

NORTHWEST REGION BROWNFIELDS PROGRAM CLEANUP REVOLVING LOAN FUND
Borrower and Sub-Grantee Checklist

- Application Form:** A completed application form obtained from NRPC.
- Environmental Site Assessments and Corrective Action Plans:** Please submit all environmental assessments and cleanup plans completed for the property. The Phase 1 Environmental Assessment must conform to the procedures of the American Society of Testing and Materials (ASTM) E1527-05, entitled "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process." This report shall have been completed within 6 months prior to purchase of the property.
- Redevelopment Plans:** A description of the proposed redevelopment and future property use, including goals, strategies and an action plan for financing and implementing it. A reduced size copy of (11" x 17") of existing and proposed site layout plans should be provided, if available.
- Project Budget:** A proposed budget for the cleanup project, including a detailed description of each task. Identify the specific activities for which the loan proceeds will be used and the specific activities for which the 20% cost share contribution will be applied. Eligible cleanup costs include:
 - Preparation of a Remedial Action Plan that conforms to the requirements of Env-Or 606.10.
 - Oversight of cleanup activities.
 - Installation of fences, warning signs, or other security or site control precautions.
 - Installation of drainage controls.
 - Stabilization of berms, dikes, impoundments; or drainage or closing of lagoons.
 - Capping of contaminated soils.
 - Using chemicals and other materials to retard the spread of the release or mitigate its effects.
 - Excavation, consolidation, or removal of contaminated soils.
 - Removal of drums, barrels, tanks, or other bulk containers that contain or may contain hazardous substances, pollutants, or contaminants, including petroleum.
 - Removal of source materials, including free product recovery.
 - Containment, treatment, or disposal of hazardous materials and petroleum contamination.
 - Site monitoring activities, including sampling and analysis, that are reasonable and necessary during the cleanup process, including determination of the effectiveness of the cleanup.
 - Site assessment activities that are reasonable, necessary, and incidental to the cleanup process, such as confirmation sampling.
 - Preparation of a quality assurance project plan (QAPP).
 - Costs associated with meeting public participation and worker health and safety requirements, e.g., preparation of Community Relations Plans and Health and Safety Plans respectively.
- For Loans Only - Environmental Compliance History:** Information regarding the Borrower's overall compliance history including any penalties resulting from environmental non-compliance at the site subject to the loan.
- For Loans Only - Financial Information:**
 - The legal structure of the applicant (corporation, partnership, limited liability partnership), its ownership and its Board of Directors if applicable. Yes No NA
 - Business name, location, principal owners/stockholders, type of business and products/services, date established. Yes No NA
 - Three (3) years of financial statements and/or tax returns for the company (if private), or audits (if public or non-profit). Yes No NA
 - If the year-end statements are over 90 days old, the most recently internally prepared financial statements Yes No NA
 - The most recent accounts payable and accounts receivable aging. Yes No NA
 - If a sole proprietorship, a personal financial statement along with three (3) years of personal tax returns. Yes No NA
 - The applicant's history of borrowing and adherence to the terms and conditions of past loans. . Yes No NA
 - The applicant's credit references: financial institutions and other creditors. Yes No NA
 - A Business Plan: a description of the business goals, strategies and action plans. Yes No NA
 - A Financial Plan: pro-forma financial statements which demonstrate the economic viability of the project and identify sources of repayment for the loan. Yes No NA
- For Loans Only - Proposed Repayment Terms:** NRPC tailors each cleanup loan to the specific needs of the borrower and project, consistent with our needs. Interest rates are generally fixed at _____ %, however repayment schedules and options are negotiated with each borrower. While we seek and prefer to make short-term "bridge" style loans with 5-year terms or less, in certain cases we will consider longer payment terms, taking into consideration the need for long-term availability of funds. Please include proposed repayment terms.