Northeast Brownfields Grant Webinar For Cleanup Grant Proposals

Former slag heap outside Pittsburgh, PA now boasts over 200 homes, walking trails and more expansion is planned.

Northeast Brownfields Grant Proposal Workshop

Understanding the FY-2009 Proposal Guidelines for
Cleanup Grants

September 18, 2008

Presenters:
Alan Peterson & Jim Byrne, EPA Region 1
Kristeen Gaffney, EPA Region 3

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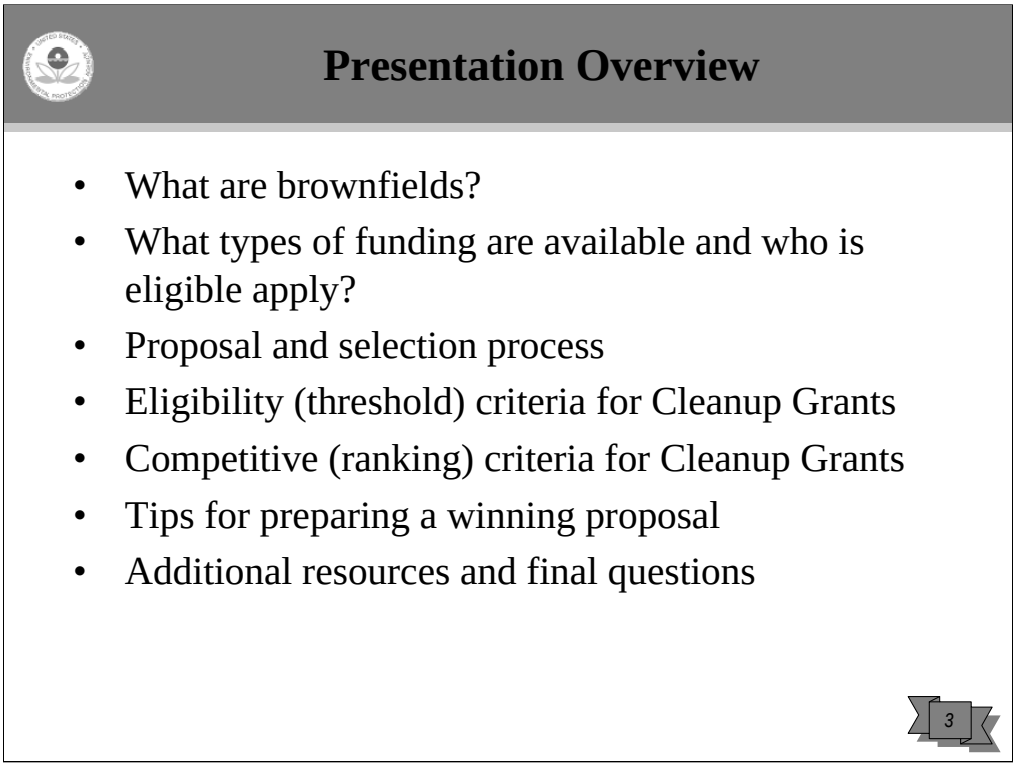
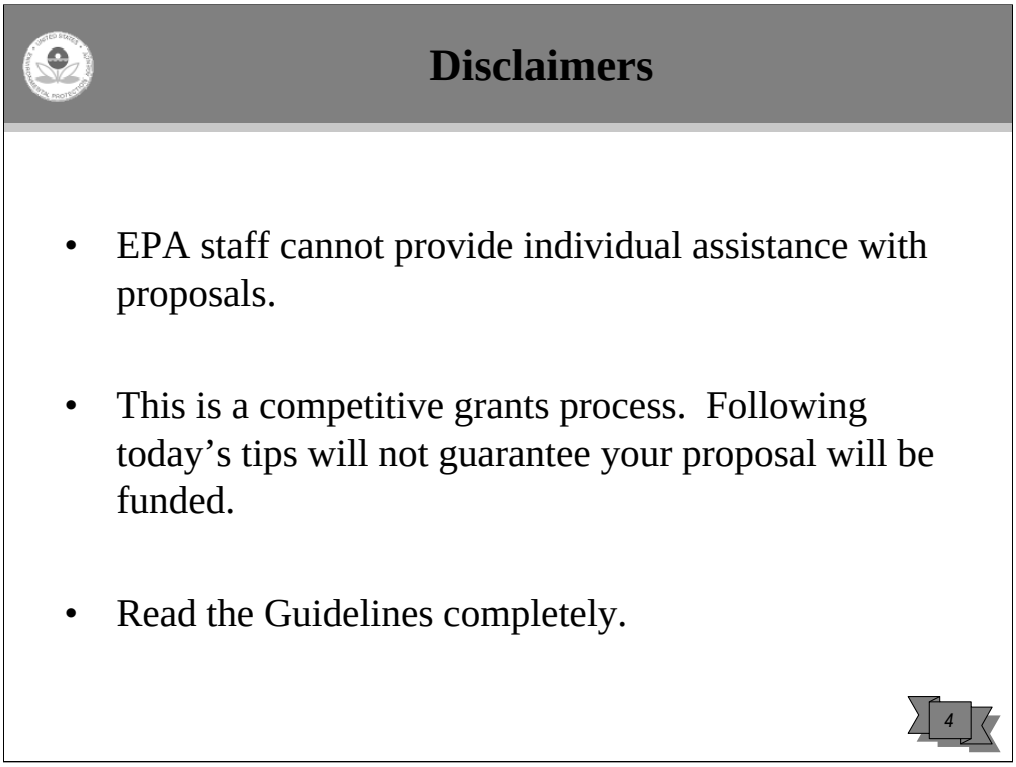


For those of you familiar with EPA's grants process, I will be highlighting what's new this year within the main presentation.



Before we begin….

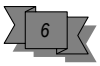
Read the new guidelines in their entirety, don't just refer to today's information.
EPA can answer questions about applicant eligibility and site eligibility.

Brownfields Overview

Farmers Market
Shelton, CT

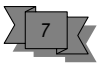
Brownfields Mission

- EPA's Brownfields Program empowers states, communities, and other stakeholders in economic redevelopment to work together to assess, safely clean up, and sustainably reuse brownfields.
- EPA provides financial and technical assistance for brownfield revitalization, including grants for:
  - ✓ Environmental assessment
  - ✓ Cleanup
  - ✓ Job training



What are Brownfields?

- Property contaminated or potentially contaminated by hazardous substances, pollutants, contaminants, petroleum or controlled substances. Examples:
  - ✓ Abandoned gas stations
  - ✓ Abandoned commercial or industrial sites/factories
  - ✓ Dump sites
  - ✓ Mine scarred land (strip mines, acid mine drainage, coal piles)
  - ✓ Illegal drug labs
  - ✓ Building contamination (lead paint/asbestos)
- Superfund NPL sites and federally owned land/facilities are **NOT** eligible brownfields funding.



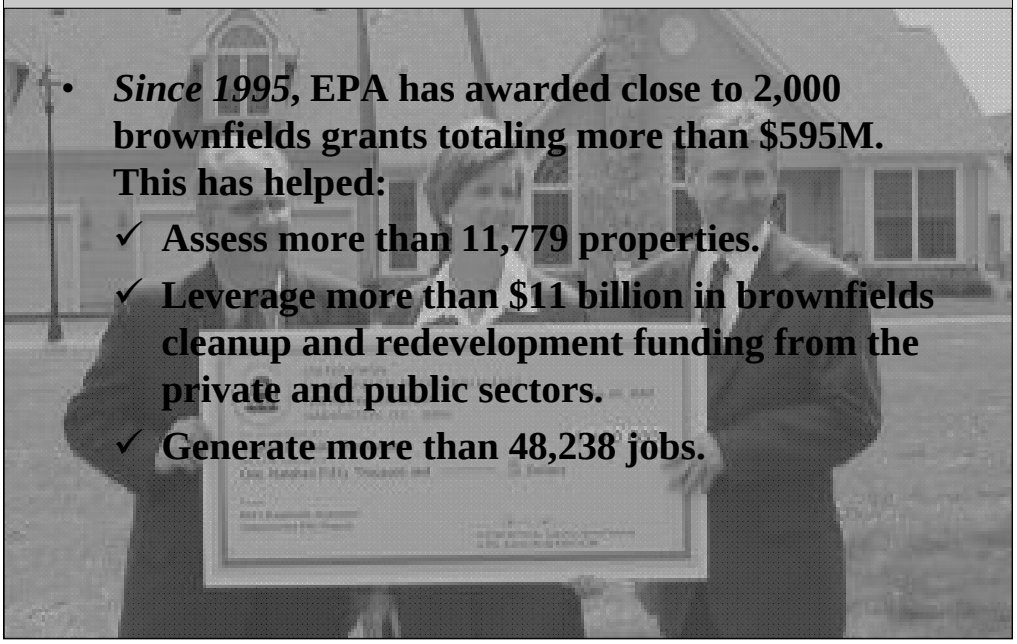
Broad definition - Could be residential property too

Benefits of Brownfields Revitalization

- Increases local tax base
- Facilitates new job growth
- Uses existing infrastructure
- Takes development pressure off undeveloped land
- Prevents sprawl
- Supports cleaner air
- Reduces habitat destruction
- Discourages blight and vandalism

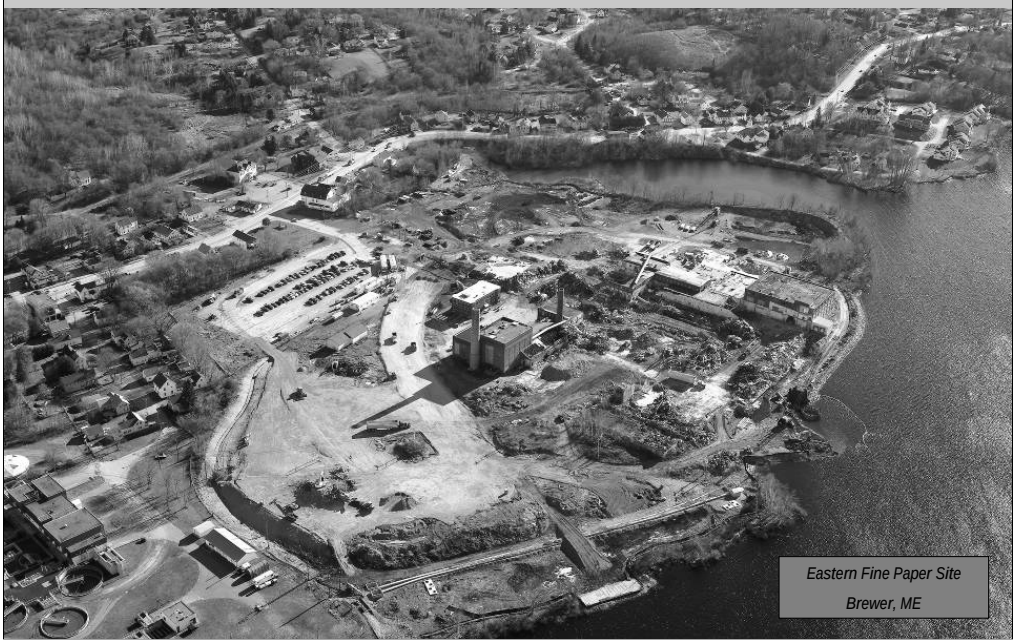
Roberto Clemente Park—a distressed neighborhood in Lancaster, Pa., gets a new walking path, playground, and baseball fields.

EPA's Investment in Brownfields Grants



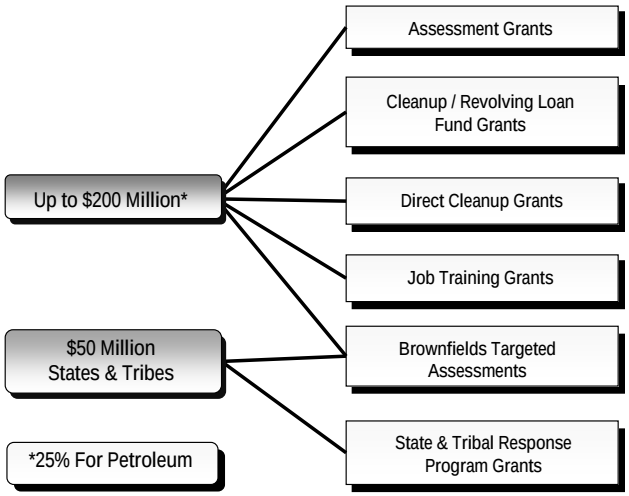
- ***Since 1995*, EPA has awarded close to 2,000 brownfields grants totaling more than $595M. This has helped:**
  - ✓ **Assess more than 11,779 properties.**
  - ✓ **Leverage more than $11 billion in brownfields cleanup and redevelopment funding from the private and public sectors.**
  - ✓ **Generate more than 48,238 jobs.**

Types of EPA Brownfields Grants



Eastern Fine Paper Site
Brewer, ME

Authorized Brownfield Funding



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Brownfields Assessment, Revolving Loan Fund, and Cleanup (ARC) Grants

- **A**ssessment***
- **R**evolving Loan Fund (RLF)
- **C**leanup

* EPA refers to as **ARC** Grants!

Also referred to as:

- ✓ 104(k) grants
- ✓ Competitive brownfields grants

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EPA's Brownfields Grant Program

EPA Brownfields grants are very competitive. Applicants should be prepared to put time and effort into constructing a winning proposal.

- In 2008, EPA received over 800 proposals for funding
  - Funded 314 grants nationally ($74 million)
  - 194 assessment grants; 108 cleanup grants; 12 RLF grants
- Roughly 1 in 4 proposals funded annually

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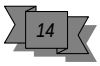
FY2009 Application Timeline

- 8/22/2008 – ARC Request for Proposals (RFP)
- 11/14/2008 – Proposal Due Date
- Spring 2009– Awards announced (Approx. $72 million nationwide)
- Funds awarded by September 30, 2009



Brownfields ARC Grants – Getting Started

- Guidelines are separate for each grant type!

- Proposal Guidelines for ARC Grants are @:
  - ✓ Assessment
    http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-07.pdf
  - ✓ Cleanup
    http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-08.pdf
  - ✓ Revolving Loan Fund
    www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-09.pdf
  - ✓ or @: www.grants.gov

Cleanup Grant Program

Purpose: carry out cleanup activities at a specific brownfield site owned by the applicant.

- 20% cost share required.
- Applicant can submit up to three proposals for three separate properties.
- Cleanup grant applicants must have a Phase I and an ASTM E1903-97 Phase II site assessment report or equivalent site investigation report complete prior to proposal submission.

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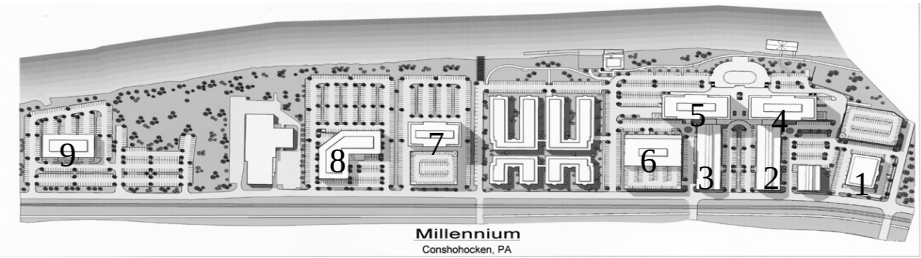
Cleanup Grant Program

What makes a good cleanup grant project?

- ✓ Identified need (targeted area)
- ✓ Site is ready to be cleaned up
- ✓ Redevelopment plans are underway



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Millenium Office Park, Conshohocken, Pa. Site of the 2002 presidential signing of the brownfields law.

General Grant Requirements

- Term for Cleanup Grants is 3 years.
- Grant cannot pay for "administrative" costs, especially indirect costs.
- Quarterly progress reports required.

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e.g., recordkeeping, financial reporting, overhead, etc. Refer to Appendix 2 – Prohibition on Use of Funds

Grants can pay for programmatic management costs – overseeing the grant, reporting, personnel, travel…

Proposal and Selection Process

- Competitive Process - national competition.
- Proposals for Assessment, Cleanup, and RLF are all due at the same time.
- PROPOSALS ARE DUE **November 14, 2008**.
- Can submit hard copies (2) or electronically (no fax or e-mail). Must register at www.grants.gov one week in advance to submit electronically.

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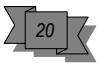
Your proposal must convince the reviewer that what you are proposing is consistent with the guidelines and that you will be successful because you know what you want to accomplish with the funds and have set aside sufficient resources to do so.

Proposal and Selection Process

- Separate proposals for up to three separate properties. All proposals are reviewed independently.
- Threshold criteria (pass/fail) and ranking criteria (numerical score).
- Regions review threshold criteria.
- National panels review ranking criteria and determine final numeric scores.
- Awards will be announced in the spring and funding awarded in September 2009.

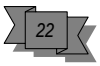


Who Can Apply?

Type of Applicant	Assessment	RLF	Cleanup
Local or Regional Governments (e.g. municipalities, counties, schools)	•	•	•
Quasi-governmental organizations authorized by state or local government (e.g. redevelopment authorities, economic development agencies, metropolitan planning organizations)	•	•	•
State agencies and Indian Tribes	•	•	•
Nonprofit organizations			•

Proposal Overview

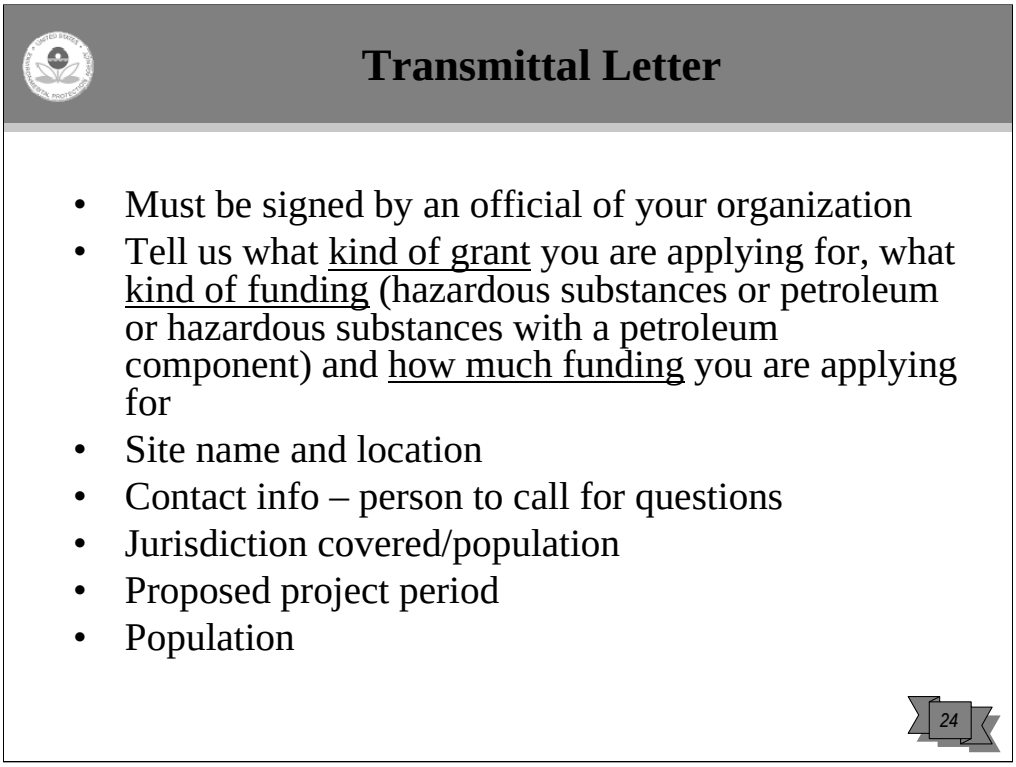
- Cover Letter
- Threshold Criteria - pass/fail only
- Ranking Criteria - numerical score
- Required attachments – ***use the checklist!*** on page 31 of the Cleanup Guidelines



Transmittal Letter

MAXIMUM LENGTH – 2 PAGES

- See Section IV.C.2 of the Guidelines for specific items required for each grant type
- Use the format proposed to make sure you include all items
- **Be sure it is only two pages!**



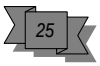
Follow all details on pages 17 and 18

Page 18 – special designations federally recognized tribe, federally designated empowerment zone, enterprise community, renewal community or weed and seed community

Give total population of jurisdiction, plus population of the target areas if possible.

Cleanup Grant Program

- Sites at which petroleum contamination is co-mingled with hazardous substances are considered hazardous substances sites.
- Call your regional Brownfields Coordinator if you need advice regarding whether your site has petroleum or is co-mingled.
- Period of performance is **three** years.



Cleanup Grant Program

- An applicant must be the sole owner of the site. An applicant who is not currently the sole owner at the time of application must obtain sole ownership by **June 30, 2009** or will be ineligible for funding.
- For purposes of eligibility determinations in these guidelines only, the term "own" means fee simple title evidenced by recorded deed on or before **June 30, 2009**.

