



FY16 USEPA Brownfields Grant Guidelines

**Noemi Emeric-Ford
Nova Blazej**

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Brownfields Definition



“...real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”





How Does EPA Work with You?

- EPA relays funds to investigate and cleanup property(s)
- EPA does not control funding or redevelopment
- Local governments control process
- EPA can leverage other partners

Grants & Funding





Targeted BF Assessments



- Rolling Applications
- Apply online; 2 page
- Contractor Assistance
- Near-term redevelopment
- Smaller-scale
- Serve public good

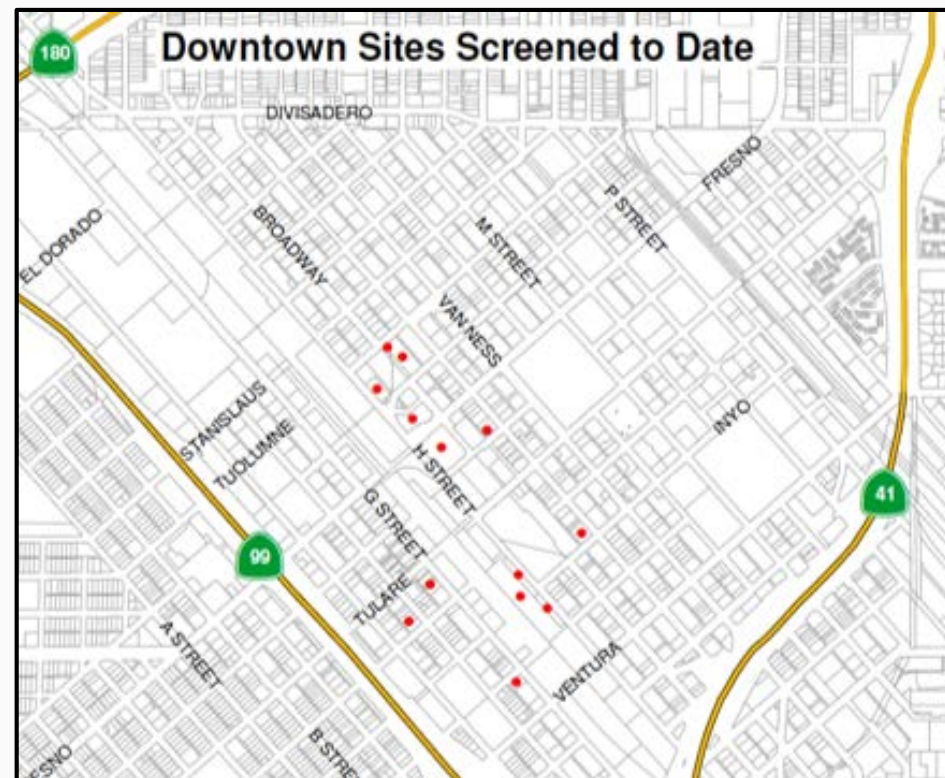




Community-Wide ASSESSMENT



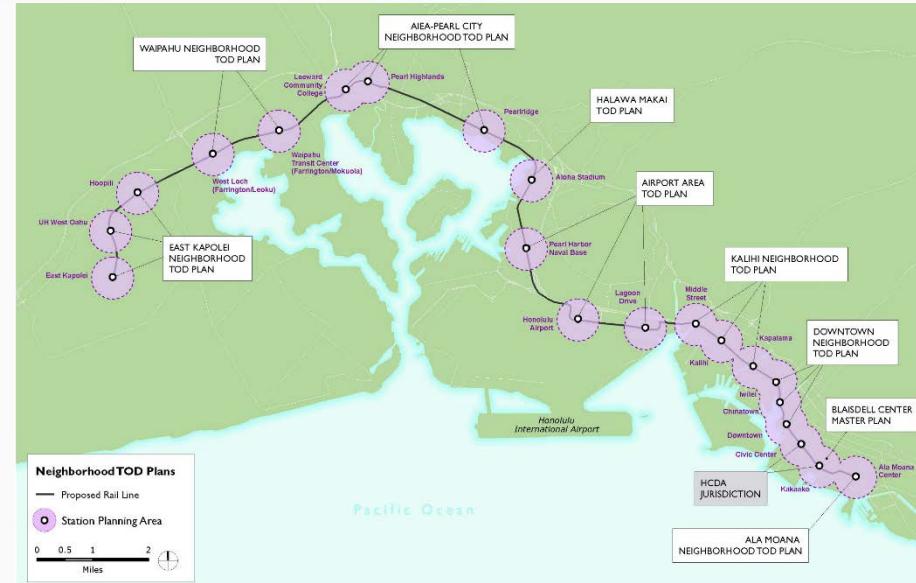
- Flexible funding
(\$200,000 - \$700,000)
- Identify priority areas
- Don't need to know
specific sites up front
- Build on existing planning
work
 - Affordable housing
 - Transit oriented development
 - Commercial revitalization
 - Open space



