



New Jersey Economic Development Authority

New Jersey Brownfields Revolving Loan Fund (NJBRLF) Program

PO BOX 990

TRENTON, NJ 08625-0990

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PRIVATE ENTITIES

Dear Applicant:

RE: NEW JERSEY BROWNFIELDS REVOLVING LOAN FUND (NJBRLF)

The New Jersey Economic Development Authority (NJEDA), the New Jersey Department of Environmental Protection (NJDEP), the New Jersey Department of Community Affairs/Office of Smart Growth (NJDCA/OSG), and the New Jersey Redevelopment Authority (NJRA) are pleased to provide you with an application for requesting financial assistance from the New Jersey Brownfields Revolving Loan Fund (NJBRLF). This package includes all the information that is necessary to complete the requirements of both the NJDEP and NJEDA.

Enclosed you will find:

- Fund Fact Sheet
- Guidance on what is and is not eligible under the Fund
- NJBRLF Technical Scope of Work - Part 1
- Loan Application - Part 2

Please submit:

- A. One original and three copies of the Application Form, and any exhibits as available or required.
- B. A non-refundable application fee of \$500 made payable to the NJEDA. All requested application materials must be submitted. NJEDA reserves the right to decline any application package for incomplete submission.
- C. **Please Mail To:**
New Jersey Economic Development Authority
PO Box 990
Trenton, New Jersey 08625-0990

Attn: Community Development Office.

Questions regarding this program should be directed to (609) 341-2727.

NJBRLF COSTS

ELIGIBLE COSTS

- All reasonable costs for equipment, work, and services for remediation on non-petroleum hazardous waste sites not yet performed.
- NJDEP oversight costs/NJEDA fees (eligible as part of loan).

COSTS THAT ARE NOT ELIGIBLE

- Costs for remediation that have already been incurred.
- Costs for pre-cleanup environmental assessment (i.e. PA, SI, RI).
- Remediation of naturally occurring substances.
- Monitoring and data collection for the purpose of permit compliance, except for O & M conducted via a permit.
- Development activities that are not remediation activities.
- Costs associated with the remediation of petroleum contamination.
- Work conducted that does not comply with the Technical Rules for Site Remediation, N.J.A.C.7:26E.
- Applicant's time spent in planning, administering or supervising the cleanup.
- Legal fees.

NJBRLF

PART 1
Technical
Scope of Work

| |
|-----------------------------|
| Municipality _____ |
| Loan Amount Requested _____ |

| |
|----------------------|
| For NJEDA Use Only |
| Date Received _____ |
| Project Number _____ |

1. APPLICANT INFORMATION (please print or type)

Name
(of Applicant) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

2. CONTACT INFORMATION

**NOTE: Contact information should be provided for the person directly involved with the use and administration of NJBRLF monies.*

Contact Person _____ Title _____

Affiliation _____

Address _____

City/Town _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

3. SITE INFORMATION (location where remediation and redevelopment will be conducted)

Name _____

A. K. A. _____

Address _____

City _____ State _____ Zip Code _____

County _____ Block _____ Lot _____

4. Is this site subject to CERCLIS Removal Action?
 YES NO CERCLIS ID # _____
5. Is this site on the National Priorities List (NPL)?
 YES NO NPL ID # _____
6. Is this site on the Brownfield Site Mart? (If you *do not have a Site Mart ID#, please contact the NJRA at 609-292-3739 to obtain one.*)
 YES NO ID# _____
7. Is the Requester (or any other party) currently performing remedial work at the site under a NJDEP oversight document (i.e. Memorandum of Agreement or Administrative Consent Order), the Industrial Site Recovery Act (ISRA) or the Underground Storage Tank (UST) program? *(if Yes, attach oversight document)*
 YES Case Manager Name _____
 NO **If no, an oversight document will be required. Go to information on the Memorandum of Agreement pursuant to the Voluntary Cleanup Program**
8. Has this project received other assistance for investigative or remedial work (i.e., HDSRF funds, USEPA funds, etc.)?
 Yes No If Yes, list funds _____
 If yes, please attach final copies of project summaries, reports, etc.

9. **REMEDIATION ACTION WORK PLAN (RAWP)**

A Remedial Action Work Plan consistent with NJDEP's Technical Rules for Site Remediation (NJAC 7:26E) must be submitted with application.

If you are not sure that the RAWP is consistent, you should have your consultant/contractor certify in their contract that the work they conduct will be consistent with DEP Technical Regulations.

