Welcome to the CLU-IN Internet Seminar

FY2012 Brownfields Proposal Guidelines Orientation

Delivered:

October 11, 2011, 9:00 AM - 11:00 AM, EDT (8:00 AM-10:00 AM CDT)

October 13, 2011, 2:00 PM - 4:00 PM, EDT (1:00 PM-3:00 PM CDT)

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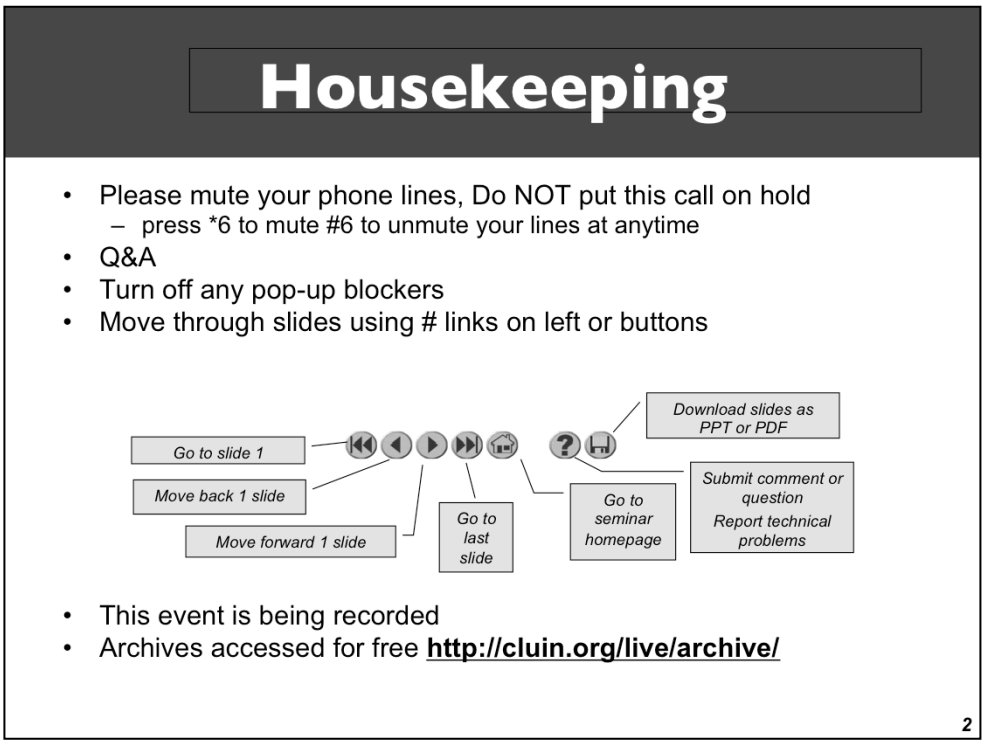
Visit the Clean Up Information Network online at www.cluin.org

1



Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press *6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1st and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.

EPA Region 5 Brownfields Grant Workshop: Understanding the FY2012 ARC Proposal Guidelines

3

Introduction

EPA Region 5 Brownfields
Grant Workshop:

Understanding the FY2012 Brownfields
Assessment, RLF and Cleanup (ARC)
Proposal Guidelines

October 11 & 13, 2011

Presented by:
US EPA Region 5
Brownfields Program
http://www.epa.gov/R5Brownfields

Topics

- Brownfields Overview
- Types and Amounts of EPA Brownfields Grants
- Brownfields Competitive Grant Process
- Overview of Threshold Criteria
- ARC Threshold Criteria/Sub-Criteria
- Overview of Ranking Criteria
- ARC Ranking Criteria/Sub-Criteria
- Useful Application Preparation Tips
- Additional Resources and Final Questions

Brownfields Overview

The term "brownfield site" means 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. *Note that for cleanup or RLF grants, there must be* ***documented*** *(not potential) contamination on sites to be addressed.*

*The law further defines the term “brownfield site” to include a site that is

Definition Source:- The Brownfields Site definition is found in Public Law 107-118 (H.R. 2869) - "Small Business Liability Relief and Brownfields Revitalization Act" signed into law January 11, 2002.

Brownfields Mission

- EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and promote sustainable reuse of brownfields. The Program provides financial and technical assistance for brownfield revitalization, including grants for:
  - Environmental assessment
  - Cleanup
  - Job training

7

Benefits of Brownfields Revitalization

- Protects human health and the environment
- Increases local tax base
- Facilitates new job growth
- Utilizes existing infrastructure
- Takes development pressure off undeveloped land
- Prevents sprawl
- Supports cleaner air
- Reduces habitat destruction
- Many more

8

"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

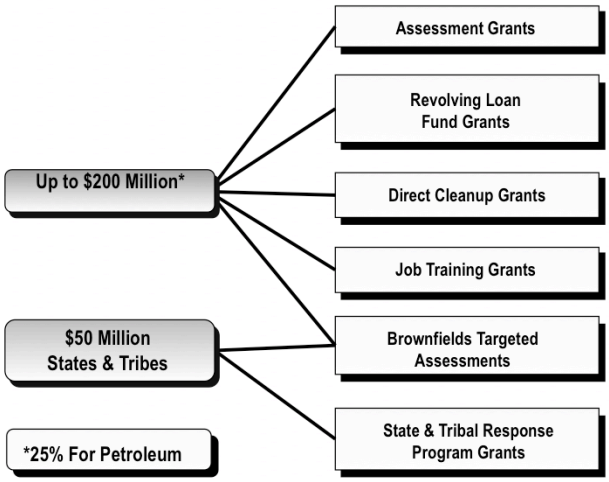
9

Types and Amounts of EPA Brownfields Grants

Grants & Funding

EPA's Brownfields Program provides direct funding for brownfields assessment, cleanup, revolving loans, and environmental job training. To facilitate the leveraging of public resources, EPA's Brownfields Program collaborates with other EPA programs, other federal partners, and state agencies to identify and make available resources that can be used for brownfields activities. In addition to direct brownfields funding, EPA also provides technical information on brownfields financing matters.

Authorized Brownfield Funding



11

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

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

❖ Grant types listed above commonly referred to as **ARC** Grants!

- Also referred to as:
  - 104(k) grants
  - Competitive brownfields grants
  - Pilots: out-of-date terminology

12

Brownfields Assessment, Revolving Loan Fund (RLF), and Cleanup (ARC) Estimated Grant Funding for FY2012[13]

- Assessment grants: 112 grants for estimated $39 million
- Cleanup grants: 90 grants for estimated $18 million
- RLF grants: 8 grants for estimated $8 million
- EPA intends to award approx. 50% of total assessment and cleanup funds to 'new' applicants ***(NEW)***
- *Note that the funds will be awarded as 'cooperative agreements', which by definition includes significant EPA involvement with funded activities (although we refer to these as 'grants' throughout this presentation).*

13

FY2012 Proposal Timeline

- September 28, 2011 – ARC Requests for Proposals (RFP)
- November 28, 2010 – Proposal Submission Deadline (must be postmarked by Nov. 28, or if electronic submittal, received by www.grants.gov by 11:59 p.m. Eastern Time Nov. 28, 2011. See guidance.)
- Spring 2012 – Approx. $65 million to be awarded nationwide
- Awardees should have funds available around Summer 2012

Brownfields ARC Grants – Getting Started

- FY2012 Proposal Guidelines for ARC Grants are @:
  www.epa.gov/brownfields
  or @:
  www.grants.gov

❖ This training is ***NO SUBSTITUTE*** for reading and closely following the detailed Guidelines!

Proposals may be submitted via www.grants.gov or hard copy (see guidance). If using grants.gov, a hard copy must also be sent to the regional BF coordinator**.**

15

Assessment Grant Program

- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites.
- **Community-wide**, **Site-specific** (single site) and **Assessment Coalition Grants:**

  - **Community-wide**
    - Up to $200,000 for hazardous substance (including asbestos, lead paint, other environmental hazards, or up to $200,000 for petroleum.
    - Applicant can apply in **ONE community-wide assessment proposal** for $200k Hazardous Substance and $200k Petroleum, for a combined total of $400k.

16

Assessment Grant Program *(con't)*

- Site-specific
  - Up to $200,000 for petroleum or hazardous substances (or co-mingled)
    - ✓ Up to $350K per property with approved waiver.
    - ✓ No more than 1 application per eligible entity.
    - ✓ Site Eligibility and Property Ownership Eligibility *Threshold requirement.*

17

Assessment Grant Program *(con't)*

Assessment Coalitions

- Up to $1 million for hazardous substance and/or petroleum (e.g. $500k hazardous, $500k petroleum)
  - ✓ **3 or more** eligible entities
  - ✓ Must assess a minimum of 5 sites
  - ✓ Coalition members are not eligible to apply for individual Community-wide or Site-specific Assessment grants in the year they apply as part of a coalition.

18

Assessment Applicant Options

An applicant applying for an assessment grant can do the following combinations:

- up to 3 grant proposals (2 community-wide not to exceed $400k and 1 site-specific not to exceed $350k)

OR

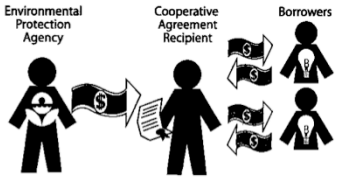
- 1 proposal as part of a coalition not to exceed $1 M if not applying for individual assessment funds

Community Wide	**Site Specific**	**Coalitions**
Up to $200,000 for hazardous substances *and* $200,000 for petroleum addressing the same community.	Up to $200,000 for petroleum *or* hazardous substances (co-mingled)	Up to $1 million per coalition. *Coalition Members can **NOT** apply for individual assessment funding.*
	May request a waiver for up to $350,000	
Maximum Combined Amount $400,000	Maximum Amount $350,000	Maximum Amount $1 million

19

Revolving Loan Fund Grant Program

- Only applicants who do not have an existing RLF may apply in 2011
- To make loans and subgrants to carryout cleanup activities at brownfields properties.
- Up to $1M per eligible entity
- Coalitions may apply
- (Minimum) 50% loans
- (Maximum) 50%-cleanup subgrants
- Cost share requirement of 20%
- Nonprofit organizations are not eligible apply.
- May request waiver of subgrant limitation on a case by case basis once the grant is awarded



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

•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

RLF Grant Program Overview

21

- Provides funding to make low-interest loans and/or subgrants for **cleanup activities** at brownfields sites.
- Up to **$1 million** per separate eligible entity.
- Coalitions may apply for up to $3,000,000.
- Hazardous substances and/or petroleum within the same proposal.
- Up to 50% of grant amount may be used for cleanup subgrants.
- Cost share requirement of 20%.
- Period of performance is **five years,** and you can apply for extensions

For the audio portion of this presentation, please call (866) 299-3188, code 303-312-6596

21

Description of Jurisdiction (RLF Only)

Provide a description of jurisdictional boundaries

- e.g. “the city limits of The City of ABC”

22

RLF Funds Can be Used For:

- Cleanup activities must be eligible and can include:
  - Installing site control measures, e.g., fencing
  - Soil removal and disposal, including bringing in fill to restore grade
  - Cleanup planning, e.g., preparing cleanup plans, design documents, bid specs., etc.
  - Capping contaminated soils
  - Removal of drums, tanks, & other bulk containers

RLF Funds Can be Used For: (cont.)

- Additional eligible cleanup activities:
  - Abatement of asbestos and lead-based paint
  - Demolition , if integral to the cleanup
  - Oversight of cleanup activities
  - Treatment of contaminated soil/groundwater
  - Cleanup verification sampling
  - Preparation of closure report

RLF Funds Cannot be Used for:

- Property acquisition
- Redevelopment activities
- Environmental assessment- no Phase I or Phase II activities
- Reimbursement for costs already incurred

25

Cleanup Grant Program

- Must own site at the time of proposal submission
- To carry out cleanup activities at brownfield sites
- Up to $200K per property
- Hazardous substances or petroleum contamination
- May apply for up to *3* properties: Separate proposals for each property
- Applicant applying for both hazardous substance and petroleum cleanup grant funding at the same site must submit **ONE** proposal, which cannot exceed $200,000
- Non-profits may apply
- Cost share requirement of 20%
- Community Notification (Threshold Criteria Only)

26

Threshold vs Ranking Criteria

- **Threshold Criteria** refer to the minimum eligibility requirements. 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.

27

Overview of ARC Threshold Criteria

Threshold Criteria developed for ARC grants to:

1) Ensure **applicants** are eligible to receive assessment grants.
2) Ensure **site** is eligible for site-specific proposals

28

Threshold Criteria

Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (Government)	Applicant Eligibility (Government)	Applicant Eligibility (Government/NGO)
Letter from the State or Tribal Environmental Authority	Letter from the State or Tribal Environmental Authority	Letter from the State or Tribal Environmental Authority
	Cleanup Authority and Oversight Structure	Cleanup Authority and Oversight Structure
	20% Cost Share	20% Cost Share
Site Eligibility and Property Ownership Eligibility (site-specific only)		Site Eligibility and Property Ownership Eligibility
Community Notification	Community Notification	Community Notification
	Legal Authority to Manage an RLF	
	Description of Jurisdiction	

