EPA Mid-Atlantic FY2014 Brownfields

Grant Guidelines Workshop

Revolving Loan Fund GRANT SESSION

Speaker: Sherry Gallagher 215/814-3211

Joe Nowak 215/814-3303

Phone Number 866-299-3188

Conference Code 2158144321#

https://epa.connectsolutions.com/r35fkjljlcj/

Purpose of Session

- Provide an overview of the Brownfields Revolving Loan Fund Grant Guidelines for FY 2014

- Review of application process and requirements
  Ranking Criteria Only

- Provide an Opportunity for Q & A

- Proposals Due
  11:59 pm EST
  January 22, 2014

- Award Announcement
  Spring 2014

Future Success of Brownfields Program

- *This session is structured to provide potential applicants with information that will help you to successfully apply for this funding.*

- *This is in large part dependent on you and starts with a quality application.*

- *A quality brownfields program includes:*
  - ✓*Meaningful community participation*
  - ✓*Regular reporting of accomplishments*
  - ✓*Environmental stewardship and inclusion of sustainable redevelopment practices*
  - ✓*Innovative thinking in revitalization/reuse*

Information on Brownfields Grant Program

- National Revolving Loan Fund Grant Program
  - ✓ http://www.epa.gov/brownfields/news/index.htm#fy2014_barlf

- EPA Region 3 website:
  - ✓ http://www.epa.gov/reg3hwmd/bf-lr/bf-grants.html

RLF Regional Point of Contact:

Humberto Joseph Monsalvo, Jr.

215-814-2163

- Provides funds to carry out RLF cleanup activities at eligible Brownfield sites.

- An individual applicant can apply for up to $1,000,000

- Thoroughly describe the total number of intended loans & subgrants per proposed RLF cleanup project.

- Period of performance is **five** years.

- Provide breakdown of up to $1,000,000 to address hazardous substances, petroleum or both at the **same site or multiple sites**, with one proposal; e.g., $750K Haz Substances & $250K Petroleum.

- Sites at which petroleum contamination is co-mingled with hazardous substances are considered hazardous substances sites.

- Call Humberto J. Monsalvo (215/814-2163) or Tom Stolle (215/814-3129) for further advice.

- **Threshold Criteria** are pass/fail. You must meet all threshold criteria to be evaluated against the Ranking Criteria.

- **Ranking Criteria** contain questions with specific point values. Proposals will be scored based on the extent and quality to which the criteria are addressed.

- An applicant must be a General Purpose Unit Of "Local Government" (as defined in 40CFR Part 31)

- Non-profit organizations are not eligible to apply for an RLF grant.

- Coalitions may apply & document how members are eligible.

- Applicants must provide a 20 percent cost share for cleanup grants. A $1,000,000 cleanup grant will require a $200,000 cost share.

- The cost share may be in the form of a contribution of money, labor, material or services and must be for eligible and allowable costs and cannot include administrative costs.

- Applicants may request a waiver of the cost share requirement. EPA will consider hardship waiver requests on a case-by-case basis.

- Instructions for applying for a waiver are on page 13

- Applicant eligibility.

- State Letter – REQUEST NOW!!

- Description Of Jurisdiction.

- Cost Share - 20%; describe how it will be provided.

- Oversight Structure & Authority For RLF Managing

- Call H.J. Monsalvo (215/814-2163) or Tom Stolle (215/814-3129) if you have threshold questions.

View the Threshold Criteria power point presentation on the EPA Region 3 website:

http://www.epa.gov/reg3hwmd/bf-lr/index.htm
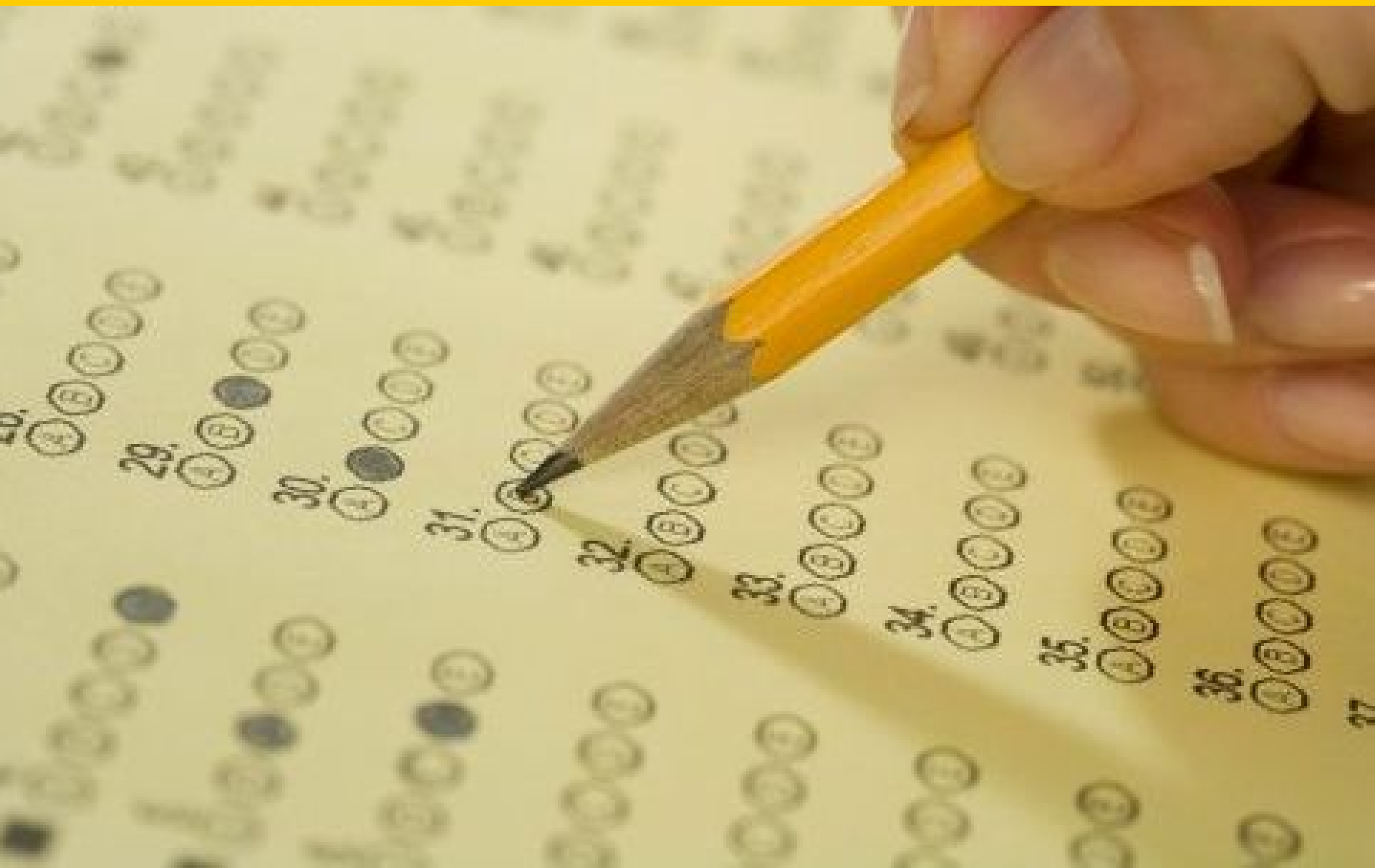
- Ranking Criteria are in Section V.B on pages **21-34** of the RLF Guidelines.

- There are **five** ranking criteria for a total of **100 points**.

- Make sure you answer <u>all of the questions</u> – many have <u>more that one part</u> – <u>unanswered criteria result in zero points</u>.

1. Community Need (15 Points)

2. RLF Program Description & Feasibility of Success (30 Points)

3. Community Engagement & Partnership (15 Points)

4. Program Benefits (20 Points)

5. Programmatic Capability & Past Performance (20 Points)

1. **Community Need (15 Points)**

   1.a. Targeted Community and Brownfields (5pts.)

   1.b. Impacts on Targeted Community (5 pts.)

   1.c. Financial Need (5 pts.)

2. **RLF Program Description & Feasibility of Success (30 Points)**

   2.a. Program Description (15 pts.) Subparts i (Program); ii (Marketing)

   2.b. Task Description & Budget Table (10 pts.)

   2.c. Ability to Leverage (5 pts.)

3. **Community Engagement and Partnership (15 Points)**

   3.a. Involving Targeted Community & Stakeholder Involvement Plan; Community Progress (5 pts.)

   3.b. Partnerships with Government Agencies (5 pts.)

   3.c. Partnerships with Community Based Organizations (5 pts.)

4. Program Benefits (20 Points)

4.a. Health and/or Welfare and Environment (10 pts.)

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5pts.) Subparts i, ii

4.c. Economic and Community Benefits (Long-term) (5pts.) Subparts i, ii

5. Programmatic Capability and Past Performance (20 Points)

5.a. Programmatic Capability (12 pts.)

5.b. Audit Findings (2 pts.

5.c. Past Performance and Accomplishments (6 pts.) – Select applicable Subpart (i, ii or iii) pertaining to your organization

Critical Tip:

Be sure to read the opening paragraphs for each criterion as it includes important information on how to respond. FAQs also provide additional insight and information.

Community Needs provide foundation for:

1. Targeted Community & Brownfields

   Program benefits, targets description & goals discussion

2. Demographic Information.

3. Brownfields - proximity & effects to targeted community

4. Cumulative Environmental Issues - E.J. concerns & other nearby industry/facilities.

Proposal *evaluated on quality and extent* to which you present

- **compelling picture of Brownfields** and

- **needs of targeted community**

19

ALL PROPOSALS should demonstrate:

1.   The grant will serve a community with a need to address or facilitate the *identification and reduction of threats to the health or welfare of children, pregnant women, minority or low-income communities, or other sensitive populations*;

and/or

2.   Will serve a community that have an *inability to draw on other sources of funding* because of, for example, their small population or the low income of the community has an inability to draw on other sources of funding **because of the small population or low income of the community**.

1.a. Targeted Community & Brownfields (5 Points)

Targeted Community

- Describe history to establish Brownfields challenges
- Identify and describe targeted community

Demographic Information

- Table of demographic information
- Compare statistics of targeted community with City/County, State, and National figures

1.a. <u>Targeted Community & Brownfields</u> (5 Points)

Brownfields

- Describe property to be cleaned; proximity and effect on targeted community
- Provide overall brownfield challenges
- Nature and extent of brownfields
- Discuss environmental impacts

Cumulative Environmental Issues

- Describe other various cumulative issues, or environmental justices concerns

1.a. Targeted Community & Brownfields (5 Points)

Targeted Community

- Include a brief description of your city, town, or geographic area to provide the reader **background on its cultural and industrial history that establishes the context for your Brownfields challenges**.

- Within this geographic area, **identify and describe the targeted community**, such as a neighborhood, district, corridor, census tract or other locality where the property to be cleaned up with this grant is located.

1.a. Targeted Community & Brownfields (5 Points)

Demographic Information

- Provide **demographic information** about your targeted community including pertinent indicators of **population, unemployment, poverty, minorities, and income** such as those shown in the suggested table below, and *clearly cite the sources of your data*. *Use most recently available sources of your data*.

Sample Format for Demographic Information (supplement as appropriate)

	Targeted Community (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				308,745,538[1]
Unemployment:				7.2%[2]
Poverty Rate:				15.1 %[3]
Percent Minority:				26.7%[1]
Median Household Income:				$49,445[3]
Other:				

[1]Data is from the 2010 U.S. Census data and is available at http://www.census.gov/.

[2]Data is from the Bureau of Labor Statistics and is available at www.bls.gov

[3]Data is from the 2010 American Community Survey and is available at
http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html

For resources to gather demographic information, please go the FAQs at
http://www.epa.gov/brownfields/proposal_guides/FY14_FAQs.pdf

1.a. Targeted Community & Brownfields (5 Points)

Brownfields

- **Describe your community's Brownfields**, as well as their *proximity to, and its effect on your targeted community*.

- Discuss *the real or perceived negative environmental impacts associated with your Brownfields.*

- Provide nature & extent of your Brownfields; i.e., past land uses, site activities & **potential related environmental challenges** they present.

1.a. Targeted Community & Brownfields (5 Points)

Brownfields

- Provide information about the **nature and extent of your Brownfields** such as past land uses and site activities, potentially related environmental contaminants, and current conditions.
  - ✓ **Be as specific** as possible about **types** of industries, the **number** of sites and **size. Examples:**
    - Oil Production, Corner Gas Stations, Heavy Industry, Tanneries
    - Over 15 parcels totaling 10 acres in the heart of this community

- Discuss the **real or perceived negative environmental impacts associated with the Brownfields**.

1.a. Targeted Community & Brownfields (5 Points)

Cumulative Environmental Issues

- In addition to brownfields, provide a **summary of other various cumulative environmental issues** (e.g.

    - siting of power plants

    - incinerators

    - industry

    - landfills

    - congested highways, or

    - other sources of air, water and land pollution) or

    - other environmental justice concerns which may be present.

1.a. Targeted Community & Brownfields (5 Points)

- **Cumulative Environmental Issues**

  Describe how Brownfields sites have resulted in a environmental justice concerns in the targeted community.

1.b. Impacts on Targeted Community (5 Points)

- Describe how the issues you have identified have resulted in a **disproportionate impact on the targeted community**.

  - ✓ This information helps to provide context for the story you are telling.

  - ✓ **Think outside the box** in identifying your cumulative environmental issues.

  - ✓ Provide any possible data sources that give information on environmental indicators. Some EPA databases include:
    - Envirofacts – www.epa.gov/envirofw/
    - EJ View – www.epa.gov/environmentaljustice/mapping.html
    - State Databases – Hazardous Waste Sites & Petroleum Sites

1.b. Impacts on Targeted Community (5 Points)

- Provide information describing the **threats to health and/or welfare of sensitive populations** such as

    children,

    pregnant women,

    minority or low-income communities, or

    other sensitive groups

    in the targeted community potentially subject to environmental exposures, including Brownfields.

1.b. Impacts on Targeted Community (5 Points)

Health & welfare of sensitive populations

- ✓ Children, elderly, women of child bearing age, and minorities.
  - ❖ Use health & welfare concepts discussed on earlier slide
  - ❖ Use available statistics

- ✓ *Provide any information <u>or</u> data showing that residents are disproportionately impacted by environmental problems* caused by your site and other Brownfields in your targeted community.
  - ❖ Include Cancer, Asthma Studies Data, Blood Lead Levels.
  - ❖ Check With Health Departments

- ✓ Tie the location of the brownfields to your sensitive populations.

- ✓ **Identify All Information Sources Used**

1.b. Impacts on Targeted Community (5 Points)

- Discuss the impacts the Brownfields have on **public health and/or welfare and environment of your targeted community**, such as:

  - possible **aggravation of public health issues**, such as a greater than normal incidence of diseases or conditions (including, but not limited to, cancer, asthma or birth defects) that may be associated with exposure to hazardous substances, pollutants or contaminants resulting from cumulative environmental conditions, including Brownfields; or-

  - **other impacts on the general health and/or welfare of the targeted community**.

1.b. Impacts on Targeted Community (5 Points)

Number, size & impacts of Brownfields

- ✓ **Don't omit these impacts from your proposal.**

- ✓ **Tie these impacts to your site in your targeted community.**

- ✓ **Health**: any health department statistics; communities near Brownfields (potential contamination pathways); active industry still a problem.

- ✓ **Welfare:** social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.

- ✓ **Environment:** polluted waterways; polluted air; contaminated soil.

1.b. Impacts on Targeted Community (5 Points)

- Describe how the property that will be **cleaned up under this grant contributes to adverse impacts to the community**.

<u>1.c. Financial Need</u> (5 Points)

 <u>i.) **Economic Conditions**</u> [3 points]

- Describe why **you as applicant** need this funding and are <u>unable to draw on other sources of funding</u> because of factors such as its small population or the low income of the community.

1.c. Financial Need (5 Points)

Describe factors limiting RLF cleanup resources

- Identify fiscal conditions and/or population size that limit or draw resources away from Brownfields redevelopment (tax base, properties in foreclosure, city spending, state and city budget deficits, disasters, geographic issues).

- Explain why your town(s) and/or city(ies) are cash poor and why you need this grant.

37

1.c. Financial Need (5 Points)

EPA Brownfields grants and why you need additional funds

- **Existing Brownfields Grantees Only**
  - ✓ Describe importance of why this cleanup grant is needed (why do you need cleanup funds for your site).
  - ✓ Build on the success of past work.
  - ✓ Continued momentum is essential.
  - ✓ Part of a Master Plan for reuse.

- If you have not had a grant, say so.

1.c. Financial Need (5 Points)

    i.) **Economic Conditions** [3 points]

- Describe how **local economic conditions may have been made worse** due to industrial decline, plant closures, natural disasters, or other significant economic disruption.

1.c. Financial Need (5 Points)

Economic needs such as economic distress or significant economic disruption

- ✓ Think of all the bad things that have happened in your community in the last few years.

- ✓ Discuss specific examples (the furniture factory closed, the potato processing plant closed, closure of small businesses in the downtown area, etc).

- ✓ Include any economic disruptions due to natural disasters such as floods or hurricanes.

Closed

1.c. Financial Need (5 Points)

ii.) **Economic Effects of Brownfields** [2 points]

- Elaborate on the demographic table above (section 1(a)) and **discuss the key economic effects** (e.g. reduced tax base, lost jobs and business opportunities, depressed property values, ongoing costs to secure vacant properties, etc.) of the Brownfields on the targeted community.
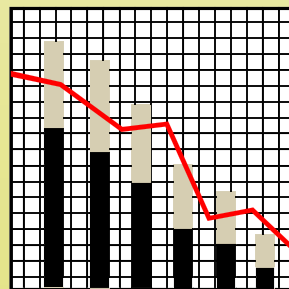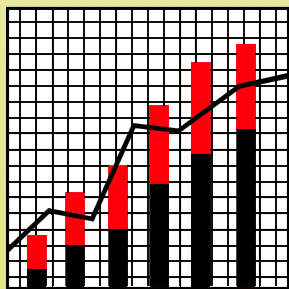
1.c. Financial Need (5 Points)

Table of demographic information

- Use the "other" line to identify specific issues in your targeted community such as:
  - ✓ % elderly
  - ✓ % children
  - ✓ % high school graduates
- What aspect of life does your community struggle with?
- For resources to gather demographic information, see guidelines and FAQs.

1.c. Financial Need (5 Points)

ii.) **Economic Effects of Brownfields** [2 points]

- Describe **other economic effects** associated with Brownfields such as *community's blight*, *property vacancy*, *community disinvestment*, *burden on municipal services,* etc... To the extent that this discussion may include quantitative estimates and statistics, clearly cite the sources of such data.

43

1.c. Financial Need (5 Points)

Economic Effects Of Brownfields

- This is where you want to say what the numbers in the chart mean
  - ✓ Include context of the community
  - ✓ Any regional considerations that demonstrate economic needs

    - Minority, single head of household, rent vs. ownership, crime rate, drop out rate, etc.
    - Impact of jobs lost, property tax loss, population loss, revenue loss.

- Link the associated key economic issues to your site and other Brownfields in your target community

- Identify all information sources
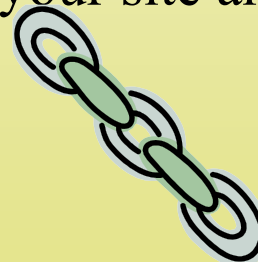
2.a. RLF Program Description (10 Points)

i. Loans & Subgrants & Team/Structure To Manage Them (10 Points)

ii. Marketing Strategy (5 Points)

2.b. Task Description & Budget Table (10 Points)

i. Task Descriptions (5 Points)

ii. Budget Table (5 Points)

2.c. Ability to Leverage (5 Points)

- This section of your proposal describes your RLF program and how it will be implemented to best benefit your community.

- This section should demonstrate the feasibility of the RLF program you will fund with this grant, and the extent to which the grant will stimulate the availability of other funds for issuing RLF Loans & Subgrants for site cleanup & subsequent reuse within the target area in which the site is located.

- Proposals will be evaluated on the quality and extent to which you demonstrate:

  ✓ how your RLF program aligns with the targeted community's land use and revitalization plans;

  ✓ a reasonable approach and methodology to achieve project goals;

  ✓ a realistic basis for project costs; and

  ✓ the availability of, and access to, sufficient resources to complete the project and implement the reuse plan or achieve community revitalization plans.

- **Proposals** should demonstrate the majority of grant funds are allocated for tasks directly associated with the generation of RLF Loans & Subgrants for Brownfields cleanups.

- Additionally, proposals should demonstrate firm leveraging commitments for an effective & successful RLF program.

- Refer to Section VI.E, *Brownfields Programmatic Requirements*, to read EPA expectations of RLF programs funded with Brownfields RLF Grants.

2.a. RLF Program Description (15 Points)

i. *Program Description*

  * Describe RLF program description of its intended loans & subgrants & how your RLF program will: structure & maintain a competent team to ensure an effective program; select borrowers & cleanup projects; structure & administer loans & subgrants; incorporate reasonable & prudent lending practices; leverage funding to cover all Brownfields redevelopment activities & costs;

* Describe how your RLF program will: incorporate reasonable & prudent lending practices; leverage funding to cover all Brownfields redevelopment activities & costs; be sustained after the cooperative agreement is closed. (10 Points)

2.a. RLF Program Description (15 Points)

i.   Program Description (5 Points)

- ✓ Tell the reader the story of your RLF program & your team /structure to effectively manage it to best issue loans & subgrants.

- ✓ Describe how you will select borrowers & cleanup projects.

- ✓ Describe how you'll structure & administer RLF products.

- ✓ Describe incorporate reasonable & prudent lending practices.

- ✓ Describe your leveraging funding to sustain all Brownfields redevelopment activities & costs.

- ✓ Tell the reader the big picture (Who, Why, When, How).

- ✓ Be succinct – why are you applying for this funding?

2.a. RLF Program Description (15 Points)

ii. *Marketing Strategy* (10 Points)

Describe your RLF program's marketing strategy.

✓ What types of applicants & projects you're targeting?

✓ What have you already done to gauge interest or market your program?

Be specific. This shows that the cleanup plan is well developed.

2.a. RLF Program Description (15 Points)

ii.   *Marketing Strategy* (10 Points)

Describe your RLF program's marketing strategy.

✓ What specific projects & applicants have you already identified as likely RLF loan & subgrant recipients?

✓ How will you continue to market your program to ensure you reach potential borrower/subgrantees?

Be specific. This shows that the cleanup plan is well developed.

2.b. Task Description and Budget Table (10 Points)

Task Descriptions

1. List the tasks required to implement the proposed RLF program & subsequent site cleanups.

2. Describe the work that will take place under each task including grant-funded work and any supplemental work or services necessary to carry out the project that will be funded by sources other than this grant. (Activities not supported by the grant should not be included in the Budget Table.)

2.b. Task Description and Budget Table (10 Points)

Task Descriptions

> 3. Identify and enumerate specific outputs from the program, which may include, but are not limited to loans/subgrants awarded & sites cleaned up. (Refer to section I.E.2 for an explanation of outputs.)

NOTE: Section I.E.2 also requires the applicant to describe OUTCOMES –these are required in Project Benefits section 4.c.

2.b. Task Description and Budget Table (10 Points)

Task Descriptions

4. Provide a cost estimate for each <u>grant-funded</u> task, which describes the basis for the estimated costs and specifies costs by the budget categories shown in the table below. Where appropriate, present unit costs and quantify work products (e.g., provide loans to two eligible entities at a cost of $400,000 each for a total of $800,000).

