

# Brownfield Revolving Loan Fund Program Policies and Procedures Manual



County of Lycoming  
Department of Planning & Community Development  
49 West Third Street  
Williamsport, PA 17701  
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[www.lyco.org](http://www.lyco.org)

Funded by the U.S. Environmental Protection Agency  
Cooperative Agreement # BF 96360001



May 2023

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## 1.0 INTRODUCTION

The Lycoming County Brownfield Revolving Loan Fund (RLF) Program provides financing for eligible brownfield cleanup projects located in Lycoming County.

The Brownfield RLF Program Policies and Procedures Manual provides information on the program requirements, application procedures, site and applicant eligibility, eligible costs, and other program parameters.

Lycoming County's Brownfield Revolving Loan Program (RLF) program will build upon its past success with two EPA grants – its 2005 Assessment Grant and its 2012 Coalition Assessment Grant (2012 BF Grant). Through these grants, the County inventoried over 60 potential BF sites. Many brownfield sites were also successfully cleaned up and redeveloped after the initial investment of grant funds. In 2018 the County was awarded an \$800,000 US EPA Brownfield Revolving Loan Fund (RLF) Grant to continue its brownfield program. The goal RLF of this program is to return Lycoming County Brownfield sites to sustainable and productive use by making loans and grant funds available for clean-ups. The overriding objective of this grant is to provide an incentive to remediate contaminated sites, redevelop them, and generate public benefits for Lycoming County communities. Priority preference will be given to projects located within Williamsport and Muncy.

## 2.0 ADMINISTRATION

### 2.1 PCD/COUNTY

The Lycoming County Department of Planning and Community Development (PCD) will have principal oversight of the Revolving Loan Fund Program (RLF).

### 2.2 BROWNFIELD RLF COMMITTEE

Members will be drawn from the Lycoming County Brownfield Steering Council established for the County's 2012 Brownfield Assessment Grant. This Committee will provide collective expertise related to addressing environmental, community, and economic development opportunities and issues and will ensure that interests of citizens, businesses, and the environment are addressed.

### 2.3 CONTRACTOR

The County will hire a Qualified Environmental Professional (QEP) to provide the technical services and oversight to carry out the RLF program. The QEP will be responsible for cleanup coordination, cleanup oversight, and project monitoring and compliance.

### 2.4 EPA AND PADEP

The EPA Regional Project Officer will provide regulatory oversight and guidance with the County's program. Site eligibility and borrower and subgrantees approvals will be made by the

Project Officer. EPA approval of cleanup program deliverables, while made in conjunction with the Regional PADEP office, will also be sought for cleanup activities proposed and conducted with the RLF Program funding.

### 3.0 ELIGIBILITY REQUIREMENTS

#### 3.1 SITE ELIGIBILITY

- ✓ Site must be located within Lycoming County
- ✓ Sites contaminated by a hazardous or petroleum substances and meet the U.S. EPA definition of a brownfield under CERCLA:

***Brownfield:***

*A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.*

- ✓ Sites at which a Phase I and Phase II Environmental Site Assessment Reports (ESAs) or their equivalent have been performed
- ✓ Approved by EPA
- ✓ Where applicable, sites must be entered into the State Voluntary Cleanup Program

Ineligible brownfield sites are:

- X Sites for which Lycoming County is potentially liable under CERCLA
- X Sites listed or proposed for listing on the National Priorities List (NPL)
- X Sites subject to unilateral administrative orders, court orders, administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA
- X Sites that are subject to the jurisdiction, custody of the United States government except land held in trust by the United States Government for an Indian tribe

Should a site be subject to the jurisdiction of other EPA regulatory programs such as the Toxic Substances Control Act or the Resource Conservation Recovery Act, the site may still be eligible for receipt of EPA RLF funding with the EPA approval of a property specific funding determination. The prospective borrower or sub-grantee will be required to provide additional information as needed for the County to submit such a determination request to EPA.

