E-Mail | Print Form

Brownfields Program

Brownfields Revolving Loan Fund

Loan/Subgrant Full-Application for Credit Analysis and Financial Evaluation

CITY of SPRINGFIELD

City of Springfield
Brownfields Coordinator
Department of Planning & Development
840 Boonville Avenue
Springfield, MO 65802
Phone: 417-864-1031
Fax: 417-864-1030

Instructions:
Please complete this entire form and provide all requested documentation and information and sign where indicated. Attach additional pages if necessary to provide complete and full disclosure. Please submit the completed application to address listed on the right.

Project Name & Address: _____

Applicant Name: _____

Company Information:
Attach to this form true and accurate copies of Articles of Organization (if LLC), Articles of Incorporation (if corporation), Certificate of Limited Partnership (if a limited partnership), Tax Exempt Status Letter, etc.

Identify all Applicant Owners and Percentage Owned

Name of Owner/Title	Address	% of Ownership

Identify each and every Person with a Managerial Role with the Applicant

Name of Manager	Address	Title

Conventional Financing Information

	Organization	Contact Person	Phone
Participating Bank/Lender:			
Bank of Account: (if different)			
Accountant:			
Realtor:			
Lawyer:			
Title Company:			
Appraisers:			
Environmental Engineer/Consultant:			

Signature: _____ Date: _____

Company Information

	Currently	After City Loan
Company Name:		
Street Address:		
Municipality/State/ Zip:		
Number of Business Locations:		
Building Space: (Square Ft)		
Land: (Acres or Square Ft)		

Financial Information

Project Cost		Financing Methods	
Environmental Cleanup:		Brownfield Tax Credits, Other:	
Other Development Costs:			
TOTAL Project Cost: (Round to 100's)		TOTAL: (Must be equal)	

Job Creation Information

	Full Time	Part Time
Number Presently Employed:		
How many new jobs do you expect to create within the next two (2) years?:		

Previous Business Financing

Name of Agency	Amount	Date of Request	Approved or Declined	Status

Signature: _____ Date: _____

1. Describe any substantive changes in the information applicant provided in response to the "Loan Pre-Application to Determine Borrower & Site Eligibility"

2. Describe the proposed project including, but not limited to: The nature of the proposed land use(s) (i.e., retail, office, residential, etc.), size and layout of all buildings and improvements proposed to be constructed, the nature of the building materials to be incorporated into the improvements (i.e., brick, wood, tilt-up concrete, etc.) and incorporation of green design elements. List any and all leases that are in place. Also describe methods for reducing stormwater runoff and the inclusion of greenspace. **Attach any and all available site layouts and architectural renderings.**

3. Provide a general description of the proposed cleanup activities for the Project that will use EPA Revolving Loan Funds. Note that Loan Funds may not be used for administrative cost, pre-cleanup assessment cost, and redevelopment.

4. Describe the economic impact as a result of the project. Include job creation/retention (temporary, permanent, full-time and construction), and additional investment dollars leveraged. Provide information on projected wages/salary for each job type. **Note that Loan Funds carry terms and conditions, one of which is Davis Bacon, Fair Labor Practices.**

Signature: _____ Date: _____

5. Describe the projects community benefits (health risks eliminated, economic revitalization, use of existing infrastructure, increased use of open space, historic preservation, non-profit use, the extent to which the project addresses environmental justice or other community social, economic or health goals, etc.,) and community involvement efforts.

6. List all real estate development projects which you have undertaken within the past five (5) years with a similar scope as the proposed project.

7. Identify in detail all real estate development projects which you have undertaken within the past five (5) years involving substantial environmental remediation.

8. Insert legal description for the project property.

Signature: Date:

Please enclose the following attachments. Indicate if attached (X) or not applicable (N/A)

Financial	
	Historical- Balance sheet, profit loss statement, and copy of tax returns for last 3 fiscal years. Include accountant's opinion letter and any schedules and notes to financial statements.
	Current- If most recent statement is over sixty days old, attach current balance sheet and profit loss statements.
	Future- Cash Flow projections for the next two fiscal years. You may use the enclosed form (Exhibit A).
	Notes and Mortgages Payable- Fill out enclosed schedule.
Personal	
	Personal Financial Statements from each 20%-or-more owner. (Use enclosed form).
	Tax Returns from each 20%-or-more owner for the last two years.
	Resume from each 20%-or-more owner and any other key people. A paragraph or two is sufficient.
Environmental	
	Environmental Site Assessments and/or reports, studies, surveys, and inspections.
Other	
	Appraisal on an as complete basis by a City-approved appraiser.
	Operating Pro Forma for project
	Brief history and description of business. Suggested maximum: 1-2 pages.
	Sales Contract, Bids. and/or Cost Estimates.
	Certificate of Incorporation. Enclose copy.
	Warranty deed. Enclose copy.
	Prior deeds of trust. Enclose copy.
	Insurance policy or binder. Enclose copy
	Mortgage verification. Enclose copy
	Photographs of property.

Signature: _____ Date: _____

Signature and Acknowledgement

By signing you acknowledge and agree to the following:

1.	With regards to this application form and any other information to be provided, to your knowledge and belief, all information is true and complete; there are no undisclosed financial or legal liabilities, either business or personal, actual or contingent; there is no undisclosed litigation, either current or pending, involving any of the parties to this application.
2.	The City has the right to verify the accuracy of the information provided in this application and relating to this loan request.
3.	The City is authorized to check each owner's and/or other guarantor's credit rating.
4.	You are authorized to apply for the loan on behalf of the business.
5.	All supporting documentation related to this application remains the property of the City of Springfield.
6.	All information provided will be kept confidential by the City and will be used only for the purpose of considering this loan request. If the City provides you with a loan or subgrant, it is authorized to provide others with information concerning any applicant or guarantor.
7.	The Applicant gives assurances of compliance with: a. The Title VII of the Civil Rights Act of 1964, as amended. The Act prohibits discrimination on grounds of race, sex, color, religion, marital status, handicap, age or national origin; b. Applicable Federal and State air and water regulations. All necessary permits and certificates for all environmental requirements will be obtained; c. All laws insuring accessibility for the disabled on construction projects to which the public will have access. d. Davis-Bacon Act (40 U.S.C. 276) requirements regarding the payment of wages, and; e. All other Federal statutory and regulatory requirements that apply.

Signature	
Signature:	Date:
Print Name:	Title:

Signature	
Signature:	Date:
Print Name:	Title: