



FY 2019

## Brownfields Grant Guidelines:

### *A Detailed Review of the Multipurpose, Assessment, and Cleanup (MAC) Grant Guidelines*

Call in: 1-866-299-3188

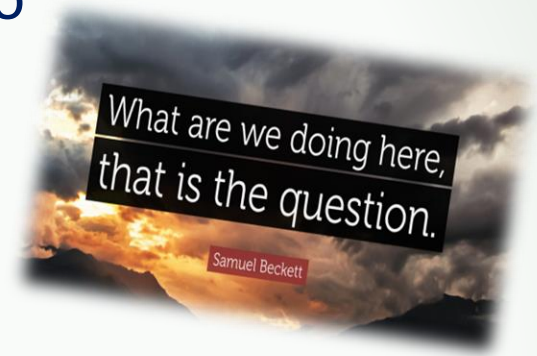
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- Competition Timeline
- General Overview
  - Types of Available Grants
  - Changes to the Program/Guidelines
  - Proposal Submission Requirements
  - Tips & Resources
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- EPA Brownfield Contacts



# Welcome!

The purpose of this training webinar is to assist applicants with understanding the Multipurpose, Assessment, and Cleanup Grant Guidelines.



**The Guidelines supersede any information provided in this presentation or by the presenters.**

For site-specific questions, please contact the Regional Brownfields Contact listed in Section VII. of the Guidelines.



# Anticipated FY19 Competition Timeline

- **January 31, 2019:** Application submission deadline
- **May – June 2019:** Selections announced
- **May – June 2019:** Workplans and grant paperwork finalized
- **July – October 2019:** Grants awarded/funds become available

*The submission due date will not change, however,  
other dates listed above are subject to change.*



# Changes to the Brownfields Program

<b>2018 Brownfield Utilization, Investment and Local Development (BUILD) Act</b>	<ul style="list-style-type: none"><li>• A new Multipurpose Grant</li><li>• Eligible nonprofit organizations may apply for all grants (including Assessment and RLF Grants)</li><li>• Cleanup Grants increased to up to \$500,000</li><li>• 5% administrative cost allowance</li><li>• Amendments to site eligibility and liability provisions</li></ul>
<b>Assessment Grants</b>	Current EPA Brownfields Assessment Grant recipients must demonstrate that payment has been received by EPA for <b>at least 70% of each Assessment cooperative agreement</b> before applying for FY19 Assessment Grant funding. Funds must be drawn down <b>by January 1, 2019</b> .
<b>\$300,000 Total for Community-Wide Assessment Grants</b>	Community-wide Assessment Grant applicants may apply for up to \$300,000 for sites contaminated by hazardous substances; or up to \$300,000 for sites contaminated by petroleum; or up to \$300,000 for a combination of both.
<b>Cleanup Grants</b>	Brownfield sites where EPA Cleanup Grant funds were previously expended may not receive additional FY19 EPA Cleanup Grant funding.



# Changes to the Brownfields Program

<b>Multipurpose Grants</b>	Applicants applying for a Multipurpose Grant may NOT apply for an Assessment or Cleanup Grant.
<b>Page Limits</b>	<ul style="list-style-type: none"><li>● Fewer ranking criteria</li><li>● New page limit for responses to ranking criteria<ul style="list-style-type: none"><li>○ Assessment Grant proposals – 10 pages</li><li>○ Cleanup Grant proposals – 10 pages</li><li>○ Multipurpose Grant proposals – 12 pages</li></ul></li></ul>
<b>Voluntary Cost Share</b>	EPA will not consider or evaluate any proposed voluntary cost share.
<b>Workspace in Grants.gov</b>	All applications must now be submitted using the “Workspace” feature through <a href="https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources">Grants.gov</a> .

In this presentation, **text in magenta** denotes information that is new/different.

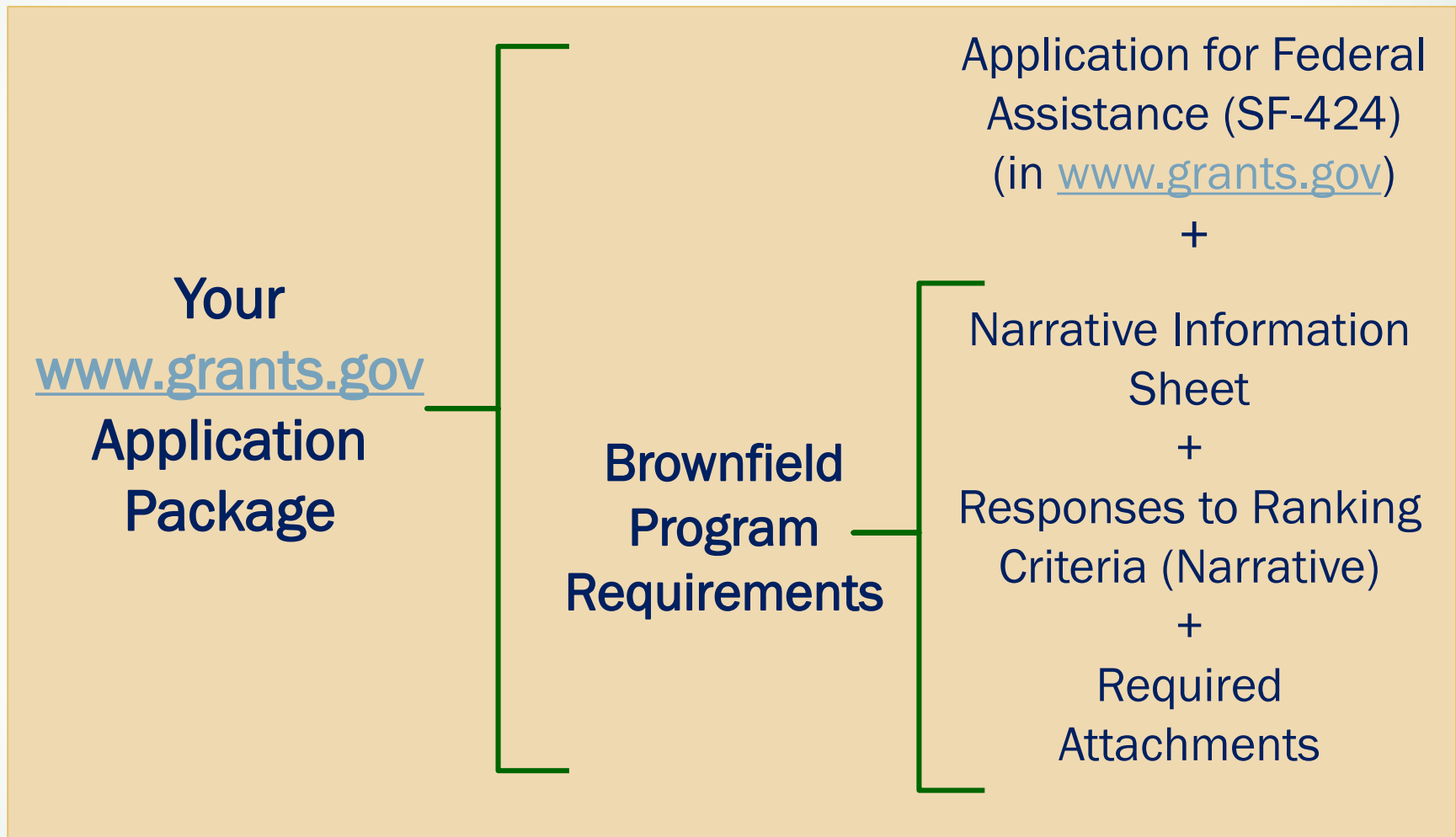
For a complete list of changes, please review the “[Summary of FY19 Brownfields Assessment and Cleanup Grant Guidelines Changes](https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources)” available at <https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>.

