



THE OKLAHOMA CITY BROWNFIELDS CLEANUP REVOLVING LOAN FUND

PROGRAM INFORMATION AND PROJECT PROPOSAL GUIDELINES

The City of Oklahoma City, Oklahoma County and the U.S. Environmental Protection Agency are working to revitalize properties in our city and county that have been bypassed due to the stigma of abandonment and suspicion of hazardous contamination.



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PROGRAM PURPOSE

Thank you for your interest in the Oklahoma City Brownfields Cleanup Revolving Loan Fund Program, the OKC BCRLF. The OKC BCRLF is intended to stimulate the **cleanup and redevelopment** of vacant, abandoned, or underutilized properties with environmental problems located in Oklahoma County and Oklahoma City. Emphasis will be given to sites in the federally-designated Empowerment Zone (EZ). To learn more about the EZ and whether your property is in the EZ, please call Paul Newmark in the City Planning Department at (405) 297-3838 or visit the website at www.empowerokc.com

The OKC BCRLF is capitalized by federal funds awarded by the U.S. Environmental Protection Agency (EPA). Eligibility and terms of use are subject to various federal regulations.

The BCRLF can be used to fund cleanup of sites with contaminants that are co-mingled with petroleum, but not for cleanup of petroleum-only sites. For petroleum-only questions, please contact David Poulsen at the Oklahoma Corporation Commission at (405) 522-1437.

PROGRAM PARTNERS

The OKC BCRLF partners are **Oklahoma County, The City of Oklahoma City, Oklahoma City Housing Authority, and Oklahoma City Urban Renewal Authority.**

The role of these partners is to promote redevelopment of contaminated properties by using the BCRLF to leverage capital from private investments. The BCRLF partners will select projects based on how well they address the Redevelopment Objectives and Site and Owner Eligibility requirements detailed in this brochure under Project Proposal Guidelines.

The Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties (CAA) will underwrite and administer the loans.

The State of Oklahoma Department of Environmental Quality will provide technical oversight for cleanups through their Brownfields Program.

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Please direct all your questions to the

City Planning Department's Brownfields Coordinator:

Jimmie Hammontree (405) 297-1639 email: jimmie.hammontree@okc.gov

PROGRAM ELIGIBILITY OVERVIEW

The OKC BCRLF is open to for-profit and non-profit organizations and individuals. Projects need to meet these two critical EPA requirements in order to be eligible for funding:

- Applicant must not be liable or affiliated with any entity that may be liable for the cleanup. For example, persons who inherited / exchanged contaminated property within a family or partnership are **not** eligible.
- Applicant must have conducted an environmental assessment prior to acquiring the site.

For Non-profits: Non-profit and for-profit proposals for loan requests will be evaluated using the same criteria. A portion of the BCRLF is available exclusively for non-profits as a grant. Projects seeking grant assistance must emphasize community benefit and non-profit use of space. Grant candidates must meet the EPA requirements for eligibility and be otherwise financially viable.

HOW TO APPLY

The two steps in the BCRLF application process are designed to streamline the review of your proposal and evaluate whether the OKC BCRLF program is a good fit for your project.

Step 1. Submit an OKC BCRLF Project Proposal. Read and follow The Project Proposal Guidelines in the following section. Please contact the City's Brownfields Coordinator with any questions.

The BCRLF partners will review your project for eligibility. Only those project proposals that meet the EPA's Site and Owner Eligibility criteria as well as Redevelopment Objectives may be considered for funding.

Step 2: Submit an OKC BCRLF Program Application. If your project meets the requirements, the Brownfields Coordinator will schedule a Pre-application conference to discuss the application process and provide an application packet. The OKC BCRLF Program Application packet provides complete program instructions including how to apply to the Community Action Agency for the cleanup loan, how to develop your Project Budget and Work Schedule, and how to get started with the State of Oklahoma Department of Environmental Quality Brownfields Program.

**PROJECT PROPOSAL
GUIDELINES**

WHERE TO SEND PROPOSALS:

Send your completed proposal through regular mail or email to:

Jimmie Hammontree
Brownfields Coordinator
City of Oklahoma City Planning Department
420 W. Main St., Suite 900
Oklahoma City, OK 73102
Email: jimmie.hammontree@okc.gov

FORMAT FOR PROPOSALS:

Please provide complete information for Sections 1-4 below. Proposals should be no more than 5-10 pages, including attachments. For proposals sent via email, please send in a Microsoft Office program or Adobe PDF format.

SECTION 1:

CONTACT INFORMATION

- Date of Proposal
- Your name and title, mailing address, fax, telephone, and email Please indicate the best way to contact you

SECTION 2:

**PROJECT DESCRIPTION and
REDEVELOPMENT OBJECTIVES**

Describe your redevelopment plan, timelines, and financing strategy.

Include what you intend to do with the property after it is cleaned up and how your plans address the following Redevelopment Objectives:

- Infill or re-use of vacant or underutilized property
- Potential to catalyze additional development
- Private funds leveraged
- Removal of blight
- Demonstrable community benefits
- Job creation
- Alignment with Downtown and EZ development goals
- Contribution to livability and sustainability goals: Economic, Social, and Environmental

SECTION 3 : SITE AND OWNER ELIGIBILITY

Please provide the following information to help us assess your project's ability to meet EPA's eligibility criteria:

- Site address
- Current uses, vacancy status
- Current owner(s)
- How and when property was acquired
- Relationship between current owner(s) and previous owner(s) and any familial, business, corporate, and/or financial relationship thereto
- A copy of your Environmental Site Assessment (s): Date, type of contaminant(s), how contamination occurred, and remediation cost estimate
- Any factors that could have made you, as the applicant, potentially liable for contamination
- Any previous attempts to remediate contamination at the site

SECTION 4: LENDING REQUIREMENTS

The BCRLF is intended to operate as gap financing that will leverage private dollars to create economically viable projects. Loans ranging from \$50,000 to \$1,000,000 are available.

The Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc., (CAA) will administer the loans on behalf of the OKC BCRLF. The CAA contact, Bonnie Schwartz, can be reached at (405) 232-0199.

- Please provide the amount of funding you are requesting and information on other sources of project financing
- List all collateral, direct funds, and equity that will be applied to the cleanup, redevelopment, and long-term financing
- Describe your plans to convert the loan into conventional financing
- You may be asked to provide a business plan, financial statements and projections, deeds and appraisals, insurance and other information to enable the CAA to fully evaluate your proposal

Resource Links:

- U.S. EPA Brownfields: www.epa.gov/brownfields
- State of Oklahoma Department of Environmental Quality Brownfields Program: www.deq.state.ok.us/lpdnew/brownfindex.html
- Community Action Agency: www.caaofokc.org
- American Institute of Architect's Principles for Livable Communities / Sustainability: http://www.aia.org/liv_principles