



## REVOLVING LOAN FUND

### PART 1 – LOAN ELIGIBILITY APPLICATION

Please submit this completed application to:  
**Washtenaw County Brownfield Redevelopment Program**  
705 N. Zeeb Road  
P.O. Box 8645  
Ann Arbor, MI 48107-8645

#### Introduction to Revolving Loan Fund (RLF)

U.S. Environmental Protection Agency's Brownfields Grants Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse. As part of the Program, the Revolving Loan Fund (RLF) grants are to provide financial assistance for the environmental cleanup of brownfields. The purpose of the RLF Grants is to enable Brownfield Redevelopment Authorities to make low interest loans as well as sub-grants to carry out cleanup activities at brownfields properties. The Program is intended to provide states, tribes, municipalities, and communities with useful information and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

#### Applicant Eligibility and Loan Criteria

In order to be recommended and approved for a Revolving Loan, applicants must meet the Eligibility Criteria, listed below. Loan applications will also be evaluated based on the Loan Criteria, also listed below, which will help prioritize loan applications if loan requests exceed available funding.

##### 1. Eligibility Criteria

In order to receive a loan, the applicant or project **MUST** meet all following criteria:

- Use of RLF loan funds is limited to brownfield properties that have been determined to have an actual release or substantial threat of release of a hazardous substance. Loans may also be used at sites with a release or substantial threat of release of a pollutant or contaminant that may present an imminent or substantial danger to public health or welfare.
- RLF loans excludes the following three types of properties from funding (1) Facilities listed (or proposed for listing) on the National Priorities List (NPL); (2) Facilities subject to unilateral administrative orders, court orders, administrative orders on consent or judicial consent decrees issued to or entered in by parties under CERCLA; and (3) Facilities that are subject to the jurisdiction, custody or control, of the United States Government (Note: Land held in trust by the United States government for an Indian tribe is eligible for brownfields funding).
- While the redevelopment of the site is considered in the application and must be identified, grant funds can only be used towards site remediation. The activities for which loan funds will be used are limited to environmental cleanup. Demolition is only allowed if it is necessary to conduct remediation or clean up beneath a building itself. Only activities necessary to facilitate redevelopment of the property will be approved for loan funds.
- The location of the brownfield property has to be within Washtenaw County, as well as the Municipality has to be a member of the Washtenaw County Brownfield Redevelopment Authority (WCBRA).

## 2. Loan Criteria

If appropriated funds are insufficient to allow WCBRA approval of all eligible projects, applications will be subjected to a comprehensive evaluation using criteria such as:

- Whether the loan project includes a firm development proposal involving an identified developer.
- The potential increase in property tax base of the local taxing jurisdictions relative to the fiscal needs of the jurisdictions, which will result from developments that will occur because of completion of the approved response actions.
- The social value to the community that will result from the cleaning up and redeveloping the site. Social value includes the project's time frame, the number of new jobs, the importance of the proposed facilities and the removal of blighting influences on the site, the readiness of the project, the development potential and the financial health of the project.
- Review of the reductions or elimination of potential threat to human health and the environment due to the cleaning of the site.
- The likelihood that the site will be cleaned without use of government money in the reasonably foreseeable future.
- The amount of cleanup costs for the site.
- The amount and level of commitment of municipal or other local resources to pay for the cleanup costs.

Applicants for RLF loans should be aware of the following:

- The WCBRA requires a twenty percent (20%) cost share from the project developers, which may be in the form of a contribution of money, labor, material, or services for eligible and allowable costs.
- The applicant gives assurance of compliance with:
  - The Davis-Bacon Act applies to all construction, alteration and/or repair work, including painting and decorating which is funded wholly or partially with the grant funds (Section 104(g) of CERCLA). The Davis-Bacon Act requires that workers employed directly upon the site of the work be paid no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. Washtenaw County and/or Borrower shall contact the Department of Labor to find out the prevailing wage rates.
  - The Title VI of the Civil Rights Act of 1964, as amended. The Act prohibits discrimination on the basis of race, sex, color, religion, marital status, handicap, age or national origin.
  - Federal and State air and water regulations. All necessary permits and certifications for all environmental requirements will be obtained.
  - All laws insuring accessibility for handicapped on construction projects to which the public will have access.
  - All other Federal statutory and regulatory requirements that apply.
- The funding of this project will not result in the relocating of jobs from one labor area to another.
- Whenever possible, considerations for employment to the long-term, underemployed and unemployed residing in the area will be given.
- Flood hazard insurance will be obtained, if required.

# BROWNFIELDS CLEANUP REVOLVING LOAN FUND APPLICATION

Applicant \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

## I. APPLICANT/BUSINESS

Provide a brief description and history of the Applicant and the Business to be assisted by this loan (if different). Include information on product or service and number of employees for the Business. Attach at least three (3) years of financial statements for the Business to be assisted. Include a list of ownership interests in Business or Entity greater than ten percent (10%), and all relevant managers, or officers, of same.