#### 3.2 BORROWER AND SUBGRANTEE ELIGIBILITY

Applications may be submitted by:

- ✓ For profit entities or even individuals (for loans only)
- ✓ Non-profit organizations including 501(c) 3 entities (for both loans and subgrants)
- ✓ Municipalities / local government entities (for both loans and subgrants)

Entities that have been suspended, debarred or declared ineligible for Federal financial

assistance programs are not eligible for program loans or sub-grants. The County, as part of the application vetting process, will check the System for Award Management (SAM.gov) for exclusion records for the entity. All entities receiving RLF funding will be required to be registered in SAM.gov prior to entering into a loan (or Sub-grant) agreement.

### 3.2.1 BORROWERS

Borrowers:

- ✓ Must have a viable CERCLA Liability Defense if they own or have ever owned the targeted property; usually involves having a Phase I completed 180 days prior to acquiring property
- ✓ Don't have to own the property, but do have to demonstrate site control
- ✓ Must be approved by EPA

The applicant, if the site owner, must affirm and document that they:

- Acquired the property after January 11, 2002;
- Conducted "all appropriate inquiry" (as defined by the EPA) before purchasing the property;
- Has no affiliation with any party liable for the contamination;
- Acquired the property after the time of contamination;
- Have not caused, contributed to, permitted or exacerbated the release of contamination on the property;
- Have complied with land use restrictions and not impeded institutional controls;
- Have taken reasonable steps to manage releases;
- Have provided full cooperation/assistance/access for regulatory inquiries and actions related to the contamination at the site; and
- Have provided all legally required notices with respect to the discovery or release of contamination at the site.

If the applicant is a unit of local government, and cannot demonstrate the Bona Fide Prospective Purchaser liability defense, additional CERCLA exemption criteria may apply which could allow such borrowers to be deemed eligible to receive a loan, such as:

- Acquired the property from another unit of local government for purposes of advancing redevelopment;
- Acquired via escheat, tax foreclosure, and/or eminent domain to serve the general public; and
- Acquired the property prior to January 11, 2002.

Additionally, all loan applicants must meet all the following criteria:

- Applicant is authorized to incur debt and enter into legally binding agreements;
- Applicant is in good financial standing, current on all property taxes and other County obligations;
- Applicant can demonstrate ability to repay the loan and complete the project successfully. The borrower needs to demonstrate that it has secured financing necessary to complete the project.

- Applicant has an economically viable remediation/redevelopment plan.
- Applicant can demonstrate the support for the redevelopment from the local municipal government.
- Demonstration of ability to meet cost share requirements.

### 3.2.2 SUBGRANTEES

Subgrantees:

- ✓ Must have ownership of the site and retain ownership control of the site throughout the period of performance of the subgrant
- ✓ Must be approved by EPA

Ineligible borrowers/subgrantees include:

- X Any entity that is currently suspended, debarred, or otherwise deemed ineligible
- X Any entity that has caused or contributed to the site's contamination

Additionally, all subgrantee applicants must meet all the following criteria:

- Applicant is in good financial standing, current on all property taxes and other County and State obligations
- Applicants can demonstrate that with the award of the County RLF funding, the financing necessary to complete the cleanup has been secured.
- Applicant has an economically viable remediation / redevelopment plan.
- Applicant can demonstrate the support for the redevelopment from the local municipal government.
- Demonstration of ability to meet cost share requirements.

## 3.3 USE OF FUNDS

### 3.3.1 ALLOWABLE PROJECT COSTS

Loans and subgrants are available only for the costs of projects which are eligible under the guidelines for the RLF Program, approved by EPA, and which are consistent with the Lycoming County Brownfield Program goal of bringing brownfield sites back into productive use.

