**REMEDIATION LOAN PROGRAM**

 **APPLICATION**

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| 1. **GENERAL INFORMATION**
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**Potential Applicants are required to schedule a pre-application conference call and/or meeting with The Port to review project/site eligibility and the application process.**

1. Applicant Legal Name:

Applicant Mailing Address:

Applicant Tax ID Number:

1. Contact Person: Title:

Email: Telephone:

1. Site Name:

Site Address:

Site PIDN: Site Area (Acres):

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| 1. **SITE PROFILE**
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1. Current Site Use: □ Residential □ Industrial □ Commercial □ Vacant
2. Describe the planned future use:
3. Describe the existing site conditions. Include existing buildings, current uses, and the approximate age of buildings:
4. Sites must meet the following criteria to be eligible. Check all that apply:

□ The site is not subject to a planned or ongoing CERCLA removal action

□ The site is not listed on the superfund National Priorities List or considered for listing.

□ The site is not undergoing RCRA corrective action.

□ The site is not federal property

1. Site History:
	1. Describe previous site use:

 Date of use:

* 1. Describe previous site use:

 Date of use:

* 1. Describe previous site use:

 Date of use:

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| 1. **PROJECT DESCRIPTION**
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1. Describe the proposed redevelopment/site redevelopment project.
	1. Attach a separate project narrative sheet if desired.
	2. Attach a site plan if available.
	3. Approximate project investment amount:
	4. Area (sq ft) of new development:
2. Describe the number and type of jobs to be created as part of the redevelopment project:
3. Redevelopment project construction start and completion dates:
4. Insert or attach an overall project budget including environmental cleanup, demolition, and development costs, and how all portions of the project will be financed.

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| 1. **COMMUNITY IMPACT**
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1. Briefly describe expected community benefits, such as removal of contamination, job creation or retention, economic revitalization, green space development:
2. Will the project result in the dislocation of any business or households currently occupying the site?

□ Yes □ No

1. If yes please explain:
2. Will you hire for construction or have as tenants any WBEs, MBEs, or SBEs?
3. Will any existing facilities be closed or existing employment be reduced by this project?

□ Yes □ No

1. If yes please explain:
2. Submit a letter of support from the site’s local government Economic Development Officer.
3. Review The Port’s Economic Inclusion Policy. As part of this Remediation Loan Program application, the Applicant will be diligent in their efforts to include MBEs, WBEs, and SBEs in all phases of the activities funded through this Program.

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| 1. **ENVIRONMENTAL CONDITION**
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1. Describe the nature and extent of environmental contamination on the property. Include contaminant types and concentration ranges if known:
2. Describe any known or suspected sources of contamination:
3. Did the applicant cause or contribute to the contamination on the site?

□ Yes □ No

* 1. If yes, please explain:
1. Is the applicant affiliated or related in any way with any former owner or operator of the property, or with any person who may have generated hazardous substances located at of near the property, or with any person who may have transported or arranged for the transportation of hazardous substances located near the property?

□ Yes □ No

1. If yes, please explain:
2. Submit the following items with your application:
	1. A VAP compliant Phase I ESA
	2. A VAP compliant Phase II ESA
	3. A VAP compliant Phase II RAP (Remedial Action Plan)
	4. A remediation scope of work with a cost estimate from a contractor.
3. Briefly describe proposed environmental cleanup and Remedial Action Plan (RAP) activities.
4. Indicate the planned start and completion dates for RAP implementation:

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| **6. ENVIRONMENTAL COMPLIANCE** |

1. Provide an Analysis of Brownfield Cleanup Alternates (ABCA). If an ABCA is not available at the time of application, it is an eligible expense from the Remediation Loan Program.
2. Provide a Community Involvement Plan (CIP). If a CIP is not available at the time of application, it is an eligible expense from the Remediation Loan Program.
3. If the Application is successful, the borrower agrees to provide reporting information to The Port relevant to the program. That reporting information may include, but is not limited to:
	1. Documentation that funds are used only of eligible activities at eligible sites
	2. Environmental reports showing compliance with the cleanup activities
	3. Financial records related to the loan
	4. Records documenting compliance with the terms and conditions of the loan, including applicable state and federal requirements.

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| **7. OWNERSHIP** |

1. Is the applicant the current fee owner of the property proposed for funding?

□ Yes □ No

1. If the applicant is the owner:
2. When did the applicant acquire the property?
3. From whom did the applicant acquire the property?
4. How did the applicant acquire the property?
5. Nature of ownership:

□ Mortgage □ Contract for Deed □ Other (describe)

1. What due diligence activities did the applicant undertake to acquire the property:

□ File review □ Interviews □On-site investigation

□ Phase I ESA (Attach) □ Phase II ESA (Attach)

1. If the applicant is not the owner:
2. If not the owner, can the applicant demonstrate that they have site access? If yes, attach an executed access agreement or lease.
3. Indicate the current legal property owner:
	* 1. Owner name:
		2. Owner address:
		3. Date of ownership:
		4. Purchase price:
		5. Assessed value of property:
4. List previous owners and dates of ownership:
5. Property owner’s name:

