



Community & Economic Development Department
100 North Jefferson Street - Room 608
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3400
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City of Green Bay

Brownfields Revolving Loan Fund Program

Pre-Application & Application Forms

PRE-APPLICATION

1. General Information

Pre-Applicant Legal Name:

Pre-Applicant Mailing Address:

Tax ID Number:

Contact Person:

Title:

Telephone:

Email:

Site Name:

Site Address:

City:

State:

Zip:

Parcel ID Number:

2. Ownership

A. Is the Pre-Applicant the current owner of the property proposed for funding?

Yes

No

If yes, when, from whom, and how did the Pre-Applicant acquire the property?

If no, can Pre-Applicant demonstrate that they have site access? Yes No

If the Pre-Applicant does not own the property, please indicate the current legal owner of the project site:

Property Owners' Name:

Address:

Date of Ownership:

If the Pre-Applicant is owner, please indicate the nature of site ownership:

Mortgage Contract for Deed Other:

B. If the Pre-Applicant owns the property, answer the following questions.

- i. Prior to the time the Pre-Applicant took title to the property, or any time thereafter, did the Pre-Applicant conduct any due diligence activities (e.g. file reviews, interviews, on-site investigation) into the potential presence of pollutants or hazardous substances at or near the property? Yes No

If yes, describe those activities and attach Phase I and II Environmental Site Assessments or other appropriate due diligence documentation.

- ii. Describe whether the original hazardous substance discharges occurred prior to ownership, after ownership, or both?
- iii. What activities, if any, did the Pre-Applicant take to prevent new discharges after taking ownership?

C. If the Pre-Applicant does not own the property, answer the following questions.

- i. Did the owner cause the discharge of a hazardous substance on the property?
 Yes No

If yes, please explain the discharge.

- ii. When did the current owner purchase the property?
- iii. At the time of the current owner's purchase:
- What was the purchase price of the property?
 - What was the official assessed value of the property?
- iv. What due diligence did the current owner conduct prior to the purchase of the property?

D. Has the Pre-Applicant ever filed for bankruptcy protection or other protection against creditors?

Yes No

If yes, please describe:

E. List equity owners/general and limited partners/trust beneficiaries of 20% or more (if Corporation, indicate office title; if Partnership, indicate general or limited Partner):

- i. Name:
Title:
Percent ownership:
Years with the Company:

- ii. Name:
Title:
Percent ownership:
Years with the Company:

- iii. Name:
Title:
Percent ownership:
Years with the Company:

F. List previous property owners and date(s) of ownership:

- i. Property Owner's Name:
Date of Ownership:

- ii. Property Owner's Name:
Date of Ownership:

- iii. Property Owner's Name:
Date of Ownership:

- iv. Property Owner's Name:
Date of Ownership:

G. Owners' representatives:

- i. Legal Counsel:
Name:
Email:
Telephone:

- ii. Environmental Consultant:
Name:
Email:
Telephone:

- iii. Other:
Name:
Email:
Telephone:

3. Pre-Applicant Profile

A. The Pre-Applicant is (indicate one of the following):

- Local government unit
- Non-profit organization
- Private business/corporation
- Other:

B. If applicable, indicate the nature of the Pre-Applicant's business operations and products/services:

C. If applicable, indicate the business type:

- Corporation
- Partnership
- C-Corp
- LLC
- S-Corp
- Other:
- Sole Proprietorship

State of Registration:

Year Incorporated/Started:

Total Employees:

D. Indicate the status of the business location:

- Owned
- Leased
- Work Out of Home

E. Is the Pre-Applicant current on local, state, and federal taxes? Yes No

If not, please explain:

F. Is the Pre-Applicant involved in any claim or lawsuit? Yes No

G. Has the Pre-Applicant ever been suspended or debarred, declared bankrupt, commenced a proceeding under any bankruptcy law or had a judgment rendered against it?

- Yes
- No

4. Borrower Profile

A. Please indicate the current use of the site proposed for the B-RLF program:

- Residential
- Commercial
- Industrial
- Vacant lot
- Mixed-uses or other (please specify):

B. Please explain the future use of this site, if different from above:

C. Is the tax status of the subject property current? Yes No

If not, please explain:

D. Site history (description of previous uses):

E. Describe the existing site conditions. Include existing buildings, current uses, and the approximate age of buildings:

F. Sites must meet the following criteria in order to be eligible. Check all that apply.

- The site is not subject to a planned or ongoing federal CERCLA removal action.
- The site is not listed on the Superfund National Priorities List, and is not proposed for listing.
- The site is not the subject of a federal unilateral administrative order, a court order, or an administrative order on consent or judicial consent decree that has been issued or entered into.
- The site is not undergoing RCRA corrective action for hazardous waste per an order, permit or closure plan.
- The site is not a facility that is subject to the jurisdiction, custody, or control of a department, agency or instrumentality of the United States, except for land held in trust by the United States by an Indian tribe.