Examples of allowable costs include, but not limited to:

- ✓ Preparation of Remedial Action Workplans
- ✓ Cleanup of brownfield sites as detailed in approved cleanup plans
- ✓ Construction of a site's engineered remediation cap which could include foundations/roadways
- ✓ Demolition of structures to the extent that the demolition is integral to enabling access to contamination needing remediation

- ✓ Remediation of asbestos containing materials, lead-based paint removal, and site preparation activities that are part of a site cleanup
- ✓ Remediation of hazardous substances and/or the mitigation of threatened release of hazardous materials such as:
  - provide fences, warning signs or other site control precautions
  - drainage controls
  - capping of contaminated soils
  - lead based paint / asbestos abatement
  - excavation / disposal of contaminated soils
  - Purchase of environmental insurance
  - Installation of engineering and/or institutional controls to fulfill cleanup requirements
- ✓ Other cleanup associated activities deemed eligible by EPA

### 3.3.2 NON-ALLOWABLE PROJECTS COSTS

The County RLF funds cannot be used for many activities including, but not limited to:

- X Pre-cleanup activities including Phase I and Phase II Environmental Site Assessments
- X Construction, demolition, and site development activities that are not deemed approved cleanup activities
- X Addressing public or private drinking water supplies that have deteriorated through ordinary use
- X To pay a penalty or fine
- X Unallowable cost (e.g. lobbying)

## 4.0 TERMS AND CONDITIONS

### 4.1 LOAN AND GRANT AMOUNTS

Loan and grant amounts will range from \$50,000 to \$250,000 or as recommended by the RLF Committee and approved by the County. The amount of each loan/grant will depend on factors including the amount of eligible project costs and availability of funds in the Revolving Loan Fund Program.

The borrower/ subgrantee recipient may be required to contribute 20-25% in matching funds to the project. Cost share may be in the form of a contribution of money, labor, materials, or services from a non-federal source. The cost share contribution must be for costs that are eligible and allowable under the Cooperative Agreement between the County and the EPA and must be supported by adequate documentation.

### 4.2 LOANS



#### 4.2.1 INTEREST RATES

Interest rates will vary from 0% to 2.5% for public entities and will be set at a range of one (1%) to three (3%) percent less than the prime rate for private entities or as recommended by the RLF committee and as approved by the County of Lycoming.

#### 4.2.2 LOAN MATURITY

Repayment periods will be the shortest possible, without placing project economics in jeopardy. Typical loan terms will be 2 to 6 years, and will not typically exceed 10 years. Repayment schedules will be in equal installments on a quarterly, semiannual, or other basis. Deferred payments and interest-only payments may be permitted on a case by case basis. Terms for interest-only payments may be incorporated in the agreement for the period that the site is being remediated.

#### 4.2.3 PREPAYMENT

There are no prepayment penalties associated with this program.

#### 4.2.4 DEFERMENTS

Deferments may be available to borrowers on a case by case basis.

#### 4.2.5 COLLATERAL

Loan guarantees and/or security in the form of bonds, deed of trust, or other collateral of equal or greater value may be required to secure the loan and used in the event of failure to repay the loan. Personal guarantees may be required from owners with more than 20 percent ownership in the company or entity that borrows the funds.

The RLF Committee may consider, in appropriate circumstances, other types of credit enhancement, such as a shared priority mortgage. The County RLF Committee will evaluate subordination in appropriate circumstances.

Possible Additional Financing Requirements:

- Corporate guarantees from related companies
- Full or partial letter of credit
- Life insurance on key business owners and/or managers

### 4.3 SUBGRANTS

Subgrant awards will be determined on a case-by-case basis, depending on funding availability and application materials submitted. Subgrant award considerations will also include the extent to which the project:

- Will create/expand parkland, greenway, undeveloped property, recreational property, or other property used for non-profit purpose;
- Will meet the needs of a community that has the inability to draw on other sources of funding for remediation and redevelopment;
- Will facilitate the use of existing infrastructure; and
- Will promote the long-term availability of RLF funds for brownfield remediation

## 5.0 APPLICATION PROCEDURES

Applications will be accepted on a rolling basis at any time of the year until all funds are committed. Applicants are required to submit information and documentation needed to evaluate the project scope, borrower/ grant recipient eligibility, and site characteristics. Additional documentation may be required by the RLF Committee, County, and/or EPA to determine project eligibility.

Application materials include the Pre-Application form and the Application form. Application materials are included in Appendix A and available at: [www.lyco.org/brownfields](http://www.lyco.org/brownfields). There are no fees required as part of the application or loan process.