# Types of Available Grants

	Assessment Grants	Cleanup Grants	Multipurpose Grants
Common Eligible Grant Activities	inventory, characterize & assess sites; revitalization planning; site-specific cleanup & reuse planning; community involvement	cleanup activities, reuse planning, and community involvement	assessment & cleanup activities; revitalization planning <b>NEW</b> (Assessment + Cleanup)
Applicant Eligibility  (see full list in Section III.A.)	Government, Quasi Government, Regional Council, Tribe, <b>Nonprofit Organization (501(c)(3)), Qualified Community Development Entity (45D(c)(1))</b>		
Amount of Funding Available for Sites Contaminated w/ Hazardous Substance and/or Petroleum	<b>Community-wide</b> <ul style="list-style-type: none"> <li>Up to \$300,000</li> </ul> <b>Site-specific</b> <ul style="list-style-type: none"> <li>Up to \$200,000 or up to \$350,000 with a waiver</li> </ul> <b>Assessment Coalition</b> <ul style="list-style-type: none"> <li>Up to \$600,000</li> <li>EPA encourages the lead entity to partner with two or more entities that have limited capacity</li> </ul>	<b>Single-site</b> <ul style="list-style-type: none"> <li>Up to \$500,000 <u>per site</u></li> </ul> <b>Multi-site</b> <ul style="list-style-type: none"> <li>Up to \$500,000 <u>per proposal</u></li> </ul> <p>Applicants may submit 1 proposal totaling up to \$500,000</p>	<b>Community-wide within a Target Area</b> <ul style="list-style-type: none"> <li>Up to \$800,000</li> </ul>
Cost share Requirement	n/a	20%	\$40,000
Period of Performance	3 years	3 years	5 years
Anticipated # of Awards	114	35-40	10



# Application Submission Materials



**Note:** Beginning in FY20, applicants will be expected to submit a full application package which will include additional federal forms.



# Requirements to Submit an Application

- Register in and learn how to submit an application via [www.grants.gov](http://www.grants.gov).
  - ❑ Review the [Applicant FAQs](#) and [training videos](#) on the [www.grants.gov](http://www.grants.gov) website.
  - ❑ Review the Brownfields [Frequently Asked Questions](#) and [Grants.gov Tip Sheet](#).
- Register in [www.sam.gov](http://www.sam.gov) **now**. Even if already registered in [www.sam.gov](http://www.sam.gov), make sure the account is active and will be active by the deadline.
  - ❑ The account must be renewed annually by the E-Business Point of Contact (E-Biz POC).
- Use the correct DUNS number for your organization/department.
- Ensure the **correct** Authorized Organization Representative (AOR) submits the application package.
  - ❑ The AOR must be designated by the E-Biz POC.





# Proposal Content & Format

See Section IV.C. for details

- **Narrative Information Sheet** (2 pages, single-spaced)
  - Place information on your organization's letterhead.
  - Attach the State Acknowledgement Letter to the Narrative Information Sheet. (Does not count toward page limit.)
- **Narrative** (10 pages for Assessment/Cleanup and 12 pages for Multipurpose, single-spaced)
  - Excess pages will be removed and not reviewed.
- **Required Attachments**
  - Limit attachments to required/relevant documents (i.e., threshold criteria, documentation of leveraged resources, etc.).
- Readability is important! Advise 1" margins; 12 pt font; Times New Roman/Arial/Calibri font; no maps.



# Grants.gov Submission

If possible, combine all the required submission materials **into a single file** and attach that one file to the “Project Narrative Attachment Form” in [www.grants.gov](http://www.grants.gov).

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from [www.grants.gov](http://www.grants.gov).

If the AOR did not receive notification emails or the application package did not transmit successfully, immediately contact the [www.grants.gov](http://www.grants.gov) Help Desk (open 24/7; except federal holidays) at 1-800-518-4726. **Make sure to get a case number.**

Proposals that are not successfully submitted **and ‘validated’** by the deadline will be considered late and will be rejected.



# Tips for Writing the Proposal

- Read the entire Guidelines for the grant type for which you're applying.
- Write as though the reader knows **NOTHING** about your community.
- Avoid using acronyms and technical/organizational jargon.
- Number pages and enumerate/identify the criterion.
- **Address ALL criteria. If a criterion doesn't apply, state that and explain why.**
- The **quality** of the response is extremely important (see Evaluation Criteria in Section V.).
- Organize attachments, for example:
  - Appendix A: Threshold Criteria
  - Appendix B: Leveraging Commitment(s)
- Use the Proposal Checklist in Section IV.C. (do not submit with proposal)



# Proposal Writing Resources

## ■ Office of Brownfields & Land Revitalization Website

- [FY19 Summary of Brownfields Guidelines Changes](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Planning Information Sheets](#) (for Assessment and Multipurpose Grants)



## ■ Technical Assistance to Brownfields (TAB)

### [New Jersey Institute of Technology \(NJIT\)](#)

Serves EPA Regions 1, 3 and 4

**Colette Santasieri** - 973-642-4165 - [santasieri@njit.edu](mailto:santasieri@njit.edu)

### [Kansas State University \(KSU\)](#)

Serves EPA Regions 5, 6, 7, and 8

**Blase Leven** - 785-532-0780 - [baleven@ksu.edu](mailto:baleven@ksu.edu)

### [Center for Creative Land Recycling \(CCLR\)](#)

Serves EPA Regions 2, 9 and 10

**Sarah Sieloff** - 415-398-1080 - [sarah.sieloff@cclr.org](mailto:sarah.sieloff@cclr.org)

## ■ TAB EZ: A Grant Writing Tool



Go to [www.tabez.org](http://www.tabez.org) and click 'TAB EZ' to log-in (or register for an account) and you are on your way.