City/County of Honolulu



- 7 rail station areas
- Comprehensive inventory
- Phase I & II assessments & cleanup planning
- Stimulate additional public & private redevelopment



City of Oroville



SITE & BUILDING DATA

SQUARE FOOT LEGEND

1	4,500 SF (RETAIL)	15	(1/300)
2	4,500 SF (RETAIL)	15	(1/300)
3	3,500 SF (RETAIL)	12	(1/300)
4	5,000 SF (RETAIL)	17	(1/300)
5	2,500 SF (RESTAURANT QSR)	17	(1/300)
6	3,200SF (RESTAURANT QSR)	21	(1/75 sf/dining)
7	4,000 SF (RETAIL)	13	(1/300)
8	10,000 SF (OFFICE 2-STORY)	30	(1/300)
9	8,500 SF (RESTAURANT)	40	(1/75 sf/dining)
10	10,000 SF (RESTAURANT / OFFICE) (2-STORY BUILDING)	64	(1/75 sf/dining)
11	7,000 SF (FUTURE OFFICE / RETAIL)	Undetermined Use	
12	10,000 SF (NOT A PART OF PROJECT)	Undetermined Use	
13	18,000 SF (FUTURE OFFICE / RETAIL)	Undetermined Use	
14	80 ROOM HOTEL - DINING - CONFERENCE FACILITIES - 18,200 SF FOOTPRINT	84	(1 room + 5%)

PHASED BUILDING DATA

PHASE 1	36,500 SF + 18,200 HOTEL
PHASE 2	20,000 SF
PHASE 3 & 4 (pending acquisition)	35,000 SF
TOTAL	109,700 SF

SITE DATA

SITE (INCLUDING PHASE IV): 14 ACRES
SITE COVERAGE: 110,000 SQUARE FEET = 18%

PARKING BASIS

PHASE 1 AND PHASE 2	56,500 SF + 18,200 HOTEL
PARKING REQUIRED	328 SPACES
PARKING PROVIDED	304 SPACES*
HANDICAPPED SPACES	10 SPACES

NOTE: SIDE DATA IS PRELIMINARY.
BUILDING SIZE AND USE ARE SUBJECT TO CHANGE.



GATEWAY TOWNE CENTRE

OCTOBER 16, 2007

Prepared for:

MARCAT VENTURES

520 CAPITOL MALL, SUITE 500
SACRAMENTO, CA 95814 (916) 375-1500

V.5

Prepared by:



Russell, Galloway Associates, Inc.
115 Meyers Street, Suite 110
Chico, California 95928
(530) 342-0302 fax 342-1882
www.rga-chico.com