Date of ownership:

1. Property owner’s name:

Date of ownership:

1. Property owner’s name:

Date of ownership:

1. Owners Representatives:
2. Legal Counsel:
	* 1. Name:
		2. Address:
		3. Email/Phone:
3. Environmental Consultant:
	* 1. Name:
		2. Address:
		3. Email/Phone:
4. Engineer/Architect/Developer/Other
	* 1. Name:
		2. Address:
		3. Email/Phone:

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| **8. BORROWER PROFILE** |

1. The applicant is (indicate one of the following):

□ Local government unit □ Non-profit organization

□ Private business/corporation □ Other:

1. If applicable, briefly describe the nature of the applicant’s business operations and products/services:
2. Developer History – provide a brief description of some of your past redevelopment and/or remediation projects. Attach separate documents or photos if desired.
3. If applicable, indicate the business type:

□ Corporation □ C-Corp □ S-Corp □ Sole Proprietorship

□ Partnership □ LLC □ Other

* 1. State of registration:
	2. Year incorporated:
	3. Total Employees:
1. Indicate status of the business location:

□ Owned □ Leased □ Work from home

1. Is the applicant current on local, state, and federal taxes?

□ Yes □ No

* 1. If no please explain:
1. Is the applicant involved in any lawsuits?

□ Yes □ No

* 1. If yes please explain:
1. Has the applicant ever filed for bankruptcy protection or other protection against creditors?

□ Yes □ No

1. Has the applicant ever been suspended or debarred, declared bankrupt, commenced a proceeding under any bankruptcy law, or had a judgement rendered against it?

□ Yes □ No

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| **9. FINANCIAL INFORMATION** |

(Note: Local government borrowers may not be required to provide all information requested in this section. Coordinate with Port staff before applying.)

1. Amount of loan requested:
2. Term requested:
3. Statements of Profit and Loss
	1. Attach P&L statements for the past 3 years of operations. If you have been in operation for less than three years, provide P&L statement information for as much time as possible.
4. Pro Forma
	1. Provide a pro-forma with financial projections for this development project for 10 years into the future.
	2. The pro-forma must show the 20% Remediation Loan Fund cost share
5. Balance sheet.
	1. Provide a balance sheet detailing the financial standing of your company for the past 3 years of operations. If you have been in operations for less than three years, provide balance sheet information for as much time as possible.
6. Business Tax Information
	1. Provide corporate deferral and state income tax returns for the previous three years. If you have been in operations for less than three years, provide balance sheet information for as much time as possible.
7. Personal Tax Information
	1. Provide personal tax information for the previous three years for members of the legal structure of the business.
8. Business Plan
	1. Attach a copy of your organization’s business plan to this application.
9. Environmental Remediation Financing
	1. Has this project received other financial assistance for environmental response activities?

□ Yes □ No

* + 1. If yes list the sources, amounts, and what activities were funded:
	1. Has the applicant applied for or formally requested any other financial assistance to offset the environmental cleanup costs?

□ Yes □ No

* + 1. If yes list the sources and amounts:
1. Source of repayment:

□ Operating Income □ Sale of Assets □ Cash Flow

□ Personal Income □ Other

1. Co-signers and guarantors (if applicable). Attach additional pages as necessary.
	1. Name and title:

Address:

Phone:

* 1. Name and title:

Address:

Phone:

1. Security/Collateral – indicate the preferred means of securing the loan:
	1. If the borrower has no preference, The Port will accept a subordinated mortgage on subject property.
	2. If applicable describe and supply current market value of any proposed collateral (attach additional pages as necessary).
		1.
		2.
		3.

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| **10. CREDIT REPORT RELEASE (IF APPLICABLE)** |

1. A copy of the applicant’s credit report will be obtained by The Port for loan evaluation. Based on the legal structure of the business, credit reports are required for the sole proprietor, members of the partnership, and officers of the corporation or limited-liability company.

Applicant 1:

Name: Date of Birth:

Home Address: SSN:

Citizenship: □ US Citizen □ US Legal Resident

Applicant 2:

Name: Date of Birth:

Home Address: SSN:

Citizenship: □ US Citizen □ US Legal Resident

I hereby give The Port permission to obtain a credit report using the information provided above. I hereby certify the information I have provided is truthful

Signature of Applicant 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **11. AUTHENTICATION** |

The undersigned hereby certifies to the best of his/her knowledge and belief that the information contained in the Remediation Loan Program Application and any exhibits or attachments hereto is true and complete and accurately describes the proposed project. I understand that The Port has the right to verify this information and will be in contact with those individuals and institutions involved in the proposed project as well as credit references. False information, in addition to disqualifying me from any further consideration for financial assistance, may also subject me to litigation to recover The Port's expenses related to reviewing this application and/or the costs to collect any loan balances. I understand that The Port may release information for public purposes regarding the project, excluding any confidential financial information.

Applicant Name:

Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Date: