EPA Brownfields Training, Research, and Technical Assistance Grant Guidelines

Outreach Presentation

Webinar Session
March 20, 2014, 2:30-4:00pm EST
Call-in: 1-866-299-3188; Conference code: 202 566 2772

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Webinar Agenda

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Webinar Logistics

Access the presentation -
https://epa.connectsolutions.com/k6rfp/
Log in as a visitor

Listening to the webinar -   Call-in # 1-866-299-3188
Code: 2025662772

If you have a question -   Use computer chat screen

Wait till question & answer time

Other information -   Mute *6 / Un-Mute #6

RFP Overview - RFP and FAQs

This webinar is designed as an overview and highlights important parts of the Request for Proposals (RFP)/Grant Guidelines.

Please read through the RFP thoroughly before applying.

Brownfields Training, Research, and Technical Assistance Grant Guidelines:

http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-14-02.pdf

Brownfields Training, Research, and Technical Assistance Grant Guidelines Technical Assistance FAQs:

http://www.epa.gov/brownfields/pdfs/k6-fy2014-faqs.pdf

RFP Overview – Important Dates

- February 20, 2014 – Request for Proposals (RFP) posted

- April 18, 2014– Proposal <u>Submission Deadline</u>

  Proposals can be submitted to EPA either in hard copy via mail/courier delivery or through www.grants.gov.

- June 2014 (*tentative*) – grant recipients selected

- September 2014 (*tentative*) – grants awarded

1. Technical Assistance to Environmental Workforce Development and Job Training (EWDJT) grantees

2. Technical Assistance on the Integration of Environmental Justice and Equitable Development for Brownfields-Impacted Communities

3. Research on the Benefits of Brownfields Redevelopment

4. Technical Assistance on Brownfields Financing and Economic Development Strategies for Brownfields-Impacted Communities

1. Technical Assistance to Environmental Workforce Development and Job Training (EWDJT) grantees

    - This subject area would provide technical assistance to new, existing, and prospective EPA environmental workforce development and job training grantees.
        - o Technical assistance topics may include (but are not limited to):
            - Recruitment, screening, and participant placement; leveraging funds for non-EPA funded activities such as life skills training; environmental health and safety; partnering with other organizations; curriculum development; employer coordination/involvement; and marketing the program.
        - o Technical assistance may be provided one-on-one, or through peer-to-peer networking, including the annual all grantees meetings, workshops, webinars, and through use of listservs, conference calls or other mechanisms.

RFP Overview – Four Subject Areas

2. Technical Assistance on the Integration of Environmental Justice and Equitable Development for Brownfields-Impacted Communities

- This subject area provides technical assistance to communities on how to develop clear and effective community revitalization strategies that ensure low-income, minority, small, rural, and tribal communities participate in and directly benefit from brownfield revitalization, community improvements, and investments.
    - o Technical assistance must focus on brownfields area-wide planning and cleanup grantees but should be open to all brownfields communities. Technical assistance may include integration of:
        - Community Benefit Agreements (CBAs), first source or local hiring, affordable housing, minority contracting, inclusionary development policies, community land trusts, etc.

        Focus should be on application and implementation of principles into actual projects (i.e. direct technical assistance to communities)!

3. Research on the Benefits of Brownfields Redevelopment

- This subject area will support research that tracks the reuse of brownfields properties and calculates reuse benefits from environmental, economic, and social standpoints.
    - o Research should lead to the development of the following:
        - An automated methodology and tool for gathering new data about brownfield reuse status
        - A national dataset with improved information about the current use for all properties including information in EPA's ACRES database
        - A tool for communities to calculate, or conduct feasibility study, on actual, or anticipated ,social, economic, and environmental benefits from brownfields redevelopment
        - An easy-to-follow standardized approach or tool that will enable communities, including AWP grantees, to be able to evaluate key economic, social, or environmental benefits as a result of revitalization.

4. Technical Assistance on Brownfields Financing and Economic Development Strategies for Brownfields-Impacted Communities

- This subject area provides outreach and technical assistance to brownfields communities with a focus on brownfields revolving loan fund (RLF) grantees, and how to assemble and leverage financing to increase their capacity to implement cleanup and redevelopment at brownfield sites.
  - o Technical assistance should include:
    - Development of toolkits and practical transferrable technical assistance.
    - Advancing deal-making, securing financing, leveraging resources at each step of the redevelopment process.
    - Assistance to cities and organizations engaged in economic restructuring where there was dependence on a single industry (e.g. RV industry) taking into consideration facility closures, unemployment and other critical factors.
    - Development of strategies or best practices for recovering from economic downfalls related to the auto industry or other manufacturing industries.

