





Tax ID Number: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

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 proposed time frame. Attach a copy of the Corrective Action Plan (CAP)\* and letter from the Maine Department of Environmental Protection (MEDEP) stating that the CAP has been approved by a MEDEP Site Manager.

\* The CAP must include the following:

1. 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; and the proposed cleanup.
2. The effectiveness, implementability, and the cost of the response proposed. The evaluation will include an analysis of reasonable alternatives including no action.

Has a Quality Assurance Project Plan (Site Specific QAPP) been developed to accompany the CAP (check)?

Yes  No

If not, when do you expect to have one completed? \_\_\_\_\_

Has a Community Relations Plan been developed or prepared to accompany the CAP (check)?

Yes  No

If not, when do you expect to have one completed? \_\_\_\_\_



**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 (storm water, waste management, access, etc.)(check)?  Yes  No. If No, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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 new jobs will be created as a result of this project?

\_\_\_\_\_



**Public Benefit**

Describe the extent the grant/loan will meet the needs of a community that has the inability to draw on other sources of funding for environmental remediation and subsequent redevelopment in the area in which the site is located because of small population or low income economy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Describe the extent the grant/loan will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, or other property used for nonprofit purposes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. FINANCIAL INFORMATION**

**Please submit the following:**

1. Three years of financial statements and/or tax returns for the company.
2. If the year-end statements are over 90 days old, the most recent internally prepared financial statements.
3. The most recent accounts payable and accounts receivable aging.
4. If it's a privately held company, 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. Please be sure to indicate all terms directly attributable to the cost of the project and attach a breakdown itemizing these costs where noted. A detailed itemized budget will be required prior to project approval.

Environmental Remediation (eligible for EPA funding)

Soil Removal: \$ \_\_\_\_\_  
 Lead Paint: \$ \_\_\_\_\_  
 Asbestos: \$ \_\_\_\_\_  
 Health and Safety Plan: \$ \_\_\_\_\_  
 Other Remediation: \$ \_\_\_\_\_

**Total Remediation Costs:** \$ \_\_\_\_\_

Rehabilitation/Construction (**not** eligible for EPA funding)

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

**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 City of Portland BRLF. Please describe your efforts to secure financing from other private and/or public sources and summarize the reasons why participation in the City of Portland BRLF program is necessary (attach pages as necessary).

**Matching Funds**

At least 20% of funds used for eligible site remediation activities must come from other sources. Please describe source(s) of matching funds:

Total Remediation Costs: \$ \_\_\_\_\_  
 EPA Grant funds requested: \$ \_\_\_\_\_  
 EPA Loan funds requested: \$ \_\_\_\_\_  
 Total Matching funds: \$ \_\_\_\_\_  
 Sources:  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_



**Loan/Grant Amounts and Match Requirements:**

Limits

Loan minimum amount = \$200,000 (20% match = \$40,000)

Subgrant maximum amount = \$200,000 (20% match= \$40,000)

Please describe your organization's plans for equal opportunity vendor contracting:

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**IMPORTANT NOTICE REGARDING LEGAL FEES**

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

**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 City of Portland of any changes in the proposed project which may occur. The undersigned agrees that acceptance of any form of financial assistance from the City of Portland constitutes agreement to include the City of Portland in any public relations events or materials related to the project, and to cooperate with and permit the City of Portland 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 the City of Portland BRLF financing from the City of Portland are true and correct.

Borrower/Applicant Name: \_\_\_\_\_

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

No liability is incurred by the City of Portland by reason of any approval for City of Portland BRLF funding. Approval by the Loan Servicing Agent/City Underwriter under contract with the City of Portland is based on information supplied by the applicants. No guarantee is intended or implied by reason of any advice given by the City of Portland, its staff, or consultants.