

# Brownfields Cleanup State Revolving Fund



## Application Form

Alabama Department of Environmental Management  
Post Office Box 301463  
Montgomery, Alabama 36130-1463  
BCSRF@adem.alabama.gov

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**Applicant:**

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**Project Name:**

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**Project Number:**

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Note:  
Please submit a complete copy, with applicable attachments, to the address shown above. Copy should contain original signatures and be notarized.

# Alabama BCSRF Loan Application

FY \_\_\_\_\_

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## **Introduction**

The Environmental Protection Agency (EPA) awards grants to States to capitalize funds that provide loan assistance for the cleanup of brownfield sites. Loan funds are principally derived from grants received from USEPA and issued by the Alabama Land Recycling Finance Authority (the Authority). The Authority consists of five members: the Governor, Lieutenant Governor, Speaker of the House, Finance Director and the ADEM Director. ADEM acts as agent to the Authority in the administration of the BCSRF loan program. ADEM performs the required environmental/technical reviews and disburses funds to loan recipients. Loan interest rates are fixed for a maximum 10-year amortization, beginning after the estimated cleanup completion date set forth in the application. Loan interest rates are set approximately 1.5%-2.0% less than the rate for AAA rated tax-exempt municipal bonds.

Loans are available for specifically for assessment and or remediation purposes, real property can not be purchased using these funds.

Each year the Department shall develop a project priority list for the forthcoming fiscal year. Applications may be submitted at any time but must be received by June 1 of each year for placement on the priority list for funding during the following fiscal year which begins on October 1. BCSRF loan applications should be submitted at least 6 months prior to the project initiation. Review of the applications will take place during the subsequent 90-180 days, with funding being made available to qualified applicants generally within 90 days of the application approval. Successful completion of an environmental/technical review by ADEM and the demonstration of the ability to repay the BCSRF loan are prerequisites to loan funding.

Applicants are required to demonstrate by means of a cost-effective analysis that they have selected the most cost-effective cleanup process based on the type and extent of contamination and the proposed future use of the site.

If applicable, concurrence for the proposed project is required (in writing) from the Alabama Historical Commission, the U.S. Fish and Wildlife Service, and the U.S. Army Corps of Engineers. Copies of the concurrence letters are required to be included with the application package.

Questions regarding the BCSRF Loan Application package should be directed to:

Redevelopment Section

Mailing Address:

Post Office Box 301463  
Montgomery, Alabama 36130-1463

Overnight Delivery Address:

1400 Coliseum Boulevard  
Montgomery, Alabama 36110-2059

Email:

BCSRF@adem.alabama.gov

**Application for Alabama BCSRF Loan Funding**

Applicant	County
Name and Title of Contact Person	Telephone
Street Address or Post Office Box	FAX
City, State, and Zip	Email
Total Project Cost \$	SRF Loan Amount Requested \$
Project Name	
Description of Project	

**Certification**

The undersigned representative of the applicant certifies that the information in the application and in the attached statements and exhibits is true, correct and complete to the best of the applicant's knowledge, information and belief. The applicant further certifies: That as evidenced by the attached Certified Resolution made by the applicant, the undersigned representative has been authorized to file this application; that the applicant agrees that a BCSRF loan for the project is made pursuant to the Alabama Code §§ 22-30F-1 et seq., and ADEM A.C. 335-15-7, the applicant will pay all costs of the approved project not covered by the SRF loan; that all statements, data and supporting documents made or submitted by the applicant in connection with any applications for Authority assistance for the project are to be deemed a part of this application as if they were herein repeated and set forth in full.

Signature of Authorized Representative	Title of Authorized Representative
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Subscribed and sworn to  
 this \_\_\_\_\_ day  
 of \_\_\_\_\_,  
 \_\_\_\_\_.

(SEAL)

### **Consulting Engineer Information**

Attach a copy of each executed engineering contract to this application. The contract ceiling amount is required for accounting purposes – if the contract is on a percentage or cost basis please provide an estimated maximum cost.

You may attach additional copies of this form if multiple consulting engineers will design/inspect this project.

