



EPA New England

EPA New England FY2021 Brownfields Grant Guidelines Webinar

ASSESSMENT GRANT SESSION

SEPTEMBER 17, 2020



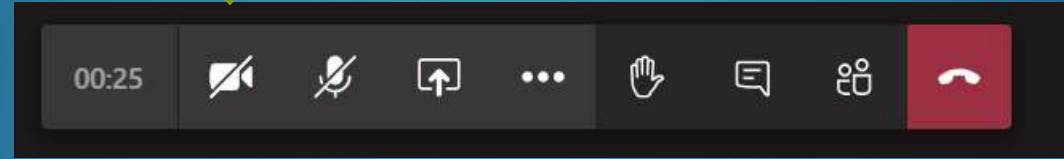
Microsoft Teams Webinar Tips

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Purpose of this Session

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- ▶ FY2021 Brownfields **Assessment Grant** Guidelines
- ▶ Application Submission Process
 - Threshold Criteria
 - Due Date & Submission Instructions
 - Content & Form of Application Submission
 - Narrative Information Sheet
 - Ranking & Evaluation Criteria
- ▶ Provide time 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 funds to carry out Brownfield Assessment activities at eligible sites including:
 - Site inventory
 - Prioritizing sites
 - Phase I & II assessments
 - Community Outreach & Involvement
 - Cleanup planning
 - Brownfields planning
 - Site reuse planning



- ▶ An individual applicant can apply for:
 - A Community-wide Assessment Grant, and/or
 - A Site-specific Assessment Grant, or
 - An Assessment Coalition Grant.
- ▶ Administrative costs (direct costs and indirect costs) are allowed up to **5%** of the requested funds. See FY21 [FAQs N.1-12](#).
- ▶ Period of performance is **3 years**.
- ▶ If you were awarded a FY19 Multipurpose Grant, you **cannot** apply for an FY21 Assessment Grant.

Section I.A

Description of Grant



Community-Wide	Site-Specific	Coalition
<p>Up to \$300,000 for hazardous substances and/or petroleum</p> <p>Note, for the purposes of this proposal, the cost of assessment activities on an individual site may not exceed \$200,000 per grant</p>	<p>Up to \$200,000 for hazardous substances and/or petroleum</p>	<p>Up to \$600,000 for hazardous substances and/or petroleum</p>
<p>No waiver of funding limit</p>	<p>May request a waiver for up to \$350,000</p>	<p>No waiver of funding limit</p>
<p>May also apply for a Site-specific Grant; may not apply as a member of a coalition</p>	<p>May also apply for a Community-wide Grant; may not apply as a member of a coalition</p>	<p>May not apply for an individual Community-wide or Site-specific Grant or as part of another coalition</p>



- ▶ Conducting Brownfields Planning & Developing Site Reuse Plans
 - Area-wide planning activities are an eligible expense.
 - Examples of what you can now do:
 - ✓ Site Reuse Assessments
 - ✓ Land Use Assessments
 - ✓ Market Evaluations
 - ✓ Community Health Assessments
 - ✓ Site Disposition Strategies
 - ✓ Site Reuse Visioning
 - ✓ Revitalization Plans
 - ✓ Resource Roadmaps
 - ✓ Market Viability Evaluations
 - See FY21 [FAQs F.4](#) & [Information on Eligible Planning Activities](#).

Section I.B

Uses of Grant Funds



1. Direct Programmatic Costs ([CFR Part 200, Subpart E](#))
 - Performance reporting
 - Environmental oversight
2. Purchase Environmental Insurance (**F.6-7**).
3. Local governments may use up to 10% of their grant funds to develop and implement a brownfields program (See [Health Monitoring](#) fact sheet & **F.8 & R.1**).

