



## **BROWNFIELDS REVOLVING LOAN FUND COALITION Subgrant Application**

### **Subgrant Application Procedure:**

Tallahassee Brownfields Revolving Loan Fund Coalition (BFC) program subgrant application guidance will be provided upon request to interested municipality, county and nonprofit corporation subgrant applicants.

Before an application is prepared, BFC staff will collect preliminary information to determine, to the extent possible, that the potential subgrantee and the project are eligible. This first steps in the process will be an EPA determination if the site is eligible, and a staff review of the proposed activity to screen for conformance with the objectives and guidelines of the program. Based on the outcome of this initial review, the potential subgrantee may or may not be invited to prepare a complete application or may be referred to other potential sources of financing. If invited, an application number will be issued to the applicant. As part of this process, BFC staff strongly encourages potential applicants to review all guidelines and application requirements and meet with staff prior to compiling any application information.

The applicant must submit a completed BFC Subgrant Application to City of Tallahassee, as noted below, to be considered for the program. BFC staff will review the subgrant application for completeness and technical eligibility according to local, state and federal guidelines. If eligible, the BFC Loan Review Committee (LRC) will review the applicant's financial information and determine if the proposed project is an acceptable risk. If acceptable, the LRC will make a recommendation to the Tallahassee City Commission to "approve" the funding request. Final approval rests with the Tallahassee City Commission.

\*NOTE: The subgrant recipient must retain ownership of the site through-out the period of performance of the subgrant. For the purposes of this application and any award, the term "owned" means fee simple title unless EPA approves a different arrangement.

**Fees:** The following non-refundable fee will be required with the completed application to the BFC Subgrant Program. Checks must be made payable to City of Tallahassee.

Application fee: \$150

### **Send completed application to:**

Koren Taylor, P.G.  
City of Tallahassee  
Environmental Policy and Energy Resources  
300 S. Adams St. A-10  
Tallahassee, FL 32301

### **Send fee payment directly to:**

Office of the Treasurer-Clerk  
City of Tallahassee  
300 S. Adams St. A-4  
Tallahassee, FL 32301

Please include the following "Project No. 120035" and "Fund 128" on payment. BFC staff cannot accept payment.

### I. SUBGRANT REQUEST

This subgrant is for the amount of: \$ \_\_\_\_\_

Type of funds – Hazardous Substances: \$ \_\_\_\_\_; Petroleum Products: \$ \_\_\_\_\_

### II. APPLICANT INFORMATION

Applicant (Owner)'s Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Entity:

- Nonprofit                       Municipality/County

Tax ID Number: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Type of Entity: \_\_\_\_\_

### III. ENVIRONMENTAL REMEDIATION

**Please see the BCF Policies and Procedures for information on documents to be filed with this application. Documents include:**

- Site location/address, size, and physical characteristics, and all site assessment reports including all ASTM Phase I, Phase II or equivalent;
- Most recent Draft or Final Brownfield Site Rehabilitation Agreement (BSRA) with Florida DEP, if applicable; and
- Proposed Remediation Activities (ex. Soil remediation plan, groundwater remediation plan, long-term groundwater monitoring plan, etc.)

Briefly summarize your cleanup plan and proposed time frame for the site:

The following documents are NOT part of the application, but are required to be developed upon the award and acceptance of a grant, and are eligible costs:

- An Analysis of Brownfields Cleanup Alternatives (ABCA) which will include information about the site and contamination issues (i.e., exposure pathways, identification of contaminant sources, etc.); cleanup standards; applicable laws; alternatives considered (including “no action”); and the proposed cleanup; and an analysis of the effectiveness, implementability, and the cost of the chosen remedial alternative;
- Quality Assurance Project Plan (QAPP) developed according to the Florida Department of Environmental Protection and approved by EPA;
- Community Relations Plan (samples are available upon request); and
- Final report on remediation activity.

#### IV. REVITALIZATION PROJECT INFORMATION (if proposed)

**Purpose of Redevelopment:** (If redevelopment is not proposed, please note “Not Applicable” in this section; skip to the next section, V. Financial Information)

**Physical 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 comply with local regulations. If not, describe plans to meet compliance.