5. Explain all costs, especially those costs that might appear to be atypical (i.e., unusually high or low).

2.b. Task Description and Budget Table (10 Points)

Task Descriptions

> 6. Do not include tasks for activities that are ineligible uses of funds under EPA's cleanup grant (e.g., land acquisition, building demolition that is not necessary to cleanup contamination at the site, or administrative costs, such as indirect costs).

NOTE: Please refer to the Brownfields FAQ at http://www.epa.gov/brownfields/proposal_guides/FY14_FAQs.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact your Regional Coordinator.

2.b. Task Description and Budget Table (10 Points)

Task Descriptions

> 7. Discuss the specific activities that will be covered by the Cost Share. Cost share activities must be otherwise eligible activities under the grant.

2.b. Task Description & Budget Table (10 Points)

i.　Task Descriptions

- ✓ *Describe __EACH__ task in detail, including the quantitative basis for the estimated costs.* For example:
  - ❖ Travel costs: 2 people to 1 Brownfields conference, estimate $xx Airfare/lodging/per diem for each = $xx; $xx set aside for local travel (estimate xx miles at $0.55/mile).
  - ❖ Supplies: provide a list of supplies reflective of cost in table.
  - ❖ Contractual: e.g., estimate soil removal at $xx/ton x 30 tons + placement of cap material = $xx total contractual in task.
  - ❖ Personnel: e.g., Community Involvement and Outreach.
    x hours x $xx/hour
  - ❖ Other: this is where you would put state program fees.

2.b. Task Description & Budget Table (10 Points)

Budget

Cost Share:

Required Cost Share = 20% of grant funds requested.

e.g., Grant request of $1,000,000; additional $200K cost share required.

Include cost share in Budget Table.

Voluntary Cost Share: Any grantee contribution in excess of required cost share. For eligible expenses (personnel, labor, supplies, equipment, $$ for contractual).

2.b. Task Description & Budget Table (10 Points)

i. Budget – Research Cost Eligibility

- ✓ **If a reader doubts a task's eligibility, you will lose points.**

- ✓ Any cost eligibility questions, call EPA or check the FAQs.

- ✓ There is an administrative cost ban. For details refer to the Appendix and to the FAQs for other ineligible costs.

- ✓ Indirect costs are not allowed.

- ✓ Do not include any costs for equipment.

2.b. Task Description & Budget Table (10 Points)

i. Budget – Recommended General Strategy

✓ Contractual funds should be major % of budget

• Keep personnel costs low

• Keep supplies costs low

• Keep travel funds low

• Must include 20% Cost Share

2.b. Task Description & Budget Table (10 Points)

Budget – Personnel Costs and Strategies

- ❖ When charging personnel costs, the reviewer is **looking for a reasonable association between the amount of activities** described and the amount charged in the table.

- ❖ Think in terms of estimated hours and rates in establishing activity costs.

- ❖ You should identify any in-kind services which you intend to provide for this grant and discuss in your task descriptions.

2.b. Task Description & Budget Table (10 Points)

Budget – Hazardous Substance and Petroleum Funding

- ✓ If you are submitting a proposal that includes a request for both hazardous substances and petroleum funding, include two budget tables and two sets of task descriptions.

2.b. Task Description and Budget Table (10 Points)

Budget Table

1. The table format included in the guidelines can be used to present the allocation of EPA grant funds to the specific tasks described above.

2. Specify the costs by budget category.

3. Include only EPA grant funds and required cost share in this table.

2.b. Task Description and Budget Table (10 Points)

Budget Table

4. Applicants requesting a combination of hazardous substance and petroleum funding in the same proposal may present combined total figures in this table. The relative breakdown/proportions of the two types of funding can be explained via footnotes.

Alternately, applicants may choose to provide two separate budget tables, or two separate line items within one budget table, which distinguish hazardous substance funds from petroleum funds. Task descriptions and budget estimates must distinguish hazardous substance funds from petroleum funds.

2.b. Task Description & Budget Table (10 Points)

ii. Budget Table (5 Points)

- ✓ *Prepare the budget using the table format provided.*
  Please make sure it adds up. **This is how you lose points!!!**

- ✓ We recommend that Task 1 be identified as "Cooperative Agreement Oversight" and includes such items as grant management, and any travel and supplies costs.

- ✓ Some common major tasks might include:
  - ❖ Task 1 - Cooperative Agreement Oversight
  - ❖ Task 2 - Community Outreach & Engagement
    Recommended to include this task.
  - ❖ Task 3 – Cleanup Activities

2.b.ii. Sample Format for Budget

Budget Categories	Project Tasks				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel[1]					
Equipment[2]					
Supplies					
Contractual					
Other (specify) _____					
Total Federal Funding (not to exceed $200,000:					
Cost Share[3]					
Total Budget					

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.

[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for cleanup grants.

[3] Applicants must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiations.

2.c. Ability to Leverage (5 Points)

- Describe other sources of funding or other resources that you have or may be seeking to ensure the successful cleanup of the Brownfields site.

- Similarly discuss the sources of funding associated with the potential revitalization of the site. Leveraged funds may include any public or private resources beyond this grant.

- Provide any letters or documentation as attachments to substantiate firm commitments of leveraged funding.

2.c. Ability to Leverage (5 Points)

- If you are not yet able to identify sources of leveraged funding needed for this RLF program, then provide a recent example where you or your program partners have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a Brownfields site).

- Attach copies of documentation to this proposal for any "firm leveraged" resources identified in this section. See the Brownfields FAQ at:

http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf

for more information on how to demonstrate leveraging commitments.

2.c. <u>Ability to Leverage</u> (5 Points)

- Leveraging commitments, unlike the cost share match, **<u>should not be included in your budget table</u>**.

- Describe the other sources of funding or resources you have or are seeking to ensure the completion of site cleanups & successful revitalization of Brownfields sites cleanup up funded by loans & subgrants from this RLF Grant.

- Include public or private resources (beyond this grant) to achieve cleanup & redevelopment needs of Brownfields sites.

2.c. Ability to Leverage (5 Points)

Leveraging

Under this criterion applicants who can demonstrate firm commitments for additional funds/resources (beyond the required 20%match) for completion of the project may be evaluated more favorably.

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities. **Specifically, describe how these funds will be used to contribute to the performance and success of the proposed project.** *This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments.*

Describe the **amount(s)** *and* **type(s)** *of leveraged resources to be provided,* **how you will obtain** *the leveraged resources, the* **likelihood the leveraging will materialize during the grant**, *the* **strength of the leveraging commitment** *and* **the specific role** *the leveraged resources will play to support the proposed activities.*

Attach letters or other documentation from sources, *if applicable, indicating additional funds/resources are committed to the project.*

71

2.c. Ability to Leverage (5 Points)

Leveraging

… explain how you are securing additional funding.

- ✓ *If your cleanup project will exceed the funds requested in this grant application, explain how you are securing additional funding.*

- ✓ *Describe the funding or resources you have or will seek to complete the additional work. Describe other sources of funding or resources you have or are seeking to ensure the successful revitalization of the site cleaned up with this grant.*

2.c. Ability to Leverage (5 Points)

Leveraging

Describe how these funds will be used…

- ✓ Describe any gap funding available to keep sites moving beyond this grant:

  - ❖ Assessment
  - ❖ Cleanup Planning
  - ❖ Cleanup
  - ❖ Reuse

- ✓ Address both smaller gap funding (additional assessment work) and larger gap funding (cleanup and redevelopment).

- ✓ Do not imply your cleanup grant funding is enough.

- ✓ Explain each source and how much potential funding they could provide.

- ✓ **Do not say you have no other funding. You potentially have access to the state's 128a funding and local Revolving Loan Funds.**

2.c. Ability to Leverage (5 Points)

Leveraging

Describe the amount(s) and type(s) …

- ✓ **Provide examples of past leveraging** successes from similar projects, particularly public/private partnerships (explain benefits given back to community).