Name	Telephone
Firm	FAX
Street Address or Post Office Box	Email
City, State, and Zip	Contract Ceiling Amount

### **Consulting Engineer's Certification**

I hereby give assurance and certify to the Alabama Department of Environmental Management that:

1. Plans and specifications will be prepared in accordance with the Alabama Environmental Investigation and Remediation Guidance Document and submitted to ADEM.
2. No remediation will be conducted before a Project Review and Cost Summary package has been submitted to ADEM for review and issuance of an Approval to Award letter.
3. Under no circumstances will in-kind labor be reimbursed with BCSRF funds.
4. The attached Environmental Information Document has been prepared in accordance with the outline provided in this application.

Signature of Consulting Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature certifies that the Consulting Engineer has all current requisite approvals, certifications and licenses to make this certification and application.

**Resolution Designating Official Representative**

WHEREAS, (Legal Name of Applicant: City, Commission, Board etc.)

herein called the "Applicant", after thorough consideration of the various aspects of the problem and study of available data, has hereby determined that the assessment and/or cleanup of a certain site is desirable and in the public interest, and to that end it is necessary that action necessary for the assessment and/or cleanup of the site be conducted immediately; and

WHEREAS, under Code of Alabama 1975 §§ 22-30F-1 et seq., and the regulations promulgated, thereunder in ADEM Administrative Code Chapter 335-15-7, the State of Alabama, has authorized the making of loans to aid in financing the cost of cleanup of a brownfield site;

NOW, THEREFORE, BE IT RESOLVED BY: \_\_\_\_\_

the governing body of said Applicant, as follows:

5. That \_\_\_\_\_  
(Title of Officer)

is hereby authorized to file in behalf of the Applicant an application for a loan to be made by the Alabama Land Recycling Finance Authority;

6. That \_\_\_\_\_  
(Title of Officer)

is hereby designated as the Authorized Representative of the Applicant for the purpose of furnishing to the Alabama Department of Environmental Management (ADEM) such information, data and documents pertaining to the application for a BCSRF loan from the Authority as may be required; and otherwise to act as Authorized Representative of the Applicant in connection with this application.

7. That certified copies of this resolution be included as a part of the application to be submitted to the Department for a loan.

Adopted, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

**Certification of Resolution**

I, the Undersigned, the duly qualified and acting as:

\_\_\_\_\_ of the \_\_\_\_\_  
(Title of Officer) (Applicant)

do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as adopted by a meeting of the governing body held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and duly recorded in my office:

2. That said meeting was duly convened and held in all respects in accordance with the law and to the extent required by law, due and proper notice of such meeting was given; a legal quorum was present throughout the meeting, and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution, that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am duly authorized to execute this certificate.

IN WITNESS THEREOF, I have herewith set my hand this \_\_\_\_\_ day of

\_\_\_\_\_

(SEAL)

Signature of Officer:

Typed or Printed Name of \_\_\_\_\_  
Officer: \_\_\_\_\_

**Calculation of BCSRF Loan Share**

Cost Classification	Total Amount Required	Amount Requested for BCSRF Loan
1. Administrative Expense:		
2. Land, structures, right-of-way <i>(not BCSRF loan eligible)</i>		Not Available
3. Engineering:		
a. Design:		
b. Basic A/E Fees:		
c. Other Engineering/Testing Fees: (specify)		
i.		
ii.		
iii.		
d. Cleanup Inspection Fees:		
Engineering Sub-Total:		
4. Cleanup:		
a. Contract 1:		
b. Contract 2:		
c. Contract 3:		
d. Contract 4:		
e. Contract 5:		
Cleanup Sub-Total:		
5. Cleanup Contingency:		
6. Equipment: (Specify)		
a.		
b.		
c.		
d.		
7. Other: (Specify)		
a.		
b.		
c.		
<b>Totals:</b>		

**Statement of Assurances**

The applicant, \_\_\_\_\_, hereby gives assurance and certifies to the Alabama Department of Environmental Management that:

1. The Applicant shall maintain its financial records in accordance with generally accepted accounting principles and auditing standards for governmental institutions.
2. The applicant shall comply with all applicable permits.
3. The applicant shall comply with all applicable requirements of Federal, State and local laws.
4. The applicant shall pay the unallowable costs of the cleanup of the project.
5. Cleanup of the project, including the award of contracts in connection therewith, shall conform to applicable requirements of Federal, State and local laws, ordinances, rules and regulations and to contract specifications and requirements.
6. The applicant shall certify that the project will be initiated and completed in accordance with the schedule specified in the BCSRF Loan Agreement.
7. The applicant must submit proof that it, and its contractors and subcontractors, will comply with all insurance requirements of the Loan Agreement and that it shall be able to certify that the insurance is in full force and effect and that the premiums have been paid.

Signature of Authorized Representative: \_\_\_\_\_

Subscribed and sworn to  
this \_\_\_\_\_ day  
of \_\_\_\_\_,  
\_\_\_\_\_.

(SEAL)

**Intergovernmental Review Procedures**

Intergovernmental review of BCSRF funded projects is required pursuant to Executive Order 12372. To fulfill this requirement, the applicant is required to submit a copy of their BCSRF loan application to the following entity for review and comment. Responses from these entities indicating concurrence with the proposed project are required (in writing) and must be included with the BCSRF Loan Application:

**Regional Planning Agency**

Complete this form and transmit a copy of the BCSRF Application Form (Page 4 of this application) to your Regional Planning Agency.

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**A. Applicant Name and Address:**

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**B. Catalog of Federal Domestic Assistance Number and Title:**

***No. - State Revolving Loan Program***

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**C. Date Application Sent to ADEM:**

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**Authorized Representative:**

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*(Signature)*

**Certification Regarding Debarment and Suspension: Certification Regarding Federal, State, and Local Laws (the Copeland Act)**

BCSRF Project: \_\_\_\_\_

BCSRF Project No: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_, representing  
(Name) Title  
\_\_\_\_\_ of \_\_\_\_\_, Alabama  
(Organization) (City, Town, etc.)

do hereby certify that, to our knowledge, no services of any individual, organization, or unit of government for facilities planning or design work appears on the master list of debarments, suspensions, and voluntary exclusions, in accordance with CFR 35.2105, Debarment and Suspension.

I further certify that, in accordance with CFR 35.2104(c), the applicant has not violated any Federal, State, or Local Law pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice relating to, or in connection with, facilities planning or design work related to the above referenced project.

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Site Certificate – Authorized Representative Certification**

BCSRF Project: \_\_\_\_\_

BCSRF Project No: \_\_\_\_\_

I certify that the  
Applicant, \_\_\_\_\_,

has acquired all real property including easements and rights-of-way that are or will be required for assessment and/or remediation of the entire site within the scope of the BCSRF funded projects.

I certify that the Title Counsel's Certification given on the attached certificate covers all real property including easements and rights-of-way that are or will be required for assessment and/or remediation of the entire site within the scope of the funded under the above referenced project.

I further certify that all real property including easements required for assessment and/or remediation was acquired in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Regulation 40 CFR Part 4.

Signature of Authorized  
Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Site Certificate – Title Counsel Certification**

BCSRF Project: \_\_\_\_\_

BCSRF Project No: \_\_\_\_\_

I, \_\_\_\_\_, Attorney at Law, representing \_\_\_\_\_, as Title Counsel, do

hereby certify:

1. That I have investigated and ascertained the location of, and am familiar with the legal description of the site being provided by the Applicant for all elements of the assessment and/or remediation within the scope of the above referenced project.
2. That I have examined the deed records of the county or counties in which said project is to be located and, in my opinion, the Applicant has a legal and valid fee simple title or such other estate or interest in the site of the project, including necessary easements and rights-of-way sufficient to assure undisturbed use and possession for the will be required for assessment and/or remediation of the entire site for the estimated life of the project.
3. That any deeds or documents required to be recorded in order to protect the title of the owner and the interest of the Applicant have been duly recorded and filed for record wherever necessary.
4. That, if applicable, the title to real property for which the Alabama Land Recycling Finance Authority has funded, has been encumbered in accordance with the requirements of State and local law to adequately protect the interest of the United States.
5. Remarks: *(use additional pages if necessary)*

Dated this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*Attorney at Law*

\_\_\_\_\_  
*Address*

## **EPA Form 4700-4**

A copy of EPA Form 4700-4 must be completed and may be obtained by contacting the Redevelopment Section of ADEM or the EPA. Applicants may find a copy /example of the form at the link below. It is the responsibility of the applicant to ensure the current version of Form 4700-4 is utilized.

[https://www.epa.gov/sites/production/files/2014-09/documents/epa\\_form\\_4700\\_4.pdf](https://www.epa.gov/sites/production/files/2014-09/documents/epa_form_4700_4.pdf)

## **Minority Business Enterprise (MBE) / Women's Business Enterprise (WBE)**

The BCSRF program requires all projects to comply with:

- Civil Rights Act of 1964 & 1990
- Executive Order 11246 (Equal Employment Opportunity)
- Executive Order 11625 and 12138 (MBE/WBE)

In compliance with the Federal regulations governing the BCSRF program, the State has negotiated a MBE/WBE "fair share" objective of:

### **3.1% MBE participation + 2.4% WBE participation**

These "fair share" objectives are required to be stated in the loan agreement and in the project specifications (BCSRF Supplemental Special Conditions; "pink" specifications package).

The State will require the loan recipient to take affirmative steps to assure MBE/WBE's are utilized when possible as sources of supplies, cleanup and services.

The affirmative steps required for procurement of MBE/WBE's are as follows:

1. Include qualified MBE/WBE's on solicitation lists.
2. Assure that MBE/WBE's are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of MBE/WBE's.
  - A. Using the services and assistance of:
    - 1) the Office of Small and Minority Business Assistance in the Alabama Development Office
    - 2) the Minority Business Development Centers
    - 3) the Alabama Department of Transportation (DOT) for MBE/WBE's
4. Establishing delivery schedules, where the requirements of the work permit, which will encourage participation of MBE/WBE's
5. Requiring each contractor to take the affirmative steps of items 1-5 above in procuring subcontractors.

The State will review the loan recipient's progress in complying with the ME/WBE participation goals as an integral part of:

- Plans and Specifications review process (inclusion of BCSRF Supplemental Special Conditions in cleanup specifications)
- the Project Review and Cost Summary/Approval-to-Award process relative to cleanup contracts, and
- the MBE/WBE utilization reporting process during cleanup.

## **Implementation of 6 Affirmative Steps to Attain “Fair Share” Goals**

6. Include qualified MBE/WBE's on solicitation lists.
  - a) Maintain and update a listing of qualified MBE/WBE's that can be solicited for supplies, cleanup and/or services.
  - b) Provide this listing to all interested parties who requested to be placed on the bidder's mailing list or requested copies of bid or proposal documents
  - c) Contact sources within geographic area of project to identify qualified MBE/WBE's for placement on MBE/WBE list.
  - d) Check for other MBE/WBE listings such as those utilized by the State Minority Business Office, the Small Business Administration, Minority Business Development Office, EPA Region IV Office of Small and Disadvantaged Business Utilization (OSBDU), or the Alabama Department of Transportation.
  
7. Assure that MBE/WBE's are solicited whenever they are potential sources.
  - a) Conduct meetings, conferences and follow-ups with MBE/WBE's, small, minority and/or women's business associations, minority media etc., to inform these groups of opportunities to provide supplies, services and cleanup.
  - b) Conduct pre-bid, pre-solicitation and post-award conferences to ensure that consultants, suppliers and builders solicit MBE/WBE's.
  - c) Provide bidders with listings of qualified MBE/WBE's and establish that a fair share of subagreements be awarded.
  - d) Advertise in general circulation, trade publications, State agency publications of identified MBE/WBE's, minority or women's business focused media, etc., concerning contracting opportunities on your projects. Maintain a list of minority or women's business focused publications that may be used to solicit MBE/WBE's.
  - e) Provide interested MBE/WBE's with adequate information about plans, specifications and other requirements of the proposed projects.
  - f) Provide interested MBE/WBE trade organizations with summaries of bid solicitations.
  - g) Consider notifying MBE/WBE's of future procurement opportunities so that they may establish bidding solicitations and procurement plans.
  
8. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of MBE/WBE's.
  - a) Perform an analysis to identify portions of work that can be divided and performed by qualified MBE/WBE's.
  - b) Scrutinize the elements of the total project to develop economically feasible units of work that are within the bonding range of MBE/WBEs.
  - c) Analyze bid packages to afford MBE/WBEs maximum participation.

9. Use the appropriate services and assistance of:
  - a) the Office of Small and Minority Business Assistance in the Alabama Development Office
  - b) the Minority Business Development Centers
  - c) the Alabama Department of Transportation (for WBEs)
  - d) the Small Business Association
10. Establish delivery schedules, within the requirements of the work permit, which will encourage participation of MBE/WBEs.
  - a) Consider lead times and scheduling requirements often needed by MBE/WBE firms.
  - b) Develop realistic delivery schedules, which may provide for greater MBE/WBE participation.
11. Require each contractor to take the affirmative steps of items 1-5 above in procuring subcontractors.

Use the services of outreach programs sponsored by the Minority Business Development Agency and/or the Small Business Association to recruit bona fide firms for placement on MBE/WBE bidder's lists and to assist these firms in the development of bid packaging.

Seek out Minority Business Development Centers (MBDCs) to assist you in identifying MBE/WBEs for potential work opportunities on your projects.

#### **MBE/WBE Contacts – State and Regional Contacts**

##### **Governor's Office of Minority and Women's Business Enterprises**

100 North Union Street  
Suite 360  
Montgomery, Alabama 36104  
334/353-2113

##### **Alabama Small Business Development Consortium**

Various Locations within Alabama

##### **Alabama Department of Transportation**

[www.dot.state.al.us](http://www.dot.state.al.us)

**MBE/WBE Contacts – Federal Contacts**

**U.S. Department of Commerce Minority Business Development Agency**

[www.mbda.gov](http://www.mbda.gov)

**U.S. Small Business Administration**

[www.sba.gov](http://www.sba.gov)

BCSRF Financial Information Summary

Applicant: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
BCSRF Project No.: \_\_\_\_\_  
Loan Amount: \_\_\_\_\_

Description of Proposed Facilities:

Demographics Information:

	Current	Project Startup	Design
Total Population:			
Residential Population:			
Commercial/Industrial:			

**Certification of Financial Capability**

\_\_\_\_\_ (Applicant) has analyzed the cost and financial impacts of the proposed facilities and hereby certifies that it has the legal, institutional, managerial and financial capability to finance and manage the cleanup, operation, and maintenance of the proposed project.

Signed: \_\_\_\_\_  
(Authorized Representative)

Date: \_\_\_\_\_

**Financing and Revenues**

**New Site:**

Total to be Borrowed from BCSRF:		
Term of Loan:	10	yrs
Interest Rate ( <i>estimated</i> ):		%
<b>Estimated Debt Service Payment to BCSRF:</b>		/yr

		/yr
		/yr
Other Debt Service/Operations Obligations:		/yr
		/yr
		/yr
<b>Total Existing Annual Obligations:</b>		/yr

**Total Projected Annual Debt Obligations:**  /yr

**Special Assessments or Fees (identify):** **Current**    **Revised**


**Transfers from Other Funds (identify):** **Current**    **Revised**


**Total Revenues:**

**Projected Outlay Schedule**

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Month	Outlay
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

Month	Outlay
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

Month	Outlay
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

\*Grand Total: \_\_\_\_\_

\*Must equal loan amount requested.

Cleanup Start Date: \_\_\_\_\_

Cleanup Completion Date: \_\_\_\_\_

Note: The cleanup completion date should be selected carefully, as loan repayment will begin immediately thereafter. Please contact the Redevelopment Section if you have any questions.

## **Additional Financial Information**

### INSTRUCTIONS:

1. For “Sites owned by Towns, Cities, or Counties” where the security for the SRF loan will be a general obligation pledge of the Loan Recipient, please complete Part I only.
2. For “Sites owned by Towns, Cities or Counties” where the security for the SRF loan will be a pledge of revenues of the water and/or sewer system of the Loan Recipient, please complete Part II only.
3. For “Sites owned by Boards, Authorities or other public corporations” please complete Part III only.

