



EPA New England

# EPA New England FY2020 Brownfields Grant Guidelines

## REVOLVING LOAN FUND GRANT WEBINAR



# Purpose of this Webinar

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- ▶ Provide an overview of the FY2020 Brownfields **Revolving Loan Fund Grant** Guidelines.
- ▶ Review the **Revolving Loan Fund Grant** application submission process, threshold criteria & select evaluation criteria.
- ▶ Provide an opportunity for Q&A.
- ▶ Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.

# Section I.A

## Description of Grant

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- ▶ Provides funding to make low-interest loans and/or subgrants for **cleanup activities** at brownfields sites.
- ▶ Up to **\$1 million** per separate eligible entity or coalition.
- ▶ Hazardous substances and/or petroleum within the same proposal.
- ▶ Up to 50% of grant amount may be used for cleanup subgrants (up to \$350,000 per property).
- ▶ Cost share requirement of 20%.
- ▶ Period of performance is **five years**.

# Section I.A

## Description of Grant



- ▶ Administrative costs (direct costs and indirect costs) are allowed up to **5%** of the requested funds. See FY20 [FAQs N.1-12](#).
- ▶ 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 continuity.

### ▶ RLF Coalition Grants

- ✓ Coalitions have one “lead” eligible entity that partners with one or more eligible entities.
- ✓ Coalitions may request funding up to \$1,000,000 in hazardous substances and/or petroleum funds.
- ✓ Coalition members cannot be part of another RLF coalition or submit a separate RLF application in the FY20 competition.
- ✓ Please discuss your plans with [Joe Ferrari](#) (617-918-1105) before applying.

# Section I.B

## Uses of Grant Funds

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1. Grant funds can be used for direct programmatic costs such as performance reporting and environmental oversight consistent with the requirements at [2 CFR 200, Subpart E](#).
2. Local governments may use up to 10% of grant funds for (see [Health Monitoring](#) fact sheet & FY20 [FAQs F.7](#) & [R.1](#)):
  - a. Health monitoring of populations exposed to hazardous substances, pollutants, or contaminants from brownfields sites.
  - b. Monitoring and enforcement of institutional controls.
3. Grant funds can be used to purchase environmental insurance. See FY20 [FAQs F.5-6](#).

# Section II.A

## Amount of Available Funding

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- ▶ The RLF Grant Guidelines indicate that an estimated **8 new grant awards** are anticipated from this grant cycle. Additional awards may be made if funds are available.
- ▶ 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 is **very competitive**.
- ▶ Before you make the effort to prepare and submit an application, 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 Unit of Local Government
- ▶ Land Clearance Authority or a quasi-governmental entity
- ▶ Government Entity Created by State Legislature
- ▶ Regional Council or group of General Purpose Units of Local Government
- ▶ Redevelopment Agency that is chartered or otherwise sanctioned by a state
- ▶ State
- ▶ Indian tribe other than in Alaska



# Section III.A

## Who Can Apply



- ▶ Nonprofit organization described in 501 (c) (3) of the Internal Revenue Code.
- ▶ Limited liability corporation in which all managing members are 501 (c) (3) nonprofit organizations or whose whole sole members are 501 (c) (3) nonprofit organizations.
- ▶ Limited liability partnership in which all general partners are 501 (c) (3) nonprofit organizations or limited liability partnerships whose sole members are 501 (c) (3) nonprofit organizations.
- ▶ Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.

# Section III.B

## Threshold Criteria

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- ▶ Threshold Criteria are on **pages 12-14** of the RLF Guidelines.
- ▶ The RLF Guidelines have multiple Threshold Criteria. **Make sure you respond to all criteria or you may be eliminated from the competition. Be careful here.**
- ▶ While EPA may seek clarification of a response, if you did **not** respond, it's impossible to seek clarification.
- ▶ Responses must be included as an attachment to your Narrative.
- ▶ **You must pass these criteria to move forward in the competition!**

# Section III.B

## Threshold Criteria

1. Applicant Eligibility
2. Description of Jurisdiction
3. Oversight Structure & Legal Authority to Manage a RLF
4. Statutory Cost Share



# Threshold Criteria

## 1. Applicant Eligibility

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- ▶ Provide information that demonstrates how you are an eligible applicant as specified in **Section III.A.**
  - If you are a **Municipality, State or Tribe**, affirm that you are an eligible entity.
  - If you are a government entity **Other Than** a municipality, state or tribe, attach eligibility documentation such as resolutions, statutes, articles of incorporation, etc.



# Threshold Criteria

## 1. Applicant Eligibility

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- For **RLF Coalitions**
  - ✓ Document how all coalition members are eligible entities.
  - ✓ Coalition members must submit letters to the applicant in which they agree to be part of the coalition.
  - ✓ An active Memorandum of Agreement may serve in place of the letters if it includes a description and the role of the coalition member.
  - ✓ **You must attach these documents to your application.**

# Threshold Criteria

## 1. Applicant Eligibility

14

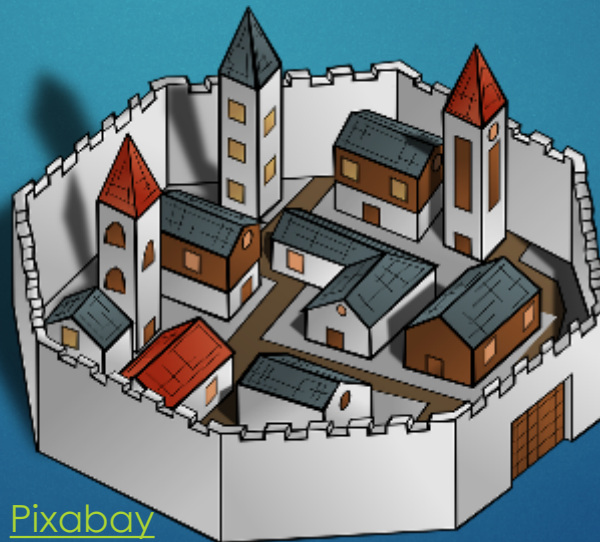


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- If you are a **Non-Profit** organization or an organization comprised of non-profit organizations, attach documentation demonstrating your tax-exempt status under section 501 (c) (3) of the Internal Revenue Code.
  - If you are a **community development** entity, attach documentation certifying your organization's status.
- ▶ See FY20 [FAQs E.1-4](#).



- ▶ Provide a description of your jurisdiction's boundaries.
- ▶ For **RLF Coalitions**, the lead applicant must have the broader jurisdiction, authority, and/or program capacity to ensure adequate program performance of coalition members, borrowers, and/or subgrantees.



[Pixabay](#)

# Threshold Criteria

## 3. Oversight Structure & Legal Authority to Manage a RLF

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- a. Describe how you will oversee cleanup at sites.
  - Indicate that you will require loan & subgrant recipients to enroll in your state or tribal response program.
  - For MA & CT, describe the privatized program that uses LSPs/LEPs to oversee cleanups.
  - 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

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b. Provide a **legal opinion** from your **counsel** that demonstrates:

- 1) You have the legal authority to access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant.
- 2) You have the legal authority to perform the actions necessary to manage a RLF. At a minimum, legal authority must include the ability to hold funds, make loans, enter into loan agreements, and collect repayments.

