



Brownfield Revolving Loan Fund (RLF) Pre-Loan Closing Checklist

Required Documentation:

- Site Eligibility Form
- RLF Application
- Appropriate environmental documentation for the project which may include the following:
 - Phase I (BUSTR Tier I Evaluation)
 - Phase II (BUSTR Tier II Evaluation)
 - RAP (Remedial Action Plan)
 - PACE (Project Assumption and Cost Estimate) Worksheet
 - Asbestos Survey
 - IRS tax status and Ohio Secretary of State Certificate of Good Standing

Required Actions:

- Approval of Site Eligibility Form from Ohio Dept of Development (ODOD) USEPA, and BUSTR (as applicable)
- Submission of complete application to ODOD
- Completion of public participation requirements

Steps to Closing:

- Approval of Application by ODOD
- Loan Term Sheet (prepared by ODOD)
- Loan Commitment Letter (prepared by ODOD)
- Loan Agreement Finalization (negotiated with borrower)