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**Loan Application Package**

Private Entities

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 Loan Application Form (attached).
2. Approved EPA 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.
11. Personal/joint financial statements of owners/guarantors dated within the last 90 days.
12. Complete copies of last two federal & state tax returns of owners/guarantors.
13. Business financial statements for past three fiscal year ends.
14. Interim business financial statements dated within the last 90 days including balance sheet and cumulative year to date profit & loss statement.
15. Complete copies of business federal tax returns for past three years.
16. Copies of all organizational documents including any amendments. Corporate resolution which authorizes applying for this loan.
17. Business Plan with a description of the business goals, strategies and action plans.
18. Financial Plan with pro-forma financial statements, which demonstrates the economic viability of the project and identifies the sources of repayment for the loan.
19. Resumés of owners and key personnel.

Submit your completed application package to:

Brownfields Cleanup Revolving Loan Fund

Attn: Ali Furmall

NMED Ground Water Quality Bureau

PO 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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**Loan Application Form**

**Private Entities**

*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: |  |
| Type: | **[ ]** Sole Proprietorship [ ]  Partnership [ ]  LLC [ ]  Other       |
| Sector: | [ ]  Agriculture [ ]  Manufacturing [ ]  Construction [ ]  Wholesale [ ]  Arts & Crafts [ ]  Retail [ ]  Service [ ]  Other       |
| FED Tax ID #  |       | Business Start Date: |       |
|  |  |  |  |

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| **PRINCIPAL INFORMATION** |
| Name |  | Title |  | Contact Address |  | Ownership |
|       |  |       |  |       |  |       % |
|       |  |       |  |       |  |       % |
|       |  |       |  |       |  |       % |
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|       |  |       |  |       |  |       % |

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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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| --- | --- | --- |
| **LOAN INFORMATION** |  |  |
| Amount Requested: | $       |  |
| Loan Terms Requested: |       |  |
| Purpose of Loan: |       |  |
|  |  |  |  |

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| **BUSINESS TRADE/SUPPLIER REFERENCES** |  |  |  |  |
| Name |  | Relationship |  | Address |  | Phone |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
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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. |
|       |

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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. |
|  |
| Has the applicant or any of the principals 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.* |

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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) |  |  |  |  |  |  |  |  |  |  |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
|       |  | $       |  | $       |  | $       |  |       |  | $       |
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| **TOTAL** |  | $       |  | $       |  | $       |  |       |  | $       |
|  |  |  |  |  |  |  |  |  |  |  |

**\*** Documentation demonstrating status of commitment must be provided from each entity providing funding.

**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