Applications will be reviewed in the order they are received and based on readiness to proceed along with the criteria outlined in this Program Manual.

Grant and loan applications will typically be approved 30-60 days after an application submittal has been deemed complete by Lycoming County Staff.

### 5.1 PRE-APPLICATION

Applicants will submit the Pre-Application prior to submission of the formal application. This initial step will assist County staff, to the extent possible, if the applicant, the site, and the project are all eligible.

The Pre-Application will be reviewed by staff to conduct an initial eligibility screening. Upon acceptance of a Pre-Application, the County will hold a Pre-Application conference call with the applicant to discuss the project in more detail and further vet the usefulness of the RLF Program funding.

### 5.2 APPLICATION

Upon passing the initial Pre-Application vetting, applicants will be encouraged to prepare and submit a formal RLF Application along with the following items:

1. For loan applicants, three years of financial statements, Federal income tax returns, references and any other relevant market data.
2. For subgrant applicants, documentation of being a 501(C) 3 non-profit or other eligible entity as well as information detailing how the project will significantly benefit the

community, particularly how it will meet any of the considerations set for in the Subgrant section above.

3. Phase I and Phase II Environmental Site Assessment reports and any supplemental investigation reports.
4. 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.
5. Remedial Action Plan, if available.
6. Detailed cost estimate of the remediation costs indicating which line items are expected to be provided as match contribution and which line items comprise the loan / subgrant funding request.
7. Financial Plan – Pro-forma financial statements which demonstrate the economic viability of the project and, for loan applicants, identify sources of repayment for the loan.
8. Redevelopment site plans demonstrating location, size, and physical characteristics of site
9. Conceptual renderings or building elevation drawings of the proposed redevelopment
10. Detailed redevelopment timeline
11. Redevelopment narrative describing the overall project and addresses the following:
  - a. Developer experience and qualifications
  - b. Established project partners and leveraged funds secured
  - c. Estimated increase in property valuation (including how it has been calculated)
  - d. Compliance with established City Plans and zoning regulations
  - e. Mitigation of threats to human health or the environment
  - f. Impact on sensitive or disadvantaged populations
  - g. Estimated number and type of housing units to be created (if applicable)
  - h. Estimated number and types of jobs to be created and/or retained
  - i. Environmental sustainability (e.g., proposed use of green infrastructure, sustainable building materials, energy efficiency, LEED certifications).

## 6.0 SELECTION CRITERIA

The Revolving Loan Committee, established by Lycoming County, will recommend loan and subgrants projects for the program.

Preferred Applications Criteria include:

- Located in the target areas of the City of Williamsport or Muncy Borough
- Redevelopment plans that increase local and regional jobs and economic activity
- Site reuse increases tax revenue to support community economic revitalization
- Site reuse plans support new greenspace or other nonprofit purposes

- Site assessment was performed through EPA Brownfields Program funds
- Applicant has initiated stakeholder engagement and gained community support
- Applicant is providing leveraging commitments beyond required 20%-25% cost share
- Project implements or is consistent with a Multi-Municipal Comprehensive Plan, the Lycoming County Comprehensive Plan, or other planning document or local planning initiative

Additional criteria may be developed with the RLF Committee and may include considerations such as: redevelopment potential, known development plans, existing infrastructure, job creation/economic development, and community benefit.

For loans, risk factors such as experience with similar loans and results of previous audits may be factors in evaluating the loan application.

## 7.0 APPROVAL

The Revolving Loan Fund Committee will recommend:

- Loan and/or Subgrant amount
- Loan Term
- Loan Interest rate

## 8.0 BORROWER/ SUBGRANTEE TERMS AND CONDITIONS

For every project funded by the County RLF Program, the following shall be prepared by either the borrower, the subgrantee, or by the County's consultant, as appropriate:

- Davis Bacon Act (DBA) provisions to include use of Federal prevailing wage rates must be followed for all construction-related activities funded with federal EPA funds. This includes providing current and appropriate DBA wage rates to contractors, posting notifications at the site, providing certified payrolls, and providing access to laborers for County compliance interviews.
- Project loan and subgrant recipients will be required to enroll sites in the state voluntary cleanup program, the PA Land Recycling Program, most commonly referred to as Act 2.
- Fund subrecipients shall comply with all applicable local, State, and Federal laws and code.
- Analysis of Brownfield Cleanup Alternatives (ABCA) – Additional information regarding the ABCA is presented in the Community Involvement section below. ABCA's are subject to EPA review and approval.
- Quality Assurance Project Plan (QAPP) – If any environmental sampling data is to be collected as part of the EPA funded cleanup or match requirement activities, a QAPP is to be prepared. A QAPP provides comprehensive details regarding quality assurance, quality control and technical activities to be undertaken with data collection efforts to ensure the integrity of the data. QAPPs are subject to EPA review and approval prior to any data collection activities occurring at the project site.

- Community Relations Plan - Additional information regarding the Community Relations Plan is presented in the Community Involvement section below. Community Relation Plans are subject to EPA review and approval.
- Signage – Should a sign be erected at the project site; the sign shall indicate that the project was funded wholly or in part by the EPA and by Lycoming County. The sign shall contain the logo of the EPA and the County. EPA logo specifications can be found at <https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients>
- Administrative Record – Additional information regarding the Administrative Record is presented in the Community Involvement section below.
- Procurement requirements – All sub-grantees are subject to federal procurement requirements when contracting for the RLF funded contracts. Such procurement requirements do not apply to private borrowers.

## 9.0 DISTRIBUTION OF FUNDS

Loan/ Sub-grant disbursements are generally permitted via the following methods:

- ✓ Actual Expenditure Disbursement: Borrowers / sub-grantees provide actual invoices and associated documentation on a pre-established frequency to the County for packaging drawdowns and disbursements of the EPA funding;
- ✓ Milestone Disbursement: Disbursement of loan / sub-grant funding occurs on a pre-established schedule based on achievement of project milestones or at scheduled intervals. As this disbursement method is not necessarily aligned with actual project expenditures, care should be taken to ensure that the time between the disbursement and the borrower's / sub-grantee's payment of incurred costs is minimized. A disbursement schedule shall be submitted to and approved by EPA.
- ✓ Full Disbursement at Closing: This disbursement method is NOT recommended and should be avoided. Should it be employed, documentation of the need for this method shall be submitted to and approved by EPA. Additional terms governing the timing of the funding use and handling of any accumulated interest shall be added to the loan / sub-grant agreement

## 10.0 LOAN REPAYMENTS

Loan payments shall be deposited promptly into an account designated for the RLF. The Program Accountant is responsible for processing payments and posting to the General Ledger. Payment notices will be issued to loan clients. All payments are due according to the schedule in the note and loan agreement. If payments are not received within 30 days of the due date, a late payment notice will be sent to the client informing them of the delinquent status of their loan. If payment is not received in a timely manner, the Loan Administrator will contact the client to determine the reason for the late payment and report in writing to the RLF Committee. If payment is not received by the following month, the delinquency will be reported to the County's Solicitor to determine method for collection. The

County shall make reasonable efforts to enforce the terms of the loan agreement including proceeding against the assets pledged as collateral.

## 11.0 POST AWARD COMPLIANCE & MONITORING

### 11.1 MONITORING CLEANUP ACTIVITIES

RLF funded cleanups should be performed in accordance with the final cleanup plan and in a manner that is protective of human health and the environment. The borrower/ sub-grantee must provide milestone updates to the County's consultant, at a minimum.

The County's consultant will serve as an On Scene Coordinator on behalf of the County. Depending upon the nature of the cleanup being conducted, the sophistication level of the borrower/sub-grantee, and the duration of the cleanup activities, the County's consultant will coordinate with the borrower / sub-grantee and will make periodic site inspections as needed to ensure that the cleanup activities are progressing. The County's consultant will be responsible for filing site inspection reports to the City and keeping the City apprised of any issues which may arise with RLF funded cleanup efforts. The borrower/sub-grantee, the County, and the County's consultant shall ensure the adequacy of each RLF cleanup as it is implemented by ensuring that environmental cleanup activities conform to the cleanup plan and meet criteria set forth in the plan.