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## II. SITE

Identify the site for which the loan has been requested and include the following information: (Please attach a site map with the information)

- the location of the property (street address, legal description, size, and parcel identification number)
- the current ownership and ownership history of the property
- the current use of the property
- a detailed history of the use of the property
- the existing and proposed zoning
- if the property is not owned by the applicant, a draft of an enforceable agreement between the property owner and the applicant that commits the property owner to cooperate with the applicant, including a commitment to allow access to the property to complete, at a minimum, the proposed eligible activities should be attached
- identify the number of buildings on the site, whether they are residential, industrial or commercial, the year(s) they were built, their condition(s), and whether or not demolition is required for RAP implementation

### III. REDEVELOPMENT PLAN

Please describe your plans for redeveloping the site. Include estimated investment in the project, construction timetable, and any commitments for financing the project. If no commitment is available, describe sources of funds necessary for redevelopment.

### IV. ENVIRONMENTAL ISSUES

Please describe the contamination impeding development of the site. If Brownfield Redevelopment Plan, Phase I and Phase II Site Assessments have been done, please attach those that apply.

\_\_\_\_\_  
Please provide exact date when the Phase I Site Assessment was completed:

\_\_\_\_\_  
What is the estimated cost for the cleanup?

\_\_\_\_\_  
Anticipated start date for cleanup:

\_\_\_\_\_  
Anticipated completion date for cleanup:

\_\_\_\_\_  
Has a Remediation or Due Care Plan been developed? If yes, please attach.

\_\_\_\_\_  
Has an Engineering Evaluation/Cost Analysis been done? If yes, please attach.

\_\_\_\_\_  
When was the property purchased? (Please give exact date)

\_\_\_\_\_  
Was a BEA (Baseline Environmental Assessment) filed within 45 days after purchasing the property? (please circle one)      **YES**                      **NO**

\_\_\_\_\_  
What date was the BEA completed? (please provide exact date)

\_\_\_\_\_  
Is the party who caused the contamination known? If yes, please identify.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Address (if known)

\_\_\_\_\_  
Is there a body of water on the site or within 100 feet of the site boundaries (i.e. pond, stream, marsh, etc)? If yes, please explain.

\_\_\_\_\_  
Has the site been designated as wetland by the Department of Environmental Quality (DEQ)? Has the DEQ issued a permit?

\_\_\_\_\_  
Is the site within a flood hazard area as determined by the Michigan Statewide Planning Program? If yes, please explain.

Does the operation of the project present any potential water pollution problems? If yes, please explain.

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Has Responsible Party been contacted regarding the cleanup? (please circle one)      **YES**                      **NO**

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Has the Applicant or Business being assisted ever been cited for non-compliance with any environmental regulation? If yes, please explain.

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Please identify basis of exemption of applicant from environmental liability at the Property:

## V. COMMUNITY BENEFITS

Please describe any and all anticipated benefits to the community, such as personal and property tax increases, number of jobs, types of jobs and salaries, blight reduction, health risks eliminated, etc.

Employment Impact			
Total current employees in Michigan			
Number of jobs to be retained by project			
Number of jobs to be created by project	From unemployment	From long-term unemployment	
Number of jobs to be created within one year of project completion			
Number of jobs to be created within two years of project completion			
Is special job training required?			
Job Matrix			
Pay Rate	Number of current employees	Number of new employees	Job Description/Title
\$5.15 - \$8.00			
\$8.00 - \$11.00			
\$11.00 - \$14.00			
\$14.00 & Over			

## VI. PROPERTY TAXES INFORMATION

What are the current property taxes on the site for the current year (prior to cleanup)? \$ \_\_\_\_\_

Refer to the local taxing jurisdiction's tax capacity value:

What is the projected property tax on the site after cleanup (before redevelopment)? \$ \_\_\_\_\_

What is the projected property tax on the site after redevelopment? \$ \_\_\_\_\_

How were the above figures determined? \_\_\_\_\_

Who determined them? \_\_\_\_\_

## VII. SUPPLEMENTAL INFORMATION

Please include this information with your application if it is available. Indicate those items you have attached (*Note: the first seven items will be kept confidential*):

- Current Financial Statements (within 90 days)
- Last three (3) years of audited financial of the general partners or controlling entity for the applicant
- Statement of Cash Flows for the last three (3) years
- Financial Statement Projections (for two (2) years after project completion)
- Schedule of Debt Obligations (including the expiration or maturity dates, interest rates, schedule of current maturities on all term-debt, collateral pledged as security, guarantors / guarantees)
- Credit Rating Information / Credit Report
- Construction Plans and Specifications/Budget
- Phase I and II Environmental Site Assessments
- Baseline Environmental Assessment
- Site Remediation and/or Due Care Plan
- Brownfield Plan
- Site Map and Legal Description
- Detailed line item cleanup budget (sources and uses) and schedule
- Detailed line item project budget
- Appraisal of current market (pre-clean up) value of the property
- Appraisal of value of property after the clean up occurred
- Detailed five (5) years proforma, which must include sources, rates, and term
- Detailed project operating cost items, depreciation and projected debt service

The undersigned hereby certifies that all information provided to Washtenaw County Brownfield Redevelopment Authority (WCBRA) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned. WCBRA may check credit and trade references in reviewing this application and disclose information about its credit experience with the applicant, as authorized by law. WCBRA may also check the personal credit history of the principal owner(s) and/or key individuals. By signing below, the undersigned agree that the business loan will be for purposes identified in the loan application and in accordance with the RLF requirements.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date