



# Brownfields Cleanup Grants for Potential Applicants

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*EPA Region 8 - Serving communities in ND, SD, MT, UT, WY, CO & 27 Tribal Nations*



# Discussion Points

- Cleanup grants
- Brownfields competitive grant process
- Threshold criteria/sub-criteria
- Ranking criteria/sub-criteria
- Useful application preparation tips
- Additional resources and final questions



# Cleanup Grants - Overview

- Used to carry out cleanup activities at brownfield sites
- Up to \$200K per property
- Used for Hazardous substances or petroleum contamination
- Applicant may apply for up to 3 properties: Separate proposals for each property
- If applying for both hazardous substance and petroleum cleanup grant funding at the same site, applicant must submit ONE proposal, which cannot exceed \$200,000
- Non-profits may apply
- Cost share requirement of 20%
- Site ownership at time of application requirement



# Cleanup Grants – “Hazardous Substances, Pollutants, and Contaminants”

- Hazardous substances
- Petroleum contamination
- Asbestos & lead paint are eligible
- Controlled substances (e.g., Meth labs)
- Mine-scarred lands
- Other environmental contaminants





# Cleanup Grants - Cost Share Requirement

- Cleanup **grant recipients** are required to provide a 20% cost share (e.g., \$200,000 Grant has a \$40,000 Match)
  - The cost share may be in the form of a contribution of money, labor, material, or services from a **non-federal source**.
  - If contribution is labor, materials or other services, it must be incurred for an eligible and allowable expense.
  - **No Federal Funds for Match**
- Hardship waivers can be requested



# FY2010 Competitive Grant Process Schedule

- August 19, 2010 – Assessment, Cleanup, Revolving Loan Grant Request for Proposals (RFP)
- October 15, 2010 – Proposal Submission Deadline
- Spring 2011\* – Approx. \$92 million awarded nationwide
  - **EPA anticipates awarding an estimated 147 cleanup grants for an estimated \$29.5 million**

*\*tentative*



# Competitive Grant Process Guidelines

- FY2010 proposal guidelines for assessment, revolving loan fund, and cleanup grants are available @:
  - [www.epa.gov/brownfields](http://www.epa.gov/brownfields)  
or @:  
[www.grants.gov](http://www.grants.gov)
- ❖ This training is *NOT a SUBSTITUTE* for reading and closely following the detailed Guidelines!



# Competitive Grant Process Overview

## Proposal Process Step 1: Pass/Fail Threshold Criteria

- Evaluated by Region 8
- Region 8 can answer questions from applicants on eligibility before submittal
- Region 8 may request more information from applicant to determine eligibility after submittal
- If project does not meet threshold criteria, application will not be ranked (ineligible for grant)



## Proposal Process Step 2: Receive Ranking Criteria Score

- Evaluated by a national panel
- EPA cannot offer direct assistance to applicants





# Threshold Criteria – Must Pass

- Applicant eligibility
- Letter from the State or Tribal Environmental Authority
- Site eligibility and property ownership eligibility
- Cleanup authority and oversight structure
- Cost share
- Community notification



## Threshold Criteria – Must Pass (*con't*)

- **Threshold Criteria** developed to:
  - Ensure applicants are eligible to receive assessment grants.
  - Increase likelihood of grantee success.
- **Applicant Responses to Threshold Criteria**
  - Regional review
    - Pass/Fail
    - Must pass all requirements
    - Failure means the proposal will not be competed in the national competition



# Applicant Eligibility *(con't)*

- **Site Ownership**
  - **Must own site at time of application!**





# Ranking Criteria

## Dual approach to preparing an application

1. Address ALL ranking criteria elements to receive as many points as possible.
  - Answer each sub-criteria individually
  - Total possible points for each grant type is 100
2. Paint a picture of your community
  - Explain unique circumstances
  - State significant benefits that will result from the cleanup



# Ranking Criteria Categories

## Four Ranking Criteria Sections for Applicants:

1. Community Need
2. Project Description and Feasibility of Success
3. Community Engagement and Partnerships
4. Project Benefits



# 1. Community Need

- Community Need (15 points) - Under this criterion, proposals will be evaluated on:
  - Applicant's description of the health, welfare, environmental, *and*
  - Financial needs of the targeted community as it is affected by the presence of brownfields.
- ❖ *Responses should clearly identify the sources of information used in this section.*



# 1. Community Need *(con't)*

## Health, Welfare, and Environment

- Health, Welfare, and Environment *provide information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites in your targeted community.*

### **Applications should address:**

- Brownfields effect on the target community
  - Provide the type, number, size, and location of sites
  - Include typical contamination
- Sensitive populations in community
  - For example: minorities, children, and women of child-bearing age
- Disproportionate environmental impacts in community
  - For example: Cancer Studies, Asthma data



Identify All Information Sources!