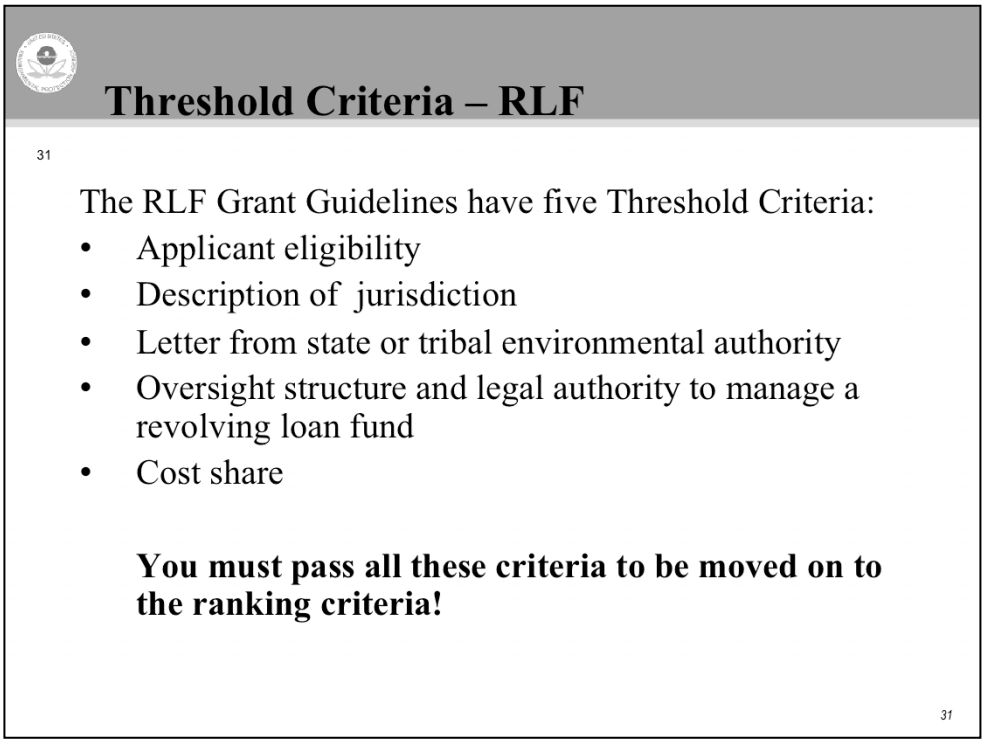
Threshold Criteria – Must Pass

Applicant Responses to Threshold Criteria

Regional Review

- Pass/Fail
- Must Pass All

Failure Means- the proposal will not be competed in the national competition



Eligible Applicants

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

No non-profits

Affirm you are a current RLF grantee

You have the legal authority to access and secure sites in the event of an emergency or default of loan or non-performance of a subgrant.

You have the legal authority to perform the actions necessary to manage a revolving loan fund. This includes the ability to:

- ✓Hold funds
- ✓Make loans
- ✓Enter into loan agreements
- ✓Collect repayments

Threshold Criteria – RLF

RLF Coalitions

- Describe how all coalition partners are eligible entities.
  - All separate legal entities (no State & State)
  - All eligible applicants (no non-profits)
- Coalition Partner Letters
  - Make sure letters from coalition partners specifically state that they are a **coalition partner**.
  - Letter should include brief description of entities roles and participation in RLF.
  - Make sure you attach these letters to your proposal.

32

Applicant Eligibility (ARC Applicants)

- All applicants must describe how they are an eligible entity in order to receive an ARC grant(s).
- Eligible entities are:
  - General Purpose Unit of Local Government (as defined under 40 CFR Part 31)
  - States and Tribes
  - Quasi-government entities (e.g., regional councils, redevelopment authorities, economic development agencies, etc.)
  - ***501(c)(3) Non-profits (Cleanup Grants Only)***

33

Applicant Eligibility (*con't*) (RLF/Assessment Applicants Only)

Coalition Applicants

- **Three or More** Coalition Members (Assessment Only); **Two or More** Coalition Members (RLF only)
  - All Separate Legal Entities
  - All Eligible Applicants

  Include in proposal:
  - Documentation that all members are eligible entities
  - Coalition Members' Letters agreeing to be part of Coalition

34

Applicant Eligibility (*con't*)
(Cleanup Applicants Only)

- Site Ownership
  - *All applicants must own the site at the time of proposal submission*
- Environmental Assessment
  - *A written ASTM E1903-97 or equivalent Phase II assessment report (draft is ok)must be completed prior to proposal submission.*
  - *A Phase I is no longer a requirement unless it is the basis for a CERCLA liability defense*

35

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only)

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
- Property subject to the jurisdiction, custody, or control of the U.S. government*

**Lands held in Trust by the U.S. Government are generally eligible for funding.*

36

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Hazardous Sites Eligibility**
  - EPA Is Decision Maker
  - Applicant Can Not Be Potentially Liable under federal law (CERCLA)
- **Petroleum Sites Eligibility**
  - State Is Decision Maker (***Except for Tribes- EPA is decision maker***)
  - State Petroleum Eligibility Letter
    - Request Early
    - Unique From State Acknowledgement Letter
    - Proposal Attachment

37

What is AAI?
(Hazardous)

- All Appropriate Inquiries (AAI) is the process of conducting due diligence or a Phase I Environmental Site Assessment to determine:
  - prior uses & property ownership
  - assess property conditions that may be indicative of releases or threatened releases of hazardous substances

AAI factsheet

1. Go to: www.epa.gov/brownfields
2. Under the Brownfields Quickfinder header click "All Appropriate Inquiries"
3. Click "Fact Sheet on EPA Brownfields Grants, CERCLA Liability, and all Appropriate Inquiries (PDF)"

Site Eligibility - Hazardous

(Site-Specific Assessment & Cleanup Only)

Generally, applicant must not be responsible for contamination. Need to answer the following questions:

1. Who owns it?
   - Applicant
   - Private party
2. How was it acquired/AAI/Phase I?
   - Did purchase include due diligence / all appropriate inquiry?
   - Tax foreclosure, abandonment, or other government proceeding
3. Who Contaminated it?
   - If Applicant, in most cases the site is not eligible
   - Is there another Party?
4. Continuing Obligations: What happened on the property after acquisition?
   - Property Vacant / fenced
   - Leased to operator

* Site eligibility is called "Property Ownership Eligibility" in the guidelines

Property Ownership Eligibility

(Hazardous) AAI requirements - Updates

- AAI Phase I must be performed within one year prior to acquisition
- Updates to AAI are required within 180 days prior to acquiring ownership
  - interviews of current & past owners
  - the review of government records
  - on-site visual inspection
  - searches for environmental cleanup liens

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility (continued…)**
- Most common acquisition scenarios:
  - **Involuntary acquisition**
    - Tax foreclosure
    - Eminent domain
    - *Involuntary acquisition = property is eligible for brownfields grants*
  - **Voluntary acquisition**
    - Purchase
    - Donation
    - Voluntary acquisition = Must meet a CERCLA defense:
  - Bona Fide Prospective Purchaser (BFPP)
  - Innocent Land Owner
  - Contiguous Property Owner

41

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility**
  - Owner Liable Unless Exemption Applies
  - Common Liability Exemptions/Defenses (burden is on applicant to demonstrate eligibility)
    - Involuntary
      - Tax Foreclosure
      - Eminent Domain
    - Bona Fide Prospective Purchaser
    - Innocent Landowner
    - Contiguous Property Owner

- If Exemption Applies, Site Eligible!

