

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

**Revolving Loan Fund
Grant Presentation**

Purpose of this Presentation

- Provide an overview of the FY2018 Brownfields **Revolving Loan Fund Grant** Guidelines.
- Review the **Revolving Loan Fund Grant** proposal submission process, threshold criteria & evaluation criteria.
- Should any information provided in the following slides differ from the Guidelines, the language written in the Guidelines shall prevail.



Section I.A

Description of Grant

- Provides funding to make low-interest loans and/or subgrants for cleanup activities at brownfields sites.
- Up to \$1 million per separate eligible entity.
- Hazardous substances and/or petroleum within the same proposal.
- Up to 50% of grant amount may be used for cleanup subgrants (up to \$200,000 per property).
- Cost share requirement of 20%.
- Period of performance is five years.



Section I.A

Description of Grant

- Coalitions may apply – Please discuss your plans with Joe Ferrari (617-918-1105) before applying.
- RLF programs are designed to operate for many years beyond the period of performance of the grant. They require long term resource requirements and reporting.
- Marketing the program is key to its success.
- The careful management of program income during and after the period of performance of the grant is very important for program integrity and success.



Section II.A

Amount of Available Funding

- The RLF Grant Guidelines indicate that an estimated **15 new grant awards** are anticipated from this Request for Proposals.
- This is a national number. The RLF Program is open to new applicants as well as existing RLF grantees. Since RLFs are on a biennial award cycle, the program will be **very competitive**.
- Before you make the effort to prepare and submit a proposal, make sure you:
 - ✓ Have a qualified team and are committed to this program;
 - ✓ Have a wealth of potential borrowers, subgrantees and sites; and
 - ✓ Have a well defined strategy to implement this program.



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



Section III.B

Threshold Criteria

- Threshold Criteria are on **pages 12-15** of the RLF Guidelines.
 1. Applicant Eligibility
 2. Description of Jurisdiction
 3. Letter from the State or Tribal Environmental Authority
 4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund
 5. Statutory Cost Share



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



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 **Quasi-Governmental** or **Planning Commission** **and** a **Non-Profit**:
 - You must apply as **Regional Council** or **General Purpose Unit of Local Government**.
 - Non-Profits are **not** eligible for RLF grants.



Threshold Criteria

1. Applicant Eligibility

- **For RLF Coalitions**

- ✓ RLF Coalition Members must be:
 - Separate legal entities
 - Eligible applicants (no non-profits)
- ✓ Coalition members must submit letters to applicant that include:
 - A sentence documenting why they are an eligible entity.
 - Commitment agreeing to be part of the coalition.
- ✓ An active Memorandum of Agreement between coalition members can be submitted in place of the letters.

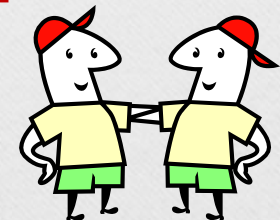


Threshold Criteria

1. Applicant Eligibility

- **For RLF Coalitions**

- ✓ The best coalitions include a **strong lead applicant** and **1-2 partners** with specific targeted areas and projects.
- ✓ The applicant must have the broader jurisdiction.
 - Example: State/Planning Commission is applicant & cities/towns are coalition partners
- ✓ Do not go looking for lots of coalition partners.
RLF competition is tough! Having several coalition partners does not necessarily strengthen your proposal.
- ✓ See **Section I.A** & **FAQ K.4** for more information.



