

# **EPA Region 7 Brownfields Grant Workshop: Understanding the Proposal Guidelines**



Presented by:  
US EPA Region 7 Brownfields Program  
[www.epa.gov/region7/cleanup/brownfields/index.htm](http://www.epa.gov/region7/cleanup/brownfields/index.htm)



## Presentation Agenda

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





## 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 inventory, assess, safely clean up, and sustainably reuse brownfields. The Program provides financial and technical assistance for brownfield revitalization, including grants for:
  - Environmental Site Assessments.
  - Site Cleanups.
  - Job Training.



## Brownfields Definition

*“... **real property**, the expansion, redevelopment, or reuse of which may be complicated by the **presence or potential presence** of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.”*



## “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





## Benefits of Brownfields Revitalization

- 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 other benefits.



The revitalized Lewis and Clark Riverfront  
Landing in Atchison, Kansas



## EPA's Investment in Brownfields Grants

- *Since 1995*, EPA has awarded 2,200 brownfields grants totaling more than \$670M. This has helped:
  - Assess more than 13,900 properties.
  - Leverage more than \$13 billion in brownfields cleanup and redevelopment funding from the private and public sectors.
  - Generate more than 54,500 jobs.



## Types and Amounts of EPA Brownfields Grants

Before Cleanup and  
Demolition



After and in Reuse



Former Moreco Plating – Omaha, NE  
Now part of the Creighton University Arena parking



# Annual EPA Brownfields Funding (national level)

\$200 Million for  
Communities  
\$70-75 Million Avg.  
\*25% For Petroleum

\$50 Million

ASSESSMENT  
GRANTS

CLEANUP  
REVOLVING LOAN  
FUND GRANTS

DIRECT CLEANUP  
GRANTS

JOB-TRAINING  
GRANTS

TARGETED  
BROWNFIELDS  
ASSESSMENTS

STATE & TRIBAL  
RESPONSE  
PROGRAM GRANTS



## Brownfields Cooperative Agreements

### **“ARC” Cooperative Agreements:**

- **Assessment.**
- **Revolving Loan Fund (RLF).**
- **Cleanup.**
  
- ARC grants are also often referred to as:
  - Section 104(k) grants.
  - Competitive brownfields grants.
  - Pilots: out-of-date terminology (pre-law 2002).





## FY2009 Competition Region 7 Results \$2,560,000

- Nationally, EPA received over 905 proposals for funding in FY09.
- Funded 389 grants nationally (\$74.6 million):
  - 252 assessment grants, including 17 assessment coalitions.
  - 117 cleanup grants.
  - 20 RLF grants.
- Region 7 (IA, MO, KS, NE & 9 tribal nations):
  - 44 proposals received.
  - 18 selected for award (10 assessments, 8 clean-ups, 0 RLFs).





## FY2010 Application Timeline

- August 12, 2009 – ARC Request for Proposals (RFP).
- Proposal submission deadline – **October 16, 2009.**
- Spring 2010 – Approx. \$79 million awarded nationwide.





## Brownfields ARC Grants – Getting Started

- FY2010 Proposal guidelines for ARC grants available at:
  - [www.epa.gov/brownfields/applicat.htm](http://www.epa.gov/brownfields/applicat.htm); or
  - [www.grants.gov](http://www.grants.gov).
- Remember the FY10 guidelines are segregated by ARC type! **Be sure to follow the correct set of guidelines!**
- ❖ This training is **NOT** a **SUBSTITUTE** for reading and closely following the detailed Guidelines!



## Assessment Grant Program

- To inventory, assess, characterize, and conduct cleanup 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.



## Assessment Grant Program (*con't*)

- Site-specific (single property):
  - Up to \$200,000 for petroleum or hazardous substances (or comingled):
    - Up to \$350K per property with approved waiver.
    - No more than 1 application per eligible entity.
    - Site eligibility and property ownership eligibility *Threshold requirement*.



## Assessment Grant Program (*con't*)

- Assessment Coalitions:
  - Up to \$1 million for hazardous substance and/or petroleum (e.g. \$500k hazardous, \$500k petroleum):
    - Requires 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.



