



## Brownfields Program Revolving Loan Fund (RLF) Pre-Application Letter

**Private for-profit and non-profit entities may apply for a loan. Only non-profit entities may apply for a grant. Projects must be within City limits and involve environmental cleanup of hazardous substances and/or petroleum products or their by-products.**

All applicants *must* submit a Pre-Application Letter stating their interest in an RLF cleanup award which *must* include:

- Applicant's Full Name and Contact Information
- Organization Name (if applicable)
- Street Address of the Property
- Legal Description of the Property
- Ownership Information about the Property
- Current Use, and if available, Previous Uses of the Property
- Executive Summary of the cleanup project including an estimated funding request and timeline, and any redevelopment plans and an anticipated end-use of the property.

Also include:

- Have there been any known environmental releases?
- Did the owner cause or contribute to any release of hazardous substances at the site?
- Detail the reasonable steps the owner has taken with regards to the contamination at the site.
- Did the owner conduct All Appropriate Inquire (AAI) prior to acquiring the property? [Brownfields All Appropriate Inquiries | US EPA](#)

If available, please include a Phase I/II – Environmental Site Assessment and any other pertinent information. A Phase I is an investigation of a site's history, prior and current uses, ownership, and other factors that might indicate the possibility of contamination. It does not involve sampling or testing. A Phase II consists of samples taken and analyzed to see if contamination exists, what the hazards are, and what the likely cost to abate or remove the contamination might be.

The Pre-Application Letter and materials will be reviewed by the Brownfields Program Specialist and notice will be provided to the applicant inviting a full application or disallowing an application and the reasons why. For questions and assistance in completing a Pre-Application Letter, please contact Tyler Walls, Brownfields Program Specialist, at 406-552-6108 or [wallst@ci.missoula.mt.us](mailto:wallst@ci.missoula.mt.us).

Submit Pre-Application Letter and materials to Tyler at the email address above or at the mailing address below.

City of Missoula Brownfields Program  
Community Planning, Development and Innovation  
435 Ryman Street  
Missoula, MT 59802