Threshold Criteria

2. Description of Jurisdiction

- RLF grants are community-wide and/or jurisdiction wide.
- This does not preclude you from targeting specific communities or areas within your jurisdiction.
- You must provide a description of the boundaries of your jurisdiction such as:
 - ✓ The city limits of “The City of Utopia”
 - ✓ All cities and towns in “The State of New Hampshire”
 - ✓ All cities and towns in “The Southwest Regional Planning Commission”



Threshold Criteria

3. Oversight Structure & Legal Authority to Manage a RLF

- a. Describe How You Will Oversee Cleanups
- b. Provide Legal Opinions
 - 1) Legal Authority to Access & Secure Sites
 - 2) Legal Authority to Manage an RLF



Threshold Criteria

3. Oversight Structure & Legal Authority to Manage a RLF

a. Describe How You Will Oversee Cleanups

- ✓ Indicate that you will require loan and/or subgrant recipients to enroll in the applicable state response program.
- ✓ If you plan to procure a Qualified Environmental Professional (QEP) to oversee the cleanup of your loan and/or subgrant sites, explain how you will ensure they are in place before cleanups begin and that they will be acquired consistent with the applicable competitive procurement provisions ([2 CFR 200.317-326](#)).



Threshold Criteria

3. Oversight Structure & Legal Authority to Manage a RLF

3.b Legal Authority to Access & Secure Sites

- ✓ Provide a legal opinion from your counsel that demonstrates:
 - 1) You have legal authority to access and secure sites in the event of an emergency or default of loan or non-performance under a subgrant; **and**
 - 2) You have the legal authority to perform the actions necessary to manage a revolving loan fund. At a minimum, legal authority must include the ability to:
 - ✓ Hold funds
 - ✓ Make loans & enter into loan agreements
 - ✓ Collect repayments



Threshold Criteria

3. Oversight Structure & Legal Authority to Manage a RLF

3.b Legal Authority to Access & Secure Sites

- ✓ **Make sure your legal opinions cite the relevant state or local laws!** General statements that you have these authorities and/or capabilities are not adequate.
- ✓ **Make sure you attach your counsel's legal opinion!**



Threshold Criteria

4. Statutory Cost Share

- Applicants are required to provide a **20% cost share**.
- This is \$200,000 for a \$1,000,000 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

4. 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

4. 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 **page 15** of the RLF 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 as 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 59-73** of the **RLF 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 15-16** of the RLF Guidelines and **FAQs B.1-11** 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 **page 17**.
- ✓ 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.12-13** for assistance in filling out the SF424.

Application for Federal Assistance SF-424	
* 1. Type of Submission <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> 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/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>
d. Address:	
* Street: <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" value="USA: UNITED STATES"/>	
* 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 47**.
- 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: RLF
 - ii. Federal Funds Requested: \$_____ (and if waiver of cost share is being requested)
 - iii. Contamination: Hazardous Substances, Petroleum or Both – If both, provide a breakdown of each amount)



Section IV.C

2. Cover Letter

- c. Location: Area you propose to serve (For Coalitions, list all jurisdictions to be served)
- d. 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

e. Population:

- i. Provide **population of your jurisdiction** and, if a **coalition proposal**, the **population of all your partners**.
- 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

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

Appendix 3 RLF 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

f. 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

- g. 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 **RLF 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

- g. 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; 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

- g. 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 19-31**.
- Evaluation Criteria (how your proposal will be evaluated and point scores) are in **Section V.A** on **pages 33-40**.
- **Pages over the 15-page limit will not be evaluated.**
- You must include page numbers, criteria numbers and titles in your response.



Ranking/Evaluation Criteria

100 Points

1. Community Need (17 points)
2. Program Description & Feasibility of Success (30 points)
3. Community Engagement & Partnerships (20 points)
4. Project Benefits (13 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(s)**; 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.
- ✓ **RLF Coalition Proposals** should demonstrate how the grant will serve coalition partners.



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

17 Points

- a. Target Area & Brownfields (6 points)
- b. Welfare, Environmental, & Public Health Impacts (6 points)
- c. Financial Need (5 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 RLF 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 or communities and **keep them consistent** throughout your proposal. 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



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 or 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**

- ✓ You must highlight at least one site that is a **priority** in your target area.
- ✓ **Proximity, Proximity, Proximity!** Discuss your brownfield sites 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.
- ✓ You **must** discuss both Hazardous Substances & Petroleum sites and contaminants when requesting both in one proposal.