and



LANDSCAPE ARCHITECTS & PLANNERS
627 BROADWAY, CHICO, CALIFORNIA 95928
PHONE: (530) 899-1913 / FAX: (530) 899-1920

Revolving Loan Fund

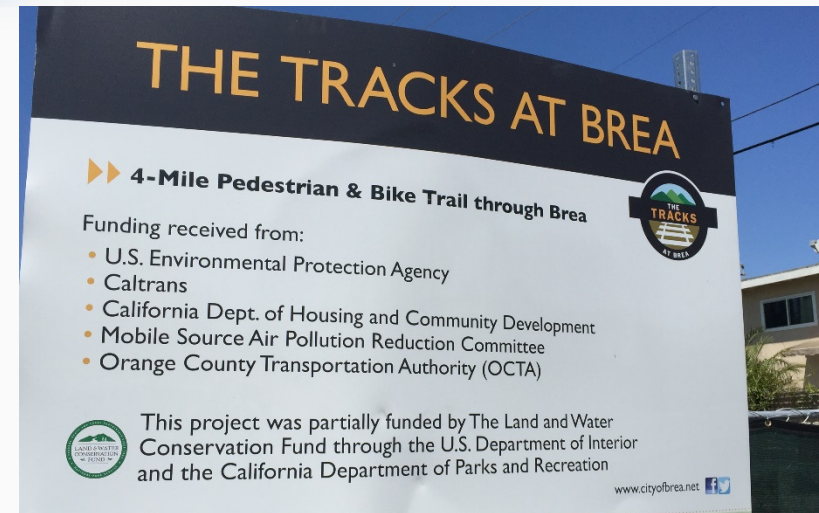


- Identify sites that are ready for cleanup
- Up to \$800,000 with 20% match
- Loans and Subgrants
- Strong business & management plan
- Develop a team
- Loan Amount & interest returns to the grantee

Tracks at Brea, CA



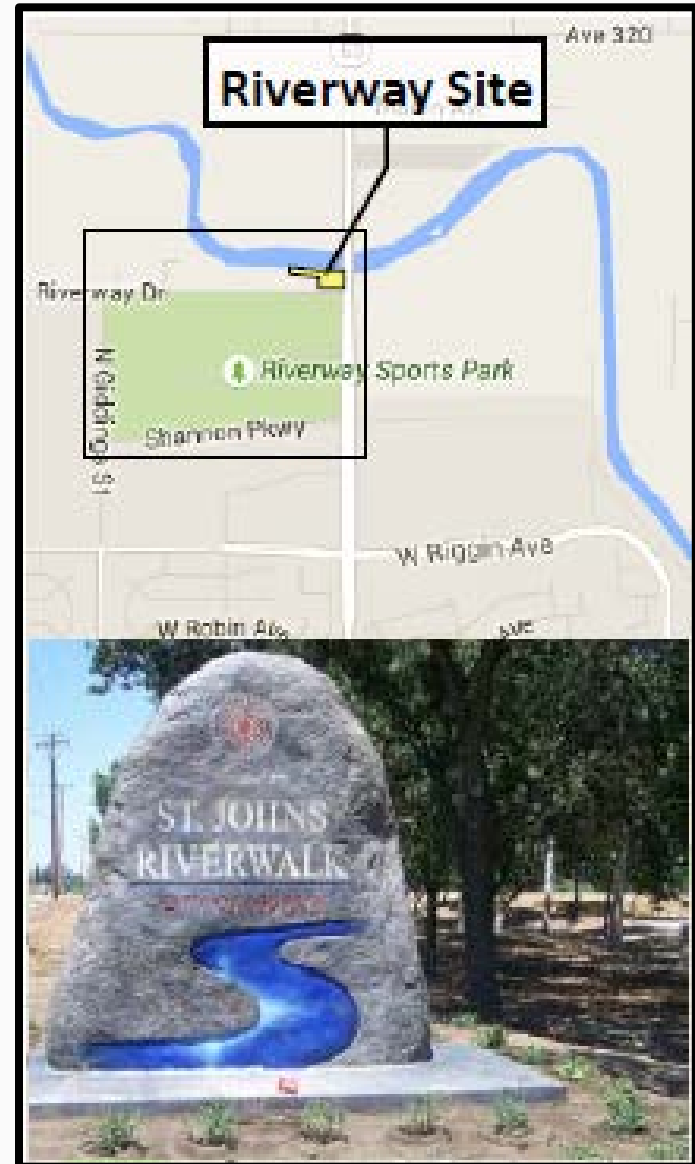
- 4.5-mile track across city including bike trail & pedestrian path
- 50-acres of linear open space
- \$800,000 in Cleanup grants for 4 parcels
- Used Brea's \$1M Revolving Loan Fund to loan money to themselves