42

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility *(con't)***
- **Bona Fide Prospective Purchaser (BFPP)**
  - Not Responsible For Contamination
  - Not Affiliated With Responsible Party
  - Jan 11, 2002, Criteria Not Applicable For Grant Purpose
  - Other Continuing Obligations
  - **All Appropriate Inquiry**
    - ASTM E1527 Ph I Environmental Site Assessment
    - Prior To Acquisition
    - Current (Phase I must be current, e.g., not more than one year old at the time of property acquisition, with some information updated within 180 days)

43

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility (continued…)**
- **What All Appropriate Inquiry Standard Applies?**
  - Depends On When Site Was Acquired
  - After Nov 1, 2006, ASTM E1527-05 or E2247-08
  - Nov 1, 2005 - Nov 1, 2006, ASTM E1527-97, 00, or 05
  - May 31, 1997 - Nov 1, 2005, ASTM E1527-97 or 00
  - Before May 31, 1997, Case Specific
    - Totality of Information About Purchase & Price
    - Commonly Known Information
    - Site Visit Record
    - Acquisition must be consistent with customary practices at the time of acquisition, etc…

44

Site and Property Ownership Eligibility *(con't)* (Cleanup Applicants Only)

Requires an ASTM E1903-97, or equivalent Phase II site assessment report. This report must be completed prior to proposal submission, which is used as a guide to describe the cleanup plan and estimated costs. Equivalent reports would include site investigations or remedial action plans developed for a state cleanup program or Office of Surface Mining surveys for mine-scarred lands. Describe the assessments conducted, along with the date of the reports.

45

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

Petroleum Sites Only

- ***Non-Tribal**** petroleum site applicants must provide answers to the petroleum threshold questions in order to make contact with the appropriate state expert in sufficient time to make an eligibility determination.
- **State** reviews are based on statutory requirements to determine if the site:
  - Has Relative Low Risk;
  - Has No Viable Responsible Party;
  - Applicant Is Not A Responsible Party; and
  - Has no RCRA Corrective Action.

**Tribal applicants submit their petroleum threshold answers to EPA with their proposal.*

46

Additional Requirements for Cleanup Grants

- Grantee is restricted to conducting work on the site as it was defined in the application
- Grantee must maintain ownership of the site for the duration of the cleanup

47

Cleanup or Legal Authority and Oversight Structure (Cleanup and RLF Applicants Only)

- **Cleanup Oversight** ***(Cleanup and RLF Applicants):***
  - Describe how you will oversee the cleanup at the site. Document whether you plan to enroll in a state or tribal voluntary response program, or follow the requirements of programs that have no formal enrollment.

- **Property(s) Access Plan** ***(Cleanup only)***
  - Document your plan to obtain access to adjacent, or neighboring properties, as necessary.

- **Legal Opinion** ***(RLF only)***
  - Provide One Letter From Applicant's Counsel:
    - (a) Legal Authority to Access & Secure Sites.
    - (b) Legal Authority to Manage Revolving Loan Fund (e.g. Hold Funds, Make Loans, Enter Into Loans, & Collect Repayment)

  - **Coalition Applicants** must have the broader jurisdiction, authority, and program capacity to ensure adequate program performance of coalition members, borrowers, and/or subgrantees, if warranted.

48

Cost Share (Cleanup and RLF Only)

- Cleanup and RLF ***Grant Recipients*** are required to provide a 20% cost share (e.g.,$200,000 Grant has $40,000 Match)
  - Just A ***Plan*** Required
    - Do Not Exceed Requirement Amount
    - Know The Difference Between Leveraging And Matching
- ***Non Federal Funds For Match***
  - Document the cost share, which may be in the form of a contribution of money, labor, material, or services from a ***non-federal source.***
  - If contribution is labor, materials or other services, it must be incurred for an eligible and allowable expense.
- Hardship Waivers Can Be Requested (decision is made by EPA HQ)
- ***Cost Share Can Be Passed To Borrower (RLF Only)***

49

Community Notification (Cleanup Applicants Only)

- Cleanup Applicants Only must provide the community with notice of its intent to apply for an EPA Brownfields Grant, and inform them that they can review the grant proposal and draft ABCA and submit comments. All applicants must:

  - ✓ Place an ad (or equivalent) in your local newspaper that covers the targeted area by your proposal, at least two weeks prior to the submittal date of your proposal. (And no later than ***November 14, 2011***).

  - ✓ State in the ad that the documents for review and comment include a draft ABCA. *(**NEW**- See FAQ #71 for more details)*

Community Notification (Cleanup Applicants Only) *(con't)*

- ✓ Clearly communicate in the ad that a copy of the grant proposal and draft ABCA is available for public review by indicating in your ad where the draft proposal is located (e.g. town hall, library, website).
- ✓ Indicate in the ad that you will accept comments on the draft proposal.
- ✓ State in the ad the date and time of a public meeting that you must hold **prior** to proposal submittal.

Applicants who are submitting more than one proposal may plan to have a single community notification ad and meeting. However, all targeted communities must receive the notification and be provided an opportunity to comment on the proposal(s) relevant to their community.

51

Letter from State or Tribal Environmental Authority (ARC Applicants)

- Provide a ***current*** letter from the state or tribal* environmental authority acknowledging that the applicant plans to conduct assessment and/or cleanup activities and to apply for grant funds.
- If you are applying for multiple types of grant program activities, you need to submit only one letter acknowledging the relevant grant activities. *However, you must provide the letter as an attachment to* ***EACH*** *proposal*.
- Provide your state/tribal environmental authority sufficient notice.

* **Except for State or Tribal Environmental Authority**

52

Overview of ARC Ranking Criteria

Ranking Criteria

- There are four ranking criteria:

1. Community Need
2. Program Description & Feasibility of Success
3. Community Engagement & Partnership
4. Program Benefits

Tips:

- Make sure you answer all of the questions –many have more than one part.
- Be sure to read the opening paragraphs for each criteria as they include important information on how to respond.
- Allow space so you can respond to all criteria within the page limit.

54

Ranking Criteria *(con't)*

- Each criterion is made up of Sub-criteria.
  - Answer each individually!
  - Sub-criteria may be the same or different per Ranking Criterion per Grant Type!
    - ***Sub-criteria point totals may vary per Ranking Criterion per grant type***.
- Total possible points for assessment grants is 2**00**.
- Total possible points for Cleanup and RLF grants is **100**.

