



## Agenda

- Overview of Types of Grants
- Proposal Guidelines Tips
  - Changes to the Guidelines
- Overview of Threshold Criteria
- Overview of Ranking Criteria
  - Community Need
  - Program/Project Description
  - Community Engagement & Partnership
  - Project Benefits
  - Programmatic Capability & Past Performance
- Contacts

FY 14 Brownfields Grant  
Guidelines:  
A Detailed Review of the  
Assessment, RLF, and  
Cleanup Grant Proposal Process

**Call in: 1-866-299-3188**

**Code: 2025661887#**



The purpose of this training webinar is to assist applicants with understanding the Assessment, Revolving Loan Fund, and Cleanup (ARC) grant guidelines and in applying for ARC grants.

**Should any information provided in the following slides or by the presenter differ from the guidelines, the language written in the guidelines prevail.**

# Estimated FY14 Timeline



- Jan. 22, 2014: Proposals Due (11:59 pm **EST**)
- Apr. – May 2014: Selections Announced
- May – Jun. 2014: Work plans and grant paperwork submitted
- July-Oct 2014: Grants Awarded/Funds Available

The proposal due date is set in the guidelines, however, other dates are subject to change.

# Key Ideas



- Package application into understandable components (e.g. open space and commercial revitalization ... what is the “elevator pitch”)
- Catalyst/Leveraging: Why is your project a catalyst for land revitalization; who are the partners that are going to help make it happen
- Meaningful Community Engagement: Get the stakeholders involved upfront; do more than typical community newspaper ads and Council Meeting
- Responses to the criteria questions should clearly support the “package”

# Types of Grants



Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (Government)	Applicant Eligibility (Government)	Applicant Eligibility (Government/Non profit)
\$400,000 Community wide \$200,000 or up to \$350,000 for Site-Specific Up \$750,000 Coalition	Up to \$1M And an additional \$1M for each member of the Coalition	\$200,000 per site Up to 3 sites for total of \$600,000
3 years	5 years	3 years
	20% Cost Share	20% Cost Share
Site and Property Ownership Eligibility (site-specific only)		Site and Property Ownership Eligibility – Applicants must own site by Jan 15, 2014
inventory, characterize, assess, and conduct community involvement	Provide loans and subgrants for cleanup, community involvement & reuse planning	Cleanup, reuse planning and community involvement
<b>Received an assessment grant in 2013 <u>NOT</u> eligible to apply this year for assessment funds</b>		

# Changes to Guidelines



	FY 14
Proposal Submission	One copy to EMS (contractor to EPA)
Threshold (Assessment only)	Community involvement will be both a threshold and ranking criteria. Applicants <b><u>MUST</u></b> include community involvement activities.
Ranking Criteria	<ol style="list-style-type: none"> <li>1. Community Need</li> <li>2. Project Description and Feasibility of Success</li> <li>3. Community Engagement and partnerships</li> <li>4. Project Benefits</li> <li>5. Programmatic Capability and Past Performance</li> </ol>
Point Distribution (Attached)	<p>Points distributed on a sub-criteria level.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>A. (10 pts)               <ol style="list-style-type: none"> <li>1. (5 pts)                   <ol style="list-style-type: none"> <li>a. (3 pts)</li> <li>b. (2 pts)</li> </ol> </li> <li>2. (5 pts)                   <ol style="list-style-type: none"> <li>a. (3 pts)</li> <li>b. (2 pts)</li> </ol> </li> </ol> </li> </ol>
Ranking Criteria Language	Reworked to provide greater clarity to the applicant.
Statute	Clarified ranking criteria is consistent with our statute.
Special Consideration	Appendix 3 now called “Other Factors” Checklist, documentation is an attachment and has been replaced with a checklist to a chart format.
Job Training Reference	List of Job Training awardees
Who Can Apply?	Applicants who have been awarded an assessment grant in FY13 are ineligible to apply for an assessment grant in FY14. If the applicant was a part of a coalition, that applicant is ineligible to apply for an assessment grant. Applicants may apply for cleanup and RLF grants.