# 1. Community Need *(con't)*

## Health, Welfare, and Environment

### Application Note!

- Appropriately define your target community
- When addressing Brownfields impact on your community include the cleanup site as well as the cumulative impacts of other sites





# 1. Community Need *(con't)*

## Financial Need

- **Financial Need** : Describe the economic impact of brownfields on the targeted community and demonstrate the economic needs of the targeted community's residents.

### Applications should:

- Provide rates of poverty, household income, unemployment rate, and other widely available demographic information (provide examples)
  - Use current and relevant data sources
  - Present data in a table format
  - Compare your community data to state and national averages
- Discuss the community economic impacts such as closed factories, i.e. number of jobs lost, property tax impacts, etc.
- Provide factors explaining why other financial resources are Not available for cleanup of brownfields
  - Examples: fiscal conditions, population size



❖ Identify All Information Sources!



## 2. Project Description/Feasibility of Success

Cleanup Proposals also need to provide a project description and demonstrate project feasibility (40 Points).

Include in application:

- Proposed cleanup plan,
- Institutional and/or engineering controls, and
- Site reuse plans.





## 2. Project Description/Feasibility of Success *(con't)*

### Cleanup Budget

#### Budget should:

- Be presented in a table format (**USE sample format for budget**)
- Separate lines for hazardous substance and petroleum contamination
- Include a narrative
  - Describe each task (Please no acronyms e.g. ESA - spell it all out)
  - Give outputs and associated costs where possible
- Show only eligible costs (**Administrative cost ban**, purpose of grant)
  - Fedspeak: Never use the word “administrative” to describe a task. Use “program development” or something similar.
- Explain equipment costs
  - It is always useful (and strongly suggested) to explain and justify equipment and/or supply budget items.



## 2. Project Description/Feasibility of Success *(con't)*

### Cleanup Budget

#### Sample Format for Budget

Budget Categories	Project Tasks				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>					
Other (specify) _____					
<b>Subtotal:</b>					
<b>Cost Share</b>					

<sup>1</sup> Travel to brownfield-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 RLF grants.

<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.



## 2. Project Description/Feasibility of Success (*con't*)

- Project Description and Feasibility of Success - Under this criterion, proposals will be evaluated on Applicant's ability to demonstrate:
  - Reasonable approach to the project,
  - Sufficient resources to complete the project, and
  - Capability to complete the project in a timely manner.



## 2. Project Description/Feasibility of Success *(con't)*

### Sufficient Resources

- **Leveraging**
  - If costs will exceed the matched project amount, \$240,000. describe the funding or resources (public and private) you have or will seek to complete the project.
  - Describe the sources or potential sources of funds for the next step, site redevelopment.
  - Provide examples of past leveraging.



## 2. Project Description/Feasibility of Success *(con't)*

### Programmatic Capability

- Programmatic capability – **All Cleanup Applicants** must **clearly** demonstrate their ability to manage a grant and oversee the work. Include description of qualifications of project manager and staff.
- Past grant(s) management & performance
  - Funding expenditure
  - Compliance
  - Accomplishments
  - Adverse audit findings
  - Corrective action for past grant management issue



## 2. Project Description/Feasibility of Success *(con't)*

### Programmatic Capability

#### Programmatic Capability

- If you have not managed an EPA Brownfields grant describe your experience with:
  - Other EPA grants
  - Other Federal grants
  - State or other grants





## 2. Project Description/Feasibility of Success (*con't*)

### Programmatic Capability

- Explicitly describe:
  - Record of meeting grant requirements including reporting requirements
  - Staff to manage grants, ability to maintain staff
  - System in place to procure consultants
  - Specify if you have had or have not had adverse audit findings



### 3. Community Engagement and Partnerships

- **Community Engagement and Partnerships (15 points)** - Under this criterion, proposals will be evaluated on:
  - *Applicant's plan* for **engaging the targeted community** in the project to be funded under this grant;
  - *Extent* to which the applicant has identified and established **relationships with the partners** necessary to achieve the project's goals; and
  - *Extent* to which the **support letters** provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project.



### 3. Community Engagement and Partnerships (*con't*)

- Describe your plan for community involvement:
  - Cleanup planning
  - Site reuse planning
- Past community involvement
- Project progress reporting plan
- Address language barriers-whether you have them or not!



