

**EPA New England
FY2018 Brownfields
Grant Guidelines Workshop**

Cleanup Grant Session

Purpose of this Session

- Provide an overview of the FY2018 Brownfields **Cleanup Grant** Guidelines.
- Review the **Cleanup Grant** proposal submission process, threshold criteria & ranking criteria.
- Provide an opportunity for Q&A.
- Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.



Section I.A

Description of Grant

- Provides funds to carry out Brownfield cleanup activities at a specific site or multiple sites owned by the applicant.
- An individual applicant can apply for:
 - Up to \$200,000 per brownfield site,
 - Up to \$200,000 for a group of sites,
 - Up to **three** site-specific or multi-site proposals.
- A separate proposal must be submitted for each site or group of sites.
- Period of performance is **three** years.



Section I.A

Hazardous Substances & Petroleum

- If you are requesting up to \$200,000 to address hazardous substances and petroleum at the **same site**, you must submit one proposal.
- Sites where petroleum contamination is co-mingled with hazardous substances are considered hazardous substances sites.
- Call or email Jim Byrne at (617) 918-1389 | byrne.james@epa.gov if you need advice regarding whether your site is considered petroleum or co-mingled.



Section I.A

Property Ownership

- An applicant must be the **sole owner** of the subject property at time they submit their proposal.
- For purposes of eligibility determinations in these guidelines only, the term “own” means **fee simple title** through a legal document, such as a recorded deed.



Section I.A

Cost Share

- Applicants must provide a **20% cost share**. A \$200,000 cleanup grant will require a \$40,000 cost share.
- The cost share may be in the form of a contribution of money, labor, material or services and must be for **eligible and allowable** cleanup costs and **cannot** include administrative costs.
- Applicants may request a waiver of the cost share requirement. EPA will consider hardship waiver requests on a case-by-case basis.
- Instructions for applying for a waiver are on **Page 23-24** of the guidelines. This is an allowable attachment.



Section I.A

Cleanup Grant Options

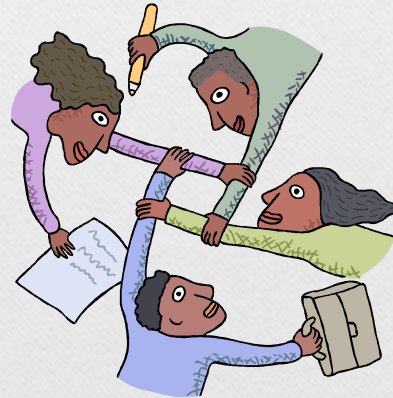
	Single Site	Multi-Site
Number of sites in each cleanup grant proposal	One	More than one
Number of cleanup grant proposals per applicant	3 (3 single, 3 multi or any combination)	
Maximum amount of funding	Up to \$200,000 per proposal (Hazardous Substances, petroleum or a combination)	
Sole ownership of site(s) by applicant	Required for all sites	
Phase II or equivalent reports		
Project Period	3 years	



Section III.A

Who Can Apply?

- General Purpose Units of Local Government
 - ✓ County, municipality, city, township, local public authority, school district, special district, interstate district, council of governments, and regional entity.
- Land Clearance Authorities or Quasi-Governmental Entities
- Government Entities Created by State Legislature
- Regional Councils or groups of General Purpose Units of Local Government
- Redevelopment Agencies
- States
- Tribes
- Non-Profits



Section III.B

Threshold Criteria

- Threshold Criteria are on **pages 11-24** of the Cleanup Guidelines.
- The Cleanup Grant Guidelines have multiple Threshold Criteria. **Every year, applicants are removed from the competition because they missed responding to a question. Be careful here.**
- While EPA may seek clarification of a response, if you did not respond, it's impossible to seek clarification.



You must pass these criteria to move forward in the competition!



Section III.B

Threshold Criteria

1. Applicant Eligibility
2. Site Ownership
3. Basic Site Information
4. Status & History of Contamination at the Site
5. Brownfields Site Definition
6. Environmental Assessment Required for Cleanup Proposals
7. Enforcement or Other Actions
8. Sites Requiring a Property-Specific Determination
9. Site Eligibility & Property Ownership Eligibility
10. Cleanup Authority & Oversight Structure
11. Community Notification
12. Statutory Cost Share



Threshold Criteria

1. Applicant Eligibility

- Provide information that demonstrates how you are an eligible applicant as specified in **Section III.A.**
 - ✓ If you are a **Municipality, State or Tribe**, describe how you are an eligible entity.
 - ✓ If you are **Other Than** a municipality, state or tribe, attach eligibility documentation such as resolutions, statutes, articles of incorporation, etc.
 - ✓ If you are a **Non-Profit** organization, attach documentation indicating non-profit status such as a IRS or State letter.



Threshold Criteria

2. Site Ownership

- You must be the **sole owner** of the property by the time you submit your proposal. The term “own” means fee simple title through a legal documents such as a recorded deed.
- This means that you **must own** the site by **November 16, 2017** and retain ownership until cleanup work funded by the grant is completed and the grant is closed out.
- See **FAQs L.2-4** for more information.
- **Affirm, in this criterion, that you own the site.**



Threshold Criteria

3. Basic Site Information

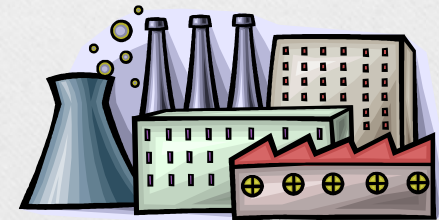
- Identify for your site:
 - a. The **name** of the site;
 - b. The **address** of the site;
 - c. The **current owner** of the site;
 - d. If you are not the current owner, the **date you plan to acquire ownership. Note: This date must be before the proposal due date of November 16, 2017.**



Threshold Criteria

4. Status & History of Contamination at the Site

- Identify for your site:
 - a) Hazardous Substances and/or petroleum contamination;
 - b) Operational history and current uses;
 - c) Environmental concerns;
 - d) How it became contaminated and the nature and extent of the contamination.



Threshold Criteria

5. Brownfields Site Definition

- Affirm that your site is:
 - a. Not listed or proposed for listing on the National Priorities List (Superfund Site);
 - b. Not subject to unilateral administrative orders, court orders, administrative order on consent, or judicial consent decrees issued under CERCLA;
 - c. Not subject to jurisdiction, custody, or control of the US government.



Threshold Criteria

6. Environmental Assessment Required for Cleanup Proposals

- A written ASTM E1903-11 or equivalent Phase II report (draft is ok) **must be completed** prior to proposal submission.
- Describe the type of environmental assessment conducted and provide the date(s) of the ASTM E1903-11 or equivalent Phase II report(s).
- Equivalent reports can include site investigations or remedial action plans developed for state cleanup programs. **See FAQ L.5.**
- **Do not attach assessment reports.**



Threshold Criteria

7. Enforcement or Other Actions

- Identify any ongoing or anticipated enforcement actions on your site.
- Describe any inquiries or orders from federal, state or local enforcement entities.
- Information you provide may be verified and EPA may conduct an independent review of your responsibility for the contamination at this site.



Threshold Criteria

8. Sites Requiring a Property-Specific Determination

- See list on **page 14** in the guidelines and **Appendix 1, Section 1.5** to see if your site needs a property-specific determination.
- A property-specific determination describes how cleaning up your site will protect human health and the environment and either
 - Promote economic development, or
 - Enable the property to be used for parks, greenways, recreational or non-profit purposes.
- For information on how to prepare a property-specific determination, see **FAQs H.1-6.**
- **The Property-Specific Determination is an attachment to your proposal.**



Threshold Criteria

8. Sites Requiring a Property-Specific Determination

- These sites are usually:
 - Subject to planned or ongoing removal actions under CERCLA;
 - Have been issued unilateral administrative orders, court orders, administrative orders on consent, judicial consent decree or permits under RCRA, FWPCA, TSCA or SDWA;
 - Subject to RCRA corrective action (§3004(u) or §3008(h));
 - Have submitted a RCRA closure notification or subject to closure requirements;
 - Where a release of PCBs is subject to remediation under TSCA;
 - Receiving funds from the LUST trust fund.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

- If your site is a **hazardous substances** site or a site where **hazardous substances and petroleum are co-mingled**, you must respond to the items in section **(a)**.
- If your site is a **petroleum** site, you must respond to the items in section **(b)**.
- If your site has both **hazardous substances** and **petroleum** contamination, you must respond to all items in sections **(a) & (b)**.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

(a) Property Ownership Eligibility - Hazardous Substances Sites

- Read the supporting information on **pages 15-16** pertaining to property ownership and liability defenses.
- Respond to the following items:
 - 1) CERCLA §107 Liability
 - 2) Information on Liability & Defenses/Protections



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

1) CERCLA §107 Liability

- Affirm that you are **not** potentially liable for contamination at your site:
 - As the current owner or operator.
 - As an owner or operator at the time of disposal.
 - As a party that arranged for treatment or disposal.
 - As a party that accepted hazardous substances for transport to disposal or treatment.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

1) CERCLA §107 Liability (continued)

- Explain **how and why** you are eligible for one of the CERCLA liability protections or defenses (**See FAQs M.1-4**):
 - Bona fide prospective purchaser
 - Innocent landowner
 - State or local government involuntary acquisition (tax foreclosure)



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

2) Information on Liability & Defenses/Protections

- a. Information on the Property Acquisition
- b. Timing and/or Contribution Toward Hazardous Substances Disposal
- c. Pre-Purchase Inquiry
- d. Post-Acquisition Uses
- e. Continuing Obligations



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

- 2) a. Information on the Property Acquisition
- i. Describe how you acquired the property;
 - ii. Provide the date you acquired the property;
 - iii. Describe the nature of your ownership (**fee simple title**);
 - iv. Provide the name and identity of the party from whom you acquired ownership;
 - v. Describe all relationships you have or had with all prior owners or operators.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

2) b. Timing and/or Contribution Toward Hazardous Substances Disposal

- Identify whether all disposal of hazardous substances at the site occurred before you acquired the property **and** whether you caused or contributed to any release.
- Affirm that you have not arranged for the disposal of or have transported hazardous substances to the site.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

2) c. Pre-Purchase Inquiry

- i. Describe the types of site assessments performed
 - ✓ **ASTM Phase I or AAI;**
 - ✓ The dates of each assessment;
 - ✓ The entity the assessments were completed for.
- ii. Describe who performed the Phase I or AAI investigation and identify their qualifications to perform such work.
- iii. If your original Phase I was performed **more than 180 days prior to your acquisition** of the property, affirm that you conducted the appropriate updates.