# Questions & Progress Check



- ☐ Introductions and Timeline
- ☐ General Overview
- ☒ **NEXT: Overview of Threshold Criteria**
- ☒ Overview of Ranking Criteria
  - ☒ Project Area Description & Plans for Revitalization
  - ☒ Community Need & Community Engagement
  - ☒ Task Descriptions, Cost Estimates, & Measuring Progress
  - ☒ Programmatic Capability & Past Performance
- ☒ Wrap-up



# Threshold Criteria Overview

Failing threshold means you don't move forward!!



Threshold Criteria - Include As Attachment	MULTIPURPOSE (MP) PROPOSALS	ASSESSMENT PROPOSALS		CLEANUP PROPOSALS
		Community-Wide and Coalition	Site-Specific	
	Applicant Eligibility	Applicant Eligibility	Applicant Eligibility	Applicant Eligibility
	Community Involvement	Community Involvement	Community Involvement	Community Notification
	Target Area	Expenditure of Assessment Grant Funds	Expenditure of Assessment Grant Funds	Previously Awarded Cleanup Grants
	Affirmation of Brownfield Site Ownership			Site Ownership
			Basic Site Information	Basic Site Information
			Status and History of Contamination at the Site	Status and History of Contamination at the Site
	Brownfields Site Definition		Brownfields Site Definition	Brownfields Site Definition
				Environmental Assessment Requirement
			Enforcement or Other Actions	Enforcement or Other Actions
			Sites Requiring a Property-Specific Determination	Sites Requiring a Property-Specific Determination
			Threshold Criteria Related to CERCLA/Petroleum Liability	Threshold Criteria Related to CERCLA/Petroleum Liability
				Cleanup Authority and Oversight
	Required Cost Share		Waiver of the \$200,000 Limit (if applicable)	Statutory Cost Share





# Applicant Eligibility

- Describe how you are an eligible entity (complete list in Section III.A.)
  - For entities that are cities, counties, tribes, or states, affirm that the organization is eligible for funding.
  - For entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
  - For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.
  - Assessment Coalitions must document how all coalition members are eligible entities.

Attach a current *Memorandum of Agreement* or letters from all coalition members in which they agree to be part of the coalition.







# Community Involvement (Assessment & MP)

- Community involvement efforts can be implemented using existing meetings.
- Applicants must:
  - Identify how you will “intend to inform and involve the community and other stakeholders.”
  - Tie this to your “Community Engagement” in your proposal narrative.

Note: If you are also applying for Cleanup Grant funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Grant Community Notification process.



# Community Notification (Cleanup)

Attach draft ABCA(s) to your  
proposal

- Provide an opportunity for the community to submit comments on your proposal and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- Publish an ad (or equivalent) about intent to apply and notice of a public meeting.
- Notify the community at least **2 weeks prior to submission and no later than January 17, 2019.**
- Include in ad:
  - Date, time and location of meeting, and request for comments
  - Where proposal/draft ABCA are located
  - How the public can submit comments
- Host public meeting prior to proposal submission.

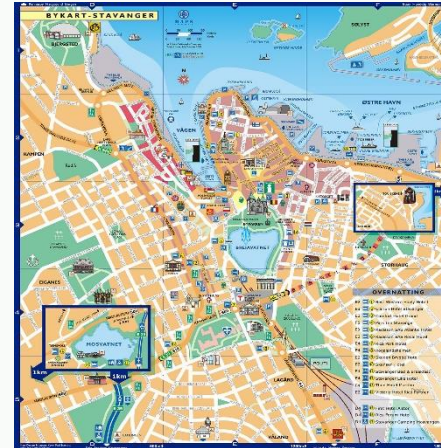
Full requirements  
are in III.B.12.



# Target Area (Multipurpose)



- Identify one target area.
- Target area may include a number of neighboring towns, a district, a shared planning area or a census tract.





## Expenditure of Assessment Grant Funds (Assessment)



Current EPA Assessment Grant recipients must draw down at least 70% of each Assessment cooperative agreement **by January 1, 2019** before applying for additional Assessment Grant funding.

Attach a copy of a financial record displaying the amount of funds drawn down (e.g. a report from the Automated Standard Proposal for Payments (ASAP) or general ledger entries).

Other (New) Assessment Grant Applicants: affirm you do not have an active EPA Brownfields Assessment Grant.

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## Previously Awarded Cleanup Grants (Cleanup)



Affirm that the proposed site(s) has not received funding from a previously awarded EPA Brownfields Cleanup Grant. (*Section III.B.2.*)



## Site Ownership (MP & Cleanup)

By **January 31, 2019:**

- Cleanup Grant applicants must own site(s) listed in the proposal.
- MP Grant applicants must affirm that they own a site in the target area that meets the definition of a brownfield. The applicant is not required to address this site if selected for funding.

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## Basic Site Information (Site-Specific Assessment & Cleanup)

Identify the name, address, and current owner of the site.



# Status and History of Contamination (Site-Specific Assessment & Cleanup)

Identify:

- whether this site is contaminated by hazardous substances or petroleum;
- the operational history and current use(s) of the site;
- environmental concerns, if known, at the site; and
- how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.

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## Brownfield Site Definition (MP, Site-Specific Assessment & Cleanup)

Affirm that the site is:

- (a) not listed or proposed for listing on the National Priorities List;
- (b) not subject to orders under CERCLA; and
- (c) not subject to the jurisdiction, custody, or control of the U.S. government. (*Note: Land held in trust by the U.S. government for an Indian tribe is eligible for brownfields funding.*)





# Environmental Assessment Requirement (Cleanup)

A written ASTM E1903-11 or equivalent Phase II environmental site assessment report (a draft report is sufficient) must be completed prior to proposal submission. (*Cleanup Grant guidelines III.B.7.*)

- Describe the type of environmental assessments conducted at your proposed site (do not attach assessment reports).
- Provide the date of the Phase II or equivalent report.

