



## APPLICATION FOR DISBURSEMENT BROWNFIELDS CLEANUP REVOLVING LOAN FUND

<b>BORROWER</b>		DES Site Number:		
Name:		Disbursement Request Number:		
Address:		Type of Request: <input type="checkbox"/> Partial <input type="checkbox"/> Final		
		<b>Period Covered by this Request</b>		
		From:	To:	
<b>STATUS OF FUNDS</b>				
Cleanup Activities	Disbursement Requested	Disbursements Requested to date	Total Budget	Unused Budget
Total				
<b>CERTIFICATIONS</b>				
<p>I certify to the best of my knowledge and belief that::</p> <ol style="list-style-type: none"> <li>The project costs incurred as indicated above are in accordance with the loan agreement for the project;</li> <li>The disbursement requested represents loan proceeds which have not been previously requested; and</li> <li>The work on the project for which the disbursement is requested has been completed and the subcontractors and suppliers of materials and labor have been paid their share of work or will be paid from the advance applied for.</li> </ol>		<b>BORROWER</b>	Signature of Borrower	
			Typed or Printed Name and Title	
			Date	
<p>I certify to the best of my knowledge and belief that::</p> <ol style="list-style-type: none"> <li>All work performed at the site of construction for which the disbursement has been requested has been performed in a good and workmanlike manner;</li> <li>All materials and fixtures usually furnished and installed at that time have been furnished and installed in accordance with the Plans; and</li> <li>Sufficient loan proceeds remain undisbursed to complete the project in accordance with the plans and total budget.</li> </ol>		<b>INSPECTING ENGINEER</b>	Signature of Inspecting Engineer	
			Typed or Printed Name and Title	
			Date	
<p>I certify to the best of my knowledge and belief that::</p> <ol style="list-style-type: none"> <li>No affidavits or other notices in connection with obtaining a mechanic's lien by any contractor, subcontractor, materialman or laborer have been received.</li> </ol>		<b>BORROWER and CONTRACTOR</b>	Signature of Borrower	
			Typed or Printed Name and Title	
			Date	
			Signature of Contractor	
			Typed or Printed Name and Title	
Date				



## **GUIDANCE FOR SUBMITTING AN APPLICATION FOR DISBURSEMENT BROWNFIELDS CLEANUP REVOLVING LOAN FUND**

The "Application for Disbursement" form should be completed, signed and submitted with a copy of backup material that includes, at a minimum, invoices from suppliers of materials and labor for the construction and equipping of the improvements.

Under "Cleanup Activities", please list the line items of the Total Budget included as an Exhibit in the Loan Agreement. Provide additional pages as necessary.

Eligible Activities for site cleanup include:

- Documentation of Analysis of Brownfields Cleanup Alternatives (ABCA);
- Oversight of cleanup activities;
- Installation of fences, warning signs, or other security or site control precautions;
- Installation of drainage controls;
- Stabilization of berms, dikes, impoundments; or drainage or closing of lagoons;
- Capping of contaminated soils;
- Using chemicals and other materials to retard the spread of the release or mitigate its effects;
- Excavation, consolidation, or removal of contaminated soils;
- Removal of drums, barrels, tanks, or other bulk containers that contain or may contain hazardous substances, pollutants, or contaminants, including petroleum;
- Removal of source materials, including free product recovery;
- Containment, treatment, or disposal of hazardous materials and petroleum contamination;
- Site monitoring activities, including sampling and analysis, that are reasonable and necessary during the cleanup process, including determination of the effectiveness of the cleanup;
- Site assessment activities that are reasonable, necessary, and incidental to the cleanup process, such as confirmation sampling;
- Preparation of a quality assurance project plan (QAPP); and
- Costs associated with meeting public participation and worker health and safety requirements (e.g., preparation of Community Relations Plans and Health and Safety Plans respectively).

Pursuant to the Loan Agreement, the Borrower shall also provide documentation of the 20 percent cost share contribution which may be in the form of a contribution of money, labor, material or services. The cost share contribution must be for costs that are for eligible activities (see above).

Applications for Disbursement shall be submitted no more than once a month. Currently, the turn around time from receipt of the Application for Disbursement to deposit funds into your account is approximately ten (10) business days.

Send Application for Disbursement to:           NH DES/Waste Management Division  
BCRLF Coordinator  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095

For further information regarding the Brownfields Cleanup Revolving Loan Fund, please contact the New Hampshire Department of Environmental Services at (603) 271-2908.