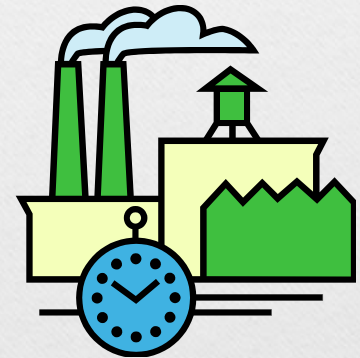


Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

2) d. Post-Acquisition Uses

- Describe all uses to which the property has been put since you acquired ownership.
- Provide a **time-line** of the names of all current and prior users during the time of your ownership, dates of all uses, details of all uses, and your relationship to all users.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

2) e. Continuing Obligations

- Describe **in detail** the specific appropriate care that you exercised with respect to hazardous substances found at the site by taking reasonable steps to:
 - i. Stop any continuing releases;
 - ii. Prevent any threatened future release; and
 - iii. Prevent or limit exposure to previous release.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

2) e. Continuing Obligations

- Please confirm your commitment to:
 - i. Comply with all land-use restrictions and institutional controls;
 - ii. Assist and cooperate with those performing cleanup including access;
 - iii. Comply with all information requests; and
 - iv. Provide all legally required notices.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

(b) Property Ownership Eligibility - Petroleum Sites

- Read the supporting information on **pages 19-20** and **Appendix 1, Section 1.3.2** pertaining to petroleum site eligibility.
- See **FAQs N.1-9** for additional information.
- You must submit the requested information to your state Brownfields Coordinator to make the petroleum determination.
- Attach the state determination letter to your proposal.



Threshold Criteria

9. Site Eligibility & Property Ownership Eligibility

(b) Property Ownership Eligibility - Petroleum Sites

- 1) Information required for a petroleum site determination:
 - a. Current & Immediate Past Owners
 - b. Acquisition of Site
 - c. No Responsible Party for the Site
 - d. Cleaned Up by a Person Not Potentially Liable
 - e. Relatively Low Risk
 - f. Judgments, Orders, or Third Party Suits
 - g. Subject to RCRA
 - h. Financial Viability of Responsible Parties



Threshold Criteria

10. Cleanup Authority and Oversight Structure

- a. Describe how you will oversee the cleanup
- Indicate that you will enroll the site in your state response program.
 - If you plan to procure a Qualified Environmental Professional (QEP) to oversee the cleanup of your site, explain how you will ensure they are in place before cleanup begins and that they will be acquired consistent with the applicable competitive procurement provisions ([See 2 CFR 200.317-326](#)).



Threshold Criteria

10. Cleanup Authority and Oversight Structure

b. Plan to acquire access to adjacent properties

- Cleanup response activities often impact adjacent or neighboring properties. If this type of access is needed, provide your plan to acquire access to the relevant property.



Threshold Criteria

11. Community Notification

- You must provide the community with notice of your intent to apply for an EPA cleanup grant and an **opportunity to submit comments on your draft grant proposal**. You must provide a summary of the comments and your responses to those comments to EPA.
- You must do these activities **prior to submittal** of your proposal. **If you do not do them, you will be eliminated from the competition.**
- A draft Analysis of Brownfields Cleanup Alternatives (ABCA) **is required**.



Threshold Criteria

11. Community Notification

- a. Analysis of Brownfields Cleanup Alternatives (ABCA)
- Your ABCA must briefly summarize information about:
 - ✓ The site, contamination issues, cleanup standards, and applicable laws;
 - ✓ The cleanup alternatives considered and for each alternative:
 - Its effectiveness,
 - Your ability to implement it,
 - Its resiliency to potential impacts from extreme weather events,
 - Its cost and reasonableness.
 - ✓ The proposed cleanup.



Threshold Criteria

11. Community Notification

- a. Analysis of Brownfields Cleanup Alternatives (ABCA)
- Content requirements are in **Section VI.D.3.a & FAQs L.6-7.**
 - An example ABCA template is available on our website to help you with this requirement.
 - The information in your ABCA should be coordinated with your response to **Ranking Criterion 2.a.ii – Proposed Cleanup Plan.**
 - If you have a **multi-site** proposal, you must include a draft ABCA for each site.



Threshold Criteria

11. Community Notification

b. Community Notification Ad

- You must **publish** an ad in your local newspaper or an equivalent means at least two weeks prior to the submittal date and no later than **November 2, 2017**.
- Your ad must clearly indicate:
 - ✓ That a copy of this grant proposal, **including the draft ABCA**, is available for public review and comment;
 - ✓ How to comment on the draft proposal;
 - ✓ Where the draft proposal is located (e.g. town hall, library, website, etc.); and
 - ✓ The date and time of a **public meeting** you will hold prior to submittal of this proposal.



Threshold Criteria

11. Community Notification

b. Community Notification Ad

- Applicants who are submitting more than one cleanup proposal may plan to have a single community notification ad and meeting. **BUT** all targeted communities must receive the notification and provide comments.
- See **FAQ C.5** for examples of acceptable community notification methods.



Threshold Criteria

11. Community Notification

c. Public Meeting

- You must hold a public meeting to discuss the draft proposal and consider public comments. A regularly scheduled community meeting is sufficient if provide enough time to discuss the draft proposal.
- From the meeting, you must produce:
 - ✓ A summary of the public comments received;
 - ✓ Your response to those comments;
 - ✓ Meeting notes; and
 - ✓ Meeting sign-in sheets.



Threshold Criteria

11. Community Notification

d. Submission of Community Notification Documents

- You must attach the following to your proposal:
 - ✓ A copy of the draft ABCA(s);
 - ✓ A copy of the ad (**showing the date of publication**) that demonstrates notification to the public and solicitation of comments;
 - ✓ The comments or a summary of the comments received;
 - ✓ Your response to the public comments;
 - ✓ Meeting notes or summary from the public meeting(s); and
 - ✓ Meeting sign-in sheets.



Threshold Criteria

12. Statutory Cost Share

- Applicants are required to provide a **20% cost share**.
- This is \$40,000 for a \$200,000 grant.
- Cost share must be in the form of a contribution of:
 - Money
 - Labor
 - Materials
 - Services from a non-federal source
- Cost share must be incurred for eligible and allowable cleanup costs.
- See **FAQ G.5** for more information.



Threshold Criteria

12. Statutory Cost Share

- a. Describe your plans for meeting the cost share, including the sources of the funding and/or services.
- Refer to **FAQs F.1-5** for prohibited costs.
 - Refer to this link for additional information on providing your cost share:
<http://www2.epa.gov/brownfields/cost-share-brownfields-and-land-revitalization-new-england>



Threshold Criteria

12. Statutory Cost Share

b. Hardship Cost Share Waiver

- If you are requesting a hardship waiver of the cost share, provide an explanation for the basis of your request as part of your proposal.
- This explanation must be **submitted on a separate page, titled “Hardship Waiver Request”**, as an attachment to your proposal.
- The requirements for requesting this waiver are on **pages 23-24** of the Cleanup Guidelines.
- If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.



Section IV.B

Due Date & Submission Instructions

- Your **Authorized Organization Representative** (AOR) must submit your proposal via www.grants.gov.
- Proposals must be received no later than 11:59 pm ET on **November 16, 2017**.
- In order to submit a proposal via www.grants.gov, you must:
 1. Have an active DUNS number,
 2. Have an active System for Award Management (SAM) account in www.sam.gov,
 3. Be registered in www.grants.gov, and
 4. Be designated a your organization's AOR.



Section IV.B

Due Date & Submission Instructions

1. Data Universal Numbering System (DUNS)

- DUNS information is located at <http://www.dnb.com/>.
- Your organization must have a unique DUNS number.

2. System for Award Management (SAM)

- SAM information is located at: <https://www.sam.gov>.
- Make sure you are **active in SAM before submitting your proposal.**
- You must maintain an **active SAM registration** during the application, award and cooperative agreement time frames.



Section IV.B

Due Date & Submission Instructions

3. Grants.gov

- You must apply electronically through www.grants.gov.
- See **Appendix 2** on **pages 66-70** of the **Cleanup Guidelines**.

4. Your Organization's AOR

- You must have your **Authorized Organization Representative (AOR)** submit your proposal via www.grants.gov.
- Make sure your AOR is available to submit your proposal by the due date.



Section IV.B

Due Date & Submission Instructions

- Make sure your organization's information is consistent with EPA, DUNS and SAM.
- The registration process for www.sam.gov and www.grants.gov can take up to a month or more.
Register ASAP.
- See **pages 24-25** of the Cleanup Guidelines and **FAQs B.1-12** for more information.



Section IV.C

Content & Form of Proposal Submission

- Proposals **must**:
 - ✓ Be in English.
 - ✓ Be typed on letter sized paper (8 ½ x 11).
 - ✓ Use standard Times New Roman, Ariel or Calibri fonts with 12 point font size.
 - ✓ Have 1 inch margins (readability is paramount!)
- Proposals **should not** include color printing, photos and graphics.



Section IV.C

Content & Form of Proposal Submission

- **Checklist**

- ✓ List of all required items is located on **pages 25-26**.
- ✓ Make sure you have included and attached all required and applicable items in www.grants.gov.



Section IV.C

Content & Form of Proposal Submission

- You must submit separate proposals with separate transmittal letters as appropriate.
- Pages in excess of page limits **will be** removed and not evaluated.
- Limit number of attachments to Threshold Criteria, required items and key support letters. **No other attachments will be considered!**



Section IV.C

Content & Form of Proposal Submission

Proposal Content

1. Standard Form (SF) 424, Application for Federal Assistance (completed in www.grants.gov)
2. Cover Letter (2 Pages) + Required Attachments
3. Narrative Proposal/Ranking Criteria (15 Pages) + Required Attachments
4. Threshold Criteria Responses



You must include all 4 items for a complete proposal!



Section IV.C

1. Standard Form 424, Application for Federal Assistance

- This is automatically prompted in www.grants.gov and is required for submission.
- See **FAQs B.11-12** for assistance in filling out the SF424.

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	*2. Type of Application: <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
*3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
State Use Only:	
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:	
* a. Legal Name: <input type="text"/>	
* b. Employer/Contributor Identification Number (ENTR): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>
d. Address:	
* Street1: <input type="text"/>	
* Street2: <input type="text"/>	
* City: <input type="text"/>	
* County/Parish: <input type="text"/>	
* State: <input type="text"/>	
* Province: <input type="text"/>	
* Country: <input type="text"/>	
* Zip / Postal Code: <input type="text"/>	
e. Organizational Unit:	
Department Name: <input type="text"/>	Division Name: <input type="text"/>



Section IV.C

2. Cover Letter

- The Cover Letter identifies you as the applicant, what you are applying for, and provides your contact information.
- The Cover Letter shall not exceed **2 single-spaced pages**.
- A separate Cover Letter on **official letterhead** must be included for each proposal.
- The Cover Letter should be addressed to the Region 1 Brownfields Coordinator **Frank Gardner**. Address is found in **Section VII** on **page 54**.
- The Cover Letter **must address** all the requested items.



Section IV.C

2. Cover Letter

- a. Applicant Identification: Your entity's name & address
- b. Funding Requested
 - i. Grant Type: Single Site Cleanup or Multiple Site Cleanup
 - ii. Federal Funds Requested: \$_____ (and if waiver of cost share is being requested)
 - iii. Contamination: Hazardous Substances, Petroleum or Both
- c. Location: Where your property(ies) is(are) located



Section IV.C

2. Cover Letter

- d. Property Information: Property name & complete address
- e. Contacts:
 - i. Project Director: Name & contact information for the person who is the main point of contact and will be managing this grant if selected
 - ii. Chief Executive/Highest Ranking Official: Name & Contact information for the Mayor, Chief Executive or President of your organization



Section IV.C

2. Cover Letter

f. Population:

- i. Provide population of your jurisdiction
- ii. If not a municipal form of government, provide population of your target area
- iii. Affirm whether or not your jurisdiction is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.



Section IV.C

2. Cover Letter

- g. Other Factors Checklist: Complete checklist in **Appendix 3** and attach to your Cover Letter (not part of the 2-page limit).

Appendix 3 Cleanup 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 #
<i>None of the Other Factors are applicable.</i>	
Community population is 10,000 or less.	
The jurisdiction is located within, or includes, a county experiencing "persistent poverty" where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.	
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
Target brownfield sites are impacted by mine-scarred land.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion, by identifying in the proposal the amounts and contributors of resources and including documentation that ties directly to the project.	
Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant.	



Section IV.C

2. Cover Letter

g. Other Factors Checklist:

- Make sure you put the page number(s) next to the factors you are addressing in your proposal. **Be kind to your reviewer!**
- If none of these factors are applicable to you, make sure you check off the first box – *None of the Other Factors are applicable.*



Section IV.C

2. Cover Letter

- h. Letter from the State or Tribal Environmental Authority
- Attach a current letter from your state or tribal environmental authority acknowledging that you plan to conduct **cleanup activities** and apply for grant funds.
 - If you are applying for multiple types of grants, you need to get only one letter from the state acknowledging the relevant grant activities. **However** you **must** provide the letter as an attachment to **each** proposal.
 - General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.



Section IV.C

2. Cover Letter

h. Letter from the State or Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information:
 - ✓ The grant(s) for which you are applying;
 - ✓ The site(s) for which you are applying, if site specific; and
 - ✓ To whom the letter should be addressed.



**You must get a new letter this year.
Do not use last year's letter.**



Section IV.C

2. Cover Letter

- h. Letter from the State or Tribal Environmental Authority
- Please give your State Brownfields Program Contact at least 2 weeks before the grant submittal deadline to provide you the letter.
 - For **CT**, information on how to request a letter is at:
http://www.ct.gov/deep/cwp/view.asp?a=2715&q=489004&deepNav_GID=1626#state.
 - For **VT**, when requesting your letter via email, please include in the subject line “State Letter for EPA Brownfields Grant.”



Section IV.C

State Brownfields Program Contacts



Mark Lewis (mark.lewis@ct.gov)

CT Department of Energy and Environmental
Protection

Office of Constituent Affairs & Land Management
Hartford, CT 06106-5127

860-424-3768



Nick Hodgkins (nick.hodgkins@maine.gov)

ME DEP, Brownfields Program

17 State House Station

Augusta, ME 04333-0017

207-592-0882



Section IV.C

State Brownfields Program Contacts



Rodney Elliott (rodney.elliott@state.ma.us)

Massachusetts Department of Environmental Protection

Bureau of Waste Site Cleanup

One Winter Street, 2nd Floor

Boston, MA 02108

617-292-5523



Michael McCluskey (michael.mccluskey@des.nh.gov)

NH Department of Environmental Services

Hazardous Waste Remediation Bureau

29 Hazen Drive - PO Box 95

Concord, NH 03302-0095

603-271-2183



Section IV.C

State Brownfields Program Contacts



Cory DiPietro (cory.dipietro@dem.ri.gov)

RI DEM - Office of Waste Management

235 Promenade Street

Providence, RI 02908-5767

401-222-4700 Ext. 2030



Patricia Coppolino

(coppolino.patricia@vermont.gov)

VT Dept. of Environmental Conservation

1 National Life Drive – Davis 1

Montpelier, VT 05620-3704

802-249-5822



Section IV.C

3. Narrative Proposal/Ranking Criteria

3. Narrative Proposal/Ranking Criteria (15 Pages)

- Includes responses to all Ranking Criteria found in **Section IV.C.3** on **pages 28-38**.
- Evaluation Criteria (how your proposal will be evaluated and point scores) are in **Section V.A** on **pages 40-47**.
- **Pages over the 15-page limit will not be evaluated**
- You must include page numbers, criteria numbers and titles in your.



Ranking/Evaluation Criteria

100 Points

1. Community Need (15 points)
2. Project Description & Feasibility of Success (30 points)
3. Community Engagement & Partnerships (20 points)
4. Project Benefits (15 points)
5. Programmatic Capability & Past Performance (20 points)



Be sure to read the opening paragraphs for each criterion as it includes important information on how to respond.



1. Community Need

Overview of Evaluation Criteria

- Your proposal will be evaluated on the **quality and extent** to which it:
 - ✓ demonstrates a **compelling picture of need** in the community, and specifically, the **identified target area**; and
 - ✓ makes a **clear connection** between the **public health, welfare, environmental, and/or economic challenges** faced by the community and/or target area and the **presence of brownfield sites** and other **cumulative environmental issues**.



1. Community Need

Overview of Evaluation Criteria

- **Key Points**

- ✓ Use this section to capture the attention of the reviewer and get them on your side.
- ✓ This is not the place to discuss all of the community's good characteristics – **FOCUS ON THE BAD!**



1. Community Need

15 Points

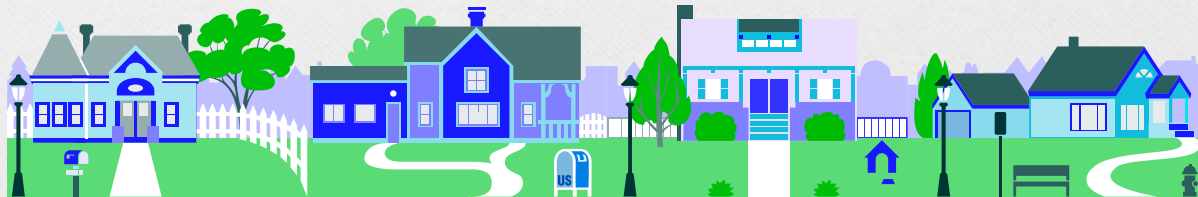
- a. Target Area & Brownfields (6 points)
- b. Welfare, Environmental, & Public Health Impacts (6 points)
- c. Financial Need (4 points)



1. Community Need

a. Target Area & Brownfields

- i. Community & Target Area Descriptions (2 points)
- ii. Demographic Information & Indicators of Need (2 points)
- iii. Description of the Brownfields (2 points)



1. Community Need

a. Target Area & Brownfields

i. Community & Target Area Descriptions (2 points)

- **Evaluation Criteria**

- ✓ The depth and degree of brownfield challenges confronting your city/town/geographic area and the specific area where you plan to perform cleanup activities.



1. Community Need

a. Target Area & Brownfields

i. Community & Target Area Descriptions (2 points)

- **Key Points**

- ✓ You must **clearly identify** and describe your targeted area/community where you plan to perform cleanup activities. This will set the stage for the rest of the proposal.
- ✓ Your **community/targeted area** contains:
 - Signs of distress, blight or neglect
 - Known or potential brownfields sites
 - Sensitive or vulnerable populations
 - Need for cleanup and redevelopment
 - **Your property to be cleaned up**



1. Community Need

a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (2 points)

- **Evaluation Criteria**

The relevancy of the data sources used and the extent to which they conclusively demonstrate the compelling need of the community, based on demographic information on your target area(s) as compared to larger geographic areas (e.g. city, county, state, and national).



1. Community Need

a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (2 points)

Sample Format for Demographic Information (supplement as appropriate)

	Target Area (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				316,127,513 ¹
Unemployment:				8.3% ¹
Poverty Rate:				15.5% ¹
Percent Minority:				37.8% ²
Median Household Income:				\$53,889 ¹
Other: <i>Include other relevant data as needed in additional rows</i>				

¹Data are from the 2011-2015 American Community Survey 5-Year Estimates available on America FactFinder at

https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

²Data are from the 2011-2015 American Community Survey 5-Year Estimates available on American FactFinder at

https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml. Note, the percent minority is derived from the HISPANIC OR LATINO AND RACE population table (i.e., the sum of the Hispanic or Latino (of any race), Black of African American alone, American Indian and Alaska Native alone, Asian alone, Native Hawaiian and Other Pacific Islander alone, Some other race alone and two or more races percentages).



1. Community Need

a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (2 points)

- **Key Points**

- ✓ Use the table provided and use the national data as it is presented. **Do not change it!**
- ✓ Add additional columns and factors **relevant to your target area(s)**. Use statistics that inform your story and are available to you. Examples include:
 - Free/reduced lunch
 - Literacy/high school graduation
 - Crime
 - Elderly population
 - Declining population
 - Cultural setting



1. Community Need

a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (2 points)

- **Key Points**

- ✓ If the required data you must provide in the chart is not compelling or available for your target area(s), explain why and describe the need.
- ✓ **Don't forget to identify the sources of your data!**
- ✓ See **FAQ C.9** for resources on demographic information.



1. Community Need

a. Target Area & Brownfields

iii. Description of the Brownfields (2 points)

- **Evaluation Criteria**

The extent of **impacts, including** negative environmental impacts, due to **actual brownfields sites** in your target area(s), and the degree to which you prioritized the sites in close proximity to residents within the target area(s).



1. Community Need

a. Target Area & Brownfields

iii. Description of the Brownfields (2 points)

- **Key Points**

- ✓ **Proximity, Proximity, Proximity!** Discuss your brownfield site and explain where they are within and in relation to the residents in your target area(s).
- ✓ Make the connection between the brownfields sites in your target area and their impacts on that community/residents.
- ✓ Be as **specific** as possible. Use identified and/or potential sites as examples.
- ✓ **Make sure you include your cleanup site(s).**



1. Community Need

a. Target Area & Brownfields

iii. Description of the Brownfields (2 points)

- **Key Points**

- ✓ Include the **types** of brownfield sites and **potential contamination, number** of sites and, their **size** or **range** of sizes.
- ✓ Examples of actual Brownfields sites:
 - Gas Stations, Dry Cleaners & Manufacturing Facilities
 - Old Mills, Tanneries & Abandoned Industrial Complexes
 - Over 15 parcels totaling 10 acres in the heart of the targeted community.



1. Community Need

a. Target Area & Brownfields

iii. Description of the Brownfields (2 points)

- **Key Points**

- ✓ Discuss any real or perceived negative environmental impacts due to:
 - unsightly waterways;
 - blighted industrial landscape and potential contamination (be specific to types in area); and
 - concern for unknown risk to residents and their children.
- ✓ Consider using a chart of types of sites, potential contaminants found, and environmental impacts.



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

- i. Welfare Impacts (2 points)
- ii. Cumulative Environmental Issues (2 points)
- iii. Cumulative Public Health Impacts (2 points)



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

i. Welfare Impacts (2 points)

- **Evaluation Criteria**

The **severity of the welfare issues** experienced by the target area(s), and the degree to which these issues **connect to the presence of brownfield sites**.



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

i. Welfare Impacts (2 points)

- **Key Points**

- ✓ Include social negatives such as blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, and lack of prosperity.

- ✓ What are some of the issues?

- Abandoned properties
- Community disinvestment
- Burden on municipal services
- Other impacts specific to your targeted community



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

i. Welfare Impacts (2 points)

- **Key Points**

- ✓ Discuss **perceived welfare impacts from the types of Brownfields in your targeted area(s)**. What sites have been identified, what contaminants might be there, and how they are impacting their community.
- ✓ Discuss the lack of:
 - access to community services
 - transportation services
 - healthcare services
 - grocery stores
- ✓ Make sure these sites and concerns carry through your proposal.



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

ii. Cumulative Environmental Issues (2 points)

- **Evaluation Criteria**

The extent to which the community experiences various cumulative environmental issues or other environmental justice concerns which may be present, and the degree to which these issues/concerns impact the community.



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

ii. Cumulative Environmental Issues (2 points)

- **Key Points**

- ✓ Cumulative environmental issues are the sum of all the pollution-related concerns borne by the residents in your targeted areas. These are **in addition to your Brownfields sites.**

- ✓ Figure out what your cumulative environmental issues are and any environmental justice concerns. Every community has issues, **find and discuss yours.**



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

ii. Cumulative Environmental Issues (2 points)

- **Key Points**

- ✓ Provide information or statistics highlighting the cumulative environmental issues in your targeted community.

- Power plants
- Incinerators
- Other sources of air, water & land pollution
- Industry
- Congested highways
- Superfund sites



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (2 points)

- **Evaluation Criteria**

- ✓ The extent to which the community experiences public health impacts from cumulative sources and brownfield sites identified in the proposal, and the degree to which these sources impact the community.
- ✓ The extent to which sensitive populations are potentially subject to environmental exposure, including brownfields.



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (2 points)

- **Key Points – Health Impacts**

- ✓ Include any health department statistics; communities near your Brownfields; potential contamination pathways; or active industry that is still a problem.



- ✓ What are some of the issues?

- | | |
|---------------------|---------------------------------|
| ■ Cancer rates | ■ Asthma studies |
| ■ Obesity | ■ Substandard housing |
| ■ Blood lead levels | ■ Limited access to health care |



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (2 points)

- **Key Points – Sensitive Populations**

- ✓ Describe **potential exposures to sensitive populations** in your target area such as children, pregnant women, minority or low-income communities, or other sensitive groups.
- Make a connection between your identified sensitive populations and these environmental exposures, including brownfields.
- ✓ See **FAQ O.4** – What is a sensitive population?
- ✓ **Focus on the issues that support your story and are in your targeted area(s).**



1. Community Need

b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (2 points)

- **Key Points – Threats to Sensitive Populations**

- ✓ Some data can be found at:

- Envirofacts – www.epa.gov/envirofw/
 - Environmental Justice Screening & Mapping Tool EJSCEEN – www.epa.gov/ejscreen



1. Community Need

c. Financial Need

- i. Economic Conditions (2 points)
- ii. Economic Effects of Brownfields (2 points)



1. Community Need

c. Financial Need

i. Economic Conditions (2 points)

- **Evaluation Criteria**

The degree to which this **funding is needed**, the extent of the applicant's **inability to draw on other sources of funding**, and the degree of **significant economic disruptions that have impacted the local economic conditions**.



1. Community Need

c. Financial Need

i. Economic Conditions (2 points)

- **Key Points – Why you need this funding**
 - ✓ **Discuss why you, the applicant, need this funding. Why do you not have other sources of funds for your project?**
 - Your project is not economically feasible without help.
 - You have redevelopment \$\$ but need cleanup \$\$.
 - ✓ Explain why this grant fills a critical need for your overall brownfields project.



1. Community Need

c. Financial Need

i. Economic Conditions (2 points)

- **Key Points – Inability to draw on other sources**

- ✓ Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.

- | | |
|-----------------------------|--|
| ■ decrease in tax base | ■ state and city budget deficits |
| ■ low income | ■ disasters |
| ■ properties in foreclosure | ■ geographic issues |
| ■ city spending cuts | ■ long-term unemployment and underemployed |



1. Community Need

c. Financial Need

i. Economic Conditions (2 points)

- **Key Points – Economic Disruptions**

- ✓ If you have had plant closures, natural disasters, or significant economic disruptions – discuss!

- Hurricanes
- Floods
- Snow storms
- Nor'easters
- Plant closures
- Fires
- Property foreclosures
- Infrastructure degradation



1. Community Need

c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Evaluation Criteria**

The extent to which the brownfields in the target area have negatively affected the economy, and the relevancy of data sources used for this analysis.



1. Community Need

c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Key Points**

- ✓ Focus on the economic decline in your targeted area over the last few years as it relates to **your Brownfield sites identified earlier** and **your cleanup site(s)**.
- ✓ Provide **specific examples**:
 - Mill and/or plant closures
 - Lost jobs and business opportunities
 - Deterioration of active properties
 - Moving out of business/industry
 - Depressed property values
 - Low income
 - Lack of Investment
 - Reduced tax base
 - Ongoing costs to secure vacant properties



1. Community Need

c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Key Points**

- ✓ Include any regional considerations that demonstrate economic need:
 - Economic distress
 - Minority, single head of household, rent vs. own, crime rate, drop out rate, etc.
- ✓ **Remember...this a Brownfields grant!** Bring it back to the key economic impacts of Brownfields in your target area.



1. Community Need

c. Financial Need

ii. Economic Effects of Brownfields (2 points)

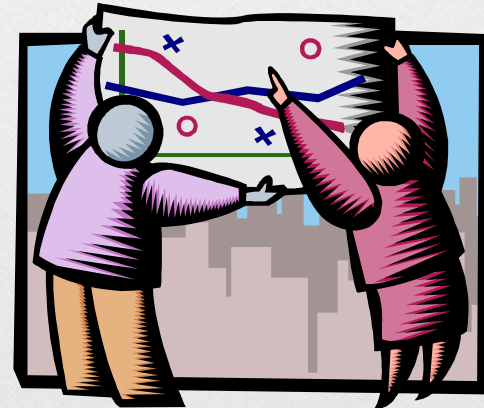
- **Tips - Statistics**

- ✓ Where possible, provide quantitative estimates and/or statistics that support these economic effects in your target area(s).
- ✓ Make sure this **data is relevant to your story.**
- ✓ **Identify and cite all sources of information.**



2. Project Description & Feasibility of Success 30 Points

- a. Project Description (15 points)
- b. Task Descriptions & Budget Table (10 points)
- c. Ability to Leverage (5 points)



2. Project Description & Feasibility of Success

Overview of Evaluation Criteria

- Your proposal will be evaluated on the quality and extent to which it demonstrates:
 - ✓ how well your project will further the target community's land use and revitalization plans or vision;
 - ✓ how your project will incorporate equitable or sustainable practices;
 - ✓ a reasonable approach and methodology to achieve project goals and expend funds in a timely and effective manner;
 - ✓ a realistic basis for project costs; and
 - ✓ the availability of, and access to, sufficient resources to bring the site cleaned up under this grant to reuse.



2. Project Description & Feasibility of Success

Overview of Evaluation Criteria

- **Key Points**

- ✓ How your project will further the targeted community's land use and revitalization **plans** or **vision**.
- ✓ A reasonable approach and methodology to achieve project goals.
- ✓ A realistic basis for project costs and timeframe.
- ✓ Availability of and access to sufficient resources to complete the project.



2. Project Description & Feasibility of Success

a. Project Description

- i. Existing Conditions (2 points)
- ii. Proposed Cleanup Plan (8 points)
- iii. Alignment with Revitalization Plans (5 points)



2. Project Description & Feasibility of Success

a. Project Description

i. Existing Conditions (2 points)

- **Evaluation Criteria**

The **depth and degree of the existing conditions** of the subject property(ies) including the extent of contamination.



2. Project Description & Feasibility of Success

a. Project Description

i. Existing Conditions (2 points)

- **Key Points**

- ✓ Describe the current conditions of your property including extent of contamination & current uses.
- ✓ Describe any buildings or structures.



2. Project Description & Feasibility of Success

a. Project Description

ii. Proposed Cleanup Plan (8 points)

- **Evaluation Criteria**

The **quality and reasonableness** of the proposed cleanup plan(s), including the **appropriateness of the cleanup methods** being considered.



2. Project Description & Feasibility of Success

a. Project Description

ii. Proposed Cleanup Plan (8 points)

- **Key Points**

- ✓ In preparing your Proposed Cleanup Plan, think about:
 - Overall **redevelopment vision** for your target area.
 - Your vision for the project funded by **this grant**.
 - Steps necessary to implement your project.
 - Make sure your project is going to benefit your target area.
- ✓ **Make sure you emphasize that your project is ready to go once you receive the grant!**



2. Project Description & Feasibility of Success

a. Project Description

ii. Proposed Cleanup Plan (8 points)

- **Key Points**

- ✓ Describe your proposed cleanup plan and the cleanup methods being considered. **Make sure your response is consistent with the information presented in your ABCA.**
- ✓ Include any specific engineering or institutional controls.
- ✓ **Be sure to provide enough detail so the reader will get the idea that the project is going to happen!**



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Evaluation Criteria**

The extent to which the cleanup of the property(ies) aligns with the target area's land use and revitalization plans and will incorporate equitable development, sustainable practices, **or** advance environmental justice in a meaningful way.

The feasibility of the redevelopment strategy(ies) of the subject property(ies), including specific redevelopment plans which are already in place, and the degree to which this strategy makes use of existing infrastructure.



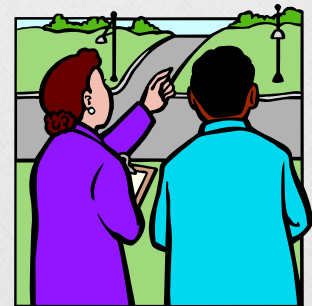
2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Land Use & Revitalization Plans**

- ✓ Describe how your project aligns with your community's land use and revitalization plans or vision.
- ✓ How will the cleanup of your property encourage further revitalization of the overall community?
- ✓ Describe the proposed redevelopment and reuse.
- ✓ Demonstrate that your project is **integrated** into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Incorporating Equitable Development**

- ✓ Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of your site and not displace residents historically affected by brownfields.
- ✓ Link back to the demographics in Community Need (e.g., low-income, minority populations).



You do not have to include equitable development, sustainable practices, and environmental justice approaches, just the ones that are pertinent to your project(s).

2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Incorporating Equitable Development**

- ✓ Here are some ideas on **Equitable Development**:

- Demonstrate awareness of gentrification and intent to minimize displacement.
- Include information on redevelopments with affordable housing.
- Include information on incentives to retain local businesses in mixed-use or commercial developments.
- Does reuse include community center or public space that benefits residents?



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Incorporating Equitable Development**

- ✓ Here are some more ideas on **Equitable Development**:

- Relation to master plans for transit oriented design or smart growth.
 - Describe partnerships with local community development corporations if you are working with them to redevelop sites.
 - Compliance with community design charrettes.
 - Are you maintaining access to community and natural resources through public walkways or park space?



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Incorporating Sustainable Practices**

- ✓ Describe the tools your community has in place to **foster and implement** sustainable practices.
- ✓ Examples must be **relevant** to your proposed project/site and targeted reuse scenario.
- ✓ **Are you trying to foster mixed use development?**
 - Multi-use Zoning?
 - Is it part of your community's comprehensive plan?
 - An ordinance that facilitates the mixed reuse of brownfield properties and existing infrastructure?



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Incorporating Sustainable Practices**

- ✓ **Are you trying to make your community more walkable and energy efficient?**

- Transit Oriented Development Plans?
 - Energy Efficiency Incentives from utilities or government entities?
 - Complete Street Planning? Requirements for Green Building Standards?



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Environmental Justice Approaches**

- ✓ Environmental justice can be supported through sustainable and equitable development approaches.
- ✓ Discuss how your cleanup project(s) will help to achieve environmental justice goals for your community(ies).
- ✓ See **Section I.E** on **page 8-9** and <https://www.epa.gov/environmentaljustice/learn-about-environmental-justice> for more information.



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Redevelopment Strategy**

- ✓ Make the connection between the **Community Need** you described previously and what you want to accomplish with this funding.

Community Need/Issue	Proposed Redevelopment
Food desert	Neighborhood grocery store
Limited quality housing for low-income residence	Apts/housing units for low-income housing
High unemployment rate for skilled workers	Developing a manufacturing plant; hire local



2. Project Description & Feasibility of Success

a. Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Key Points – Reuse of Existing Infrastructure**

- ✓ Make sure you discuss how your project will specifically make use of existing infrastructure in the target area such as:

- Water & Sewer
- Power
- Transportation
- High Speed Internet



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

- i. Task Descriptions (7 points)
- ii. Budget Table (3 points)



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Evaluation Criteria**

The extent to which the activities and tasks support the overall project, and the approach to implementing the proposed project is reasonable.

The eligibility of proposed tasks under EPA's Cleanup Grant Program.

The appropriateness of the budget and how efficiently the grant funds will be used. The extent to which the majority of grant funds and cost share are allocated for tasks directly associated with environmental remediation.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Evaluation Criteria**

The extent to which the cost estimates are clearly explained, realistic, and are presented for each **grant-funded** task.

The extent to which you clearly explain and differentiate between the work you and your contractors will be performing under each grant-funded task and how you will allocate hazardous substances and petroleum funding (when requested in the same proposal).

The quality of the specific project outputs, how closely the outputs correlate with the described project, and the likelihood that the outputs identified will be achieved.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points - Tasks**

- ✓ We recommend that Task 1 be identified as “**Cooperative Agreement Oversight**” and include such items as grant management, and your travel and supply costs.
- ✓ The most common major tasks include:
 - Task 1 - Cooperative Agreement Oversight
 - Task 2 - Community Outreach & Engagement
 - Task 3 - Site-Specific Activities
 - Task 4 - Oversee Site Cleanup



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points – Tasks**

- ✓ Describe **EACH** task in detail, including the basis for the estimated costs of every value in your budget table(s).
- ✓ Do not include tasks for activities that are ineligible uses of funds. See **FAQs F.1-5**.
- ✓ **Stick to a total of 4 Tasks.**
- ✓ Majority of funds should be allocated towards cleanup activities.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points – Examples of Grant Funded Work**
 - ✓ Procuring a Qualified Environmental Professional (QEP)
 - ✓ Preparing Quality Assurance Project Plan (QAPP)
 - ✓ Public meeting for ABCA
 - ✓ State-required documents
 - ✓ Procuring a cleanup contractor
 - ✓ Other eligible cleanup activities that are needed to accomplish your project goals.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points – Examples of Cost Estimates**

- ✓ Personnel costs – grant funded: Be precise in explaining what your personnel cost will be – who is doing what. Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
- ✓ Personnel costs – cost share: Include a statement that describes where the funds are coming from; e.g., town funds, organization budget. (not required to break down costs)



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points - Examples of Cost Estimates**

- ✓ Travel costs – grant funded: 2 people to 1 Brownfields conference, estimate \$xx Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
- ✓ Supplies – grant funded: Provide a list of supplies reflective of cost in table.
- ✓ Contractual – grant funded: Estimate soil removal at \$xx/ton x 30 tons + placement of cap material = \$xx total contractual cost in task.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points – Cost Share**

- ✓ Describe the specific activities that will be **covered by your Cost Share**.
- ✓ Cost share activities must be eligible activities under the grant.
- ✓ Are they in-kind services (police details, DPW assistance, supplies, personnel time to manage the grant, etc.)?
- ✓ **Cash Money!** Provide the source, how much & for what task.
- ✓ Are they **third party contributions** (from a developer, etc.)?



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points - 100% Pass-Thru Concerns**

- ✓ A 100% pass-thru award occurs when the grant recipient proposes to subgrant or contract out 100% of the funds to another organization to perform the work.
- ✓ In order to alleviate concerns regarding this pass-thru action, we recommend that include some personnel, supplies, or travel costs in your budget.
- ✓ **Do not put all your dollars on the “Contractual” line.**



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points**

- ✓ **DO NOT** include any equipment costs.
- ✓ **DO NOT** use the terms '**administrative**' or '**consultant**'.
- ✓ If personnel & contractual costs are in the same task, describe activities associated with each cost (your part, their part).
- ✓ Typical personnel related cooperative agreement oversight task costs are no more than 10% of funds requested. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points**

- ✓ Don't forget to list (in bold type) your projected **outputs** for each task and the likelihood they will be achieved.
- ✓ Provide a brief justification of proposed cleanup costs.
Make sure it is consistent with the information presented in your ABCA.
- ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions.**



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

ii. Budget Table (3 points)

- **Evaluation Criteria**

The degree to which the budget table only includes eligible and allowable EPA Cleanup Grant funds and cost share activities, clearly distinguishes any hazardous substances funds from petroleum funds (when appropriate), adds up correctly, and clearly correlates with work discussed in the Task Descriptions section.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

Sample Format for Cleanup Budget

Budget Categories	Project Tasks (\$) [programmatic costs only]				Total
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	
Personnel					
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies					
Contractual					
Other (include subawards) (specify) _____					
Total Federal Funding (not to exceed \$200,000)					
Cost Share (20% of requested federal funds) ³					
Total Budget:					

¹ Travel to brownfield-related training conferences is an acceptable use of these grant funds.