## 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 grant 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 <i>and</i> \$200,000 for petroleum addressing the same community.	Up to \$200,000 for petroleum <i>or</i> hazardous substances (comingled)	Up to \$1 million per coalition. <i>Coalition Members can <b>NOT</b> apply for individual assessment funding.</i>
	May request a waiver for up to \$350,000	
Maximum Combined Amount \$400,000	Maximum Amount \$350,000	Maximum Amount \$1 million



## Success Story: BF's Assessment (part of a community-wide grant)

### Westside Library *Kansas City, MO*



Before



After





## Success Story: Site-Specific Assessment Grant

**Former Weir Zinc Smelter**  
Mine-Scarred Land Assessment,  
*Pittsburg, KS*



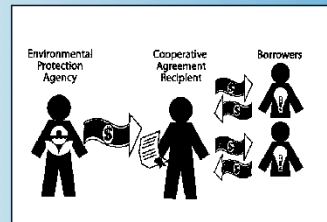


## Revolving Loan Fund Grant Program



**Only applicants who do not have an existing RLF may apply in 2010!**

- To make low interest loans and sub-grants to carryout cleanup activities at brownfields properties.
- Up to \$1M per eligible entity.
- Coalitions may apply.
- (Minimum) 60% loans.
- (Maximum) 40%-cleanup sub-grants.
- Cost share requirement of 20%.
- Nonprofit organizations are not eligible to apply.





## Success Story: RLF Grant

**P.T. Bosley Senior Estates**  
*St. Louis, MO*



Before



After



## Cleanup Grant Program



***Must own site (have FEE SIMPLE TITLE) by October 16, 2009!***

- 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).



## Success Story: Cleanup Grant

emPower Plant®  
Heartland Foundation cleanup and revitalization  
St. Joseph, MO



Before



After



## BROWNFIELDS COMPETITIVE GRANTS – Summary

Type/How Many	Who	Funding	Activities
<b>Assessment</b> (Community-wide or Site-specific) <i>(Max. 2 CW – 1 HS and 1            Pet./year or 1 bundled            same target)</i> <i>(Max. 1/Entity)</i>	States, Tribes, Local Governments, Land Clearance Authorities, Regional Councils, Redevelopment Agencies & Other Quasi – Governmental Entities <i>Coalitions (FY09)</i>	\$200,000 for contaminated property & \$200,000 for petroleum sites (Up to \$350,000/ Site with Waiver)  <i>\$1,000,000</i>	Inventory, Assess (ASTM Phase I & II standards), & Conduct Planning  <i>Same as above</i>
<b>Cleanup Revolving            Loan Fund (RLF)</b> <i>(Max. 1/Entity)</i>	Same as Above + <i>Coalitions may apply</i>	\$1,000,000/ Eligible Entity, 20% Cost Share	Capitalize Loans and Subgrants for Cleanup
<b>Direct Cleanup</b> <i>(Max. 3 HS or Pet./year)</i>	Same as Above + <i>Non-Profits</i>	\$200,000/ property, up to 3 properties per year; 20% Cost Share	Cleanup grant recipient <u>must own property</u>



## Other EPA Brownfields Programs

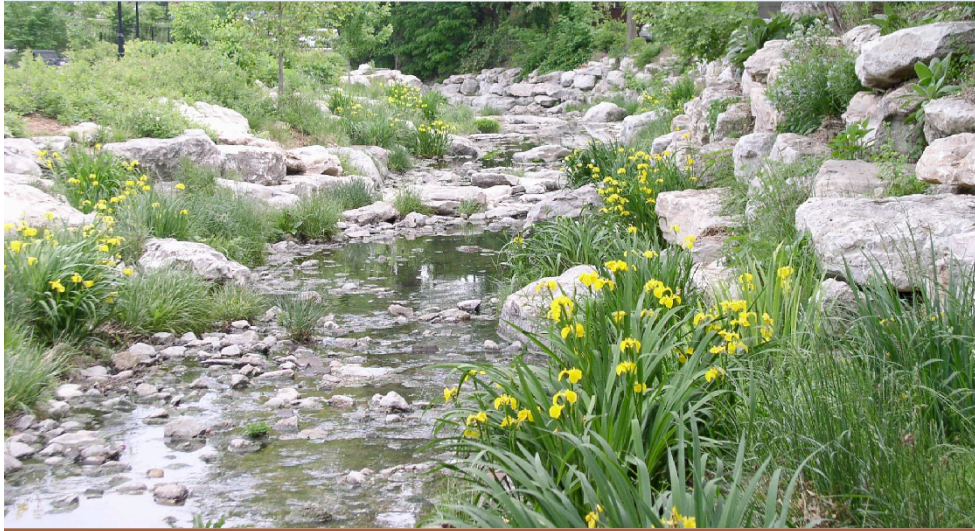
- Brownfields Job Training Grant Program (see separate competitive listing)
  - [http://www.epa.gov/region7/cleanup/brownfields/job\\_training.htm](http://www.epa.gov/region7/cleanup/brownfields/job_training.htm)
- Targeted Brownfields Assessment (TBA) Program
  - [http://www.epa.gov/region7/cleanup/brownfields/targeted\\_assessment.htm](http://www.epa.gov/region7/cleanup/brownfields/targeted_assessment.htm)
  - TBA is a **non-grant** program that provides direct EPA assessment assistance to communities.