## **Part I – Systems Owned by Towns, Cities or Counties (General Obligation Pledge)**

### **A. Financial Information**

1. Copies of four most recent annual financial statements. In addition, most recent unaudited statement as it becomes available.
2. Please enclose final official statements for any bond issues completed by the Loan Recipient in the two most recent completed fiscal years and the current year if applicable.
3. Please provide a list of all currently outstanding general obligation indebtedness, including the title of the issue, the series designation, the date of the issue, the original principal amount of the debt, and the date of final maturity of the debt.
4. If not provided in the Loan Recipient's audited financial statements, please provide debt service requirements for total outstanding general obligation indebtedness on a yearly basis for all years in which debt service is currently payable.
5. Ad valorem tax rates currently levied on property within the jurisdiction of the Loan Recipient, broken down by millage rate per taxing authority (i.e., the state, county, city and any special assessments).
6. The top ten ad valorem taxpayers of the Loan Recipient for most recent year available and the amount of taxes paid by each.
7. The amount of ad valorem tax collected by the Loan Recipient for each year for the previous 5 years.
8. Total collections of the sales and use tax collected by the Loan Recipient in each year for the previous 5 years.
9. Business tax receipts collected by the Loan Recipient in each year for the previous 5 years.

### **Demographic Information**

1. A one paragraph description of the location of the Loan Recipient and governing structure.
2. Please provide a brief description of the transportation system, the elementary and secondary education systems and the health services provided in the Loan Recipient's service area.
3. Population of the Loan Recipient as reported by the Census Bureau for 1970, 1980, 1990 and 2000 and 2010.
4. Please list the major employers for the Loan Recipient, broken out by industry, products and number of employees.

## **Part II – Systems Owned by Towns, Cities or Counties (Revenue Pledge)**

### **. Financial Information:**

1. Copies of four most recent annual financial statements. In addition, most recent unaudited statement as it becomes available.
2. Please enclose final official statements for any bond issues completed by the Loan Recipient in the two most recently completed fiscal years.
3. Please enclose the master trust indenture of the Loan Recipient.

4. Please provide a list of all currently outstanding revenue obligations, including the title of the issue, the series designation, the date of the issue, the original principal amount of the debt and the date of final maturity of the issue.
5. If not provided in the financial statements, please provide debt service requirements for total outstanding indebtedness of the Loan Recipient payable from revenues of the waste and/or sewer system on a yearly basis for all years in which debt service is currently payable.
6. Ad valorem tax rates currently levied on property within the jurisdiction of the Loan Recipient, broken down by millage rate per taxing authority (i.e., the state, county, and city and any special assessments).
7. Information furnished by the County Tax Assessor's office as to the assessed value of taxable properties (including motor vehicles) located within the jurisdiction of the Loan Recipient for each of the last 5 fiscal years.
8. Current and proposed water and/or sewer rate schedules.

Demographic Information:

1. A one paragraph description of the location of the Loan Recipient and its governing structure.
2. A brief description of the Project.
3. Population of the Loan Recipient, as reported by the Census Bureau for 1970, 1980, 1990, 2000 and 2010.
4. A brief description of the assets owned by the Loan Recipient.

**Part III – Systems Owned by Boards, Authorities or Other Public Corporations**

Financial Information

1. Please provide the 4 most recently completed annual audited financial statements of the Loan Recipient. Please also provide current year unaudited financial statements as they become available.
2. Please enclose the financial official statements for any bond issues completed by the Loan Recipient in the last completed fiscal year and the current year.
3. Please provide a list of all currently outstanding debt of the Loan Recipient, including the title of the issue, the series designation, the date of the issue, the original principal amount of the debt and the date of final maturity of the issue.

Demographic Information

1. A one paragraph description of the area served by the Loan Recipient and the services provided by the Loan Recipient.
2. A brief description of the Project.
3. A brief description of the assets owned by the Loan Recipient.

**Environmental Information Document Outline:**

The Applicant must prepare an **Environmental Information Document (EID)** to support BCSRF funding for the brownfield site work. The EID describes and evaluates the environmental impacts of the feasible alternatives of which there should be, as a minimum, at least four: the chosen alternative, no

action, and two additional alternatives. Furthermore, the alternatives should be

substantially different in scope and/or placement and should be thoroughly compared/contrasted within the framework of the following guidelines.