² 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 Cleanup Grants.

³ 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 pre-award negotiation.

Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

ii. Budget Table (3 points)

- **Key Points**

- ✓ Use the table format provided in the guidelines to present your budget.
- ✓ Make sure your Project Tasks in the table match your Task Descriptions described in Section 2.b.i above.
- ✓ Do not include any non-EPA funded costs including estimates of in-kind services in the budget table.



2. Project Description & Feasibility of Success

b. Task Descriptions & Budget Table

ii. Budget Table (3 points)

- **Key Points**

- ✓ **Make sure you include your cost share.** Do not include more than the required 20% cost share in the budget table.
- ✓ **Make sure the amounts add up!!!!!!!!!!**
- ✓ If your proposal includes both hazardous substances and petroleum, **clearly differentiate both sources of funding in your budget.**



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Evaluation Criteria**

If any additional work or services are necessary to carry out the project, the extent to which identified leveraged resource(s) contributes to the successful completion of the cooperative agreement during the 3-year period of performance.

The relevancy and degree to which the leveraged resource(s) will contribute towards the successful redevelopment of sites cleaned up with this funding will also be evaluated.

Note, proposals with secured, significant, and relevant leveraged funding for the cleanup project(s) may earn full points for this criterion. Proposals without secured, significant, and relevant leveraged funding will not receive full points for this criterion.



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)



Sample Format for Leveraging Resources

(supplement as appropriate using additional rows or text)

Source	Purpose/Role	Amount (\$)	Status (Secured resource with attached documentation, pending, or potential resource)
<i>E.g. City of X, Community Development Dept.</i>	<i>In-Kind services towards the management of the cooperative agreement</i>	<i>\$10,000</i>	<i>Secured resource</i>
<i>E.g. Local developer</i>	<i>Funding to remediate sites A & B</i>	<i>\$100,000</i>	<i>Pending resource</i>

Use this table to present your information

2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – For Each Resource in Your Chart**

- ✓ **Clearly identify** the **Source** of resource.
- ✓ Describe the **Purpose/Role** the funds will contribute to the success or performance of your proposed project such as cleanup and reuse planning, site cleanup activities, development, construction, demolition work, infrastructure, etc.
- ✓ Indicate the **Amount** in \$.
- ✓ Indicate **Status** of obtaining the resource:
 - If secured, attach documentation.
 - If pending, explain when you will be receiving the resource.
 - If potential, explain the likelihood of obtaining the resource.



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – If Resource is Secured**
 - ✓ **Attach documentation!** This is an allowable attachment to your proposal. See **FAQs E.7-8**.
 - ✓ The documentation should be **from the source of the leveraged resource** and should **include what the resource is for and amount** (if possible) – this should be consistent with your narrative.
 - ✓ Make sure you indicate this on the Other Factors Checklist in **Appendix 3**.



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – If Resource is Secured**

- ✓ Examples of secured commitments:
 - In-kind services
 - Other grant awards you have already received.
 - Firm commitment from a developer.
- ✓ **If documentation is missing – you may not receive full points.**
- ✓ **You are on the hook for this resource!**
- ✓ **Letters that come in after the proposal due date will not qualify, so work on this right away!**



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – If Resource is Pending**

- ✓ Examples of pending commitments:

- Grants applied for but not yet awarded or received.
- Future CDBG funds not yet allocated to the project.
- TIF or historic tax credits pursued but not yet approved.

- ✓ **Make sure you include when the resource is expected to be available!**



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – If Resource is Potential**

- ✓ Describe resources you will be seeking to ensure the revitalization of sites assessed with this grant.
- ✓ Include a good mix of resources relevant to your project:
 - Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
 - State (State TBA, Tax Credits, RLF)
 - Local (TIF, Tax, Bond)
 - Private (Foundation, Investors, Donations)
- ✓ Discuss your experience receiving these types of resources.



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – If not able to identify sources**
 - ✓ Provide **examples of past leveraging** successes from similar projects that achieved a community environmental or revitalization goal.



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Key Points – Selected Applicants**

- ✓ If you are selected for a grant, you will be expected to abide by your proposed leveraging commitments during the period of performance of the grant.
- ✓ Failure to do so may affect the legitimacy of your award.
- ✓ **Do not commit to anything that you will not be able to follow through on.**



2. Project Description & Feasibility of Success

c. Ability to Leverage (5 points)

Examples for Leveraging Resources

Source	Purpose/Role	Amount (\$)	Status (Secured resource with attached documentation, pending, or potential resource)
City of Johnstown	In-Kind services towards the management of the cooperative agreement	\$10,000	Secured (See attached letter)
Franklinton Council of Government	Cleanup planning toward Site A	\$5,000	Secured (See attached letter)
James Gym	Funding to remediate Site A	\$100,000	Pending
Joe's Bake Shop	Funding to redevelop Site B	\$500,000	Pending
Christal Economic Development Council	RLF Cleanup subaward for site C	\$200,000	Potential
Alanton Hockey Society	Community space for meetings and outreach materials	\$5,000	Potential



3. Community Engagement & Partnerships

20 Points

- a. Engaging the Community (8 points)
- b. Partnerships with Government Agencies (5 points)
- c. Partnerships with Community Organizations (5 points)
- d. Partnerships with Workforce Development Programs (2 points)



3. Community Engagement & Partnerships

Overview of Evaluation Criteria

- Your proposal will be evaluated on the quality and extent to which it:
 - ✓ demonstrates actions or plans to effectively involve and inform residents, community groups or representatives directly affected by the site, as well as other relevant stakeholders;
 - ✓ Demonstrates how sensitive populations and nearby residents will be protected during the cleanup;
 - ✓ identifies how a partnership with the state/tribal environmental authority will ensure the cleanup is protective of human health and the environment, or if not applicable, explains how the state/tribal authority will ensure the cleanup is protective;
 - ✓ identifies roles of other relevant governmental partnerships, including health agencies if applicable; and
 - ✓ identifies the relevant roles of community organizations and affirms their involvement in the project through commitment letters.



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Evaluation Criteria**

The extent to which the proposal includes a **high-quality plan for involving the community and other stakeholders** in the target area(s) in the planning and implementation of your project.

The degree to which your plan will enable you to:

- **effectively achieve in meaningful community engagement;**
- **effectively seek out and consider concerns that local residents may have with regard to health, safety, and community disruption** potentially posed by the proposed cleanup activities;
- **ensure the proposed cleanup activities are conducted in a manner that is protective of the sensitive populations and nearby residents identified earlier; and**
- **conduct effective and appropriate outreach to** ensure the community(ies) in the target area are aware and involved in the progress of the project.



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Key Points – Plan for Involving the Community**
 - ✓ Demonstrate previous involvement and continuity throughout the project.
 - ✓ Commit to specific numbers of meetings, events, and materials.
 - ✓ Consider all the **relevant partners** for your project and show the plan/process for:
 - searching them out,
 - working with them as part of the grant, and
 - how you will get input from the community on cleanup decisions and reuse planning.



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Key Points – Meaningful Community Engagement**

- ✓ Describe **your plans** for using the **appropriate means** to reach your targeted community such as:

Various Media	Public Meetings
Applicant's & partners' websites	Commit to number, frequency, or milestone
Press releases & other uses of print media	Select convenient location in the affected community
Social media	Schedule meetings for working public
Flyers	Coordinate with other community group meetings



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Key Points – Concerns of Local Residents**
 - ✓ Describe how will you reach out to local residents and address their health, and disruption concerns during your cleanup.
 - Direct outreach to residents and businesses around your site.
 - Make sure you have a contact person to address comments and concerns from community.



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Key Points – Ensure Cleanup is Protective**

- ✓ Include a plan for the protection sensitive populations discussed in **Community Need**.
- ✓ Discuss the efforts you and your QEP will make to protect the nearby residents such as:
 - Operating under **health and safety plan**.
 - **Erecting signs** during project phases (with call in numbers for questions or concerns).
 - Dust control on and off site.
 - **Flag persons** protecting children and the public around heavy equipment operation.
 - Install temporary fencing during site activities, if appropriate.
 - Notices to the public and to neighbors adjacent to the site.



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Key Points – Plan for Communicating Progress**

- ✓ Describe your plan for communicating progress to your target area(s) community members.
- ✓ Discuss why these plans are appropriate for your targeted community.
- ✓ Address **all potential** communication barrier(s).
 - Plans to translate materials (at meetings & literature)
 - Plans to accommodate cultural differences
 - Plans to accommodate those with hearing/reading impairments
 - Relate to demographic data provided in the **Community Need** section (the reviewer will remember)



3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Key Points – Plan for Communicating Progress**
 - ✓ You need to demonstrate a **balance of appropriate methods listed above** to ensure you are successful in reaching your targeted community.
 - ✓ Make sure you are addressing the concerns and comments of the community.
 - ✓ Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community when the issue arises.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies (5 points)

- **Evaluation Criteria**

The degree to which you are effectively **engaging and partnering with the agency** that oversees the relevant brownfields, voluntary cleanup or other similar program at the local/state/tribal level and, if applicable, the **state or local health agencies**, and the extent to which **the partnership will contribute to the success** of your brownfields project, and ensure it meets applicable standards.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies (5 points)

- For this criterion, you must:
 - ✓ Identify & discuss the roles of your State or Tribal environmental agency.
 - ✓ Identify & discuss the roles of your State or local health agency, if applicable.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies (5 points)

- **Key Points – State/Tribal Environmental Agency**

- ✓ The local environmental oversight structure in New England is via the state environmental agencies.
- ✓ **Note:** MA and CT applicants need to describe their privatized programs to unfamiliar reviewers (define LSP/LEP and their role, cleanup completion documentation, liability protections, etc.).



