



Guidelines for Host Municipalities- BDA Modification

Purpose:

The purpose of this document is to provide guidance for modification of a Brownfield Development Area (BDA). Examples of modification include the addition, deletion, or swapping of sites that will change the defined boundaries and/or block and lots of the existing BDA.

Modification Terms:

- Addition: add a new site to the BDA
- Deletion: delete an existing site from the BDA
- Swapping: replace an existing BDA site with a new site

The BDA program was created in 2002 for the purpose of assisting municipalities remediate and redevelop brownfield sites in their communities through a partnership between the Department and the BDA host municipality. This assistance is provided by the BDA Program within the Office of Brownfield & Community Revitalization.

The BDA Modification process shows that the Department is flexible with the needs of a host municipality's redevelopment plans, which may change over time.

A host municipality may desire to modify their existing BDA for many reasons. For example, redeveloper interest in a BDA site may change over time. If there is redevelopment interest in an area close to or adjacent to the BDA, there may be an economic benefit for the host municipality to expand the boundaries of the BDA. Alternately, if there is less redeveloper interest over time, there may be an economic benefit for the host municipality to swap sites or delete existing sites within the boundary of the BDA.

Another example may be that the host municipalities' redevelopment vision may have changed over time in response to economic incentives for example, [Federal Opportunity Zones](#) and the [Bipartisan Infrastructure Law](#). This would allow the host municipality to consider these incentivized areas more and establish new redevelopment plans that may or may not include the existing BDA sites.

Likewise, the host municipalities' redevelopment vision may have changed over time in response to economic recessions or market conditions, with less attention given to the BDA or to specific sites in the BDA.

Lastly, a redevelopment may change to accommodate modern times.

This document does not outline all the reasons that a BDA may need to be modified.

To modify a BDA, the host municipality must prepare and submit the following documentation to OBCR at the attention of the BDA Project Coordinator for review by the BDA Modification Committee, after which a determination will be made regarding the BDA Modification Request.

The Host Municipality must submit:

1. A cover letter from the municipality and the Steering Committee requesting the specific BDA modification (adding/deleting/swapping);
2. A revised BDA map identifying the new proposed BDA boundary;
3. A justification narrative of why the BDA modification is critical to the BDA;
4. A summary of why the site(s) was/were not originally included in the BDA;
5. A BDA Baseline Datasheet for any new site;
6. A basic site history of any new site;
7. Any additional information that supports the BDA modification;
8. The municipality may be required to make a formal presentation of the modified BDA to the BDA Modification Committee;
9. A narrative of how the BDA modification supports the municipality's redevelopment plan. Is the site designated as an area in need of redevelopment?;
10. A summary of the advantage of the site being in the BDA;
11. A summary of the sources of funding available to the project;
12. Will HDSRF be applied for; and
13. Does the municipality have site access?

