

# **Brownfields On-Line Grants Workshop: Understanding the Proposal Guidelines**



November 7, 2006  
Presented by:  
US EPA Region 4  
Brownfields Section

# **Agenda**

## **FY2007 Brownfields Proposal Guideline Workshop**

**November 7, 2006**

- 10:00      **Welcome**
- 10:05      **Background and Threshold Criteria**
- 10:40      **Ranking Criteria: Assessment**
- 11:15      **Ranking Criteria: RLF & Cleanup**
- 11:35      **Questions and Answers**

**Note:**      *Estimated time frames. To gain the most, grant-writers for RLF and Cleanup Grants should attend all sessions.*

## **Introduction to EPA Speakers**

- Mike Norman, Brownfields Coordinator
- Olga Perry, Project Officer
- Brian Holtzclaw, Project Officer
- Kathleen Curry, Project Officer
- Wanda Jennings, Project Officer

## Background on EPA's Brownfields Grants

## **EPA's Mission**

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The mission of the Environmental Protection Agency is to protect human health and the environment.



## EPA's Mission

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The mission of the Environmental Protection Agency is to protect human health and the environment.

We believe that revitalization of contaminated properties goes hand-in-hand with our mission.



## Benefits of Revitalization

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- Increases local tax base
- Facilitates new job growth
- Utilizes existing infrastructure
- Takes development pressure off undeveloped land
- Prevents sprawl
- Cleaner air
- Reduces habitat destruction
- Many more

## **Brownfields Definition**

*“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”*



## **“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

## **EPA's Investment in Brownfields Grants**

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- Since 1995, EPA has awarded 1,323 community-based grants, worth \$523M. This has helped:
  - **Assess more than 7,000 parcels**
  - **Leverage more than \$8.5 billion in brownfields cleanup and redevelopment funding from the private and public sectors.**
  - **Generate more than 39,294 jobs**

# The Competitive Grant Program



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

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About 1 in 10 proposals were funded last year. Each year the number of proposals received increases.

FY04 Proposals:

FY04 Awards: 248 Assessment, Cleanup and RLF

## **FY2006 Brownfields Competitive Grant Program**

- EPA received over 650 proposals
- Funded 292 grants nationally (\$69.9 million)
  - **184 assessment grants**
  - **96 cleanup grants**
  - **12 RLF grants**
- Funded 26 Region 4 grants (\$5.3 million; or 7.3%)
  - **23 assessment grants**
  - **3 cleanup grants**

## **FY2006 Funding to Region 4: \$5.1M**

- **FY 2006 Competitive Grant Funding for Communities in these States/Tribes**
  - AL - \$600k
  - FL - \$400K
  - GA - \$550k
  - KY - \$0K
  - MS - \$400k
  - NC - \$1.45M
  - SC - \$1.2M
  - TN - \$500k
  - Tribes - \$0K
- **Kinds of FY 2006 Competitive grant funding**
  - Assessment - \$4.5M
  - RLF - \$0M
  - Cleanup - \$600k

## **Application Process FY2007**

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- Oct 16 – Notice of Availability
- Dec 8 – Assessment, Revolving Loan Fund, and Cleanup (ARC) proposals due
- Spring 2007 – Award Announcement

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## Evaluation Process FY2007

(Tentative)

- Regional Evaluation of Threshold Criteria Responses
- National Panel Evaluations of the Ranking Criteria Responses
  - **Region 4 will be 1 of 4 reviewers for proposals from our 8 States**
- Headquarters Decision Official Selects the “Highest Ranking”
  - **Additional policy considerations**
- Announcement: End of May 2007

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# What kind of funding is available?

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## **Assessment Grant Program**

- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites
- Community wide or site specific (single site)
- \$200K hazardous substance (including asbestos, lead paint, other environmental hazards)
- \$200K petroleum-only contamination
- Up to \$350K per property with approved waiver
- No more than 2 applications per eligible entity
- Must apply separately for hazardous substances and petroleum

Chris

# Assessment Grant Program Success Story

## Jackson, Mississippi



**Police Substation**

**Sim's Drycleaners**

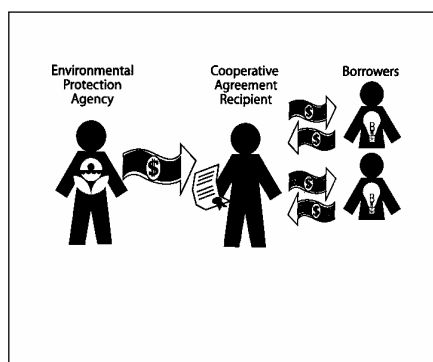


## **Revolving Loan Fund Grants Program**

- To make low interest loans to carryout cleanup activities at brownfields properties.