- ✓ Describe funding **already leveraged** (both public and private). **This is most favorable!**

   Voluntary cost share (> the 20% required cost share) is leveraging.

   e.g., In-kind services – Personnel performing eligible activities not charged to grant.

2.c. Ability to Leverage (5 Points)
Leveraging

- ✓ Describe all possible funds being sought:
  - ❖ Federal (HUD BEDI, EDA, DOI, TBA, Brownfields Tax Incentive)
  - ❖ State (State TBA, Tax Credits)
  - ❖ Local (TIF, Tax, Bond)
  - ❖ Private (Foundation, Investors, Donations)

2.c. Ability to Leverage (5 Points)

Leveraging

Attach letters or other documentation …

- ✓ You need to attach letters to support the leveraging you have identified in this criterion.

- ✓ The letters should be from the source of the leveraged funds and be addressed to you.

- ✓ **Letters that come in after the proposal due date will not qualify, so work on this right away!**

- ✓ Other Documentation of leveraged funds should be attached.
  - • Other grant award notifications
  - • Press clippings demonstrating commitments to your project

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

3.b. Government Agency Partnerships (5 Points)

3.c. Community Organization Partnerships (5 Points)

Proposals to be evaluated on the extent to which the:

1. Applicant's plan engages the targeted community

2. Applicant has identified and established relationships with the partners necessary to achieve project goals

3. Support letters provided by Community-Based Organizations demonstrate specific and valuable commitments

- This section of your proposal demonstrates how you will inform and involve the community and other stakeholders during the planning and implementation of your project.

- Your responses to the criteria will also explain how your proposed community engagement plan will meet the needs of the targeted community identified in Community Need (Section V.B.1) portion of your proposal and identify the stakeholders and partners necessary to achieve the benefits discussed in Project Benefits (Section V.B.4).

- Proposals should discuss and demonstrate meaningful involvement of community groups or representatives directly affected by the site, in addition to the broader community.

- Information provided should include the following as applicable to the project: a plan for developing partnerships or describing existing partnerships; and plans for connecting with appropriate health agencies.

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

- Discuss your plan for involving the targeted community and other stakeholders (such as neighborhood organizations, citizens groups, borrowers, and developers) in the planning and implementation of your project.

NOTE: Community involvement activities may occur throughout the planning, cleanup decision, or reuse planning phases.

Include activities that have already occurred!!

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

- Discuss how you will seek out and consider concerns that local residents may have with regard to health, safety, and community disruption potentially posed by the proposed cleanup activities.

- Describe how you will identify sensitive populations and will ensure that your cleanup is conducted in a manner that is protective of sensitive populations and nearby residents.

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

- Describe your plan for communicating the progress of your project to citizens, addressing the needs of the targeted community discussed under Community Need.

  including **plans for communicating in languages commonly used** in the community.

Note: Applicants may address this criterion by various means that show meaningful public engagement where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and internet forums. Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed project.

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

Discuss your plan for involving the affected community…

✓ Consider all the types of partners listed in the question and show the plan/process for searching them out, working with them as part of the grant, and how you will get input from the local citizens and community on cleanup decisions and reuse planning **throughout the project**. These partners include:

- Neighborhood organizations
- Citizen's groups
- Developers
- Other community stakeholders

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

Discuss your plan for involving the affected community…

in cleanup decisions and reuse planning.

✓ Describe **Aggressive** and **Detailed** plans for using:

- Applicant's & partners' websites

- Press releases and other uses of the print media

- Discuss use of social media

- More public meetings

  - ❖ Commit to number, frequency, or milestone

  - ❖ Convenient meeting location in the affected community

  - ❖ Hold meeting in neighborhood of the site

  - ❖ Schedule meeting for working public

3.a. <u>Community/Stakeholder Involvement Plan:</u>
<u>Communicating Project Progress</u> (5 Points)

✓ Flyers

✓ Partner with other community group meetings

✓ Describe future plans for responding to questions:

- • Anticipated response time

- • Methods of response: e-mail, phone, record/store comments & responses at local library or city office; social media, flyers for community members without computers or internet capability etc.

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

Include any community engagement activities that have already occurred via:

- ✓ Prior EPA Brownfields grants
- ✓ Community planning activities
- ✓ Master planning activities

- ✓ Describe past Community comments and Your Organization's responses to comments given to date:

  - • Provide this update even if no responses have been received from any of the community involvement held to date.

Demonstrate that community engagement will continue throughout the project.

3.a. Community/Stakeholder Involvement Plan; Communicating Project Progress (5 Points)

…including plans for communicating in languages commonly used in the community.

Check For Consistency!

✓ If English is the most commonly spoken language, say so. But also state you will provide translation services if necessary – provide plan in this event as well.

✓ Address **all potential** language barrier(s). (Even if language issues are minimal you must respond to this sub-criterion and indicate you will address any issues that arise.)

- Plans to translate materials (at meetings & literature)
- Plans to accommodate cultures and those with hearing/reading impairments (translators)
- Relate to demographic data provided in the Community Need section (the reviewer will remember)

3.b. Government Agency Partnerships (5 Points)

- Identify which agency or agencies are anticipated to have regulatory jurisdiction over your cleanup and discuss the roles they may have in ensuring your cleanup meets applicable standards or otherwise is protective of human health and the environment.

- Discuss the roles that state or local health agencies may play in your project or explain why health agency involvement would not be applicable to your project.

3.b. Government Agency Partnerships (5 Points)

✓ *Describe your **current efforts and plans to develop partnerships with the following entities including a description of the role they would play** to ensure your brownfields project is successful:*

  i.   Local/State environmental & health agencies

  ii.   Other relevant federal and state governmental agencies

✓ If you are new to Brownfields grants, describe your efforts and plans to establish these partnerships. If not new, show your experience (the reviewer expects this).

✓ Become knowledgeable about and demonstrate that knowledge regarding your state programs.

3.b. Government Agency Partnerships (5 Points)

Local/State/Tribal environmental & health agencies

- ✓ Discuss the **key role** the agencies play in your grant, and the process for how you will work together during the various phases of the cleanup work.

- ✓ **Local/State Environmental Agencies**

  - Include the state's role and the process for developing cleanup plans for sustainable redevelopment.

  - Let the reviewer know how your state's voluntary cleanup program operates (their role, certificates of completion, liability protections, etc.).

  - Indicate definitive plans to **enroll site(s) in state voluntary cleanup programs.**

3.b. Government Agency Partnerships (5 Points)

Local/State environmental & health agencies

- ✓ **Health Agencies**
  - Discuss the setup of the health agencies in your area (they are different all over the country and the reviewer will need this overview to understand your situation).

  - Include the services they can provide and the role they will play in your grant (only if applicable to your cleanup project) during the various phases of cleanup work, including:
    - ❖ Information on known health risks in your community and on your site.
    - ❖ Information on sensitive populations in your community
    - ❖ Situations of identified immediate risks to human health

3.b. Government Agency Partnerships (5 Points)

Other relevant federal and state governmental agencies

- ✓ Discuss the role of other federal agencies such as:

    - • HUD
    - • DOT
    - • EDA
    - • USDA

- ✓ If you are part of a HUD/EPA/DOT partnership, don't forget to mention your role and involvement.

- ✓ Discuss the role other state agencies will play in your project.

3.c. Community Organization Partnerships (5 Points)

- Describe your current efforts and plans to initiate and develop partnerships with community organizations and

- Discuss how they will be involved in the planning and implementation of your project.

- Include a description of each organization involved in your project.

- Describe the role and commitments that each of these organizations will make in planning and implementation of the project.

  NOTE: EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.

3.c. Community Organization Partnerships (5 Points)

- Letters of Support - Attach to the proposal current letters from all of the community organizations listed that discuss their support of the project and describe and affirm the roles and commitments they make to the planning and implementation of the project.

  * The number of partners is not as important as the contributions of the organizations.

  * Letters should affirm information provided by the applicant.