55

Weights of Ranking Criteria & Subcriteria

		Assess	Cleanup	RLF
Criteria 1	**Community Need**	**40 points**	**15 points**	**15 points**
Subcriteria 1.a	Health, Welfare and Environment	20 points	8 points	8 points
Subcriteria 1.b	Financial Need	20 points	7 points	7 points
Criteria 2	**Project Description / Feasibility of Success**	**100 points**	**50 points**	**55 points**
Subcriteria 2.a	Project Description	20 points	10 points	20 points
Subcriteria 2.b	Budget	40 points	20 points	15 points
Sub-Subcriteria 2.b.i	Table and Description	20 points	10 points	5 points
Sub-Subcriteria 2.b.ii	Plan for tracking and measuring progress	10 points	5 points	5 points
Sub-Subcriteria 2.b.iii	Leveraging	10 points	5 points	5 points
Subcriteria 2.c	Programmatic Capability & Past Performance	40 points	20 points	20 points
Sub-Subcriteria 2.c.i	Programmatic Capability	24 points	12 points	12 points
Sub-Subcriteria 2.c.ii	Adverse Audits	4 points	2 points	2 points
Sub-Subcriteria 2.c.iii	Past Performance	12 points	6 points	6 points
Criteria 3	**Community Engagement & Partnerships**	**30 points**	**15 points**	**15 points**
Subcriteria 3.a	Plan for involving affected community	10 points	5 points	5 points
Subcriteria 3.b	Plan to develop partnerships (local/state/tribal)	10 points	5 points	5 points
Subcriteria 3.c	Description and role of key CBO	10 points	5 points	5 points
Criteria 4	**Project Benefits**	**30 points**	**20 points**	**15 points**
Subcriteria 4.a	Welfare/Public Health	10 points	10 points	5 points
Subcriteria 4.b	Economic Benefits/Greenspace	10 points	5 points	5 points
Subcriteria 4.c	Enviro Benefits/Sustainable Reuse	10 points	5 points	5 points

Ranking Criteria – Community Need

1. a. Health, Welfare & Environment

- Effects Brownfields Currently Have on your Community

1.b. Financial Need

- Economic Impact of Brownfields on your Community

		Assess	Cleanup	RLF
Criteria 1	**Community Need**	**40 points**	**15 points**	**15 points**
Subcriteria 1.a	Health, Welfare and Environment	20 points	8 points	8 points
Subcriteria 1.b	Financial Need	20 points	7 points	7 points

Community Need – Changes for 2012

- Applicants should provide information on the "cumulative environmental impacts" affecting the targeted community (not just brownfields related).
- Applicants have the opportunity to describe how major economic disruptions (e.g., plant closures) have caused economic distress in the community.

Ranking Criteria – Community Need

1. a. Health, Welfare & Environment

Number, size & impacts of Brownfields

- Describe the effects of Brownfields on Targeted Community, including the number and size of sites in your targeted area(s) on the community(ies).
- Create a unique identity for the reviewer (define jurisdiction, and bring out cultural history and causes of decline).
- Discuss your target community (the focus of your grant)
- Be as specific as possible about types of industries that lead to the brownfields sites, the number of sites in your area and their size.
- Discuss the specific RLF sites that are ready to go and have borrowers or sub-grantees ready
- Hazardous Substances & Petroleum proposals should discuss both types of sites.

59

Ranking Criteria – Community Need

1.a. Health, Welfare & Environment

Describe the **health, welfare** and **environmental** impacts of brownfields in your targeted community. Don't get caught leaving one of these impacts out.

- **Health:** any health department statistics; communities near Brownfields (potential contamination pathways); active industry still a problem.
- **Welfare:** social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.
- **Environment:** unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to themselves and their children.
- What is your project going to do about the problem(s) identified?
- What do you see in your communities?

Ranking Criteria – Community Need

1.a. Health, Welfare & Environment

Provide information on health and welfare of sensitive populations and in your targeted community(ies).

- Children, elderly, women of child bearing age, and minorities.
- Use health & welfare concepts discussed on previous slide
- Use available statistics
- Provide any information or data showing that residents are disproportionately impacted by environmental problems.
- Include Cancer, Asthma Studies Data
- Check With Health Departments
- Tie the location of Brownfields to your sensitive populations.

Identify All Information Sources Used

Examples of Community Need Tables

Priority Site (*Neighborhood*)	Contaminants[1]	Health Effects[2]
Johnson Controls (*East Lincoln - Census Tract 3*)	chlorinated solvents	headaches, poor coordination, respiratory problems, liver/kidney damage, nerve damage
Salvage Yard/Churn & Ladder Co. (*Chamberlain-Census Tract 2*)	metals, lead, polycyclic aromatic hydrocarbons (PAHs), volatile organic compounds (VOCs)	respiratory problems, anemia/bone marrow problems, nerve damage, liver/kidney damage
Quality Drive-Away (*Northside - Census Tract 2*)	lead, arsenic, chromium, PAHs, polychlorinated biphenyls (PCBs)	acne/skin irritation, respiratory problems, blood vessel damage, nerve/liver damage
Former Township Dump (*Shanklin Mill Race - Census Tract 1*)	arsenic, lead, PAHs, and chlorinated solvents	respiratory problems, anemia/bone marrow problems, nerve damage, liver/kidney damage
Two Downtown Dry Cleaners (*East Lincoln and Shanklin Mill Race - Census Tract 1*)	chlorinated solvents	headaches, confusion, nausea, respiratory problems, liver/kidney damage, nerve damage
Downtown Gasoline Station (*near East Lincoln – Census Tract 1*)	lead, VOCs, and PAHs	respiratory problems, anemia/bone marrow problems, nerve damage, liver/kidney damage

[1] Indiana Department of Environmental Management (IDEM) and available environmental reports .[2] Agency for Toxic Substances and Disease Registry (ATSDR), ToxFAQs.

62

1. Community Need – Financial Need

Describe the economic impact of brownfields on the targeted community

Make sure to completely fill out the table

Present additional measures that demonstrate financial need of the applicant community

Think about what types of work need to be done and the costs – see example tables on next pages.

Examples of Community Need Tables

Area or Priority Site	Neighborhood and Census Tract	Hispanic	Individuals Below Poverty Level	< 5 years of Age
Indiana[1]	--	3.5%	9.5%	7.0
Gosben[1]	--	19.3%	9.3%	7.9
Former Township Dump, Downtown Dry Cleaners, and Gasoline Station[1,2]	Shanklin Mill Race-Census Tract 1 (*downtown*)	13.4%-32.7%	8.7%-13.3%	7.1%-8.6%
Salvage Yard and Quality Drive-Away[1,2]	Northside and Chamberlain-Census Tract 2 (*northeast*)	19.1%-40.2%	2.6%-17.7%	6.9%-10.6%
Johnson Controls[1]	East Lincoln-Census Tract 3, Block Group 2 (*southeast*)	27.1%	15.8%	10.7%

[1] *U.S. Census Bureau, 2000.* [2] *Range of data for block groups included in Census Tract.*

Examples of Financial Need Tables

Area/ Neighborhood	Median Household Income	Median House Value (single-family)	Cost Burden for Rental Housing (>30% of income)
Goshen[1]	**$39,383**	**$93,700**	**31%**
Census Tract 1[1,2]	$37,344-$37,866	$74,400-$80,200	20%-28%
Census Tract 2[1,2]	$31,150-$50,694	$60,900-$94,400	18%-50%
Census Tract 3, Block Group 2[1]	$30,625	$73,600	26%

[1] *U.S. Census Bureau, 2000,* [2] *Range of data for block groups included in Census Tract*

In this table the applicant estimates the cost of the needed assessment work.

Priority Brownfields	Type of Assessment	Estimated Cost
Johnson Controls	Phase II ESA (chlorinated solvent plume)	$60,000 (haz.)
Salvage Yard/Churn & Ladder Co.	Phase I ESA/ Phase II ESA (extent delineation)	$45,000 (haz.) $30,000 (petrol.)
Quality Drive-Away	Phase II ESA (extent delineation)	$30,000 (haz.)
Former Township Dump	Phase I ESA/ Phase II ESA (extent delineation)	$45,000 (haz.)
Two Downtown Dry Cleaners	Phase II ESA (chlorinated solvent plume)	$55,000 (haz.)
Downtown Gasoline Station	Phase I ESA/ Phase II ESA (extent delineation)	$35,000 (petrol.)

65

2. Project Description/Feasibility of Success (ARC Applicants)

- **Project Description and Feasibility of Success** - Under this criterion, proposals will be evaluated on Applicant's ability to Demonstrate:
  - Reasonable approach to the project
  - Sufficient resources to complete the project, and
  - Capability to complete the project in a timely manner.
  - Demonstrate likelihood of near term success
- Those communities with existing community plans (e.g., master plans, etc.) will be evaluated more favorably. ***NEW***
- For coalitions, you must assess a minimum of five sites under the grant.
- Refer to Section VI.E., *Brownfields Programmatic Requirements*, to read EPA expectations of projects funded with brownfields assessment grants.

66

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

- ***ALL*** ARC Applicants must describe the proposed project to be funded.

- For Cleanup Proposals, Also Describe:
  - ***Proposed*** Cleanup Plan
  - Site Reuse Plans, and
  - Institutional and/or Engineering Controls

		Assess	Cleanup	RLF
Criteria 2	**Project Description / Feasibility of Success**	**100 points**	**50 points**	**55 points**
Subcriteria 2.a	Project Description	20 points	10 points	20 points
Subcriteria 2.b	Budget	40 points	20 points	15 points
Sub-Subcriteria 2.b.i	Table and Description	20 points	10 points	5 points
Sub-Subcriteria 2.b.ii	Plan for tracking and measuring progress	10 points	5 points	5 points
Sub-Subcriteria 2.b.iii	Leveraging	10 points	5 points	5 points
Subcriteria 2.c	Programmatic Capability & Past Performance	40 points	20 points	20 points
Sub-Subcriteria 2.c.i	Programmatic Capability	24 points	12 points	12 points
Sub-Subcriteria 2.c.ii	Adverse Audits	4 points	2 points	2 points
Sub-Subcriteria 2.c.iii	Past Performance	12 points	6 points	6 points

67

2. Project Description/Feasibility of Success (RLF Applicants Only) *(con't)*

- For RLF Proposals Describe:
  - YOUR ***Brownfields Redevelopment Program***. How the requested RLF grant funding will be used to support that program
  - Fund Sustainability Plan
  - Expected Borrowers & Subgrantees
  - Marketing Plan
  - Plan For RLF Success
    - For Example: Staff or Program Manager Commitment, Entire Team, Organization, Borrower/Sub-grantee Selection, Lending Practices, Protective Cleanups, Pre-proposal marketing, Need for outside expertise

68

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

- **Budget**
  - Table ***(USE Sample Format for Budget)***
  - Separate lines for Hazardous Substance and Petroleum contamination
  - Narrative
    - (Describe Each Task (Please No Acronyms e.g. ESA - spell it all out)
    - Give outputs (e.g., 5 Ph I, 2 Ph II) and associated costs where possible

- Know 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 and also do not include any costs for equipment.

  Equipment Costs - Explain and justify equipment and/or supply budget items.
  Equipment is generally expected for cleanup applicants only.

  10% Health Monitoring for Local Gov't

69

2. Project Description/Feasibility of Success (ARC Applicants) - Assessment Budget

Sample Format for Budget

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

[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 RLF 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.

2. Project Description/Feasibility of Success (ARC Applicants) - Cleanup Budget

Sample Format for Budget

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

71

2. Project Description/Feasibility of Success (ARC Applicants) - RLF Budget

Sample Format for Budget

Budget Categories	**Project Tasks for Loans** (at least 60 percent of amount requested)				
(Programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel[1]					
Equipment[2]					
Supplies					
Contractual[3]					
Loans					
Other (specify) _____					
Subtotal:					
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 RLF 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.*

72

2. Project Description/Feasibility of Success (ARC Applicants) - RLF Budget *(con't)*

Sample Format for Budget

Budget Categories	**Project Tasks for Subgrants** (no more than 40 percent of amount requested)				
(Programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel[1]					
Equipment [2]					
Supplies					
Contractual [3]					
Subgrants					
Other (specify) _____					
Subtotal:					
Cost Share					
Total					
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 RLF 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.*

73

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

Leveraging Other Resources –

- Describe leveraged funds for the overall redevelopment project (not just cleanup)

  Assessment, Cleanup Planning, Cleanup, and Reuse.
- Describe funding already leveraged (and amount).
- Describe funds being sought (and amount):
  - Federal (HUD BEDI, EDA, DOI, TBA, Brownfields Tax Incentive)
  - State (State TBA, Tax Credits)
  - Local (TIF, Tax, Bond)
  - Private (Foundation, Investors, Donations)
  - Non-profits
- Address both smaller gap funding (additional assessment work) and larger gap funding (cleanup and redevelopment).
- Provide examples of past leveraging successes from similar projects (explain benefits given back to community).

74

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

- Programmatic Capability – **All ARC Applicants** must **clearly** demonstrate your ability to manage a grant and oversee the work (i.e. demonstrate sufficient resources to complete the project and a capability to complete the project in a timely manner).
  - **Prior** Brownfields Grantee
    - Past Grant(s) Management & Performance
      - Funding Expenditure
      - Compliance
      - Accomplishments
    - Adverse Audit Findings
    - Corrective Action For Past Grant Management Issue

75

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

- Programmatic Capability *(con't)*
  - ***Not*** A Prior Brownfields Grantee, Document:
    - Plans For Management & Performance
    - In-house or Plans For Expertise Acquisition
    - Prior Three Years Grant Management
      - Federal, State, Foundations
      - Adverse Audit Findings
      - Corrective Action For Past Grant Management Issue

76

3. Community Engagement and Partnerships (ARC Applicants)

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

		Assess	Cleanup	RLF
Criteria 3	**Community Engagement & Partnerships**	**30 points**	**15 points**	**15 points**
Subcriteria 3.a	Plan for involving affected community	10 points	5 points	5 points
Subcriteria 3.b	Plan to develop partnerships (local/state/tribal)	10 points	5 points	5 points
Subcriteria 3.c	Description and role of key CBO	10 points	5 points	5 points

