paid individuals in the organization as part of new federal reporting requirements.

**Submit** your completed application and other requested materials to Chris Redmond, MEDEP Brownfields Coordinator, at the following e-mail address: [christopher.redmond@maine.gov](mailto:christopher.redmond@maine.gov)  
*Please be sure your application is complete and please submit prior to the due date listed in the email from MEDEP soliciting applications. While applications are accepted at any time during the year if funding is available, applications received by the due date will be prioritized.*

**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: \_\_\_\_\_

UEI#: \_\_\_\_\_

(To obtain a Unique Entity Identifier (UEI) go to <https://sam.gov/content/home>)

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 (estimated) 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 and/or environmental justice communities and the process for identifying and soliciting input from these communities. Describe how the final redevelopment will benefit members of the disadvantaged or environmental justice communities.*

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

**Climate Change and Green Remediation**

*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:**

- 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; and
- 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.

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 ( <b>not</b> 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 and for loan closing costs. All incurred legal fees for said representation shall be the responsibility of the undersigned even if the financing shall fail to close. Applicants are responsible for paying for their own legal fees incurred as part of the loan process.**

**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: \_\_\_\_\_

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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.