CLEANUP Grants



- Must own the property
- Community meeting is requirement for proposal submittal
- Do not need to be experienced in cleanups
- Need a good consultant team
- 20% match



Trolley Park Terrace



- 52-Unit Affordable Housing Project adjacent to Trolley/light rail
- Total Project Cost of \$23,540,000
- \$200,000 Cleanup & \$400,000 subgrant from CA DTSC Revolving Loan Fund



San Diego, CA

FY16 Estimated Timeline



- October 2015: Request for Proposals
 - Separate guidelines for each grant
- December 2015: Proposals Due*
- May 2016: Selections Announced
- July 1 - Oct 1, 2016: Project Period Starts

**The due date will be listed in the RFP*

Grant-Writing



Assist applicants with understanding grant guidelines and preparing an application

You are responsible for preparing the application in response to the FY16 Request for Proposals (RFP)

RFP will be posted at:

<http://epa.gov/brownfields/applicat.htm>



Preparing to Apply



Questions to consider before applying:

- *Who will oversee your grant?*
- *Do you have a vision for your community*
- *Have you engaged the community?*
- *Do you have political support?*
- *Can you obtain access to properties that need assessments?*
- *What partners are needed?*

Proposal Preparation



- Read entire Guidelines
- Review Frequently Asked Questions
- Address ALL of the information requested in the criteria
- It is not sufficient to simply respond to a criterion the **quality** of the response is important
 - Use the Proposal Check Lists
 - Write as though the reviewer knows nothing about your community/state



Key Ideas



- **Project Development:** Prepare proposal as if you are selling it to someone
- **Catalyst/Leveraging:** What is the catalyst for revitalization and who is going to help
- **Meaningful Community Engagement:** Involve stakeholders early and use creative outreach methods
- **What is the Big Picture:** provide details on the reuse and how it will create change

Proposal Formatting



- 15 page limit (Narrative)
- 1" margins; 12 pt font; no binders
- Limit attachments to required/relevant documents and letters
 - No Maps or Photos

Proposal Content & Form



Proposal Content & Form



- Include Other Factors Checklist (in Appendix 3)
- Include 2-page Transmittal Letter

Appendix 3 Other Factors Checklist

Name of Applicant: _____

Please identify (with an *X*) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
Community population is 10,000 or less.	
Federally recognized Indian tribe.	
United States territory.	
Applicant will assist a Tribe or territory.	
Targeted brownfield sites are impacted by mine-scarred land.	
Targeted brownfield sites are contaminated with controlled substances.	
Recent natural disaster(s) (2006 or later) occurred within community, causing significant community economic and environmental distress.	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	
Community experienced manufacturing plant/power plant closure(s) (2008 or later) tied to the targeted brownfield sites or project area, including communities experiencing auto plant/power plant closures due to bankruptcy or economic disruptions.	
Recent (2008 or later) significant economic disruption (<u>unrelated</u> to a natural disaster or manufacturing/auto plant/power plant closure) has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	
Applicant is one of the 12 recipients, or a core partner/implementation strategy party, of a "manufacturing community" designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation which demonstrate either designation as one of the 12 recipients, or relevant pages from a recipient's IMCP proposal which lists/describes the core partners and implementation strategy parties. A core partner/implementation strategy party is a local partner organization/jurisdiction that will carry out the proposed strategy, as demonstrated in letters of commitment or memoranda of understanding which documents their contributions, roles, and responsibilities to the partnership. EDA may provide to	

