

Missouri Brownfields Revolving Loan Fund

Full Application for Credit Analysis and Financial Evaluation

Instructions

The Applicant shall complete this entire form and provide all requested documentation and information and sign where indicated. Applicant is notified that the information contained herein will be utilized by the State Environmental Improvement and Energy Resources Authority (EIERA) to evaluate Applicant's credit worthiness and make judgements as to the economic viability of the proposed project and a final funding decision. (Applicant shall attach additional pages if necessary to achieve full disclosure of the information sought.)

In this document, "you" refers to the Applicant.

Please send all application materials to:

State Environmental Improvement and Energy Resources Authority
P.O. Box 744
Jefferson City, MO 65102
(573) 751-4919

Application

1. Describe in detail any substantive change in the information Applicant provided in response to the "Loan Pre-Application to Determine Borrower & Site Eligibility":

(You should attach additional pages if necessary to provide complete and full disclosure.)

2. Describe in detail 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 elements of green design, description of greenspace, description of parking requirements, public infrastructure improvements (e.g. street improvements, utility improvements, traffic requirements). You should attach any and all available site layouts and architectural renderings.



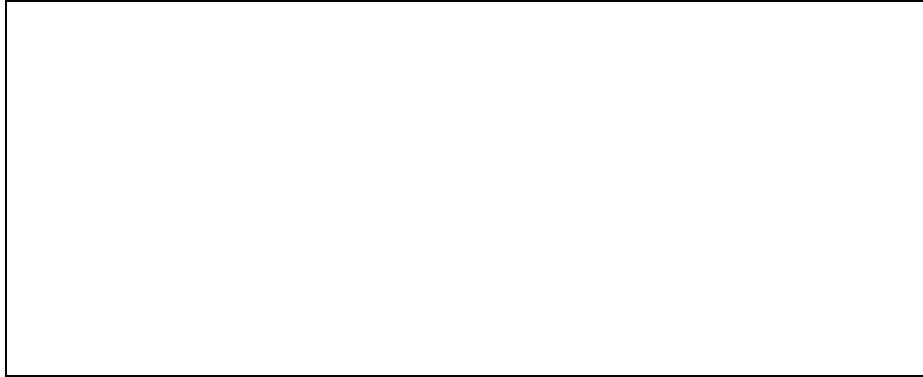
3. Provide a general description of the proposed clean up activities for the Project that will use EPA Revolving Loan Funds. Note that Loan funds may not be used for administrative costs or pre-clean up assessment costs.



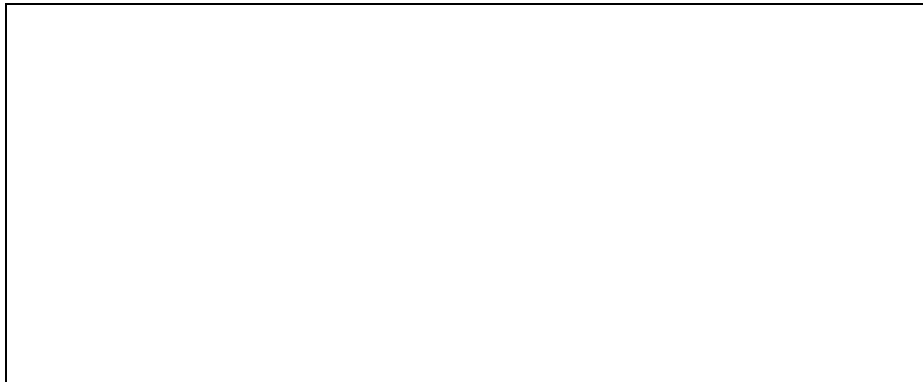
4. Describe in detail the economic impact as a result of the project. Include job creation/retention (temporary, permanent, full-time, part-time and construction), and additional investment dollars leveraged. Provide information on projected wages/salary for each job type.



5. Describe in detail the Project's community benefits (health risks eliminated, economic revitalization, increased use of open space, non-profit use, the extent to which the project will address environmental justice or other community social, economic or health goals, etc.)



6. Describe in detail 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. State whether you (or any principal of your organization) has undertaken an environmental remediation project under the auspices of Missouri Department of Natural Resources – Voluntary Cleanup Program. If so, describe each such project in detail.

9. Insert legal description of the Project property

10. Identify the following participants in the proposed project:

	Name	Contact Person	Contact Info. (address, phone, fax and email)
Lender/Financer			
Lender/Financer			
Architect			
Environmental Engineer/ Consultant			
Accountant			
Appraiser			
Attorney			
Title Company			
Environmental Contractor (for abatement/ remediation)			
General Contractor (for construction)			

11. Attach a Project-specific “Sources & Uses” spreadsheet showing sources and uses of all funds necessary to complete the Project. At a minimum the following anticipated costs shall be included: Land Acquisition, Demolition, Landscaping, Utilities, Grading, Geo-technological Services, Environmental Assessment, Environmental Remediation, Architectural/Engineering fees, Construction Costs (separated/itemized on a per building/improvement basis), Legal, Accounting, Insurance, Construction Period Interest, Construction Disbursing, Construction Management, Construction Contingency, Survey, Appraisal. All project costs shall be rounded to the nearest \$100. (You may be requested to provide documentation reasonably supporting such anticipated costs such as copies of contracts, written price-quotes, etc.)

With respect to the “sources” of funds, you should provide copies of any and all bank commitment letters and loan documents for construction financing and/or permanent/ “take-out” financing. For any equity provided by Applicant explain in detail the source of such equity injection and provide documentary proof of such source.