Prior to preparation of the EID, the Applicant should obtain concurrence for the proposed project from the Alabama Historical Commission (AHC), the U. S. Fish and Wildlife Service (rare and endangered species protection), the U. S. Army Corps of Engineers (floodplain management, floodway management, wetlands, Section 404 permits, dredge and fill, structures placed in navigable waterways), the Tennessee Valley Authority (TVA, where applicable), the Alabama Power Company (where applicable), and the Regional Planning Agency (where applicable). Written concurrence from these entities should be attached to the EID. **COMPLETION OF THE ENVIRONMENTAL REVIEW MAY NOT OCCUR UNTIL SUCH CONCURRENCE LETTERS ARE SUBMITTED.**

Included in the environmental review process is public participation culminating in a public meeting, which presents the proposed project to the public and includes discussion of both environmental and financial impacts. Minutes of the public meeting, with proof(s) of advertising and a sign-in sheet of attendees must be included as a part of the EID. The public meeting should be conducted prior to submission of the BCSRF application.

The EID shall be prepared according to the following outline:

- . Existing Environment.
- 0. Location of the Project Area.**
  - . With relation to the City/Town/Service Area.
  - . With relation to the County and State borders.
  - . In relation to the nearest metropolitan statistical area (MSA).
  - . Plotted on the most current USGS Quadrangle Map (with the name, number, scale and revised date of the quadrangle used).
- . Need for Assessment and/or Cleanup Activities.
- 0. Documentation of public health problems that will be corrected by the proposed project.**
  - . From the local public health agency, concerned citizens, ADEM, other governmental agencies, or the Consulting Engineer. (Examples include fish kills, well contamination, surface water and soil contamination occurrences.)
  - b. Include Vicinity Map(s) that**
    - I.** Clearly show(s) the project area(s) in relation to nearby roads and streets.
    - II.** Include(s) a North Arrow and Graphical Scale.
    - II.** Clearly show(s) the location of the project area(s) by coordinates (State Plane Coordinates NAD83 (92 Corrections) or Metes and Bounds tied to the Rectangular Grid system of the State of Alabama or UTM Coordinates.
- 0. Proposed Funding Source(s)**
  - . Funding source(s), status and amount(s).
- . Alternative Analysis.

PHYSICAL DATA.

1. Description of the Topography of the City/Town and of the specific site area(s).
2. Description of the Geology of the City/Town and of the specific site area(s).  
(See link <sup>1</sup>).
3. Hydrology of the City/Town and of the specific site area(s).
4. Climate and Precipitation of the City/Town to include:
  - a. Average annual temperature (see link <sup>2</sup>).
  - b. Average annual range of temperatures (see link <sup>3</sup>).
  - c. Average annual rainfall (see link <sup>4</sup>).
  - d. Average snowfall (if applicable).
  - e. Length of the growing season with average date of the first and last freeze (see links <sup>5,6,7</sup>).
  - f. Direction and Speed of prevailing winds for summer and winter (see links <sup>8,9</sup>).
5. Floodplains, floodways, and wetlands impact(s).
  - a. The project area(s) must be clearly located on the applicable Flood Insurance Rate Map (FIRM) with Panel Name, Panel Number, Date and graphical scale provided.
  - b. The project area(s) must be shown in relation to all activities within the project area, including temporary cleanup easements, and any permanent or man-made features in order to facilitate a clear understanding of the project location.
  - c. Clearly delineate the location and type of cleanup/rehabilitation on a vicinity map that is of sufficient scale and size to be legible and that clearly relates the work to the surrounding environment (i.e. show all watercourses, structures, roads and utilities that are visible).
6. Environmental Consequences and Mitigative Measures.
7. Historical and Archaeological Features (if applicable).
  - a. Include the concurrence/nonconcurrence letter from the Alabama Historical Commission (AHC).
  - b. Discuss any comments made by AHC and the effect on the proposed project.
  - c. Include a copy of any archaeological survey(s) performed for the AHC.
  - d. Insure that all contracts are awarded with the stipulation that "Should previously undetected cultural resources be encountered during project activities, work shall cease and the Alabama Historical Commission shall be contacted immediately."
8. Endangered Species and Critical Habitat (if applicable).
  - a. Include the concurrence/nonconcurrence letter from the U. S. Fish and Wildlife Service.
  - b. Discuss any comments made by the U. S. Fish and Wildlife Service and the effect on the proposed project.
  - c. Include a copy of any survey(s) performed for the U. S. Fish and Wildlife Service.
  - d. Insure that all contracts are awarded with required Best Management Practices (BMP) plans, guidelines, and responsible entity.
9. Floodplain, Floodway, and Wetlands (if applicable).