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies (5 points)

- **Key Points – State/Tribal Environmental Agency**

- ✓ Discuss the **key roles** this agency will play in your project, and how you will work together during the **various phases of cleanup work**.
- ✓ Provide **specific details** on what they will do for you. For example:
 - Review cleanup plans
 - Review environmental reports
 - Provide technical expertise
 - Oversee cleanups
- Indicate definitive plans to enroll your site in the appropriate state/tribal voluntary cleanup program.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies (5 points)

- **Key Points - State & Local Health Agencies**

- ✓ Identify the **health agencies** in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- ✓ Discuss the **services they can provide** and the **role they will play** in your project during the various phases of cleanup work, including:
 - Information on known health risks and sensitive populations in your community
 - Asbestos, lead, mold, guano, etc.
 - Situations of identified immediate risks to human health
- ✓ At a minimum, most communities and every state have a health department that you can coordinate with.



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

- i. Community Organization Descriptions & Roles (3 points)
- ii. Letters of Commitment (2 points)



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

i. Community Organization Descriptions & Roles (3 points)

- **Evaluation Criteria**

The inclusion of all relevant partners and relevancy of the organizations' contributions to your project, how varied and specific their roles in and commitments are to the planning and implementation of the project, and the extent these partnerships will contribute to the success of your brownfield project.

If there are no community organizations in your community, the strength and meaningfulness of your engagement with the community throughout the project.



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

i. Community Organization Descriptions & Roles (3 points)

- **Key Points**

- How will they be involved in the planning & implementation?
 - This is much more than just support!
 - COs involvement should be **meaningful** and **specific**.
- If not intuitive, explain what makes each organization a CO for your target area(s).
- The use of a chart can work well here to present your information. However, just putting in the name, address & phone number of the CO is not sufficient.



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

i. Community Organization Descriptions & Roles (3 points)

- **Key Points**

- In your narrative you will:
 - Describe each CO
 - Indicate the **services they will provide** to your project
 - **Affirm their commitment** to your project
- See **FAQ C.7** for definition of a CO.
- See **FAQ C.8** for types of roles COs can perform.



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

i. Community Organization Descriptions & Roles (3 points)

- **Key Points**

- The **number of partners** is not as important as the **contributions** and the **relevance** of the organization.
- EPA may conduct reference checks.



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

i. Community Organization Descriptions & Roles (3 points)

- **Key Points - Examples of COs**

- | | |
|---|---------------------------------------|
| ✓ Environmental non-profits (i.e. rail to trail type organizations) | ✓ Revitalization committees |
| ✓ Economic development organizations | ✓ Affordable housing organizations |
| ✓ Community Development Corporations (CDCs) | ✓ Land trusts |
| ✓ Social services providers | ✓ Neighborhood associations |
| ✓ Downtown development committees | ✓ Regional economic strategy groups |
| ✓ Chambers of Commerce | ✓ Health organizations |
| ✓ Churches | ✓ Education institutions |
| | ✓ Historic and cultural organizations |



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

i. Community Organization Descriptions & Roles (3 points)

- **Key Points - Examples of CO Contributions**

- ✓ Participate on the cleanup project committee
- ✓ Become involved in the cleanup/reuse planning process
- ✓ Talk to their constituency about the site or the role of brownfields redevelopment in the targeted community
- ✓ Host public meetings
- ✓ Host design charrettes
- ✓ Help to post community outreach material on web and/or in newsletters
- ✓ Provide financial or legal advice
- ✓ Provide technical assistance



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

ii. Letters of Commitment (2 points)

- **Evaluation Criteria**

The extent to which letters are **included from each community organization** listed in the narrative and **affirm the organization's support, role, and commitment** to the planning and implementation of the project.

If there are **no community organizations** in your community, the extent to which there is a **clear description and documentation of how the community is engaged and will continue to be involved in your project** such as support letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc.



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

ii. Letters of Commitment (2 points)

- **Key Points**

- You must include, as a separate attachment, a **Letter** from **EACH** CO listed in your narrative.
- Do **NOT** utilize form letters. Each letter should speak to the organization's view of your brownfields work.
- Letters must be addressed to the **applicant** and included in your proposal. Do not send letters to EPA!
- **The commitments specified in the narrative should be identical to the commitments specified in the letters.**



3. Community Engagement & Partnerships

c. Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Key Points - If there are no COs in your community**
 - ✓ Provide background information affirming the lack of such organizations and why.
 - ✓ Demonstrate how the community is engaged and involved in your project, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.
 - ✓ **You should be able to find some relevant COs in your target area(s).**



3. Community Engagement & Partnerships

d. Partnerships w/Workforce Development Programs (2 points)

- **Evaluation Criteria**

The degree to which your plan will promote local hiring, local procurement or will link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects in a meaningful way.



3. Community Engagement & Partnerships

d. Partnerships w/Workforce Development Programs (2 points)

- **Key Points**

- ✓ Identify if your community has any **Local Hiring Ordinances** in place.
- ✓ Consider local hiring language in your **procurement documents** (does not have to be specific to on-site cleanup work).
- ✓ Coordinate with Regional Workforce Investment Boards to promote job opportunities that arise from Brownfields funding.
- ✓ Coordinate with **Colleges** in your community.
- ✓ See **FAQ P.3** for more information.



3. Community Engagement & Partnerships

d. Partnerships w/Workforce Development Programs (2 points)

- **Key Points**

- ✓ If there are no job training programs in your immediate area, **say so**, and describe efforts to link members of the community to potential employment opportunities related to your proposed projects.



4. Project Benefits

15 Points

- a. Welfare, Environmental, & Public Health Benefits (8 points)
- b. Economic and Community Benefits (7 points)



4. Project Benefits

Overview of Evaluation Criteria

- Your proposal will be evaluated on the quality and extent to which it:
 - ✓ demonstrates the potential of the project(s), or the development plan for the project area(s), to realize significant outcomes and benefits to the public health, welfare and environment of the community;
 - ✓ contributes to the community plan for the revitalization of brownfields sites; and
 - ✓ stimulates economic or non-economic benefits.



4. Project Benefits

Overview of Evaluation Criteria

- **Key Points – Don't forget to finish the story!**
 - ✓ Explain how all of your welfare, environmental, public health, economic and non-economic **benefits solve the problems you discussed in Community Need.**
 - ✓ **Do not rehash the problems discussed in Community Need.**



4. Project Benefits

a. Welfare, Environmental, & Public Health Benefits (8 points)

- **Evaluation Criteria**

The extent to which your project improves the welfare, environmental, and public health of the community, as anticipated from the grant (or broader project), including the degree to which the benefits address challenges and sensitive populations you discussed in the Community Need section of your narrative.



4. Project Benefits

a. Welfare, Environmental, & Public Health Benefits (8 points)

- **Key Points**

- ✓ Discuss the specific **Welfare**, **Environmental**, and **Public Health** benefits anticipated from the revitalization of the site(s) cleaned up under this grant.
- ✓ Go back to the **Community Need** section and make sure the specific welfare, environmental, and health challenges are addressed here in terms of their anticipated benefits from redevelopment activities.
- ✓ See **FAQ P.1** for information on benefits.



4. Project Benefits

a. Welfare, Environmental, & Public Health Benefits (8 points)

- **Key Points - Example Anticipated Welfare Benefits**

- ✓ A better quality of life
- ✓ Blight reductions
- ✓ People moving back
- ✓ Crime reduction
- ✓ Greater care of property appearances



4. Project Benefits

a. Welfare, Environmental, & Public Health Benefits (8 points)

- **Key Points - Example Anticipated Environmental Benefits**
 - ✓ Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target area).
 - ✓ Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality).



4. Project Benefits

a. Welfare, Environmental, & Public Health Benefits (8 points)

- **Key Points - Example Anticipated Public Health Benefits**

- ✓ Think about how this project will contribute to achieving these benefits (but do not promise the world):
 - Elimination of health threats from direct contact, inhalation, and indoor vapor intrusion of site contaminants
 - Asthma reduction due to improved air quality (diesel emissions)
 - Lower blood lead levels
 - Drinking supply protection or restoration



4. Project Benefits

b. Economic & Community Benefits (7 points)

- **Evaluation Criteria**

The quality of the **specific project outcomes**; the degree to which outcomes include **quantitative and qualitative measures**; the extent to which these outcomes **address the challenges identified in the Community Need section** and **correlate with the described project**; and the likelihood the outcomes will be achieved through the redevelopment of sites cleaned up under this grant.



4. Project Benefits

b. Economic & Community Benefits (7 points)

- **Key Points**

- ✓ Be sure these **benefits reflect the needs** of your target areas(s). Refer back to the **Community Need** section.
- ✓ Describe the **potential benefits** based on the vision of your overall story and what your community needs.



4. Project Benefits

b. Economic & Community Benefits (7 points)

- **Key Points - Economic Benefits**

- ✓ **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of your site(s) cleaned up under this grant.
- ✓ Make every effort to provide **quantitative** estimates.
 - Number and types of jobs
 - Taxes (Property, Sales, Income)
 - Property values
 - Other benefits resulting from area-wide economic development



4. Project Benefits

b. Economic & Community Benefits (7 points)

- **Key Points – Non-Economic Benefits**

- ✓ **Non-economic benefits** associated with sites to be reused for greenspace and other not-for-profit activities.

Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers.

- ✓ **Greenspace Reuse**

- Recreational space & parks
- Wetlands & open space
- Greenspace components in commercial and industrial redevelopment



4. Project Benefits

b. Economic & Community Benefits (7 points)

- **Key Points – Non-Profit & Charitable Benefits**

- **Non-Profit & Charitable Reuse**

- Affordable housing
- Community Center
- Local Governmental



- Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.

5. Programmatic Capability & Past Performance 20 Points

- a. Audit Findings (2 points)
- b. Programmatic Capability (10 points)
- c. Measuring Environmental Results: Anticipated Outputs/Outcomes (2 points)
- d. Past Performance and Accomplishments (6 points)



5. Programmatic Capability & Past Performance

a. Audit Findings (2 points)

- **Evaluation Criteria**

The degree to which the applicant has **any adverse audit findings** and **how they have corrected, or are correcting,** the findings.



