



# Brownfields Revolving Loan Fund Application





**BROWNFIELDS REVOLVING LOAN FUND APPLICATION**

The Tulsa 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 complete the information in Sections 1-4 below. Applications should be no more than 5-10 pages, including attachments. Complete the entire form. If extra space is needed, use the comments sections provided or attach additional information. Please send this completed form and attachments to:

Adrienne Russ  
 City of Tulsa, Mayor’s Office of Economic Development  
 175 East 2<sup>nd</sup> Street, Tulsa, Oklahoma 74103  
 Or Email: [aruss@cityoftulsa.org](mailto:aruss@cityoftulsa.org), cc: [mbarnett@cityoftulsa.org](mailto:mbarnett@cityoftulsa.org)

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

**SECTION 1: CONTACT INFORMATION**

Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

What is the best way to contact you? \_\_\_\_\_

Legal Name of Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**SECTION 2: SITE AND OWNER ELIGIBILITY:**

Does the Applicant own the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when was the property acquired?		
If no, indicate current legal owner, and timing and proposed method of taking ownership in the property		
Does Applicant currently have legal access to the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, how would access be gained and by what date? Provide copy of written agreement, if any.		



Does the Applicant have any previous or current environmental non-compliance penalties from the U.S. Environmental Protection Agency, Oklahoma Department of Environmental Quality, or any other regulatory jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide details.		
Describe the existing site conditions, including number and square footage of existing buildings, occupancy status, and current use.		
Describe the nature of the hazardous material contamination, including sources, dates, and levels of contamination. <i>Please attach copies of Phase I and Phase II Environmental Site Assessments.</i>		
Has the applicant caused or contributed to the contamination on the site? If “yes” or “maybe”, provide details of how and when contamination occurred.		
Have there been previous attempts to remediate contamination at the site? If yes, please describe.		
Has Applicant or any Owner of the business ever been convicted, charged with or arrested for any criminal offense other than a minor vehicle violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes attach details Is the Applicant or any Owner a party to a claim or lawsuit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes attach details Are any business assets currently pledged as collateral? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes attach details Has Applicant or any Owner ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes attach details		



**SECTION 3: PROJECT DESCRIPTION**

Briefly describe the proposed cleanup plan.

Proposed Cleanup Start Date

Expected Cleanup End Date?

Briefly describe the proposed redevelopment plan and how it addresses one or more of 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 Comprehensive Plan or Small Area Plan goals; contribution to livability and sustainability.

Proposed Redevelopment Start Date

Expected Redevelopment End Date?

**SECTION 4: LENDING REQUIREMENTS**

The BRLF is intended to operate as gap financing that will leverage private dollars to create economically viable projects. If your proposal is accepted, you will be asked to provide more detailed information (e.g. development plan, financial statement, cash flow projections, and other documents in conjunction with your application.) **Any personal or business related information will be kept confidential.**

Identify how grant/loan amount proceeds will be used:	\$	Collateral (Business and personal assets that are available to pledge)	\$ Amount
Cleanup of Hazardous Substances	\$	Accounts Receivable	\$
Other (describe)	\$	Inventory	\$
Other (describe)	\$	Plumbing and Fixtures	\$
Other (describe)	\$	Vehicles	\$
Other (describe)	\$	Business Real Estate	\$
Other (describe)	\$	Personal Real Estate	\$
Other (describe)	\$	Other (describe)	\$
<b>Total Amount Requested</b>	<b>\$</b>	<b>Total Collateral</b>	<b>\$</b>
Describe your plans to convert the loan into conventional financing?			



I hereby certify that to the best of knowledge and belief that neither \_\_\_\_\_, the entity applying for a BRLF grant/loan, nor any individual, partnership, company or corporation related to the applicant through common ownership or control, has violated any provision of the Federal, state or local environmental law or regulation relating to the proposed brownfield project site.

I further certify that to the best of knowledge and belief that neither \_\_\_\_\_, the entity applying for a BRLF grant/loan, nor any individual, partnership, company or corporation related to the applicant through common ownership or control, has caused or contributed to the release of hazardous substances at the proposed brownfield project site, nor arranged for the disposal or treatment of hazardous substances at or from the site.

I further certify that to the best of knowledge and belief that neither \_\_\_\_\_, the entity applying for a BRLF grant/loan, nor any individual, partnership, company or corporation related to the applicant through common ownership or control, has been suspended, debarred or otherwise declared ineligible to receive federal funds.

I further certify that to the best of knowledge and belief that \_\_\_\_\_, the entity applying for the BRLF grant/loan can incur debt and enter into legally binding agreements.

\_\_\_\_\_  
Signature of Applicant's Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name of Applicant's Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code