Proposal Content Tips

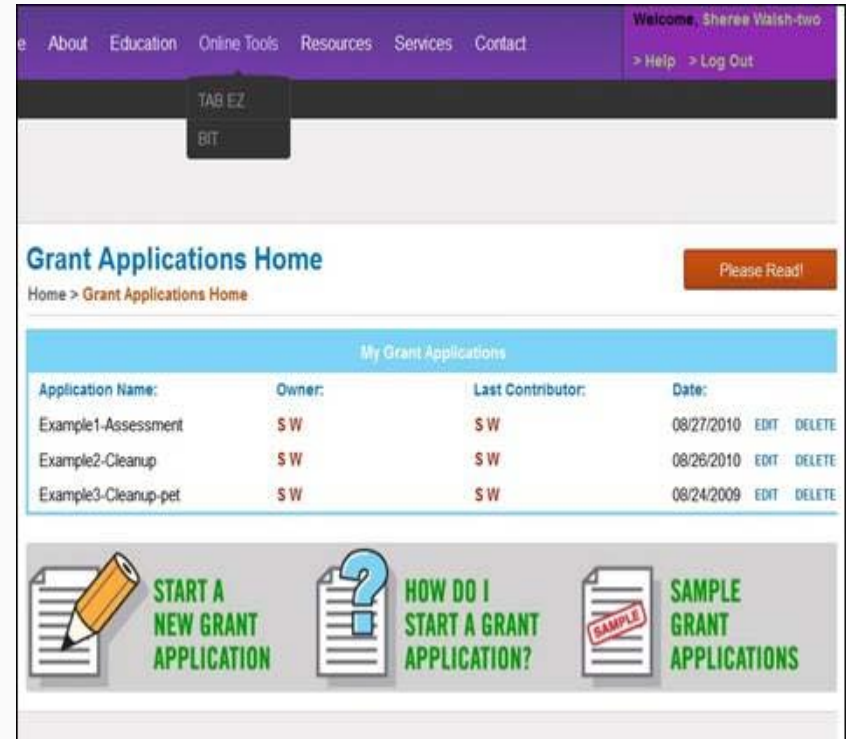


- Avoid using acronyms and organizational jargon
- Number your pages and enumerate the criterion to which you're responding
- Determine which attachments are required for the type of funding for which you are applying.
Organize attachments, for example:
 - Appendix A: Threshold Criteria
 - Appendix B: Leveraging Commitment(s)
 - Appendix C: Community Organization Letters

TABEZ



- Free tool to prepare proposals
- User friendly
- Access anytime
- Access Successful Proposals
- Password protected
- Export proposals to Word or PDF



Go to www.tabez.org and click on Online Tools and "TAB EZ"



Technical Assistance to Brownfield Communities

Center for Creative Land Recycling

Ignacio Dayrit

415-398-1080

Dayrit.ignacio@cclr.org



Submission Instructions



NEW: Submit applications electronically via www.grants.gov

- Registration for grants.gov can take up to 2 weeks - register early!
- **NO** mailing submissions as in previous years

Threshold Criteria Overview



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

Letter from State or Tribal Environmental Authority



All grant types: Assessment, Revolving Loan Fund & Cleanup

- Include a CURRENT letter **acknowledging your specific proposal** and your plans to apply
- State and Tribal environmental authorities do not need to provide a letter for themselves.



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



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



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

Excluded Sites



- ✓ Facilities listed or proposed for listing on the National Priorities List (NPL);
- ✓ Facilities subject court orders/ decrees under CERCLA; and
- ✓ Facilities under control of the US government (**except land held in trust for an Indian Tribe**)

Site Eligibility

Site-specific Assessment & Cleanup



Hazardous Substance Sites

- Contaminated with hazardous substances, pollutants, controlled substances, and mine scarred land wastes
- EPA will determine if site is eligible

Co-mingled Sites

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

Petroleum Sites

- State or EPA will determine if site is eligible
- EPA will determine eligibility for Tribes
- Petroleum Eligibility Letter - attach to application



Determination should be done before submitting your application.



Site Eligibility – Hazardous Substance

****Applicant must not be responsible for contamination.****

1. Who owns it?

2. How was it acquired?

- Was due diligence or AAI Phase completed before purchase
- 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 contamination was not exacerbated

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



Site Eligibility – Petroleum



- Must be low risk
 - Is the site relatively low risk?
- 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?