# Proposal Guidelines



- 15 page limit (Narrative) – Pages beyond the 15 page limit for the narrative (not including attachments) will be deleted and not reviewed.
- Programmatic Capability is included in the 15 page limit for narrative.
- 1” margins; 12 pt font; no binders
- Limit attachments to required/relevant documents and letters (ie. state letter, community support letters) (see IV.C.1)

# Proposal Guideline TIPS



- Read entire Guidelines - different guidelines for each grant type
- Write as though the reader knows **NOTHING** about your community
- **Address ALL criteria – if it doesn't apply state that and explain why**
- It is not sufficient to simply respond to a criterion. The **quality** of the response is extremely important.
  - Use the Proposal Check Lists at the end of the Ranking Criteria section

# Proposal Guideline TIPS



- Avoid using acronyms and technical/organizational jargon
- Check Frequently Asked Questions (FAQs)
- Applications can be submitted via mail or Grants.gov
  - Applicants wishing to submit electronically should do so at: [www.grants.gov](http://www.grants.gov)
  - Registration in Grants.gov can take up to 2 weeks to be fully registered in the system.

# TABEZ: A Grant Writing Tool (Assessment & Cleanup only)



[www.tabez.org](http://www.tabez.org)

- Free tool to assist in preparing assessment & cleanup grant applications
- User friendly and accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful Hints & support for every criteria

A screenshot of the TABEZ website home page. The page has a green and white color scheme. At the top, there is a navigation bar with links for HOME, GRANT APPLICATIONS, RESOURCES, SEARCH, and HELP. Below this, there is a "Home" section with a "Welcome to TAB EZ" message and a link to "Technical Assistance to Brownfields communities (TAB) easy brownfields grant application (EZ) software program". There are also sections for "What TAB EZ can do" and "What TAB EZ can not do". A prominent red banner at the bottom of the main content area reads: "!!!The deadline to submit your FY2011 grant proposal is October 15, 2010!!!". At the very bottom, there are two buttons: "GRANT APPLICATIONS HOME" and "TAB EZ TUTORIAL".

Slides from the TABEZ Webinar held Friday December 13 are available on the brownfields website:

[http://epa.gov/brownfields/news/index.htm#fy2014\\_barlf](http://epa.gov/brownfields/news/index.htm#fy2014_barlf)

# Technical Assistance to Brownfields (TAB) Contacts



## **New Jersey Institute of Technology (NJIT)**

Serves EPA Regions 1, 2 and 3

[www.epa.gov/brownfields/pdfs/njit-fact-sheet-02-07-13.pdf](http://www.epa.gov/brownfields/pdfs/njit-fact-sheet-02-07-13.pdf)

Colette Santasieri

973-642-4165

[santasieri@njit.edu](mailto:santasieri@njit.edu)

[www.njit.edu](http://www.njit.edu)

## **Kansas State University (KSU)**

Serves EPA Regions 5, 6, 7 and 8

[www.epa.gov/brownfields/pubs/kansas-state-fact-sheet-03-21-13.pdf](http://www.epa.gov/brownfields/pubs/kansas-state-fact-sheet-03-21-13.pdf)

Blase Leven

785-532-0780

[baleven@ksu.edu](mailto:baleven@ksu.edu)

[www.engg.ksu.edu/CHSR/outreach/tab/](http://www.engg.ksu.edu/CHSR/outreach/tab/)

## **Center for Creative Land Recycling (CCLR)**

Serves EPA Regions 2, 4, 9 and 10

[www.epa.gov/brownfields/pubs/cclr-fact-sheet3-21-13.pdf](http://www.epa.gov/brownfields/pubs/cclr-fact-sheet3-21-13.pdf)

Stephanie Shakofsky

415-398-1080 ext. 110

[stephanie.shakofsky@cclr.org](mailto:stephanie.shakofsky@cclr.org)

[www.CCLR.org](http://www.CCLR.org)

# Progress Check



## Progress Check

- Wrap up
- New** Programmatic Cap./Past Performance
- Project Benefits
- Community Engagement & Partnership
- Program/Project Description
- Community Need
- Overview of Ranking Criteria
- NEXT: Overview of Threshold Criteria**
- Proposal Guideline Tips
- Overview of Types of Grants
- Introductions and Administrative

# Threshold Criteria Overview



Failing threshold means  
you will no longer be in the race!!

# Threshold Criteria



Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (Government)	Applicant Eligibility (Government)	Applicant Eligibility (Government/Non profit)
Letter from the State or Tribal Environmental Authority	Letter from the State or Tribal Environmental Authority	Letter from the State or Tribal Environmental Authority
	Cleanup Authority and Oversight Structure/legal authority to manage RLF	Cleanup Authority and Oversight Structure
	20% Cost Share	20% Cost Share
Site Eligibility and Property Ownership Eligibility (site-specific only)		Site Eligibility and Property Ownership Eligibility – Applicants must own site by Jan 15, 2014
Community involvement		Community Notification
	Description of Jurisdiction	Draft ABCA
Letters from coalition members in which they agree to be a part of the coalition	Letters from coalition members in which they agree to be a part of the coalition	

# Letter from State or Tribal Environmental Authority



- CURRENT letter **acknowledging your specific proposal** and applicant plans to apply for grant to conduct/oversee assessment and/or cleanup activities
- State & Tribal Authorities do not need to provide letter for themselves



Do **not** substitute a letter from local or county oversight agencies.



Do not substitute an enforcement letter from the state regarding a specific site action.



Do **not** use last year's letter.



## Sites NOT Eligible

- Proposed or listed on the National Priorities List (Superfund)
- Facilities subject to orders under CERCLA
- Facilities that are subject to the jurisdiction, custody or control of the US government (except land held in trust for Indian Tribes)
- Site cannot be subject to RCRA Corrective Action

# Site Eligibility

(Site-Specific Assessment & Cleanup Only)



## Hazardous Substance Sites

- Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes.
- EPA will determine if site is eligible based on answers to criteria

## Co-mingled Sites

- Sites with both types of contamination are considered Hazardous Substance sites

## Petroleum Sites

- EPA or State will determine if site is eligible (except for Tribes – EPA will determine)
- Petroleum Eligibility Letter

Attach to application



Determination can be done before turning in your application.

# Site Eligibility - Hazardous

(Site-Specific Assessment & Cleanup Only)



\*Applicant must not be responsible for contamination.

## 1. Who owns it?

## 2. How was it acquired/AAI/ Phase I?

- Did purchase include due diligence / all appropriate inquiry?
- Tax foreclosure, abandonment, or other government proceeding

## 3. Who Contaminated it?

- If Applicant, in most cases the site is not eligible

## 4. Continuing Obligations: What happened on the property after acquisition?

- Did owner insure no further contamination has taken place since they received title?

\* Site eligibility is called “Property Ownership Eligibility” in the guidelines

# Site Eligibility - Petroleum

## (Site-Specific Assessment & Cleanup)



- Must be low risk
  - Is the site relatively low risk? (Ask the State or EPA if the State does not respond or if you are a tribe.)
- Current and previous owner must not be responsible for contamination
  - Who are the current and previous owners?
  - Did the current or previous owner cause contamination?
- If current or previous owner is responsible...
  - Are they financially viable?

# Community Involvement



Applicant must:

- identify how they “**intend** to inform and involve the community and other stakeholders.”
- tie this to their “Plan for Involving Targeted Community & Other Stakeholders; and Communicating Project Progress” in section V.B.3.a.

# Cleanup or Legal Authority & Oversight Structure



- Cleanup Oversight (Cleanup & RLF Applicants)
  - Describe oversight plan & if plan to enroll in state or tribal voluntary program
- Property(s) Access Plan (Cleanup only)
  - Plan to obtain access to adjacent properties, if needed
- Legal Opinion (RLF only)
  - Letter from applicant's counsel
  - Legal authority to access sites
  - Legal authority to hold funds/make loans/accept payments etc.

# Cost Share



- 20% Match Required (Cleanup & RLF only)
  - Match can be contribution of money, labor, materials, or services from a non-federal source
    - Only for an eligible & allowable expense
    - HUD CDBG funds can be used as match
  - Hardship Waivers can be requested
- For RLF applicants – 20% match can be passed along to borrower or sub-grantee

Do not exceed  
20% match

# Community Notification



- Provide an opportunity for the community to submit comments to your proposal by:
  - Placing an ad (or equivalent) about intention to apply, date of meeting
  - Indicate in ad or equivalent where proposal is located (e.g. town hall library, website, etc.)
  - Host public meeting prior to proposal submission & provide date and time in ad
- Can use one notification for several grant types
- **Cleanup Grants**: Provide an opportunity to submit comments to your Draft Analysis of Brownfield Cleanup Alternatives (ABCA) at least **2 weeks prior to submission**
- **For Assessment**: Community notification using existing meetings are allowable

# Progress Check



## Questions?



## Progress Check

-  Wrap up
-  Programmatic Cap./Past Performance
-  Project Benefits
-  Community Engagement & Partnership
-  Program/Project Description
-  Community Need
-  **NEXT: Overview of Ranking Criteria**
-  Overview of Threshold Criteria
-  Proposal Guideline Tips
-  Overview of Types of Grants
-  Introductions and Administrative

# Ranking Criteria



- Proposal must have passed Threshold Criteria to be considered for review & be “ranked”
- 5 Ranking Criteria Sections
  - Community Need
  - Program/Project Description
  - Community Engagement & Partnership
  - Project Benefits
  - Programmatic Capability/Past Performance
- Each criterion is made up of sub-criteria
  - Answer each individually
  - Sub-criteria may be different per grant type and point totals vary

# Ranking Criteria Point Distribution



		Grant Type	Assess	Cleanup	RLF	
		Total Points	200	100	100	
<b>Criteria 1</b>	<b>Community Need</b>		<b>45</b>	<b>15</b>	<b>10</b>	
Sub-Criteria 1.a	Targeted Community and Brownfields		20	5	5	
Sub-Sub Criteria 1.a.i	Targeted Community		5			
Sub-Sub Criteria 1.a.ii	Demographic Information		5			
Sub-Sub Criteria 1.a.iii	Brownfields		5			
Sub-Sub Criteria 1.a.iv	Cummulative Environmental Issues		5			
Sub-Criteria 1.b	Impacts on Targeted Community		20	5	5	
Sub-Criteria 1.c	Financial Need		10	5	5	
Sub-Sub Criteria 1.c.i	Economic Conditions		5	3	3	
Sub-Sub Criteria 1.c.ii	Economic Effects of Brownifelds		5	2	2	
<b>Criteria 2</b>	<b>Program/Project Description [and Feasibility of Success]</b>		<b>50</b>	<b>30</b>	<b>30</b>	
Sub-Criteria 2.a	Project Description		25	15	15	
	<u>Assessment</u>	<u>Cleanup</u>	<u>RLF</u>			
Sub-Sub Criteria 2.a.i	Describe the project	Existing Conditions	Program Description	10	5	10
Sub-Sub Criteria 2.a.ii	Describe the project management approach	Proposed Cleanup Plan	Marketing Strategy	5	10	5
Sub-Sub Criteria 2.a.iii	Site Selection			10		
Sub-Criteria 2.b	Task Description and Budget Table		20	10	10	
Sub-Sub-Criteria 2.b.i	Task Description		15			
Sub-Sub-Criteria 2.b.ii	Budget Table		5			
Sub-Criteria 2.c	Ability to Leverage		5	5	5	
<b>Criteria 3</b>	<b>Community Engagement &amp; Partnerships</b>		<b>35</b>	<b>15</b>	<b>15</b>	
Sub-Criteria 3.a	Plan for Involving Targeted Community & Other Stakeholders...		15	5	5	
Sub-Criteria 3.b	Partnerships with Government Agencies		10	5	5	
Sub-Criteria 3.c	Partnerships with Community Organizations		10	5	5	
<b>Criteria 4</b>	<b>Project/Program Benefits</b>		<b>30</b>	<b>20</b>	<b>25</b>	
Sub-Criteria 4.a	Health and/or Welfare, and Environment		10	10	10	
Sub-Criteria 4.b	Environmental Benefits from Infrastructure Reuse/Sustainable...		10	5	5	
Sub-Sub Criteria 4.b.i	Planning, Policies, or Other Tools		5	2	2	
Sub-Sub Criteria 4.b.ii	Example of Efforts		5	3	3	
Sub-Criteria 4.c	Economic <u>Or</u> non-Economic Benefits		10	5	5	
Sub-Sub Criteria 4.c.i	Economic or Other Benefits		5	3	3	
Sub-Sub Criteria 4.c.ii	Job Creation Potential/Local Hiring/Procurement		5	2	2	
<b>Criteria 5</b>	<b>Programmatic Capability and Past Performance</b>		<b>40</b>	<b>20</b>	<b>20</b>	
Sub-Criteria 5.a	Programmatic Capability		24	12	12	
Sub-Criteria 5.b	Audit Findings		2	2	2	
Sub-Criteria 5.c	Past Performance and Accomplishments		14	6	6	

200 points  
for  
Assessment

100 points  
for RLF and  
Cleanup

# Community Need



**Clearly** identify the **TARGETED** community.

## a. Targeted Community and Brownfields

- Provide information on your city, town, or geographic area to provide context of brownfield challenges and the demographics of the targeted community.
- Use the sample table format to provide demographic information.
- Describe the brownfield property to be cleaned up and its proximity to and effect on your targeted community.
- Provide summary of other various cumulative environmental issues, i.e., power plants, incinerators, etc.



## b. Impacts on Targeted Community

- Describe health, welfare or environmental challenges in your community:
  - Typical contamination
  - Sensitive populations (e.g. children, seniors, women of child-bearing age, etc.)
  - Poverty rates, crime rates etc
  - Environmental impact data (e.g. cancer and asthma rates)
- Discuss the disproportionate impacts the brownfields have on public health and/or welfare and environment of your targeted community.



## Financial Need

- Tell us why you need this funding and are unable to obtain other funding sources
- Describe how local economic conditions may have been made worse due to significant economic disruption
- Elaborate on the demographic table and discuss the key economic effects (e.g. reduced tax base etc.)



Describe **YOUR** need. Most applicants fail to adequately address this criteria.

# Useful Tips



- This section sets the stage for the rest of the proposal.
- The reviewer should understand the social and economic situation of your target community AND understand the financial constraints of the applicant.
- Create a clear vision for how the funds will assist
- Coalitions only (Assessment & RLF): Provide information on all coalition partners and how each contributes to the target area.
- Identify your target community, explain needs of this community and the impacts of the brownfield sites on this community.

# Useful Tips



- Explain or interpret the stats for the reviewer, connect the dots.
- Connect impacts to contaminants at the sites and to the nearby community members that might be addressed with brownfield resources.
- **Cite data sources.** Identify information sources used (e.g. 2010 census data, local reports, etc.)