77

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

- **Community Engagement** - Describe your Plan For Community Involvement:
  - Site Selection
  - Cleanup Planning
  - Site Reuse Planning
- Past Community Involvement
- Project Progress Reporting Plan
- Address Any Language Barriers
- Create An Aggressive And Detailed Plan

78

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

- **Partnerships** - Describe your efforts and/or plans to develop partnerships with:
  - Local/State/Tribal Health Agencies
  - Other relevant federal and state agencies
  - Any local environmental job training program
  - Indicate Plan To Enroll In State Programs

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

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

- Describe Organizations
  - Describe Role In Project
  - Describe Any Commitments By Organizations
  - Support Letter From EACH Organization
    - Proposal Attachment
    - Must Describe Role
    - Must Describe Commitments

- Community-based organizations are NOT your congress persons or other elected officials. It is NOT the Mayor's office.
- Support Letters ***Required***

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

80

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

- If no Community-based organizations exist in your area, provide background affirming the lack of such organizations.
    - Then, demonstrate how the community is engaged and involved in your project, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.

Changes for 2012

In addition to requiring a description of key roles the state/local/fed partners will play in the project, applicants are also required to identify how they would facilitate hiring from local job training programs as part of their assessment, cleanup and redevelopment activities.

Added language that EPA may conduct reference checks with the partner organizations identified to confirm their involvement and support in the project.

82

Changes for 2012

- Added language providing examples of how the applicant can satisfy the on-going community engagement requirements, including public meetings, webinars, use of media and internet forums. “Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed project.”

4. Project Benefits (ARC Applicants)

- **Project Benefits -** Under this criterion, proposals will be evaluated on the extent to which your project's anticipated outcomes:
- Promote general welfare through the improvement of the public health and safety, economy, and environment of the targeted community; and
- Contribute to your overall community "vision" for the revitalization of brownfield sites.

❖ *Consideration will be given to how public health issues are addressed during the project, the anticipated benefits of redevelopment, and the incorporation of sustainable practices .*

		Assess	Cleanup	RLF
Criteria 4	**Project Benefits**	**30 points**	**20 points**	**15 points**
Subcriteria 4.a	Welfare/Public Health	10 points	10 points	5 points
Subcriteria 4.b	Economic Benefits/Greenspace	10 points	5 points	5 points
Subcriteria 4.c	Enviro Benefits/Sustainable Reuse	10 points	5 points	5 points

84

4. Project Benefits (ARC Applicants) *(con't)*

- **Welfare and/or Public Health** - Describe the environmental, social, and/or public health benefits anticipated from the redevelopment of sites assessed and/or cleaned up under this grant. Communicate all benefits including:
  - Direct & Indirect From Assessment, Cleanup, and/or Site Reuse
    - For Example: Exposure, Risk & Blight Reductions
  - Plan For Community & Sensitive Populations Protection From Project Contaminants
    - For Example: Signs, Fences, Dust Control

85

Changes for 2012

- Applicants must describe how the proposed project will impact/address Equitable Development issues such as affordable housing, public transit, and urban greening.

Example Table showing Benefits

Priority Site	Redevelopment Benefits
Johnson Controls	The extent of chlorinated solvent impacted groundwater will be identified and cleaned up to address vapor intrusion and inhalation concerns for residents and students. The site will be transferred to Goshen High School for redevelopment into athletic fields. If needed, vapor extraction or barrier systems will be installed in area residences to further limit solvent vapor exposure concerns.
Salvage Yard/ Churn & Ladder Co.	Waste/junk materials will be removed and recycled as applicable. Hazardous building materials (e.g., asbestos and lead-based paint) will be identified and abated, and buildings will be demolished. Underground storage tanks will be removed. Soil and groundwater contamination will be identified and cleanup begun to address potential vapor intrusion, inhalation, and direct contact concerns for area Hispanic residents. The sites will be redeveloped with low-income housing and trails that connect to the Pumpkinvine Trail. Potentially contaminated storm water will be eliminated, protecting Rock Run Creek.
Quality-Drive Away	The extent of metals and PAH-impacted soil will be identified. Impacted soil will be removed and disposed to prevent future particulate inhalation and direct contact concerns for area Hispanic residents, and the site will be redeveloped with a community park. Potentially contaminated storm water will be eliminated, protecting Rock Run Creek.
Former Township Dump	Waste materials will be removed and impacted soil will be identified and removed or capped to prevent future direct contact or particulate inhalation exposures. The site will be redeveloped with a community center and trails that connect to the Shanklin Park/Mill Race trail. Potentially contaminated storm water will be eliminated, protecting the Elkhart River.
Downtown Dry Cleaners	The full extent of the chlorinated solvent contaminated groundwater will be determined. If needed, groundwater cleanup will begin, and additional vapor extraction or barrier systems will be installed in area buildings, protecting residents and visitors from inhalation exposures. Downtown buildings then can safely be converted to mixed-use commercial/residential use.
Downtown Gas Station	Underground storage tanks will be removed. Impacted soil will be identified and removed, and potentially impacted groundwater will be remediated to prevent future inhalation and vapor intrusion concerns. The site will be redeveloped with a mixed use development.

4. Project Benefits (ARC Applicants) *(con't)*

- **<u>Economic Benefits and/or Greenspace</u>** - Explain how the grant will produce Economic and/or Non-Economic Benefits.
  - Describe All Direct Economic Benefits to be Accomplished by Your Project – ***Be Specific!***
    - For Example: expected results in ***x% increase*** in tax revenues, ***x number*** of jobs, ***x% increase*** in property values
  - Describe All Other Non-Economic Benefits
    - For Example: Non-Profit Reuse, Charitable Reuse, ***x number of acres*** created for Greenspace, Open Space, Developed Parks, Recreational, Preservation of Open Space on Urban Edge

88

4. Project Benefits (ARC Applicants) *(con't)*

- **<u>Environmental Benefits from Infrastructure Reuse/ Sustainable Reuse</u>** -Describe How the ARC Grant *will help* Facilitate Infrastructure Reuse –***Be Specific!***
  - For Example: Water, Sewer, Electricity, Roads, Storm Drain, Public Transit, Building
  - Describe How the ARC Grant *will help* Facilitate Sustainable Reuse - ***Be Specific!***
    - For Example: green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields, community character, transit, live/work

89

Other Factors -Section V.C. in guidelines *(New)*

- EPA's Selection Official may consider the following factors when making the final selection recommendations from among the most highly ranked applicants:
- Fair distribution of funds between urban and non-urban areas;
- A balanced distribution among the EPA's 10 regions, among the states and territories or in assisting a Tribe or territory;
- Compliance with the 25% statuatory petroleum funding allocation;
- Whether the applicant is a federally recognized Indian tribe or United States territory;
- The need to provide funding to address specific types of contamination, such as mine-scarred lands or contaminated with controlled substances;

90

Other Factors *(New) con't.*

- The need of communities adversely affected by natural disasters;
- Whether the project focuses on Phase II assessments;
- Demonstration of firm leveraging commitments for project completion;
- Communities experiencing plant closures (or other significant economic disruptions);
- Whether the applicant is a recipient of a HUD/DOT/EPA Partnership for Sustainable Communties grant;
- Communities implementing green remediation.