3.c. Community Organization Partnerships (5 Points)

- *Note*: If there are no community organizations in your community, then affirm this and demonstrate how the community is engaged and will continue to be involved in your project. This can be done by including support letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc.

3.c. Community Organization Partnerships (5 Points)

- *Note:* Community organizations do **not** include local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials. See FAQ # 7 (http://www.epa.gov/brownfields/proposal_guides/FY1?_FAQs.pdf) for more information about Community Organizations.

- **Subawards to Community Organizations:**
  If you intend to fund a community organization with a subaward, please review Section IV.F carefully.

3.c. Community Organization Partnerships (5 Points)

*Provide a **description of, and the role of, key** community-based organizations that will be <u>involved</u> <u>in your project</u>.*

- ✓ **Non-Government Entities**: Local citizens, environmental groups, civic groups, and educational institutions.
- ✓ **No Contractors**.

- Describe the makeup of the group, the services they can provide, and when and how you work together during the grant. The use of a chart can work well here to present your information.

- **Present them as partners and their assistance in the grant in terms of commitments.**

3.c. Community Organization Partnerships (5 Points)

- If community-based organizations do not exist in your area please provide background affirming the lack of such organizations.

- If no CBOs exist, Demonstrate how the community is engaged and involved in your project, which can be shown by resident support letters, letters to the editor, attendance at public meetings, etc.

3.c. Community Organization Partnerships (5 Points)

✓ **Letter** from **EACH** CBO is required

- Required proposal attachment is a letter that describes **project role and commitments** that the CBO will make to your project.

- Do **NOT** utilize form letters. This will not work. Each letter should speak from that organization's view of your brownfields work.

- Must describe their project **role.**

- Must describe their **commitment.**

- The commitments specified in the letters should mirror those presented in the proposal.

- How many key CBOs do you need? How many will get you the five points?

3.c. Community Organization Partnerships (5 Points)

✓ Examples of what CBOs can do for your project:

- Provide financial or legal advice

- Helping to post community outreach material on web and/or in newsletters. Help engage the community.

- Host public meetings

- Provide technical assistance (QEP, QA)

- Participation on cleanup project committee

- Provide some portion of the cost share by providing materials or equipment or hosting a public meeting

3.c. Community Organization Partnerships (5 Points)

✓ Examples of CBOs (create a balanced mix but emphasize your local organizations):

- Chambers of Commerce
- Churches
- Environmental non-profits (i.e. rail to trail type organizations)
- Economic development organizations
- Community Development Corporations (CDCs)
- Social services providers
- Downtown development committees

- Revitalization committees
- Affordable housing organizations
- Land trusts
- Neighborhood associations
- Regional economic strategy groups
- Health organizations
- Education institutions
- Historic and cultural organizations

3.c. Community Organization Partnerships (5 Points)

- Note: EPA may conduct reference checks to ensure organizations identified are supportive and involved with the brownfields project.

4.a. <u>Health and/or Welfare and Environment</u> (10 Points)

4.b. <u>Environmental Benefits from Infrastructure Reuse/Sustainable Reuse</u> (5 Points)

i.   Planning, Policies or Other Tools (2 Points)

ii.   Example of Efforts (3 Points)

4.c. <u>Economic and Community Benefits</u> (5 Points)

i.   Economic/Other Benefits (3 Points)

ii.   Job Creation Potential (2 Points)

Check For Consistency!

Don't forget to finish the story!

In this section, you should explain how all of your welfare, public health, environmental, economic and non-economic benefits solve the problems you discussed in **Community Need**.

- Describe the overall outcomes and benefits expected from your RLF program in the context of the needs you demonstrated in the Community Need (Section V.B.1), the broader planning efforts (as discussed in RLF Program Description (Section V.B.2), including sustainable redevelopment and the near-term efforts to support sustainable environmental practices in the community.

- Describe how the outcomes of this RLF program will contribute to the overall community plan for the revitalization of Brownfields sites.

- Proposals will be evaluated on the quality and extent to which the proposal demonstrates the potential of the RLF program, or the development plan for the program or the program area to, realize significant outcomes and benefits to the health/welfare and environment of the community, facilitate environmentally sustainable redevelopment planning, and stimulate economic or non-economic benefits.

4.a. Health and/or Welfare and Environment (10 Points)

* Describe the health and/or welfare and environmental benefits anticipated from the cleanup and revitalization of the property.

* Describe how these benefits will address the health and/or welfare and environmental challenges discussed in the Community Need section.

4.a. Health and/or Welfare and Environment (10 Points)

- ✓ Cover benefits for environmental, social and public health, and include both direct & indirect benefits from cleanup and site reuse.

- ✓ **Be as specific** as possible in relation to your targeted community and your overall story.

4.a. Health and/or Welfare and Environment (10 Points)

Consider *how nearby, sensitive, and disadvantaged populations in your targeted community will be protected from contaminants during cleanup work* conducted on the Brownfields site under this grant.

4.a. Health and/or Welfare and Environment (10 Points)

Suggested considerations:

- Include the sensitive populations discussed in community need and plan for their protection.

- Discuss the efforts your consultant will make to protect the public.
  - ✓ Operating under health and safety plan.
  - ✓ Erecting signs during project phases (with call in numbers for questions or concerns).
  - ✓ Dust control on and off site.
  - ✓ Flag persons protecting children and the public around heavy equipment operation.
  - ✓ Install temporary fencing during site activities, if appropriate.

- Discuss notices to the public and house-to-house notifications to neighbors adjacent to the site.

4.b. **Environmental Benefits from Infrastructure Reuse/Sustainable Reuse [5 points]**

i.) Planning, Policies or Other Tools [2 points]

- Describe how your community is using planning, policies, ordinances or other tools to foster and implement sustainable redevelopment.

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

i.) Planning, Policies or Other Tools [2 points]

• Provide examples which may be pertinent to the proposed project such as using existing infrastructure, green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy. See page 6 of these guidelines.

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

ii.) Example of Efforts [3 points]

- Provide one example of efforts you have taken in your planning to integrate equitable development **or** livability principles for cleanup and revitalization of brownfields, such as improved transportation choices, affordable housing, and other considerations as described on page 6 of these guidelines.

114

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

Here are some ideas: (Also see guidelines page 6)

- ✓ Include information on redevelopments with affordable housing.
- ✓ Include information on incentives to retain local businesses in mixed-use or commercial developments; and incentives to retain local residents who have been affected by brownfields.
- ✓ Does reuse include community center or public space that benefits residents?
- ✓ Relation to master plans for transit oriented design or smart growth.
- ✓ Describe partnerships with local community development corporations if you are working with them to redevelop sites.

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

- ✓ Remember that infrastructure reuse comes from the *Brownfields law.* It is not just idle language we dreamed up!

- ✓ Discuss all possible **Infrastructure Reuse** and how this will play into site selection. What is existing infrastructure?

- Water
- Sewer
- Electricity
- Roads & Waterways

- Side Walks & Pathways
- Storm Water Systems
- Public Transit
- Buildings

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

Describe all **Sustainable Reuse** possibilities that you will work on incorporating into the cleanup and redevelopment of your site. Such as:

- ✓ Green Building (LEED Certification, EnergyStar Certification, etc.)
- ✓ Smart Growth Principles
- ✓ Energy and Resource Efficiency
- ✓ Historical Building/Material Preservation and/or Renovation
- ✓ Innovative Storm Water Controls
  - • Pervious Pavement
  - • Gray Water Reuse
  - • Onsite retention and/or treatment (bioswales, raingardens, etc.)
- ✓ Ecological Revitalization

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

Describe all **Sustainable Reuse** (cont'd)

- ✓ Sustainable and Low-Impact Landscaping
- ✓ Maintenance and/or Promotion of Community Character and Livability
- ✓ Use of Local Materials and Resources
- ✓ Green Cleanups
  - • Biodiesel or Alternate Fuel Equipment
  - • Construction & Demolition Recycling
  - • Debris Sorting
  - • Conservation of Resources

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

Describe existing or future sustainability measures in your community which may apply to your project. Such as:

- ✓ Multiuse Zoning
- ✓ Transit Oriented Development
- ✓ Development of a Community Vision or Plan
- ✓ Consider Ordinance Development

4.c. <u>Economic and Community Benefits</u> (5 Points)

i.) <u>Economic or Other Benefits</u> [3 points]

- Describe the long-term outcomes and benefits that will result from implementation of this grant. Include specific discussion of economic benefits, such as increased employment and expanded tax base;

** Identify specific outcomes as part of your response to these criteria. See Section VI.E

OR ….