Cleanup Authority & Oversight Structure (All)



- Cleanup Oversight
 - Describe oversight plan
 - Indicate whether or not you plan to enroll in state tribal or local cleanup program
- Property(s) Access Plan
 - Plan to obtain access to adjacent properties, if needed

Cost Share (All)



- 20% Match Required for Cleanup & RLF
 - Match can be contribution of money, labor, materials, or services from a non-federal source
 - Only for an eligible & allowable expenses
 - HUD CDBG funds can be used as match



Do not exceed
20% match

- Hardship Waivers can be requested
 - Approved on a limited basis
 - Provide explanation

Community Involvement

Assessment & RLF



Community involvement efforts can be implemented using existing meetings.

Applicants must:

- identify how they “intend to inform and involve the community and other stakeholders.”

Note: If applicant is also applying for cleanup funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Community Notification process



Community Notification Cleanup



- Provide an opportunity comments on application and the draft Analysis of Brownfields Cleanup Alternatives (ABCA)
- Notify the community at least **2 weeks prior to submission**
- Place an ad (or equivalent) about intent to apply and notice of a public meeting
- Ad should include:
 - ✓ Date, time and location of meeting
 - ✓ Where proposal and draft ABCA are located
- Host public meeting prior to proposal submission



Ranking Criteria



5 Ranking Criteria Sections

1. Community Need
 2. Project Description & Feasibility of Success
 3. Community Engagement & Partnerships
 4. Project Benefits
 5. 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



Community Need



Targeted Community and Brownfields

- Use the sample table format to provide demographic information

Impacts on Targeted Community

- Typical contamination, Sensitive populations, Poverty rates, crime rates, & Environmental impact data (e.g. cancer and asthma rates)

Financial Need

- Describe 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

Useful Tips



- This section sets the stage for the rest of the proposal.
- Describe the social and economic situation including financial constraints
- Clearly identify a targeted community and the needs and impacts of the brownfield sites
- Assessment Coalitions applicants: Provide information on all coalition partners and their respective targeted communities

Useful Tips (cont'd)



- Connect impacts experienced to the brownfields sites
- Use existing data, reports and studies to support claims
- Connect the dots: explain/interpret the statistics
- **Cite data sources.** Identify information sources used (e.g. 2010 census data, local reports, etc.)

Project Description/Feasibility of Success - Assessment



1) Project Description - What you plan to do

2) Project Timing

- Describe how work will be completed in 3-year project period
 - contractor procurement
 - site selection
 - securing site access
- Discuss who will be responsible for implementing

3) Site Selection

- Discuss how sites are prioritized and selected for assessment
- Discuss how access to sites will be obtained

Project Description/Feasibility of Success - Cleanup



1. Existing condition of the property

- Extent of contamination
- Current Uses & Buildings onsite
- Proposed redevelopment of the property
- How project aligns with community's revitalization plans

2. Proposed cleanup plan

- Cleanup plan and methods consistent with the draft ABCA
- Draft ABCA - required as an attachment

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: program manager, qualified environmental professional, fund manager
- Program's marketing strategy – **important to identify borrowers that may already have interest**

Assessment Budget – EXAMPLE



Budget Categories	Project Tasks					
(programmatic costs only)	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	Total
Personnel	20,000	10,000				30,000
Fringe Benefits						
Travel ¹	5,000					5,000
Equipment ²						
Supplies						
Contractual ³		15,000	30,000	100,000	20,000	165,000
Other (specify)						
Total	25,000	25,000	30,000	100,000	20,000	200,000

Task Description EXAMPLE - Task 1: Program Management

- **Personnel:** Community Planner - \$50/hour * 400 hours = \$20,000
- **Travel:** Attend 1 Regional Conference: \$1,000 + Nat'l Brownfield Conference: \$4,000 = \$5,000



Cleanup Budget – EXAMPLE



Budget Categories	Project Tasks				
	Program Management	State Oversight	Cleanup	Community Outreach	Total
(programmatic costs only)					
Personnel	20,000			5,000	25,000
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies	5,000				5,000
Contractual ³		10,000	155,000	5,000	170,000
Other (specify) _____					
Total	25,000	10,000	155,000	10,000	200,000
Cost Share⁴	10,000		20,000	10,000	40,000
Total Budget	35,000	20,000	175,000	20,000	240,000

**Cost
Share**

Do not include a cost share that exceeds the 20% requirement.