Have all other state and local permits been obtained for this project (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 opportunities your project will encourage, as well as any community benefits and new jobs that will be created as a result of this project.

**Public Benefit**

Briefly describe past community involvement in the development of this project (visioning, planning, input meetings, etc.).

Describe the extent the redevelopment will meet the needs of a community that has the inability to draw on other sources of funding for environmental remediation because of its small population or low income economy.

Describe the extent the redevelopment will facilitate the use of existing infrastructure.

Describe the extent the redevelopment will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, or other property used for nonprofit purposes.

Describe the applicant's capacity to manage the proposed redevelopment project, including planned and/or currently contracted use of consultants.

**V. FINANCIAL INFORMATION**

**Please submit the following:**

- Annual audit;
- Three most recent annual financial reports;
- Previous three year's Form 990, if applicable; and
- If the year-end statements are over 90 days old, the most recent internally prepared financial statements.

Describe any contingent liabilities, suits, or disciplinary actions related to the site, and applicant, or its principals:

**VI. TOTAL PROJECT COSTS**

Indicate the estimated total project costs. 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. For a list of all eligible and non-eligible costs, please refer to the BFC Policies and Procedures, Section II C and D, pages 4 and 5.

Environmental Remediation (eligible for EPA funding)

<b>Total Projected Project Costs</b>	
<b>Program Items</b>	<b>Projected Cost</b>
Analysis of Brownfields Cleanup Alternatives (ABCA)	\$
Quality Assurance Project Plan (QAPP)	\$
Health and Safety Plan	\$
Public Involvement Plan	\$
Project oversight and regulatory reporting (project management, compliance with federal Terms and Conditions and state environmental standards, mbe/wbe/financial tracking, subcontractor tracking, etc.)	\$
Final Report	\$
<b>Remediation Items</b>	
Cleanup: Soil removal	
• Personnel	\$
• Equipment/Supplies	\$
• Analytical	\$
• Excavation (state estimated cubic yards: _____)	\$
• Transport and Disposal (state estimated tons: _____)	\$
• Other subcontractor services (ex. Roll-off, backfill)	\$
-OR-	
Cleanup: Lead paint	
• State Method: _____	
• Estimated # drums	\$
• Analytical (characterization costs)	\$
• Abatement	\$
• Transport and Disposal	\$
-OR-	
Cleanup: Asbestos	
• Estimated volume: _____	
• Regulatory requirements (setbacks, air monitoring)	\$
• Abatement	\$
• Transport and Disposal	\$
-OR-	
Cleanup: Other remediation (state and describe steps)	\$
Contingency (state the percentage)	\$
<b>Total Remediation Costs</b>	<b>\$</b>

If applicable, Rehabilitation/Construction Costs (**not** eligible for EPA funding)

Demolition           \$ \_\_\_\_\_  
 Construction       \$ \_\_\_\_\_  
 Rehabilitation     \$ \_\_\_\_\_  
 Landscaping        \$ \_\_\_\_\_  
 Soft costs           \$ \_\_\_\_\_  
 (i.e. legal, financing fees, permits, etc.)

**Total Rehabilitation/Construction Costs: \$ \_\_\_\_\_**

**VII. PROJECT FINANCING**

To be eligible for subgrant funds from the BFC Revolving Loan Fund Program, a project must show that sufficient financing is not available from other sources. Please describe your efforts to secure financing from other private and/or public sources and summarize the reasons why participation in the BFC program is necessary (attach pages as necessary).

