

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

EPA Region 7 Presenters

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<http://www.epa.gov/region7/cleanup/brownfields/contacts.html>



Presentation Agenda

- 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 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."*



Eligible 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
- Among many other benefits



The revitalized Lewis and Clark Riverfront Landing in Atchison, Kansas



EPA's Investment in Brownfields Grants

- *Since 1995*, EPA has nationally awarded 1,911 brownfields grants totaling more than \$595M. This has helped:
 - Assess more than 11,587 properties.
 - Cleaned up 239 properties.
 - Leverage more than \$10.3 billion in brownfields cleanup and redevelopment funding from the private and public sectors.
 - Generate more than 47,211 jobs.



Types and Amounts of EPA Brownfields Grants

Before Cleanup and
Demolition



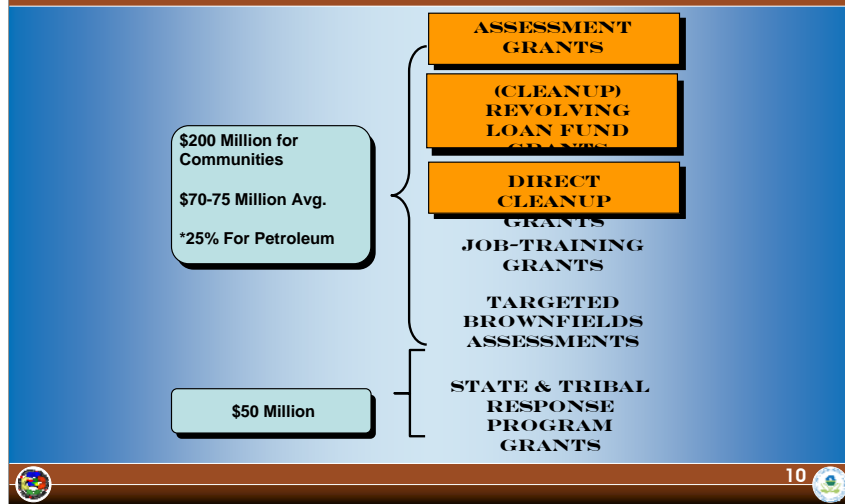
After and in Reuse



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



Annual EPA Brownfields Funding (national level)



Brownfields Cooperative Agreements

- **A**ssessment
- **R**evolving Loan Fund (RLF)
- **C**leanup
- Cooperative agreement types commonly referred to as **ARC** Grants
- ARC grants are also often referred to as:
 - Section 104(k) grants
 - Competitive brownfields grants
 - Pilots: out-of-date terminology (pre-law 2002)



Brownfields Competitive Grant Program

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



City of Springfield, MO – FY08 Assessment grant recipient



FY2008 Competition Region 7 Results \$4,930,360

- Nationally, EPA received over 845 proposals for funding in FY08
- Funded 314 grants nationally (\$74 million)
 - 194 assessment grants
 - 108 cleanup grants
 - 12 RLF grants
- Region 7 (IA, MO, KS, NE & 9 tribal nations)
 - 49 proposals received
 - 26 selected for award



FY2009 Application Timeline

- August 22, 2008 – ARC Request for Proposals (RFP)
- Proposal submission deadline – November 14, 2008
- Spring 2009 – Approx. \$70-75 million awarded nationwide



Brownfields ARC Grants – Getting Started

- FY2009 Proposal guidelines for ARC grants available at:
www.epa.gov/brownfields/applicat.htm
or: www.grants.gov
- Remember the FY09 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 property) 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

- Site-specific
 - 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.



Allowable Number of Brownfield Assessment Proposals:

Each applicant may apply for up to...

Up to \$400k
Community-wide
Assessment -
1-2 Proposals



Same
Target
Areas

1

Up to \$400k including:
• Up to \$200k Hazardous Substances &
• Up to \$200k Petroleum

OR

Different
Target
Areas

2

Up to \$200k
Hazardous Substances

Up to \$200k
Petroleum

Site-Specific
Assessment
1 Proposal

1

\$200k
Hazardous Substances
or
Petroleum



Assessment Grant Program

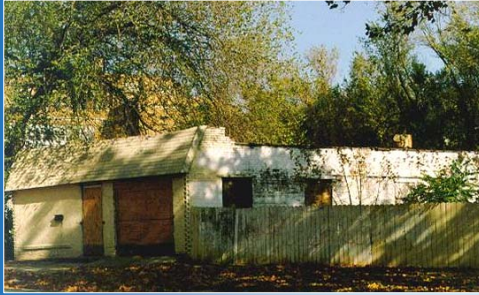
- Assessment Coalitions
 - Up to \$1 million for hazardous substance and/or petroleum (e.g. \$500k hazardous, \$500k petroleum)
 - Requires 3 or more eligible entities.
 - Must assess a minimum of 5 sites.
 - Coalition members are not eligible to apply for individual, community-wide or, site-specific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



