DNREC's Brownfield Development Program Process and Associated Templates
(Based on Value Stream Mapping)

## Technical Track

1 **Prospective Developer inquires about a property**

2 **Brownfield Application received**

3 Brownfield Application Evaluated and Brownfield Certification/Funding Eligibility Letter sent (Site number and Project Officer assigned)
**2 Weeks from receiving BF Application**

4 **Conceptual Site Model (CSM)_Sampling & Analysis Plan (SAP) submitted to DNREC by developer's consultant, generally 2-3 weeks after certification. It should be submitted at least 2 weeks prior to Scoping Meeting**

5 **CSM_SAP reviewed by the Project Team which would include a site visit by project officer potentially with developer consultant prior to Scoping Meeting**
**2 Weeks from the receipt of the CSM_SAP**

6. **Scoping Meeting held & CSM_SAP approved:** In Scoping Meeting, final comments on CSM_SAP discussed and CSM_SAP approved by SIRS shortly afterwards. 2 day process

7 **Brownfield Investigation (BFI) field work performed**

8 **Interim Action performed** (if needed)

9 **Draft BFI Report submitted to DNREC**
**(Depends on developer's schedule, typically within 6 months from Scoping Meeting**

10 **Draft BFI Report reviewed & comments offered by DNREC**
* Meeting held to discuss comments, if needed
**( 4 weeks depending on the complexity)**

11 **BFI Report approved (1 to 2 weeks after receipt of final document from consultant)**

12 **Proposed Plan drafted and reviewed by DNREC and consultant**
**(2 Weeks)**

13 **Proposed Plan signed by the DNREC-SIRS Program Administrator and noticed for 20 day public comment period (1 week)**

14 **Public Hearing** if requested (may take several months).

15 **Final Plan drafted and reviewed (1 week)**

16 **Final Plan signed by DNREC-SIRS Program Administrator and public noticed** (20 day appeal period) 1 week

17 **Brownfield (BF) Remedial Design & Action Work Plan submitted**

18 **BF Remedial Design & Action Work Plan reviewed and approved by DNREC**
**(15 days)**

19 **Remedial Action implemented**

20 **Remedial Action Completion Report (RACR), Environmental Covenant (EC) & Long Term Stewardship (LTS) Plan (if required) submitted**
**(6 Months to 10 Months depends on the remedy and developer's schedule)**

21 **RACR and LTS reviewed and approved, and Environmental Covenant (EC) signed**
**(2 to 4 weeks)**

22 **Certification of Completion of Remedy (COCR) requested by developer & COCR Issued**
**(1-2 weeks)**

23 **Long-Term Stewardship (LTS), including Operation & Maintenance Monitoring continue**
**(1 Year – 30+ Years depending on the remedy effectiveness)**

24 **Site Closed**
*** If all cleanup is done and restrictions are not needed**

## Legal Track

A **Prepare legal notice for Brownfield Development Agreement (BDA) Negotiations**
(3-5 Days)

B **Project officers approves the legal notice**

C **Legal notice is published** (20 day Comment period)
**(1 week after receiving BF Application)**

D **Draft BDA received** (blackline preferred)
The BDA must be executed before the Brownfield Developer takes title to the property.

E **Review & negotiate the BDA**

F **Deputy Attorney General (DAG) approves & Paralegal finalizes BDA**

G **BDA signed by DNREC –SIRS Program Administrator**
**(1 -3 months from receiving Draft BDA)**
*(No Brownfield Reimbursement until BDA is signed)*

H **Legal Notice prepared and submitted**
**(1-2 Days)**

I **20 day comment period**

J **Copy and Distribute BDA**

K ***Receive Draft Environmental Covenant***

L **DAG Review Environmental Covenant**
**(1 Month)**

M **Program Administrator signed Environmental Covenant**

N **Mail Environmental Covenant to BF Developer**
**(3-5 Days)**

O **Owner, DNREC, & Holder Sign & Record Environmental Covenant**

P ***Certification of Completion of Remedy*** **(COCR) Requested**

Q **COCR drafted**
**(1 week)**

R **COCR signed by DNREC?**
**(1-2 Days)**

S **COCR recorded and issued? (3-5 days)**