RFP Overview - Grant Funding

Period of Performance –
- 5 years

Overall Budget –
- Approximately $4,000,000

Individual grant funding -
- Up to $1,000,000 per grant
  - Each grant will be incrementally funded at a rate of $200,000/year for 5 years

QUESTIONS?

RFP Organization

Section 1 – Funding Opportunity Description

Section 2 – Award Information

Section 3 – Applicant Eligibility Information

> *Applicants must be eligible and pass all threshold criteria before their proposal can be evaluated under the ranking criteria*

Section 4 – Proposal and Submission Information

> *Instructions for organizing & submitting your proposal*

Section 5 – Proposal Review Information

> *Includes evaluation (ranking) criteria*

Section 6 – Award Administration Information

Section 7 – Agency Contacts

> *Includes address for mailing hard copy proposals*

Section 8 – Other Information

Threshold Criteria

1. Applicant Eligibility

2. Acceptable research or technical assistance project from within the four subject areas

3. Requested budget cannot exceed $1,000,000 per proposed project

4. Substantially conform to the outline/contents required in the RFP

5. All application materials must be in English and submitted by the due date

Remember: Admin. and Indirect Costs are ineligible

Threshold #1 – Applicant Eligibility

You must be an eligible entity -

- General Purpose Unit of Local government
- Land clearance authority or quasi-governmental
- Governmental entity created by state legislature
- Regional council or group of general purpose units of local government
- Redevelopment agency that is chartered or sanctioned by the state
- Tribes other than in Alaska
- Alaskan Native Regional Corporation and Alaska Native Village Corp, and Metlakatla Indian Community
- States
- Nonprofit organizations (including institutions of higher education)

Threshold #2 – Subject Areas

Proposals must propose a research or technical assistance project in one of the four subject areas –

1. Technical Assistance to Environmental Workforce Development and Job Training (EWDJT) grantees

2. Technical Assistance on the Integration of Environmental Justice and Equitable Development for Brownfields-Impacted Communities

3. Research on the Benefits of Brownfields Redevelopment

4. Technical Assistance on Brownfields Financing and Economic Development Strategies for Brownfields-Impacted Communities

Applicants may only submit one proposal under this competition for only one of the topic areas.

Threshold #3 – Budget Amount

Budget cannot exceed $1,000,000 per proposed grant project.

Threshold #4 – Application Outline and Content

Proposals must substantially conform to the outline and content in the RFP -

SF 424 and 424A (if submitted through grants.gov)

Transmittal Letter (not to exceed 3 pages)
- Applicant information
- Response to the five threshold criteria
- Grant type
- Contact information/Location
- Date submitted
- Project period

Narrative Proposal (not to exceed 12 pages)
- Detailed Project Description – Responses to all 7 Ranking Criteria
  - Community Need
  - Project Description
  - Programmatic Capability and Past Performance
  - Community Involvement
  - Leveraging
  - Budget/Resources
  - Performance Measurement: Anticipated Outcomes and Outputs
  - Budget/Resources

Attachments (not to exceed 10 pages ,excluding nonprofit status documentation)
- Milestones schedule
- Other Factors Checklist
- Support Letters from partner organizations as identified in your proposal
- Nonprofit status documentation for nonprofit applicants (does not count against page limits)

Threshold #5 – English and Due Date

Proposals must be in English and submitted by the due date.

Proposals must be postmarked by April 18, 2014 if submitted by mail or express mail OR if submitted electronically, proposals must be received in grants.gov by 11:59 pm ET on April 18, 2014.

- Select one method of submitting your proposal.
- Register in grants.gov in advance of submitting your proposal. Registration may take a week or longer.
- Make sure you have a current Central Contractor Registration (CCR)/or System for Award Management (SAM) and Data Universal Numbering System (DUNS) number.

Keep documentation of when you submit your proposal in case your proposal is lost or there is a question about when it was submitted. Do NOT wait until the last minute!

QUESTIONS?

Evaluation (Ranking) Criteria

Proposal must have passed all Threshold Criteria to be ranked

Ranking Criteria Sections (100 points total)

1. Community Need (10 points)

2. Project Description (40 points)

3. Programmatic Capability and Past Performance (20 points)

4. Community Involvement (10 points)

5. Leveraging (5 points)

6. Performance Measurement: Anticipated Outcomes and Outputs (5 points)

7. Budget/Resources (10 points)

Fully address all criteria including all sub-criterion – even if you ink it doesn't apply.

Community Need (10 points)

Provide detailed description of how the proposed project would benefit the community.

Discuss:

- Demographic indicators of need and how this project relates to current brownfield and environmental challenges.