### 3. Community Engagement and Partnerships (*con't*)

- **Develop Partnerships with:**
  - Local environmental agencies,
  - Local health agencies, and
  - Other governmental entities
- **Describe efforts and/or plans for partnerships by:**
  - Developing a meaningful project role for agencies,
  - Specifying if the project will be enrolled in a state program, and
  - Demonstrating knowledge of state programs.



### 3. Community Engagement and Partnerships *(con't)*

**Community-based Organizations** - Provide a **description of, and role of, the key** community-based organizations involved in your project.

- Describe organizations
- Describe role in project
- Describe any commitments by organizations
- Attach support letters from EACH organization that also describes their
  - Role and
  - Commitments
- Community-based organizations are NOT your congress persons or other elected officials. It is NOT the Mayor's office.
- Support letters **required**

\*EPA will focus on the unique contributions and strength of partnerships, instead of the sheer number of letters an applicant submits.



### 3. Community Engagement and Partnerships *(con't)*

- Examples of community based organizations
  - Neighborhood groups
  - Business groups such as chambers of commerce
  - Environmental groups
  - Economic development organizations
  - Local festival organizations
  - Volunteer fire departments
  - Social, fraternal, and religious organizations
  - Universities



## 4. Project Benefits

**Project Benefits (30 points)** - proposals will be evaluated on the extent to which your project's anticipated outcomes:

- Promote general welfare through the improvement of the public health and safety, economy, and environment of the targeted community; and
  - Contribute to your overall community “vision” for the revitalization of brownfield sites.
- ❖ *Consideration will be given to how public health issues are addressed during the project, the anticipated benefits of redevelopment, and the incorporation of sustainable practices .*



## 4. Project Benefits (*con't*)

**Welfare and/or Public Health** - Describe the environmental, social, and/or public health benefits anticipated from the redevelopment of sites assessed and/or cleaned up under this grant. Communicate all benefits including:

- Direct & indirect benefits from assessment, cleanup, and/or site reuse
  - For Example: Exposure, Hazard, Risk & Blight Reductions
- Protection of community & sensitive populations from project contaminants during cleanup
  - For Example: Signs, Fences, Dust Control, haul routes, emission monitoring





## 4. Project Benefits *(con't)*

### Welfare and/or Public Health

Consider community hazards:

- Children trespassers
- Fire potential
- Continued deterioration of structures





## 4. Project Benefits (*con't*)

**Economic Benefits and/or Greenspace** - Explain how the grant will produce Economic and/or Non-Economic Benefits.

- Describe all direct economic benefits to be accomplished by your project – Be specific!
  - For Example: expected results include **x% increase** in tax revenues, **x number** of jobs, and **x% increase** in property values.
- Describe all other non-economic benefits
  - For Example: Non-Profit Reuse, charitable reuse, **x number of acres** created for Greenspace, Open Space, Developed Parks, Recreational, Preservation of Open Space on Urban Edge



## 4. Project Benefits (*con't*)

**Environmental Benefits from Infrastructure Reuse/ Sustainable Reuse** -Describe how the cleanup grant *will help* facilitate infrastructure reuse –**Be specific!**

- Examples: water, sewer, electricity, roads, storm drain, public transit, building
- Describe how the cleanup grant *will help* facilitate sustainable reuse - **Be specific!**
- For example: green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields, community character, transit, live/work



## 4. Project Benefits *(con't)*

- Construction and Demolition Materials Recycling
  - [www.epa.gov/industrialmaterials/](http://www.epa.gov/industrialmaterials/)
- Diesel Emissions Reductions
  - [www.epa.gov/otag/diesel](http://www.epa.gov/otag/diesel)



## 4. Project Benefits (*con't*)

- Describe plan for tracking and measuring your progress towards achieving the expected short term and long term project outcomes and outputs
  - Outputs (project specific)
    - Number of tanks removed
    - Acres cleaned up
  - Outcomes (Long-term positive effects)
    - Investment in redevelopment of site
    - Other properties upgraded near site
    - Jobs created from redevelopment



## 4. Project Benefits (*con't*)

- Plan for tracking and measuring progress
  - Quarterly reports to EPA
  - ACRES reporting
  - Other reporting –to citizens, government officials
  - Post project reporting to EPA on outcomes