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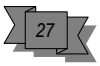
Cleanup Grant Program – Cost Share

- Applicants must provide a 20 percent cost share for cleanup grants. A $200,000 cleanup grant will require a $40,000 cost share.
- The cost share may be in the form of a contribution of money, labor, material or services and must be for eligible and allowable costs and cannot include administrative costs.
- Applicants may request a waiver of the cost share requirement. EPA will consider hardship waiver requests on a case-by-case basis.



Cleanup Grant Criteria

Community Garden & Passive Park
Somerville, MA

Threshold vs Ranking Criteria

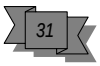
- **Threshold Criteria** are pass/fail. You must meet all threshold criteria to be evaluated against the Ranking Criteria.

- **Ranking Criteria** contain questions with specific point values. Proposals will be evaluated based on the extent and quality to which the criteria are addressed.

Threshold Criteria – Cleanup

Threshold Criteria – Cleanup

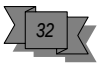
- Cleanup grants have multiple threshold criteria. Every year applicants are thrown out of the competition because they missed responding to a question. Be careful here. While EPA may seek clarification of a response, if you did not respond, it's impossible to seek clarification.



Threshold Criteria – Cleanup

1. Applicant Eligibility
2. Letter from State or Tribal Environmental Authority
3. Site Eligibility & Property Ownership Eligibility
4. Cleanup Authority and Oversight Structure
5. Cost Share
6. Community Notification

You must pass all these criteria to be moved on to the national panel!

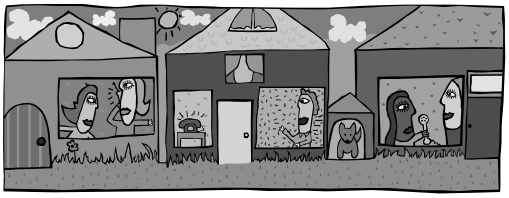


Threshold Criteria – Cleanup

1. Applicant Eligibility

1.a Applicant Eligibility

- Describe how you are an eligible applicant. If you are a non-profit you must provide documentation, as an attachment to this proposal, indicating non-profit status.



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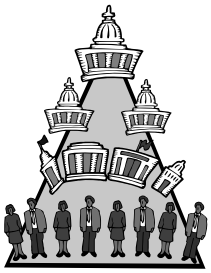
Threshold Criteria – Cleanup

1. Applicant Eligibility

1.a Applicant Eligibility

- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes
- Non-Profits



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Threshold Criteria – Cleanup

1. Applicant Eligibility

1.b Site Ownership

- As discussed previously, you must be the sole owner of the property by June 30, 2009.

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Threshold Criteria – Cleanup

2. Letter from State/Tribal Environmental Authority

- Attach a letter from your state or tribal environmental authority acknowledging that you plan to conduct cleanup activities and apply for EPA grant funds.
- If applying for multiple types of grants, you need to receive only one letter acknowledging the relevant grant activities. **<u>However</u>** you **<u>must</u>** provide the letter as an attachment to **<u>each</u>** proposal.

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Threshold Criteria – Cleanup

2. Letter from State/Tribal Environmental Authority

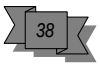
- General letters of correspondence and documents evidencing state or tribal involvement are **NOT** acceptable.
- The appropriate state contact for requesting your letter can be found in Resources at the end of this presentation.

Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Site Eligibility

- All applicants must respond to questions 3a-e:
  a. Basic Site Information
  b. Status and History of Contamination at the Site
  c. Sites Ineligible for Funding
  d. Sites Requiring a Property-Specific Determination
  e. Environmental Assessment Required for Cleanup Proposals

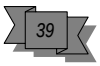


Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Property Ownership Eligibility

- If the site is a hazardous substances site or a site where hazardous substances and petroleum are co-mingles, you must respond to questions 3f-h:
  - f. CERCLA §107 Liability
  - g. Enforcement Actions
  - h. Information on Liability and Defenses/Protections

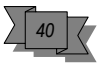


Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Petroleum Sites Only

- Applicants must provide the information required for a petroleum site eligibility determination to your state to that they can make the eligibility determination. You must give your state sufficient time to make this determination.
- Provide to your state the information requested in Threshold Criteria 3.i.
- Also be sure to read Appendix 2 for new information regarding petroleum site eligibility.



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Hazardous Sites

- ✓ EPA Is Decision Maker
- ✓ Applicant Can Not Be Potentially Liable

Petroleum Sites

- ✓ State Is Decision Maker
- ✓ State Petroleum Eligibility Letter
  - Request Early
  - Unique From State Acknowledgement Letter
  - Proposal Attachment

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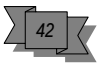
Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Hazardous Substance Sites Owned by Applicant

- For site specific assessment grants, if the applicant owns the property, they must demonstrate that they are not a liable party under CERCLA. ***If the applicant does not own the site, then the ownership provisions do NOT apply.***
- CERCLA contains very broad liability provisions.
- Liability for site owners is highly dependent on *HOW* and *WHEN* the site was acquired.
- Therefore, site eligibility is dependent on *HOW* and *WHEN* the site was acquired.



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Hazardous Substance Sites

- **Ownership Eligibility**
  - ✓ Owner liable unless exemption applies
  - ✓ Common liability exemptions/defenses
    - Involuntary
      - ❖ Tax foreclosure
      - ❖ Eminent domain
    - Bona Fide Prospective Purchaser
    - Innocent Landowner
    - Contiguous Property Owner

If exemption applies, site eligible!

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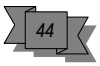
Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Hazardous Substance Sites

For voluntary acquisitions post 2002, applicant must be a Bona Fide Prospective Purchaser (BFPP)

- Not responsible for contamination (e.g. municipal landfills are not eligible)
- Not affiliated with responsible party
- Other Continuing Obligations (reasonable care of site)
- **All Appropriate Inquiry**
  - ✓ ASTM E1527 Ph I Environmental Site Assessment
  - ✓ Must have been done **PRIOR** to acquisition
  - ✓ EPA rules went into effect in November 2006
  - ✓ Current – can't be more than 6 months old at time of purchase



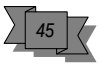
Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Petroleum Contaminated Sites

- Applicants must provide answers to the petroleum threshold questions to the appropriate state contact in sufficient time for them to make an eligibility determination.
- State review based on statutory requirements to determine whether the site is:
  - ✓ Relatively low risk,
  - ✓ No viable responsible party (financially capable)
  - ✓ Applicant not responsible party, and
  - ✓ No RCRA Corrective Action.

****Contact Information for your State is provided in the links at the end of this presentation.***



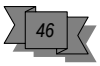
Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Special Catagories

Certain sites may also be eligible for brownfields funding with additional information and special approval from EPA (Property Specific Determination)

- RCRA sites with a permit or order
- Active Superfund emergency removal sites (no enforcement orders)
- LUST Trust fund sites
- PCB sites
- Hazardous waste landfills
- Sites with permits or enforcement orders under other environmental laws



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Property Specific Determinations

- Talk to EPA about your special site first.
- Additional section of the funding proposal (see Appendix 2 and the FAQs for more information on property specific determinations)
- Describe the type of site and why it should be eligible for brownfields funding.
- Discuss why other funding is not available to assess or cleanup the facility.
- Explain why federal funding should be used at this facility.

Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

Regional Cleanup Contacts

- **Region 1**
  - ✓ James Byrne (byrne.james@epa.gov)
    617-918-1389

- **Region 2**
  - ✓ Larry D'Andrea (deandrea.larry@epa.gov)
    212-637-4314

- **Region 3**
  - ✓ Tom Stolle (stolle.tom@epa.gov)
    215-814-3129

Threshold Criteria – Cleanup

4. Cleanup Authority and Oversight Structure

4.a Describe how you will oversee the cleanup

- Indicate that you will enroll the site in your state response program.
- If you plan to procure a Qualified Environmental Professional to oversee the cleanup of your site, explain how you will ensure they are in place before cleanup begins.

4.b Plan to acquire access to adjacent properties

- Cleanup response activities often impact adjacent or neighboring properties. If this type of access is needed, provide your plan to acquire access to the relevant property.

Threshold Criteria – Cleanup

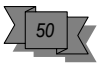
5. Cost Share

5.a Describe how you will meet the required cost share

- Describe your plans for providing the cost share, including the sources of the funding or services.
- Refer to the FAQs for a discussion of prohibited costs.
- Refer also to this link for everything you need to know about providing your cost share: www.epa.gov/region1/brownfields/pdfs/2008CostShare.pdf

5.b Cost Share Waiver

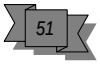
- If you are requesting a hardship waiver of the cost share, provide an explanation for the basis of your request as part of your proposal. This explanation must be submitted on a separate page as an attachment to your proposal.



Threshold Criteria – Cleanup

6. Community Notification

- This requirement has changed from last year. You must do these activities **prior to submittal** of your proposal. If you do not do them, you will be eliminated from the competition.
- Community Notification Activities
  - ✓ You must provide the community with notice of your intent to apply for an EPA cleanup grant and an opportunity to submit comments.
  - ✓ You must provide a summary of the comments and your responses to those comments to EPA.
  - ✓ You must hold a public meeting to discuss the draft proposal and consider public comments.



Threshold Criteria – Cleanup

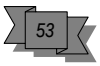
6. Community Notification

- Community Notification Activities (cont'd)
  - ✓ You must place an ad in your local newspaper or an equivalent means at least two weeks prior to the submittal date. Your ad must clearly indicate that a copy of this grant proposal is available for public review by indicating where it is located (e.g. town hall, library, etc.)
- Refer to the FAQs for more information on acceptable community notification methods.
- Applicants who are submitting more than one cleanup proposal may plan to have a single community notification ad and meeting. **BUT** all targeted communities must receive the notification.

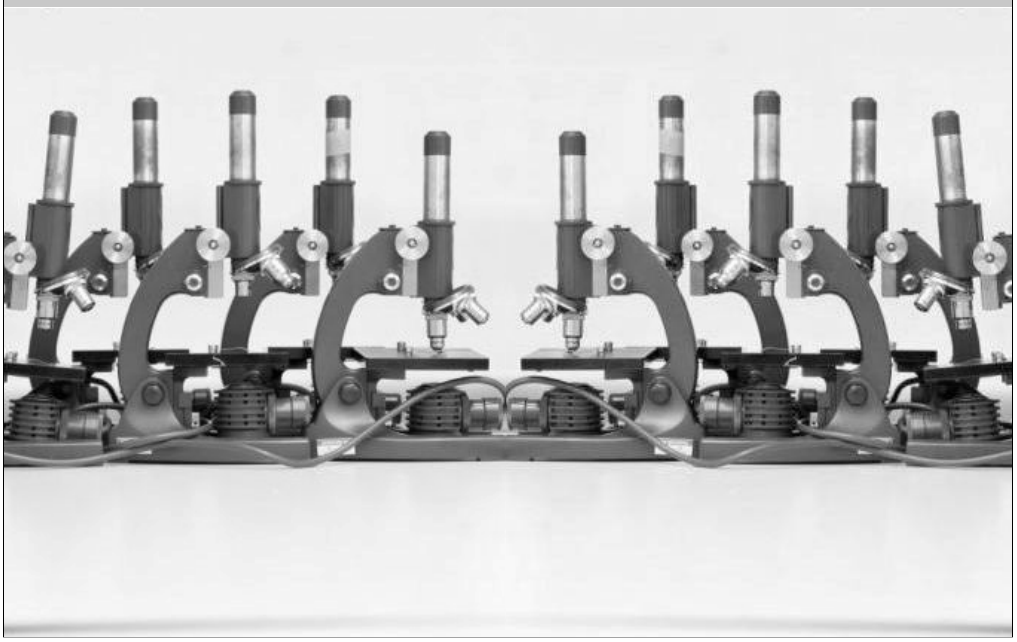
Threshold Criteria – Cleanup

6. Community Notification

- You must attach the following documents to your proposal:
  - ✓ A copy of the ad that demonstrates notification to the public
  - ✓ The comments or a summary of the comments received
  - ✓ Your response to the public comments
  - ✓ Meeting notes and sign-in sheet from the public meeting



Ranking Criteria – Cleanup

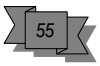


Ranking Criteria – Cleanup

Four Ranking Criteria Sections (100 Points)

1. Community Need (15 Points)
2. Project Description & Feasibility of Success (40 Points)
3. Community Engagement & Partnership (15 Points)
4. Project Benefits (30 Points)

Tip: Be sure to read the opening paragraphs for each criteria as it includes important information on how to respond.



Ranking Criteria – Cleanup

1. Community Need (15 Points)

1.a. Health, Welfare & Environment (8 Points)

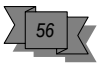
i. Describe the effect of Brownfields on targeted community (4 Points)

ii. Describe Health & Welfare Of Sensitive Populations (4 Points)

1.b. Financial Need (7 Points)

i. Describe the economic impact of Brownfields on targeted community (rates of poverty, income, unemployment, etc.) (4 Points)

ii. Describe factors that limit ability to acquire other sources of assessment funds. If you have current or previous EPA Brownfields grants, explain why you need additional funding (3 Points)



Ranking Criteria – Cleanup

1. Community Need (15 Points)

1.a. Health, Welfare & Environment (8 Points)

i. Describe the effect of Brownfields on targeted community (4 Points)

- ✓ Identify number and size of Brownfields in what you are considering your targeted area (i.e. where your cleanup site is located)
- ✓ Describe Health, Welfare and Environmental impacts of these sites as well as the site you are applying for
- ✓ Be specific as possible by utilizing examples
  - ❖ Types and number of sites
  - ❖ Oil Production, Corner Gas Stations, Heavy Industry

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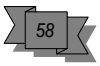
Ranking Criteria – Cleanup

1. Community Need (15 Points)

1.a. Health, Welfare & Environment (8 Points)

ii. Describe Health & Welfare of Sensitive Populations (4 Points)

- ✓ Population in Target Community
  - ❖ Children
  - ❖ Elderly
  - ❖ Women Of Child Bearing Age
  - ❖ Minorities
- ✓ Provide any data showing that residents are disproportionately impacted by environmental problems
  - ❖ Include Cancer, Asthma Studies Data
  - ❖ Check With Health Departments
- ✓ Identify All Information Sources