EPA-Grant Recipient-Loan Recipient

- Up to \$1M per eligible entity
- 40%-cleanup subgrants
- 60%loans
- Coalitions may apply
- Cost share of 20%



- An eligible entity can apply for up to \$1M for a RLF grant. This grant is a three tier process, the funds flow from EPA-Grant Recipient-Loan Recipient. These funds are generally used to provide no-interest or low interest loans to Site Owners, Developers and others; including non-profit organizations
- Up to 40% can be used for RLF Cleanup subgrants and 60% or more to capitalize a RLF
- Coalition can apply-We currently have 2 RLF coalitions in our region, SC and SFRPC
- With RLF grants, there is a 20% match share requirement, unless a hardship waiver is granted (Can be in the form of a contribution of labor, money, labor, material or services as well as fees from loan recipients)
- Grant funds can be use to purchase insurance

## **Revolving Loan Fund Program Success Story Palm Beach, Florida**



## **Cleanup Grant Program**

- To carry out cleanup activities at brownfield sites
- Up to \$200K per property
- Hazardous substances or petroleum-only contamination
- May apply for up to 3 properties: Separate proposals for each property
- Non-profits may apply
- Cost share 20%
- **Must have a FEE SIMPLE TITLE** by 6/30/2007

# Cleanup Grant Program Success Story

## Atlanta Youth Soccer Association

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## **Other U.S. EPA Brownfields Programs**

- Brownfields Job Training Grant Program
  - **Kathleen Curry, (404) 562-8660**
- Targeted Brownfields Assessment Program
  - **Olga Perry, (404) 562-8534**

# Getting Started



## Proposal Guidelines

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- FY 2007 Guidelines are at:  
<http://www.epa.gov/oswer/docs/grants/e-pa-oswer-obcr-07-01.pdf>.
- This training is **NO SUBSTITUTE** for reading and closely following the detailed guidelines !

## **Encourage Good Basic Proposal Preparation Practices...**

- Read entire new guidelines and follow directions !
- Get mentoring from prior successful grantees (refer to <http://www.epa.gov/swerosps/bf/reg4.htm>); and review winning proposals.
- Write as though the reader knows NOTHING previously about your community ! This must be a “stand-alone” document.
- Address all criteria – if it doesn't apply say so and explain.
- Be kind to your reviewers – minimize the use of acronyms and technical/cultural jargon

Chris

Community-wide application for AG and RLF – very strict limit. Excess pages will be removed and not given to reviewers. If applying site specifically for AG or more than one site for CG, see guidelines...

## **Encourage Good Basic Proposal Preparation Practices... (cont.)**

- Use “white space” and obey page limits! Strict 18 single-sided page limit.
- Limit number of attachments.
- Pages in excess of page limits will be removed and not evaluated.
- 1” margins; 12 pt font; no binders; NO COLOR.
- No photos. Maps may speak a thousand words; but they must copy well in B&W and on letter size paper.
- If applying for more than one grant program, must submit separate proposals.

Chris

Community-wide application for AG and RLF – very strict limit. Excess pages will be removed and not given to reviewers. If applying site specifically for AG or more than one site for CG, see guidelines...

## Threshold Criteria

**“Pass/Fail”**

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# Threshold Criteria

**ASSESSMENT GRANTS:**

- A. Applicant Eligibility
- B. Letter from the State/Tribal Environmental Authority
- C. Site Eligibility/Property Ownership Eligibility-Site Specific

**REVOLVING LOAN FUND GRANTS:**

- A. Applicant Eligibility
- B. Description of Jurisdiction
- C. Letter from the State/Tribal Environmental Authority
- D. Cleanup Authority/Oversight Structure
- E. Cost Share
- F. Legal Authority to Manage a Revolving Loan Fund

**CLEANUP GRANTS:**

- A. Applicant Eligibility
- B. Letter from the State/Tribal Environmental Authority
- C. Site Eligibility/Property Ownership Eligibility
- D. Cleanup Authority/Oversight Structure
- E. Cost Share

Carol

## **Threshold Criteria – In other words, 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
- \*\*Description of Jurisdiction
- \*\*Legal Authority to Manage a Revolving Loan Fund

\* RLF and Cleanup Grant only

\*\* RLF only

Joonu

We CAN answer questions on this section

Please feel free to call us.

## **Threshold: Applicant Eligibility**

- Municipalities
- States and Tribes
- Quasi-governmental organizations
- Non-profit organizations that own the property (Cleanup Grants)
- Coalitions (Revolving Loan Funds)

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## **Threshold:** Letter from the State or Tribal Environmental Authority

- Provide a letter from the state or tribal environmental authority acknowledging that the applicant plans to conduct or oversee assessment and/or cleanup activities and to apply for grant funds.