Success Story: BF's Assessment

(part of a community-wide grant)

Westside Library
Kansas City, MO



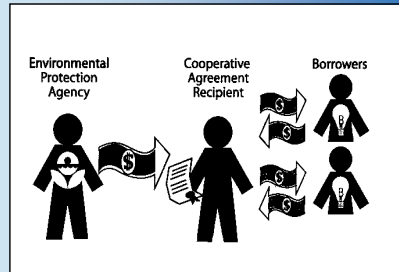
Success Story: Site-Specific Assessment Grant

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




Revolving Loan Fund Grant Program

- 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



Cleanup Grant Program

- 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)
- *Must have FEE SIMPLE TITLE by June 30, 2009*



Success Story: Cleanup Grant

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



Before



After



Community notification – Prior to Submission of Cleanup Proposal (Cleanup Threshold)



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



BROWNFIELDS COMPETITIVE GRANTS – Summary

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



Other EPA Brownfields Programs

- Brownfields Job Training Grant Program
(see separate competitive listing)
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



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



Overview of ARC Threshold Criteria



Threshold Criteria – Must Pass

- Threshold criteria developed for ARC grants to:
 - Meet statutory and policy eligibility requirements
 - Increase likelihood of grantee success.
- Applicant responses to threshold criteria
 - Regional review
 - 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)
- Description of jurisdiction (RLF only)
- Cleanup authority and oversight structure (RLF and Cleanup only)
- Legal authority to manage a Revolving Loan Fund (RLF only)
- Cost share (RLF and Cleanup only)
- Community notification (Cleanup only)

Assessment: p. 12 RLF: p. 8 Cleanup: p. 11



Applicant Eligibility

- 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. 12 RLF: p. 8 Cleanup: p. 11



Applicant Eligibility: Coalitions

- 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



Letter from State or Tribal Environmental Authority

- 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.

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



Letter from State or 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.



Brownfield Site Eligibility

- **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



Brownfield Petroleum Site Eligibility

- 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:
 - Relative low risk,
 - No viable responsible party,
 - Applicant not responsible party, and
 - No RCRA corrective action.



Site Eligibility

- Must be a “Brownfields Site”
 - “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.”
 - Includes hazardous substances, indoor contaminants, petroleum, mine-scarred land, and controlled substances sites.



Note – Assessment Guidelines – section III.B. p 9 & appendix 2

Site Eligibility – NEVER eligible

- “The Exclusions”
- Sites that are NEVER eligible:
 - Property on, or proposed for listing on, the National Priorities List (NPL)
 - Property the subject of a planned or ongoing CERCLA removal action
 - 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. 9 and appendix 2.5 (p 39)

Site Eligibility – Potentially Eligible

- Property-specific Determinations
- 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.
- 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. 9 and appendix 2.5 (p 39)
ATTACH REQUEST TO PROPOSAL

Property Ownership Eligibility

- 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.*



Property Ownership Eligibility

- 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.



Property Ownership Eligibility

- **Cleanup Grant Site Ownership**
 - Grantee *must have FEE SIMPLE TITLE* by June 30, 2009—do not have to own at time of application
 - 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 Region Counsel



Property Ownership Eligibility

- 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



Property Ownership Eligibility

- 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



Property Ownership Eligibility

- 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



Property Ownership Eligibility

- 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...



Property Ownership Eligibility

- 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 (draft or final) prior to proposal submission in order to best describe cleanup plan and estimated costs.



Description of Jurisdiction

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

RLF Only

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Cleanup/Legal Authority Oversight Structure

- **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)



The RLF Coalition applicant (lead) must be able to take actions regarding loan administration and cleanup within the jurisdictional boundaries of its members, if warranted (RLF- p. 10).

RLF and Cleanup Only



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Cost Share

- 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 to meet the match is required
- 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)

RLF and Cleanup Only

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Community Notification

- Cleanup Applicants Only
- **Must** provide the community with notice of your intent to apply for an EPA brownfields grant(s), provide an opportunity to comment, hold a meeting, and respond to comments
- Applicants who are submitting more than one proposal may plan to have a single community notification ad and meeting
- All targeted communities, however, must receive the notification and be provided an opportunity to comment on each proposal relevant to their community

Cleanup Only



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Community Notification

- Place an ad (or equivalent) in your local newspaper that covers the area targeted by your proposal at least two weeks prior (by October 31, 2008) 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 Only

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Overview of ARC Ranking Criteria



Ranking Criteria

- Proposal must have passed the “Threshold Criteria” to be “Ranked.”