After the RLF funded environmental cleanup is completed, the borrower/sub-grantee must formally document the activities conducted. This must be done through a final report or letter, or other documentation, as appropriate. This document needs to be included as part of the administrative record. The cleanup completion documentation should be reviewed by the County and the County's consultant for concurrence and submitted to other interested parties, as appropriate, such as the PADEP.

### 11.2 TRACKING / FINANCIAL REPORTING

To ensure the long-term management and sustainability of RLF funds, RLF fund and RLF-generated income would be kept in a separate, dedicated account. The amount of repayments and interest shall be tracked separately and reported to EPA as required. These funds will be dedicated for brownfield-related activities as loans and/or grants. The intent of the County's RLF program is to have a self-sustaining, income generating fund available so that brownfield sites continue to be cleaned up and brought back into productive use.

## APPENDIX A

- Pre-Screening Questionnaire
- Loan Application



# Lycoming County

## Pre-Application Questionnaire

The Lycoming County Revolving Loan Fund (RLF) Program was initiated through a grant from the U.S. Environmental Protection Agency to provide low-interest loans and grants for financing brownfield site cleanups. Both project sites and borrowers/grantees must meet eligibility criteria.

Prospective applicants to the RLF Program are encouraged to complete this Pre-Application Questionnaire to initially vet the applicant and the project to ascertain if the eligibility criteria will meet baseline RLF program criteria. In order to make an accurate determination, all information on the questionnaire should be completed to the extent possible. Please note that due to the revolving nature of the RLF Program, funding availability is subject to change.

Completed Pre-Application Questionnaires should be submitted to Jenny Picciano, Lycoming County Department of Planning & Community Development via email: [jpicciano@lyco.org](mailto:jpicciano@lyco.org). Should there be any questions regarding the RLF Program or completing this Pre-Application Questionnaire, please contact Jenny Picciano at the above email address or at 570-320-2136.

### Applicant Information

PRIMARY POINT OF CONTACT NAME:

PRIMARY POINT OF CONTACT PHONE NUMBER:

PRIMARY POINT OF CONTACT EMAIL:

APPLICANT ORGANIZATION NAME:

APPLICANT TYPE (PRIVATE ENTITY, LOCAL GOVERNMENT, NON-PROFIT):

APPLICANT LEGAL ADDRESS:

TYPE OF ASSISTANCE REQUESTED (GRANT/LOAN):

REQUESTED AMOUNT:

### Project Information

SITE NAME:

SITE ADDRESS:

TAX PARCEL/UIPI:

DOES THE APPLICANT CURRENTLY OR WILL IN THE FUTURE OWN THE SITE?

DATE ACQUIRED:

HOW WAS THE SITE ACQUIRED (FOR EXAMPLE, DIRECT PURCHASE, FORECLOSURE, ETC.)?

PRIOR TO ACQUIRING THE SITE, WAS A PHASE I OR PRELIMINARY ASSESSMENT CONDUCTED?

DATE OF PHASE I OR PRELIMINARY ASSESSMENT CONDUCTED:

HOW DID THE SITE COME TO BE CONTAMINATED?

PROVIDE A BRIEF DESCRIPTION OF HOW THE FUNDS WILL BE USED:

PROPOSED SITE REUSE:

ARE YOU AN INDIVIDUAL OR ENTITY WHO CAUSED OR CONTRIBUTED TO THE CONTAMINATION ON THE PROPERTY?

ARE YOU AN INDIVIDUAL OR ENTITY WHO HAS A COMMON OWNERSHIP OR CONTROL WITH ENTITIES RESPONSIBLE FOR ANY EXISTING ENVIRONMENTAL CONTAMINATION AT THE SITE?