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**Threshold:** Letter from the State or Tribal  
Environmental Authority

Useful Tips

- Attach one current state letter with each proposal submitted.
- General letters of correspondence and documents evidencing state involvement will NOT be accepted.
- Contact your State or Tribal Agency in advance of proposal deadline.

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## **Threshold: Site and Property Ownership Eligibility**

- **The Brownfields Law prohibits EPA from providing grant funds to an entity that is considered potentially liable under CERCLA Section 107; CERCLA Section 107 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.**
- **The site and property ownership eligibility requirements apply across all Brownfields Programs.**

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## **Threshold: Site and Property Ownership Eligibility**

### ■ Most common acquisition scenarios:

- ✓ **Formal foreclosure process**
- ✓ **Purchase**
- ✓ **Donation**
- ✓ **Eminent domain**

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## **Threshold: Site and Property Ownership Eligibility**

- Sites That Are **NOT** Eligible
  - Property on, or proposed for listing on the National Priorities List
  - Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered unto by parties under CERCLA
  - Property subject to the jurisdiction, custody, or control of the US government. (Land in trust by the US Government for an Tribe is eligible.)

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## **Threshold: Site and Property Ownership Eligibility**

- Sites requiring a property-specific determination
  - **Property subject to ongoing or planned CERCLA removal actions.**
  - **Property/facility issued a permit by the federal or authorized state government under Solid Waste Disposal Act, the Federal Water Pollution Control Act, the Toxic Substances Control Act, or the Safe Drinking Water Act.**

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## **Threshold: Site and Property Ownership Eligibility**

- Sites requiring a property-specific determination (cont.)
  - **Property/ facility subject to RCRA corrective action or submitted a RCRA closure notification (subtitle C of RCRA) or is subject to closure requirements specified in a closure plan or permit.**
  - **Property/facility had a PCB release subject to remediation under TSCA.**
  - **Property or facility received funding from the LUST trust fund.**

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## **Threshold: Site and Property Ownership Eligibility [Cleanup Only]**

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### **Useful Tips**

- At a minimum, a **PHASE 1** completed is required (ASTM Std); and minimum of a **PHASE 2** underway or completed (ASTM Std) prior to proposal submission.
- Should have enough assessment completed to describe cleanup plan and estimated costs.

## **Threshold: Petroleum Site Determinations**

- Applicants with petroleum sites must provide the answers to the petroleum threshold questions to the state LUST contacts in sufficient time for the state to make an eligibility determination.
- The state will determine whether the site is of low risk, whether there is a viable responsible party and if there is a corrective action order under RCRA.
- See contact list for the name of the person in the state to call about your petroleum site.

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## **Threshold: Cleanup Authority and Oversight Structure**

- (Cleanup and RLF) Describe how you will oversee the cleanup at the site. Indicate whether you plan to enroll in a state or tribal voluntary response program.
- (Cleanup-only) Provide your plan to obtain access to adjacent or neighboring properties, if necessary.
- (RLF-only) Provide legal opinion stating your authority to access and secure sites in the event of an emergency or loan default.

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## **Threshold: Cleanup Authority and Oversight Structure**

### **Useful Tips**

- **Region 4 strongly encourages all sites undergoing cleanup to enter state and tribal response program.**
- **For RLF - suggest you hire technical assistance to oversee borrowers**
- **For RLF and Cleanup - be sure to answer “ability to gain access to adjacent properties” question.**
- **For RLF, emergency access may rely on public safety authorities or loan terms**

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## Threshold: Cost Share

- Cleanup and RLF grant recipients are required to provide a 20% cost share. This cost share is calculated as 20% of the total federal funds awarded. 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, material, or other services, it must be incurred for an eligible and allowable expense under the grant.**
  - **Applicants may petition for a hardship waiver.**

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## **Threshold: Cost Share**

### **Useful Tips**

- **20% cost share required for RLF and Cleanup Grants**
- **Clearly identify the source of funds. If the source is questionable, provide alternate sources.**
- **May apply for a waiver - BUT only granted in limited circumstances (i.e. bankruptcy)**
- **Cost share requirement can only be met with eligible activities under the grant.**
- **(RLF-only) Cost share may be passed to borrowers and subgrantees. If this is your plan, identify a backup plan.**

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## **Threshold: Legal Authority to Manage a Revolving Loan Fund**

- Provide an opinion from your legal counsel that demonstrates your legal authority to perform the actions necessary to manage a revolving loan fund. Provide as an attachment.
- Legal authority must include the ability to hold funds, make loans, enter into legally binding loan agreements, and collect repayments.

