



FY2013 Assessment Guideline Checklist

The Agency will evaluate applicants' proposals on their merits and use of this checklist does not guarantee funding from EPA. This checklist is designed to serve as a guide for Brownfields Program applicants in preparing their proposals. This checklist does not serve as a substitute for reading the "Proposal Guidelines for Brownfields Assessment Grants".

September 2013

Proposal Checklist for Assessment Grants

Before you submit your proposal(s) for assessment grants, please ensure the following documents are included in your package submitted to EPA and EPA's contractor.

<input checked="" type="checkbox"/> Transmittal Letter (2-page limit)	
<input checked="" type="checkbox"/> The Narrative Proposal, which includes the responses to ranking criteria (15-page limit)	
<input checked="" type="checkbox"/> Documentation of all applicable threshold criteria (see Section III. B and C)	
<input checked="" type="checkbox"/> Letter from the state or tribal environmental authority (see Section III.C.2)	
<input checked="" type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section III.C.1)	
<input checked="" type="checkbox"/> Documentation indicating committed leveraged resources, if applicable (see Section V.B.2.b.iii)	
<input checked="" type="checkbox"/> Letters of Support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3)	
<input checked="" type="checkbox"/> Justification for requested waiver of the \$200,000 limit for a site-specific assessment, if applicable (see Section I.A.2)	
<input checked="" type="checkbox"/> Property-specific determination request, if applicable (see Section III.C.3.d)	
<input checked="" type="checkbox"/> Letters of commitment from assessment coalition members, if applicable (see section III.C.1)	
<input checked="" type="checkbox"/> Petroleum eligibility determination information, if applicable (see Section III.C.3.i)	
<input checked="" type="checkbox"/> Special Considerations Checklist (located in Appendix 3), if applicable (see Section IV.C.2.j)	

COMMUNITY NEED

Health, Welfare, and the Environment

- Did you identify and provide an overview of the **targeted community's** history?
- Did you include the **number** of brownfields in the **targeted community?**
- Did you include the **size or size range** of brownfields in your **targeted community?**

For your **targeted community:**

- Did you describe the **health impacts** of brownfields sites?
 - Did you describe the effect of brownfields on the **welfare of the community?**
 - Did you describe the **environmental impacts** of brownfields sites?
 - Did you include a summary of the various **cumulative environmental issues** (e.g. siting of industry, highways and other sources or air, water and land pollution)?
 - Did you describe the environmental justice concerns and how the cumulative environmental issues have resulted in **disproportionate impact?**
 - Did you provide recent, relevant, cited data on the following **sensitive populations?**
 - Children
 - Pregnant women
 - Minorities
 - Low-income populations
 - Elderly
 - Other sensitive populations
 - Did you include citations for all data?
 - Coalition proposals only – did you demonstrate that you, as the lead applicant, will serve coalition partners and communities that would otherwise not have access to resources to address brownfields?
-

Financial Need

- Did you provide data similar to that in the “Sample Format for Demographic Information” chart on page 29 as well as other categories, and comparative data you consider relevant?
- Did you describe the **economic impact** of brownfields on the **targeted community?**
- Did you include citations for all data?
- Did you describe factors such as fiscal condition or population size that **limit your ability** to draw on other sources of funding for **assessment** of brownfield sites?
- If you already have a brownfields grant(s) from EPA, did you explain **why you need additional funding?**

PROJECT DESCRIPTION AND FEASIBILITY OF SUCCESS

Project Description

- Did you discuss how this project fits in with the **targeted community's** master plan or goals?
 - Did you specifically describe your proposed inventory, assessment and/or cleanup planning activities in the **context of your overall community planning efforts** and your vision for revitalization in your community?
 - Did you describe how you are using products or outputs from community planning processes?
 - Did you describe your proposed project clearly and succinctly, and demonstrate that you understand the Brownfield Program process? The proposed project is the work that is going to accomplish with the grant funding. In preparing your project description, think about the following:
 - What eligible assessment activities are needed to accomplish your project?
 - What steps are necessary to implement your project?
 - What deliverables/outputs will you produce?
 - Who is involved in your project?
 - If you named contractor (including an individual consultant) as a project partner, did you demonstrate that you selected the partner in compliance with your jurisdiction's competitive procurement procedure?
 - What outreach methods will you use to communicate with the affected public/targeted community?
 - Coalition proposals only – did you plan to address a **minimum of five sites** under the grant?
-

Budget Table

- Did you provide the information identified in the “Sample Format for Budget” on page 31 as well as other information you consider relevant to complete your budget table?
- If applying for both hazardous substance funding and petroleum funding, did you clearly **provide budgets for both sources of funding?**
- Are all of the proposed Project Tasks **eligible activities?**
- Are the majority of the funds allocated towards assessment related field activities?
- Do all totals add-up correctly?**

Budget Narrative

- Did you describe each Project Task in detail?
- Did you include a quantified **basis for how you developed the estimated costs** for each value shown in your budget table(s)?

- Did you provide separate cost estimates for hazardous substance and petroleum related activities/deliverables as relevant to your proposed project?
 - Where feasible, did you include **project outputs**?
-

Tracking and Measuring Progress

- Did you describe your plan for **tracking** your project progress?
 - Did you describe your plan for **measuring** your project progress?
 - Did you discuss the expected **short-term** and **long-term** project **outcomes** and **outputs**?
-

Leveraging

- Did you clearly demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities?
- Did you discuss the specific role the leveraged sources will have in your proposed project and how these funds will contribute to the performance and success your proposed project?
- If applicable, did you discuss existing leveraged sources?
Did you **attach letters or other documentation** from sources indicating additional funds/resources are committed to the project?
- If applicable, did you discuss leveraged sources that you have already **sought out**?
- If applicable, did you discuss the leveraged sources you **will seek**?
- For each resource identified, did you state the **amount of funding available**?
- Did you include a brief discussion on the **likelihood if the leveraging will materialize during the grant** and **the strength of the leveraging commitment**?

Programmatic Capability

- Did you include a description of the **project manager**, her/his expertise, qualifications and experience? Remember, you must follow your jurisdiction's competitive procurement procedures to select contractors (including individual consultants).
- Did you include a description of the **staff**, their involvement in the project, and their expertise, qualifications and experience?
- Did you describe the systems in place to **acquire additional expertise and resources** to perform the proposed project? Remember, you must follow your jurisdiction's competitive procurement procedures to select contractors (including individual consultants).

Adverse Audits

- Did you describe any adverse audit findings and how the problems were corrected?
- If you do not have any adverse audit findings did you state that there were no adverse findings?

Past Performance

If you have never received any type of federal or non-federal assistance agreements

- If you have never received any type of federal or non-federal assistance agreements did you state such in your proposal?

If you currently or have ever received an EPA Brownfields Grant

- Did you identify the EPA Brownfields grant(s) you currently have or have received in the past?
- Did you provide information on no more than 5 of your most recent grants?
- Did you demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under the previous or existing grant(s), including whether the desired outcomes of the project(s) were met?
- Specifically, did you provide information regarding your compliance with the:
 - work plan
 - schedule
 - terms and conditions
 - timely reporting (e.g., quarterly reports, financial status reports, Assessment, Cleanup, Redevelopment Exchange System (ACRES), and any other required submittals)?
- Did you explain progress made towards achieving the expected results/outputs under the grants?
- If you did not make progress towards achieving the expected results/outputs, did you explain why not?
- Did you describe your accomplishments and your success using EPA grant funds to assess, cleanup, and redevelop brownfield sites, including whether you reported accomplishments to EPA in ACRES, or alternatively, via the Property Profile Form?

If you have not received an EPA Brownfields Grant but have received other federal and/or non-federal assistance agreements

- Did you identify current and/or prior federally and/or non-federally funded assistance agreements?
- Did you provide information on no more than 5 of your most recent grants?
- Did you describe your history of successfully managing these agreements?
- Did you discuss your performance in meeting and complying with reporting requirements and submitting final acceptable technical reports?
- Did you explain progress made towards achieving the expected results under the grants?
- If you did not make progress towards achieving the expected results, did you explain why not?

COMMUNITY ENGAGEMENT AND PARTNERSHIPS

Involving the Affected Community

- Did you discuss your **plan for involving** the **affected community** (e.g., neighborhood organizations, citizens' groups, borrowers, developers, and other stakeholders) in site selection for assessments, cleanup decisions, or reuse planning?
 - Did you describe your plan for **communicating the progress** of your project to citizens?
 - Did you demonstrate that your community engagement will be **tailored specifically to the needs of the targeted community**?
 - Did you discuss plans for **communicating in languages commonly used in the community**?
-

Partnerships

- Did you clearly discuss the specific role of each partnerships and how their participation will benefit your proposed project?
 - Did you discuss partnerships with your local/state/tribal **environmental agencies**?
 - Did you discuss partnerships with local/state **health agencies**?
 - Did you discuss your partnerships with **other relevant federal and state governmental agencies**?
 - Did you discuss partnerships with any local **environmental job training program**; which may or may not include a brownfields job training grantee?
 - If there are no environmental job training programs in your immediate local area, did you describe any efforts you plan to link members of the community to potential employment opportunities in brownfields assessment, cleanup or redevelopment related to your proposed projects?
-

Community-Based Organizations

- Do the organizations fit within the Brownfield program's definition of a Community-Based Organization (CBO)?
- Did you include a brief **description** of each CBO?
- Did you discuss the **role** of each CBO and how they will be involved in your proposed project?
- Did you **attach a letter** from each CBO identified in this section of your narrative?
- If CBOs do not exist in your area, did you demonstrate how the community is engaged and involved in your project?

PROJECT BENEFITS

Welfare and/or Public Health

- Did you clearly identify and discuss the project's anticipated **outcomes**?
 - Did you demonstrate that your project **outcomes** will contribute to the overall community "vision" for the revitalization of brownfield sites?
 - Did you describe **how the assessment will lead to cleanups and redevelopment** that supports your proposed project?
 - Did you describe the **social benefits** anticipated from revitalization of the sites assessed under this grant?
 - Did you describe the **public health benefits** anticipated from revitalization of the sites assessed under this grant?
 - Did you describe the efforts you have taken to **integrate Livability and Equitable Development Principles** into the reuse of the site and not displace residents historically affected by brownfields (e.g., affordable housing, public transit, and urban greening)?
-

Economic Benefits and/or Greenspace

- Did you explain **the economic benefits** (increased employment, expanded tax base, etc.) that will be produced through redevelopment of sites assessed under this grant?
 - Did you **quantify the economic benefits** where feasible?
 - Did you explain the **non-economic benefits** (parks, recreational areas, greenways, environmental buffers, work with charitable organizations, etc.) associated with sites to be reused for greenspace or other not-for-profit use?
 - Do you clearly explain that these benefits will be produced from sites assessed under this grant?
-

Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

- Did you describe any anticipated environmental benefits, beyond the assessment and remediation of contaminants, associated with the **sustainable redevelopment** of sites assessed under this grant?
- Did you discuss the use of **existing infrastructure**, such as utilities and equitable access to public transit, existing buildings, roads and waterways, etc.?
- Did you discuss plans to implement **sustainable reuse measures** such as green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields, as applicable?