



**PALM BEACH COUNTY  
DEPARTMENT OF ECONOMIC SUSTAINABILITY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

---

## **INTRODUCTION AND APPLICATION PROCEDURE**

Palm Beach County has received funding from the U.S. Environmental Protection Agency (EPA) to establish a Revolving Loan Fund (RLF) for cleanup of properties contaminated with hazardous substances or petroleum products. The County Department of Economic Sustainability (DES) manages the RLF. The program is known as the Brownfields Revolving Loan Fund (BRLF) for Cleanup activities.

The application is included in this package. Interested applicants should contact [Greg Vaday](#) at 516/233-3630 to schedule a pre-application meeting for guidance, to answer any questions and determine program eligibility. Following this meeting the applicant may submit a completed BRLF application to DES to be considered for the program. The Project Manager/Project Director will review the application and eligibility according to local, state and federal guidelines. If eligible, the program's Loan Review Committee (LRC) will make the final decision to "approve", "deny" or "approve contingent upon specific modifications" in the funding request.

**Fees:** the following non-refundable fee(s) will be required with the completed (or upon a complete) application to the BRLF program.

Application fee:      0.500% of total loan request or minimum of \$500, whichever is greater.

Borrower shall assume all closing costs.

Recipients, e.g. borrowers or subgrantees, are required to comply with the [Terms and Conditions](#) of the County's Cooperative Agreement with EPA. The BRLF Project Manager and a programmatic environmental cleanup consultant will assist the Borrower/Subgrantee in meeting these requirements. A list of these requirements follows and applicants will be given a copy of the EPA Terms and Conditions which will become a part of the loan and/or subgrant agreement.

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**Mailing Address:**

Send completed application to: <mailto:gvaday@pbcgov.org>

PBC Department of Economic Sustainability  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 33406  
Attn: Greg Vaday, Principal Planner  
[gvaday@pbcgov.org](mailto:gvaday@pbcgov.org) phone: 561/233-3630

**Eligible Costs and Activities**

***Eligible Costs:***

- Expenses for site cleanup activities
- Costs for monitoring groundwater or soil for contamination
- Voluntary Cleanup Program or State cleanup program fees
- Purchasing environmental insurance

***Eligible Activities:***

- Removing and/or mitigating Petroleum and/or Hazardous Substance Contamination
- Capping contamination
- Excavation, consolidation or removal of contaminated soils
- Site assessment activities that are necessary during the cleanup process
- Site monitoring including sampling and analysis
- Installation of drainage controls
- Installation of fences, warning signs and/or site control precautions
- Oversight of cleanup activities

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**Ineligible Activities and Costs:**

- Pre-cleanup environmental activities, e.g. site assessment, identification, and characterization
- Construction, demolition and development activities that are not cleanup activities
- Public or private drinking water supplies that have deteriorated through ordinary use
- Any activities not related to the cleanup
- Payment of a penalty or fine
- A federal cost share or matching requirement of another grant
- Costs of complying with federal laws other than those of the applicable cleanup
- Administrative costs

The list above is a summary from an EPA document. All proposed cleanup activities must be completed in accordance with the [EPA Cooperative Agreement – Terms and Conditions](#). A copy of the Terms and Conditions is included in Appendix A to this document.

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**I. SITE INFORMATION**

Name of Property (if applicable)  
Street Address  
City State Zip  
Property PCN  
Latitude  
Longitude  
Number of Acres  
Number of Structures  
Zoning District/Land Use

**II. ENVIRONMENTAL**

**Documents required to be filed with this Application**

Note: If required documents are on file with DES, note this in appropriate section(s) of the application and do not include with application. If you are uncertain, contact Greg Vaday, Principal Planner at: [gvaday@pbcgov.org](mailto:gvaday@pbcgov.org) or call 561/233-3630.

- All environmental assessment reports including all ASTM compliant Phase I, Phase II or equivalent;
- \_\_\_\_ Phase I \_\_\_\_ Phase II \_\_\_\_ Other reports
- Most recent Draft or Final Brownfields Site Rehabilitation Agreement (BSRA) filed with the Florida Department of Environmental Protection (FDEP);
- Remedial Action Plan(s) (RAPs); including groundwater remediation plan, long-term groundwater monitoring plan, etc. (if available);
- Previous 3 years of audited Financial Statements (if available); and

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

- Most recent internally- prepared financial statement.

Describe any contingent liabilities, suits, or disciplinary actions related to the site and applicant:

Summarize your cleanup plan for the site, discuss the purpose and proposed time frame:

Do redevelopment plans comply with local regulations and codes? If not, describe actions and approvals to achieve compliance:

☐ Yes ☐ No (please explain below)

Have all necessary state and local permits been obtained for the project (access, stormwater and waste management, etc.)?