# Threshold Criteria

## 3. Oversight Structure & Legal Authority to Manage a RLF

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b. Provide a **legal opinion** from your **counsel** that demonstrates: (continued)

- **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!**



- ▶ 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
- ▶ The Cost Share must be incurred for eligible and allowable cleanup costs and may include administrative costs.
- ▶ See [FAQs M.1-4](#) for more information.
- ▶ **Tribes, nonprofit organizations, and government entities with a population of 50,000 and fewer may petition EPA to waive the cost share.**



### b. Hardship 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 application.
- This explanation must be **submitted on a separate page, titled “Hardship Waiver Request”**, as an attachment to your application.
- The requirements for requesting this waiver are on **page 14** of the RLF Guidelines.

# Section IV.B

## Due Date & Submission Instructions

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- ▶ Your **Authorized Organization Representative** (AOR) must submit your application via [www.grants.gov](http://www.grants.gov).
- ▶ Proposals must be received no later than 11:59 pm ET on **December 3, 2019**.
- ▶ In order to submit a proposal via [www.grants.gov](http://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](http://www.sam.gov),
  3. Be registered in [www.grants.gov](http://www.grants.gov), and
  4. Be designated a your organization's AOR.



### 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 application.**
- You must maintain an **active SAM registration** during the application, award and cooperative agreement time frames.



### 3. Grants.gov

- You must apply electronically through [www.grants.gov](http://www.grants.gov).
- See **Appendix 1** on **pages 40-44** of the **RLF Guidelines**.

### 4. Your Organization's AOR

- You must have your **Authorized Organization Representative (AOR)** submit your application via [www.grants.gov](http://www.grants.gov).
- Make sure your AOR is available to submit your application by the due date.



# Section IV.B

## Due Date & Submission Instructions

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- ▶ Make sure your organization's information is consistent with EPA, DUNS and SAM.
- ▶ The registration process for [www.sam.gov](http://www.sam.gov) and [www.grants.gov](http://www.grants.gov) can take up to a month or more.

### **Register ASAP.**

- ▶ Make sure you allow enough time to successfully submit your application and to fix unexpected errors.
- ▶ **Applications received after the due date will not be considered.**
- ▶ See **page 15** of the **RLF Guidelines** and FY20 [FAQs](#) **B.1-13** for more information.

- ▶ Your proposal **must**:
  - ✓ Be in English.
  - ✓ Be typed, single-spaced, on letter sized paper (8 ½ x 11).
  - ✓ Use standard Times New Roman, Arial or Calibri fonts with a **12 point font size**.
- ▶ Proposals **should not** include color printing, photos and graphics.



- ▶ Checklist
  - A list of all required items is located on **page 16**.
  - Make sure you have included and attached all required and applicable items to your application in [www.grants.gov](http://www.grants.gov).
  
- ▶ Pages in excess of page limits **will be** removed and not evaluated.
  
- ▶ Limit number of attachments to Threshold Criteria and required items. **No other attachments will be considered!**

- ▶ The Narrative Information Sheet identifies you as the applicant, what you are applying for, and provides your contact information.
- ▶ The Narrative Information Sheet shall not exceed **2 single-spaced pages** and must be on your organization's **official letterhead**.
- ▶ The Narrative Information Sheet **must address** all of the requested items.
- ▶ See FY20 [FAQs](#) B.3.

1. Applicant Identification: **Your entity's name & address**

2. Funding Requested

a. Grant Type: **"Individual RLF" or "RLF Coalition"**

b. Federal Funds Requested:

i. **\$\_\_\_\_\_** (requested amount; must not exceed \$1,000,000)

ii. Indicate if a **cost share waiver** is being requested

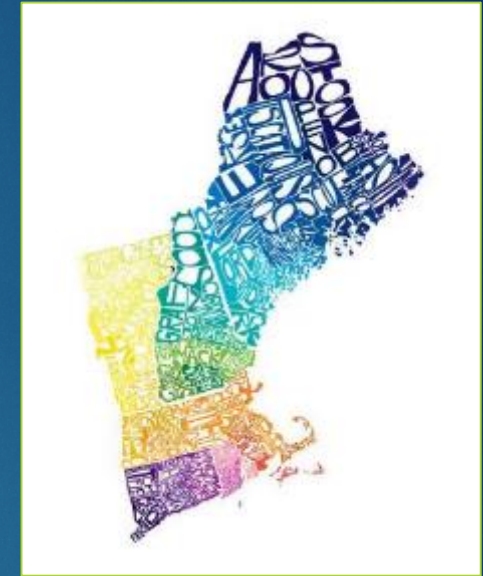
c. Contamination: **Hazardous Substances, Petroleum or Both**

**Note:** If both, provide a breakdown of the amount of funding you are requesting by contaminant type (e.g., \$500,000 hazardous substances and \$500,000 petroleum).

### 3. Location:

- a) Your City
- b) Your County
- c) Your State

For **RLF Coalitions** – List **all jurisdictions** covered in your application.



[Pinterest](#)

### 4. Contacts:

- a. Project Director: Name & contact information (including phone, email, and mailing address) for the person who is the main point of contact and will be managing this grant if selected
- b. Chief Executive/Highest Ranking Official: Name & Contact information (including phone, email, and mailing address) for the Mayor, Chief Executive or President of your organization



### 5. Population:

- For City or Town: Provide the population of your jurisdiction
- For County/State/Regional Organization: Provide the population of the city/town for each priority site/proposed site/target area
- For Nonprofit or Community Development Entity: Provide the population of the city/town where your project is located
- For Tribe: Provide number of tribal/non-tribal members affected

Note: Population data is available at [www.census.gov](http://www.census.gov).





### 6. Other Factors Checklist: Identify items below that apply to your community/proposed project

Other Factors	Page #
Community population is 10,000 or less.	
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
The priority brownfield site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is 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.)	
The priority site(s) is in a federally designated flood plain.	
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	

### 6. 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 **provide a statement to indicate that they do not apply.**
- See FY20 [FAQs](#) C.4.

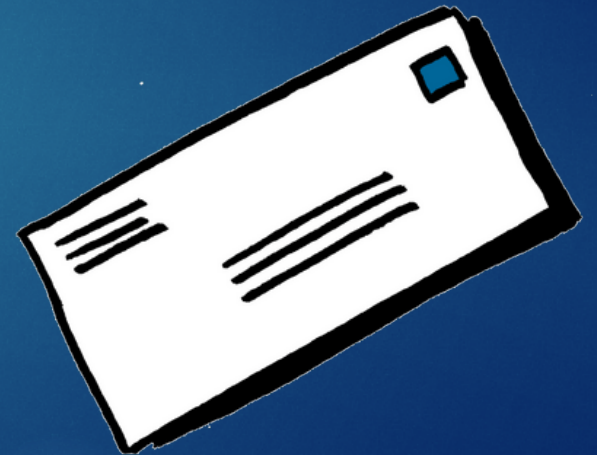


### 7. Letter from the State or Tribal Environmental Authority

- Attach a current letter from your state or tribal environmental authority acknowledging that you plan to conduct **RLF activities** and apply for **FY2020** grant funds.
- If you are applying for multiple types of grants, you need only one letter from the state acknowledging the relevant grant activities. **However** you **must** provide the letter as an attachment to **each** application.
- General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.

### 7. Letter from the State or Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information:
  - ✓ The grant(s) for which you are applying;
  - ✓ The site(s) for which you are applying, if site specific; and
  - ✓ To whom the letter should be addressed.
- **You must get a new letter this year.  
Do not use last year's letter.**



### 7. 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**, go to [How to Request a State Letter from CT DEEP](#)
- For **VT**, when requesting your letter via email, please include in the subject line “State Letter for EPA Brownfields Grant.”

### 7. Letter from the State or Tribal Environmental Authority



**Mark Lewis ([mark.lewis@ct.gov](mailto: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](mailto:nick.hodgkins@maine.gov))**

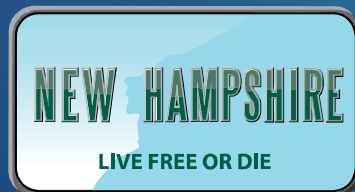
ME DEP, Brownfields Program  
17 State House Station  
Augusta, ME 04333-0017  
**207-592-0882**

### 7. Letter from the State or Tribal Environmental Authority



**Angela Gallagher** ([angela.gallagher@state.ma.us](mailto:angela.gallagher@state.ma.us))

Massachusetts Department of Environmental Protection  
Bureau of Waste Site Cleanup  
20 Riverside Drive  
Lakeville, Massachusetts 02347  
508-946-2790



**Michael McCluskey** ([michael.mccluskey@des.nh.gov](mailto: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

### 7. Letter from the State or Tribal Environmental Authority



**Rachel Simpson** ([rachel.simpson@dem.ri.gov](mailto:rachel.simpson@dem.ri.gov))


RI DEM - Office of Waste Management  
235 Promenade Street  
Providence, RI 02908-5767  
401-222-2797 Ext. 7105



**Patricia Coppolino** ([patricia.coppolino@vermont.gov](mailto:patricia.coppolino@vermont.gov))

VT Dept. of Environmental Conservation  
1 National Life Drive – Davis 1  
Montpelier, VT 05620-3704  
802-249-5822



- ▶ Ranking Criteria found on **pages 18-27**.
- ▶ Evaluation Criteria (how your application will be evaluated and point scores) are in **Section V.A** on **pages 28-35**.
- ▶ The Narrative Proposal **shall not exceed 12 single-spaced pages**. Pages over the 12-page limit **will not** be evaluated.
- ▶ You must include page numbers, criteria numbers and titles in your narrative.
- ▶ Total point score is **185** this year.  **NEW**
- ▶ **We will be focusing on the Evaluation Criteria.**

# Section IV.E

## Narrative/Ranking Criteria (185 points)

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1. Project Area Description & Plans for Revitalization (45 points)
2. Community Need & Community Engagement (35 points)
3. Task Descriptions, Cost Estimates, & Measuring Progress (75 points)
4. Programmatic Capability & Past Performance (30 points)

**Be sure to read each criterion carefully and make sure you respond to all sub-criteria.**

# Narrative/Ranking Criteria

## 1. Project Area Description & Plans for Revitalization (45 points)

43



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- a. Target Area & Brownfields (15 points)
  - i. Background & Description of Target Area (5 points)
  - ii. Description of the Priority Brownfield Site(s) (10 points)
- b. Revitalization of the Target Area (15 points)
  - i. Reuse Strategy & Alignment with Revitalization Plans (10 points)
  - ii. Outcomes & Benefits of Reuse Strategy (5 points)
- c. Strategy for Leveraging Resources (15 points)
  - i. Resources Needed for Site Reuse (10 points)
  - ii. Use of Existing Infrastructure (5 points)

# Narrative/Ranking Criteria

## 1.a Target Area & Brownfields (15 points)

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### i. Background & Description of Target Area (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the description provides context of the brownfields challenges and the degree to which the challenges impact the community.
- ✓ The extent to which a specific target area(s) is clearly defined.



# Narrative/Ranking Criteria

## 1.a Target Area & Brownfields (15 points)

45



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### i. Background & Description of Target Area (5 points)

- **Think about:**

- ✓ Your overall area/community & target area(s) may contain:
  - Signs of distress, blight or neglect
  - Known or potential brownfields sites
  - Sensitive or vulnerable populations
  - Need for cleanup and redevelopment
  - **Your priority site(s)**
- ✓ How the story you are telling connects to the brownfields sites in your target areas(s).



### ii. Description of the Priority Brownfield Site(s) (10 points)

- **You will be evaluated on:**

- ✓ The degree to which the brownfield sites in the target area(s) are described.
- ✓ The extent to which the description of the priority brownfield site(s) provides clear information, such as past and current land uses, current site conditions, and potentially related environmental issues.
- ✓ The degree to which it is clear why the site(s) is identified as a priority for the community.

# Narrative/Ranking Criteria

## 1.a Target Area & Brownfields (15 points)

47



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### ii. Description of the Priority Brownfield Site(s) (10 points)

- **Think about:**

- ✓ Past & current land uses
- ✓ Current site conditions
- ✓ Potentially related environmental issues
- ✓ You **must** discuss both Hazardous Substances & Petroleum sites and contaminants when requesting both in your application.
- ✓ Discussing a priority site in each of your target areas if you have more than one.

# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

48



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### i. Reuse Strategy & Alignment with Revitalization Plans (10 points)

- **You will be evaluated on:**

- ✓ The extent to which a reuse strategy/projected reuse is clearly identified for the priority brownfield site(s).
- ✓ The extent to which the reuse strategy/projected reuse clearly aligns with and advances the local government's land use and revitalization plans.





# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

49



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### i. Reuse Strategy & Alignment with Revitalization Plans (10 points)

- **Think about:**

- ✓ Referencing your current land use and revitalization plans and how your priority site(s) fits into the overall community vision.
- ✓ If your plans are updated every 10 years, discuss this and look for any more recent, local plans.



# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

50



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### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the proposed project or revitalization plans will potentially stimulate economic **and/or** non-economic development in the target area.
- ✓ The degree to which these outcomes correlate with the applicant's reuse strategy.
- ✓ The degree to which the proposed project is in an Opportunity Zone **and/or** the proposed project or revitalization plans will help spur economic growth within an Opportunity Zone.

# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

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### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **You will be evaluated on:** (continued)
  - ✓ When applicable, the extent to which the reuse of the priority site(s) will facilitate renewable energy or will incorporate energy efficiency measures.
  - ✓ **Note: In order to potentially be able to receive the maximum points under this criterion, the proposed project must either be in an Opportunity Zone or the proposed project/revitalization plan will help spur economic growth within an Opportunity Zone.**

# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

52



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### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **Think about:**

- ✓ **Economic benefits**, such as:

- Increased employment
- Expanded tax base
- Increased property values



- ✓ How these **economic benefits** are part of your reuse strategy.
- ✓ How these outcomes link to your challenges outlined in **2.a Community Need**.
- ✓ See FY20 **FAQs S.1-4**.

# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

53



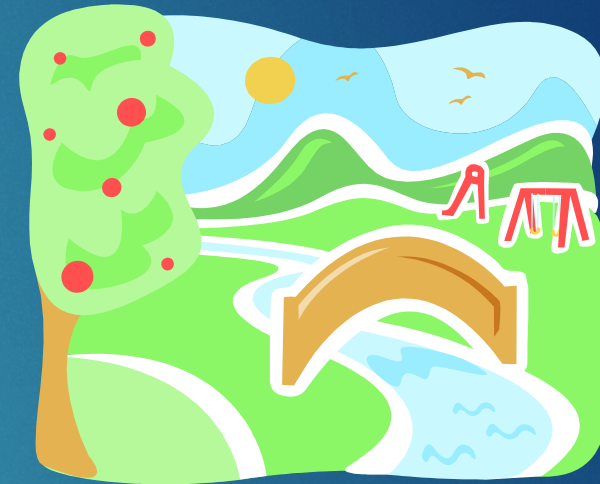
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### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **Think about:**

- ✓ **Greenspace**, such as:

- Parks
- Recreation areas
- Greenways
- Wetlands & open space



- ✓ How economic development and greenspace are not mutually exclusive.

- ✓ How these **greenspace benefits** are part of your reuse strategy.

# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

54



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### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **Think about:**

- ✓ **Non-Profit & Charitable Reuse** such as:

- Affordable housing
- Community centers
- Local governmental uses

- ✓ How these **non-profit & charitable reuse benefits** are part of your reuse strategy.



### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **Think about:**

- ✓ **Opportunity Zones (OZs)**

- There are 319 state-designated OZs in New England.
- OZs are low-income census tracts, in need of economic investment, identified by each state as eligible for OZ funding.
- Brownfields and OZs often have a shared geography. Chances are your project includes or may benefit a nearby one.
- Investors can defer/reduce capital gains taxes by investing in Qualified Opportunity Funds that are set up for a project or OZ area.
- Is your project in an Opportunity Zone? Click on State links below.

[CT](#)

[ME](#)

[MA](#)

[NH](#)

[RI](#)

[VT](#)

# Narrative/Ranking Criteria

## 1.b Revitalization of the Target Area (15 points)

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### ii. Outcomes & Benefits of Reuse Strategy (5 points)

- **If applicable, think about:**

- ✓ Renewable energy opportunities for your priority site(s).





# Narrative/Ranking Criteria

## 1.c Strategy for Leveraging Resources (15 points)

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### i. Resources Needed for Site Reuse (10 points)

- **You will be evaluated on:**

- ✓ The extent to which the applicant is eligible for monetary funding from other sources, and the extent to which the grant will stimulate the availability of additional funds for environmental assessment or remediation, **and** subsequent reuse of the priority site(s).
- ✓ The extent to which the identified potential funding resources will advance the current state of the priority site(s) toward completed remediation, and/or revitalization.
- ✓ **Note: A response may not earn full points if the applicant duplicates sources that are listed in 3.b Description of Tasks/Activities & Outputs or sources used to meet the cost share.**

# Narrative/Ranking Criteria

## 1.c Strategy for Leveraging Resources (15 points)

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### i. Resources Needed for Site Reuse (10 points)

- **Think about:**

- ✓ Your eligibility to obtain funds from other resources for project related costs.
- ✓ Discussing the funds you may already have for your project/priority site(s).
- ✓ Discussing any funding you are seeking or considering applying for.
- ✓ **Clearly identifying the sources of these funds.**



# Narrative/Ranking Criteria

## 1.c Strategy for Leveraging Resources (15 points)

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### i. Resources Needed for Site Reuse (10 points)

- **Examples of potential resources:**

- ✓ Other grants
- ✓ Historic tax credits
- ✓ 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)



# Narrative/Ranking Criteria

## 1.c Strategy for Leveraging Resources (15 points)

60



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### ii. Use of Existing Infrastructure (5 points)

- **You will be evaluated on:**

- ✓ The extent to which this grant will facilitate the use of existing infrastructure for the priority site(s) **and/or** within the target area(s).
- ✓ If additional infrastructure needs are key to the revitalization plans for the priority site(s), the extent to which the identified resources are relevant to the project.



# Narrative/Ranking Criteria

## 1.c Strategy for Leveraging Resources (15 points)

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### ii. Use of Existing Infrastructure (5 points)

- **Think about:**

- ✓ Water & Sewer
- ✓ Power
- ✓ Transportation
- ✓ High Speed Internet
- ✓ How the existing infrastructure works with your reuse plan.
- ✓ If you need additional infrastructure, make sure you describe how you are going to get it.



# Narrative/Ranking Criteria

## 2. Community Need & Community Engagement (35 points)

62



EPA New England

### a. Community Need (20 points)

i. The Community's Need for Funding (5 points)

ii. Threats to Sensitive Populations (15 points)

1) Health or Welfare of Sensitive Populations (5 points)

2) Greater Than Normal Incidence of Disease & Adverse Health Conditions (5 points)

3) Disproportionately Impacted Populations (5 points)

### b. Community Engagement (15 points)

i. Program Partners (5 points)

ii. Program Partner Roles (5 points)

iii. Incorporating Community Input (5 points)

### i. The Community's Need for Funding (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the community that will benefit from this grant is of small population **and/or** is low-income.
- ✓ The extent to which either of these characteristics limit the community's ability to obtain initial funding to carry out environmental remediation and subsequent reuse.

# Narrative/Ranking Criteria

## 2.a Community Need (20 points)

64



EPA New England

### i. The Community's Need for Funding (5 points)

- **Think about:**

- ✓ Emphasizing that the target community(ies):
  - Are of small population (10,000 or less) **and/or**
  - Have low income residents.
- ✓ How this impacts the **community's** ability to obtain initial funding for your program.





# Narrative/Ranking Criteria

## 2.a Community Need (20 points)

65



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### ii. Threats to Sensitive Populations (15 points)

#### 1) Health or Welfare of Sensitive Populations (5 points)

- **You will be evaluated on:**

- ✓ The severity of the health or welfare issues experienced by the sensitive populations in the target area(s).
- ✓ The extent to which this grant will address or facilitate the identification and reduction of those threats.



[clipground](#)

### ii. Threats to Sensitive Populations (15 points)

#### 1) Health or Welfare of Sensitive Populations (5 points)

- **Think about:**

- ✓ Who are the most sensitive populations (such as children, pregnant women, minority or low income communities) in the target area(s)?
- ✓ What are the most pressing health and welfare issues affecting the sensitive populations?



- **How this grant will help to reduce these threats.**

- Refer to FY20 [FAQs D.6](#) for information on health, welfare, and environmental issues and tools for locating this information.
- Refer to FY20 [FAQs R.3](#) for information on sensitive populations.

# Narrative/Ranking Criteria

## 2.a Community Need (20 points)

67



EPA New England

### ii. Threats to Sensitive Populations (15 points)

#### 1) Health or Welfare of Sensitive Populations (5 points)

- **For health Issues, think about:**
  - ✓ Health issues that are impacting your sensitive populations.
  - ✓ The availability of health department statistics.
  - ✓ Potential contamination pathways.





### ii. Threats to Sensitive Populations (15 points)

#### 2) Greater Than Normal Incidence of Disease & Adverse Health Conditions (5 points)

- **You will be evaluated on:**

- ✓ The degree to which populations in the target area(s) suffer from a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum.
- ✓ The extent to which this grant will address or facilitate the identification and reduction of those adverse health conditions.

### ii. Threats to Sensitive Populations (15 points)

#### 2) Greater Than Normal Incidence of Disease & Adverse Health Conditions (5 points)

- **Think about:**

- ✓ The potential contaminants that may be connected to your site(s).
- ✓ The potential health threats that may affect your community such as:
  - Cancer rates
  - Blood lead levels
  - Birth defect rates
  - Asthma rates
  - Obesity



- ✓ **How this grant will help to reduce these threats.**

- ✓ See [Environmental Contaminants Often Found at Brownfields Sites](#).