5. Programmatic Capability & Past Performance

a. Audit Findings (2 points)

- **Key Points**

- If you have **no adverse audit** findings:
 - Affirm that you do not have any by stating this in your response.
- If you **have adverse audit** findings:
 - Describe the adverse audit findings.
 - Describe any past grant management issues and how you are correcting or have corrected them.
- See **FAQ E.10. Be sure to respond to this criterion or you will receive zero points!**



5. Programmatic Capability & Past Performance

b. Programmatic Capability (10 points)

- **Evaluation Criteria**

The efficiency and effectiveness of your organizational structure to:

- ensure the timely and successful expenditure of funds;
- complete all technical, administrative and financial requirements of the grant; and
- acquire any additional expertise and resources (e.g. contractors or sub-awardees) required to successfully complete the project.

The degree of **expertise, qualifications, and experience of key staff** involved in this project will also be evaluated.



5. Programmatic Capability & Past Performance

b. Programmatic Capability (10 points)

- **Key Points – Organizational Structure**

- ✓ Describe your **project management team** and how they will manage this grant.
- ✓ Discuss who will do what task or function to accomplish your project.
- ✓ Name names and discuss their expertise.



5. Programmatic Capability & Past Performance

b. Programmatic Capability (10 points)

- **Key Points – Systems in place to acquire expertise**
 - ✓ Describe your organization's contracting methods to acquire needed expertise and resources through competitive procurement.
 - Qualified Environmental Professional (QEP)
 - Legal assistance for access agreements



5. Programmatic Capability & Past Performance

c. Measuring Environmental Results (2 points)

- **Evaluation Criteria**

The adequacy of your plan to track, measure and evaluate your progress in achieving project outcomes, outputs and project results.



5. Programmatic Capability & Past Performance

c. Measuring Environmental Results (2 points)

- **Key Points**

- Describe a reasonable plan to track, measure, and evaluate your project progress.
 - ACRES
 - Quarterly Reporting
 - Work Plans
- Include anticipated outputs, outcomes, and project results.
- **Don't forget ACRES!**



5. Programmatic Capability & Past Performance

d. Past Performance & Accomplishments

- i. Currently or Has Ever Received an EPA Brownfields Grant (6 points)
- ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (6 points)
- iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 points)



You must respond to only one of these criteria. Be careful which one you respond to!

5. Programmatic Capability & Past Performance

d. Past Performance & Accomplishments

- **Key Points**

- ✓ Respond to the criterion based on **the applicant's** grant history.
- ✓ **If you have not received any grants, you must respond to item iii or you will receive zero points!**



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

- **Evaluation Criteria**

The degree to which your organization has demonstrated ability to **successfully manage past EPA Brownfield Grant(s)** and **successfully perform all phases of work** under each grant.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

1. Accomplishments (3 points)
2. Compliance with Grant Requirements (3 points)



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

1. Accomplishments (3 points)

- **Evaluation Criteria**

The quality of the **accomplishments** (including specific outputs and outcomes) of **your grant funded program**, including at minimum, the **number of sites assessed and/or cleaned up**, and whether these **outputs and outcomes** were accurately reflected in the **Assessment, Cleanup and Redevelopment Exchange System (ACRES)** at the time of this proposal submission, and **if not, why**.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

1. Accomplishments (3 points)

- **Key Points**
 - Describe your success with EPA Brownfields funding.
 - Discuss the specific outputs & outcomes of your grant(s).
 - Look in ACRES for your past accomplishments.
 - Discuss how you reported accomplishments to EPA in ACRES and are up to date as of the time you submitted your proposal.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

2. Compliance with Grant Requirements (3 points)

- **Evaluation Criteria**

The extent of compliance with the work plan, schedule and terms and conditions, and whether progress was made, or is being made towards achieving the expected results of the grant in a timely manner. If expected results were not achieved, whether the measures taken to correct the situation were reasonable and appropriate.

A demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.

The likelihood all remaining funds will be expended by the end of the performance period.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

2. Compliance with Grant Requirements (3 points)

- **Evaluation Criteria**

The extent to which funds from any open EPA Brownfields grant(s) can support the tasks/activities described in this proposal.

For all closed EPA Brownfields grant(s), the accuracy of your description of funds that remained at the time of closure, including the amount and the reasons these funds were not expended during the performance period.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

2. Compliance with Grant Requirements (3 points)

- **Key Points – Compliance**
 - Discuss your compliance with:
 - Following the Work Plan
 - Complying with Terms & Conditions
 - Staying on schedule & meeting milestones
 - Achieving expected results
 - If you did not achieve the expected results, discuss:
 - What corrective measures you took or are taking.
 - How the corrective measures were effective, documented and communicated.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

2. Compliance with Grant Requirements (3 points)

- **Key Points - Reporting**

- ✓ Discuss timely reporting and submission of:

- Quarterly reports
- Ongoing ACRES reporting
- Phase I & II reports



- ✓ Check with your Project Officer. **If you owe us reports, get them done ASAP! Update your quarterly report submissions and do your ACRES data input!**



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

2. Compliance with Grant Requirements (3 points)

- **Key Points – Open Brownfields Grants**

- ✓ For your **open** Brownfields grant(s)
 - Provide dates of your grant (start and end date)
 - Provide the current remaining balance
 - Discuss your plan to expend remaining funds in a timely manner
- ✓ The use of a chart may be helpful here.



5. Programmatic Capability & Past Performance

i. Currently or Has Ever Received an EPA BF Grant

2. Compliance with Grant Requirements (3 points)

- **Key Points – Closed Brownfields Grants**

- ✓ For your **closed** Brownfields grant(s):
 - Tell us if you had an unexpended balance at the end of your grant and the amount.
 - Explain why all funds were not expended.
- ✓ The use of a chart may be helpful here.



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

- **Evaluation Criteria**

The degree to which your organization has demonstrated its ability to successfully manage federal or non-federal grant(s), and perform of all phases of work under each grant.



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

1. Purpose & Accomplishments (3 points)
2. Compliance with Grant Requirements (3 points)



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

1. Purpose & Accomplishments (3 points)

- **Evaluation Criteria**

The extent to which similar past federal or non-federal grants are identified (in terms of size, scope and relevance) and the degree to which sufficient information is provided to make that determination.

The quality of the accomplishments (including specific outputs and outcomes) of the project supported by these grants, including specific measures of success for the project supported by each type of grant received.



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

1. Purpose & Accomplishments (3 points)

- **Key Points**

- For each grant, provide information on:
 - Awarding agency/organization
 - Amount of funding
 - Purpose of grant
 - How you have successfully managed and performed all phases of work
 - Specific accomplishments including outputs and outcomes
 - Measures of success for projects



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

2. Compliance With Grant Requirements (3 points)

- **Evaluation Criteria**

The extent of compliance with the work plan, schedule and terms and conditions, and whether progress was made, or is being made, towards achieving the expected results of the grant in a timely manner. If expected results were not achieved, whether the measures taken to correct the situation were reasonable and appropriate.

A demonstrated history of timely and acceptable reporting, as required by the awarding agency/organization.



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

2. Compliance With Grant Requirements (3 points)

- **Key Points**

- Demonstrate how you have successfully managed and performed all phases of work under these grants.
- Discuss your compliance with grant requirements:
 - Following the Work Plan
 - Staying on schedule & meeting milestones
 - Complying with Terms and Conditions of the grant



5. Programmatic Capability & Past Performance

ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements

2. Compliance With Grant Requirements (3 points)

- **Key Points**

- ✓ Describe how you have made or are making sufficient progress toward expected results in a timely manner.
- ✓ If not, what corrective measures did you take?
- ✓ Discuss history of **timely** and **acceptable** reporting for these grants as required by the awarding agency/organization.



5. Programmatic Capability & Past Performance

iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 Points)

- **Evaluation Criteria**

Whether you **clearly affirm** that your organization has **never** received any type of federal or non-federal assistant agreement (grant).

- **Key Points**

- If you have never received any type of federal or non-federal grant, **say so** in order to receive the 5 points.
- **If you do not respond, you will not receive the 3 points!**



Section IV.C

4. Threshold Criteria Responses

- Before you finish, make sure you have completed and attached your responses to all applicable threshold criteria in **Section III.B**.
- **Failure to do so may result in your proposal being removed from the competition.**



What To Do Now?

- Draft your proposal!
- Contact your Community Organizations and get your letters!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Get new State acknowledgement letter!
- Contact your State if applying for a site-specific petroleum site!
- Make sure your www.SAM.gov registration is active.
- Register for www.grants.gov if you are not already registered.
- **Use THIS year's guidelines!!**



Regional Courtesy Copy (**Optional**)

- We encourage you to send an **email (PDF)** of your proposal to the EPA Regional Brownfields Contact. For New England:

Frank Gardner

R1Brownfields@epa.gov

- The Regional courtesy copy is **not** required and is **not** the official proposal submission.



Grant Guidelines

- [FY2018 ARC Proposal Announcement Page](#)
 - [Assessment Guidelines](#)
 - [Revolving Loan Fund Guidelines](#)
 - [Cleanup Guidelines](#)
- [FY2018 Frequently Asked Questions \(FAQs\)](#)
- [FY2018 Summary of Changes](#)
- [FY2018 Assessment Guideline Checklist](#)
- [FY2018 Cleanup Guideline Checklist](#)
- [Grants.gov Tip Sheet for Applicants](#)



Web Resources

- [EPA Brownfields Information](#)
- [EPA Region 1 Brownfields Information](#)
- [SmartE-Online Sustainable Management Approaches and Revitalization Tools](#)
- [TAB EZ Grant Writing Tool](#)
- [Brownfields Toolbox](#)
- [NJIT TAB Program](#)
- Cumulative Environmental Data
 - [MyEnvironment](#)
 - [EPA EnviroAtlas](#)



Questions & Answers





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