☐ Yes ☐ No (please explain below)

**Project Description:** Please provide a narrative description of the development/reuse concept. Describe all planned improvements including the number of buildings, square footage and anticipated building occupants, if known; Attach Plans, if available:

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**Redevelopment Plan:** Please attach a copy of the redevelopment plan, site zoning district, compliance with local zoning regulations, if available; have permits been obtained; or provide a description of the specific goals of the revitalization project:

**Economic and Physical Impact:** Please describe other economic and physical revitalization that your project will encourage as well as any community benefits and new jobs to be created as a result of this project:

**Public Involvement:** Briefly describe past community involvement in the development of this project (public meetings, planning and visioning, etc):

Will the financial assistance facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, or other property used for public purposes? Please describe:

Describe the applicant's previous experience in managing similar projects:

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**III. FUNDING REQUEST**

**Contamination**

Describe the contamination found in the environment assessments completed for the site:

Type of Cleanup required:

Petroleum Cleanup \_\_\_\_

Hazardous Materials Cleanup \_\_\_\_

Petroleum and Hazardous Materials Cleanup \_\_\_\_

Please input the amount of Financial Assistance requested for your project. This is the Total Amount of loan funds and subgrant funds requested. This amount *should not* include any matching funds:

Financial Assistance Request \$ \_\_\_\_  
Date the funding is needed (mm/dd/yy) \_\_\_\_

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**Project Costs**

Environmental Remediation (eligible for EPA funding):

ABCA (Analysis of Brownfields Cleanup Alternatives) \$ \_\_\_\_  
Remedial Planning \$ \_\_\_\_  
Soil Removal \$ \_\_\_\_  
Groundwater Remediation \$ \_\_\_\_  
Site Specific QAPP (Quality Assurance Project Plan) \$ \_\_\_\_  
Asbestos \$ \_\_\_\_  
Lead-based Paint \$ \_\_\_\_  
Community Relations Plan \$ \_\_\_\_  
Other Remediation (including institutional controls/engineering controls, other matching costs, if applicable) \$ \_\_\_\_  
**Total Remediation Costs Must Include All Matching & Federal Costs** \$ \_\_\_\_

**Acquisition and/or Construction (NOT Eligible for EPA funding)**

Acquisition \$ \_\_\_\_  
Demolition \$ \_\_\_\_  
Construction \$ \_\_\_\_  
Landscaping \$ \_\_\_\_  
Soft Costs (legal, financing fees, permits, etc.) \$ \_\_\_\_  
**Total Acquisition and/or Construction Costs** \$ \_\_\_\_  
**TOTAL PROJECT COST** \$ \_\_\_\_

**Required Financial Assistance Match continued**

At least 20% of the Financial Assistance request must be matched by other eligible funding. Matching funds must be eligible project costs under EPA Guidelines. Please describe the matching sources below, including all cash and in-kind sources:

Financial Assistance Request \$ \_\_\_\_

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

Loan Application \_\_\_\_\_  
Subgrant/Loan Application \_\_\_\_\_

Match Percent (20% as 0.20) \$ \_\_\_\_\_

**Total Minimum Match Amount** \$ \_\_\_\_\_

**Source / Cash or In-kind**

**Project Activity**

|       |       |          |
|-------|-------|----------|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

**Total Matching Funds Committed** \$ \_\_\_\_\_

**Financial Assistance Request Summary**

Loan Request \$ \_\_\_\_\_

Subgrant Request \$ \_\_\_\_\_

Total Project Financial Assistance Request \$ \_\_\_\_\_

**Total Match Committed** \$ \_\_\_\_\_

**Other Funding Sources**

| Source | Amount   |
|--------|----------|
| _____  | \$ _____ |
| _____  | \$ _____ |
| _____  | \$ _____ |
| _____  | \$ _____ |

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

Loan Application \_\_\_\_  
Subgrant/Loan Application \_\_\_\_

**Collateral (This section to be completed by private entity LOAN APPLICANTS only)**

Attach a detailed list of collateral offered that includes the method of valuation. PBC will require the transfer of a first or second lien position mortgage or assignment of lease/rents language on real estate or buildings and will require an assignment of other assets offered as collateral. If assets are jointly owned, PBC may require the signature of other owners on a security instrument at loan closing, as allowed by Section 202(d)(4) of the Equal Credit opportunity Act. A current appraisal of real estate and buildings offered as collateral may also be required as a condition of the loan closing.

