

# Pennsylvania

## Department of Environmental Protection



### **Program Guidelines & Application for Assistance**



Commonwealth of Pennsylvania  
Edward G. Rendell, Governor

Department of Environmental Protection  
Kathleen A. McGinty, Secretary

Rev. April 2004

# **Brownfield Action Team Proposed Guidelines**

## **Section I - Statement of Purpose**

The Brownfield Action Team (BAT) program has been established to enhance interaction of the Department of Environmental Protection (DEP) and the Land Recycling Program with the local community by creating a single point of contact for priority projects located on distressed property.

The results of these redevelopment efforts will:

- Restore the environment,
- Realize community revitalization goals, and
- Promote economic development.

Each approved project will be assigned to the appropriate Assistant Regional Director (ARD) or District Mining Office. The Assistant Regional Director or District Mining Manager will coordinate and facilitate remediation, reclamation and permitting requirements. These activities may begin with the initial assessment phase through the conclusion of redevelopment activities. These actions will be done in collaboration with the Brownfield Action Team Director.

BAT will work with the community early in the process to assist in determining the regulatory and other requirements for each project.

## **Section II – Eligibility**

### **Eligible Applicants –**

Municipalities, any city, borough, town or township of the Commonwealth, are eligible to submit an application to the Department of Environmental Protection. Municipalities were chosen as the eligible applicant to confirm the local support for applicable BAT projects. Applications for the BAT project may be completed on behalf of the appropriate municipality by any of the project principals indicated within the application.

### **List of Project Principals and Sponsors –**

Project principals and sponsors are any of the following entities (but not limited to) that have an interest in the proposed redevelopment project. Interest may be acquired grants or loans, in kind services, private funding, community support related, etc. As complete a list of project principals and sponsors as possible should be provided with each project application.

- Sponsoring local municipal entity (county, township, city, borough, etc.)
- Government economic development, redevelopment or industrial development agency
- Property Owner(s)
- Local Officials
- Community Action Organization / Community Development Corporation
- Public or Private Developer
- Contractor
- Consultant
- Lender
- Investors
- Attorney
- Other (please indicate)

### **Letters of Support –**

Each project applicant should provide at least one letter of support from various entities within the community to indicate public acceptance of the redevelopment project. If only one letter is provided, it should be submitted from the sponsoring municipality. Letters may come from a variety of project sponsors, and can include state senators or representatives, local elected officials, community action organization, etc.

### **Local Support –**

Each project submitted under the BAT program must show a significant level of support and commitment from the local community. Support for the redevelopment project may be in different formats. As mentioned under Project Principals, support may include acquired public funds, private funding, community support, tax credits, in-kind assistance, etc. Community meetings, public input prior to the submission of a remedial action plan or permit application, and other public outreach would provide a stronger chance to gain community support for the project. For any project, public outreach should increase the level of community support, reduce legal and other issues that could prolong the application process or delay construction, and result in a faster review time.

The greater amount of local support that can be indicated for each project, the stronger the application.

### **Eligible Projects -**

To be eligible, projects must meet the following criteria –

- Exhibit evidence of local support
- Be consistent with local zoning and planning
- Be located within the corporate boundaries of a city, borough or within other municipal districts designated for revitalization. The project site must be located on a:
  - Brownfield
  - Enterprise Zone
  - Keystone Opportunity (Expansion) Zone
  - Keystone Innovation Zone
- or -
- Be located on a Grayfield / Abandoned Mine Land
- Include a project plan that includes –
  - Concept Plan for Reuse
  - Identified Project Principals (see under Eligible Applicants)
  - Time Schedule for Redevelopment
  - Description of Community Benefits (e.g. project number of jobs created, housing provided, greenspace created, projected tax revenue, etc.)
  - Level of Committed Private Investment

## **Section III – Program Benefits**

### **Funding – Loan and Grant Parameters**

Projects that are accepted into the BAT program will have increased access to financial assistance through the Industrial Sites Reuse Program, the proposed economic stimulus package and any other appropriate financial assistance that may be available through the Commonwealth. See each applicable funding program for guidelines.

*(Note: Accepted projects will be required to follow the guidelines and requirements of the appropriate funding program. While BAT may provide priority funding for approved projects, it does not waive any obligations.)*

### **Community Leaders and Planners –**

Community leaders and planners will be able to prioritize and focus attention on key parcels and districts. A strong private/local/state partnership will drive redevelopment projects. Public health and environmental enhancement objectives will be served. Successful projects will ensure long-term tax stability, maximize use of available infrastructure and optimize infrastructure upgrade funding, and create jobs, housing and open space in a planned process of community revitalization.

### **Commonwealth –**

The Commonwealth will benefit through increased participation in land redevelopment projects in areas other than greenfields or open space. Funds available through both existing and proposed programs can be applied to projects in a planned fashion. Public exposure to contamination will be eliminated, environmental quality will be improved, and growth and economic development will be facilitated in areas where it is needed and where perceived and real environmental impediments have made growth difficult.

## **Central Office Contacts Brownfield Action Team**

To request additional information or to request the assistance of the Brownfield Action Team, please contact the following individuals or e-mail us at [brownfields@state.pa.us](mailto:brownfields@state.pa.us).

Jill Gaito  
Department of Environmental Protection  
Deputy Secretary for Community Revitalization  
and Local Government Support  
400 Market Street  
Harrisburg, PA 17101  
Voice: 717 783-1566  
Fax: 717 705-4980

Director, Brownfield Action Team  
Department of Environmental Protection  
400 Market Street  
Harrisburg, PA 17101  
Voice: 717 783-7816  
Fax: 717 787-1904  
E-mail: [brownfields@state.pa.us](mailto:brownfields@state.pa.us)

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## DEP - Assistant Regional Director Contacts

### **Southeast Regional Office**

John Kennedy, Assistant Regional  
Director  
2 East Main Street  
Norristown PA 19401  
Voice: 484 250-5940  
Fax: 484 250-5943

**Counties:** Bucks, Chester, Delaware,  
Montgomery and Philadelphia

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### **Northeast Regional Office**

Gary Greenfield, Assistant Regional  
Director  
2 Public Square  
Wilkes-Barre, PA 18711-0790  
Voice: 570 826-2511  
Fax: 570-830-3054

**Counties:** Carbon, Lackawanna,  
Lehigh, Luzerne, Monroe,  
Northampton, Pike, Schuylkill,  
Susquehanna, Wayne and Wyoming

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### **Southcentral Regional Office**

Lynn Langer, Assistant Regional  
Director  
909 Elmerton Avenue  
Harrisburg, PA 17110-8200  
Voice: 717 705-4700  
Fax: 717 705-4710

**Counties:** Adams, Bedford, Berks,  
Blair, Cumberland, Dauphin, Franklin,  
Fulton, Huntingdon, Juniata,  
Lancaster, Lebanon, Mifflin, Perry and  
York

### **Northcentral Regional Office**

Gary Byron, Assistant Regional  
Director  
208 West Third Street  
Suite 101  
Williamsport PA 17701  
Voice: 570 327-3636  
Fax: 570-327-3565

**Counties:** Bradford, Cameron,  
Clearfield, Centre, Clinton, Columbia,  
Lycoming, Montour, Northumberland,  
Potter, Snyder, Sullivan, Tioga and  
Union

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### **Southwest Regional Office**

Ron Schwartz, Assistant Regional  
Director  
400 Waterfront Drive  
Pittsburgh PA 15222-4725  
Voice: 412 442-4000  
Fax: 412 442-4194

**Counties:** Allegheny, Armstrong,  
Beaver, Cambria, Fayette, Greene,  
Indiana, Somerset, Washington and  
Westmoreland

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### **Northwest Regional Office**

James Rozakis, Assistant Regional  
Director  
230 Chestnut Street  
Meadville, PA 16335-3481  
Voice: (814) 332-6945  
Fax: 814 332-6125

**Counties:** Butler, Clarion, Crawford,  
Elk, Erie, Forest, Jefferson, Lawrence,  
McKean, Mercer, Venango and  
Warren



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT

## Brownfield Action Team Project Application

### Introduction:

The Pennsylvania Department of Environmental Protection's (DEP) Land Recycling Program is pleased to be able to provide you with this application to request the assistance of the Brownfield Action Team (BAT). The BAT is a program created to facilitate the interaction of DEP and the local community by creating a single point of contact for priority redevelopment projects located on distressed properties.

This enhanced management process provides a team approach designed to assist in the realization of community revitalization goal and the promotion of economic development while continuing to protect human health and the environment.

The BAT process will result in the coordination of efforts for facilitation of remediation obligations, reclamation of distressed and abandoned properties, and the permitting requirements associated with meeting those goals. The result of these efforts will be a streamlined approach to redevelopment efforts, culminating in the savings of time, resources and monies, without sacrificing environmental protection.

For more information on the BAT, [click here](#).