# Narrative/Ranking Criteria

## 2.a Community Need (20 points)

71



EPA New England

### ii. Threats to Sensitive Populations (15 points)

#### 3) Disproportionately Impacted Populations (5 points)

- **You will be evaluated on:**

- ✓ The degree to which populations in the target area(s) have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental and/or commercial operations or policies.
- ✓ The extent to which this grant will address or facilitate the identification and reduction of those threats.



# Narrative/Ranking Criteria

## 2.a Community Need (20 points)

72



EPA New England

### ii. Threats to Sensitive Populations (15 points)

#### 3) Disproportionately Impacted Populations (5 points)

- **Think about:**

- ✓ Lack of job opportunities
- ✓ Lack of access to services & health care
- ✓ Lack of public transportation
- ✓ Zoning issues
- ✓ Food deserts
- ✓ Loss of population
- ✓ Air pollution
- ✓ Drinking water & soil issues
- ✓ Low property values
- ✓ Disinvestment



- **How this grant will help to reduce these threats.**

- See **Section I.E** for more information on Environmental Justice.



# Narrative/Ranking Criteria

## 2.b Community Engagement (15 points)

73



EPA New England

- i. Program Partners (5 points)
- ii. Program Partner Roles (5 points)
  - Per the Ranking Criterion in **Section IV.E.2.b**, applicants may consolidate information for 2.b.i and 2.b.ii into one response.
  - Use the sample chart on **page 21** to respond to both items.

### Sample Format for List of Program Partners & Roles

Partner Name	Point of contact (name, email & phone)	Specific role in the project
<i>Add rows as needed</i>		

# Narrative/Ranking Criteria

## 2.b Community Engagement (15 points)

74



EPA New England

### i. Program Partners (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the applicant identifies and describes local partners and local community representatives that are relevant to the proposed project/program.
- ✓ The degree to which the project partners represent different types of groups/organizations in the local community.



# Narrative/Ranking Criteria

## 2.b Community Engagement (15 points)

75



EPA New England

### i. Program Partners (5 points)

- **Think about:**

- ✓ Your local community partners and how they are **relevant** and **meaningful** to your program.
- ✓ **Coalition applicants** need partners from all communities.
- ✓ See FY20 [FAQs](#) D.4.



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### i. Program Partners (5 points)

- **Examples of Program Partners**

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

# Narrative/Ranking Criteria

## 2.b Community Engagement (15 points)

77



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### ii. Program Partner Roles (5 points)

- **You will be evaluated on:**

- ✓ The degree to which each identified project partner will have meaningful involvement in the site selection, cleanup, and future reuse of the brownfield sites, including the priority site(s).
- ✓ Additionally, **a RLF Coalition application** will be evaluated on the extent to which it also demonstrates that each coalition member and their communities will be effectively engaged and informed throughout the program.

### ii. Program Partner Roles (5 points)

- **Think about:**

- ✓ How will your identified program partners be involved in the site selection, cleanup & future reuse?
- ✓ This is much more than just support, it's active participation!
- ✓ See FY20 [FAQs](#) D.5.



### ii. Program Partner Roles (5 points)

- **Examples of Program Partner Roles**

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

# Narrative/Ranking Criteria

## 2.b Community Engagement (15 points)

80



EPA New England

### iii. Incorporating Community Input (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the plan will be effective and appropriate to communicate project progress.
- ✓ The extent to which input from the local community, project partners, and residents/groups impacted by the sites will be solicited, considered, and responded to in a meaningful way.





### iii. Incorporating Community Input (5 points)

- **Think about:**

- ✓ How your plans are **appropriate** and **effective** for your targeted community(ies).
- ✓ The sensitive and disproportionately impacted populations that you described in **2.a.ii Threats to Sensitive Populations** and how to accommodate them.



- ✓ **What methods you will use to solicit, consider, and respond to any community input.**



# Narrative/Ranking Criteria

## 3. Task Descriptions, Cost Estimates & Measuring Progress (75 points)

82



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- a. Program Description & Marketing Strategy (20 points)
  - i. Program Management (5 points)
  - ii. Revolution of the RLF Program (10 points)
  - iii. Marketing Strategy (5 points)
  
- b. Description of Tasks/Activities & Outputs (25 points)
  - i. Program Implementation (10 points)
  - ii. Anticipated Project Schedule (5 points)
  - iii. Task/Activity Lead (5 points)
  - iv. Outputs (5 points)

# Narrative/Ranking Criteria

## 3. Task Descriptions, Cost Estimates & Measuring Progress (75 points)

83

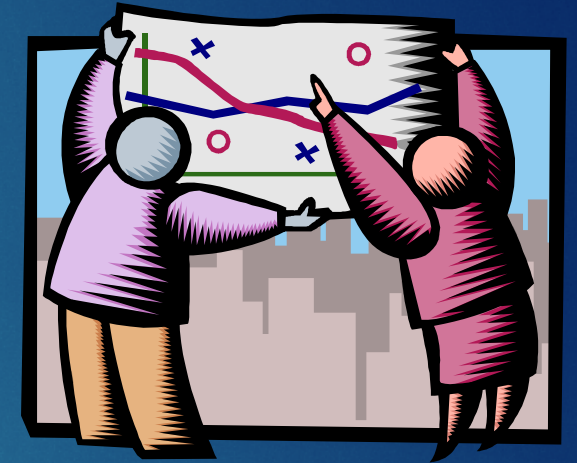


EPA New England

### c. Cost Estimates (25 points)

- i. Development of Cost Estimates (10 points)
- ii. Application of Cost Estimates (5 points)
- iii. Funds Allocated Toward Loans (5 points)
- iv. Eligibility of Cost Share Activities (5 points)

### d. Measuring Environmental Results (5 points)



# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

84



EPA New England

### i. Program Management (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the RLF program will build and maintain a competent team to manage the program, select borrowers, subgrantees, and projects, structure and administer subawards, and facilitate financial underwriting.



# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

85



EPA New England

### i. Program Management (5 points)

- **In preparing your Program Description, think about:**

- ✓ Overall **redevelopment vision** for your target area(s) & priority site(s).
- ✓ 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(s).
- ✓ How you will revolve the funding and sustain your program.

# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

86



EPA New England

### i. Program Management (5 points)

- **In preparing your Program Description, think about:** (continued)
  - ✓ Make sure your response incorporates all topics listed in this criterion.
  - ✓ Make sure you highlight any related experience your organization has with loan programs and fund management.
  - ✓ Show that you understand the Environmental Cleanup Responsibilities and take a look at RLF Grant Information.
  - ✓ **Give the reviewer a strong impression that you can effectively manage an RLF program!**

# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

87



EPA New England

### i. Program Management (5 points)

- **Think about:**

- ✓ How you will **build and maintain a competent team** including:
  - Project Manager – key to the success of your program
  - Financial Manager – ensures funds are managed appropriately
  - Fund Manager – administers loans & subgrants and provides financial underwriting
  - Qualified Environmental Professional (QEP) – provides oversight of cleanups (unless state does this for you) and provides technical assistance.
  - Legal Assistance – helps to structure and review loans and subgrants

# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

88



EPA New England

### i. Program Management (5 points)

- **Think about:** (continued)

- ✓ How you will **select projects and borrowers/subgrantees**

- What is your selection process/criteria for projects, loans & subgrants including site and recipient eligibility.
- Who will be involved – RLF committee, community groups, and any public input into selection process.
- Are there any other current or potential sites in your target community(ies) to show you have a need and are ready to get your program up and running right away.