Section III.B

Threshold Criteria (FY21 Assessment Guidelines: P.12-15)

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- ▶ All Threshold Criteria are pass/fail.
- ▶ Responses must be included as an attachment to your narrative.
- ▶ **You MUST respond to all criteria. Failure to do so will result in elimination from the competition. Be careful here!**
 - Note: EPA may seek clarification of a response but if you did not respond, it is impossible to do so.
- ▶ **You must pass these criteria to move forward in the competition.**

Section III.B

Threshold Criteria

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1. Applicant Eligibility
2. Community Involvement
3. Expenditure of Assessment Grant Funds



Threshold Criteria

1. Applicant Eligibility (FAQs E.1-4)

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- ▶ Cities, Counties, Tribes & States
 - **Affirm that your organization is eligible for funding**
- ▶ Other Governmental Entities
 - **Attach documentation of your eligibility (resolutions, statutes, etc.)**
- ▶ Non-profits - 501(c)(3), LLCs comprised of 501(c)(3)'s, & LLPs comprised of 501(c)(3)'s
 - **Attach documentation demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code**
- ▶ Community development entities per 45D(c)(1)
 - **Attach documentation certifying your organization's status**

► For **Assessment Coalitions**

- Document how each coalition member is an eligible entity.
- 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 proposal.**

Threshold Criteria

2. Community Involvement

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- ▶ Provide information that demonstrates:
 - How you intend to inform and involve the community and other stakeholders in the planning, implementation, and other brownfield assessment activities described in your application.



▶ **Current EPA Brownfields Assessment Grant recipients must:**

- Demonstrate that payment has been received from EPA (drawn down) for at least **70%** of funds of each Assessment cooperative agreement you have with EPA by **October 1, 2020** in order to apply for additional Assessment Grant funding.
- Attach a copy of a financial record displaying the amount of funds drawn down (ASAP or general ledger entries).
- Talk to your Project Officer or Jerry Minor-Gordon (minor-gordon.jerry@epa.gov) if you have any questions and/or need to verify your drawdowns.

▶ Applicants that **do not have an active EPA Brownfields Assessment Grant** must affirm they do not have an active grant.

Section III.C

Additional Threshold Criteria for Site-Specific Applications Only (Guidelines P. 15-26)

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- ▶ Strong candidate sites should have:
 - ✓ Broad community impacts, and
 - ✓ Known reuse benefits.
- ▶ **If you are applying site-specific, you must also pass these criteria to move forward in the competition!**
- ▶ If you think you have that special site, email or call [Christine Lombard](#) (617-918-1305) to ensure that this is really the best strategy for your proposal.

Section III.C

Additional Threshold Criteria for Site-Specific Proposals Only

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1. Basic Site Information
2. Status & History of Contamination at the Site
3. Brownfields Site Definition
4. Enforcement or Other Actions
5. Sites Requiring a Property-Specific Determination
6. Threshold Criteria Related to CERCLA/Petroleum Liability
7. Waiver of the \$200,000 Limit

Section IV.B

Due Date & Submission Instructions (FAQs B.1-15)

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▶ Step 1:

- Have an active, unique, Data Universal Numbering System (DUNS) number. Information found at <http://www.dnb.com/>.
- Have an active System for Award Management (SAM) account in www.sam.gov **BEFORE** you submit, **AND** throughout the application, award and cooperative agreement time frame.
- Be registered in www.grants.gov.
- Have your designated organization's Authorized Organization Representative (AOR) be available to submit your application by the due date.

▶ Step 2:

- Have your AOR submit your application via www.grants.gov no later than 11:59 pm ET on **October 28, 2020**.
- See **Appendix 1** on **pages 53-57** of the **Assessment Guidelines**.

► Helpful Tips:

- Make sure your organization's information is consistent with EPA, DUNS and SAM.
- The registration process for www.sam.gov and www.grants.gov can take up to a month or more so **Register ASAP.**
- **Applications received after the due date will not be considered.**

- ▶ Your application **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**.
- ▶ Do **NOT** include:
 - Color printing, photos, graphics, and unnecessary attachments
- ▶ Attachments outside of threshold criteria and excess pages **will be** removed and not evaluated.
- ▶ Check application submission checklist before submission.

► Identifies:

- You as the applicant
- What you are applying for
- Your contact information

► Logistics

- Do not exceed 2 single-spaced pages.
- Must be on your organization's **official letterhead**.

► Narrative Information Sheet **must address** all of the requested items. If something is not applicable, provide a statement to indicate that it does not apply.

1. Applicant Identification

- Provide the applicant's name & address

2. Funding Requested

- Amount you are requesting
- Note: Applicants will request **one funding amount** to address sites contaminated by hazardous substances and/or petroleum. You do not need to separate the funding requests.

3. Location

- Community(ies) you propose to serve

4. Property Information

- For site specific applications only

5. Contacts

- Your Project Director & Chief Executive/Highest Official

6. Population

- For jurisdiction and/or population of your target area(s)
- Note: Population data available at [census.gov](https://www.census.gov).