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## Enforcement or Other Actions (Site-Specific Assessment & Cleanup)

- Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site.
- Describe any inquiries, or orders from government entities regarding the responsibility of any party (including the applicant) for the contamination, or hazardous substances at the site, including any liens.



# Sites Requiring a Property-Specific Determination (Site-Specific Assessment & Cleanup)

Certain types of sites require a property-specific determination in order to be eligible for funding (rare cases).

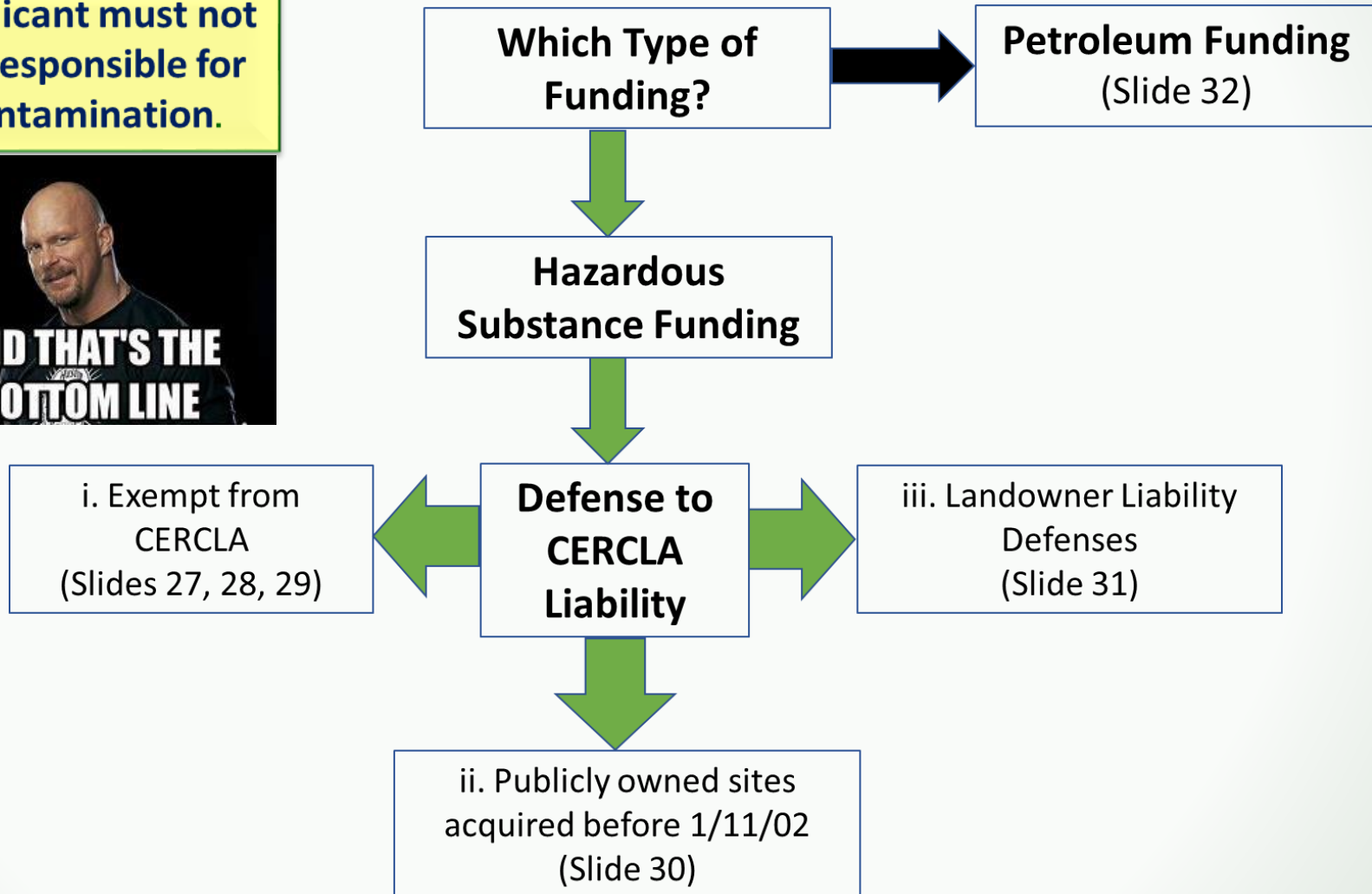
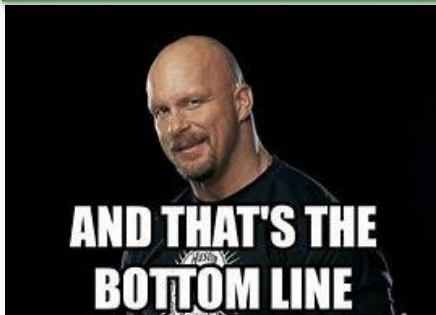
- Refer to Section III.C.5. in the Assessment Guidelines, Section III.B.9. in the Cleanup Guidelines, or Section 1.5. of the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#) to determine whether your site requires a property-specific determination.
- Contact your Regional Brownfields Contact listed in Section VII. if you think your site requires a property-specific determination.
- If your site requires a property-specific determination, then you **must attach the information** requested in the [Brownfields FAQs](#).
- If not required, **affirm that the site does not need a property-specific determination.**





# Threshold Criteria Related to CERCLA/Petroleum Liability (Site-Specific Assessment & Cleanup)

**Applicant must not  
be responsible for  
contamination.**





# Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes; and sites co-mingled with petroleum product where hazardous substances are the predominant contaminant.

**Applicant must not be responsible for contamination.**

## i. Exemptions to CERCLA Liability

**NEW**

1. Site Is Not Owned by the Applicant (Assessment only)
2. Indian Tribes
3. Alaska Native Villages and Alaska Native Corporations
4. Property Acquired under Certain Circumstances by State and Local Government

## ii. Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002

**NEW**

## iii. Defenses to CERCLA Liability (e.g., the bona fide prospective purchaser defense)



# Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment)

## i. Exemptions to CERCLA Liability

### 1. Site Is Not Owned by the Applicant

- Did the applicant cause or contribute to the contamination?
- What's your relationship with the owner?
- How will you gain access to the site?



# Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

## i. Exemptions to CERCLA Liability (cont'd)

### 2. Indian Tribes

Indian tribes are exempt from demonstrating that they meet the requirements of a CERCLA liability defense to be eligible for a Brownfields Grant.

**Affirm the applicant is an Indian tribe.**

### 3. Alaska Native Village Corporations and Alaska Native Regional Corporations

Acquired title to property under the Alaska Native Claims Settlement Act.

- **How was the property acquired?**
- **Did the applicant cause or contribute to the contamination?**



# Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

## i. Exemptions to CERCLA Liability (cont'd)

### 4. Property Acquired under Certain Circumstances by State and Local Government

Acquired title to a property by:

- Seizure or in connection with any law enforcement activity;
- Bankruptcy;
- Tax delinquency;
- Abandonment; or
- By virtue of the government's function as sovereign.

– **How was the property acquired?**

– **Did the applicant cause or contribute to the contamination?**



# Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

## ii. **Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002** (state or local governments only)



Publicly owned property acquired prior to January 11, 2002.

Eligible even if the entity does not qualify as a bona fide prospective purchaser.

- **How was the property acquired?**
- **Did the applicant cause or contribute to the contamination?**



# Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

## iii. Defenses to CERCLA Liability

Property acquired after January 11, 2002.

Asserting a BFPP defense (the most common defense).

- **How was the property acquired?**

Did purchase include due diligence (all appropriate inquiry/Phase I)?

Tax foreclosure, abandonment, or other government proceeding?

- **Who owns it?**

- **Who contaminated it?**

If applicant was responsible, in most cases the site is not eligible.

- **What happened on the property after acquisition? What were the Continuing Obligations?**

Did owner ensure no further contamination has taken place since they received title?



# Threshold Criteria Related to Petroleum Liability

## (Site-Specific Assessment & Cleanup)

- Sites contaminated with petroleum and petroleum product.
- State environmental agency (or EPA) will determine if the site is eligible.
- EPA will determine eligibility for Tribes.
- Petroleum Eligibility Letter must be attached to proposal.

- **Who contaminated it?**

Who are the current and previous owners?

Current and previous owner must not be responsible for contamination.

- **If current or previous owner is responsible...**

Are they financially viable?

**Petroleum  
determination should  
be completed before  
submitting your  
application.**







# Cleanup Authority and Oversight Structure (Cleanup)

- Cleanup Oversight
  - Describe oversight plan
  - Indicate whether or not you plan to enroll in state or tribal voluntary program
  - If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup
- Property(s) Access Plan
  - Plan to obtain access to adjacent properties, if needed



# Required Cost Share (MP & Cleanup)

A cost share - also known as a 'match'

- The cost share can be contribution of money, labor, materials, or services from a non-federal source
  - Only for an eligible and allowable expenses
    - ❖ Including administrative costs up to 5% of the requested funds
  - HUD CDBG funds can be used to meet the cost share
- Hardship waivers for Cleanup Grants can be requested
  - Can only be requested by tribes, nonprofit organizations, and government entities (with populations of 50,000 and fewer)
  - Approved on a limited basis
  - Must provide explanation as an attachment



**MP = \$40,000**

**Cleanup = 20% of  
requested funds**

**Do not exceed  
the required  
match!**

**No waivers for  
Multipurpose**



## Required Attachment:

### Letter from State or Tribal Environmental Authority

- Include a current letter acknowledging your specific proposal and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.
- State and Tribal environmental authorities do not need to provide a letter for themselves.

**Do not substitute a letter from local or county oversight agencies.**

**Attach letter to the Narrative Information Sheet.**

**Do not use last year's letter.**

**Do not substitute an enforcement letter from the state regarding a specific site action.**



# Questions & Progress Check

- ☐ Introductions and Timeline
- ☐ General Overview
- ☐ Overview of Threshold Criteria
- ☒ **NEXT: Overview of Ranking Criteria**
  - ☒ Project Area Description & Plans for Revitalization
  - ☒ Community Need & Community Engagement
  - ☒ Task Descriptions, Cost Estimates, & Measuring Progress
  - ☒ Programmatic Capability & Past Performance
- ☒ Wrap-up





# Ranking Criteria

**Your proposal will be ranked  
ONLY IF YOU PASS THRESHOLD**

## 4 Ranking Criteria Weighted by Points

1. Project Area Description & Plans for Revitalization (30 pts)
2. Community Need & Community Engagement (20 pts)
3. Task Descriptions, Cost Estimates, & Measuring Progress (35 pts)
4. Programmatic Capability & Past Performance (15 pts)

- Criteria are further made up of sub-criteria
  - **Provide sub-criteria # in your application and follow it with a detailed response**
  - Sub-criteria language and points may differ between grant types

**Applicants will be working to score a total of 100 points  
(for each of the three grant types: Multipurpose,  
Assessment, and Cleanup)**



# 1. Project Area Description & Plans for Revitalization – Overview

Here is:

- my community and the target area;
- the brownfield issues and their impacts on the community;
- how this grant fits into the community's revitalization plan;
- the anticipated outcomes and how my target area will benefit from redeveloping the brownfield sites;
- our strategy to leverage resources to redevelop the brownfield sites.

**Review your responses to  
Section IV. against the Evaluation  
Criteria in Section V.**





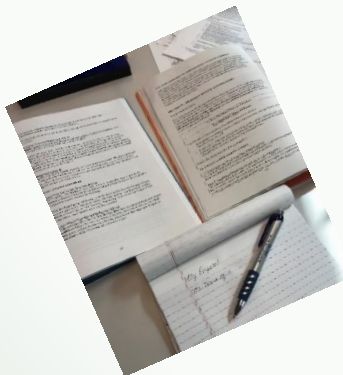
# 1. Project Area Description & Plans for Revitalization

## Target Area and Brownfields

### *Background and Description of Target Area*

- Provide cultural and industrial description of your community that establishes your brownfield challenges and their impact on the community.
- Describe the specific area or areas where work will be performed.

Clarity of the target area description will be scored



Depending upon the applicant, the community may be the city, county, town or other geographic area. The target area is an area within that community.





