

Brownfield Revolving Loan Fund Process



Step 1 Pre-App Meeting

- Applicant meets with City staff to determine project eligibility
- Applicant has environmental Consultant submit an Eligibility Determination Request (EDR) to the EPA

Step 2 Environmental Submittals

- Once EDR is approved, Consultant drafts Alternatives Brownfield Cleanup Analysis (ABCA) and submits to EPA
- Once ABCA is approved, Consultant develops Response Action Plan (RAP) and submits to MPCA's Voluntary Investigation and Cleanup (VIC) program

Brownfield Revolving Loan Fund Process (continued)



Step 3 Submit Loan Application

- Applicant submits full loan application and financials to City staff
- Northspan Group (underwriter) reviews application and financials and issues Credit Memo to the City
- City staff submits plans to State Historic Preservation Office (30 day review)

Step 4 Application/ Credit Memo Review

- City Internal Loan Review Committee accepts, rejects, or modifies loan

Step 5 Community Involvement

- Publish Public Notice for cleanup project
- Public Comment Period (up to 30 days)
- City conducts Public Meeting

Brownfield Revolving Loan Fund Process (continued)



Step 6 Agreement Execution

- Loan agreement execution and loan closing
- Documentation submitted to MPCA
- Davis-Bacon required on cleanup project

Step 7 Cleanup Begins

- Consultant will prepare Action Memo for cleanup process
- Project bid documents sent to EPA
- MPCA/ City staff will oversee Cleanup Project

Step 8 Project Close-out

- Consultant drafts and submits final report to MPCA
- Loan will be managed and closed out by City Finance Department