Applications will not be processed if RAWP is missing.

10. **COST ESTIMATES**

A detailed cost estimate for the work proposed in the scope of work must be submitted with application.

11. **GENERAL CERTIFICATION**

A certification attesting to the accuracy of the information in the application must be submitted.

TO BE COMPLETED BY PRIVATE ENTITIES

New Jersey Brownfields Revolving Loan Fund

LOAN APPLICATION

I. SUBMISSION DIRECTIONS:

- Please provide the information requested below and sign and date as requested.
- Fill in all the blanks, using "None" or "Not Applicable" where necessary.
- If more space is needed to answer any specific question, attach a separate sheet.
- All attachments/exhibits should be appended **at the end** of this application.

INTERNAL USE ONLY

| |
|------------------------|
| Application No. _____ |
| Application Date _____ |
| Finance Officer _____ |

Please submit:

- A. One original and three copies of the Application Form, and any exhibits as available or required.
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- C. **Please Mail To:**
New Jersey Economic Development Authority
PO Box 990
Trenton, New Jersey 08625-0990

Attn: Community Development Office.

Questions regarding this program should be directed to (609) 341-2727.

II. APPLICANT INFORMATION

A. Organization Name _____

Primary Business Address _____

Project Contact Person and Title _____

Telephone _____ Fax _____

Email _____ Tax Identification Number _____

1. List 100% ownership including all officers, directors and partners of the applicant. Also list all owners and stockholders of applicant and, if applicable, any individuals/entities guaranteeing the loan (complete all columns for each person). If the applicant is a publicly held corporation, please provide the latest 10-K and proxy statement indicating stock ownership. If applicant is 501 (c) (3) not-for-profit organization, please list all officers and trustees of the applicant. (Use a separate page if needed)

| Name (list first middle and last) Home Address (incl. zip code) | Birth Date | Social Security Number | Office Held | Percent Ownership |
|--|---------------|---------------------------|-------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. For each person or entity listed in item 1 above, please provide the names and business addresses of all other companies, partnerships, proprietorships, or business associations in which such person or entity holds 10% or more interest, stock or ownership, and the percentage of such ownership. (Use separate page if needed)

-
3. Will the applicant develop the project? Yes No
If no, please indicate Developer:

Name of Organization _____

Primary Business Address _____

Contact Person and Title _____

Telephone _____ Fax _____

Email Address _____

Tax Identification Number _____

B. Name, address and telephone number of counsel to applicant:

C. _____
Name, address and telephone number of applicant's principal bank(s) account and loan officer:

D. _____
Name, address and telephone number of accountant to applicant.

E. _____
Name, address and telephone number of financial consultant/financial advisor to applicant:

Applicant's Business Organization:

- Corporation Partnership Sole Proprietorship LLC Not-for-profit
 Other (describe) _____

Year Company Formed: _____ If incorporated, what year? _____
In what state chartered? _____

III. **FUNDS REQUESTED**

Total Amount of Funds Requested _____

Please describe in detail how proposed funds will be used (attach additional pages if necessary). Submit budget showing estimated remediation costs of project and how these funds were derived.

IV. **PROJECT INFORMATION**

A. Location of Proposed Project

Street address _____

Block(s) _____ Lots(s) _____

Section/Neighborhood _____

Is the project site located in a:

New Jersey Urban Enterprise Zone? Yes No

Federal Empowerment Zone? Yes No

Renewal Community Area? Yes No

NJDEP Brownfields Development Area? Yes No

What is the estimated start date for the contamination remediation work and the expected completion date?

Start date: _____ Expected completion date: _____

- B. Is or will the project facility be occupied and used by any party other than the proposed applicant?
 Yes No

If yes, please list occupants and/or tenants for which leases have been executed:

C. Project Information

1. Indicate approximate size (in acres or square feet of land). _____

2. Are there buildings now on the project site? Yes No

If yes, indicate number and approximate size in square feet of building _____

3. Indicate the present owner of the project site.

Name: _____ Contact Person: _____

Business Street Address:

City/State/Zip: _____ Telephone: _____

4. If the applicant is not now the present owner of the site, does the applicant have an option to purchase the project site? Yes No

If yes, please indicate:

a. date the option was signed with the owner _____

b. the purchase price of the project site _____

c. the expiration date of option or contract _____

d. Please attach executed copy of the **option agreement or contract**.