# Useful Application Preparation Tips





# Encourage Good Basic Proposal Prep

- Read the entire guidelines and follow directions.
- Get mentoring from prior grantees (listed @ [www.epa.gov/brownfields/bfwhere.htm](http://www.epa.gov/brownfields/bfwhere.htm))
- Write as though the reader knows NOTHING about your community.
- Address *all* criteria – *if it doesn't apply say so and explain why.*
- Use the proposal *Check Lists* at the end of the ranking criteria section.
- Avoid using acronyms and technical/organizational jargon





# Encourage Good Basic Proposal Prep (*con't*)

- Use “white space” and obey 18 page limits (not including the 2-page cover letter)!
- There is a 2 page cover letter limit.
- Total proposal pages may not exceed 20 (18 page narrative; 2 page cover letter). *An additional 20 pages of attachments may be added!*
- 1” margins; 12 pt font; no binders; NO COLOR.
- Limit attachments to required and relevant documents and letters.
  - Do not attach maps and photos



# Good Proposal Preparation

several programmatic expenses related to the management of the grant (i.e., salaries and fringe benefits for municipal employees working in the project) and community involvement activities.

## B. Community Need

1. The Municipality of Salinas is a coastal area located in the south of Puerto Rico with a population of 31,113 (Census 2000) divided as follows: 14 years of age or less 2,675; 15 to 54 years old, 21,150; over 55 years of age, 19,576. The population density per square mile is 324 and has a total living area (land area) of 96 square mile. The total amount of families below poverty level is 4,484 representing a 54.9 percent of the families below poverty level. The Census 2000 also, indicates a 63.9 percent of the family with related children less than 5 year of age is below poverty level. A 30.1 percent of the families receiving Supplemental Social Security and/or public assistance are also below poverty level. The 70.9 percent of the family with female householder are below poverty level. The unemployment rate in the Municipality is 64.0 (Census 2000).

Because of its subhuman living conditions, 6 of its wards, specifically Paredes Vázquez, Barriada López, San Felipe, Mosquito, Borinquen, Villa Cofresé, Playita, have been designated "Special Communities" by the Commonwealth of Puerto Rico and as such, receive assistance for special social, educational, and economic programs, such as rehabilitation of houses, electricity, community centers, sewage systems, sidewalks and street asphalt and lighting, among other services.

Also, the municipality of Salinas has one of the highest rates of disabled people in Puerto Rico (per census 2000: ages 5 to 20 - 10.6 percent; ages 21 to 64 - 30.0 percent; ages 65 and over - 60.3 percent), a high rate of school drop outs, a high rate of drugs and alcohol usage, and an elevated adolescent pregnancy rate. As per 2004 mortality rate statistics of the Puerto Rico Department of Health, the Municipality of Salinas has an average mortality rate of 583 deaths. The mortality rates per diseases are as follows: 103.3 for heart disease; 59.3 for diabetes; 84.5 for cancer; 50.1 for cerebral vascular; 47 pulmonary; 47.0 hypertensive; 18.8 influenza; 15.7 liver disease; 209.8 others.

2. The residents of Aguirre from the Municipality of Salinas will benefit from this grant by restoring, preserving, redeveloping, and reducing exposure to contaminants at seven selected sites. The selection of these sites will be determined using the selection criteria described in Section C of this proposal. The Municipality of Salinas is committed to evaluate all the identified Brownfield sites; however, its main focus at this moment is the environmental assessment, redevelopment, restoration and preservation of the urban core of Aguirre.

The urban core of the ward of Aguirre from the Municipality of Salinas has been designated as a historical district. It is of the utmost importance that this historical district be preserved for study by scholars and for the enjoyment of future generations. Several of the buildings located in the historical district are listed in the National Register of Historical Buildings. Since it was the most important Sugar Plantation in the south part of Puerto Rico, it was developed as a Company Sugar Town in 1898. Its urban design and particular architecture has been recognized in Puerto Rico and the United States. Some of these buildings are currently

## G. Ongoing Community Involvement

### G.1 - Involving the Affected Community

As indicated in Section F, we have completed community involvement activities before submitting this application. If funded, we plan to expand community involvement efforts to include:

- Establishing a Brownfield Working Group
- Preparing a Community Involvement Plan
- Preparing of Brownfield fact sheets
- Holding public meetings
- Creating a Brownfield web page
- Updating economic development partners
- Holding Brownfield Owner and Developer workshops
- Effectiveness Evaluation

COMMUNITY OUTREACH PROGRAM		
Outreach Task	Purpose	Frequency
Brownfield Working Group	To guide program functions, including hiring of contractors, budgets, site selection, and site assessments.	Created within 3 months of award. Meet quarterly.
Community Involvement Plan	Define actions that will be taken to engage public and stakeholders and how we will monitor success.	Created within 3 months of award.
Facts Sheets	Educate and disseminate information. Project update included as well as important issues.	Prepared twice a year.
Public Meetings	Seek input from public and stakeholders on program direction, including site selection and cleanup planning. Held in each county seat and on our two Indian Reservations.	At key phases of project including when awarded, after Phase I and Phase II ESAs, and during cleanup planning.
Web Page	Provide public and stakeholders access to information. Advertise public meetings and developer workshops. Post completed assessment reports and fact sheets. Post ongoing list of questions from public with answers.	Web page created upon award and updated every six months. Link to our program provided on county web sites
Updating Economic Development Partners	Keep partners informed of issues. Build list of potential Brownfield sites in region. Market the Brownfield program.	Continually on informal basis. Formally, at economic development meetings in region.
Owner/Developer Workshops	Educate Brownfield site owners and developers of benefits of participating in program.	Two developer workshops in the first year.
Effectiveness Evaluation	Evaluate whether our Brownfield program is successful	Quarterly



# Encourage Good Basic Proposal Prep (*con't*)

- Contact State/Tribe/EPA with eligibility questions **early**.
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum.
- Set up public meeting and get meaningful public input.



# Cleanup Grant Checklist

- ✓ Transmittal Letter (2-single spaced page limit)
- ✓ The Narrative Proposal, which includes the responses to applicable threshold and ranking criteria (18-single spaced page limit)
- ✓ Attachments (20-single spaced page limit for all attachments)
- ✓ Letter from the state or tribal environmental authority
- ✓ Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria
- ✓ Documentation of community notification, including copies of ads (or equivalent) and comments received by you, your organization's responses to those comments, and meeting notes and sign-in sheets
- ✓ Documentation of nonprofit status, if applicable Documentation of applicant eligibility if other than city, county, state, or tribe
- ✓ Justification for cleanup cost-share waiver, if applicable
- ✓ Property-Specific Determination request, if applicable
- ✓ Petroleum eligibility determination information, if applicable



# State Brownfield Leads in Region 8

- **Colorado Dept. of Public Health and Environment**  
Dan Scheppers, 303-692-3398; daniel.scheppers@state.co.us  
<http://www.cdphe.state.co.us/hm/rpbrownfields.htm>
- **Montana Dept. of Environmental Quality**  
Jason Seyler, 406-841-5071 ; jseyler@mt.gov  
<http://www.deq.state.mt.us/Brownfields/Index.asp>
- **North Dakota Dept. of Health**  
Curt Erickson, 701-328-5166; cerickso@nd.gov  
<http://www.ndhealth.gov/WM/BrownfieldsProgram.htm>



## State Brownfield Leads in Region 8 *cont.*

- **South Dakota Dept. of Environment and Natural Resources**  
Kim McIntosh , 605-773-3296; Kim.McIntosh@state.sd.us  
<http://denr.sd.gov/des/gw/Brownfields/Brownfields.aspx>
- **Utah Dept. of Environmental Quality**  
Bill Rees, 801-536-4167; bree@utah.gov  
<http://www.environmentalresponse.utah.gov>
- **Wyoming Dept. of Environmental Quality**  
Vickie Meredith, 307-332-6924; vmered@state.wy.us  
<http://deq.state.wy.us/volremedi/brownfields.asp>



# Community Brownfields Foundation (CBF)

- CBF is an EPA subgrant recipient under a Technical Assistance to Brownfield Communities (TAB) grant
- Available to provide brownfields assistance to communities across EPA Region 8
- Expertise in all aspects of brownfields identification, assessment, cleanup and reuse
- <http://www.coloradobrownfieldsfoundation.org/>
- 303-962-0940 (Jesse Silverstein, Executive Director)





# Additional Resources and Final Questions







# Web-Based Resources

- **FY11 ARC Proposal Guidelines –**  
<http://www.epa.gov/brownfields/applicat.htm>
- **FY11 ARC Frequently Asked Questions (FAQ) -**  
[http://www.epa.gov/brownfields/proposal\\_guides/fy11\\_arc\\_faqs.pdf](http://www.epa.gov/brownfields/proposal_guides/fy11_arc_faqs.pdf)
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling -** <http://www.epa.gov/epaoswer/non-hw/debris-new/factsheet.htm>
- **Regional Information on-line -**  
<http://www.epa.gov/region8/brownfields/>
- **Headquarters Information on-line -**  
[www.epa.gov/brownfields](http://www.epa.gov/brownfields)
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools -** [www.smarte.org](http://www.smarte.org)