Useful Application Preparation Tips

Encourage Good Basic Proposal Prep

- Read the entire Guidelines and follow directions.
- Write as though the reader knows **NOTHING** about your community or your state response program.
- Address *all* criteria – *if it doesn't apply say so and explain why.*
- Use the Proposal *Check Lists* at the end of the Ranking Criteria section.
- Avoid using acronyms and technical/organizational jargon

93

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

- Contact **State/Tribe/EPA** with eligibility questions **early.**
- Lead time for State support letters can be a couple of weeks, so contact them early for your required support letter!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum.
- Set up public meeting and get meaningful public input.
- Grants.gov will be available as a means of proposal submission in 2012; electronic submissions can take up to 2 weeks to be fully registered in the system.
- Check Frequently Asked Questions (on EPA website)

94

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

- Use "white space" and obey *15* page limit (not including the 2-page cover letter) *New*
- There is a 2 page cover letter limit.
- Total proposal pages may not exceed 20 (15 page narrative; 2 page cover letter).
- No page limit for all attachments; only required attachments are allowed. *New*
- 1" margins; 12 pt font; no binders; **NO COLOR**.

95

PROPOSAL CONTENT

- Transmittal Letter (2 single spaced-page limit)
- The Narrative Proposal, which includes the responses to applicable threshold and all ranking criteria (15 single spaced-page limit – **NEW**)
- Attachments (**Only** the listed/required attachments will be accepted, all others will be removed from the proposal prior to review; no page limit on required attachments.) **NEW**
- Threshold Documentation
- Letter from the state or tribal environmental authority
- Documentation of applicant eligibility if other than city, county, state, or tribe
- Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria **EPA must receive support letters with your proposal; letters received separately after the due date for proposal submission will not be considered.**
- Documentation indicating leveraged funds are committed to the project
- Justification for requested waiver of the $200,000 limit for a site-specific assessment, if applicable
- Property-specific determination request, if applicable
- Letters of commitment from assessment coalition members, if applicable
- Petroleum eligibility determination information, if applicable
- Special Considerations checklist (located at Appendix 3), if applicable **NEW**
- For grants.gov submissions applicants must also submit the SF 424 and 424A forms.

Additional Resources

97

Other Brownfields Assistance

Area-Wide Planning Pilot Program

The grant funding and direct assistance (through Agency contract support) will result in an area-wide plan which will inform the assessment, cleanup and reuse of brownfields properties and promote area-wide revitalization.

Environmental Workforce Development and Job Training Grants

Environmental Workforce Development and Job Training Grants are designed to provide funding to eligible entities, including nonprofit organizations, to recruit, train, and place predominantly low-income and minority, unemployed and under-employed residents of solid and hazardous waste-impacted communities with the skills needed to secure full-time, sustainable employment in the environmental field and in the assessment and cleanup work taking place in their communities.

Training, Research, and Technical Assistance Grants

Training, Research, and Technical Assistance Grants provide funding to eligible organizations to provide training, research, and technical assistance to facilitate brownfields revitalization.

Targeted Brownfields Assessments

The Targeted Brownfields Assessment (TBA) program is designed to help states, tribes, and municipalities–especially those without EPA Brownfields Assessment Pilots/Grants–minimize the uncertainties of contamination often associated with brownfields.

Other EPA Brownfields Programs

Brownfields Job Training Grant Program
http://www.epa.gov/brownfields/job.htm

Targeted Brownfields Assessment (TBA) Program*
http://www.epa.gov/brownfields/grant_info/tba.htm

Region 5 TBA Program *

- ***http://www.epa.gov/R5Brownfields/***

*non-grant program that provides direct EPA assessment assistance to communities

99

EPA Region 5 Presenters

- Matthew Didier, R5 BF Project Manager didier.matthew@epa.gov
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- Keary Cragan, R5 BF Project Manager cragan.keary@epa.gov
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  (312) 886-7257
- Jan Pels, R5 BF Project Manager pels.jan@epa.gov
  (312) 886-3009

http://www.epa.gov/R5Brownfields/

State Brownfield Contacts in Region 5

- **Illinois Environmental Protection Agency (IEPA)**
  Heather Nifong, heather.nifong@illinois.gov, (217) 785.4729
- **Indiana Finance Authority (IFA)**
  Michele Oertel, moertel@ifa.in.gov, (317) 234.0235
- **Michigan Department of Environmental Quality (MDEQ)**
  Ron Smedley, smedleyr@michigan.gov, (517) 373.4805
- **Minnesota Pollution Control Agency (MPCA)**
  Hans Neve, Hans.Neve@state.mn.us, (651) 757-2608
- **Ohio Environmental Protection Agency (OEPA)**
  - ***Hazardous Substances Sites:***
    Amy Yersavich, amy.yersavich@epa.state.oh.us, (614) 644-2285
  - ***Petroleum Sites:***
    Vern Ord, verne.ord@com.state.oh.us, (614) 752.7095
- **Wisconsin Department of Natural Resources (WDNR)**
  Melissa Enoch, Melissa.Enoch@wisconsin.gov, (608) 266-9263

Web-Based Resources

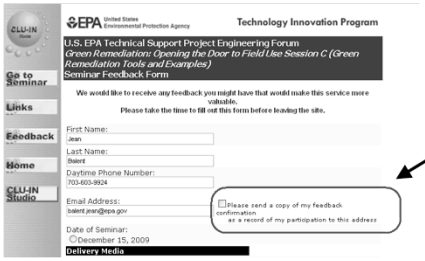
- **FY12 ARC Proposal Guidelines:**
  http://www.epa.gov/brownfields or http://www.grants.gov
- **FY12 ARC Frequently Asked Questions (FAQ):**
  http://www.epa.gov/brownfields/proposal_guides/FY12_FAQs.pdf
- **Fact sheet on Brownfield Assessment Coalitions:**
  http://www.epa.gov/brownfields/grant_info/assess/acfs_062408.pdf
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling:**
  http://www.epa.gov/epawaste/conserve/rrr/imr/cdm/index.htm
- **Regional Information on-line: *www.epa.gov/R5Brownfields***
- **TABEZ proposal prep. tool: http://www.tabez.org**
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools: http://www.smarte.org/smarte/home/index.xml**

102

Congratulations….This Could Be You!!

Resources & Feedback

- To view a complete list of resources for this seminar, please visit the **Additional Resources**
- Please complete the **Feedback Form** to help ensure events like this are offered in the future



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