

DECD Project Requirements

Ned Moore, *Office of Brownfield Remediation
and Development (OBRD)*

Assistance Agreement & Contract Closing

FINANCING DOCUMENTS

- | | | |
|------------|----|--|
| DECD | 1. | Project Financing Plan and Budget |
| DECD ATTY | 2. | Financial Assistance Assistance Proposal |
| DECD ATTY | 3. | Assistance Agreement |
| DECD ATTY | 4. | Escrow Agreement |
| | | Schedule A - Other Documents |
| DECD ATTY | 5. | Certificate of Applicant |
| DECD ATTY | 6. | Certified Resolution |
| DECD ATTY | 7. | Incumbency Certificate |
| DECD ATTY | 8. | Opinion of Counsel |
| DECD A TTY | 9. | Environmental Indemnification Agreement |

Contract Closing Documents (Cont.)

GRANTEE'S DOCUMENTS – Prepared by DECD's Counsel

- From Client :
 - Project Application
 - Signed Acceptance of Terms
 - Executed Assistance Agreement
 - Executed Financing Plan & Budget
 - Certified Resolution of Applicant
 - Certificate of Applicant
 - Incumbency Certificate – Applicant
 - Opinion of Applicant's Counsel
 - Certificate of Legal Existence
 - Escrow Agreement
 - Negative Pledge and Restrictive Covenant Agreement
 - a. Address of Property

Contract Closing Documents (Cont.)

FROM GRANTEE'S/Counsel (CONT.)

- | | | |
|-------------|-----|-------------------------------------|
| From Client | 12. | Hazard and Liability Insurance |
| From Client | 14. | Title Search |
| From Client | 15. | Permits, Licenses and Approvals |
| From Client | 16. | Project Administration Plan |
| From Client | 17. | Environmental Reports, if requested |
| From Client | 18. | Construction Bid Specs |
| From Client | 19. | Project Design Documents |
| From Client | 20. | Project Work Schedule |
| From Client | 21. | Financing Plan and Budget |

Requirements During Project Life

- Insurance for the life of the Project
- Construction Signs
- Quarterly Progress Reports
- All Contracts and Plans of Sub-contractors
- All executed Proposals and Scopes of Work
- Construction – Contracts, Specifications and Plans in Digital Format
- All Final Reports, Phase I Phase II & RAPs and Technical Docs in Digital Format
- Construction Closeout Documents

Requirements: Assessment vs. Remediation

<u>Documents</u>	<u>Assessment/ Study</u>	<u>Abate/ Demo/ Remediate</u>
1. Insurance (until Project Financing Plan & Budget is complete) (municipalities exempt)	Commercial & Workman's Comp.	See Proposal for Insurance Requirements
2. Administrative & Monitoring Plan	X	X
3. Construction Docs (closeout)		X
4. Contracts & Plans – Digital Format (Construction)		X
5. Assessments, RAP, Surveys, Tech Reports in digital format	X	
6. Progress Reports (Quarterly)	X	X
7. Project Sign (for Construction Projects only)		X
8. Proposals/Scopes of Work (LEPs) in Digital Format	X	
9. For Loans – MUST ENROLL IN ONE OF THE VOLUNTARY CLEAN UP PROGRAMS		X