**Matching Funds**

Twenty percent (20%) of funds used for eligible site remediation activities must come from other sources. Final determination of the exact amount of matching funds will be made by the LRC. Please describe source(s) of matching funds:

Total Remediation Costs:	\$ _____
Subgrant funds requested:	\$ _____
Total Matching funds	\$ _____

**Sources:**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**VIII. MINORITY AND WOMEN-OWNED BUSINESSES**

All subgrant recipients must agree to use good faith efforts to meet the Florida Department of Environmental Protection’s Minority Business Enterprise (“MBE”) and Women’s Business Enterprise (“WBE”) goals of having a minimum of 9 percent of certified MBE participation and a minimum of 3 percent WBE participation based on the subgrant amount awarded for clean-up costs. All subgrant recipients will make good faith efforts to ensure MBE firms certified in accordance with the City of Tallahassee’s MBE Policy have a full and fair opportunity to compete for performance on these projects. Following the completion of clean up, subgrant recipients will be required to provide the BFC Staff with a report outlining their efforts to use certified MBE firms on their project. Below, please describe your organization’s plans for equal opportunity vendor contracting:

**IMPORTANT NOTICE REGARDING LEGAL FEES**

The City of Tallahassee 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 subgrant. All incurred legal fees for said representation shall be the responsibility of the undersigned even if the financing shall fail to close.



## IX. 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 BFC of any changes in the proposed project which may occur. The undersigned agrees that acceptance of any form of financial assistance from the BFC constitutes agreement to include the BFC in any public relations events or materials related to the project, and to cooperate with and permit the BFC to publicize its involvement for marketing and public relation purposes including, but not limited to: signage, press releases, public events, and promotional materials.

- The Borrower shall certify that they are not currently, nor have they previously been, subject to any penalties resulting from environmental non-compliance at the site subject to the loan;
- The Borrower shall certify that they are not a generator and/or transporter of wastes contributing to the contamination at a brownfields site, and the property is not out of compliance with state or federal laws;
- As applicable, the Borrower shall conduct remediation activities as required by the State of Florida DEP Brownfields Site Rehabilitation Agreement or other such directive of the State Brownfields Program;
- The Borrower shall certify that they will submit Quarterly Progress Reports documenting clean-up activities and use of loan proceeds. Documentation of the cleanup activity shall be maintained by the Borrower for the length of the loan;
- The Borrower shall conduct BFC response activities in accordance with the BFC's cooperative agreement and the U.S. Comprehensive Environmental Response Compensation and Liability Act (CERCLA);
- The Borrower shall certify that they will provide written notification of shipments of hazardous substance removal in accordance with CERCLA and State requirements; and
- If the Borrower is currently the owner/operator of the site, the Borrower must provide evidence of statutory exemption from liability; or indicate that EPA intends to use enforcement discretion and not pursue the party as a responsible party under CERCLA.

I certify, as the authorized representative of the applicant company, that all information furnished as part of and in support of this application is true and complete to the best of my knowledge and belief. Verification may be obtained from any source named in the application or support documents. I acknowledge that all information submitted to the BFC is public record.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Or:

(Chief Elected Official if municipality): \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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No liability is incurred by the Brownfields Revolving Loan Fund Coalition by reason of any approval for BFC funding. Approval by the Loan Review Committee is based on information supplied by the applicants. No guarantee is intended or implied by reason of any advice given by the BFC or its staff.

## BROWNFIELDS REVOLVING LOAN FUND COALITION APPLICATION CHECKLIST

### THE FOLLOWING INFORMATION IS REQUIRED FOR ALL APPLICANTS:

- \_\_\_ Completed BFC subgrant application.
- \_\_\_ Operational plan and budget
- \_\_\_ Form 990 for the past three years, if applicable
- \_\_\_ Three most recent annual financial report
- \_\_\_ Organizational Papers, if Nonprofit
  - \_\_\_ Articles of Incorporation
  - \_\_\_ Fictitious name statement
  - \_\_\_ Copy of business license
- \_\_\_ Phase I and Phase II Environmental Site Assessment Reports
- \_\_\_ Community Relations Plan, see example in Attachment 1
- \_\_\_ Remediation Plan
- \_\_\_ Compliance History: description of environmental activities at the site, and, if applicable, EPA documents (inspection report or order)
- \_\_\_ Documentation to demonstrate ownership (e.g., copy of the fee simple title)
- \_\_\_ If applicable, applicant(s) must initiate appropriate Growth Management permitting processes before submitting an application (if Redevelopment is proposed)
- \* \_\_\_ Non-Refundable Application Fee: \$150.00 made out to the City of Tallahassee; include the following “*Project No. 1200353* and “*Fund 128*” on payment.