- . Include the concurrence/nonconcurrence letter from the U. S. Army, Corps of Engineers .
- a. Discuss any comments made by the U. S. Army, Corps of Engineers and the effect on the proposed project.

### 3. Tennessee Valley Authority (if applicable).

- . Include the concurrence/nonconcurrence letter from the Tennessee Valley Authority.
- a. Discuss any comments made by the Tennessee Valley Authority and the effect on the proposed project.

### 4. Alabama Power Company (if applicable).

- . Include the concurrence/nonconcurrence letter from the Alabama Power Company.
- a. Discuss any comments made by the Alabama Power Company and the effect on the proposed project.

### 5. Regional Planning Agency .

- . Include the concurrence/nonconcurrence letter from the Regional Planning Agency.
- a. Discuss any comments made by the Regional Planning Agency and the effect on the proposed project.

### 6. Environmental Justice.

- . Environmental justice is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.
- a. Discuss the impacts of the project on Environmental Justice areas affected.
- b. Ensure that public participation and/or notification is enhanced if Environmental Justice areas are affected by the project.

### 7. Pollution from Cleanup Activities.

- . Noise causes, intensity, and duration.
- a. Erosion and siltation causes, duration and mitigation plan.
- b. Dust causes, intensity, and duration.
- c. Best Management Practices (BMP) and implementation plan
- d. Impact on Public Parks and/or Prime Agricultural Land.
- e. Impact on 303d listed streams.
- f. Impacts from stream crossings.
- g. If land clearing is involved, discuss the precautionary methods to be taken in order to protect the area environment from the use of herbicides, defoliant, blasting, cutting, and/or burning.
- h. Specify the final disposal method for soil and vegetative spoil.
- i. If facilities are to be abandoned, discuss what will be done with the abandoned structures and/or land.

- j. Indicate the direction from the WWTF to nearby residential and/or business communities and the effect prevailing winds will have on design criteria.

#### 8. Public Participation.

- a. The Public Meeting must be held before prior to submittal. Please contact the appropriate Project Manager at ADEM to find out if the project will affect an Environmental Justice area(s) no later than 45 days prior to submittal.
- b. Proof of advertising. Advertisement should run at least once per week for four consecutive weeks in the newspaper that serves the affected area.
- c. If Environmental Justice areas are affected by the project then the advertisement requirement is expanded to ensure that the affected populations are made aware of the project and have every opportunity to respond. Examples of additional advertisements are:
  - . Mailings to each residence affected (provide affidavit of mailing and a copy of the letter used as an addendum to this document).
  - . Running an ad on a radio or television station that serves the affected community (provide an affidavit and transcript of the ad).
  - . Advertise in a newspaper or other periodical that serves the affected community (provide a publishers affidavit and a copy of the ad).
  - . The Public Meeting should be held after 6:00 P.M. (local time) and should be in a building that is easily found and highly accessible. A sign-in sheet should be made available to everyone, and should be included as an addendum to this document.
  - . Maintain at least one copy of the EID in a public facility (the City/Town Hall, the Board/Authority Office, the local Library, the place of the meeting or the local Post Office) for public review from the first day in which any advertisement is published through the time of the public meeting. The advertisement(s) should inform the public of the existence of this document, the location of this document during business hours, and that this document is for public review.
  - . The agenda should follow the following format.
    - . The Representative should be introduced and provide an overview of the project.
    - . The selection of the funding source(s) should be discussed.
    - . The new rate structure (if applicable) and fee structure (if applicable) should be discussed.
    - . A period of question and answer should be allowed after all discussion in complete.
  - . Provide a copy of the minutes of the meeting and a list of the questions and answers as an addendum to this document.