| <b>Security/Collateral</b>  | <b>Estimated<br/>Current Value</b> | <b>Present Liens or<br/>Mortgage Balance</b> |
|-----------------------------|------------------------------------|----------------------------------------------|
| Land/Buildings              | \$ _____                           | \$ _____                                     |
| Machinery/Equipment         | \$ _____                           | \$ _____                                     |
| Furniture/Fixtures          | \$ _____                           | \$ _____                                     |
| Accounts Receivable         | \$ _____                           | \$ _____                                     |
| Inventory (average balance) | \$ _____                           | \$ _____                                     |
| Leases/Rents                | \$ _____                           | \$ _____                                     |
| Other (specify below)       | \$ _____                           | \$ _____                                     |

**Additional Comments**

Please use this area to add any additional comments and/or notations of additional documents to support this application:

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

**Loan Application** \_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_

**IV. COMMUNITY BENEFITS**

Please describe the benefits to the community of the improved site:

Estimated Number of Jobs to be Created \_\_\_\_\_  
Estimated Annual payroll for These Jobs \$ \_\_\_\_\_  
Projected Date of Job Creation (mm/dd/yy) \_\_\_\_\_  
Current county appraised market Value of Property \$ \_\_\_\_\_  
Estimated Increase in Property Value (as result of project completion) \$ \_\_\_\_\_

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

Loan Application \_\_\_\_  
Subgrant/Loan Application \_\_\_\_

**V. APPLICANT INFORMATION**

Name of Individual Completing this Form \_\_\_\_\_  
Title \_\_\_\_\_  
Contact Email \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Legal Entity Name \_\_\_\_\_  
Type of Entity \_\_\_\_\_  
Principal business Product or Service \_\_\_\_\_

**North American Industry Classification System (NAICS)**

NAICS Code \_\_\_\_\_  
Tax ID# \_\_\_\_\_

Entity is \_\_\_\_ Start Up \_\_\_\_\_ Year Established

**Legal Structure of Entity**

|      |                  |      |             |      |               |
|------|------------------|------|-------------|------|---------------|
| ____ | Proprietorship   | ____ | Partnership | ____ | Corporation   |
| ____ | S Corporation    | ____ | LLC         | ____ | Non Profit    |
| ____ | Local Government | ____ | Other       | ____ | Public Agency |

Mailing Address:

Physical Address:

Years at this Location:

Fax Number:

Web Site:

**Loan Application** \_\_\_\_\_  
**Subgrant/Loan Application** \_\_\_\_\_

Please list all owners, partners, majority stockholders and officers. Include percentages of ownership. Attach separate sheet if additional space is needed.

Email: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_ % of Ownership: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

Loan Application \_\_\_\_  
Subgrant/Loan Application \_\_\_\_

**VII. CERTIFICATION**

I certify, as the authorized representative of the applicant entity, that all information furnished as part of and in support of this application is true and complete to the best of my knowledge. Verification may be obtained from any source named in the application or support documents. Per Florida Statute (F.S.) 119.01, it is the policy of the state that all state, county and municipal records are open for personal inspection and copying by any person. (Except for exempted financial information)

Palm Beach County reserves the right to request additional information and documents.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_ Title\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_ Title\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_ Title\_\_\_\_\_

No liability is incurred by Palm Beach County by reason of any approval for Brownfields Revolving Loan Fund (BRLF) funding. Approval by the BRLF Loan (and Subgrant) Review Committee is based on information supplied by the applicants. No guarantee is intended or implied by reason of any advice given by BRLF or its staff.

**FUNDING APPLICATION CHECKLIST**

**PALM BEACH COUNTY  
BROWNFIELDS CLEANUP REVOLVING LOAN FUND PROGRAM  
APPLICATION**

Loan Application \_\_\_\_  
Subgrant/Loan Application \_\_\_\_

**THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED FOR ALL PRIVATE  
EQUITY LOAN APPLICANTS:**

- \_\_\_ Completed PBC BRLF loan application
- \_\_\_ Recent Business Plan
- \_\_\_ Redevelopment Plan
- \_\_\_ Business Federal Tax Returns for past 3 years
- \_\_\_ Business Debit Schedule
- \_\_\_ Interim financial statements (no more than 90 days old for existing businesses)
- \_\_\_ Federal tax returns for each principal owner listed for past 2 years
- \_\_\_ Personal Financial Statement (SBA 413)
- \_\_\_ Principals' resumes
- \_\_\_ Organizational Papers, Articles of Incorporation, Fictitious Name Statement
- \_\_\_ Copy of Business License
- \_\_\_ Environmental Assessment Report, Engineering Evaluation and Cost Analysis
- \_\_\_ Site Control Authorization
- \_\_\_ Non-refundable Application Fee: 0.500% of Loan Request or Minimum of \$500