Project Description/Feasibility of Success



Ability to Leverage

- Describe resources **have or may be seeking** to ensure project completion and revitalization
- Attach copies of documentation for any firm leveraged resources identified
- If no sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources

Useful Tips



- Describe the project clearly
- Project description should correlate with descriptions in 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; and
 - where the remaining funds will come from in order to get to redevelopment

Community Engagement & Partnerships



Community Involvement Plan

- Describe plan for involving community during site selection criteria, cleanup and site reuse planning

Communicating Progress

- Describe a plan for reporting progress to the targeted community
 - How will you keep the community engaged,
 - How will they be able to provide comments?
 - Why is this the best approach?

Community Engagement & Partnerships



Partnerships with Governmental Agencies

- Describe efforts/plans to develop partnerships with:
 - local/state/tribal environmental agency
 - other relevant governmental agencies
- Address the following:
 - Planned and past efforts to forge partnerships
 - Plans to enroll in State, Local, or Tribal voluntary response
 - Roles of other relevant governmental partnerships, including health agencies if applicable

Community Engagement & Partnerships



Partnerships with Community Organizations

- Commitment letters should provide a sketch of the organization and their role & contribution to project
- Target academia, churches, labor groups, environmental groups, community development organizations, chambers of commerce, etc.
- Focus is on community organizations **NOT** governmental organizations, local municipal departments, or political members

Project Benefits



Health and/or Welfare, and Environmental Benefits

- Describe how these benefits will address challenges in Community Needs section

Benefits from Infrastructure/Sustainable Reuse

- Describe how using planning, policies, ordinances or other tools and provide examples
- Describe approach to integrate equitable development practices **or** livability principles

Economic and Community Benefits

- Describe economic **OR** non-economic benefits anticipated

Useful Tips



- Associate the project benefits with needs of the community
- Be as specific as possible & Quantify economic benefits
- Discuss collaboration with job training grantee(s) or workforce development programs in your area



Programmatic Capability/ Past Performance



Programmatic Capability

- Demonstrate ability to manage grant and oversee the proposed work
- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner

Audit Findings

- Address adverse audit findings
 - Applicant must state that there is no adverse audit in proposal





Past Performance & Accomplishments

- Past/present Brownfields (Assessment, Cleanup, RLF, 128(a)) grantees describe:
 - Past grant(s) management & performance
 - Funding expenditure
 - Compliance
 - Accomplishments
 - Corrective action for past grant management issue



Past Performance & Accomplishments

- Applicants who are not past/present Brownfields grantees describe:
 - Grant Management & Performance
 - Federal, State, Foundations (current/recent)
 - Projects similar in scope and no more than five
 - Purpose & Accomplishments
 - Compliance
 - Corrective action for past grant management issue



Past Performance & Accomplishments

- Applicants who have never received federal or non-federal assistance agreements
 - Must affirm that your organization has never received any type of federal or non-federal assistance agreements
 - **Will receive a neutral score**



Overall Grant Writing Guidance

- Have clear Brownfields focus
- Writing for a national audience
- Proposal tells a complete story
 - Community Need >> Project Benefits
- Answer all Guidance questions in order
- **It's about the points**

Workforce Development



- \$200,000
- No Match
- Govt. & Nonprofit
- Environ. Technician Certifications
- Tailored training to market demand
 - Hazardous Cleanup
 - Lead/Asbestos Abatement
 - Solar Installation, etc.



Follow-up



Presentation will be made available soon at:

<http://www2.epa.gov/brownfields/brownfields-and-land-revitalization-california-arizona-nevada-and-hawaii>

Next Webinar...



FY16 Brownfields Funding Tips / Q&A

Wednesday, November 4 at 1 pm PST

<https://epaconnectsolutions.com/r470a3fhkwm/>

Conference #: 1-866-299-3188

Code: 2004273885



Contact Information



Noemi Emeric-Ford

Regional Brownfields

Coordinator

213-244-1821

emeric-ford.noemi@epa.gov