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## **Threshold: Legal Authority to Manage a Revolving Loan Fund**

### **Useful Tips**

- This criteria only applies to RLF applicants.
- Counsel's legal opinion **MUST** be attached to the application.
- This authority may be based on statute, regulation, or other authority.

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# Ranking Criteria



# Assessment Session



## **Assessment Grant Program - Overview**

- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites
- Community wide or site specific (single site)
- \$200K hazardous substance (incl. asbestos, lead paint, other environmental hazards)
- \$200K petroleum-only contamination
- Must apply separately for hazardous substances and petroleum
- “Typical” application is “community-wide”
- If you have only one site, apply site-specifically. Up to \$350K per property w/approved waiver

## Assessment Ranking Criteria

- Budget (10)
- Community Need (15)
- Site Selection Process (6)
- Sustainable Reuse of Brownfields (12)
- Creation and/or Preservation of Greenspace/Open Space (5)
- Pre-Award Community Notification (12)
- Ongoing Community Involvement (16)
- Reduction of Threats to Human Health and the Environment (26)
- Leveraging of Additional Resources (10)
- Programmatic Capability (20)

*Participants applying for Cleanup/RLF grants please pay close attention to all criteria covered here!*

## Ranking: A. Budget (10 pts)

Sample Format for Budget Description

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

<sup>1</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 assessment grants.

<sup>2</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40.

## **Ranking: A. Budget**

### **Useful Tips**

- Include a short introduction, before the budget chart, outlining how you intend to spend the funding.
- After the budget chart, explain EACH of your tasks clearly and completely. Utilize clear and precise task descriptions. Don't use acronyms. Spell it out.
- Never use the word "administrative" to describe a task. Use "program development" or something similar.
- Include travel funds to attend annual Brownfields conferences or other eligible uses.

## **Ranking: A. Budget**

### **Useful Tips (cont.)**

- It is always useful (and strongly suggested) to explain and justify equipment and/or supply budget items.
- You may utilize up to 10% of the grant for the following tasks:
  - **monitoring the health of populations;**
  - **monitoring and enforcement of any institutional controls;**
  - **other related program development and implementation activities.**

## **Ranking: B. Community Need (15 pts)**

1. Provide a detailed description of the targeted community that the project(s) will benefit. Include demographic information for the target community and indicators such as the poverty rate, unemployment rate, special community situations .....Identify the source of this information.

Community Need has 3 subcritieria. Number and respond to each subcriteria. Please do not make the reviewers search for the responses.

## **Ranking: B. Community Need**

### **Useful Tips**

- Provide information on the difficult conditions (environmental, social, economic, etc.) in your community.
- Provide demographics and identify the source of your information.
- Use meaningful statistics which are available.
- Discuss the impact of closed factories, i.e. number of jobs lost, property tax impacts, etc.

## **Ranking: B. Community Need**

2. Explain how the targeted community will benefit from this grant.

-Tell the community's story

-



## **Ranking: B. Community Need**

### **Useful Tips**

- The majority of applications are community-wide. Be clear who is the targeted community. Are you considering a focus on one particular area or neighborhood?
- Discuss the environmental, social and economic benefits that the community will enjoy if the brownfields sites are redeveloped. Be as specific as you can be here.

## **Ranking: B. Community Need**

### **Useful Tips**

- Be careful about any disconnect between your statistics and the focus area of your project. If statistics provided are for the entire community, also provide detailed information for the target area, if known.

## **Ranking: B. Community Need**

3. Characterize the impact of brownfields on your community (or communities) by describing the extent of brownfields (e.g. size, number, location) and the economic, health, and/or environmental impacts of the brownfields.

## **Ranking: B. Community Need**

### **Useful Tips**

- **Address the impact of brownfields on your community by looking at size, number and location of sites. If you don't know, call your state brownfields coordinator and get their list of spill sites for your town/area. Start there.**
- **Avoid a response that indicates you don't know the impacts.**
- **Describe the negative impacts that potentially contaminated properties have had in your neighborhood(s). Suggest even if it is "community-wide" at least give one example.**

## **Ranking: C. Site Selection Process**

**(6 pts)**

1. Describe how sites were selected/will be selected and what site selection criteria were/will be developed. Describe site eligibility.
2. Describe past or planned inventory activities, prioritization efforts, or other activities.
3. If conducting assessment on privately owned sites, discuss possible access issues and how you will resolve the issues.