4.c. Economic and Community Benefits (5 Points)

i.) Economic or Other Benefits [3 points]

… **OR** ….

- Discuss other non-economic benefits associated with the cleanup of your site to be reused for greenspace or other not-for-profit activities. Examples may include areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers and other not-for-profit, governmental or charitable organization spaces such as libraries, schools, health centers, community centers, fire stations, etc.

4.c. Economic and Community Benefits (5 Points)

Here are some example outcomes:

✓ **Environmental Benefits**

- Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target areas)

- Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality) .

✓ **Social Benefits**

- Blight reductions
- Quality of life
- People moving back
- Crime reduction
- Community cohesion

4.c. Economic and Community Benefits (5 Points)

Here are some example outcomes:

- ✓ **Health Benefits**

  Reduced exposure to contamination yields reduced health threat.

  - Elimination of health threats from direct contact, inhalation, and indoor vapor intrusion of site contaminants;
  - Asthma Reduction Due to Improved Air Quality (Diesel Emissions)
  - Lower Blood Lead Level
  - Drinking Supply Protection or Restoration

4.c. Economic and Community Benefits (5 Points)

✓ Notice the "and/or" language here. This language gives economic and greenspace benefits equal billing. However, economic, greenspace, and non-profit benefits should all be addressed when appropriate.

✓ Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.

✓ Keep your targeted community and partnering CBOs in mind in the development of this section.

✓ Even if your specific reuse plans may not be finalized, describe the potential benefits based on the vision of your overall story and what your community needs. After all, creating redevelopment in your community is the reason you are applying for this grant.

4.c. Economic and Community Benefits (5 Points)

i.   Economic Benefits

- ✓ Describe all **economic benefits** from the cleanup and redevelopment of your site.

- ✓ Provide quantitative estimates where feasible.

  - Number and types of jobs created

  - Tax revenue increase (Property, Sales, Income)

  - Property values increase

  - Stimulate area-wide development

4.c. Economic and Community Benefits (5 Points)

i. Non-Economic Benefits

- ✓ Describe All **Non-Economic** Benefits potentially created by this grant.

- ✓ Non-Profit & Charitable Reuse
  - Affordable housing
  - Community Center
  - Governmental (City Hall, Library, Police)

- ✓ Greenspace Reuse
  - Wetlands, greenspace & open space
  - Recreational & pocket parks
  - Greenspace components in commercial and industrial redevelopment
  - Rails to trails
  - Preservation of open space on urban edge

4.c. Economic and Community Benefits (5 Points)

ii. Job Creation Potential: Partnerships with Workforce Development Programs [2 points]

- Describe any efforts you plan to promote local hiring and procurement, or to link members of the community to potential employment opportunities related to your proposed project. Such efforts may include, but are not limited to, partnering with local workforce development entities or Brownfields job training grantees. A list of Brownfields job training grantees can be found at http://cfpub.epa.gov/bf_factsheets/index.cfm.

Local environmental job training programs

✓ Make yourself familiar with your local job training program(s), EPA or other, so that you can discuss the role job training organization(s) will play in your project.

✓ *If there are no job training programs in your immediate area, describe efforts to link members of the community to potential employment opportunities related to your proposed project.*

- Discuss local hiring.

- Make connections between job training graduates and the contractors you will be hiring.

- Refer to brownfields toolbox for information on EPA funded Job Training Programs at www.brownfields-toolbox.org

TIP: Review criteria 4 a, b, and c and make sure you are discussing the benefits of your actions.

Do not repeat the problems discussed under Community Need.

Focus on anticipated benefits to your targeted community.

This is the happy ending of your story.

5.   <u>Programmatic Capability and Past Performance</u> (20 Points)

- This section of your proposal demonstrates that your organization ("the applicant") has programmatic capability (experience, knowledge and resources, or ability to obtain them) necessary to ensure successful completion of all required aspects of this project and grant as discussed in the previous section of your proposal and Section VI of the these guidelines.

5. <u>Programmatic Capability and Past Performance</u> (20 Points)

- Proposals will be evaluated on the quality and extent to which your proposal demonstrates *the ability of your organization to successfully manage and complete the project, considering your programmatic and administrative capacity, plans for measuring and reporting your outputs and outcomes, and your past and/or current performance* under federally and/or non-federally funded assistance agreements (past and current).

5. <u>Programmatic Capability and Past Performance</u> (20 Points)

- Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completion of all technical, administrative and financial requirements of the project and grant. Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience.

- Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or subawardees) required to successfully complete the project. Please refer to Section IV.E. and F. regarding contractors and subawards.

5.b.   Audit Findings (2 Points)

- Describe any adverse audit findings. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems. If you have not, please affirm that you have not had any adverse audit findings. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. [*Failure to address this section will result in zero points for this factor*.]

5.c.　　Past Performance and Accomplishments (6 Points)

- If you have ever received an **EPA brownfields** grant, please respond to **item i.**

OR

- If you have never received an EPA brownfields grant, but have received **other federal or non-federal assistance agreements** (an assistance agreement is a grant or cooperative agreement, but not a contract) please respond to **item ii.**

OR

- If you have **never received any type of federal or non-federal** assistance agreements please indicate this in response to **item iii.** and you will receive a neutral score of 3 points for this factor.

5.c.   Past Performance and Accomplishments (6 Points)

- SELECT THE CORRECT SUBPART

AND

- ANSWER ALL REQUIREMENTS

NOTE: *DON'T LOSE EASY POINTS NOT RESPONDING TO ALL REQUIRED INFO.*

5.c.   Past Performance and Accomplishments (6 Points)

i) **<u>Currently or Has Ever Received an EPA</u>** <u>Brownfields Assessment, Revolving Loan Fund, or Cleanup Grant</u>

- Identify and provide information regarding each of your current and most recent EPA assessment, revolving loan fund or cleanup brownfields grant(s) (but no more than five). Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the following:

5.c.   Past Performance and Accomplishments (6 Points)

i) **Currently or Has Ever Received an EPA** Brownfields Assessment, Revolving Loan Fund, or Cleanup Grant

   1. Compliance with grant requirements [3 points]:

- Discuss your compliance with the work plan, schedule and terms and conditions. Include whether have made, or are making, sufficient progress towards achieving the expected results of the grant in a timely manner? If you are not, please explain why? What corrective measures did you take, or are you taking, and how did you document and communicate them?

5.c.   Past Performance and Accomplishments (6 Points)

i) **<u>Currently or Has Ever Received an EPA</u>** <u>Brownfields Assessment, Revolving Loan Fund, or Cleanup Grant</u>

   1.

- Discuss your history of timely and acceptable quarterly performance and technical reporting, as well as, ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting.

- For all open EPA Brownfield grant(s), please explain your need for additional funding. Additionally, for all open grant(s) indicate if there are funds remaining, the grant period (start and end date) and the plan for expenditure by the end of the grant period.

5.c.   Past Performance and Accomplishments (6 Points)

i)   <u>**Currently or Has Ever Received an EPA** Brownfields Assessment, Revolving Loan Fund, or Cleanup Grant</u>

    1.

TIP: Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**

- For all closed EPA Brownfields grant(s), indicate if there were funds remaining at the time of closure, the amount of remaining funds and a brief explanation of why the funds were not expended.

5.c.   Past Performance and Accomplishments (6 Points)

i) **<u>Currently or Has Ever Received an EPA</u>** <u>Brownfields Assessment, Revolving Loan Fund, or Cleanup Grant</u>

2. Accomplishments [3 points]:

•   Describe the accomplishments and specific outputs of your grant funded program, including at minimum, the number of sites assessed and cleaned up.