4 Ranking Criteria Sections for ARC applicants:

- Community need
- Project description and feasibility of success
- Community engagement and partnerships
- Project benefits



Ranking Criteria

- 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!
 - Sub-criteria point totals may vary per Ranking Criterion per grant type.
- Total possible points for each grant type is 100.



Ranking Criteria

 **Community Need** *Pages: A - 24, R - 17, C - 26*

- **Project Description and Feasibility of Success**
- **Community Engagement and Partnerships**
- **Project Benefits**



Community Need

[20 pts Assessment; 15 pts RLF and Cleanup]

- **Community Need [Section V.B.1]** – Under this criterion, ARC proposals will be evaluated on:
 - Applicant's description of the health, welfare, environmental, *and*
 - Financial needs of the targeted community as it is affected by the presence of brownfields.
- *Responses should clearly identify the sources of information used in this section.*



Community Need (ARC)

- Health, Welfare, and Environment [Section V.B.1.a]
 - Brownfields effect on targeted community [V.B.1.a.i]
 - Describe targeted community itself
 - Type, number, size, location of sites and typical contamination
 - Health, welfare, environmental impacts of these sites
 - Sensitive populations in targeted community; data showing disproportionate environmental impact [V.B.1.a.ii]
 - Examples: minorities, children, and women of child-bearing age
 - Examples: cancer, asthma, blood lead studies



Identify all information sources! Ensure rest of proposal relates to this targeted community!




Community Need (ARC)

- Financial Need [Section V.B.1.b]
 - Describe economic impact of brownfields on targeted community & Demonstrate economic needs of targeted community's residents [V.B.1.b.i]
 - Provide rates of poverty, household income, unemployment, and other widely available demographic information (Provide Examples)
 - ★ Use current and relevant data sources
 - ★ Use Table Format
 - ★ Compare to State and National Data
 - ★ Discuss impact of closed factories, i.e., number of jobs lost, property tax impacts, etc.
 - Explain why other financial resources are not available for assessment [cleanup] of brownfields [V.B.1.b.ii]
 - Example: fiscal condition or population size limiting available resources
 - Need for funds in addition to current EPA brownfield grant (if current grantee)
- Identify all information sources!

URGENT!



Ranking Criteria

- **Community Need**
-  **Project Description and Feasibility of Success** *Pages: A - 24, R - 18, C - 26*
- **Community Engagement and Partnerships**
- **Project Benefits**



Project Description/Feasibility of Success

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

- **Project Description and Feasibility of Success**
[Section V.B.2] – 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.
- ★ 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 Assessment 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.



Project Description/Feasibility of Success (ARC)

- Project Description - [Section V.B.2.a.i] ALL ARC Applicants must describe the project they are proposing to be funded.
- For cleanup proposals [Section V.B.2.a.ii], also describe
 - *Proposed* cleanup plan,
 - Institutional and/or engineering controls, and
 - Site reuse plans.



Project Description/Feasibility of Success

(RLF only)

- For RLF proposals [Section V.B.2.a.i - iv], 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
 - Examples: staff or program manager commitment, entire team, organization, customer selection, lending practices, protective cleanups



Project Description/Feasibility of Success (ARC)

- Budget [Section V.B.2.b.i]
 - 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
 - Equipment costs
 - Only costs > \$5,000
 - Explain and justify equipment



Project Description/Feasibility of Success (Assessment)

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.



Project Description/Feasibility of Success (Cleanup)

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.



Project Description/Feasibility of Success (RLF)

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.



Project Description/Feasibility of Success (RLF)

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.



Project Description/Feasibility of Success (ARC)

- BUDGET EXERCISE



Project Description/Feasibility of Success (ARC)

- Leveraging [Section V.B.2.b.ii]
 - 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, and
 - Reuse
 - Describe **ALL** possible gap funding sources
 - Provide examples of past leveraging



Project Description/Feasibility of Success (ARC)

- Programmatic capability [Section V.B.2.c]
 - 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)
 - If applicant has never received any fed or non-fed assistance, specifically indicate this in proposal
 - Prior Brownfields grantees respond to (i)
 - Past grant(s) management & performance
 - Funding expenditure (balance)
 - Compliance
 - Accomplishments
 - Staff expertise and qualifications or systems to acquire resources and expertise to perform the work
 - Adverse audit findings
 - Corrective action for past grant management issue