5. Environmental Condition

A. Describe the nature and extent of environmental contamination on the property. Include contaminant types and concentration ranges if known, or specify relevant page numbers from the Phase II Environmental Site Assessment or other environmental inspection reports. :

B. Describe any known or suspected sources of contamination:

C. Did the Pre-Applicant cause or contribute to the contamination on the site?

Yes No

If yes, provide details:

If no, describe the possible causes of contamination, and their ability to clean it up:

- D. Is the Pre-Applicant affiliated or related in any way with any former owner or operator of the property, or with any person who may have generated hazardous substances located at or near the property, or with any person who may have transported or arranged for the transportation of hazardous substances located at or near the property?** Yes No

If yes, explain the affiliation or relationship.

- E. Provide a summary of the Environmental Site Assessments that have been completed on the property to date. Provide dates of any completed reports, including a Phase I Environmental Site Assessment:**

- F. Briefly describe proposed environmental cleanup and Remedial Action Plan (RAP) activities (attach RAP and any WDNR correspondence regarding the RAP):**

- G. Indicate the estimated start and completion dates for RAP implementation:**

- H. Has the State of Wisconsin ever been notified of the discharge of hazardous substance(s) at the site or facility?** Yes No

If yes, when:

List all associated BRRTs Case #s:

WDNR Project Manager Name:

Email:

Telephone:

- I. Does the Pre-Applicant have any previous or current environmental non-compliance penalties for this site or for any site from the U.S. Environmental Protection Agency, the Wisconsin Department of Natural Resource, or any other regulatory jurisdiction?** Yes No

If yes, provide details:

- J. Has the site been enrolled in the WI DNR VPLE Program:** Yes No

6. Project Description

- A. Briefly describe the proposed redevelopment/site reuse plan (attach a site plan if available). Include approximate project investment amount and amount of residential, commercial, industrial, and /or greenspace to be created:
- B. Briefly describe the estimated number and level of jobs to be created as part of the redevelopment project:
- C. Indicate the expected construction start and completion dates for the redevelopment plan:
- D. Insert or attach an overall project budget including environmental cleanup, demolition, and development costs, and how all portions of the project will be financed:

7. Community Impact

- A. Briefly describe expected community benefits (e.g. removal of contamination, job creation or retention, economic revitalization, green space development):
- B. Will the project result in the dislocation of any business or households currently occupying the site? Yes No

If yes, describe the number and nature of the businesses, as well as the number of households, that will be displaced. Also, describe any relocation assistance to be provided by the developer:

- C. Will any existing facilities be closed, or existing employment be reduced or transferred because of the proposed project? Yes No

If yes, please explain:

8. Pre-Application Checklist

Pre-Applicants are required to submit the following materials to City staff:

- Phase I and Phase II Environmental Site Assessment reports and any supplemental investigation reports.
- Remedial Action Plan (RAP) and any WDNR correspondence.

- ❑ Proposed site redevelopment plan.
- ❑ Preliminary budget of remediation work indicating which line items are expected to be provided as match contribution and which line items comprise the loan / sub-grant funding request
- ❑ Completed B-RLF Loan Pre-Application (Sections 1-8 of this document).

The completed B-RLF Pre-Application and required attachments will be used by the City of Green Bay to determine Pre-Applicants' eligibility for program participation. Please send completed Pre-Application materials via email to Matthew.Buchanan@greenbaywi.gov.

Hard copies may be sent to:

Matt Buchanan, AICP
Department of Community & Economic Development
100 N. Jefferson Street, Room 608
Green Bay, WI 54301

After City staff has reviewed and approved the Pre-Application form (Sections 1-8 above) and materials, Applicants may then complete the Final Application (Sections 9-11 below).

FINAL APPLICATION

Please refrain from completing the Final Application (Sections 9-11 below) until your Pre-Application has been approved by City staff.

9. Financial Information

A. Has this project received other financial assistance for environmental response activities?

Yes No

If yes, list the sources, the amounts of assistance, and what activities were funded.