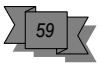
Ranking Criteria – Cleanup

1. Community Need (15 Points)

1.b. Financial Need (7 Points)

i. Brownfields Economic Impact On Community (4 Points)

- ✓ Describe economic & social situation of targeted community
- ✓ Provide demographic data of targeted community
  - ❖ Unemployment, household income, poverty
  - ❖ Minority, Single Head Of Household, Rent vs. Ownership, Crime Rate, Drop Out Rate, etc.
  - ❖ Use table format for data if it tells the story better than writing it out. Do not put table in an appendix, no one will read it or score it.
  - ❖ Compare your local data to state and national data
- ✓ Identify all information sources



Ranking Criteria – Cleanup

1. Community Need (15 Points)

1.b. Financial Need (7 Points)

ii. Factors why other resources are not available (3 Points)

- ✓ Fiscal (Tax Base, City Spending, Disasters, Geographic Issues), Population Size
- ✓ Explain why you are cash poor and need this grant

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Ranking Criteria – Cleanup

1. Community Need (15 Points)

1.b. Financial Need (7 Points)

ii. Factors why other resources are not available (3 Points)

- ✓ **Existing Brownfields Grantees Only**
  - ❖ Describe why an additional grant is needed:
    - Build on past work
    - Continue momentum
    - Master Plan for Reuse

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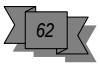
Ranking Criteria - Cleanup

One Last Tip on Community Need

- Community Need is also about what is needed to improve lives. Plant the seed of those needs in this section, and in the remainder of your proposal. Show your plan and vision for supplying answers to those needs:
  - ✓ If the community is losing good paying manufacturing jobs, what are you doing to replace them?
  - ✓ If poor families need affordable housing, what are you doing to develop it?
  - ✓ If the community badly needs greenspace or smart growth elements to create a more vibrant community, what are you doing to meet those needs?



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.a. Project Description (10 Points)

i. Describe the project (5 Points)

ii. Describe the proposed cleanup plan (5 Points)

2.b. Budget for EPA Funding and Leveraging Other Resources (10 Points)

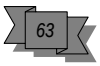
i. Budget Table & Detailed Task Descriptions (5 Points)

ii. Leveraging (5 Points)

2.c. Programmatic Capability (20 Points)

i. Has received EPA Brownfields grant(s)

ii. Has not received EPA Brownfields grant



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.a Project Description (10 Points)

i. Describe the project (5 Points)

- ✓ This is a new criteria for the cleanup proposals and it's important to focus on what you want to say here. Tell the reader the story of the cleanup and redevelopment.
- ✓ Tell the reader the big picture (Who, Why, When, How)
- ✓ If possible, describe overall project through reuse
- ✓ Be succinct – why are you applying for this funding?
- ✓ Describe your vision & motivation

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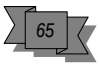
Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.a Project Description (10 Points)

ii. Describe the proposed cleanup plan (5 Points)

- ✓ A cleanup plan describes the recommended remediation objectives from your Phase II report and how they will be achieved
- ✓ Includes specific institutional or engineering controls and potential end use for the site.
- ✓ Be sure to provide enough detail so the reader will get the idea that the project is going to happen!



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget - Table

- ✓ Prepare the budget table. This is the same format as last year. Please make sure it adds up. This is how you lose points!!!
- ✓ We recommend that Task 1 be identified as "Cooperative Agreement Oversight" and includes such items as your travel and supplies costs.
- ✓ Be sure to include your cost share in both the budget and in the task descriptions.

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Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b.i. Sample Format for Budget

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

[1] Travel to brownfield-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for Cleanup grants.
[3] 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.

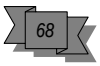
Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget - Table

- ✓ Research Cost Eligibility
  - ❖ **If a reader doubts a task's eligibility, you will lose points.**
  - ❖ Any cost eligibility questions, call EPA or check the FAQs.
  - ❖ There is an administrative cost ban. For details refer to the Appendix and to the FAQs for other ineligible costs.
  - ❖ Indirect costs are not allowed.
  - ❖ Do not include any costs for equipment.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget – Personnel Costs and Strategies

- ✓ Whether you are charging personnel costs to the grant or not, use the preparation of your detailed task descriptions to create reasonable personnel cost estimates.
  - ❖ When charging personnel costs, the reviewer is looking for a reasonable association between the amount of activities described and the amount charged in the table.
  - ❖ Whenever you charge less to the grant than your estimated personnel costs, this becomes in-kind services, which you should point out to the reviewer and take advantage of.

Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget – Task Descriptions

- ✓ Describe each task in detail, including the basis for the estimated costs. For example:
  - ❖ Travel costs: 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: provide a list of supplies reflective of cost in table.
  - ❖ Contractual: estimate soil removal at $xx/ton x 30 tons + placement of cap material = $xx total contractual in task.
  - ❖ If personnel and contractual costs in same task, describe activities associated with each cost (your part, their part).

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Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget - Task Descriptions

- ✓ Describe each task in detail, including the basis for the estimated cost. **Do this for each activity within each task.**
  - ❖ As part of each task description, include the "outputs" that you would expect to see from each activity. Be specific to the numbers you are committing to. Don't forget to do this.
  - ❖ Outputs refer to an environmental activity, effort and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative, but must be measurable during the project period. The expected outputs for the grants awarded under these guidelines are the cleanup of Brownfields sites. Other outputs may include the number of community meetings held and/or the number of tanks pulled.

Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget for EPA Funding (5 Points)

- ✓ If you are submitting one proposal that includes a request for both hazardous substances and petroleum funding, *include two budgets and two sets of task descriptions.*

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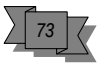
Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

ii. Leveraging (5 Points)

- ✓ If you determine that additional (e.g. cleanup) work may be required, describe the funding or resources you have or will seek to complete the additional work. Describe other sources of funding or resources you have or are seeking to ensure the successful revitalization of the site cleaned up with this grant.
- ✓ Describe any gap in overall broad project funding:
  - ❖ Assessment,
  - ❖ Cleanup Planning,
  - ❖ Cleanup, and
  - ❖ Reuse.
- ✓ Do not say you have no other funding. You potentially have access to the state's 128a funding or the EPA TBA program (for assessment assistance).



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b. Budget & Leveraging Other Resources (10 Points)

ii. Leveraging (5 Points)

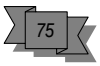
- ✓ Describe funding already leveraged.
- ✓ Describe **ALL** possible funds being sought.
  - ❖ Federal (HUD BEDI, EDA, DOI, TBA, Brownfields Tax Incentive)
  - ❖ State (State TBA, Tax Credits)
  - ❖ Local (TIF, Tax, Bond)
  - ❖ Private (Foundation, Investors, Donations)
- ✓ Provide examples of past leveraging successes from similar projects.
- ✓ Remember that it takes a village to redevelop Brownfields sites, you cannot depend on one source of funding. You want to make yourself look successful.

Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.c. Programmatic Capability (20 Points)

- If you have ever received an EPA Brownfields grant, respond to subcriteria **2.c.i**.
- If you have never received an EPA Brownfields grant, but have received other federal or non-federal assistance agreements, respond to subcriteria **2.c.ii**.
- If you have never received any type of federal or non-federal assistance agreements, please ***indicate this in your proposal*** and you will receive a neutral score (10 points) for this factor.
- **Be careful which one you respond to!**



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.c. Programmatic Capability (20 Points)

i. Has received EPA Brownfields grant(s)

- ✓ Please provide information on no more than five of your most recent EPA Brownfields grants. Describe how you have successfully managed and performed all phases of work under these grants, including:
  - ❖ Funding expenditures
  - ❖ Compliance with grant requirements: Terms and Conditions; quarterly reports; ACRES reporting; etc.
    - Check with your Project Officer. If you owe us reports, go get them done! Update your quarterly report submissions and do your ACRES data input.
  - ❖ Describe your successes with the EPA Brownfields funding.

Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.c. Programmatic Capability (20 Points)

i. Has received EPA Brownfields grant(s)

- ✓ Describe your staff expertise/qualifications
  - ❖ Name names on who will be involved with this grant and point out other expertise you can draw on in your organization)
  - ❖ Explain experience in acquiring needed expertise and resources through competitive procurement.
- ✓ Describe any adverse audit findings and corrective actions
  - ❖ Also, describe any past grant management issues.
    - Identify past barriers and solutions

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Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.c. Programmatic Capability (20 Points)

ii. Has not received EPA Brownfields grant (but has received other federal or non-federal assistance agreements)

- ✓ Provide information on no more than five of your most recent assistance agreements. Address your ability to meet reporting requirements.
- ✓ Describe your ability to manage this grant and successfully perform all phases of work under this grant.
- ✓ Describe your staff expertise/qualifications
  - ❖ Name names on who will be involved with this grant and point out other expertise you can draw on in your organization.
  - ❖ Explain experience in acquiring needed expertise and resources through competitive procurement.
- ✓ Describe any adverse audit findings and corrective actions
  - ❖ Also, describe any past grant management issues.
    - Identify past barriers and solutions

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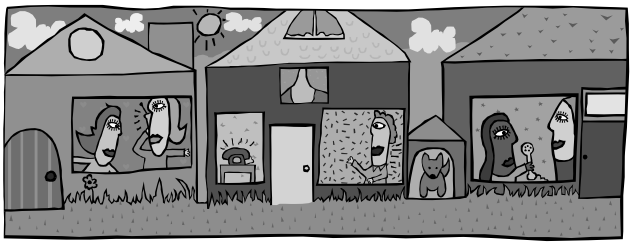
Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.a. Community Engagement Plan (5 Points)

3.b. Local, State & Tribal Partnerships (5 Points)

3.c. Community-Based Organizations (5 Points)



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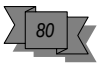
Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.a. Community Engagement Plan (5 Points)

- Discuss your plans for involving the affected community in the following areas:
  - ✓ Cleanup decisions
  - ✓ Reuse planning
- Describe your plan for communicating the progress of your project:
  - ✓ Public meetings
  - ✓ Website updates
  - ✓ Fact sheets
  - ✓ Press releases
  - ✓ Open house at the site
- Include any plans for communicating in languages commonly used in the community

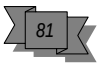


Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.a. Community Engagement Plan (5 Points)

- Describe **Aggressive** and **Detailed** Plans for using:
  - ✓ Applicant's & partners' websites
  - ✓ Press releases and other uses of the print media
  - ✓ More public meetings
    - ❖ Commit to number, frequency, or milestone
    - ❖ Convenient meeting location affected community
    - ❖ Since site specific, hold in neighborhood
    - ❖ Schedule meeting for working public
  - ✓ Flyers
  - ✓ Community group meetings



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.a. Community Engagement Plan (5 Points)

- Describe plan to encourage involvement
  - ✓ Describe plan for providing responses to public
    - Web, Email, Mail, Call
  - ✓ Address all **potential** language barrier(s)
    - Plan to translate materials
    - Plan to accommodate cultures
    - Relate to demographic data in Community Need section (the reviewer will remember)

Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.b. Local, State & Tribal Partnerships (5 Points)

- Describe your partnerships with **both:**
  - ✓ State Environmental Agency, **and**
  - ✓ Health Agency
- Also **relevant** governmental agencies.
- Describe your plan for developing other partnerships.
- Become knowledgable about and demonstrate that knowledge regarding your state programs.
- If appropriate, indicate plan to enroll site(s) in state programs.

Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.c. Community-Based Organizations (5 Points)

- Provide a description of, and the role of, key community-based organizations involved in your project.
  - ✓ Local Citizen Groups
  - ✓ Environmental Groups
  - ✓ Civic Groups
  - ✓ Educational Institutions
- Describe project role in proposal.

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Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.c. Community-Based Organizations (5 Points)

- **Letter** From **EACH** CBO is required.
  - ✓ Required proposal attachment is a letter that describes project role and commitments that the CBO will make to your project
  - ✓ Do **NOT** utilize form letters. This will not work. Each letter should speak from that organization's view of your brownfields work.
  - ✓ Must describe project **role.**
  - ✓ Must describe c**ommitment.**
  - ✓ How many key CBOs do you need? How many will get you the five points?

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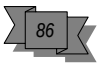
Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.c. Community-Based Organizations (5 Points)

- Here are some examples of what CBOs can do for your project:
  - ✓ Provide finance or legal advice
  - ✓ Helping to post community outreach material on web, in newsletters
  - ✓ Host public meetings
  - ✓ Provide technical assistance (QEP, QA)
  - ✓ Participation as board or committee member
  - ✓ Provide some portion of the cost share by providing materials or equipment



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

3.c. Community-Based Organizations (5 Points)

- Here are some examples of CBOs:

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

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.a. Welfare and/or Public Health (10 Points)

4.b. Economic Benefits and/or Greenspace (5 Points)

i. Economic Benefits and/or

ii. Non-Economic Benefits

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

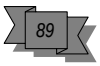
4.d. Measuring Progress (5 Points)

Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.a. Welfare and/or Public Health (10 Points)

- Describe the environmental, social and/or public health benefits anticipated from the redevelopment of the site cleaned up under this grant.
- Describe how nearby and sensitive populations will be protected from contaminants during cleanup work on the site.
  - ✓ You know what your project is, you can be specific here.
  - ✓ Think about benefits both direct & indirect from cleanup and site reuse
- Environmental Benefits
  - ✓ Discuss the specific contaminants you are cleaning up
  - ✓ Media Specific (Air, Surface & Ground Water, Soil)
  - ✓ Exposure Reduction
  - ✓ Restoration



Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.a. Welfare and/or Public Health (10 Points)

- Social Benefits
  - ✓ Blight reduction
  - ✓ Improvement to quality of life
  - ✓ Affordable housing
  - ✓ Jobs
- Health Benefits
  - ✓ Asthma reduction due to improved air quality (Diesel Emissions)
  - ✓ Lower blood lead level
  - ✓ Drinking supply protection or restoration
  - ✓ Elimination of exposures by sensitive populations

Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.a. Welfare and/or Public Health (10 Points)

- Plan general community & sensitive population **protection** from project contaminants during your cleanup. Here are some ideas:
  - ✓ Signs during project phases
  - ✓ If appropriate, fences during all project phases
  - ✓ Dust control
  - ✓ If sensitive population discussed in community need, plan for protection
  - ✓ Utilize house-to-house notices

