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**Financial Assistance Application Package**

for Non-Profit Organizations

Thank you for your interest in applying for financial assistance from the New Mexico Brownfields Cleanup Revolving Loan Fund (BCRLF). Please submit the following so that we can give full consideration to your request:

1. Completed Financial Assistance Application Form (attached).
2. EPA-approved eligibility determination.
3. Remediation Plan Summary, including a technical description of work to be done, and cost estimates.
4. Analysis of Brownfields Cleanup Alternatives.
5. Community Relations Plan.
6. Redevelopment Plan.
7. Documentation from other entities providing funding for the remediation or redevelopment demonstrating the status of their commitment (if applicable).
8. Voluntary Remediation Program application, or documentation of current status of VRP participation.
9. Notarized certification that the applicant is not potentially liable under Section 107 of CERCLA for the site or that, if it is, the applicant qualifies for a limitation or defense to liability under CERCLA. If asserting a limitation or defense to liability, the applicant must state the basis for that assertion.
10. Notarized certification that that the applicant is not currently, nor has it been, subject to any penalties resulting from environmental non-compliance at the site subject to the loan or subgrant.
11. Audited financial statements for the past three years.
12. Current agency-wide budget and interim business financial statements dated within the last 90 days, to include balance sheet and cumulative year-to-date profit and loss statement.
13. Financial Plan with pro-forma financial statements, which demonstrates the economic viability of the project and, in the case of a loan, identifies the sources of repayment for the loan.
14. Business plan with a description of goals, strategies and action plan.
15. Board roster (names, addresses, phone and fax numbers, expertise that members bring to the board).
16. Articles of incorporation, bylaws, and Section 501(c) letter. Corporate resolution which authorizes applying for this loan/sub-grant.
17. Resumés of executive director or general manager and key development staff.
18. [loans only] Guarantor's Financial Statements dated within the last 90 days and complete Federal Tax Returns for past 3 years.
19. [sub-grants & discounted loans only] Verification that applicant is and will remain owner of the property throughout the period of the sub-grant.

Submit your completed application package to:

Brownfields Cleanup Revolving Loan Fund

Attn: Ali Furmall

NMED Ground Water Quality Bureau

P O Box 5469

Santa Fe, NM 87502

If we can assist you in preparing your application package, please contact us at 505-827-0164. We look forward to working with you on this request.

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**Financial Assistance Application Form**

**Governmental Entities and Non-Profit Organizations**

*When completed using Word, blanks on this form expand to the size needed.*

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| **APPLICANT INFORMATION** |
| Name: |  |
| Address: |  |  |
| Contact Person: |  | Title: |  |
| Phone/Fax: | **/** | Email: |  |
|  |  |  |  |
| FED. Tax ID #  |       | Date of Incorporation: |       |
|  |  |  | *(non-profits only)* |

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| **Brownfields Project Information** |
| Site Name: |  |
| Site Address/Location: |  |
| Redevelopment Plan: |  |
| Remediation Needed: |  |
| Remediation START Date: |  | Expected Completion Date: |  |
|  |  |

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| **FINANCIAL ASSISTANCE REQUESTED** |  |  |
| Amount Requested: | $      |  |
| Loan Terms Requested: |       |  |
| Purpose of Assistance: |       |  |
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| **BUSINESS TRADE/SUPPLIER REFERENCES** |  |  |  |  |
| Name |  | Relationship |  | Address |  | Phone |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
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| **BUDGET SUMMARY FOR BROWNFIELDS PROJECT** |
|  |  | BCRLF Funds Requested |  | Other Public Funds |  | Private Funds |  | Status of Commitment\* |  | Total |
| Environmental Assessments |  | NA |  | $       |  | $       |  |       |  | $       |
| Land/Facility Acquisition |  | NA |  | $       |  | $       |  |       |  | $       |
| Site Clearance |  | NA |  | $       |  | $       |  |       |  | $       |
| Demolition |  | NA |  | $       |  | $       |  |       |  | $       |
| Redevelopment Costs |  | NA |  | $       |  | $       |  |       |  | $       |
| Administration/Legal Fees |  | NA |  | $       |  | $       |  |        |  | $       |
| Other:       |  | NA |  | $       |  | $       |  |       |  | $       |
|        |  | NA |  | $       |  | $       |  |       |  | $       |
|        |  | NA |  | $       |  | $       |  |       |  | $       |
| Remediation Activities (specify) |  |  |  |  |  |  |  |  |  |  |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
| **TOTAL** |  | $       |  | $       |  | $       |  |       |  | $       |
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**\*** Documentation demonstrating status of commitment must be provided from each entity providing funding.

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| **PROJECT BENEFITS**Describe the benefits of the brownfield redevelopment project, e.g., public health, environment, economic (including number of jobs created – remediation, construction, permanent, other), community services, open space, etc. |
|       |
| *For subgrants or discounted loans only:* Describe the extent to which a subgrant will: (i) facilitate the creation of, preservation of, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes; (ii) meet the needs of a community that has an inability to draw on other sources of funding for environmental remediation and subsequent redevelopment of the area in which a brownfield site is located because of the small population or low income of the community; and(iii) the extent to which a grant will facilitate the use or reuse of existing infrastructure. |
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| **OTHER INFORMATION**Describe the applicant’s overall environmental compliance history, including any penalties resulting from environmental non-compliance at the subject site. |
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| Has the applicant been suspended, debarred, or otherwise declared ineligible for funding or grants under any federal government program?  [ ]  No [ ]  Yes *If yes, please explain on a separate page.* |

**Authorization and Certification**

I/We certify that all information contained in this document and any attachments is true and correct to the best of my/our knowledge.

I/We authorize the New Mexico Environment Department or its authorized agents access to any records needed for verification and evaluation of the information provided in this application.

I/We authorize New Mexico Community Development Loan Fund (Loan Fund) and/or its agents to make any investigations of credit either directly or through any agency which has credit information. I/We agree to inform the Loan Fund immediately of any matter, which will cause significant changes in the applicant’s financial condition.

Authorized Signature Date

 Printed Name Title

 Authorized Signature Date

 Printed Name Title