## Overview of ARC Threshold Criteria



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## Threshold Criteria – Pass/Fail

- Threshold criteria developed for ARC grants to:
  - Meet statutory and policy eligibility requirements.
- Applicant responses to threshold criteria:
  - Region 7 review (local).
  - Pass/fail criteria.
  - Failure means the proposal will not be forwarded to the national competition.
  - Region can assist preparation to some extent (site eligibility).
  - States are a resource for additional preparation.



## Threshold Criteria – Must Pass:

- Applicant Eligibility (*ARC*).
- Letter from the State or Tribal Environmental Authority (*ARC*).
- Site Eligibility and Property Ownership Eligibility (*Site-specific Assessment and Cleanup Only*).
- Cost Share (*RLF and Cleanup Only*).
- Legal Authority to Manage a Revolving Loan Fund (*RLF Only*).
- Description of Jurisdiction (*RLF Only*).
- Cleanup Authority and Oversight Structure (*RLF & Cleanup Only*).
- Community Notification (*Cleanup Only*).

Assessment: p. 12

RLF: p. 8

Cleanup: p. 11



## Applicant Eligibility (ARC)

- All applicants must describe how they are an eligible entity in order to receive an ARC grant.
- 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).

Assessment: p. 13

RLF: p. 9

Cleanup: p. 12



## Applicant Eligibility (con't) 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.

Assessment: p. 13      RLF: p. 9      Cleanup: p. 12

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## Letter from State or Tribal Environmental Authority (ARC)

- Provide a *current* 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.
- Petroleum determination is an ADDITIONAL letter from the state/tribal environmental authority.
- If you are applying for multiple types of grant program activities, you may submit only one letter acknowledging the relevant grant activities (including the type of grant(s)). *However, you must provide the letter as an attachment to EACH proposal.*
- Provide your state/tribal environmental authority sufficient notice.

\* *Except when the State or Tribal Environmental Authority is the grant applicant.*

Assessment: p. 13      RLF: p. 9      Cleanup: p. 12



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

- **Hazardous Substance Sites:**
  - Anything non-petroleum, or mixed petroleum/ hazardous substances.
  - EPA is decision maker.
- **Petroleum Sites:**
  - "Predominately" Petroleum.
  - State is decision maker (except for tribes).
  - State petroleum eligibility letter.


Assessment: p. 14      Cleanup: p. 13



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

- Non-Tribal petroleum site applicants must provide answers to the petroleum threshold questions to the appropriate state contact in sufficient time for them to make an eligibility determination.
- State review based on statutory requirements to determine whether the site is:
  - Relatively low risk.
  - No viable responsible party.
  - Applicant not responsible party.
  - No RCRA corrective action.

Assessment: p. 14      Cleanup: p. 13



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


- “The Exclusions.”
- Sites that are NEVER eligible:
  - Property on, or proposed for listing on, the National Priorities List (NPL).
  - Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees under CERCLA.
  - Property subject to the jurisdiction, custody, or control of the U.S. government.

Assessment: p. 14      Cleanup: p. 13

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Assessment – p. 9 and appendix 2.5 (p 39)





## Site and Property Ownership Eligibility

### (Site-Specific Assessment and Cleanup Applicants Only)

- Sites that are ineligible without a property-specific determination:
  - Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees under RCRA, other non-CERCLA statutes.
  - Certain petroleum sites that have been cleaned up under LUST Trust Fund.
  - Property the subject of a planned or ongoing CERCLA removal action.
- An ineligible site may be determined to be eligible through a property specific determination by EPA:
  - Based on protection of human health and the environment; promotion of economic development; or use of the property for parks, greenways, and similar recreational or nonprofit purposes.

Assessment: p. 14
Cleanup: p. 13

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Assessment – p. 9 and appendix 2.5 (p 39)  
 ATTACH REQUEST TO PROPOSAL



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

- The Brownfield Law prohibits funding an entity that is considered potentially liable under CERCLA Section 107.
- Otherwise known as “the general prohibition.”
  - Meant to keep the “polluter pays” enforcement concept separate from the Brownfields assistance program.
- CERCLA contains *very broad liability provisions*, including owners of property (unless exemptions apply).
- *Ownership is a requirement* for Cleanup grants.
- Therefore, it is necessary for CLEANUP GRANTS that the applicant owns the property under one of the exemptions to CERCLA.
- The exceptions to CERCLA liability for site owners are highly dependent on *HOW* and *WHEN* the site was acquired.
- Therefore, site eligibility and funding is dependent on *HOW* and *WHEN* the site was acquired.

Cleanup: p. 13



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

- **Cleanup Grant Site Ownership**



Grantee **must** have *FEE SIMPLE TITLE* by October 16, 2009.

- Recognizes the "redevelopment cycle" of:
  - Community identification of problem property.
  - Assessment grant.
  - Cleanup grant.
  - Redevelopment partnership.
  - Community benefit of productive property.
- Quit Claim, other forms of title, need a discussion with the EPA Region Counsel.

Cleanup: p. 13



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

- Most common acquisition scenarios for grantees:
  - Tax foreclosure.
  - Eminent domain.
  - Purchase/Donation (same difference).
- Must meet a CERCLA defense:
  - CERCLA defenses to liability for tax foreclosure, eminent domain.
  - CERCLA Innocent landowner defense, contiguous property owner.
  - Bona Fide Prospective Purchaser (BFPP):
    - The "Gold Standard" under 2002 Brownfields Law.

Cleanup: p. 13



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

- Bona Fide Prospective Purchaser (BFPP):
  - Two threshold criteria.
  - Five continuing obligations.
  - Principal guidance document is the “Common Elements” guidance.
  - BFPP liability defense is only for acquisitions after January 11, 2002, the effective date of the Brownfields amendments.
  - *But for grant purposes*, if the acquisition was earlier but all the other criteria were met, the site can still be eligible for funding.

Cleanup: p. 13



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

- BFPP two threshold criteria:
  - Person did not cause the contamination and is not affiliated with the party that caused the contamination (and that means all contamination occurred prior to acquisition).
  - "All Appropriate Inquiry" conducted PRIOR to acquisition.

Cleanup: p. 13




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

- What “All Appropriate Inquiry” standard applies?
  - Depends on when site was acquired:
    - After Nov 1, 2006, ASTM E1527-05.
    - 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.
    - Etc...

Cleanup: p. 13



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

- Requires an AAI compliant Phase I is complete (180 day shelf-life to time of acquisition – must be current or properly updated).
-  Requires an ASTM E1903-97 or equivalent Phase II site assessment report completed prior to proposal submission in order to best describe cleanup plan and estimated costs.

Cleanup: p. 13





## 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 Difference Between Leveraging and Match.
- No federal funds can be used for match.
  - The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source.
  - If contribution is labor, materials, or other services, it must be incurred for an eligible and allowable expense.
- Hardship waivers can be requested.
- Cost share can be passed to borrower (RLF only).

Cleanup: p. 18    RLF: p.10



## Description of Jurisdiction (RLF Only)

- Provide a description of jurisdictional boundaries.
  - e.g. "the city limits of The City of ABC."

RLF: p. 9



## 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. Indicate whether you plan to enroll in a state or tribal voluntary response program.
- **Property Access Plan** (Cleanup only):
  - Provide your plan to obtain access to adjacent or neighboring properties, if necessary.
- **Legal Opinion** (RLF only) :
  - One letter from applicant's counsel
    - (a) Legal authority to access & secure sites, and
    - (b) legal authority to manage Revolving Loan Fund (hold funds, make loans, enter into loans, & collect repayment)



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



## Community Notification (Cleanup Applicants Only)

- **Must** provide the community with notice of your intent to apply for an EPA brownfields grant(s) and their opportunity to submit comments.
- 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 each proposal relevant to their community.*

Cleanup: p. 19



## Community Notification (Cleanup Applicants Only)



- Place an ad (or equivalent) in your local newspaper that covers the area targeted by your proposal at least two weeks prior (by October 2, 2009) to the submittal date.
- The ad must:
  - Clearly communicate that a copy of the grant proposal is available for public review by indicating in your ad where the draft proposal is located (e.g. town hall library, web site).
  - Indicate that you will accept comments on the draft proposal.
  - State the date and time of a public meeting that you must hold prior to proposal submission.
  - See page 19 for necessary proposal attachments.

Cleanup: p. 19



## Community Notification (Cleanup Applicants Only)



Brownfields Grantee – City of Perry, IA - 2007 Outreach at Local Community Fair



## Overview of ARC Ranking Criteria



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## Ranking Criteria

- Proposal must have passed the “Threshold Criteria” to be “Ranked.”
- 4 Ranking Criteria Sections for ARC applicants:
  1. Community need.
  2. Project description and feasibility of success.
  3. Community engagement and partnerships.
  4. Project benefits.





## Ranking Criteria *(con't)*

- Each criterion is made up of Sub-criteria.
  - Answer each individually!
  - *Sub-criteria (and associated points) may be the same or different per Ranking Criterion per Grant Type!*
- Total possible points for each grant type is 100.



## 1. Community Need

[20 pts Assessment; 15 pts RLF and Cleanup]

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



## 1. Community Need (ARC Applicants) (con't)

- **Health, Welfare, and Environment** – Provide information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites in your targeted community.
- Brownfields Effect On Target Community:
  - Type, Number, Size, Location Of Sites.
  - Typical Contamination.
- Sensitive Population In Community.
  - For example: minorities, children, and women of child-bearing age.
- Disproportionate Environmental Impact Data.
  - For example: Cancer Studies, Asthma.

The majority of  
Assessment applications  
are Community-wide.  
Clearly identify your  
TARGET community!



- ❖ Identify All Information Sources!



## 1. Community Need (ARC Applicants) (con't)

- **Financial Need** – Describe the economic impact of brownfields on the targeted community/Demonstrate the economic needs of the targeted community's residents.
  - Provide rates of poverty, household income, unemployment rate, and other widely available demographic information (Provide Examples):
    - Use current and relevant data sources.
    - Use Table Format.
    - Compare to State and National Data.
  - Discuss the impact of closed factories, i.e. number of jobs lost, property tax impacts, etc.
  - Provide factors explaining why other financial resources are not available for assessment of brownfields:
    - For example: fiscal condition or population size limit available resources.
- *Identify all information sources!*





## 2. Project Description/Feasibility of Success

### (ARC Applicants)

[35 pts Assessment/45 pts RLF/40 pts Cleanup]

- 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.
  - Capability to complete the project in a timely manner.



Proposals that budget the majority of grant funds for conducting site assessments will be viewed more favorably than those that focus on inventory or planning activities.



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.



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

- ALL ARC Applicants must describe the project they are proposing to be funded.
- For cleanup proposals, also describe:
  - *Proposed* cleanup plan.
  - Institutional and/or engineering controls.
  - Site reuse plans.



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

- For RLF proposals, describe:
  - Your brownfields redevelopment program and how the requested RLF grant funding will be used to support that program.
  - Fund sustainability plan.
  - Expected borrowers & subgrantees.
  - Marketing plan for customers & RLF program.
  - Plan for RLF success:
    - For example: staff or program manager commitment, entire team, organization, customer selection, lending practices, protective cleanups.



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

- **Budget:**
  - Table (use sample format for budget).
  - Narrative:
    - Describe each task (please no acronyms).
    - Give quantitative outputs (e.g., 5 Ph I, 2 Ph II) and associated costs where possible.
  - Only list eligible costs (administrative costs are not allowable):
    - Always use the word “programmatic” versus “administrative.”
    - See [www.epa.gov/brownfields/publications/fy2009faqs.pdf](http://www.epa.gov/brownfields/publications/fy2009faqs.pdf).
  - Equipment costs:
    - Only costs > \$5,000.
    - It is always useful (and strongly suggested) to explain and justify equipment and/or supply budget items. Equipment is generally expected for cleanup applicants only.







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

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>					

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.

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

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



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

Sample Format for Budget

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

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for RLF grants.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.



