REVOLVING LOAN FUND PROPOSAL

Date of application____________________

The Oklahoma City Brownfields Revolving Loan Fund (BRLF) provides low interest, short-term financing for remediation of sites with environmental contamination. This proposal is the first step in the BRLF application process.

Please provide complete information for Sections 1 – 4 below. Proposals should be no more than 5 – 10 pages, including attachments. Complete the entire form. If extra space is needed, use the comments section at the bottom of this form or attach additional information. Please attach your project description in response to section 2, and any other requested documents and send to:

Amanda Alewine
City of Oklahoma City Planning Department
420 W. Main St., Suite 900, Oklahoma City, OK 73102
Email: amanda.alewine@okc.gov CC: chris.varga@okc.gov

For proposals sent via email, please send in a Microsoft Office program or Adobe PDF format.

1. CONTACT INFORMATION

Name & Title____________________________________________________________________

Mailing Address__________________________________________________________________

Telephone____________________Fax___________________Email________________________

What is the best way to contact you? ____________________________________________

2. PROJECT DESCRIPTION

In a separate document, describe your plan to redevelop the project property or building, including a timeline and financing strategy. Include what you intend to do with the property after it is cleaned up and specify 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
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- Alignment with Downtown development goals
- Contribution to livability and sustainability goals, Economic, Social and Environmental

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 Owners___________________________________________________________

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__________________________________________________________

Date of your Environmental Assessment(s) _________________________________

Type of contaminant(s) ___________________________________________________

How contamination occurred_______________________________________________

Remediation cost estimate__________________________________________________

Have you, as the applicant, participated in any activity on this property that could have contributed to the contamination? If ‘yes’ or ‘maybe’, please explain.

________________________________________________________________________

________________________________________________________________________

Have there been any previous attempts to remediate contamination at the site? If yes, please describe.

________________________________________________________________________

________________________________________________________________________

Please attach a copy of your Environmental Site Assessment(s) and any other environmental documents
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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.

Amount of funding you are requesting for cleanup activities ____________________________

List details pertaining to 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 ____________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

If your proposal is accepted, you will be asked to provide more detailed information (e.g. development plan, financial statements, cash flow projections, and other documents in conjunction with your formal application.) Any personal or business related information will be kept confidential.

COMMENTS
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________