7. Other Factors Checklist **(FAQs C.4)**

- Identify any of the items that apply to your project by entering the page number where the item appears in your narrative.
- If none of these factors are applicable to you, make sure you provide a statement to indicate that they do not apply.

▶ 8. Letter from the State or Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information at least 2 weeks before the grant submittal deadline:
 - ✓ Grant(s) for which you are applying
 - ✓ Site(s) for which you are applying
 - ✓ To whom the letter should be addressed
- CT: Go to [How to Request a State Letters from CT DEEP](#)
- VT: Include Subject Line: "State Letter for EPA Brownfields Grant."




- ▶ 8. Letter from the State or Tribal Environmental Authority
 - NOT Acceptable:
 - ✓ General letters of correspondence
 - ✓ Letters from prior years
 - ✓ Documents evidencing state involvement (i.e., state enforcement orders or state notice letters)



QUESTIONS?

► **Logistics**

- Ranking Criteria (P. 31-41); Evaluation Criteria (P. 41-48).
- Include page numbers, criteria numbers, and titles in narrative.
- Narrative **MUST NOT** exceed 10 single-spaced pages.
- FY2021 Total point score: **160** 

► **Key Points**

- Provide **FULL** detail for **EVERY** section.
- You will be **evaluated** on the level of detail you provide.

Section IV.E

Narrative/Ranking Criteria (160 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 (50 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)

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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)

- **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



- ✓ How the story you are telling connects to the brownfields sites in your target areas(s).

Narrative/Ranking Criteria

1.a Target Area & Brownfields (15 points)

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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

Narrative/Ranking Criteria

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

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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 (FAQs S.1-4) (15 points)

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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**.



Narrative/Ranking Criteria

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

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ii. (Cont.) 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)

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

Narrative/Ranking Criteria

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

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

- **Think about Opportunity Zones (OZs):**

- Low-income census tracts in need of economic investment
- Identified by each state as eligible for OZ funding
- Advantage of shared geography between Brownfields and OZs



- **To receive the maximum points under this criterion the proposed project must either be in an OZ or will help spur economic growth within an OZ.**
- Is your project in an Opportunity Zone? Click on State links below.

[CT](#)

[ME](#)

[MA](#)

[NH](#)

[RI](#)

[VT](#)

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)

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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.



QUESTIONS?

Narrative/Ranking Criteria

2. Community Need & Community Engagement (35 points)

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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. Project Involvement (5 points)
- ii. Project Roles (5 points)
- iii. Incorporating Community Input (5 points)

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 project.
- ✓ How **this grant** will meet the needs of that community
- ✓ **For Coalition Applicants:** How the lead coalition member is partnering with communities that do not have the resources to deal with brownfields sites.

Narrative/Ranking Criteria

2.a Community Need (FAQs D.6 & R.3) (20 points)

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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.**

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.
 - If health statistics are not available for your target community, be sure to state it in your response and explain how that lack of information impacts health and welfare of the community
- ✓ Potential contamination pathways.
- ✓ Link all of the health disparities back to the potential contaminants from the Brownfields sites AND tell us how THIS grant funding will help to overcome those disparities.

Narrative/Ranking Criteria

2.a Community Need (20 points)

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ii. Threats to Sensitive Populations (15 points)

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

- **For Welfare Issues, think about:**

- ✓ Social negatives such as blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, and lack of prosperity.
- ✓ Abandoned properties
- ✓ Community disinvestment
- ✓ Burden on municipal services
- ✓ Other impacts specific to your targeted community(ies)



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 (you must address one of the green highlighted threats).

- **Cancer rates**
- **Asthma rates**
- **Birth defect rates**
- Blood lead levels
- 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)

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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)

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- i. Project Involvement (5 points)
- ii. Project 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 34** to respond to both items.

Sample Format for List of Project Partners & Roles

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

Narrative/Ranking Criteria

2.b Community Engagement (FAQs D.4-5)(15 points)

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i. Project Involvement (5 points)

- **Think about:**

- ✓ Your **local community partners** (organizations/entities/groups) and how they are **relevant** and **meaningful** to your project.
- ✓ **Coalition applicants** need partners from all communities.

i. Project Roles (5 points)

- **Think about:**

- ✓ How will your identified project partners be involved in the site selection, assessment, cleanup & future reuse?
- ✓ This is much more than just support, it's active participation!

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.
- ✓ How you will reach your affected communities during the Covid-19 pandemic (i.e. elderly, parents of young children). See [Socially Distant Engagement Ideas](#) for options.



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

QUESTIONS?

Narrative/Ranking Criteria

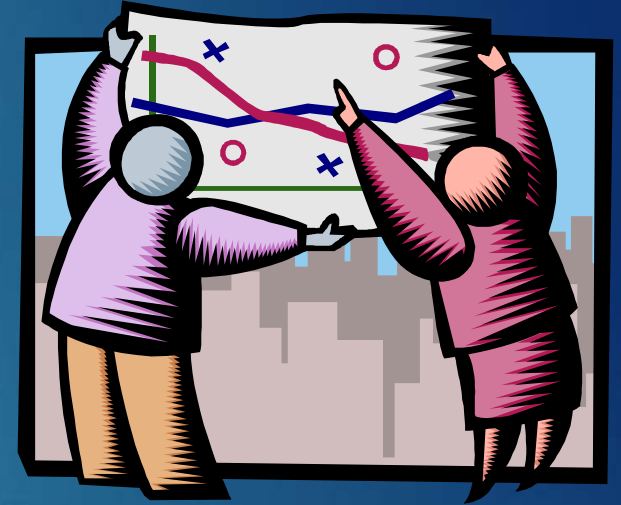
3. Task Descriptions, Cost Estimates & Measuring Progress (50 points)

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- a. Description of Tasks/Activities & Outputs (25 points)
 - i. Project Implementation (10 points)
 - ii. Anticipated Project Schedule (5 points)
 - iii. Task/Activity Lead (5 points)
 - iv. Outputs (5 points)
- b. Cost Estimates (20 points)
 - i. Development of Cost Estimates (10 points)
 - ii. Application of Cost Estimates (5 points)
 - iii. Funds Allocated Toward Environmental Site Assessments (5 points)
- c. Measuring Environmental Results (5 points)



Narrative/Ranking Criteria

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

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- Provide a list and description of the tasks/activities required to implement the proposed project.
- You may respond to all four parts of this criterion using the following format for each task/activity. See **page 35**.

Task/Activity:

- i. Project 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.a Description of Tasks/Activities & Outputs (25 points)

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- **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.a Description of Tasks/Activities & Outputs (25 points)

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i. Project 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** – Phase I & Phase II Assessments
 - **Task 4** – Cleanup Planning & Area-wide Planning/Reuse Planning



Narrative/Ranking Criteria

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

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i. Project 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**'.

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

Narrative/Ranking Criteria

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

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i. Project Implementation (10 points)

- **Think about:**

- ✓ Making sure your activities do not include ineligible uses of funds. See FY21 [FAQs F.10-11](#).
- ✓ How you will use any remaining funds beyond the assessment of the priority site(s).

Narrative/Ranking Criteria

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

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i. Project Implementation (10 points)

- **Think about:** (continued)

- ✓ 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.

- ✓ **Assessment Coalitions:** Making sure you propose to assess a minimum of 5 sites and at least one in every coalition member's jurisdiction.

Narrative/Ranking Criteria

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

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i. Project Implementation (10 points)

• **Examples of Eligible Activities**

- ✓ Procuring a Qualified Environmental Professional (QEP)
- ✓ Conducting Phase I assessments in accordance with ASTM E1527-13 standards and complying with AAI
- ✓ Preparing Quality Assurance Project Plans (QAPPs)
- ✓ Phase II assessments
- ✓ Cleanup and reuse planning activities
- ✓ Enrolling sites into the state's voluntary program (if appropriate)
- ✓ Area-wide Planning.



ii. Anticipated Project Schedule (5 points)

- **Think about:**

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



Narrative/Ranking Criteria

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

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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.



Narrative/Ranking Criteria

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

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iv. Outputs (5 points)

- **Think about:**

- ✓ Fully describing the outputs/deliverables you will achieve in the 3-year grant period (see **Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes**).
 - Quarterly Reports
 - Site Inventories
 - Phase I & Phase II Assessment Reports
 - Site Cleanup Plans
 - Area-wide Plans or Community Meetings



Narrative/Ranking Criteria

3.b Cost Estimates (20 points)

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Sample Format for Budget (do not change Budget Categories)

Budget Categories		Project Tasks (\$)				
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Other (include subawards) (specify type) _____					
Total Direct Costs ³						
Indirect Costs ³						
Total Budget (Total Direct Costs + Indirect Costs)						

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

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

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

Narrative/Ranking Criteria

3.b Cost Estimates (20 points)

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



i. Development of Cost Estimates (10 points)

- **Think about:**

- ✓ Your experience with current and previous grants or discussion with QEPs for good estimates of project costs.

- **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.

Narrative/Ranking Criteria

3.b Cost Estimates (20 points)

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i. Development of Cost Estimates (10 points)

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

- ✓ Travel costs – grant funded: 2 people to 1 Brownfields conference, estimate \$xx Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
- ✓ Supplies – grant funded: Provide a list of supplies and their estimated costs reflective of cost in table.
- ✓ Phase I Assessments – grant funded: Estimate x number of Phase Is at \$xx each = \$xx total contractual in task.
- ✓ Phase II Assessments – grant funded: Estimate x number of Phase IIs at \$xx each = \$xx total contractual in task.
- ✓ Area-wide Planning - grant funded: Estimate one area-wide plan at \$xx total contractual in task.

Narrative/Ranking Criteria

3.b Cost Estimates (20 points)

66



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ii. Application of Cost Estimates (5 points)

- **Think about:**

- ✓ Making sure your budget table reflects the calculated costs and also adds up.
- ✓ Ensuring that the costs for each site are clearly shown in the budget table.
- ✓ Are the proposed costs reasonable and realistic to carry out the tasks/activities you described?

iii. Funds Allocated Toward Environmental Site Assessments (5 points)

- **Think about:**

- ✓ Projects that allocate at least 50% of the funds for tasks directly associated with Phase I and Phase II environmental site assessments will be reviewed more favorably.

Narrative/Ranking Criteria

3.c Measuring Environmental Results (5 points)

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- **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.**



QUESTIONS?

Narrative/Ranking Criteria

4. Programmatic Capability & Past Performance (30 points)

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- a. Programmatic Capability (15 points)
 - i. Organizational Structure (5 points)
 - ii. Description of Key Staff (5 points)
 - iii. Acquiring Additional Resources (5 points)
- b. Past Performance & Accomplishments (15 points)
 - i. Currently Has or Previously Received an EPA Brownfields Grant (15 points);
 - ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)
 - iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 points)

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

Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

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- i. Organizational Structure (5 points)
- ii. Description of Key Staff (5 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.



Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

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i. Organizational Structure (5 points)

- **Think about:**

- ✓ Your organization's ability to manage and complete your project in 3-years.
- ✓ Your **project management team** (technical, financial & administrative) and how they will manage this grant.



Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

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ii. Description of Key Staff (5 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)

- **Think about:**

- ✓ Your organization's competitive procurement methods to acquire needed expertise and resources (Local, State & Federal procurement requirements).
- ✓ Typically, you will be procuring:
 - Qualified Environmental Professional (QEP)
 - Legal assistance for access agreements



Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (15 points)

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- i. Currently Has or Previously Received an EPA Brownfields Grant (15 points)
- ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)
- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 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 (15 points)

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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 Brownfield 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 respond to **item iii**.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (15 points)

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- i. Currently Has or Previously Received an EPA Brownfields Grant (15 points)
 - **Describe no more than three previous grants.**
 - 1) Accomplishments (5 points)
 - 2) Compliance with Grant Requirements (10 points)



Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (15 points)

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EPA New England

- i. Currently Has or Previously Received an EPA Brownfields Grant (15 points)
 - 1) Accomplishments (5 points)
 - **Think about:**
 - ✓ Looking in ACRES for your past accomplishments.
 - ✓ Are your current/prior grant(s) accomplishments up to date in ACRES?
 - ✓ 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)

- **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!

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (15 points)

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ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)

- **Describe no more than three**

- 1) Purpose and Accomplishments (5 points)

- 2) Compliance with Grant Requirements (10 points)



Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (15 points)

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ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)

1) Purpose & Accomplishments (5 points)

- **Think about:**

- ✓ Assistance agreements of similar size, scope, and relevance to the proposed project.
- ✓ The quality of the accomplishments of the project supported by the assistance agreement(s).
- ✓ Being specific about the information you are providing.