**Lycoming  
County  
Brownfield  
Coalition**

## **Lycoming County Brownfield Revolving Loan Fund Application**

### **Application Submissions**

Submit the completed application form and attachments to:

Lycoming County Department of Planning and Community Development

Mail: 48 West Third Street, Williamsport, PA 17701

In-person: 330 Pine Street, 3rd Floor, Williamsport, PA 17701

ATTN: Jenny Picciano, Community Development/Lead Planner

Email: [jpicciano@lyco.org](mailto:jpicciano@lyco.org)

*Note: Electronic submissions must not exceed 10 MB.*

## Section 1: Applicant Information

### **Contact information:**

Name and title: \_\_\_\_\_

Entity/organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Applicant Type:**

☐ Corporation   ☐ Municipal   ☐ Non-profit corporation (501c3)

☐ Other (specify) \_\_\_\_\_

### **Funding Request: \$ Click or tap here to enter text.**

Financing request type:   ☐ Loan   ☐ Grant   ☐ Both

Is the Applicant or owner delinquent in the payment of any state or municipal property taxes? Choose an item.

Is the Applicant or owner delinquent in the payment of any income tax obligation? Choose an item.

Is the Applicant or owner delinquent in the payment of any loans? Choose an item.

Is the Applicant or owner currently in default on any of its loans? Choose an item.

Are there currently any unsatisfied judgments against the Applicant? Choose an item.

Are there currently any unsatisfied judgments against any of the Applicant's principals? Choose an item.

Has the Applicant ever filed for bankruptcy? Choose an item.

Have any of the Applicant's principals ever personally filed for bankruptcy or in any way sought protection



from creditors? Choose an item.

If this is a current business, are you delinquent or have you been delinquent in the past 12 months in the payment of your sales tax? Choose an item.

Has the Applicant ever been cited for environmental compliance issues by the PADEP? Choose an item.

If the answer to any of the questions above is "Yes," please provide additional comments on a separate page and attach to the application.

## Section 2: Site Information

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Tax ID/ UPI Number: \_\_\_\_\_

Acreage: \_\_\_\_\_

How does the Applicant plan to demonstrate site control?

☐ Owns      ☐ Leases      ☐ Other (describe): \_\_\_\_\_

If the Applicant owns the property, please indicate the means of acquisition:

☐ Purchase ☐ Donation ☐ Lease ☐ Other (describe): \_\_\_\_\_

Acquisition date: \_\_\_\_\_

If no, list the current owner, anticipated timing, and method for obtaining control:

### Environmental Information

Describe the existing site conditions (current and previous use).

Please indicate and provide copies of all environmental reports and assessments that have been completed for the project site.

Phase I ESA:

Date:

Phase II ESA:

Date:

List and provide copies of any other cleanup planning documents (Ex.: Remedial Action Workplan, Analysis of Brownfield Cleanup Alternatives, etc.):

Date:

Is the project site enrolled in Pennsylvania's Land Recycling Program (Act 2)?

☐ Yes ☐ No ☐ Unknown

If yes, date of enrollment: \_\_\_\_\_

Describe the nature and extent of site contamination

### Section 3: Project Description

Describe the existing site conditions. Describe the proposed cleanup plan and redevelopment. Include project benefits. Describe how funds will be used.

Proposed start date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

**Cost Estimate**

Provide a detailed cost estimate of the remediation costs indicating which line items are expected to be provided as match contribution and which line items comprise the loan / subgrant funding request.

**Developer Experience**

Describe the developer's expertise and qualifications.

**Project readiness**

Have you received any relevant approvals for the project at this time? If so, please provide copies (NPDES, Land Development, Zoning, HOP, DEP, Sewage Facilities Planning) ☐ Yes ☐ No

## Section 4: Financing Information and Financial Plan

If your application is accepted, you may be asked to provide additional details (financial statements, development plans). Private sector entities should provide three years of financial statements, federal income tax returns, and financial references.

Describe the status of funding for this project. Have sufficient funds, inclusive of the requested County funds, been committed/acquired to ensure project success? Please attached a copy of your funding plan for this project (other funding sources, investors, or loans)

Total Project Cost (\$): \_\_\_\_\_

Organizational and Financial Capacity: List developments (name/address) completed within the past five years.

[illegible]

An authorized official for the applicant must certify the enclosed application information.

Name	Title
------	-------

Signature	Date
-----------	------