## **Ranking: C. Site Selection Process**

### **Useful Tips**

- Remember that reviewers are looking for community input into the site selection process.
- Identify the specific site selection criteria your community will be utilizing (developer interest, community need, location, etc.)
- Most proposal writers do not respond to the access issue and therefore lose points. Don't overlook this for privately owned sites

## **Ranking: D. Sustainable Reuse of Brownfields (12 pts)**

- 1. Prevent pollution and reduce resource consumption (strategies to do so may include green building, clean energy production, alternative stormwater management, eco-industrial development, environmentally beneficial landscaping, and/or others);**
- 2. Promote economic benefits (e.g., an expanded tax base, increased investment, job creation, enhanced property values through adjacent greenspace creations, and/or others);**

## **Ranking: D. Sustainable Reuse of Brownfields**

- 3. Promote a vibrant, equitable, and healthy community, through, e.g., smart growth, linked recreational and park areas, affordable housing and/or others)**



## **Ranking: D. Sustainable Reuse of Brownfields**

### **Useful Tips**

- **Describe how this grant would support the goals listed above and, specifically, how your plans, development regulations, policies and programs will achieve these goals.**
- **This criteria has been modified from previous years. If you are reapplying, be aware that this section will need to be redone.**
- **Make a connection between your master plan, development plans, zoning and other planning tools that may be in place to each of the three focus areas.**
- **Respond to each of the focus areas. Failure to address each will result in lost scoring points.**

**Ranking: E. Creation and/or Preservation of Greenspace/Open Space or Nonprofit Purpose (5 pts)**

- **Describe the extent to which the grant will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, recreational property, or other property used for nonprofit purposes. If this grant will result in such creation or addition, what specific regulations, policies, or programs are (or will be) in place to provide for long-term management and care? If this grant will result in such preservation (e.g., preserving outlying greenfields indirectly) what specific regulations, policies, or programs, are (or will be) in place to assure long-term management, care and preservation?**

## **Ranking:** E. Creation and/or Preservation of Greenspace/Open Space or Nonprofit Purpose

### Useful Tips

- This criteria includes an emphasis on long-term care and preservation.
- In community-wide applications, this criteria may be a factor in your site selection process.
- By default, if you're redeveloping brownfields, you're likely preserving greenspace; but say it. However, a patch of green in a parking lot or a lawn will not get you points.

**Ranking:** E. Creation and/or Preservation of  
Greenspace/Open Space or Nonprofit  
Purpose

Useful Tips (cont.)

- Be specific about any planning documents or regulations that will guide your community in preserving greenspace.
- Consult with your parks department about long-term care and management of greenspace.

## **Ranking: F. Pre-Award Community Notification (12 pts)**

1. Describe how the targeted community(ies) was or will be notified of your proposed plans should your proposal be selected. Describe your involvement and communication means.
2. Explain why the notification method proposed above was/is the most appropriate way to reach your target community. Justify notification & involvement plans.
3. Describe comment period.
4. Plans to address comments received.

## **Ranking: F. Pre-Award Community Notification**

70

### **Useful Tips**

- Actual notification need not take place prior to selection, but applicants should be prepared to implement their plan as soon as selections are announced.
- Notification is to Citizens or members of the public, NOT exclusively to government officials.
- If you already had notification, attach meeting notification, minutes, those in attendance.

## **Ranking: G. Ongoing Community Involvement (16 pts)**

- 1. Discuss your plan for involving the targeted community (e.g., neighborhood organizations, citizens' groups, borrowers, redevelopers and other stakeholders) in cleanup decisions or reuse planning. Describe what community involvement activities, if any, have already occurred.**
- 2. Describe your efforts and/or plans to develop partnerships at the local, state or tribal level with other stakeholders to ensure appropriate and sustainable cleanup and redevelopment of brownfields in your targeted community.**

## **Ranking: G. Ongoing Community Involvement**

- 3. Describe your specific plans for communicating the progress of your project to citizens, including plans for communicating in languages indigenous to the community or other efforts to reach the targeted community as well as the broader community.**
- 4. Provide a list of the community-based organizations involved in this project and a contact person, phone number, and a brief description of the organization's activities and representation.**



## **Ranking: G. Ongoing Community Involvement**

### **Useful Tips**

- **Do not underestimate the importance of providing a list of community-based organizations (question 4). Take the time to list the contact person, and phone number. Don't lose points here!**
- **List must include 'community-based organizations' (i.e., faith-based, environmental groups, civic organizations, business groups, non-profit economic development corps. )**
- **Make sure that your community partners have been given a chance to review and have input on your written proposal**
- **EPA will check all references.**

## **Ranking: G. Ongoing Community Involvement**

### **Useful Tips (cont.)**

- **Specific plans for communicating progress include use of fact sheets, meetings, newspapers, websites, local access channels, radio, etc.**
- **Begin designing and implementing a strategy to meet this criteria NOW.**
- **Partnerships may be formal or informal.**
- **Community notification vs. community engagement: Discuss not only how you will inform the community, but ALSO how you will involve them in the decision-making process.**

**Ranking: H. Reduction of Threats to Human Health and the Environment (26 pts)**

1. How and to what extent will funds be used to identify and/or reduce threats to human health and the environment within the target area that may be associated with exposure to brownfields site contaminants? If known, describe the proposed end use of the site and how this proposed end use will factor into cleanup activities, monitoring and maintenance of engineering controls as part of redevelopment.