- How the project would address or facilitate the identification and reduction of threats to public health, or address environmental justice concerns such as the disproportionate siting of polluting facilities or number of brownfield sites in the target community, including environmental, social, public health, and economic issues.
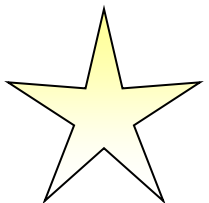
Proposals should focus on serving communities throughout the country and be national in scope

Project Description (40 points)

This is your opportunity to provide detailed information about your proposed technical assistance or research project.

Discuss:

- The current problems, and how your project would approach and address them including project goals, activities, and **milestones**. – *20 pts*

- Type of technical assistance or research (from the subject areas listed in the RFP) your project will include and the number and range of brownfields stakeholders who will be supported nationally. Include information regarding the fair distribution of assistance between urban and non-urban areas; any new and innovative aspects of the project; and how the results of the project will be practically and meaningfully **applied** by or for stakeholders. – *20 pts*

Programmatic Capability and Past Performance (20 points)

Past performance on similar grants (in the past 3 years) and how you successfully managed those projects, met reporting requirements, and your organization's programmatic capability in performing the project.

Discuss:

- Organizational knowledge, staff experience, qualification, knowledge, and resources (or ability to obtain them) **support letters?** – *10 pts*
- Past performance at completing and managing similar grants – *5 pts*
- History of meeting reporting requirements – 5 *pts*

Haven't had a federal grant before – tell us that and receive a neutral score; failure to address the criteria at all will result in a score of 0 for this portion of the criteria.

Community Involvement (10 points)
Your plan to involve the community and affected stakeholders in your proposed project.

Discuss:

- How you have, or will, involve stakeholders including brownfields grant recipients, governmental, and nongovernmental organizations in the development and support of the proposed project. **Support letters?–** 10 *pts*

Leveraging (5 points)

Leveraged funds/resources beyond the EPA grant funding requested and how funds/resources will contribute to technical assistance or research in your proposed project.

Discuss:

- How you will coordinate and leverage funding to carryout the project, what leveraged funds have already been committed for the project, and how EPA grant funds will complement other leveraged funds for the project. – *5 pts*

These grants do not require a match or cost share, however, if an applicant chooses to provide a voluntary cost share, they will be held to providing the match/cost share proposed. Include leveraged services in your response!

Performance Measurement (5 points)

Project should lead to measurable environmental results (outcomes and outputs) that can be measured and evaluated.

Discuss:

- The measureable long-term outcomes and short-term outputs, both qualitative or quantitative, environmental, social, or economic and how they will be measured and evaluated. – *5 pts*

Please don't regurgitate what is listed in the RFP. Each project should be unique with their own outcomes and outputs. Be realistic but ambitious!

Evaluation Criterion – Budget/Resources

Budget/Resources (10 points)

Budget that demonstrates the reasonable, appropriate, and efficient/effective use of EPA funds.

Discuss:

- Your detailed budget with narrative explaining the basis of your budget and how funds will be used to complete your project in an efficient or effective way, and a timely manner. – *10 pts*

Be sure to include only eligible costs in your budget and explain how you came up with the costs for each activity (i.e. provide a budget narrative)!

Evaluation Criterion – Budget/Resources

Sample Budget Table

Sample Budget Tasks	Task 1 [Insert task title]	Task 2 [Insert task title]	Task 3 [Insert task title]	Task 4 [Insert task title]	Task 5 [Insert task title]	Total
Personnel						
Fringe Benefits						
Travel						
Contractual						
Supplies						
Other						

QUESTIONS?

Attachments (10 page limit)

1. Documentation of Applicant Eligibility – documentation of eligibility for nonprofits (does not count against page limit)

2. Milestones – schedule of program/project activities

3. Other Factors Checklist – Appendix 2 (be specific on which communities served meet the criteria)

4. Support Letters – support letters from partner organizations

*Attachments not on the list will not be considered. Do not provide maps or color copies. Try to include support letters from a diverse array of stakeholders, including governmental and **NGOs**.*

Proposal Preparation – Final Thoughts

✔ *Read the entire RFP and follow directions.*

✔ *Don't exceed the page limits.*

✔ *Make sure you meet the eligibility criteria.*

✔ *Write as though the reader knows NOTHING about your organization or what you have done in the past.*

✔ *Address all criteria – if it doesn't apply, say so and explain why.*

✔ *Avoid using acronyms and technical/organizational jargon.*

✔ *Contact partners for assistance in preparing and/or reviewing your proposal.*

✔ *Read the FAQs.*

✔ *Contact EPA early with your questions.*

✔ *Do not restate entire subfactor in your proposal.*

More Questions?

Contact –

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