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, 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 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
EJSCREEN – www.epa.gov/ejscreen



1. Community Need

c. Financial Need

- i. Economic Conditions (2 points)
- ii. Economic Effects of Brownfields (3 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?**

- You need to provide cleanup funding for sites that banks or other traditional sources will not consider.
- You have a number of sites in the pipeline and are ready for cleanup funding/activities.

- ✓ 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**
 - ✓ **RPCs/COGs** - discuss **your organization's** limited resources, as well as the limited resources of the municipalities in which your target area(s) are located.
 - ✓ Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.
 - decrease in tax base
 - low income
 - properties in foreclosure
 - city spending cuts
 - state and city budget deficits
 - disasters
 - geographic issues
 - 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 (3 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 (3 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.**
- ✓ 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 (3 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 (3 points)

- **Key Points - Statistics**

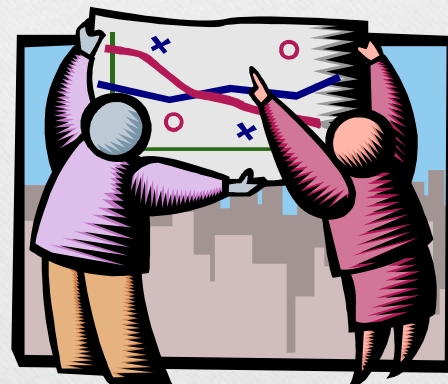
- ✓ Where possible, provide quantitative estimates and/or statistics that support these economic effects in your target area(s).
- ✓ Make sure this **data is relevant to your story.**
- ✓ **Identify and cite all sources of information.**



2. Program Description & Feasibility of Success

30 Points

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



2. Program 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 RLF program will further the target community's land use and **revitalization plans or vision**;
 - ✓ a reasonable approach and methodology to **achieve RLF program 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 ensure that projects funded by RLF loans and subgrants achieve their planned cleanup and redevelopment goals.



2. Program Description & Feasibility of Success

Overview of Evaluation Criteria

- **Key Points**

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



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

- i. Program Description (10 points)
- ii. Marketing Strategy (5 points)



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

- **Evaluation Criteria**

The degree to which the program demonstrates a well-defined strategy and a viable plan to develop and implement a successful RLF program.

The degree to which there is a sound methodology for selecting borrowers/subgrantees, and the extent to which the cleanup projects align with the target area's community land use and revitalization plans and makes use of existing infrastructure.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

- **Evaluation Criteria**

The extent to which loan analysis and executing loan agreements are understood. The comprehensiveness of your approach to structure and administer loans and subgrants, and facilitate financial underwriting that incorporates reasonable and prudent lending practices.

The degree to which the RLF program will be preserved, including an appropriate and reasonable plan or strategy to revolve the funds, even after the cooperative agreement is closed.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

- **Key Points**

- ✓ In preparing your Program Description, think about:
 - Overall **redevelopment vision** for your target area.
 - Your vision for the program funded by **this grant**.
 - Steps necessary to develop and implement your program.
 - How your program is going to benefit your target area.
 - Who you will market your program to.
 - How you will revolve the funding and sustain your program.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

- **Key Points**

- ✓ Make sure your response incorporates all **eight topics** listed in this criterion.
- ✓ Make sure you highlight any related experience your organization has with loan programs, fund management, and leveraging for redevelopment projects.
- ✓ Show that you understand the RLF programmatic requirements in **Section VI.D** on **pages 43-46**.
- ✓ **Give the reviewer a strong impression that you can effectively manage an RLF program!**



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

- **Key Points – Eight Topics - How your program will:**
 1. Maintain a competent team to effectively manage your program (and an effective governance structure if a coalition);
 2. Select borrowers and subgrantees;
 3. Ensure projects align with target community's land use and revitalization plans and reuse of infrastructure;
 4. Structure and administer loans and subgrants and facilitate financial underwriting;



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

- **Key Points – Eight Topics - How your program will:**

5. Incorporate reasonable and prudent lending practices;
6. Maximize resources for lending and provide gap funding for high risk sites in vulnerable communities;
7. Incorporate innovative approaches to revolve the fund and sustain it after closeout; and
8. Be properly maintained and report to EPA so long as program income exists, even after closeout.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

1) **Competent team & management**

- ✓ Describe your program team and what each member will be doing.
- ✓ Make sure you cover the most important roles:
 - Program Manager
 - Qualified Environmental Professional
 - Fund Manager
 - Legal Advisor
- ✓ **For coalitions:** Discuss your governance structure and how you will all work together to implement and maintain a successful program.
- ✓ Use any redevelopment experience and success to highlight your capabilities.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

2) **Select borrowers and subgrantees**

- ✓ Discuss your **selection process/criteria** for projects, loans & subgrants including **site and recipient eligibility**.
- ✓ Discuss any groups, committees, and public input into selection process.
- ✓ Discuss current or potential sites in your target community(ies) to show you are ready to get your program up and running right away.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

3) Revitalization plans & reuse of infrastructure

- ✓ 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. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

3) Revitalization plans & reuse of infrastructure

- ✓ Discuss how your project(s) will specifically make use of **existing infrastructure** in the target area(s) such as:

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



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

4) **Structure and administer loans and subgrants**

- ✓ Describe your loan/subgrant process:
 - Types of loan/subgrant products you will offer
 - How you will structure loans
 - Loan terms, rates, and potential amounts
- ✓ Discuss your planned financial underwriting:
 - Who will be your Financial Manager and how will they assist you in determining loan/subgrantee financial viability and risk?
- ✓ Make sure your program is flexible and adaptable to the projects in your program and not be too rigid.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

5) Reasonable & prudent lending practices

- ✓ Discuss how your underwriting and lending practices will be based on sound judgment to protect Federal funds. This includes:

- Loan processing
- Documentation
- Loan approvals
- Loan collections and servicing
- Collateral protection and recovery actions



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

6) Resources for lending & gap financing

- ✓ Discuss any other resources that you have or will utilize for your program such as:
 - Other Federal or State programs
 - Private grants or funding
- ✓ Discuss how you will use your program to provide gap funding to complete projects, especially in the high-risk areas and vulnerable communities you discussed in Community Need.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

7) **Encourage revolving of funds during & after grant**

- ✓ Discuss how you will ensure that grant funds revolve during the grant and will be available for projects after grant closeout.
- ✓ This can be achieved by:
 - Favoring loans over subgrants
 - Providing loan and subgrant combinations instead of just subgrants
 - Combining funding from others sources with RLF loans
 - Encouraging perspective subgrantees to seek EPA cleanup grants prior to providing RLF funds



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

i. Program Description (10 points)

8) **Maintain program & report to EPA**

- ✓ Discuss how you will continue to operate your program after the grant period until all program income is used.
- ✓ This includes the annual reports required by the Closeout Agreement and beyond.
- ✓ The RLF is a long term commitment. Make sure you will have the systems in place to manage the RLF funds and program income for many years to come.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

ii. Marketing Strategy (5 points)

- **Evaluation Criteria**

The effectiveness of program marketing approach that will result in the targeted types of cleanup projects and utilize the RLF funds within the five year grant project period.

The degree to which local needs and available market are understood, including the basis for marketing to specific applicants and the process for identifying potential cleanup projects.

The extent to which approaches designed to attract potential borrowers/subgrantees are innovative and appropriate.



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

ii. Marketing Strategy (5 points)

- **Key Points**

- ✓ Describe your approach to marketing your program.
- ✓ Make sure you include:
 - The **types of applicants and projects** you are targeting
 - What you have **already done to gauge interest** and market your program
 - **Projects and/or borrowers/subgrantees** you have **already identified** for your program
 - How you will **continue to market** your program



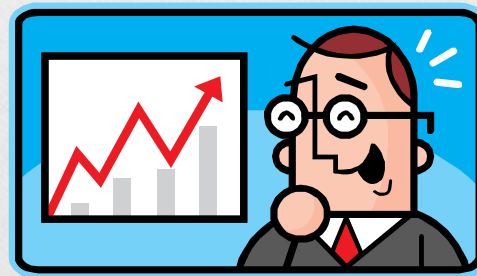
2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

ii. Marketing Strategy (5 points)

- **Key Points – Types of applicants & projects**

- ✓ Make sure your targeted applicants and potential projects **match the needs** you described in your targeted community(ies).
- ✓ What are their individual needs? How will you market your program to these groups?
 - Private developers
 - Municipalities
 - Non-profits



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

ii. Marketing Strategy (5 points)

- **Key Points – Already done to gauge interest**
 - ✓ Describe what you have already done or are doing to market your program.
 - ✓ Discuss the businesses, community partners, developers, etc. you have talked to gauge interest in your potential RLF program.
 - ✓ You would not be applying if there was no need in your community(ies)!



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

ii. Marketing Strategy (5 points)

- **Key Points – Projects and applicants already identified**
 - ✓ Discuss the projects and potential applicants you are targeting. Who are they, what are they doing, and why have you prioritized them?
 - ✓ Discuss how you have or will market your program to attract these potential projects/applicants.
 - ✓ **If these projects/applicants are already known to be eligible – tell us!**



2. Program Description & Feasibility of Success

a. RLF Program Description & Marketing Strategy

ii. Marketing Strategy (5 points)

- **Key Points – Continue to market program**

- ✓ What will you do to market your program beyond the projects/applicants you have already identified?
- ✓ The RLF grant is 5 years (or longer if you seek and receive supplemental funds). How will you seek out new projects to fund with program income?
- ✓ You must convince the reviewer that you have a system to continuously seek out potential borrowers & subgrantees to sustain your program.



2. Program Description & Feasibility of Success

b. Task Descriptions & Budget Table

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



2. Program 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 program is reasonable.

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

The appropriateness of the budget and how efficiently the grant funds will be used.



2. Program Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Evaluation Criteria**

- The extent to which the majority of grant funds and cost share are allocated for tasks directly associated with issuing loans and subgrants and the associated environmental cleanup.
- The degree to which grant funds are allocated towards the loan pool to preserve the longevity and sustainability of the RLF Program.
- *An RLF Coalition proposal* will be evaluated to the extent the grant funds will address sites located in each coalition member's jurisdiction.



2. Program 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. Program 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 – Making Loans & Subgrants
 - Task 4 - Site Cleanup Activities



2. Program 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.**
- ✓ The majority of funds should be allocated towards loans & subgrants for cleanup activities.



2. Program Description & Feasibility of Success

b. Task Descriptions & Budget Table

i. Task Descriptions (7 points)

- **Key Points – Examples of Grant Funded Work**

- ✓ Procuring a Fund Manager, Qualified Environmental Professional (QEP), and Legal Advisor in compliance with competitive procurement procedures.
- ✓ Marketing your program.
- ✓ Community involvement activities.
- ✓ Cost associated with making loans & subgrants.
- ✓ Other eligible RLF activities that are needed to accomplish your program goals.



2. Program 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. Program 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.
- ✓ Loans & Subgrants – grant funded: x loans (50%) + subgrants (50%) = Total loan/subgrant pool.