## **Ranking: H. Reduction of Threats to Human Health and the Environment (cont.)**

2. Describe how you are working with your local, state or tribal health agency to ensure the protection of public health and the environment during the assessment, cleanup and redevelopment process. Include a brief discussion of relevant state/tribal response program (or (“Voluntary Cleanup Program”) processes. Note: Local governments seeking health monitoring funds must provide additional detail on proposed health monitoring here.

## **Ranking: H. Reduction of Threats to Human Health and the Environment**

### **Useful Tips**

- For community-wide proposals, discuss your intention to use funds to identify sites and possible health risks.
- If possible, mention specific contaminants that concern your community.
- If the proposal is for petroleum funding, mention petroleum as the contaminant of concern!
- Do discuss how the project will mitigate human health risks identified in your response to the Community Need criterion.

## **Ranking: H. Reduction of Threats to Human Health and the Environment**

### **Useful tips (cont.)**

- **Be careful about the disconnect between risk and your sites. Don't talk about general risks for the whole community if you have a focused target area.**
- **Make sure to utilize resources at the state and local departments of health to gather data.**
- **Discuss BOTH state and local department of health involvement in your proposal – use positive verbs.**
- **Call your health officials and discuss the proposal now; especially if you have a 10% Health Monitoring component.**

## **Ranking: I. Leveraging of Additional Resources (10 pts)**

- 1. Identify the funds (e.g. general revenues, Tax Increment Financing (TIF), staff time/in-kind) that your agency/organization has committed or will commit to meet the assessment needs not met through this grant, e.g., additional stages of assessment, etc.**
- 2. Demonstrate your ability to leverage funds. Describe all other funding sources (e.g. federal, state, non-profit, or private) that will be committed or that you are pursuing to fill in any remaining funding gaps to ensure the success of this project.**

There are three subcriteria here. Number and respond to each separately.

## Ranking: I. Leveraging of Additional Resources

### Useful Tips

- Include staff time and other in-kind services, particularly if that's all you have.
- Describe funding sources *you are pursuing* as well as those that have been committed.
- Describe possible state or regional resources. Include economic redevelopment resources as well as environment cleanup resources.
- Use positive verbs: "we are working", "we will commit"
- You're nearly at the end, but don't falter now.



## **Ranking: J. Programmatic Capability (15 pts)**

1. Demonstrate your ability to manage this grant and successfully perform all phases of work under this grant, and, if applicable, describe the system(s) you have in place to acquire the requisite expertise.
2. Describe your history of managing federal funds... any adverse audit findings...special "high risk" terms and conditions...

## **Ranking: J. Programmatic Capability**

### **Useful Tips**

- Identify key staff who will manage the brownfields work and years experience doing grants. Describe your procurement process.
- Absolutely respond to “adverse audit findings” and “high risk terms and conditions.” Don’t assume that if you say nothing reviewers will know that it means you have no adverse audit findings.
- Mention other Federal grants at least by agency name and amounts.

## **Ranking: J. Programmatic Capability**

3. If you are, or have been, a recipient of an EPA Brownfields cooperative agreement(s), provide information regarding your compliance with quarterly progress reports, brownfields reporting measures, and annual financial status reporting.
4. If you are or have been a recipient of an EPA Brownfields cooperative agreement(s), indicate the year of award and the amount of funds remaining.
5. If you are, or have been recipient of an EPA Brownfields cooperative agreement(s), highlight significant accomplishments generated through the use of the funds.

## **Ranking: J. Programmatic Capability**

### **Useful Tips**

- If you are a recipient of our funds, be sure to answer these questions. Number them separately.
- Don't forget to highlight significant accomplishments which occurred due to brownfields funding.

# **Cleanup and Revolving Loan Fund Session**

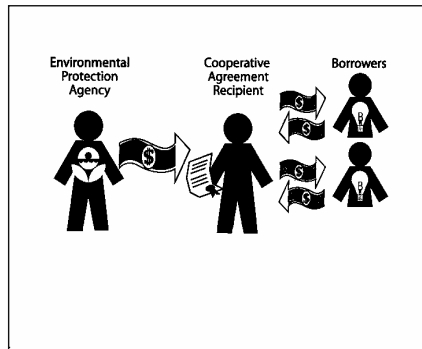
## Cleanup Grant Program - Overview

- To carry out cleanup activities at brownfield sites
- Up to \$200K per property
- Hazardous substances or petroleum-only contamination
- May apply for up to 3 properties: Separate proposals for each property
- Non-profits may apply
- Cost share 20%
- **Must have FEE SIMPLE TITLE** by 6/30/2007

# Revolving Loan Fund Grants Funding - Overview

- To make low interest loans to carryout cleanup activities at brownfields properties
- Up to \$1M per eligible entity
- 40%-cleanup subgrants
- 60%loans
- Coalitions may apply
- Cost share of 20%

## EPA-Grant Recipient-Loan Recipient



## Basic Ranking Criteria

(Cleanup & RLF)

- Budget -10
- **Business Plan (RLF) - 24**
- Community Need -15
- Sustainable Reuse of Brownfields -12
- Creation &/or Preservation of Greenspace/Open Space -5
- Pre-award Community Notification - 12
- Ongoing Community Involvement - 16
- **Reduction of Threats to Human Health & the Environment -27 (Clup) 26 (RLF)**
- Leveraging of Additional Resources -10
- Programmatic Capability -20



## Basic Ranking Criteria

(Cleanup & RLF)

89

### RLF GRANTS (150 Pts)

- A. RLF Budget = 10pts
- B. CN = 15pts
- C. Business Plan for RLF = 24pts
- D. Sustainable Reuse = 12pts
- E. Creation and/or Preservation of GS/OS = 5pts
- F. Preaward Comm. Notification = 12pts
- G. Ongoing Comm. Involvement = 16 pts
- H. Reduction of Threats to HH & Environment = 26pts
- I. Leveraging of Additional Resources = 10pts
- J. Programmatic Capability/Mgmt Structure = 20pts

### CLEANUP GRANTS: (127Pts)

- A. Clup budget = 10pts
- B. CN = 15pts
- C. Sustainable Reuse = 12pts
- D. Creation and/or Preservation of GS/OS = 5pts
- E. Preaward Comm. Notification = 12pts
- F. Ongoing Comm. Involvement = 16 pts
- G. Reduction of Threats to HH & Environment = 27pts
- H. Leveraging = 10pts
- I. Programmatic Capability = 15pts

## Ranking: A. Budget (Cleanup Grant-10pts)

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>Total</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.  
<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.

# Ranking: A. Budget (RLF- 10 pts.)

Sample Format for Budget Description

Project Tasks for Loans (at least 60 percent of amount requested)					
Budget Categories (programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel					
Equipment <sup>1</sup>					
Supplies					
Contractual <sup>2</sup>					
Other (specify) _____					
<b>Subtotal:</b>					
Project Tasks for Subgrants (no more than 40 percent of amount requested)					
Budget Categories	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel (programmatic costs only)					
Fringe Benefits					
Travel					
Equipment <sup>1</sup>					
Supplies					
Contractual <sup>2</sup>					
Other (specify) _____					
<b>Subtotal:</b>					
<b>Total</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.

<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.

## **Ranking: Budget**

### **Useful Tips**

- Before the budget – Short Introduction
- After the budget chart – Explain tasks in detail
- You may utilize up to 10% of the grant
- If applying for both types of contaminants (Hazardous and Petroleum), submit separate budgets
- The RLF funding can be utilized for both loans and subgrants. Loans must constitute at least 60% of your budget

## **Ranking: A. Budget**

### **Useful Tips**

- If applicant is proposing to use funds for both loans and subgrants, two separate budget tables must be submitted, one for loan pool budget tasks and one for subgrant pool budget tasks.
- Don't put all the "programmatic" costs under the loan budget. Show it under the grant budget as well.
- Utilize the "Other" line item for proposed loan and subgrant amounts

## **Ranking: B.- F.**

*Refer back to the “Assessment Session”  
for Criteria and Tips*

- Community Need
- Sustainable Reuse of Brownfields
- Creation and/or Preservation of GS/OS
- Pre-Award Community Notification
- Ongoing Community Involvement

**Ranking:** G. Reduction of Threats to Human Health and the Environment

27 pts (Cleanup) & 26 pts (RLF)

1. Describe how funds will be used to address/facilitate the identification and/or reduction of threats to human health and the environment within the target area...
2. Describe how you are working with your state or tribal environmental authority and/or local public health dept. to ensure protectiveness of human health and the environment...
3. (*cleanup only*) Describe the propose cleanup plan for the site and the estimated cost to complete the cleanup

## **Ranking: H. Leveraging of Additional Resources – 10pts**

96

### **Useful Tips**

- This is element “I” for RLF proposals
- Response to question one is very unique to a RLF proposal. It takes commitment at the local level to make this program work. If you are an RLF Coalition, describe the resources the coalition members are contributing.