5. If the applicant is not now the owner of the project, does the applicant now lease the project site or any buildings on the site? Yes No

If yes, please attach **an executed copy of the lease**.

6. If no to #5 and/or #6 above, please describe plan and schedule for site control including a detailed description of the acquisition of property or building, assemblage/consolidation of lots required, etc.

7. Is there is adequate water and sewer at the site to support your development?

Yes No

D. Describe all approvals received and anticipated for this project and give dates.

| | | | | | | Date anticipated / received | |
|------------------------------------|-------------|------------------------------|-----------------------------|----------|------------------------------|-----------------------------|-------|
| 1. Site Plan Approval | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 2. Schematic Drawings | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 3. Design Drawings | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 4. Construction Drawings | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 5. Construction Permits | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 6. Historic Review | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 7. Traffic/Offsite Improvements | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 8. Planning Board Review | Anticipated | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |

E. Does Project have neighborhood and community support?

Yes No Please explain:

What type of community outreach has been done?

F. Do you have financing commitments in place? (If Yes, **please attach copies of commitment letters and contact information.**) Yes No

1. Please indicate which other governmental agencies you have applied to for assistance and provide contact person and information.

Agency Name _____
Contact Person and Title _____
Telephone _____
Email Address _____

Agency Name _____
Contact Person and Title _____
Telephone _____
Email Address _____

Agency Name _____
Contact Person and Title _____
Telephone _____
Email Address _____

2. If application is for a housing project, have you requested assistance from the HMFA?
 If yes, please provide a copy of application and commitment documentation.

Yes No N/A

G. Please complete the following project cost budget.

| Item | Amount |
|--|--------|
| Acquisition of Land | |
| Acquisition of Existing Building | |
| Renovation of Existing Building | |
| Construction of New Building or Addition | |
| Construction of Roads, Utilities, Etc. | |
| Engineering & Architectural Fees | |
| Finance Fees | |
| Accounting Fees | |
| Legal Fees | |
| | |
| TOTAL PROJECT COSTS | |

| SOURCE OF FUNDS | Amount |
|----------------------------|--------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL PROJECT COSTS | |

H. Provide brief description of the project: *(please include the scope of the project, land uses, owner, tenants, neighborhood / area context, beneficiaries, etc. Attach additional sheets if necessary.)*

- I. Briefly describe how the project contributes to the revitalization of the community and advances the goals of the municipality's redevelopment. Include how this project may catalyze economic redevelopment of the surrounding area.

-
- J. Employment Impact

Estimated full-time jobs _____

Estimated part-time jobs _____

V. EXHIBITS:

The following information must be provided:

- A. Organization Business Plan and Experience
Please attach a detailed description of your organization and its work, experience with similar projects, as well as the organization's business plan. Include by-laws, Articles of Incorporation and 501 (c) 3 status, as applicable.
- B. Financial Statements
Please attach the three most recent years of consolidated financial statements or annual reports that include the three most recent years of consolidated financial statements. If the fiscal statement is more than three months old, also provide the most recent quarterly financial statement. For applicants that are subsidiary corporations, include parent company financial statements. If financial statements are not prepared for the applicant company, provide the three most recent years' tax returns.
- C. Financing Commitments
Please provide any bank commitments or funding approvals from other government agencies.
- D. Project Development Documentation
Please attach any written documentation requested in Section IV.

I, the undersigned, being duly sworn upon my oath say:

1. I affirm, represent and warrant that the information contained in this application and in all attachments submitted herewith is to the best of my knowledge true and complete.
2. I understand that if such information is willfully false, I am subject to criminal prosecution under NJSA 2C:28-2 and civil action by the NJEDA which may at its option terminate its financial assistance.
3. I authorize the NJ Dept. of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the NJEDA.
4. I authorize the NJEDA to obtain such information including but not limited to, a credit bureau check as it may require, covering the applicant and/or its principals, stockholders and or investors.
5. I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or governmental entity that might participate in the requested financing with the NJEDA.

Signature: _____ Date: _____

Name (print): _____ Title: _____

Sworn and subscribed before me
This ____ day of _____ 120

Notary Public
My commission expires _____

Only EDA Board Members may take action to determine project eligibility and to authorize the issuance of funds. The EDA Board reserves the right to determine which projects to finance and to amend these guidelines at any time. Applications for financial assistance are considered public records and will be available to the public for inspection.