# 1. Project Area Description & Plans for Revitalization

## Target Area and Brownfields (cont'd)

### *Description of the Priority Brownfield Site(s)*



- Identify and describe your brownfield sites.
  - **Multipurpose:** Describe the priority site(s) and discuss why the site is a candidate for assessment, cleanup and/or redevelopment activity.
  - **Assessment:** Describe the priority site(s); describe why it is a priority for assessment and redevelopment.
  - **Cleanup:** Describe the property(ies) targeted for cleanup.
- Describe past and current land uses, current site conditions (including structures), and potentially related environmental issues.
  - **Cleanup and Multipurpose:** Also describe the priority site's known contamination.





# 1. Project Area Description & Plans for Revitalization

## Target Area and Brownfields (cont'd)

### *Description of the Priority Brownfield Site(s)*

- If applicable, describe if the priority site is
  - located adjacent to\* a body of water; or
  - in a federally designated flood plain.

**\*The border = contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them.**





# 1. Project Area Description & Plans for Revitalization

## Revitalization of the Target Area

### *Redevelopment Strategy and Alignment with Revitalization Plans (Assessment and Cleanup)*

- Describe:
  - The redevelopment strategy or projected redevelopment for the priority site.
  - How this aligns with government's land use and revitalization plans.





# 1. Project Area Description & Plans for Revitalization

## Revitalization of the Target Area

### *Overall Plan for Revitalization (Multipurpose only)*

**Option 1:** If an overall plan for revitalization already exists, discuss:

- How the proposed activities align with that plan.
- The extent to which a feasible site reuse strategy already exists for at least one of the priority site.
- How the plan aligns with and supports the local government's broader land use and revitalization efforts.

**Option 2:** If an overall plan for revitalization does not exist, discuss:

- How the activities performed will result in an overall plan for revitalization of brownfield sites, including a feasible site reuse strategy for each site.
- How the plan will align with and support the local government's broader land use and revitalization efforts.



# 1. Project Area Description & Plans for Revitalization

## Revitalization of the Target Area (cont'd)

### ***Outcomes and Benefits of Redevelopment Strategy (Assessment and Cleanup) or of Overall Plan for Revitalization (Multipurpose)***

- Describe the potential of the project and revitalization plans to:
  - stimulate economic development, and/or
  - facilitate non-economic benefits.
- If applicable, describe how the redevelopment of the priority site will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.

**The degree that economic development will be stimulated or the community will benefit.**



# 1. Project Area Description & Plans for Revitalization

## Strategy for Leveraging Resources

### *Resources Needed for Site Reuse*

- Describe:
  - your eligibility for monetary funding from other resources
  - key funding resources needed for environmental assessment or remediation, and subsequent reuse of the priority site(s)
- **Cleanup Grants only:** Describe funding that has been secured and attach documentation that substantiates the commitment(s).

**Do not duplicate sources discussed in Description of Tasks and Activities (all three grant types) and sources used to meet the cost share (MP and Cleanup).**



# 1. Project Area Description & Plans for Revitalization

## Strategy for Leveraging Resources

### *Use of Existing Infrastructure*

- Describe how this grant will facilitate the use of existing infrastructure at the priority site and/or within the target area.
- If additional infrastructure needs are key to the revitalization plans, describe the infrastructure needs and funding resources that will be sought to implement that work.

**Infrastructure includes buildings, roads, and power supplies, etc.**







# Useful Tips



- Set the stage for the rest of your narrative in this criteria.
- Outstanding applications will have a project that aligns with existing community revitalization efforts.
- Be as specific as possible when providing responses
- Coalition applicants: Provide information on all coalition partners and their respective target area.
- Demonstrate that you have plans to get from A to Z.
- Demonstrate that your project is going to be successful.





# Questions & Progress Check



- ☐ Introductions and Timeline
- ☐ General Overview
- ☐ Overview of Threshold Criteria
- ☐ Overview of Ranking Criteria
- ☐ Project Area Description & Plans for Revitalization
- ☒ **NEXT: Community Need & Community Engagement**
- ☒ **Task Descriptions, Cost Estimates, & Measuring Progress**
- ☒ **Programmatic Capability & Past Performance**
- ☒ **Wrap-up**





## 2. Community Need & Engagement – Overview

Here is:

- Why my small and/or low-income community is unable to fund brownfields activities.
- How this grant will help populations in my target community that have a high incidence of adverse health conditions and greater than normal incidence of diseases.
- How this grant will help the target community that shares a higher burden of environmental justice.
- How community partners will be involved.
- Our plan for communicating project progress.





## 2. Community Need & Engagement

### Community Need

#### *The Community's Need for Funding*

- Describe why the small and/or low-income community is unable to secure funding for brownfields activities.
- How will this grant meet the needs of this community.
- **Assessment Coalitions:** Describe how coalition partners and communities that would otherwise not have access to resources to address brownfield sites benefit.





## 2. Community Need & Engagement

### Community Need (cont'd)

#### *Threats to Sensitive Populations (in the target area)*

- Describe how this grant will address the identification and reduction of threats to:
  - The health or welfare of children, pregnant women, minority or low-income communities, or other sensitive populations.
  - Populations that suffer from a increase incidence of diseases or conditions that may be associated with the brownfield sites.
  - Populations that are economically impoverished and/or disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.

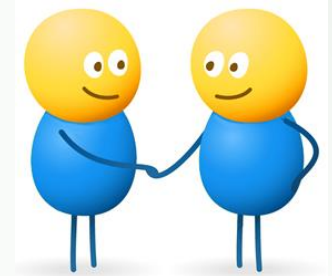


## 2. Community Need & Engagement

### Community Engagement

#### *Community Involvement*

- Identify:
  - the local community partners
  - the role each identified community partner will play in project
  - how they will be involved in making decisions with respect to site selection, cleanup, and future redevelopment of the brownfield sites.



The local community partners may include community organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), as well as property owners, lenders, developers, and the general public.

Focus of this section is on community organizations, NOT governmental organizations, local municipal departments, or political members.

Involve partners that are relevant to your project plans.



## ***Incorporating Community Input***

- Discuss plan for communicating progress to local partners, including:
  - the frequency of communication
  - the communication method(s)
  - how input will be solicited, considered, and responded to





# Questions & Progress Check



☐ Introductions and Timeline

☐ General Overview

☐ Overview of Threshold Criteria

☐ Overview of Ranking Criteria

☐ Project Area Description & Plans for Revitalization

☐ Community Need & Community Engagement

☒ **NEXT: Task Descriptions, Cost Estimates, & Measuring Progress**

☐ Programmatic Capability & Past Performance

☐ Wrap-up



### 3. Tasks, Costs, & Measuring Progress – Overview

- This section is your step-by-step plan for implementing your Brownfields project in your target area.
  - What tasks need to be accomplished and when?
  - Who's involved, and who's the lead in implementing those tasks?
  - How is the funding being budgeted to pay for those tasks, and how did you come up with those numbers?
  - How are you going to track the project to make sure it stays on schedule, on budget, and you accomplish your goals within the grant period?
- Oh, and have you thought about timing and schedule for leveraging other funding critical to the overall vision?





### 3. Tasks, Costs, & Measuring Progress

- **All grant types**

- *Local government applicants* may use up to 10% of the total grant award for health monitoring activities.
- Administrative costs (direct costs and indirect costs) may not exceed 5% of the total requested EPA funds.

- **Multipurpose Grants**

- Deliverables include least one Phase II environmental site assessment, one brownfield site cleanup, and an overall plan for revitalization.
- Projects will be reviewed more favorably when:
  - ❖ At least 70% of funds are allocated for tasks directly related to site-specific work, including site assessments, remediation, and associated tasks
  - ❖ At least \$200,000 is allocated for tasks directly associated with site remediation.
- \$40,000 cost share.





### 3. Tasks, Costs, & Measuring Progress

- **Assessment Grants**

- Projects will be reviewed more favorably when at least 50% of funds are allocated for tasks directly associated with Phase I and Phase II environmental site assessments.
- *Assessment Coalition applicants* – projects that assess a minimum of 5 sites and at least one site in each members' jurisdiction will be reviewed more favorably.

- **Cleanup Grants**

- 20% cost share.



### 3. Tasks, Costs, & Measuring Progress (Cleanup)

#### Proposed Cleanup Plan

- Outline the cleanup plan(s) proposed for the site(s).
- Briefly describe the contaminated media to be addressed, cleanup method(s) and disposal requirements.

**This description can use the same language as submitted in the draft Analysis of Brownfields Cleanup Alternatives (ABCA) attachment (or attachments if applying for multiple sites).**



### 3. Tasks, Costs, & Measuring Progress

#### Description of Task and Activities

- For each major task, identify the entities involved, the lead overseeing the work, and discuss their roles and the anticipated schedule for completing those tasks during the grant period.
- **Assessment:** If anticipated, discuss EPA-funded activities to occur beyond priority sites or outside target area(s), and the timing for when they occur within the 3-year period.
- **MP & Cleanup:** Discuss how the required cost share will be met.
- If applicable, identify tasks and/or activities that will be funded from other sources; such as in-kind resources or funding contributed by your organization.

Develop a list of the EPA-funded tasks/activities to implement the project.

Group them logically into 4-5 major tasks (that will coincide with the project tasks in the budget table).

Do not duplicate sources listed *in Strategy for Leveraging Resources*.



# 3. Tasks, Costs, & Measuring Progress

## Description of Task and Activities (cont'd)

### **Typical eligible tasks/activities may include:**

- Program Management (all) – procuring a Qualified Environmental Professional, EPA reporting, financial and records management, internal progress meetings, etc.
- Assessment related – inventory work, site selection, securing site access, community engagement, Phase I and Phase II investigations, cleanup and reuse planning for a specific site, etc.
- Cleanup related – cleanup and reuse planning, community engagement, cleanup oversight, site cleanup, etc.
- Assessment & MP – develop an area-wide plan, conduct a market feasibility study, evaluate infrastructure needs, etc.
- Health Monitoring – coordination with the local health agency on health monitoring activities.

**Relate to target area/priority sites.  
Establish time frame in schedule.**



# 3. Tasks, Costs, & Measuring Progress

## Cost Estimates and Outputs

- Use the sample table format to develop and present a budget for the tasks/activities previously described.
- **Only include EPA grant funds [and the required cost share]** → Leveraged resources should not be included in the budget table.
- If applicable, distinguish hazardous substances funds from petroleum funds.
- If applicable for Cleanup Grants, distinguish requested funds for each site.
- Describe how costs for each task were developed (per budget category; including the cost share).
- Where appropriate, present costs per unit and the anticipated outputs/deliverables.

**Outputs may include, but are not limited to, quarterly reports, environmental site assessment reports, site cleanup plans, planning activity deliverables, community meetings and involvement plans, cleanup plans, and final ABCA documents.**



# Cost Estimate – EXAMPLES

- **Prog. Mngmt.: Personnel:** \$24,000 - 480 hrs. Planner/Finance avg rate - \$50/hr (per quarter est: 10-hrs EPA reporting/records management, 10-hrs. Monthly progress meetings, and 20-hrs site-specific and community engagement work). Additional hours required will not be charged to the grant.
- **Travel:** 2 people to attend Nat'l Brownfield Conference: \$3,600 (per person: \$500 Airfare, 4 nights hotel \$800, 4 days per diem and incidentals \$500)
- **Cleanup Cost Share:** Providing Clean fill \$7,100 (est. 500 cu. yd. fill @ \$10/cu.yd. = \$5,000; three 8-hr days DPW equipment operator @ \$25/hr= \$600; 1-week front loader rental @ 1,500/week); etc.
- **Site-Specific Cleanup Planning:** \$10,000 (finalize ABCA \$1,000, prepare Remedial Action Plan \$5,000, stormwater management design plans \$3,000, State fee for entering VCP \$1,000)



# Assessment Grant Proposal Budget – EXAMPLE

Label  
Tasks

Budget Categories		Project Tasks					
(programmatic costs only)		Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Total
Personnel	HS	\$20,000	\$10,000				\$30,000
	Pet	\$5,000	\$5,000				\$10,000
Travel	HS	\$3,000					\$3,000
	Pet	\$3,000					\$3,000
Contractual	HS		\$15,000	\$30,000	\$100,000	\$20,000	\$165,000
	Pet			\$10,000	\$65,000	\$10,000	\$85,000
Total – HS		\$23,000	\$25,000	\$30,000	\$100,000	\$20,000	\$198,000
Total – Pet		\$8,000	\$5,000	\$10,000	\$65,000	\$10,000	\$98,000
Total Direct Costs		\$31,000	\$30,000	\$40,000	\$165,000	\$30,000	\$296,000
Indirect Costs		\$2,500	\$1,500				\$4,000
Total Budget		\$33,500	\$31,500	\$40,000	\$165,000	\$30,000	\$300,000