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.b Economic Benefits and/or Greenspace (5 Points)

Notice the "and/or" language here. This is deliberate language giving economic and greenspace benefits equal billing. Based on your project under this grant, respond to either one or the other, or if appropriate, respond to both.

i. Economic Benefits

- ✓ Explain how the grant will produce economic benefits such as increased employment and expanded tax base, through the redevelopment of the site cleaned up under this grant. Provide quantitative estimates where feasible.
- ✓ Examples:
  - Jobs
  - Taxes (Property, Sales, Income)
  - Property values
  - Stimulate area-wide echo development

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.b. Economic Benefits and/or Greenspace (5 Points)

This is the "or" part.

ii. Non-Economic Benefits

- ✓ Describe All **Non-Economic** Benefits associated with the site to be reused for greenspace or other not-for-profit activities.
- ✓ Non-Profit & Charitable Reuse
  - ❖ Community Center
  - ❖ Governmental (City Hall, Library, Police)
- ✓ Greenspace Reuse
  - ❖ Wetlands, greenspace & open space
  - ❖ Recreational & pocket parks
  - ❖ Preservation of open space on urban edge

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

- ✓ Describe any anticipated environmental benefits, beyond the remediation of contaminants, associated with the sustainable redevelopment of the site cleaned up under this grant, including the use of existing infrastructure, such as utilities and public transit.
- ✓ Explain how this grant will support EPA initiatives such as Construction & Demolition recycling, Low Impact Development and/or Green Remediation.
- ✓ Remember that infrastructure reuse comes from the Brownfields law and is not just idle language we dreamed up!

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

- Discuss all possible **Infrastructure** Reuse and how this will play into redevelopment of your site. What is existing infrastructure?

✓ Water	✓ Side Walks
✓ Sewer	✓ Storm Drains
✓ Electricity	✓ Public Transit
✓ Roads	✓ Buildings

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

- Describe all **Sustainable** Reuse possibilities that you will work on incorporating into the redevelopment of your site:
  - ✓ Green Building (LEED Certification, EnergyStar Certification, etc.)
  - ✓ Smart Growth Principles
  - ✓ Energy and Resource Efficiency
  - ✓ Historical Building/Material Preservation and/or Renovation
  - ✓ Innovative Storm Water Controls
    - ❖ Pervious Pavement
    - ❖ Gray Water Reuse
    - ❖ Onsite retention and/or treatment (bioswales, raingardens, etc.)
  - ✓ Ecological Revitalization

Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

- Describe all **Sustainable** Reuse (cont'd)
  - ✓ Sustainable and Low-Impact Landscaping
  - ✓ Maintenance and/or Promotion of Community Character and Livability
  - ✓ Use of Local Materials and Resources
  - ✓ Green Cleanups
    - ❖ Biodiesel or Alternate Fuel Equipment
    - ❖ Construction & Demolition Recycling
    - ❖ Debris Sorting
    - ❖ Conservation of Resources

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Ranking Criteria – Cleanup

4. Project Benefits (30 Points)

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 Points)

- Describe existing or future sustainability measures in your community which may apply to your project. Such as:
  - ✓ Multiuse Zoning
  - ✓ Transit Oriented Development
  - ✓ Development of a Community Vision or Plan
  - ✓ Consider Ordinance Development

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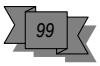
Ranking Criteria – Cleanup
4. Project Benefits (30 points)

4.d. Plan for Tracking & Measuring Progress (5 Points)

- Describe your plan for tracking and measuring your progress towards achieving the expected project outcomes.

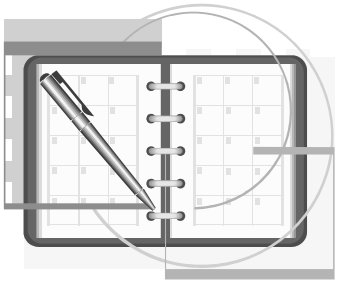
- Outcomes refers to the result, effect, or consequence that will occur from carrying out the activities under this grant. Outcomes may be environmental, behavioral, health related, or programmatic; must be quantitative; and may not necessarily be achievable during the project period. Expected outcomes of Brownfields grants include the number of jobs leveraged and other funding leveraged through the economic reuse of sites; the number of acres made ready for reuse or acres of greenspace created for communities; and whether the project will minimize exposure to hazardous substances.



Ranking Criteria – Cleanup
4. Project Benefits (30 points)

4.d. Plan for Tracking & Measuring Progress (5 Points)

- Be sure to identify your outcomes and your schedule for achieving them.



100

Resources

Robertson on the River

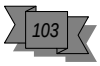
Taunton, MA

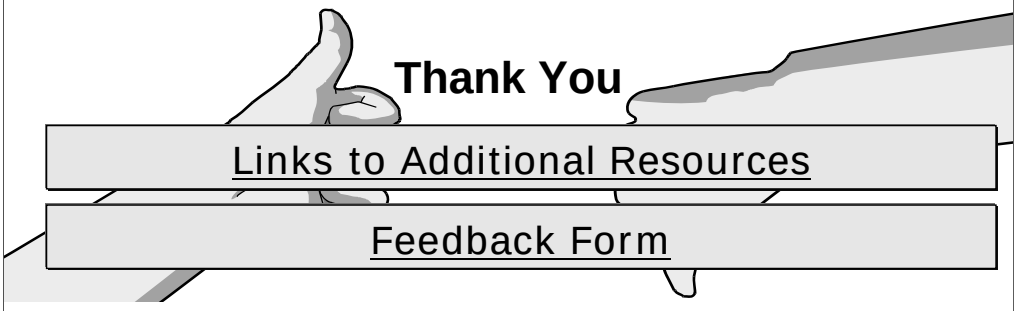
State Contacts

- **Region 1:**
  - ✓ All States: www.epa.gov/region1/brownfields/contacts/sbpcontacts.htm
- **Region 2:**
  - ✓ All States & Territories: See *Region 3 State Contacts.pdf*
- **Region 3:**
  - ✓ All States: www.epa.gov/reg3hwmd/bfs/grants/statecontacts.htm

Web-Based Resources

- **FY09 ARC Proposal Guidelines:**
  - ✓ Assessment – www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-07.pdf
  - ✓ Cleanup – www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-08.pdf
  - ✓ Revolving Loan Fund – www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-09.pdf
- **FY09 ARC Frequently Asked Questions (FAQ):** www.epa.gov/swerosps/bf/publications/fy2009faqs.pdf
- **Fact sheet on changes to Brownfields ARC grant guidelines:** www.epa.gov/swerosps/bf/publications/arc_factsheet.pdf
- **Fact sheet on Brownfield Assessment Coalitions:** www.epa.gov/swerosps/bf/publications/acfs_062408.pdf
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling:** www.epa.gov/epaoswer/non-hw/debris-new/pubs/brochure.pdf
- **Green Remediation:** http://clu-in.org/greenremediation/
- **Diesel Emission Reduction:** www.epa.gov/region09/cleanup-clean-air/
- **Headquarters Information:** www.epa.gov/brownfields
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools:** www.smarte.org



Questions?

After viewing the links to additional resources, please complete our online feedback form.