•   Discuss whether these outputs and outcomes were accurately reflected in ACRES at the time of this proposal submission, and if not, please explain why?

5.c.   Past Performance and Accomplishments (6 Points)

ii. **Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements**

- Identify and describe each of your current and/or most recent federally and non-federally funded grants (no more than five) that are most *similar in size, scope, and relevance to the proposed project*. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the following:

5.c.   Past Performance and Accomplishments (6 Points)

ii. **Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements**

1. Purpose and Accomplishments [3 points]:

- Describe the awarding agency/organization, amount of funding, and purpose of the grant(s) you have received.

- Discuss the specific accomplishments and outputs and outcomes of the project supported by these grants, including specific measure of success for the project supported by each type of grant received.

5.c.   Past Performance and Accomplishments (6 Points)

ii.   **Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements**

2.   Compliance with grant requirements [3 points]:

- Describe your compliance with the work plan, schedule and terms and conditions. Include whether you made or are making sufficient progress towards achieving the expected results of the grant in a timely manner? If not, please explain why. What corrective measures did you take, or are you taking, and how did you document and communicate them?

- Discuss your history of timely and acceptable reporting, as required by the awarding agency/organization.

5.c.   Past Performance and Accomplishments (6 Points)

iii. <u>Has Never Received Any Type of Federal or Non-Federal Assistance Agreements</u>

- Affirm that your organization has never received any type of federal or non-federal assistant agreement (grant). [*Failure to indicate anything in response may result in zero points for this factor.*][3 points]

TIPS:

- *Describe the management system you have in place.*

- *Describe your project manager and staff expertise, qualifications and experience.*

  - ✓ Explain who will be involved with this grant and point out other expertise you can draw on in your organization.

  - ✓ **Do not name a specific contractor**. Contractors must be competitively procured after the grant is awarded.

- *Discuss the means you will use to retain project leadership or recruit qualified staff should employee turnover occur.*

- *Explain experience in acquiring needed expertise and resources through competitive procurement.*

TIPS: Adverse Audits

✓ Describe any adverse audit findings.

✓ Describe any past grant management issues and how you corrected them.

✓ **If you have no adverse audit findings tell us that! This is where many applicants lose points. Be sure to respond to this criterion.**

- ## V.D Proposal Checklist for Cleanup Grants
  - ✓ See page 42 to make sure you include all items required for a comprehensive proposal.

☑	Transmittal Letter (2-page limit)
☑	The Narrative Proposal, which includes the responses to ranking criteria (15-page limit)
☑	Documentation of all applicable threshold criteria (see Section III. B and C)
☑	Letter from the state or tribal environmental authority (see Section III.C.2.)
☑	Draft Analysis of Brownfields Cleanup Alternatives (ABCA) (see FAQ #71 and Section III.C.6.)
☑	Documentation indicating committed firm leveraged resources, if applicable (see Section V.B.2.b)
☑	Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3.)
☑	Documentation of community notification, including copies of ads (or equivalent) and comments received by you, your organization's responses to those comments, and meeting notes and sign-in sheets (see Section III.C.6.)
☑	Documentation of nonprofit status, if applicable (see Section III.C.1.)
☑	Documentation of applicant eligibility if other than city, county, state, or tribe (see Section III.C.1.)
☑	Justification for cleanup cost-share waiver, if applicable (see Section III.C.5.)
☑	Property-Specific Determination request, if applicable (see Section III.C.3.d.)
☑	Petroleum eligibility determination information, if applicable (see Section III.C.3.i.)
☑	Other Factors Checklist (located in Appendix 3), if applicable (see Section IV.C.2.j)

Web-Based Resources

- **FY14 ARC Proposal Guidelines:**
  - ✓ Cleanup – http://www.epa.gov/brownfields/applicat.htm
- **FY14 ARC Frequently Asked Questions (FAQ):** http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling:**

  www.epa.gov/epaoswer/non-hw/debris-new/pubs/brochure.pdf
- **EPA Headquarters Information:** www.epa.gov/brownfields
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools:** www.smarte.org
- **TAB EZ Grant Writing Tool:** www.tabez.org/
- **Brownfields Toolbox:** www.brownfields-toolbox.org
- **EPA Region 3 website:** http://www.epa.gov/reg3hwmd/bf-lr/bf-grants.html

Attachments (**Only** the listed attachments will be accepted- all others will be removed from the proposal prior to review. There is no page limit for attachments.)

- Threshold Documentation including cost-share documentation (see Section III.B and C)

- Letter from the state or tribal environmental authority (see Section III.C.2.)

- Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3.) <u>You must attach support letters to your proposal or EPA will not take the community-based organization's support into consideration.</u>

- Documentation indicating leveraged funds are committed to the project (see Section V.B.2.b.iii)

- Documentation of community notification, including copies of ads (or equivalent) and comments received by you, your organization's responses to those comments, and meeting notes and sign-in sheets (see Section III.C.6.)

- Draft Analysis of Brownfields Cleanup Alternatives (ABCA) (template is located in Appendix 3. See Section III.C.6.)

- Documentation of nonprofit status, if applicable (see Section III.C.1.)

- Documentation of applicant eligibility if other than city, county, state, or tribe (see section III.C.1.)

- Justification for cleanup cost-share waiver, if applicable (see Section III.C.5.)

- Property-Specific Determination request, if applicable (see Section III.C.3.d.)

- Petroleum eligibility determination information, if applicable (see Section III.C.3.i.)

- Other Factors checklist (located at Appendix 3), if applicable (see Section IV.C.2.j)

• **Analysis of Brownfield Cleanup Alternatives ("ABCA")**

- Draft ABCA must be attached to proposal.

- Brief document; Will not be scored.

- See FAQs

    http://epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf

- Example ABCA on EPA Region 3 website.

    http://www.epa.gov/reg3hwmd/bf-lr/bf-grants.html

- Questions on ABCA contact:

    Sherry Gallagher

    gallagher.sherry@ epa.gov

    Phone: 215.814.3211

• **<u>Primary Elements of ABCA</u>**

✓ Describe the nature & extent of contamination.

    What contaminants are present. Where are they located.

✓ Summarize the cleanup goals & cleanup standards.

    (e.g., State Standard for industrial or residential reuse) .

✓ Evaluate 3 cleanup alternatives including "No Action" based on:

    - Effectiveness in meeting cleanup goals;

    - Implementabilty/Feasibility;

    - Cost.

✓ Identify preferred cleanup alternative

- **<u>Community Notification Requirements:</u>**

- Must be completed **prior** to proposal submission. (See guidelines pg 21)

✓Publish **Public Notice** (legal Ad) and hold **Public Meeting** on:

    1. Draft Proposal; and

    2. Draft Analysis of Brownfield Cleanup Alternative ("ABCA").

- Public Notice (Ad) must reference both Draft Proposal & Draft ABCA.

- Draft Proposal and Draft ABCA must be available for public review .

  (e.g., in library or town hall)

- Public Notice (Ad) must be published 2 weeks prior to proposal submission.

      January 8, 2014 last date to publish ad

Community Notification

✓The following must be attached to the proposal:

• A copy of the draft ABCA.

• A copy of the ad (or equivalent) that demonstrates notification to the public and solicitation for comments on the proposal(s) and draft ABCA(s).

• The comments or a summary of the comments received on the proposal(s) and draft ABCA(s) .

• Your response to the public comments on the proposal(s) and draft ABCA(s).

• Meeting notes or summary from the public meeting(s).

- TAB EZ

http://www.tabez.org/

➢Resources

- Cleanup Grant Applications Helpful Hints

- Sample Grant Applications

EPA Region 3 website:

http://www.epa.gov/reg3hwmd/bf-lr/bf-grants.html

- FY14 RLF Grants Proposal Guidelines Training
- FY 14 RLF Grants Guideline Checklist