# Cleanup Grant Proposal Budget – EXAMPLE

Budget Categories	Project Tasks				
(programmatic costs only)	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Total
Personnel	\$20,000	\$5,000			\$25,000
Fringe Benefits					
Travel					
Equipment					
Supplies	\$5,000				\$5,000
Contractual		\$5,000	\$15,000	\$450,000	\$470,000
Other (specify)					
<b>Total Direct</b>	<b>\$25,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$450,000</b>	<b>\$500,000</b>
<b>Total Indirect</b>					
<b>Total Federal</b>	<b>\$25,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$450,000</b>	<b>\$500,000</b>
<b>Cost Share</b>	<b>\$10,000</b>	<b>\$10,000</b>		<b>\$80,000</b>	<b>\$100,000</b>
<b>Total Budget</b>	<b>\$35,000</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$530,000</b>	<b>\$600,000</b>

**Cost Share**

Describe only eligible cost share activities

Don't exceed the required cost share





# Multipurpose Grant Proposal Budget – EXAMPLE

Budget Categories (programmatic costs only)	Project Tasks				
	Program Management	Community Outreach	Assessment	Cleanup	Total
Personnel	\$35,000	\$5,000			\$40,000
Fringe Benefits					
Travel	\$5,000				\$5,000
Equipment					
Supplies	\$5,000				\$5,000
Contractual		\$10,000	\$240,000	\$500,000	\$750,000
Other (specify)					
<b>Total Direct</b>	<b>\$45,000</b>	<b>\$15,000</b>	<b>\$240,000</b>	<b>\$500,000</b>	<b>\$800,000</b>
<b>Total Indirect</b>					
<b>Total Federal</b>	<b>\$45,000</b>	<b>\$15,000</b>	<b>\$240,000</b>	<b>\$500,000</b>	<b>\$800,000</b>
<b>Cost Share</b>	<b>\$10,000</b>			<b>\$30,000</b>	<b>\$40,000</b>
<b>Total Budget</b>	<b>\$55,000</b>	<b>\$15,000</b>	<b>\$240,000</b>	<b>\$530,000</b>	<b>\$840,000</b>

**Cost Share**



# 3. Tasks, Costs, & Measuring Progress

## Measuring Environmental Results: Anticipated Outputs/Outcomes

- Discuss your plan to track, measure and evaluate progress in achieving expected outputs, outcomes and results.

### **Tracking tools to consider**

- Software products
- Progress reporting
- Scheduled team progress meetings
- Contractor support

### **Tracking your accomplishments - the big picture**

- Status on leveraging other critical funding
- Strides toward accomplishing redevelopment vision plans



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- ☒ **Wrap-up**





## 4. Programmatic Capability & Past Performance – Overview

Applicants should:

- Demonstrate ability to successfully manage the grant and produce the measurable results discussed in the proposal.
- Describe the organizational structure.
- Highlight past performance on Brownfield Grants, federal or non-federal grants.

**Adhere to the page limits for your narrative section.**  
**10 for Assessment and Cleanup Grant proposals**  
**12 for Multipurpose Grant proposals.**



## 4. Programmatic Capability & Past Performance

### Programmatic Capability

#### *Organizational Structure*

- Demonstrate ability to manage grant and oversee the proposed work.
- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner.
- Multipurpose Grants: Describe your organization's experience in working with the local community to successfully assess, clean up, and reuse sites in the past.
- Assessment Coalitions: Describe the proposed governance/decision-making structure among your coalition partners.

#### *Acquiring Additional Resources*

- Demonstrate that you have systems in place to acquire any additional expertise and resources.



## 4. Programmatic Capability & Past Performance

### Past Performance & Accomplishments

Three categories from which to choose:

Applicants who **currently have/previously received a** Brownfields Grant

– OR –

Applicants who **have not received a** Brownfields Grant but have received other federal/non-federal assistance agreements

– OR –

Applicants who **have never received** federal or non-federal assistance agreements




## 4. Programmatic Capability & Past Performance

### Accomplishments & Compliance with Grant Requirements

~ Past/present Brownfield Grant recipients ~

	Grants to Include	Grants to Exclude
Assessment Grant Applicants	Assessment, Cleanup, RLF, 128(a)	TBA, AWP, EWDJT, subawards
Cleanup Grant Applicants	Assessment, Cleanup, RLF, 128(a)	TBA, AWP, EWDJT, subawards
MP Grant Applicants	Assessment, Cleanup, RLF, 128(a), AWP	TBA, EWDJT, subawards


- Describe (for no more than **three** recent grants): 
  - Accomplishments (specific outputs and outcomes)
  - Compliance with workplan, schedule, and terms and conditions
  - Corrective action for past grant management issues
  - Discuss history of timely and acceptable reporting of deliverables, including ACRES
  - Plans to expend all remaining funds in open grants/explanation of why there were leftover funds on closed grants



## 4. Programmatic Capability & Past Performance

### Purpose and Accomplishments & Compliance with Grant Requirements

~ Applicants who are not past/present Brownfield Grant Recipients ~

- Describe (for no more than **three** recent grants): 
  - The awarding agency/organization, amount and purpose of funding
  - Accomplishments (specific outputs and outcomes) of projects in similar scope
  - Compliance with work plan, schedule, and terms and conditions
  - Corrective action for past grant management issues
  - Discuss history of timely and acceptable reporting





## 4. Programmatic Capability & Past Performance

### Affirmative Statement of Not Receiving Assistance Agreements

~ Applicants who have never received federal or non-federal assistance agreements ~

- Affirm that your organization has never received any type of federal or non-federal assistance agreements
- Will receive a neutral score

**Respond to the correct  
*Past Performance & Accomplishments*  
criterion**



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  - ☐ Programmatic Capability & Past Performance
- ☒ **NEXT: Wrap-up**



# Regional Brownfield Contacts

Contacts are listed  
in Section VII. of the  
Guidelines

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EPA Region 3 – Felicia Fred <a href="mailto:Felicia.Fred@epa.gov">Felicia.Fred@epa.gov</a>   (215) 8145524	DE, DC, MD, PA, VA, WV
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