# Progress Check



## Progress Check

-  Wrap up
-  Programmatic Cap./Past Performance
-  Project Benefits
-  Community Engagement & Partnership
-  **NEXT: Program/Project Description**
-  Community Need
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# Project Description/Feasibility of Success (Assessment)



## Project Description

- Break down into easily identifiable parts," e.g. "We are going to focus on three aspects of land revitalization in our project: open space, commercial revitalization, and affordable housing."
- The rest of the application support the parts: e.g. who are the partners, how was/will community outreach be conducted, what are the expected benefits
- Describe the **project management approach**

## Site Selection

- Describe the process for prioritizing and selecting sites to assess and for obtaining access to those sites
- Site-specific: describe the existing conditions of the property including anticipated levels of contamination etc.

# Project Description/Feasibility of Success (Cleanup)



## Describe:

- Existing condition of the property
- Reuse planning
- Proposed or projected use of the property
- How revitalization aligns with the overall targeted community
- Proposed cleanup plan and cleanup methods that are being considered
- Consistency with the draft ABCA attachment is necessary

# Project Description/Feasibility of Success (RLF)



## Describe:

- RLF program basics
- Loan and subgrant products
- Program structure and how the Team will be managed/maintained
  - Outline the roles such as: program manager, qualified environmental professional, fund manager, etc.
- Program's marketing strategy – **important to identify borrowers that may already have interest**

# Assessment Budget

## Example



Budget Categories	Project Tasks				
	Program Management	Community Outreach	Assessments	Quality Assurance	Total
(programmatic costs only)					
Personnel	20,000	10,000			30,000
Fringe Benefits					
Travel <sup>1</sup>	5,000				5,000
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>		25,000	130,000	10,000	165,000
Other (specify) _____					
<b>Total</b>					200,000

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.

<sup>2</sup> 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 assessment grants.

<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

### Task 1: Program Management

Personnel: Community Planner 1 \$50/hour X 400 hours = \$20,000

Travel: Attend 1 Regional conference: \$1000 + Natl Brownfield

Conf: \$4,000 total: \$5,000

# Cleanup Budget

## Example



Budget Categories	Project Tasks				
	Program Management	State Oversight	Cleanup		Total
(programmatic costs only)					
Personnel	20,000				20,000
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>		10,000	130,000		140,000
Other (specify) _____					
<b>Total</b>					160,000
<b>Cost Share<sup>4</sup></b>	30,000	10,000			40,000
<p><sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.</p> <p><sup>2</sup> 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.</p> <p><sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.</p> <p><sup>4</sup> 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 preaward negotiations.</p>					

← Cost Share

**\*Do not exceed more than the 20% for cost share!**

# Project Description/Feasibility of Success (All Grant Types)



## Ability to Leverage

- Describe other sources of funding or resources that you **have or may be seeking**
- If you don't have sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources.
- Attach copies of documentation for any firm leveraged resources identified.

## For Cleanup Applicants:

- Discuss the sources of funding associated with the potential revitalization of the site.

# IMPORTANT Tips



- Describe project clearly
- Project description should address main points from the previous community need section
- This section should include a discussion on:
  - how the proposed work aligns community revitalization efforts
  - step-by-step plan for the grant and how the funds will be spent
  - where the remaining funds will come from in order to get to redevelopment
  - how accomplishments will be tracked

# IMPORTANT Tips Con't



- Quantify in-kind support for the work, even if it is not required and identify ties to community (comprehensive) plan
- Document competence at leveraging resources and demonstrate secured leveraged funding.
- If proposing health monitoring make sure state or local health department roles are outlined in the task description and supported in a letter

# Progress Check



## Progress Check



Wrap up



Programmatic Cap./Past Performance



Project Benefits



**NEXT: Community Engagement & Partnership**



Program/Project Description



Community Need



Overview of Ranking Criteria



Overview of Threshold Criteria



Proposal Guideline Tips



Overview of Types of Grants



Introductions and Administrative

# Community Engagement and Partnerships



- Describe plan for involving affected community
  - Site Selection Criteria
  - Cleanup Planning process
  - Site Reuse Planning
- Describe the project progress reporting plan
  - How will you keep community engaged, how will they be able to provide comments? Translation services?
  - Why is this the best way?

# Community Engagement and Partnerships



## Partnerships

- Describe efforts/plans to develop partnerships with **both** local environmental and health agencies
  - Plan and past efforts toward partnerships
  - Demonstrate knowledge of State programs
  - Indicate plans to enroll in State or Tribal voluntary response programs
- Describe efforts/plans to develop partnerships with Community Organizations



Better to have actual partnerships than a plan for partnerships.

# Community Engagement



- Provide specific examples of how meaningful input has been solicited
- Support letter should provide a sketch of organization and their project contributions **(be specific!)**
- The letter should be consistent with what is contained in the proposal.
- Target schools and colleges, churches, labor groups, environmental or cultural interest groups, and church groups NOT political members or other local depts



# Useful Tips



- Be descriptive in how the target population will be engaged and discuss how language or cultural issues will be identified and resolved
- Tell us about tried and true methods that you have developed by providing examples
- Health monitoring, if proposed, should be discussed in the community engagement activities
- It helps if you can demonstrate that you have already engaged the target community in this effort
- Any decisions that have already been made should describe how community input was solicited

# Progress Check



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# Project/Program Benefits



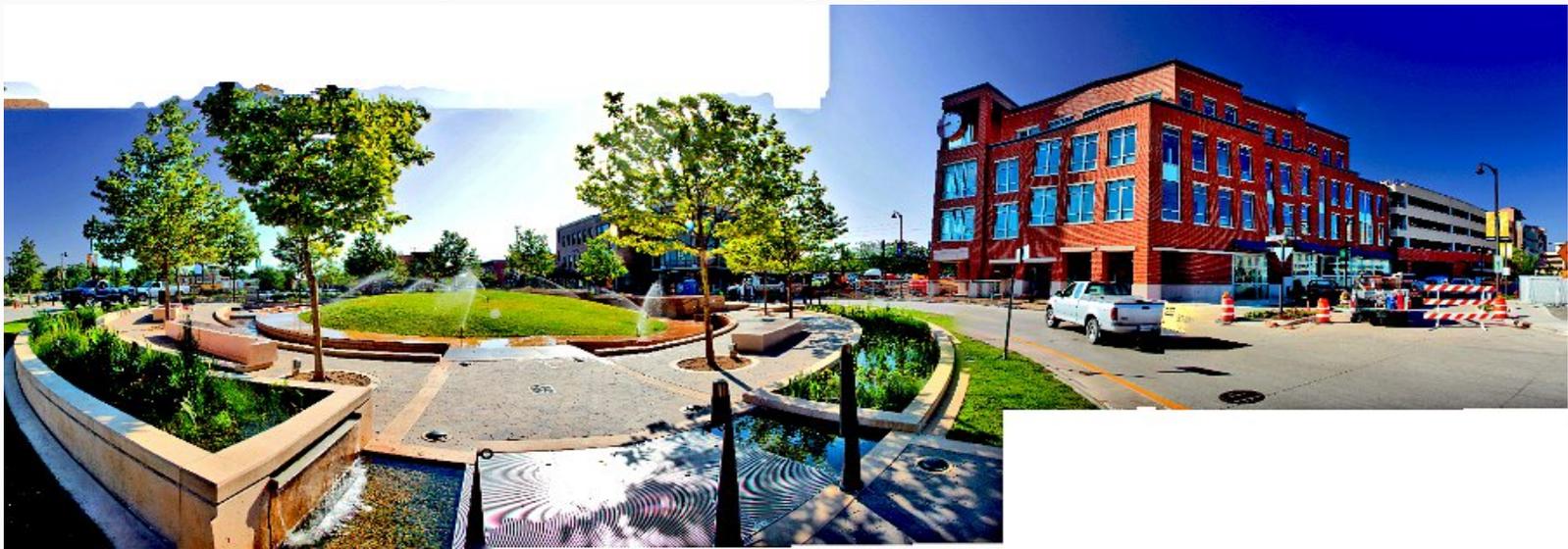
## Describe:

- Health and/or welfare and environmental benefits anticipated from this grant
- Communicate how these benefits will address challenges mentioned in the Community Need section
- How your community is using planning, policies, ordinances or other tools and provide examples
- Provide one example of efforts you have taken in your planning to integrate equitable development or livability principles

# Useful Tips



- Tie your community vision to the needs identified in the proposed project
- Be as specific as possible when describing economic or non-economic benefits
- Describe any planned efforts to promote local hiring and procurement – find out if there are Brownfields job training grantees in your area



# Example Table - Benefits



*Carry the theme through the proposal with the same Target Areas that you identified in the Community and Financial Need Sections and discuss the benefits expected from targeting your resources in these areas.*

<b><u>Target Area</u></b>	<b><u>Redevelopment Benefits</u></b>
Salvage Yard/ Factory	Waste/junk materials will be removed and recycled as applicable. Hazardous building materials (e.g. asbestos and lead-based paint) will be identified and abated, and buildings will be demolished. Underground storage tanks will be removed. Soil and groundwater contamination will be identified and cleanup begun to address potential vapor intrusion, inhalation, and direct contact concerns for area Hispanic residents. The sites will be redeveloped with low income housing and trails that connect to the Pretty Postcard Trail. Potentially contaminated storm water will be eliminated, protecting nearby Crummy Creek.
Former Township Dump	Waste materials will be removed and impacted soil will be identified and removed or capped to prevent future direct contact or particulate inhalation exposures. The site will be redeveloped with a community center and trails that connect to the Scenic Park and Historically Significant Trail. Potentially contaminated storm water will be eliminated, protecting the Smelly River.
Downtown Dry Cleaners	The full extent of the chlorinated solvent contaminated groundwater will be determined. If needed, groundwater cleanup will begin, and additional vapor extraction or barrier systems will be installed in area buildings, protecting residents and visitor from inhalation exposures. Downtown buildings then can safely be converted to mixed-use commercial / residential use.
Downtown Gas Stations	Underground storage tanks will be removed. Impacted soil will be identified and removed, and potentially impacted groundwater will be remediated to prevent future inhalation and vapor intrusion concerns. The sites will be redeveloped with mixed use development.

# Progress Check



## Progress Check



Wrap up



**NEXT: Programmatic Cap./Past Perform.**



Project Benefits



Community Engagement & Partnership



Program/Project Description



Community Need



Overview of Ranking Criteria



Overview of Threshold Criteria



Proposal Guideline Tips



Overview of Types of Grants



Introductions and Administrative



# Programmatic Capability



**\*Reminder:** Programmatic Capability is the last criterion. Ensure that you adhere to the **15 page limit** for the narrative of your proposal

## Programmatic Capability

- Demonstrate ability to manage grant & oversee the proposed work
- Demonstrate sufficient resources and capability to complete the project in a timely manner
- Adverse audit findings:
  - Applicant must state that there is no adverse audit in proposal

# Past Performance



## Past Performance

- Prior Brownfields Grantee describe:
  - Past grant(s) management & performance
  - Funding expenditure
  - Compliance
  - Accomplishments
  - Corrective action for past grant management issue



- ***Not*** A Prior Brownfields Grantee, **describe**:
  - Grant Management & Performance
    - » Federal, State, Foundations (current/recent)
    - » Similar in Scope and No More Than Five
    - » Purpose and Accomplishments
    - » Compliance
    - » Corrective Action for Past Grant Management Issue

# Progress Check



## Questions?



## Progress Check

- NEXT: Wrap up
- Programmatic Cap./Past Performance
- Project Benefits
- Community Engagement & Partnership
- Program/Project Description
- Community Need
- Overview of Ranking Criteria
- Overview of Threshold Criteria
- Proposal Guideline Tips
- Overview of Types of Grants
- Introductions and Administrative

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