### i. Program Management (5 points)

- **Think about:** (continued)

- ✓ How you will **structure and administer loans and subgrants**

- What is your loan/subgrant process:

- ▶ Types of loan/subgrant products you will offer
- ▶ How you will structure loans
- ▶ Loan terms, rates, and potential amounts

- Make sure your program is flexible and adaptable to the projects in your program and not be too rigid.



# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

90



EPA New England

### i. Program Management (5 points)

- **Think about:** (continued)

- ✓ Your planned **financial underwriting**

- How will your Fund Manager assist you in determining loan/subgrantee financial viability and risk?
- What is your process to assess and approve loans using the financial information from your potential borrowers.



# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

91



EPA New England

### ii. Revolution of the RLF Program (10 points)

- **You will be evaluated on:**

- ✓ The extent to which the RLF program will incorporate reasonable and prudent lending practices to encourage the funds to revolve and be sustained after the cooperative agreement is closed.
- ✓ The degree to which the RLF program will be properly maintained and outcomes and outputs will continue to be reported to EPA so long as program income is retained after the cooperative agreement has ended.

### ii. Revolution of the RLF Program (10 points)

- **Think about:**

- ✓ How your program includes **reasonable and prudent lending practices** to ensure the funds will revolve
  - 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



### ii. Revolution of the RLF Program (10 points)

- **Think about:** (continued)

- ✓ 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

# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

94



EPA New England

### ii. Revolution of the RLF Program (10 points)

- **Think about:** (continued)

- ✓ How your RLF program will be sustained after the cooperative agreement is closed.
- ✓ How your RLF program will ensure outputs and outcomes will be reported to EPA during and after the cooperative agreement period of performance.
- ✓ **Maintaining your RLF program as long as you have program income is a long-term commitment.**

# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

95



EPA New England

### iii. Marketing Strategy (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the program's market strategy identifies potential applicants and projects.
- ✓ The extent to which the applicant has already gauged interest or marketed the program and will continue to market the program to reach potential borrowers/subgrantees.

### iii. Marketing Strategy (5 points)

- **Think about:**

- ✓ The **types of applicants and projects you are targeting**

- What is the target audience for marketing your program?
  - Cities/towns/nonprofits for subgrants
  - Developers for loans
- How did you come up with your priority sites(s)? Will this approach work to attract additional sites?
- Are there other potential projects in your target areas(s)?



# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

97



EPA New England

### iii. Marketing Strategy (5 points)

- **Think about:** (continued)

- ✓ What you have **already done to gauge interest or market your program**
  - Who have you already reached out to when gauging interest in your potential RLF 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)!

# Narrative/Ranking Criteria

## 3.a Program Description & Marketing Strategy (20 points)

98



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### iii. Marketing Strategy (5 points)

- **Think about:** (continued)

- ✓ How you will **continue to market your 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.

# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

99



EPA New England

- Provide a list and description of the tasks/activities required to implement your proposed program.
- You may respond to all four parts of this criterion using the following format for each task/activity.

### Task/Activity:

- i. Program Implementation
  - Discussion of EPA-funded activities for the priority sites(s):
  - Discussion of EPA-funded activities for non-priority site(s), if applicable:
  - Non-EPA grant resources needed to carry out task/activity, if applicable:
- ii. Anticipated Project Schedule:
- iii. Task/Activity Lead(s):
- iv. Output(s):

# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

100



EPA New England

- **Local government applicants** may use up to 10% of the total grant award for health monitoring activities.
- Agreements with successful applicants under this RFA will be subject to the **administrative cost limitation** described at CERCLA § 104(k)(5)(E).



# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

101



EPA New England

### i. Program Implementation (10 points)

- **You will be evaluated on:**

- ✓ The degree to which tasks/activities are eligible, specific and appropriate to the goals of the proposed project.
- ✓ The degree to which the response demonstrates a sound plan to address the priority site(s) and the applicant's readiness to achieve the project goals in an efficient manner.
- ✓ When applicable, the extent to which other resources (e.g. in-kind resources) will bridge the gap between the EPA grant and activities necessary to bring the grant to successful completion.

**Note:** A response may not earn full points if the applicant duplicates sources that are listed in 1.c.i Resources Needed for Site Reuse or sources used to meet the cost share.

# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

102



EPA New England

### i. Program Implementation (10 points)

- **Think about doing it this way:**

- ✓ Identify **Task 1** as "**Cooperative Agreement Oversight**" and include such items as grant management, and your travel and supply costs.
- ✓ Include the most common major tasks:
  - **Task 1** - Cooperative Agreement Oversight
  - **Task 2** - Community Engagement
  - **Task 3** – Making Loans & Subgrants
  - **Task 4** – Site Cleanup Activities



# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

103



EPA New England

### i. Program Implementation (10 points)

- **Think about doing it this way:** (continued)

- ✓ **Stick to a total of 4 Tasks.**

- ✓ **DO NOT** include any equipment costs.

- ✓ **DO NOT** use the term '**consultant**'.

- ✓ Do not allocate more than 10% of funds toward personnel costs. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.

### i. Program Implementation (10 points)

- **Think about:**

- ✓ Making sure your activities do not include ineligible uses of funds. See FY20 [FAQs F.10-11](#).
- ✓ If applying for both hazardous substances and petroleum funding, **clearly differentiate both types of activities in your task descriptions.**
- ✓ Describing any additional funding you will provide, such as in-kind services (e.g. personnel), that will help carry out this grant. **Be careful not to duplicate sources you described in 1.c.i Resources Needed for Site Reuse.**



# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

105



EPA New England

### i. Program Implementation (10 points)

#### • **Examples of Eligible Activities**

- ✓ 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.



# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

106



EPA New England

### ii. Anticipated Project Schedule (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the schedule milestones are achievable.
- ✓ The likelihood that the activities will be completed within the 5-year period of performance.

- **Think about:**

- ✓ The timeline you will use to complete the activities you described in **3.b.i Project Implementation** during the 5-year grant period.



# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

107



EPA New England

### iii. Task/Activity Lead (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the entity overseeing each task/activity is appropriate.
- ✓ The degree to which the applicant demonstrates an ability to direct grant activities.
- ✓ When applicable, the degree to which the local health agency is involved in health monitoring activities.



### iv. Outputs (5 points)

- **You will be evaluated on:**

- ✓ The quality of the specific outputs.
- ✓ The extent to which the outputs correlate with the proposed project.
- ✓ The likelihood that the outputs will be achieved within the 5-year period of performance.



# Narrative/Ranking Criteria

## 3.b Description of Tasks/Activities & Outputs (25 points)

109



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### iv. Outputs (5 points)

- **Think about:**

- ✓ Fully describing the outputs/deliverables you will achieve in the 5-year grant period (see **Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes**).
  - Quarterly Reports
  - Community Involvement & Meetings
  - Marketing Activities
  - Loans & Subgrants Completed
  - Cleanups Completed



# Narrative/Ranking Criteria

## 3.c Cost Estimates (25 points)

110



EPA New England

- i. Development of Cost Estimates (10 points)
- ii. Application of Cost Estimates (5 points)
- iii. Funds Allocated Toward Loans (5 points)
- iv. Eligibility of Cost Share Activities (5 points)
  - Per the Ranking Criterion in **Section IV.E.3.c**, applicants will consolidate information for 3.b.i – 3.b.iv into one response.