12. Attach a Construction Schedule in monthly increments through completion. Schedule should specifically identify start and stop dates for cleanup activities, which shall not exceed a 12-month time frame.
13. If the Applicant is undertaking the Project with a view towards “leasing out” or selling all or a portion of the Project to users other than the Applicant, then provide an “Operating Pro-Forma” for at least a fifteen (15) year period showing, at a minimum: Potential Gross Income, Vacancy Allowances, Additional Project Income, Effective Gross Income, Operating Expenses (i.e. management fees, utilities, insurance, advertising, maintenance and repairs, property taxes, reserves, etc.) Net Operating Income and Debt Service.
14. Attach true and accurate copies of any and all leases, sales contracts and/or letters of interest or intent to lease and/or purchase the Property or portions thereof. You should be prepared to justify and support all anticipated Operating Expenses described as well as projected occupancy/vacancy rates and potential gross income.
15. If you intend to occupy all or a Portion of the Property, then, in addition to providing the information sought in Question 13 above relating to that portion not to be occupied by you, provide the following:

An Operating Statement Projection for your company for the five (5) year period commencing with completion of the proposed Project.

16. Identify with specificity any and all public incentives (whether federal, state and/or local) which you have applied for, have received and/or anticipate applying for relating to the Project, including but not limited to grants, loans, tax incentives, etc

17. Provide each of the following:
- A financial balance sheet for Applicant as of the close of each of the past three fiscal years;
 - Copies of any audits performed on the applicant for the past 3 years.
 - Applicant's tax returns for each of the past three years;
 - Most recent tax returns for all persons having at least a 10% ownership interest in Applicant;
 - Personal financial statements, for all persons having at least 10% ownership interest in Applicant;
 - Resumes for all persons having managerial responsibilities with Applicant;
 - An income statement for each of the last three fiscal years;
 - A Statement of Changes in Financial Position showing indicating activity for the past two fiscal years;
 - A completed "Current Notes and Mortgages Payable", on the attached form;
 - A completed "Anticipated Notes and Mortgages Payable", on the attached form;
 - A true and accurate copy of each appraisal of the Property within your possession, custody and/or control.
18. Assurances: The Applicant gives assurances of compliance with:
- 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.
 - Applicable Federal and State air and water regulations. All necessary permits and certificates for all environmental requirements will be obtained.
 - All laws insuring accessibility for the disabled on construction projects to which the public will have access.
 - Davis-Bacon Act (40 U.S.C. 276) requirements regarding the payment of wages, and
 - All other Federal statutory and regulatory requirements that apply.

Certification

The Applicant hereby certifies, warrants and represents that the information provided herein is complete, true and correct to the best of its knowledge, information and belief. In responding to the questions and requests for information set forth in this document, the Applicant has consulted an environmental professional and reviewed all environmental reports relating to the Property available to the Applicant. Applicant understands and acknowledges that the State Environmental Improvement and Energy Resources Authority (EI ERA) and the United States Environmental Protection Agency are relying on the information contained herein in making eligibility determinations and financing decisions and have the right to so rely.

Applicant hereby authorizes release to EI ERA any information related to Applicant's financial and credit condition commencing with the date hereof and continuing for a period of 90 days.

Application hereby authorizes release by EI ERA of any information contained herein (and/or obtained hereby) necessary for any purposes related to Applicant's request for funding.

Eligibility determinations and funding recommendations do not constitute a final award. Awards are not final until all documents are fully executed and all conditions precedent to the award are met.

Applicant: _____

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

APPLICATION CHECKLIST

Note: All items may not be applicable to all projects.

Document Checklist for Pre-Application

- Articles of Organization/Incorporation/Certificate of Limited Partnership
- Tax-Exempt Status Letter
- Conveyance Deed or Contract for Sale
- Environmental Site Assessments/Reports/Studies/Surveys/Inspections

Document Checklist for Full Application

- Project Sources and Uses
- Bank Letters of Commitment/Loan Documents
- Proof of Source(s) for Equity contributions
- Construction Schedule showing Cleanup Activities
- Operating Pro Forma for Project
- Operating Projection for Applicant Business
- Leases/Sales Contracts/Letters of Interest or Intent
- List of Other Public Incentives Sought for the Project
- Balance Sheets for Past 3 Years
- Tax Returns for Past 3 Years
- Tax Returns for 10%+ Owners
- Personal Financial Statements for 10%+ Owners
- Resumes for Project Managers
- Income Statement for Past 3 Years
- Statement of Changes in Financial Position for Past 2 Years
- Current Notes and Mortgages Payable (form attached)
- Anticipated Notes and Mortgages Payable (form attached)
- Appraisal(s)

Environmental Improvement and Energy Resources Authority
Brownfields Revolving Loan Fund

CURRENT NOTES AND MORTGAGES PAYABLE

For each debt owned by the business, please provide the following information:

Payable	Original Date	Original Amount	Maturity	Balance as of _____	Rate of Interest	Monthly Principal	Payment Interest
Total							

Signature

Date

Environmental Improvement and Energy Resources Authority
Brownfields Revolving Loan Fund

ANTICIPATED NOTES AND MORTGAGES PAYABLE

For each debt owned by the business, please provide the following information:

Payable	Original Date	Original Amount	Maturity	Balance as of _____	Rate of Interest	Monthly Principal	Payment Interest
Total							

Signature

Date