B. Has the Applicant applied for or formally requested any other financial assistance to offset the environmental cleanup costs? Yes No

If yes, list the sources and amounts.

C. Amount of Loan Requested:

D. Term requested (The maximum term considered will generally be 20 years):

E. Complete the budget sources/uses table below. The total amount of the equity/borrower column must equal or exceed 20% of the total project costs. Please attach any contractor proposals or cost estimates. Applicants should be aware that federal Davis Bacon Act (DBA) prevailing wage requirements apply to projects funded by the B-RLF program.

Use of Funds	Source of Funds				
	Brownfield- RLF	Equity/ Borrower	Private Lender	Federal Funding Program	Total
TOTAL					

F. Source of Repayment: Operating Profit Sale of Assets Cash Flow
 Personal Income Other:

G. Co-Signer(s)/Guarantor(s) (if applicable) Please attach additional pages as necessary:

Name and Title:
Address:
Phone:
Email:
SSN:

Name and Title:
Address:
Phone:
Email:
SSN:

H. Security/Collateral - Indicate preferred means of securing the loan:

If applicable, describe and supply current market value of any proposed collateral (please attached additional pages as necessary):

- i.
- ii.
- iii.

10. Certification

The undersigned hereby certifies to the best of his/her/their knowledge and belief that the information contained in the Brownfield Revolving Loan Fund Pre-Application and Application and any exhibits or attachments hereto is true and complete and accurately describes the proposed project. I understand that the RLF Committee of the City of Green Bay has the right to verify this information and will be in contact with those individuals and institutions involved in the proposed project as well as credit references. False information, in addition to disqualifying me from any further consideration for financial assistance, may also subject me to litigation to recover the City's expenses related to reviewing this application and/or the costs to collect any loan balances. I understand that the RLF Committee of the City of Green Bay may release information for public purposes regarding the project, excluding any confidential financial information.

Applicant Name (Print):

Title:

Applicant Signature: _____

Date:

11. Final Application Checklist

Final Applicants are required to submit the following materials to City staff:

- ❑ Copies of Articles of Incorporation and Bylaws if applicant is a corporation; Articles of Organization and Operating Agreement if borrower is an LLC; or any written Partnership Agreement if borrower is a partnership.
- ❑ For loan applicants, three years of financial statements, Federal income tax returns, references and any other relevant market data.
- ❑ For sub-grant applicants, documentation of being a 501(C) 3 non-profit or other eligible entity.
- ❑ Documentation of site control. If the property has been or will be acquired, applicants must provide documentation of ownership to include how and when the property was/will be acquired.
- ❑ Copies of any estimates, bids, contracts, or quotations regarding work to be done or materials to be purchased in connection with the planned remediation work. Applicants should be aware that federal Davis Bacon Act (DBA) prevailing wage requirements apply to projects funded by the B-RLF program.
- ❑ Financial Plan – Pro-forma financial statements which demonstrate the economic viability of the overall project and identify sources of the 20% cost share and (if applicable) repayment for the loan.
- ❑ Letter(s) of commitment from financial institutions partnering on this cleanup and/or redevelopment project (if applicable).
- ❑ Completed B-RLF Final Application (signed and dated).

Cleanup projects that also include site redevelopment must also include the following documents:

- ❑ Redevelopment site plans demonstrating location, size, and physical characteristics of site
- ❑ Conceptual renderings or building elevation drawings of the proposed redevelopment
- ❑ Detailed redevelopment timeline
- ❑ Redevelopment narrative that describes the overall redevelopment project and addresses the following:
 - ❑ Developer experience and qualifications
 - ❑ Established project partners and leveraged funds secured
 - ❑ Estimated increase in property valuation (including how it has been calculated)
 - ❑ Compliance with established City Plans and zoning regulations
 - ❑ Mitigation of threats to human health or the environment
 - ❑ Impact on sensitive or disadvantaged populations
 - ❑ Estimated number and type of housing units to be created (if applicable)
 - ❑ Estimated number and types of jobs to be created and/or retained
 - ❑ Environmental sustainability (e.g., proposed use of green infrastructure, sustainable building materials, energy efficiency, LEED certifications).

The completed B-RLF Final Application and required attachments will be used by the City of Green Bay to determine Applicants' eligibility for program participation. Please send completed Final Application materials via email to Wendy.Townsend@greenbaywi.gov.

Hard copies may be sent to:

Wendy Townsend
Department of Community & Economic Development
100 N. Jefferson Street, Room 608
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