### i. Development of Cost Estimates (10 points)

- **You be evaluated on:**

- ✓ The degree of clarity on how each cost (including the cost share) was developed.
- ✓ The extent to which costs per unit are presented in detail.

- **Think about:**

- ✓ Your experience with previous grants or discussion with QEPs for good estimates of project costs.
- ✓ What your anticipated loans/subgrant amounts will be based on priority site(s) and target area(s).

### i. Development of Cost Estimates (10 points)

- **Examples of Cost Estimates**

- ✓ Personnel costs – grant funded: Be precise in explaining what your personnel cost will be. Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
- ✓ If applicable, identify any in-kind personnel resources that you are contributing to the project.
- ✓ 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).



### i. Development of Cost Estimates (10 points)

- **Examples of Cost Estimates** (continued)

- ✓ Supplies – grant funded: Provide a list of supplies and their estimated costs reflective of cost in table.
- ✓ Loans & Subgrants – grant funded:  $x \text{ loans @ } \$xx (50\%) + x \text{ subgrants @ } \$xx (50\%) = \text{Total loan/subgrant pool.}$

### ii. Application of Cost Estimates (5 points)

- **You will be evaluated on:**

- ✓ The extent to which each proposed cost is reasonable and realistic to implement the project and clearly correlates with the proposed tasks and activities.
- ✓ When applicable, the degree to which hazardous substance and petroleum funds are distinguished.

- **Think about:**

- ✓ Making sure your budget table reflects the calculated costs and also adds up.

### iii. Funds Allocated Toward Loans (5 points)

- **You will be evaluated on:**

- ✓ The degree to which 50% or more of the requested funds and the associated cost share is allocated to provide loans for the cleanup of eligible brownfields sites and associated eligible programmatic costs.



### iii. Funds Allocated Toward Loans (5 points)

- **Think about:**

- ✓ Describing your tasks and budget to reflect the 50%+ loan allocation.
- ✓ Distributing your cost share and eligible programmatic costs to reflect the 50%+ allocation.



### iv. Eligibility of Cost Share Activities (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the entire cost share is met with eligible activities.

- **Think about:**

- ✓ Making sure you account for the entire 20% cost share in your tasks/activities.
- ✓ Making sure the budget table reflects your cost share by task.
- ✓ See FY20 [FAQs M.1-4](#) and [EPA Region 1's Cost Share](#) information.

# Narrative/Ranking Criteria

## 3.c Cost Estimates (25 points)

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EPA New England

### iv. Eligibility of Cost Share Activities (5 points)

- **Think about:** (continued)

- ✓ In-kind services (police details, DPW assistance, supplies, personnel time to manage the grant, etc.)
- ✓ Provide the source and for what task.
- ✓ Third party contributions (from a developer, etc.)



# Narrative/Ranking Criteria

## 3.c Cost Estimates (25 points)

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### Sample Format for Budget (do not change Budget Categories)

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Other – Loans (must be at least 50% of the amount requested)					
	Other - Subgrants					
	Other Direct Costs (specify type) _____					
Total Direct Costs <sup>3</sup>						
Indirect Costs <sup>3</sup>						
Total Federal Funding (not to exceed \$1,000,000)						
Cost Share (20% of requested federal funds) <sup>4</sup>						
Total Budget (Total Direct Costs + Indirect Costs + Cost Share)						

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.

<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfield Grants.

<sup>3</sup> Administrative costs (direct and/or indirect) for the RLF Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

<sup>4</sup> Applicants must include the cost-share in the budget even if applying for a cost share waiver (see Section III.B.4 for a list of applicants that may request a cost share waiver). If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiation.

# Narrative/Ranking Criteria

## 3.d Measuring Environmental Results (5 points)

120



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- **You will be evaluated on:**

- ✓ The extent to which the plan and mechanism to track, measure and evaluate project progress in achieving expected outputs, outcomes, and results are reasonable, appropriate, and correlate with information previously presented in the application.
- ✓ The extent to which project goals will be achieved in an efficient manner.





- **Think about:**

- ✓ A reasonable plan to track, measure, and evaluate your project progress via:
  - ACRES
  - Quarterly Reporting
  - Work Plans/Project Schedule
- ✓ Do you have a system in place to monitor progress?
- ✓ How project goals will be achieved in an efficient manner.
- ✓ See **Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes.**



# Narrative/Ranking Criteria

## 4. Programmatic Capability & Past Performance (30 points)

122



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- a. Programmatic Capability (20 points)
  - i. Organizational Structure (5 points)
  - ii. Description of Key Staff (10 points)
  - iii. Acquiring Additional Resources (5 points)
- b. Past Performance & Accomplishments (10 points)
  - i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)
  - ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)
  - iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

**Note: Response must be from the applicant's perspective.**

# Narrative/Ranking Criteria

## 4.a Programmatic Capability (20 points)

123



EPA New England

- i. Organizational Structure (5 points)
- ii. Description of Key Staff (10 points)
  - Per the Ranking Criterion in **Section IV.E.4.a**, applicants may present information for 4.a.i and 4.a.ii in the same response.



### i. Organizational Structure (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the applicant's organization has the programmatic and administrative capacity to successfully manage and complete the grant within the 5-year period of performance.
- ✓ Additionally, for **RLF Coalition** applicants, the extent to which the proposed governance/decision-making structure ensures coalition partners will be meaningfully involved in determining how grant funds will benefit each member's community.

### i. Organizational Structure (5 points)

- **Think about:**

- ✓ Your organization's ability to manage and complete your project in 5-years.
- ✓ Your **program management team** (technical, financial & administrative) and how they will manage this grant.



### ii. Description of Key Staff (10 points)

- **You will be evaluated on:**

- ✓ The degree to which your RLF team will be structured to ensure the timely and successful expenditure of funds to complete all technical, administrative and financial requirements of the grant.
- ✓ The degree to which key program staff have expertise, qualifications, and experience that will result in the successful administration of the grant.

# Narrative/Ranking Criteria

## 4.a Programmatic Capability (20 points)

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### ii. Description of Key Staff (10 points)

- **Think about:**

- ✓ How your team will ensure that you spend your funds timely and successfully on the tasks/activities you have presented in your application.
- ✓ Name names and discuss the experience and qualifications of your key staff members (a short bio for each member works well here).

### iii. Acquiring Additional Resources (5 points)

- **You will be evaluated on:**

- ✓ The degree to which the applicant's organization has the ability to acquire any additional expertise and resources (e.g. contractors or subrecipients) required to successfully complete projects and carry out the program.





### iii. Acquiring Additional Resources (5 points)

- **Think about:**

- ✓ Your organization's competitive procurement methods to acquire needed expertise and resources (State & Federal procurement requirements).
  - Fund Manager
  - Qualified Environmental Professional (QEP)
  - Legal assistance for loan/subgrant agreements



# Narrative/Ranking Criteria

## 4.b Past Performance & Accomplishments (10 points)

130



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- i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)
- ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)
- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

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

# Narrative/Ranking Criteria

## 4.b Past Performance & Accomplishments (10 points)

131



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- If you have ever received an EPA Brownfields Multipurpose, Assessment, Cleanup, Revolving Loan Fund Grant, and/or 128(a) Grant, please respond to **item i**. (Do not include information on Targeted Brownfields Assessments, Area-Wide Planning Grants, Environmental Workforce Development & Job Training Grants, and subawards from another Brownfields Grant recipient.)
- If you have never received an EPA Brownfields Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement), please respond to **item ii**.
- If you have never received any type of federal or non-federal assistance agreements, please indicate this in response to **item iii**.