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

### Sample Format for Budget

Budget Categories	Project Tasks for Loans (at least 60 percent of amount requested)				
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
(programmatic costs only)					
Personnel					
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>					
Loans					
Other (specify) _____					
<b>Subtotal:</b>					
<b>Cost Share</b>					

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for RLF grants.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.



## 2. Project Description/Feasibility of Success (RLF Applicants)(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 <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>					
Subgrants					
Other (specify) _____					
<b>Subtotal:</b>					
<b>Cost Share</b>					
<b>Total</b>					
<b>Total Cost Share</b>					

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.

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

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



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

- **Leveraging** – If you determine that additional work (e.g., assessment and/or cleanup) may be required, describe the funding or resources (public and private) you have or will seek to complete the additional work.
  - Describe any gap in overall project funding:
    - Assessment.
    - Cleanup planning.
    - Cleanup.
    - Reuse.
  - Describe **ALL** possible gap funding sources.
  - Provide examples of past leveraging.



## 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 grantees respond to (i):
    - Past grant(s) management & performance:
      - Funding expenditure (balance).
      - Compliance.
      - Accomplishments.
    - Staff expertise and qualifications.
    - Adverse audit findings.
    - Corrective action for past grant management issue.



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

- Programmatic capability (*con't*):
  - Not a prior EPA brownfields grantee, respond to (ii):
    - No more than 5 most recent examples of federal or non-federal assistance agreement.
    - Describe your ability to manage the grant.
    - Staff expertise/qualifications or systems to:
      - Manage the grant.
      - Acquire resources and expertise to perform the work.
    - Adverse audit findings:
      - Corrective action for past grant management issue.



### 3. Community Engagement and Partnerships (ARC Applicants)

[20 pts Assessment & RLF; 15 pts Cleanup]

- **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.
  - *Extent* to which the support letters provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project.

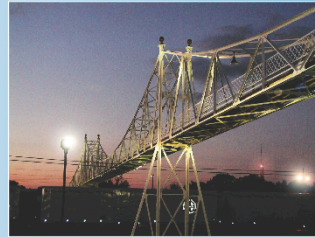






### 3. Community Engagement and Partnerships (ARC Applicants)(con't)

- 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.





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

- **Partnerships** – Describe your efforts and/or plans to develop partnerships with *local/state/tribal environmental and health agencies*.
  - Plan for partnerships.
  - Describe working relationships and past successes.
  - Show knowledge of state programs.
  - Indicate plan to enroll in state programs.





### 3. Community Engagement and Partnerships (ARC Applicants)

- **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.
- Example Organizations: Neighborhood Associations, Church Groups, Chambers of Commerce, Downtown Incs., Educational Institutions, etc.
- Support Letters **Required**.

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



## 4. Project Benefits (ARC Applicants)

[25 pts Assessment/20 pts RLF/30 pts Cleanup]

- **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.
  - Contribute to your overall community “vision” for the revitalization of brownfield sites.
- ❖ *Consideration will be given to how public health issues are addressed during the project, the anticipated benefits of redevelopment, and the incorporation of sustainable practices .*



#### 4. Project Benefits (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.
    - Example: exposure, risk & blight reductions.
  - Plan for community & sensitive populations protection from project contaminants.
    - Example: signs, fences, dust control.



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

- **Economic benefits and/or green space** – 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!
    - Example: expected results in x% increase in tax revenues, x number of jobs, x% increase in property values.
  - Describe all other non-economic benefits.
    - Example: non-profit reuse, charitable reuse, x number of acres created for green space, open space, developed parks, recreational, preservation of open space on urban edge.



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

- **Environmental benefits from infrastructure reuse/sustainable reuse:**
  - 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!
    - Example: green building, energy efficiency, LEED certification, building renovation, innovative storm water controls, construction & demolition recycling\*, green cleanup\*, community character, conserve resources, transit, live/work.

\*RLF and Cleanup Only

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## Encourage Good Basic Proposal Preparation

- Read entire *NEW* guidelines and follow directions.
- Review any FY09 Competition debrief feedback and factor in to new proposal.
- Get mentoring from prior grantees (listed at [www.epa.gov/brownfields/bfwhere.htm](http://www.epa.gov/brownfields/bfwhere.htm)).
- 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.





## Encourage Good Basic Proposal Preparation (con't)

- Need to paint an overall picture of your community and its goals showing that the requested BF funding is just a piece of the puzzle.
- Write as though the reader knows NOTHING about your community and paint a picture with words.
- Use the proposal *check lists* at the end of the ranking criteria section.
- Avoid using acronyms and technical or organizational jargon.



