



BROWNFIELDS REVOLVING LOAN FUND COALITION

Attachment 1: Loan and Subgrant Application Process and Timeline

The Tallahassee Brownfields Revolving Loan Fund Coalition (BFC), comprised of the City of Tallahassee and the Tallahassee Community Redevelopment Agency, has received a \$1,000,000 Brownfields Revolving Loan Fund Grant (RLF) from the US Environmental Protection Agency (EPA). This grant allows the BFC to loan funds at competitive rates, or issue subgrants, to be used for the cleanup of environmental contamination. **The timeframes referenced in this summary are in business days.**

Pre-Application Process (up to 35 business days)		
Activity	Documents	Timeframe
The BFC’s Qualified Environmental Professional (QEP) works with potential applicant to evaluate proposed cleanup work for feasibility and conformance with the objectives and guidelines of the BFC RLF Program	Phase I and II Environmental Site Assessments Proposed Cleanup Outline/Plan	Depends on the scope of potential applicant’s proposed project and available data; up to 5 days
The BFC’s Qualified Environmental Professional works with potential applicant to submit EPA site eligibility form for EPA determination if the site is eligible	Completed EPA Site Eligibility Form submitted to EPA; EPA determination of eligibility	Up to 30 days

If the project is appropriate and the site is eligible, the potential applicant will be provided with an application number and invited to submit a full application.

Application Process (up to 65 business days)		
Activity	Documents	Timeframe
QEP confirms cleanup plan as appropriate and consistent with program guidelines, and application's technical documents as complete; BFC staff coordinates review of financial information for completeness	Application plus supporting documents (see Loan and Subgrant application checklists)	Up to 15 days from receipt of application
If applicable, ECD staff reviews redevelopment plans for appropriateness and adherence to applicable development guidelines	Redevelopment information	Concurrent with above
When an application is declared complete, BFC staff will submit the document to Loan Review Committee (LRC) members	Application plus supporting documents (see Loan and Subgrant application checklists)	Within 5 days of declaring the application is complete
BFC staff arranges a meeting of the LRC	LRC Meeting Agenda *Applicant is encouraged to attend the LRC meeting	Within 15 days of providing application materials to LRC
Applicant is formally informed of LRC recommendation: deny, or approve for review by the City Commission for final approval		Within 5 days of LRC meeting
If approval is recommended the applicant is informed of target date(s) for City Commission meeting; staff schedules item	BFC staff submits item for futures list, and prepares agenda item for Commission meeting. Item asks for approval of application and permission to execute a loan/subgrant agreement.	Within 30 days of LRC approval

If the City Commission approves the application, the BFC and the Applicant will execute a loan/subgrant agreement.

Loan or Subgrant Agreement (up to 45 business days)		
Activity*	Documents	Timeframe
BFC staff prepares a draft Loan/Subgrant Agreement	Prepare a draft agreement, including proposed interest rate and repayment terms	Within 15 days of City Commission approval of application
BFC Counsel reviews draft Loan/Subgrant Agreement for compliance with applicable state and local laws, and with the terms and conditions of the BFC's Agreement with EPA.		Within 5 days of receiving draft agreement
Applicant receives draft Loan/Subgrant Agreement, provides comments back to BFC staff		Review requested within 10 days of receipt of draft agreement
Closing date is scheduled		Within 15 days of agreement finalization
<p>*If the Agreement is intra-governmental, these additional steps are needed:</p> <ul style="list-style-type: none"> • Establish that the borrowing entity has the legal authority to enter into a legally binding obligation to repay. • Ensure that there is an identifiable source of repayment. • Identify an enforcement entity who can ensure that the loan is repaid. 		