<http://www.depweb.state.pa.us/ocrlgs/cwp/view.asp?a=1459&q=517198>





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT

**Applicant:**

Applicants are limited to municipalities – any city, borough, town or township - of the Commonwealth of Pennsylvania. Project Contact should be the lead contact for the project. This individual need not be employed by the Applicant (if not, identify affiliation). If the application is being completed on behalf of a municipality, indicate appropriately. Please print or type.

Lead Project Contact \_\_\_\_\_  
Employed by (municipality/  
consultant/developer/other) \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Name of Municipality \_\_\_\_\_  
City / Borough / Township \_\_\_\_\_  
County \_\_\_\_\_  
Official (name and title) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Designated Project Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**Application completed by:**

Applicant   
Other  (if other, complete below)

Name of Entity  
completing application \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Official (name and title) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Designated Project Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**List of Project Principals and Sponsors (duplicate as necessary)**

1)

Name of Sponsor \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Official (name and title) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Designated Project Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

2)

Name of Sponsor \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Official (name and title) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Designated Project Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

3)

Name of Sponsor \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Official (name and title) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Designated Project Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

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**Project Information:**

Name of Project (this will be the official tracking name for your project)

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Site Address

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City, State, Zip

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Municipality

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County

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Current Zoning

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All include tax parcel ID #s

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USGS Quadrangle

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Latitude

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Longitude

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PA House District

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PA Senate District

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Provide site map as attachment

Has a Notice of Intent to Remediate (NIR) been completed for this project? If so, provide the eFACTS Primary Facility # and Activity #.

PF ID# \_\_\_\_\_

Activity ID# \_\_\_\_\_

Is the site located in one or more of the following?

- Brownfield
- Grayfield
- Enterprise Zone
- KOZ/KOEZ
- KIZ
- Environmental Justice Area (use eMapPA at [www.emappa.dep.state.pa.us](http://www.emappa.dep.state.pa.us) or contact the Office of Environmental Advocate at 1-888-723-3721 to determine if the project is in an EJA.

Is the project site located within the corporate boundaries of a city, borough, or within the other municipal district designated for revitalization?

- Yes       No

Does the project coordination team control interest / have title to all properties involved in the redevelopment project? If not, explain.

Are there any identification numbers / existing permits associated with any of the involved parcels? Please specify to which parcel each permit/ID # refers (NPDES, WQM, AQ, etc)

Type of Permit	Permit# or ID#	Tax Parcel #

Has this project applied for any previous Commonwealth Funds?

Yes       No

(Provide tracking numbers, project aliases, etc., if applicable)

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**Letters of Project Support –**

Attach letters of project support (at least 1) to application. If only one letter of support is submitted with the application, the letter must be from the sponsoring municipality. List the agency and signatories for each letter of support below

Agency/Organization	Signatory
1. <hr/>	<hr/>
2. <hr/>	<hr/>
3. <hr/>	<hr/>
4. <hr/>	<hr/>
5. <hr/>	<hr/>
6. <hr/>	<hr/>

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**Project Narrative:**

Provide a project description for the intent of the project. Begin with current conditions of the project site (provide applicable past history). Describe currently methodology and steps taken. Include description of proposed end use. If applicable, describe greenspace created, jobs created/retained, community impact, etc.

The project narrative should also include:

- History of Property – Include past use, past development, zoning history. Include photo-documentation.
- Extent of Environmental History (as it is known)
- Proposed Remediation
- Project Description – Explain what will be achieved upon completion of the redevelopment project. Include measurable outcomes such as job creation, job retention, housing units, greenspace created, etc.
- Community Benefit – Outline the benefit that the community will receive upon successful completion of the redevelopment effort. Also, include information regarding community awareness, acceptance and involvement for the redevelopment project.
- Public outreach and involvement – Explain what steps were taken to solicit community input and participation.
- Concept Plan for End Use – The concept plan should demonstrate conformance with local zoning and planning. The plan should also include:
  - area of the entire site,
  - location of existing property lines,
  - proposed general location of buildings, parking, open space, etc.,
  - identification of zoning usages,
  - proposed treatment of existing topography, and
  - other information as deemed necessary by the applicant.

**Project Timeline:**

Provide a detailed schedule of activities, key events, milestones and dates.

**Project Finances:**

Describe all funding sources (financial contributions, commitments in the form of public funds (specify grant or loan), private funding, community support, tax credits, in-kind assistance, etc.) that will be committed or that you are pursuing to fill in any remaining funding gaps to ensure the success of the project.

For more information, visit DEP's website at  
[www.dep.state.pa.us](http://www.dep.state.pa.us), Keyword: "DEP Brownfields."

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