



# FY 13 Brownfields Guideline: A Detailed Review of Assessment, RLF, and Cleanup Application Process

---

Call in #

1-866-299-3188

Code

2025661887#

Mute \*6    Un-Mute #6

## Agenda

- Introductions
- Administrative
- Overview of Types of Grants
- Proposal Guideline Tips
- Overview of Threshold Criteria
- Overview of Ranking Criteria
  - Community Need
  - Program/Project Description
  - Community Engagement & Partnership
  - Project Benefits
- Wrap up

# Administrative



- Presenters
  - ✓ Jeanette Mendes, HQ
  - ✓ Patricia Overmeyer, HQ
  - ✓ Jon Peterson, R5
  - ✓ Sara Russell, R9
  - ✓ Blase Leven, Kansas State University
- Presentation format (Slide Structure etc)
- Listening in via phone or computer
- Mute/Unmute (\*6/#6)

- How to ask a question
- Progress check slides

Questions?



Progress Check

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

# Estimated FY13 Timeline



- ~~NOV~~ & 3, 2012: **Proposals Due (11:59 pm)**
- Apr. – May 2013: Selections Announced
- May. – Jun. 2013: Work plans and grant paperwork submitted
- Sept. 2013: Grants Awarded/Funds Available

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



## Progress Check

- Our webinar is designed as an overview and highlights important parts of guidelines
- Please read through the guidelines thoroughly before applying.

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

# Types of Grants



**Assessment** grants provide funding to inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites.

## Community Wide

- Up to \$200,000 for haz-sub and/or \$200,000 for petroleum
- No waiver of funding limit
- Maximum combined amount \$400,000
- Three (3) years

## Site-Specific

- Up to \$200,000 for haz-sub or \$200,000 for petroleum
- May request a waiver for up to \$350,000
- Three (3) years

## Coalition

- Up to \$600,000 for 3 or more eligible entities
- May not apply for another assessment grant this year
- Are meant to maximize grant funds across a broader area

# Types of Grants



**Revolving Loan Fund (RLF)** grants provide funding to capitalize an RLF and to make loans and provide subgrants to carry out cleanup activities at brownfield sites.

- Up to \$1 million per eligible entity for five years
- Requires 20% cost share
- Coalitions of eligible entities may apply
- Existing RLF grantees are eligible to apply in FY13

**Cleanup** grants provide funding to carry out cleanup activities at brownfields sites.

- Up to \$200,000 for three years
- Requires 20% cost share
- Applicant must own the site by November 19, 2012



*GreenTimes.com.au*

# Progress Check



## Progress Check

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

# Proposal Guidelines



- 15 page limit (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 - 3 different booklets (1 – Assessment; 1 – RLF; 1 Cleanup)
- Write as though the reader knows **NOTHING** about your community
- Address **ALL** criteria – if it doesn't apply say so and explain why
- Use the Proposal Check Lists at the end of the Ranking Criteria section
- Avoid using acronyms and technical/ organizational jargon
- Check Frequently Asked Questions (FAQs)
- Grants.gov will be available as a means of proposal submission
  - 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.



***Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to submit their proposals early.***

# Resources



- In addition to this webinar, each region provides outreach sessions in different formats.
- Please contact your regional coordinator for more information on when these sessions will occur or for links to archived sessions.
- A list of Brownfield Coordinators can be found on slide 69.



# TABEZ: A Grant Writing Tool



- Free tool to assist in preparing EPA brownfields assessment and cleanup grant applications
- Lots of support and helpful hints
- Web-based software for Assessment and Cleanup Grants
- User friendly and can be 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 for every criteria to be addressed

A screenshot of the TAB EZ 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. On the right side, there are links for Login, Register, and Contact Us / Feedback. The main content area is titled "Welcome to TAB EZ" and includes a sub-heading "Technical Assistance to Brownfields communities (TAB) easy brownfields grant application (EZ) software program". Below this, there is a paragraph explaining that TAB EZ is a grant writing tool used for preparing EPA brownfields grant proposals. It also lists what the tool can and cannot do, and provides a link to the EPA brownfields web page. A prominent red notice states: "!!!The deadline to submit your FY2011 grant proposal is October 15, 2010!!!". At the bottom of the page, there are two buttons: "GRANT APPLICATIONS HOME" and "TAB EZ TUTORIAL".

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

# TAB Contacts



Blase Leven (Program Coordinator)

785-532-0780

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

Dr. Wendy Griswold

(785) 691-7192

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

Terrie Boguski

(913) 780-3328

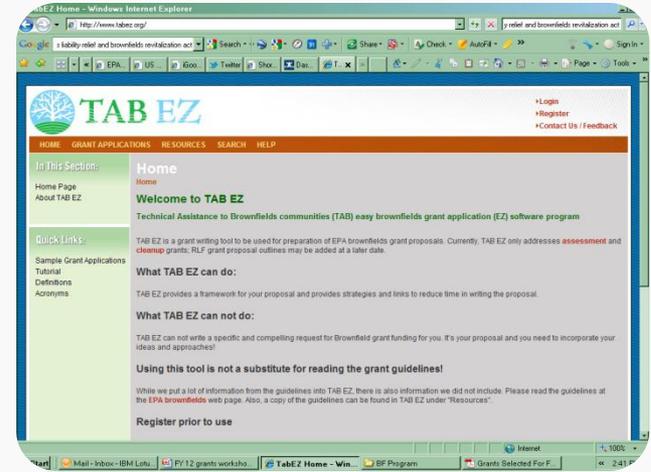
[boguski@ksu.edu](mailto:boguski@ksu.edu)

Web site: <http://www.engg.ksu.edu/CHSR/outreach/tab/index.html>

# TABEZ Webinar



- Kansas State University, in partnership with the EPA will co-host a 2-hour webinar on September 27, 2012 that will focus primarily on TABez.
- This webinar will guide participants on how to use the TABez tool to assist in preparing an assessment or cleanup proposal



## Webinar Info

Date: Tuesday Sept. 27

Time: 11:00 am – 1:00 pm (EST)

Location:

<https://epa.connectsolutions.com/tabez/>

Call in: 1-866-299-3188

Code: 2025661887#

# Progress Check



## Questions?



## Progress Check

-  Wrap up
-  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 vs. Ranking



- **Threshold** – minimum eligibility requirements
- **Ranking** – criteria for selecting proposals
- \* Applicants must pass Threshold Criteria to be considered for funding



# 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
		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** use last year's letter.

# Site Eligibility

(Site-Specific Assessment & Cleanup Only)



## 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)

## 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

- Most co-mingled sites are considered Hazardous Substance sites, however, please check with EPA to be certain.

## Petroleum Sites

- Sites contaminated with petroleum products.
- EPA and/or State will determine if site is eligible (except for Tribes – EPA will determine)
- Petroleum Eligibility Letter
  - Make requests of State early
  - Attach to the Proposal



Determination can be done before turning in your application.

# Site Eligibility - Hazardous

(Site-Specific Assessment & Cleanup Only)



Applicant must not be responsible for contamination. Need to answer the following questions:

## 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

# What is AAI?

## (Hazardous Substances)



- All Appropriate Inquiries (AAI) is the process of conducting due diligence or a Phase I Environmental Site Assessment to determine:
  - prior uses & property ownership
  - assess property conditions that may be indicative of releases or threatened releases of hazardous substances

### AAI factsheet

1. Go to:  
[www.epa.gov/brownfields](http://www.epa.gov/brownfields)
2. Under the Brownfields Quickfinder header click "[All Appropriate Inquiries](#)"
3. Click "[Fact Sheet on EPA Brownfields Grants, CERCLA Liability, and all Appropriate Inquiries, April 2009 \(PDF\)](#)"

# Property Ownership Eligibility

(Hazardous) AAI requirements - Updates



- AAI Phase I must be performed within one year prior to acquisition
- Updates to AAI are required within 180 days prior to acquiring ownership
  - interviews of current & past owners
  - the review of government records
  - on-site visual inspection
  - searches for environmental cleanup liens

# Property Ownership Eligibility

(Hazardous) AAI requirements



- Conduct AAI prior to acquiring the property and
- Comply with all Continuing Obligations after acquiring the property
- State & local governments acquiring property involuntarily through bankruptcy, tax delinquency, abandonment, or eminent domain, do not have to conduct AAI, but must exercise “due care” after acquiring the property

# 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?
- Site cannot be subject to RCRA Corrective Action

# 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
  - RLF Coalition applicant must illustrate adequate program performance of coalition members, borrowers, and/or subgrantees

# 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 requirement amount.

# Community Notification

- Provide community with notice of intent to apply for brownfields grant
- Provide an opportunity for the community to submit comments to your proposal and Draft Analysis of Brownfield Cleanup Alternatives (ABCA) by:
  - Placing an ad (or equivalent) alerting the community of the community meeting and the intention of applying for the grant and a copy of the draft ABCA in local newspaper at least 2 weeks prior to submission
  - Providing a copy of the proposal and draft ABCA for public review and 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
  - Community notification using existing meetings are allowable



Community Visioning Session, Paw Paw, Michigan  
Photo courtesy of Jeff Peterson, EPA Region 5



Applicants who are submitting more than one proposal may have a single community notification ad and meeting. However, all targeted communities **must** receive the notification and be provided an opportunity to comment on the proposal(s) relevant to their community.

# Progress Check



## Questions?



## Progress Check

-  Wrap up
-  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 Overview

# Ranking Criteria



- Proposal must have passed Threshold Criteria to be considered for review & be “ranked”
- 4 Ranking Criteria Sections
  - Community Need
  - Program/Project Description
  - Community Engagement & Partnership
  - Project Benefits
- Each criterion is made up of sub-criteria
  - Answer each individually
  - Sub-criteria may be different per grant type (e.g. assessment, cleanup, RLF) and point totals may vary
- 200 points for Assessment applicants; 100 points each for RLF and Cleanup applicants



Answer each criteria **individually**. Answer **all** or you may lose points. They are **ALL** important.

# Ranking Criteria Point Distribution



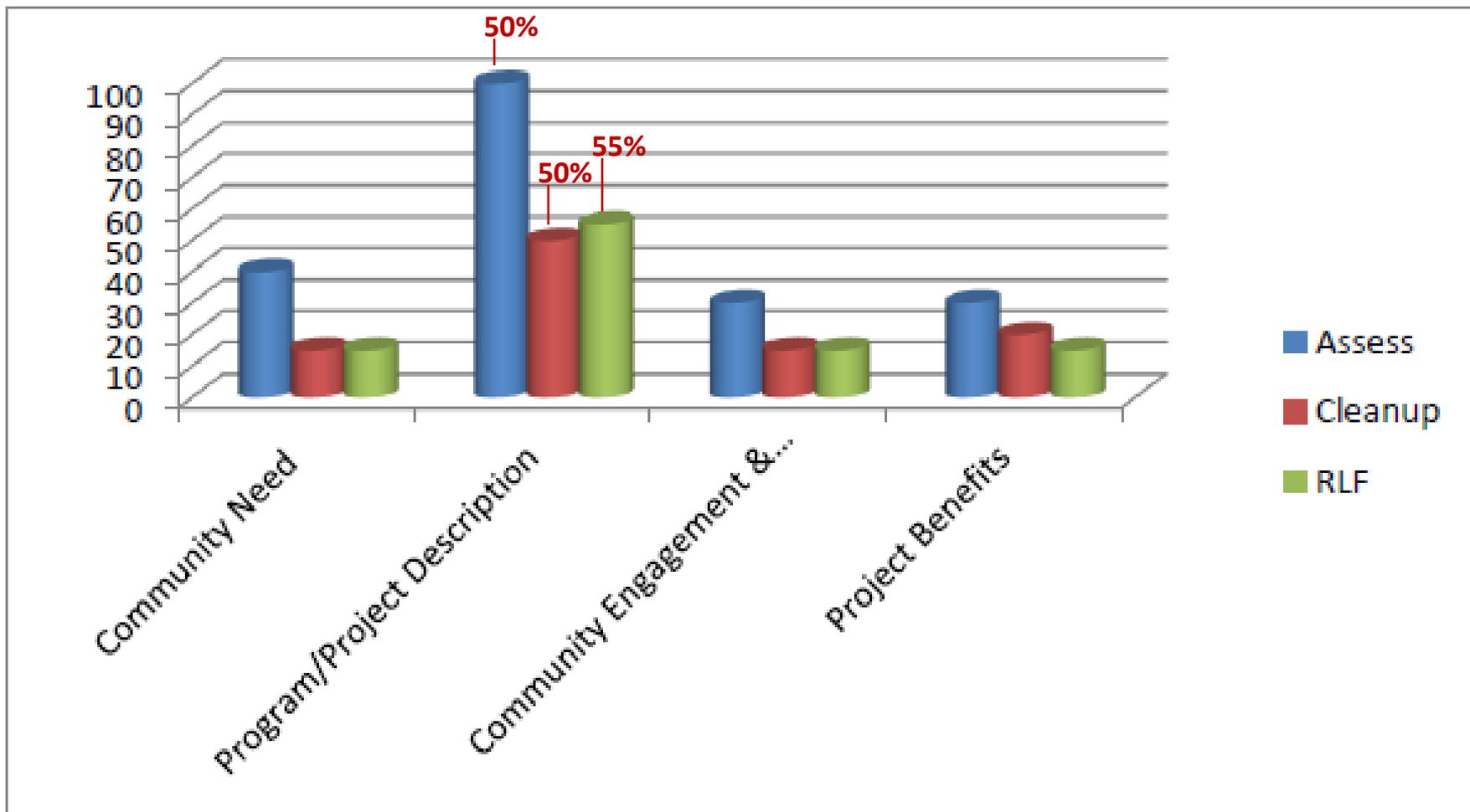
		Grant Type	Assess	Cleanup	RLF
		Total Points	200	100	100
<b>Criteria 1</b>	<b>Community Need</b>		<b>40</b>	<b>15</b>	<b>15</b>
Sub-Criteria 1.a	Health, Welfare, and Environment		20	8	8
Sub-Criteria 1.b	Financial Need		20	7	7
<b>Criteria 2</b>	<b>Program/Project Description</b>		<b>100</b>	<b>50</b>	<b>55</b>
Sub-Criteria 2.a	Project Description		20	10	20
	<u>Cleanup</u>	<u>RLF</u>			
Sub-Sub Criteria 2.a.i	Description of Redevelopment Plan	Description of existing property's condition		5	10
Sub-Sub Criteria 2.a.ii	Types of applicant envision utilizing RLF	Description of proposed cleanup plan		5	5
Sub-Sub Criteria 2.a.iii	Description of financial and management structure				5
Sub-Criteria 2.b	Budget		40	20	15
Sub-Sub-Criteria 2.b.i	Table and Description		20	10	5
Sub-Sub-Criteria 2.b.ii	Tracking & Measuring		10	5	5
Sub-Sub-Criteria 2.b.iii	Leveraging		10	5	5
Sub-Criteria 2.c	Programmatic Capability & Past Performance		40	20	20
Sub-Sub-Criteria 2.c.i	Programmatic Capability		24	12	12
Sub-Sub-Criteria 2.c.ii	Adverse Audit		4	2	2
Sub-Sub-Criteria 2.c.iii	Past Performance		12	6	6
<b>Criteria 3</b>	<b>Community Engagement &amp; Partnerships</b>		<b>30</b>	<b>15</b>	<b>15</b>
Sub-Criteria 3.a	Plan for involving affected community		10	5	5
Sub-Criteria 3.b	Plans to develop partnerships (local/state/tribal)		10	5	5
Sub-Criteria 3.c	Description and role of key CBO		10	5	5
<b>Criteria 4</b>	<b>Project Benefits</b>		<b>30</b>	<b>20</b>	<b>15</b>
Sub-Criteria 4.a	Welfare/Public Health		10	10	5
Sub-Criteria 4.b	Economic Benefits/Greenspace		10	5	5
Sub-Criteria 4.c	Enviro Benefits/Sustainable Reuse		10	5	5

# Ranking Criteria

## Point Distribution



**FACT:** Criteria 2, Program/Project Description has the highest point value.



# Progress Check



- Useful Application Preparation Tips
- Project Benefits
- Community Engagement & Partnership
- Program/Project Description
- NEXT: Community Need**
- Overview of Ranking Criteria
- Overview of Threshold Criteria
- Proposal Guideline Tips
- Overview of Types of Grants
- Introductions and Administrative



# Ranking Criteria 1: Community Need

Assessment	=	40 pts
Cleanup	=	15 pts
RLF	=	15 pts

# Community Need



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

## Health, Welfare, and Environment

- Provide information on location, number and size of brownfield(s)
- Describe health, welfare & environmental impacts:
  - typical contamination
  - sensitive populations (e.g. minorities, children, seniors, women of child-bearing age, etc.)
  - disproportionate environmental impact data (e.g. cancer and asthma rates)
  - Relate or connect these to the brownfields in the community
- Identify information sources used (e.g. 2010 census data, local reports, etc.)

# Community Need



## Financial Need

- Describe brownfield economic impacts and economic needs of the residents
- Provide rates of poverty, household income, unemployment rate & other demographic information



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



If listing plant closures in “other factors” then it should be discussed here.

Guidelines language reads:  
Describe factors such a fiscal condition or population size that **limit your ability** to draw on other sources of funding for the cleanup/assessment of brownfield sites.

Use current and relevant data sources

Discuss the impact of closed industry, i.e. # of jobs lost, property tax impacts, etc.

# Useful Tips



- This section sets the stage for the rest of the proposal.
- Reviewer should understand the social and economic situation of your target community AND understand the financial constraints of the applicant.
- It should contain a clear vision for where the applicant is going.
- 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.

# Examples of Financial Need Table



Format for Demographic Information

	Target Community/Census Tract	County/City	State	National
Population:				308,745,538 <sup>1</sup>
Unemployment:				8.2% <sup>2</sup>
Poverty Rate:				15.1 % <sup>3</sup>
Percent Minority:				26.7% <sup>1</sup>
Median Household Income:				\$49,445 <sup>3</sup>
Other:				
<sup>1</sup> Data is from the 2010 U.S. Census data and is available at <a href="http://www.census.gov/">http://www.census.gov/</a> . <sup>2</sup> Data is from the Bureau of Labor Statistics and is available at <a href="http://www.bls.gov">www.bls.gov</a> <sup>3</sup> Data is from the 2010 American Community Survey and is available at <a href="http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html">http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html</a>				

For resources to gather demographic information, please go the FAQs at [http://www.epa.gov/brownfields/proposal\\_guides/FY13\\_FAQs.pdf](http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf)



Use the table provided. Add narrative highlighting financial need.

# Useful Tips



- Explain or interpret the stats for the reviewer, connect the dots.
- Impacts to be described include health or “social”, environmental and economic.  
Connect these impacts to contaminants at the sites and to the nearby community members that might be addressed with BF resources
- Site data sources

# Progress Check



## Progress Check

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



## Ranking Criteria 2: Project Description and Feasibility of Success

Assessment	=	100 pts
Cleanup	=	50 pts
RLF	=	55 pts

# Project Description/Feasibility of Success



**FACT**

**This section carries the most weight for all grant types. 50 - 55% of your proposal points (not incl. programmatic capability) are in this section.**

## Program/Project Description

- Describe project/program
- Demonstrate there are sufficient resources
- Community-wide Assessments: majority of funds in the budget should be used for site assessments rather than solely focusing on inventory or planning activities
- Assessment Coalitions – discuss plans for assessing a minimum of five sites (requirement)
- Cleanups - describe cleanup plan; institutional and/or engineering controls; and site reuse plans

# Project Description/Feasibility of Success



- For RLF Proposals describe:
  - YOUR redevelopment program and how funds will be used to provide support
  - RLF Sustainability Plan (e.g. how you plan to revolve the grant)
  - Expected borrowers & subgrantees
  - RLF Marketing plan
  - Plan to achieve success by describing staff and program manager commitments, selection criteria for loans/subgrants, lending practices

# Project Description/Feasibility of Success



## Budget

- Use budget format and develop budget narrative that spells out each task (no acronyms)
- Provide quantitative outputs (e.g., 5 Phase I, 2 Phase II) and estimated costs
- Equipment Costs - provide justifications when budgeting for equipment and/or supplies
  - Equipment is generally expected for cleanup applicants only
  - Capital equipment costing \$5,000 or greater
- Do not use word “administrative” to describe a task. Use “program development” “program management”



Use the format provided in the RFP



Use table **AND** narrative



In narrative, lay out the cost in basic terms. E.g. 400 contractor hours X \$100 = \$40,000

# 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>					<b>200,000</b>

<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 = \$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>					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

# Project/Program Description (Con't)



## Tracking and Measuring:

- Address environmental outputs and outcomes.
- **Outputs**: Quantitative or qualitative but must be measurable during the project period.
- Expected outputs may include but are not limited to
  - the number of brownfield sites identified,
  - number of Phase I and Phase II site assessments,
  - and number of community meetings held
- **Outcomes**: Result, effect, or consequence to occur from carrying out activities under the grant.
- Outcomes may be environmental, behavioral, health-related, or programmatic;
- May not necessarily be achievable during the project period.
- Expected outcomes include
  - the number of jobs leveraged and other funding leveraged through the economic reuse of sites;
  - the number of acres made ready for reuse or acres of greenspace created for communities;
  - and whether the project will minimize exposure to hazardous substances, pollutants, contaminants, and petroleum contamination.

# Project Description/ Feasibility of Success



## Leveraging

- Highly scored assessment and RLF applicants would include those that demonstrate the applicant is familiar with various funding financial tools to draw from in the future.
- Applicant must describe amount and type of leveraged funding
- Generally speaking, cleanup applicants have the ability to answer this question with more specifics because they are closer to redevelopment
- Describe any additional work needed (e.g. assessment and/or cleanup), describe the funding/resources (public and private)
- Applicant should clearly state whether or not the leveraged funding is actually committed or is in the process of being obtained and likelihood of funding. Attach letters or documentation of firm leveraging commitments.

# Project Description/Feasibility of Success



## Programmatic Capability

- Demonstrate ability to manage grant & oversee the work
- Demonstrate sufficient resources and capability to complete the project in a timely manner
- Adverse audit findings:
  - If there is no adverse history because the applicant has no prior grants, full points are awarded
  - Applicant must state that there is no adverse audit in proposal

## Past Performance

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

# Project Description/Feasibility of Success (Con't)



- **Not** A Prior Brownfields Grantee, Document:
  - Plans For Management & Performance
  - In-house or Plans For Expertise Acquisition
  - Prior Three Years Grant Management
    - » Federal, State, Foundations
    - » Corrective Action For Past Grant Management Issue

# Useful Tips



- Take space needed to 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, a 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, and how accomplishments will be tracked.
- 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



## Questions?



## Progress Check

-  Wrap up
-  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



# Ranking Criteria 3: Community Engagement and Partnerships

Assessment	=	30 pts
Cleanup	=	15 pts
RLF	=	15 pts

# Community Engagement and Partnerships



- Community Engagement

- Describe your plan for involving the affected community

- Site Selection Criteria
- Cleanup Planning process
- Site Reuse Planning



We expect that most communities require translation services. If your community does not require translation services, **say so** and mention why or refer to demographics.

- Describe the project progress reporting plan

- How will you keep community engaged, how will they be able to provide comments?
- Why is this the best way?

- Discuss past Community Involvement

- Discuss how your plan to address language barriers

# Community Engagement and Partnerships



## Partnerships

- Describe efforts and/or plans to develop partnerships with both local environmental and health agencies
  - Plan for partnerships
  - Past efforts toward partnerships
  - Demonstrate knowledge of State programs
  - Indicate plans to enroll in State or Tribal voluntary response programs
- Explain any efforts made to collaborate with a local job training program (including brownfields job training grantees) if they exist in your area



Better to have **actual** partnerships than a plan for partnerships.

# Community Engagement and Partnerships



- Provide a description and role of key community-based organizations involved
- Describe commitments made by the organizations
  - Provide support letter from each organization detailing their role in the project
  - Letter must be attached to proposal
- Letters from Congress, elected officials or Mayor are NOT considered community-based organizations. See FAQs for a list of acceptable CBOs.
- Support Letters are required
- Focus on unique contributions and strength of partnerships, not the number of support letters submitted



Do not use generic letters of support. Specify what tasks or role the organization writing the support letter will do or play in the project. EPA may call organizations providing letters of support.

# Useful Tips



- Provide specific examples of how meaningful input has been solicited
- Support letter should provide a sketch of the organization and what they will contribute to support the project. The letter should be consistent with what is contained in the proposal.
- The connection to **job training** and local employment should be made
- Target schools and colleges, churches, labor groups, environmental or cultural interest groups, and church groups



# 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. Give 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



## Questions?



## Progress Check



Wrap up



**NEXT: 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



## Ranking Criteria 4: Project Benefits

Assessment	=	30 pts
Cleanup	=	20 pts
RLF	=	15 pts

# Project Benefits



Consideration will be given to how public health issues are addressed under this grant, the anticipated benefits of redevelopment, and the degree to which the project incorporates sustainability, equitable development outcomes, and livability principles.

- Welfare and/or Public Health
  - Describe environmental, social, and/or public health benefits
  - Communicate all benefits including:
    - Direct & indirect environmental and public health benefits
    - Reduction of exposure pathways, blight and environmental risks
    - Plan for community & sensitive populations protection from project contaminants (e.g. posting signs, installing fences, controlling dust, etc.)
    - Steps taken to integrate equitable development outcomes and principles into the reuse of the site and not displace residents historically affected by brownfields.
    - Any anticipated environmental benefits, beyond the remediation of contaminants, expected to result from the project, and how the project addresses the sustainable redevelopment and livability principles

# Project Benefits



## Economic Benefits and/or Greenspace

- Explain how the project will produce economic or non-economic benefits
- Describe economic benefits (be specific):
  - Expected results in tax revenues (provide percentage), X number of jobs, X % increase in property values
- **AND/OR**
- Describe all other non-economic benefits (Greenspace):
  - Nonprofit reuse, charitable reuse, X number of acres created for greenspace, open space, developed parks, recreational, preservation of open space on urban edge

# Project Benefits



## Environmental Benefits

- Describe the environmental benefits from infrastructure and sustainable reuse
  - Use of existing water lines, storm drains, proximity to public transit & reuse of existing buildings, roads, and other utilities.
- Describe how funding will facilitate sustainable reuse
  - Green building ordinances, energy efficiency requirements, LEED certification standards, innovative storm water controls, conserve resources, transit-oriented development, construction & demolition recycling\* and green cleanup\*



Points may be given for reusing existing infrastructure.

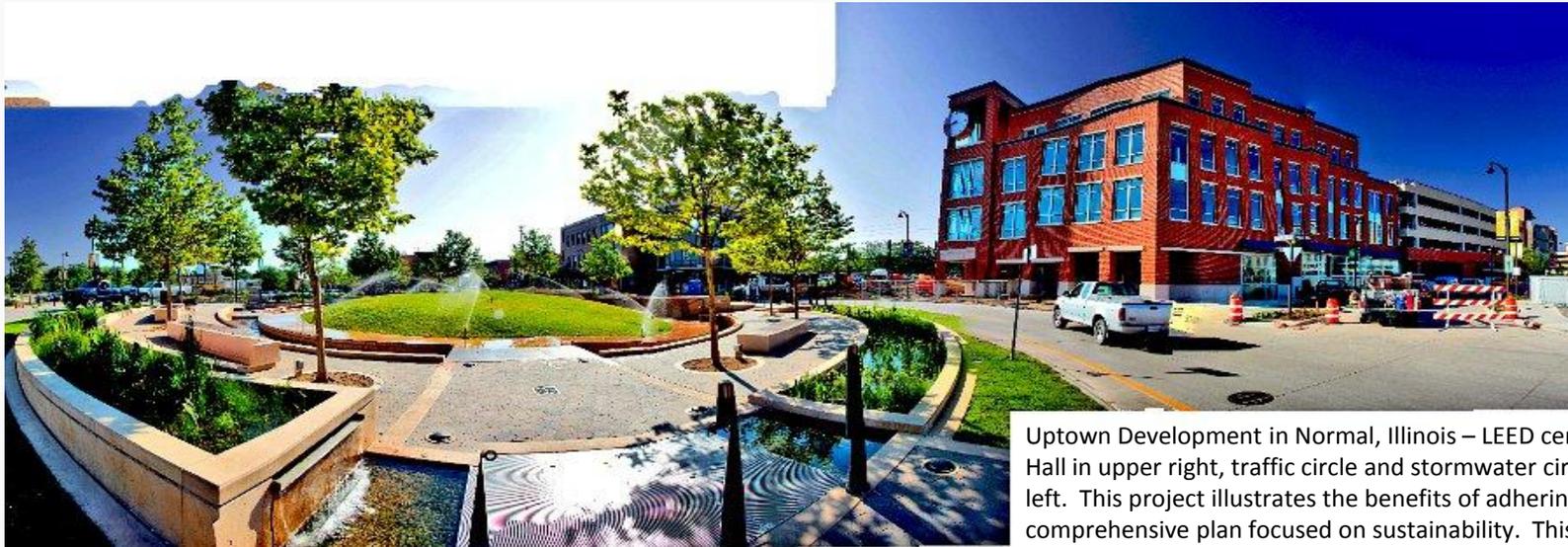
***\*RLF and Cleanup Only***

# Useful Tips



The goal of this criteria is to describe what benefits your project will have that will promote public health, safety, the economy and the environment.

- Tie your community vision to the needs identified and the proposed project
- Equitable development and displacement of residents historically affected by brownfields should be discussed
- Provide specific examples on how sustainable redevelopment has been incorporated in policy and practice



Uptown Development in Normal, Illinois – LEED certified City Hall in upper right, traffic circle and stormwater circle in lower left. This project illustrates the benefits of adhering to a comprehensive plan focused on sustainability. This is also the site of the new High-Speed rail station in Normal.

# Example Table - Benefits



*Carry the theme through the application with the same Target Areas that you identified in the Community and Financial Need Sections of the application 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



## Questions?



## Progress Check

- NEXT: Wrap up
- 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



REGION & STATES		ADDRESS/PHONE NUMBER
<b>EPA Region 1</b> <b>Diane Kelley</b> <a href="mailto:Kelley.Diane@epa.gov">Kelley.Diane@epa.gov</a>	<b>CT, ME, MA, NH, RI, VT</b>	5 Post Office Square, Suite 100, Mail code: OSRR7-2 Boston, MA 02109-3912 <b>Phone</b> (617) 918-1424 <b>Fax</b> (617) 918-1291
<b>EPA Region 2</b> <b>Lya Theodoratos</b> <a href="mailto:Theodoratos.Lya@epa.gov">Theodoratos.Lya@epa.gov</a>	<b>NJ, NY, PR, VI</b>	290 Broadway 18th Floor <b>Phone</b> (212) 637-3260 <b>Fax</b> (212) 637-4360
<b>EPA Region 3</b> <b>Tom Stolle</b> <a href="mailto:Stolle.Tom@epa.gov">Stolle.Tom@epa.gov</a>	<b>DE, DC, MD, PA, VA, WV</b>	1650 Arch Street, Mail Code 3HS51 Philadelphia, PA 19103 <b>Phone</b> (215) 814-3129 <b>Fax</b> (215) 814-5518
<b>EPA Region 4</b> <b>Philip Vorsatz</b> <a href="mailto:Vorsatz.Philip@epa.gov">Vorsatz.Philip@epa.gov</a>	<b>AL, FL, GA, KY, MS, NC, SC, TN</b>	Atlanta Federal Center 61 Forsyth Street, S.W. ,10 <sup>th</sup> Floor Atlanta, GA 30303-8960 <b>Phone</b> (404) 562-8789 <b>Fax</b> (404)562-8689
<b>EPA Region 5</b> <b>Deborah Orr</b> <a href="mailto:Orr.Deborah@epa.gov">Orr.Deborah@epa.gov</a>	<b>IL, IN, MI, MN, OH, WI</b>	77 West Jackson Boulevard, Mail Code SE-4J Chicago, IL 60604-3507 <b>Phone</b> (312) 886-7576 <b>Fax</b> (312) 886-7190
<b>EPA Region 6</b> <b>Mary Kemp</b> <a href="mailto:Kemp.Mary@epa.gov">Kemp.Mary@epa.gov</a>	<b>AR, LA, NM, OK, TX</b>	1445 Ross Avenue, Suite 1200 (6SF-VB) Dallas, TX 75202-2733 <b>Phone</b> (214) 665-8358 <b>Fax</b> (214) 665-6660
<b>EPA Region 7</b> <b>Susan Klein</b> <a href="mailto:Klein.Susan@epa.gov">Klein.Susan@epa.gov</a>	<b>IA, KS, MO, NE</b>	901 N. 5th Street Kansas City, KS 66101 <b>Phone</b> (913) 551-7786 <b>Fax</b> (913) 551-9786
<b>EPA Region 8</b> <b>Dan Heffernan</b> <a href="mailto:Heffernan.Daniel@epa.gov">Heffernan.Daniel@epa.gov</a>	<b>CO, MT, ND, SD, UT, WY</b>	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129 <b>Phone</b> (303) 312-7074 <b>Fax</b> (303) 312-6065
<b>EPA Region 9</b> <b>Noemi Emeric-Ford</b> meric- ford.noemi@epa.gov	<b>AZ, CA, HI, NV, AS, GU</b>	600 Wilshire Blvd, Suite 1460 Los Angeles, CA 90017 <b>Phone</b> 213-244-1821 <b>Fax</b> 213-244-1850
<b>EPA Region 10</b> <b>Susan Morales</b> <a href="mailto:Morales.Susan@epa.gov">Morales.Susan@epa.gov</a>	<b>AK, ID, OR, WA</b>	1200 Sixth Avenue, Suite 900 Mailstop: ECL-112 Seattle, WA 98101 <b>Phone</b> (206) 553-7299 <b>Fax</b> (206) 553-0124



Jeanette Mendes

[Mendes.jeanette@epa.gov](mailto:Mendes.jeanette@epa.gov)

(202) 566-1887