# Narrative/Ranking Criteria

## 4.b Past Performance & Accomplishments (10 points)

132



EPA New England

### i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

- **You will be evaluated on:**

- ✓ The degree to which there is demonstrated ability to successfully manage the grant based on current/past EPA Brownfields Grant(s) (**No more than three**).
- ✓ The extent to which the applicant successfully performed all phases of work under the grant.

1) Accomplishments (5 points)

2) Compliance with Grant Requirements (5 points)



# Narrative/Ranking Criteria

## 4.b Past Performance & Accomplishments (10 points)

133



EPA New England

### i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

#### 1) Accomplishments (5 points)

- **You will be evaluated on:**

- ✓ The quality of the accomplishments (including specific outputs and outcomes) under current/prior grant(s), including at a minimum, the number of sites assessed and/or cleaned up.
- ✓ The extent to which outputs and outcomes were accurately reflected in ACRES at the time of this application submission.



# Narrative/Ranking Criteria

## 4.b Past Performance & Accomplishments (10 points)

134



EPA New England

### i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

#### 1) Accomplishments (5 points)

- **Think about:**

- ✓ Looking in ACRES for your past accomplishments.
- ✓ Have you reported your current/prior grant(s) accomplishments in ACRES and are up to date as of the time you submit your application?
- ✓ What are some of the key site accomplishments you could highlight?

### i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

#### 2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:**

- ✓ The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior grant(s).
- ✓ The degree to which progress was made (and reported on), or was being made, towards achieving the expected results of the grant(s) in a timely manner.
- ✓ If expected results were not being reported on, the extent to which the measures taken to correct the situation were reasonable and appropriate or there is an adequate explanation for lack of reporting.

### i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

#### 2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:** (continued)

- ✓ A demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.
- ✓ The extent to which funds from any **open** EPA Brownfield grant(s) are committed to ongoing eligible grant activities or will support the tasks/activities described in this application.
- ✓ The likelihood of all grant funds under the current/prior grant(s) being expended by the end of the period of performance.



- i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)
  - 2) Compliance with Grant Requirements (5 points)
    - **You will be evaluated on:** (continued)
      - ✓ Current RLF Grant recipients that have significantly depleted funds may garner more points. EPA defines “significantly depleted funds” as uncommitted, available funding is 25% or less of total RLF funds awarded under all open and closed grants and cannot exceed \$600,000. For new RLF Grant recipients with an award of \$1 million or less, funds will be considered significantly depleted if the uncommitted or available funding does not exceed \$300,000.

- i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)
  - 2) Compliance with Grant Requirements (5 points)
    - **You will be evaluated on:** (continued)
      - ✓ For all **closed** EPA Brownfields Grants, the extent to which there is a reasonable explanation of why funds remained when the grant closed.
      - ✓ The degree to which the applicant made every effort to spend the remaining funds within the grant period of performance.

### i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

#### 2) Compliance with Grant Requirements (5 points)

- **Think about:**

- ✓ How have you complied with your current/prior grant(s) workplan, schedule and T&Cs?
- ✓ Checking in with your Project Officer to make sure reporting is up to date.
- ✓ If you owe us reports, get them done ASAP! Update your quarterly report submissions and do your ACRES data input!
- ✓ If you are a current RLF recipient, do you meet the definition of “significantly depleted funds”?

# Narrative/Ranking Criteria

## 4.b Past Performance & Accomplishments (10 points)

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ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)

- **You will be evaluated on:**

- ✓ The degree to which the applicant demonstrates its ability to successfully manage the grant (**No more than three**) and perform all phases of work under the grant based on current/prior federal or non-federal assistance agreements.

1) Purpose and Accomplishments (5 points)

2) Compliance with Grant Requirements (5 points)



### ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)

#### 1) Purpose & Accomplishments (5 points)

- **You will be evaluated on:**

- ✓ The extent to which similar past federal or non-federal assistance agreement(s) is identified (in terms of size, scope, and relevance to the proposed project) 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 the assistance agreement(s), including specific measures of success for the project supported by each type of agreement received.

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)

### 2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:**

- ✓ The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s).
- ✓ The degree to which progress was made (and reported on), or was being made, towards achieving the expected results of the agreement(s) in a timely manner. If expected results were not achieved, the extent to which 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.

- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)
- **You will be evaluated on:**
    - ✓ The extent to which it is clearly affirmed that the organization never received any type of federal or non-federal assistance agreement. **[These applicants will receive a “neutral” score of 5 points.]**
  - **Failure to indicate anything in response to this subcriterion may result in zero points.**

# What To Do Now?

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- ▶ Draft your proposal!
- ▶ **Use THIS year's guidelines!!**
- ▶ Contact us with eligibility questions!
- ▶ Contact partners for assistance in preparing and/or reviewing your proposal!
- ▶ Get new State acknowledgement letter!
- ▶ Make sure your [www.SAM.gov](http://www.SAM.gov) registration is active.
- ▶ For [www.grants.gov](http://www.grants.gov):
  - Register now if you are not already registered.





# Regional Courtesy Copy (**Requested**)

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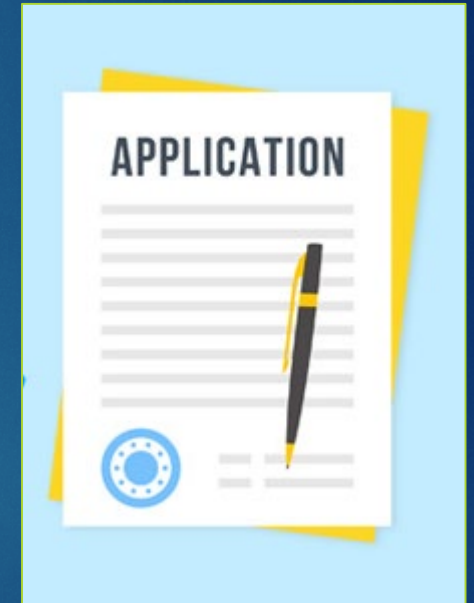


EPA New England

- ▶ We request you to send an **email (PDF)** of your application to the EPA Regional Brownfields Contact. For New England:
  - **Dorrie Paar**
  - [paar.dorrie@epa.gov](mailto:paar.dorrie@epa.gov)
- ▶ **The Regional courtesy copy is not the official proposal submission.**



- ▶ [FY2020 ARC Proposal Announcement Page](#)
  - [Assessment Guidelines](#)
  - [Revolving Loan Fund Guidelines](#)
  - [Cleanup Guidelines](#)
- ▶ [FY2020 Frequently Asked Questions \(FAQs\)](#)
- ▶ [FY2020 Summary of Changes](#)
- ▶ [FY2020 Sample Federal Forms](#)
- ▶ [Grants.gov Tip Sheet](#)
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- ▶ [EPA Brownfields Page](#)
- ▶ [EPA Region 1 Brownfields Page](#)
- ▶ [NJIT TAB Program](#)
- ▶ [Build Act Summary](#)
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with pre-conference  
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