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)

2) Compliance with Grant Requirements (10 points)

- **Think about:**

- ✓ Your compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s).
- ✓ How 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.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (15 points)

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- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 points)
- Clearly affirm that the organization never received any type of federal or non-federal assistance agreement.
 - **You will receive a neutral score of 8 points.**
 - **Note: Failure to indicate anything in response to this sub-criterion may result in zero points.**



QUESTIONS?

- ▶ EPA Regional Offices review Threshold Criteria.
- ▶ National panels review Ranking Criteria.
- ▶ Two ranked lists of applications will be developed.
 1. New Applicants
 - Never received any kind of EPA Brownfields grant
 - Awarded EPA Brownfields grant that closed in 2012 or earlier
 2. Existing & Recent Recipients
 - Open EPA Brownfields grant
 - Awarded EPA Brownfields grant that closed in 2013 or later

What To Do Now?

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- ▶ **Use THIS year's guidelines!!**
- ▶ Draft your proposal
- ▶ Contact
 - EPA with eligibility questions
 - Partners for assistance in preparing and/or reviewing your proposal
- ▶ Get
 - New State acknowledgement letter
 - Your petroleum determination if required for site specific proposals
- ▶ Make sure
 - Your www.SAM.gov registration is active; and
 - Register now for www.grants.gov if you are not already registered.



Regional Courtesy Copy (**Requested**)

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



▶ EPA National Outreach Webinar

- Took place on September 14, 2020.
- Check the [national brownfields application resource page](#) for webinar presentation, recording and Q&A.

▶ Technical Assistance to Brownfields (TAB)

- New Jersey Institute of Technology (NJIT) at tab@njit.edu.
- NJIT TAB's free grant proposal critique services
 - ✓ Deadline for submitting your draft proposal to NJIT for review is **October 14, 2020**.
 - ✓ Send draft narrative to tab@njit.edu in **Microsoft Word** format.

- ▶ [FY2021 MARC Proposal Announcement Page](#)
 - [Multipurpose Guidelines](#)
 - [Assessment Guidelines](#)
 - [Cleanup Guidelines](#)
- ▶ [FY2021 Frequently Asked Questions \(FAQs\)](#)
- ▶ [FY2021 Summary of Changes](#)
- ▶ [FY2021 Sample Federal Forms](#)
- ▶ [Grants.gov Tip Sheet](#)
- ▶ [Eligible Planning Activities](#)



- ▶ [EPA Brownfields Page](#)
- ▶ [EPA Region 1 Brownfields Page](#)
- ▶ [NJIT TAB Program](#)
- ▶ [Build Act Summary](#)
- ▶ [Cleanups in My Community](#)
- ▶ [Opportunity Zones](#)
- ▶ [CDFA Opportunity Zone Resource Center](#)
- ▶ Environmental Data
 - [MyEnvironment](#)
 - [EPA EnviroAtlas](#)



QUESTIONS?

Contact Info

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EPA New England

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802-249-5822

Upcoming Sessions

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- ▶ **Multipurpose Ranking Criteria**

September 17, 2020 | 1:30 PM to 3:00 PM

- ▶ **To register**, email your name, affiliation, community you are representing, and the session(s) you will be attending to R1Brownfields@epa.gov.



Roadmap to Mill Redevelopment Webinar Series

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The New Jersey Institute of Technology's Technical Assistance to Brownfields Program (NJIT TAB), in association with EPA Region 1 is offering a **free**, 4-part webinar series focused on the redevelopment of New England's iconic mills. This series will feature many, repurposed New England mills, as experts delve into the trials and triumphs of mill redevelopment.

Webinars will take place on September 24, October 6, October 15 & October 27, 2020.

Go to <https://www.njit.edu/tab/news#Mills> for more information.



BROWNFIELDS 2021

SUSTAINABLE COMMUNITIES
START HERE



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POSTPONED

We hope this message finds you well and healthy. EPA and ICMA are closely monitoring the Coronavirus (COVID-19) situation and are adapting our in-person conference experience in consideration of your health and safety. We look forward to seeing you at the **National Brownfields Training Conference** in Oklahoma City.

SAVE THE DATE: **OKLAHOMA CITY, OK | APRIL 27-30, 2021**

 **EPA** | **ICMA**

REVITALIZING NEW ENGLAND: BROWNFIELDS SUMMIT 2021



OCTOBER 6 & 7, 2021
Devens Common Center | Devens, MA