Proxy Prospective Developer (PPD)

Submit Brownfields Property Application (BPA)

PM reviews BPA

Cannot determine, Insufficient Data

Not Eligible, NCBP sends letter ending process

PM sends Letter of Eligibility (LOE) to PPD, requests all available assessment data, receptor survey, and initial fee

PPD prepares brownfields plat map according to guidance. Revise as needed

PM reviews available data and determines if additional assessment is needed

PM sends additional assessment letter to PPD

YES

PM submits results of additional assessment

PPD submits additional info as required, including $7,500 initial fee

NO

More Assessment Needed?

PM sends out BPA response to PPD

PM drafts Brownfields Agreement (BFA) with internal review by management

PM sends ancillary documents to PD

NO

Do changes need DOJ review?

YES

Review of modified BFA by Department of Justice (DOJ) (Additional Fee Required)

NO

NCBP sends ancillary documents to PD

Review of modified ancillary documents by DOJ

Process ends without BFA

Negotiations

Plat Map approvable?

YES

NCBP sends Draft BFA to PD

BFA Agreement Reached?

YES

Process ends without BFA

Negotiations

Agreement Reached?

NO

NO

Process ends without BFA

NO

Proceed to Public Comment [see next flow chart]

NC Brownfields Program (NCBP)

Project Manager (PM)

Property Eligible?

YES

PM sends out Letter of Eligibility (LOE) to PPD, requests all available assessment data, receptor survey, and initial fee

NO

PM sends out BPA response to PPD

PM reviews BPA

PM reviews available data and determines if additional assessment is needed

PM sends additional assessment letter to PPD

PM drafts Brownfields Agreement (BFA) with internal review by management

PM creates ancillary documents, reviewed internally by management

Do changes need DOJ review?

YES

Review of modified BFA by Department of Justice (DOJ) (Additional Fee Required)

NO

NCBP sends ancillary documents to PD

Review of modified ancillary documents by DOJ

Process ends without BFA

Negotiations

Plat Map approvable?

YES

NCBP sends Draft BFA to PD

BFA Agreement Reached?

YES

Process ends without BFA

Negotiations

Agreement Reached?

NO

NO

Process ends without BFA

NO

Proceed to Public Comment [see next flow chart]