2. Program 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 (legal review of loan documents, 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. Program 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. Program 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.
- ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions.**



2. Program 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 RLF 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. Program Description & Feasibility of Success

b. Task Descriptions & Budget Table

Sample Format for RLF Budget

Funding Type	Budget Categories	Project Tasks (\$) [programmatic costs only]				
		[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Hazardous Substance Funds (HS)	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Loans (must be at least 50% of the amount requested)					
	Subgrants					
	Other (specify) _____					
	Subtotal:					



2. Program Description & Feasibility of Success

b. Task Descriptions & Budget Table

Sample Format for RLF Budget

Petroleum Funds (P)	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Loans (must be at least 50% of the amount requested)					
	Subgrants					
	Other (specify) _____					
	Subtotal:					
Federal Funding Subtotal (HS + P)						
Cost Share 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 RLF 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. Program 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 the 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.
- ✓ **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!!!!!!!!!!**



2. Program Description & Feasibility of Success

c. Ability to Leverage (5 points)

- **Evaluation Criteria**

If any additional work or services are necessary to carry out the RLF program, the extent to which identified leveraged resource(s) contributes to the successful completion of the cooperative agreement during the 5-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 RLF Program/candidate 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. Program 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. Program 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. Program 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. Program 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. Program 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. Program Description & Feasibility of Success

c. Ability to Leverage (5 points)

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

- ✓ Describe resources you may 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. Program Description & Feasibility of Success

c. Ability to Leverage (5 points)

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



2. Program 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. Program 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 – once site cleanup plan is completed	\$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 the target community** and relevant stakeholders;
 - ✓ identifies the **relevancy** of the **local/state/tribal environmental authority** to the project;
 - ✓ identifies **roles of other relevant governmental partnerships**; 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 in the planning and implementation of your program. The degree to which your plan will enable you to:

- effectively achieve 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;

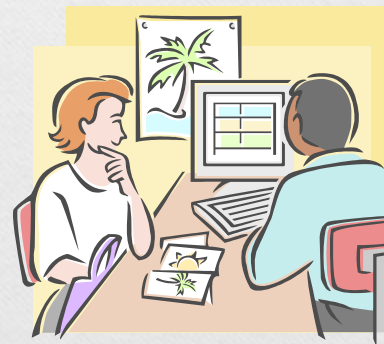


3. Community Engagement & Partnerships

a. Engaging the Community (8 points)

- **Evaluation Criteria**

- 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 program.
 - ✓ Commit to specific numbers of meetings, events, and materials.
 - ✓ Consider all the **relevant partners** for your program 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 the site selection, cleanup decisions and reuse planning.
 - ✓ **RPCs** and **COGs** need to include their local city/town governments as primary stakeholders and show how they work with them in this process.



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(ies) 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 projects.
 - Direct outreach to residents and businesses around your sites.
 - 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 QEPs/cleanup contractors 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(ies).
 - ✓ 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(ies).
 - ✓ Make sure you are addressing the concerns and comments of the community(ies).
 - ✓ Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community(ies) when the issue arises.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

- i. Local/State/Tribal Environmental Authority (3 points)
- ii. Other Governmental Partnerships (2 points)



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority (3 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 **the extent to which the partnership will contribute** to the success of your RLF program.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority (3 points)

- **Key Points**

- ✓ 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 & their role, cleanup completion documentation, liability protections, etc.).



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority (3 points)

- **Key Points**

- ✓ Discuss the **key roles** this agency will play in your program, 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 site(s) in state/tribal voluntary cleanup program.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

ii. Other Governmental Partnerships (2 points)

- **Evaluation Criteria**

The inclusion of all relevant partners and degree to which you are effectively engaging and partnering with federal, other state, and/or local governmental agencies that may be relevant to your RLF program, the relevancy of their roles, and the extent these partnerships will contribute to the success of your RLF program.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

ii. Other Governmental Partnerships (2 points)

- **Key Points – Federal Partnerships**

- ✓ Discuss the role of other federal agencies such as:

- HUD
 - EDA
 - DOT
 - USDA

- **Key Points – Health Agencies**

- ✓ If your health agency(ies) can play an important role in your program, describe their involvement.



