Tips for a successful Brownfield Program application

A complete Brownfield Program application helps eliminate enrollment delays and ensures the accuracy of requested assurance letters. The application should include accurate and complete information about the applicant and property being enrolled, a cover letter describing the request, a recent Phase I Environmental Site Assessment (ESA) report, and other available environmental reports to support the requested assurance letters. The following tips will help you submit a successful Brownfield Program application.

Enter complete and accurate information for the applicant and property

Information provided on the application auto fills certain information in our assurance letters, such as the name of applicant (contact person and entity), mailing address, site address, and property identification numbers (PINs). Errors or missing information in the application may be carried forward to the assurance letters, compromising the legal integrity of the letters.

- Enter all PINs relevant to the site. See the county's Online Parcel Map Viewer for PINs.
- Enter the complete legal name of the entities. For a Minnesota entity, check the Secretary of State's Business Filings Online website.
- Enter the correct property owner (common mistake). Check the county's Online Parcel Map Viewer and the Minnesota Department of Revenue's Electronic Certificate of Real Estate Value (eCRV) webpage. The latter is a good source of information about property transactions that occurred after 2014.

Be sure to check the correct box regarding the applicant's "responsible party" (RP) status

The applicant's potential RP status is evaluated when the application is processed. If the incorrect box is checked, the application will be rejected, and a new application must be submitted. This can cause a significant delay in enrollment.

Always include a cover letter with the application

A cover letter helps MPCA staff quickly understand your needs and projected timeline. If a No Association Determination is being requested, the proposed actions letter can serve as the cover letter. Otherwise, the cover letter can be uploaded as a "Phase I update". It should include:

- A summary of the project and the reason for enrollment (redevelopment, property transaction, refinancing, etc.)
- Any critical deadlines/construction schedule
- All known MPCA remediation program ID numbers associated with the site. See MPCA's What's in My Neighborhood webpage.
- Whether the request is grant-related
- Types of letters being requested. See Brownfield Program Services for a description of letters and related requirements.
- Names and contact information for letter recipients, including email addresses
- Whether and when additional reports will be submitted

Include a Phase I ESA completed within the last year

For most Brownfield Program services, a Phase I ESA, completed within the last year, must be submitted with the application. In addition to content required by the ASTM International Standard E1527-21, the Brownfield Program requires specific content to support our site review, which may be included in the Phase I ESA report or in a site update letter. See Phase I ESA Report for Brownfield Program Enrollment for additional information about required report content and flexibility regarding age of the report.

Include a Phase II ESA if you are seeking a No Action determination and/or Response Action approvals

Before Brownfield Program staff can provide a technical review, contamination must be defined and described in a Phase II ESA or equivalent site investigation report(s). See related guidance on the MPCA's Remediation guidance and resources webpage.

Help keep the MPCA's electronic file user-friendly

For documents being uploaded during enrollment, use file names that clearly describe the date and type of report or correspondence. This helps people who are searching MPCA site files to find relevant information more quickly. The MPCA staff cannot rename documents submitted during enrollment, as the documents are locked (unable to be edited) upon submittal. Please help us keep our project files user-friendly by only submitting final documents (no drafts) and using the following naming convention for Brownfield Program submittals:

Date_Name of submittal_Project name

Plan for sufficient MPCA review time

Our typical review window is 45 business days (approximately 9 weeks) from the date of enrollment; however, extra time may be needed depending on Brownfield staff workload. If you have a pressing deadline, please let your project management team know as soon as possible to see if accommodation can be made. Note that our timeline for issuing a requested letter does not begin until you have submitted all information needed to support your request.