## Encourage Good Basic Proposal Preparation (con't)

- Use "white space" and obey 18 page limits (not including the 2-page cover letter)!
- 1" margins; 12 pt font; no binders; NO COLOR.
- Limit attachments to required and relevant documents and letters.
- Avoid maps and photos.



## Encourage Good Basic Proposal Preparation (con't)

- Selectively use bolding, underlining, and italics for emphasis.
- Before mailing:
  - Assure all required documents and letters are attached and match proposal type.
  - Be sure letters have current dates.
- Check for copying errors; avoid missing pages.




## Encourage Good Basic Proposal Preparation (con't)

- Contact EPA with eligibility questions **NOW**.
- Request State/Tribe letters **early**.
- If applying for petroleum, contact State for site eligibility determination **early**.
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Set up public meeting and get meaningful public input.



## Submission Process

- Proposals are due October 16, 2009. Proposals may be sent through the U.S. Postal Service, commercial delivery service, or electronically to [bfcompetition@epa.gov](mailto:bfcompetition@epa.gov). 
- Only one method should be used for the submission of the original, complete proposal package. Proposals sent through the U.S. Postal Service or via a commercial delivery service must be postmarked by October 16, 2009. Proposals sent electronically must be received by [bfcompetition@epa.gov](mailto:bfcompetition@epa.gov) by 11:59 p.m. Eastern Time on October 16, 2009. Please refer to Section IV.B, *Due Date and Mailing Instructions*, for further instructions.



## Submission Process (con't)

- A second complete copy of the proposal must be mailed to the appropriate EPA Regional Brownfields Coordinator.
- Facsimile delivery of proposals is not permitted and will not be considered.



## Additional Resources



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## EPA Region 7 Brownfields Team

- Susan Klein, Brownfields Coordinator
  - (913) 551-7786
- Devin Pollock, Assessment Lead
  - (913) 551-7275
- Jim Seiler, Revolving Loan Fund Lead
  - (913) 551-7773
- Deborah Kennedy, Cleanup Lead
  - (913) 551-7628
- State Response Program Coordinators
  - Deborah Kennedy, Iowa (913) 551-7628
  - Devin Pollock, Kansas (913) 551-7275
  - Alma Moreno Lahm, Missouri (913) 551-7380
  - Jennifer Morris, Nebraska (913) 551-7341





## State Brownfield Leads in Region 7

- Iowa Department of Natural Resources
  - Mel Pins
    - (514) 281-8489 or [mel.pins@dnr.state.ia.us](mailto:mel.pins@dnr.state.ia.us)
- Kansas Department of Health and Environment
  - Doug Doubek
    - (785) 291-3246 or [ddoubek@kdhe.state.ks.us](mailto:ddoubek@kdhe.state.ks.us)
- Missouri Department of Natural Resources
  - Jim Belcher
    - (573) 751-5537 or [jim.belcher@dnr.mo.gov](mailto:jim.belcher@dnr.mo.gov)
- Nebraska Department of Environmental Quality
  - Charlene Sundermann
    - (402) 471-6411 or [charlene.sundermann@ndeq.state.ne.us](mailto:charlene.sundermann@ndeq.state.ne.us)



## Web-Based Resources

- FY09 ARC Proposal Guidelines
  - <http://epa.gov/brownfields/applicat.htm>
- FY09 ARC Frequently Asked Questions (FAQ)
  - <http://epa.gov/brownfields/applicat.htm>
- Fact sheet on Changes to Brownfields ARC Grant Guidelines
  - [http://epa.gov/brownfields/publications/arc\\_factsheet.pdf](http://epa.gov/brownfields/publications/arc_factsheet.pdf)
- Fact sheet on Brownfield Assessment Coalitions
  - <http://epa.gov/brownfields/publications/fy2009moa.pdf>



## Web-Based Resources (con't)

- Region 7 Brownfields Information Online
  - [www.epa.gov/region07/cleanup/brownfields](http://www.epa.gov/region07/cleanup/brownfields)
- SmartE-Online Sustainable Management Approaches and Revitalization Tools
  - [www.smarte.org](http://www.smarte.org)



## Questions?



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

Thank You

[Links to Additional Resources](#)

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