3. Community Engagement & Partnerships

b. Partnerships with Government Agencies

ii. Other Governmental Partnerships (2 points)

- **Key Points – State & Local Partnerships**

- ✓ Discuss the role other **relevant** state agencies will play in your program such as:
 - Department of Transportation
 - Department Economic & Community Development
 - Regional Planning Commissions or Councils of Government
- ✓ Discuss any organizational, municipal or local non-profit organizations that you can partner 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 RLF program.

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 program
 - **Affirm their commitment** to your program
- ✓ 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 RLF program committee
- ✓ Become involved in the cleanup/reuse planning process
- ✓ Talk to their constituency about the sites or the role of brownfields redevelopment in the targeted community(ies)
- ✓ 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 (2 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 projects, 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 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

13 Points

- a. Welfare, Environmental, & Public Health Benefits (8 points)
- b. Economic & Community Benefits (5 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 RLF program, to **realize significant outcomes and benefits** to the **public health, welfare and environment** of the community;
 - ✓ Increases **sustainable and equitable development opportunities** that help to remove economic, environmental and social barriers;
 - ✓ 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; and
- contribute to increased sustainable, equitable and environmentally just redevelopment within the jurisdiction.



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 sites 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 areas).
 - ✓ 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 your program 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

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

- **Key Points – Increase sustainable & equitable development opportunities**
 - ✓ Describe the tools your community has in place to **foster and implement** sustainable practices.
 - ✓ Examples must be **relevant** to your proposed program/sites 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?



4. Project Benefits

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

- **Key Points – Increase sustainable & equitable development opportunities**
 - ✓ **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?



4. Project Benefits

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

- **Key Points – Increase sustainable & equitable development opportunities**
 - ✓ Describe the efforts you will take to integrate **equitable development principles and outcomes** into the reuse of your sites and not displace residents historically affected by brownfields.
 - ✓ Link back to the demographics in Community Need (e.g., low-income, minority populations).



4. Project Benefits

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

- **Key Points – Increase sustainable & equitable development opportunities**

- ✓ 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?



4. Project Benefits

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

- **Key Points – Increase sustainable & equitable development opportunities**

- ✓ 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?



4. Project Benefits

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

- **Key Points – Environmental Justice**

- ✓ Environmental justice can be supported through sustainable and equitable development approaches.
- ✓ Discuss how your assessment project will help to achieve environmental justice goals for your community(ies).
- ✓ See **Section I.E** on **page 9-10** and <https://www.epa.gov/environmentaljustice/learn-about-environmental-justice> for more information.



4. Project Benefits

b. Economic & Community Benefits (5 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 projects/program; 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 (5 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 (5 points)

- **Key Points - Economic Benefits**

- ✓ **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites 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 (5 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 (5 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 & 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 RLF grant;
- acquire any additional expertise and resources (e.g. contractors or sub-awardees) required to successfully complete the project; and
- comply with reporting requirements and proper management of program income after the grant has closed.

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



5. Programmatic Capability & Past Performance

b. Programmatic Capability (10 points)

- **Key Points – Timely expenditure of funds**
 - ✓ Discuss how you will be able to:
 - Set up your program efficiently;
 - Use your RLF fund successfully; and
 - Expend all funds you receive in the 5-year grant period.



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.
 - Financial Manager
 - Qualified Environmental Professional (QEP)
 - Legal Advisor



5. Programmatic Capability & Past Performance

b. Programmatic Capability (10 points)

- **Key Points – Reporting & program income**
 - ✓ Discuss how, after grant closeout, you will:
 - Comply with reporting requirements; and
 - Continue to properly manage program income.
 - ✓ These closeout requirements will be contained in the terms & conditions of your grant should you be successful in receiving one.



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 program's 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 there is 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 period of performance.



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 period of performance.



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 3 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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