## **Ranking: I. Programmatic Capability**

### **20pts**

#### **Useful Tips**

- Programmatic Capability, sub elements 1-4, same as assessment
- For RLF Grants; its ranking element J is called, "Programmatic Capability/ Management Structure."
- Note that if you are applying for RLF along with either assessment or cleanup proposal, you cannot just cut and paste here. The first question is unique to a RLF proposal.

## **Ranking: C. Business Plan for RLF Program – 24 pts**

1. Describe your business concept and the main loan/subgrant product(s) you will offer including; loan structure; interest and repayment terms; complimentary services; and program incentives.
2. Present your market analysis, including your target market. Detail types of borrowers/subgrantees, territory and types of sites you plan to reach.

## **Ranking: C. Business Plan for RLF Program (cont.)**

- 3. Describe your process for selecting projects, including sites, borrowers and/or subgrantees. Include how you will develop criteria for project selection, and how you will ensure that site, subgrantee and borrower eligibility determinations are made in accordance with the BF law.**
- 4. Present both the management and operational teams that will oversee and implement all phases of work under this grant, including fund management and environmental cleanup responsibilities.**

## **Ranking: C. Business Plan for RLF Program**

### **Useful Tips**

- **Know what you are getting into – have a basic understanding of the RLF program and requirements.**
- **Talk to successful RLF grantees in the Region or talk to us.**
- **Put some thought into your responses – don't simply restate or reword guideline language.**
- **Undertake some pre-proposal marketing - how you define/perceive your market may determine how and by what means you reach your market.**

## **Ranking: C. Business Plan for RLF Program**

### **Useful Tips (cont.)**

- **For operational and management teams, there is no penalty for acknowledging the need for outside expertise. This may include technical, legal and/or fund management.**
- **Demonstrate that you will ready to open your doors for business within months after receiving the grant. Your goal is to gain an edge through the preparation of a proposal that sells a reviewer on the strong likelihood of near term success.**

## **Key Steps for Applicants...**

- Begin drafting or improve upon your edits of your draft proposal!
- Start thinking about site selection!
- Contact us with site eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum!
- Decide upon option to place notice in paper and set up a public meeting!
- Get State acknowledgement letter!

## **Resources**

### **Regional Information on-line!**

[www.epa.gov/region4/waste/bf](http://www.epa.gov/region4/waste/bf)

### **Headquarters Information on-line!**

[www.epa.gov/brownfields](http://www.epa.gov/brownfields)

### **Resources at CLU-IN on-line!**

[www.clu-in.org/conf/tio/r4bfgrantwriting](http://www.clu-in.org/conf/tio/r4bfgrantwriting)

### **National Brownfields Conference; Nov 13 – 15, Boston**

[www.brownfields2006.org](http://www.brownfields2006.org)

### **For model responses to the ranking criteria from past years**

[www.epa.gov/reg3hwmd/bfs/grants/2004excerpts.htm](http://www.epa.gov/reg3hwmd/bfs/grants/2004excerpts.htm)

## For Additional Information...

- FY07 Competition Issues: Brian Holtzclaw at 404-562-8684 or [holtzclaw.brian@epa.gov](mailto:holtzclaw.brian@epa.gov)
- FY07 Threshold Issues: Wanda Jennings at 404-562-8682 or [jennings.wanda@epa.gov](mailto:jennings.wanda@epa.gov) or Rudy Tanasijevich at 404-562-9557 or [tanasiyevich.rudy@epa.gov](mailto:tanasiyevich.rudy@epa.gov)
- Assessment: Nicole Bates at 404-562-9966 or [bates.nicole@epa.gov](mailto:bates.nicole@epa.gov)
- Cleanup: Mike Norman at 404-562-8792 or [norman.michael@epa.gov](mailto:norman.michael@epa.gov) or Olga Perry at 404-562-8534 or [perry.olga@epa.gov](mailto:perry.olga@epa.gov)
- RLF: Wanda Jennings at 404-562-8682 or [jennings.wanda@epa.gov](mailto:jennings.wanda@epa.gov)

Jim Seiler



# Thank You

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**After viewing the links to additional resources,  
please complete our online feedback form at  
[www.clu-in.org/conf/tio/r4bfgrantwriting/](http://www.clu-in.org/conf/tio/r4bfgrantwriting/)**

**Thank You.**

**Questions ?**