Project Description/Feasibility of Success (ARC)

- Programmatic capability (*cont.*)
 - 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 acquire resources and expertise to perform the work
 - Adverse audit findings
 - Corrective action for past grant management issue



Ranking Criteria

- **Community Need**
- **Project Description and Feasibility of Success**
- **Community Engagement and Partnerships**
Pages: A - 27, R - 21, C - 29
- **Project Benefits**



Community Engagement and Partnerships (ARC)

[20 pts Assessment & RLF; 15 pts Cleanup]

- **Community Engagement and Partnerships [Section V.B.3]** - 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.



Community Engagement and Partnerships (ARC)

- Community engagement [Section V.B.3.a]
 - Describe your plan for community involvement:
 - Site selection
 - Cleanup planning
 - Site reuse planning
 - Past community involvement
 - Project progress reporting plan
 - Address any language barriers




Community Engagement and Partnerships (ARC)

- Partnerships [Section V.B.3.b]
 - 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



Community Engagement and Partnerships (ARC)

- Community-based Organizations [Section V.B.3.c]
 - Provide a description of, and role of, key community-based organizations involved in your project.
 - Describe
 - ★ Organizations
 - ★ Their roles in project
 - ★ Their specific commitments to project
 - Support letter from EACH organization
 - Proposal attachment
 - Must describe role
 - Must describe commitments
 - ★ "Grass roots" organizations
-  Support Letters from referenced organizations are **REQUIRED**




Community Engagement and Partnerships (ARC)

Community-based Organizations
Support Letter Exercise



Ranking Criteria

- Community Need
- Project Description and Feasibility of Success
-  Community Engagement and Partnerships
- Project Benefits *Pages: A - 28, R - 22, C - 30*



Project Benefits (ARC)

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

- **Project Benefits [Section V.B.4]** – 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.*



Project Benefits (ARC)

- Welfare and/or Public Health [Section V.B.4.a]
 - 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 direct & indirect benefits from assessment, cleanup, and/or site reuse
 - Examples: exposure, risk & blight reductions
 - Describe community & sensitive populations protection from project contaminants
 - Examples: signs, fences, dust control



Project Benefits (ARC)

- Economic benefits and/or green space [Section V.B.4.b]
 - 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 to be produced by this grant
 - 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



Project Benefits (ARC)

- Environmental benefits from infrastructure reuse/sustainable reuse [Section V.B.4.c]
 - Describe how the ARC grant *will help* facilitate infrastructure reuse – be specific!
 - Describe how the ARC Grant *will help* facilitate sustainable reuse - be specific!
 - Examples: green building, energy efficiency, LEED certification, building renovation, innovative storm water controls, construction & demolition recycling*, green cleanup*, community character, resource conservation, transit, live/work

*RLF and Cleanup Only

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Project Benefits (ARC)

- Project Outcomes [Section V.B.4.d incl. I.D.]
 - Describe your plan for tracking and measuring your progress toward achieving the expected project goals! Outcomes need to be quantitative.
 - Examples: number of sites assessed, number of jobs created, and other funding leveraged through the economic reuse of sites.

*RLF and Cleanup Only

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Good Proposal Preparation

- You are telling a story that tracks with the criteria
 1. Community Need
 2. Project Description and Feasibility of Success
 3. Community Engagement and Partnerships
 4. Project Benefits
- Be consistent and ensure that responses to each criterion supports the responses to others.
- E.g., project benefits in response to criterion 4 should serve the target community identified in criterion 1.



Good Proposal Preparation

- Read entire *NEW* guidelines and follow directions.
- Review any FY08 Competition debrief feedback and factor into new proposal.
- Get mentoring from prior grantees (listed at www.epa.gov/brownfields/bfwhere.htm).
- Address *all* criteria – *if it doesn't apply, say so and explain why.*



Good Proposal Preparation



Use the proposal *check lists* at the end of the ranking criteria section.

- Write as though the reader knows NOTHING about your community and paint a picture with words.
- Avoid using acronyms and technical or organizational jargon.
- Since you are limited in space, while you may not reference another proposal, you may cross-reference information within the same proposal.



Formatting Your Proposal

- Responses must include the criteria number and title, but need not restate the entire text.
- Obey 18-page limits (not including the 2-page cover letter) and use “white space”!
- 1” margins; 12 pt font; no binders; NO COLOR.
- Limit attachments to required and relevant documents and letters.
- Avoid photos and graphics.



Good Proposal Preparation

- 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

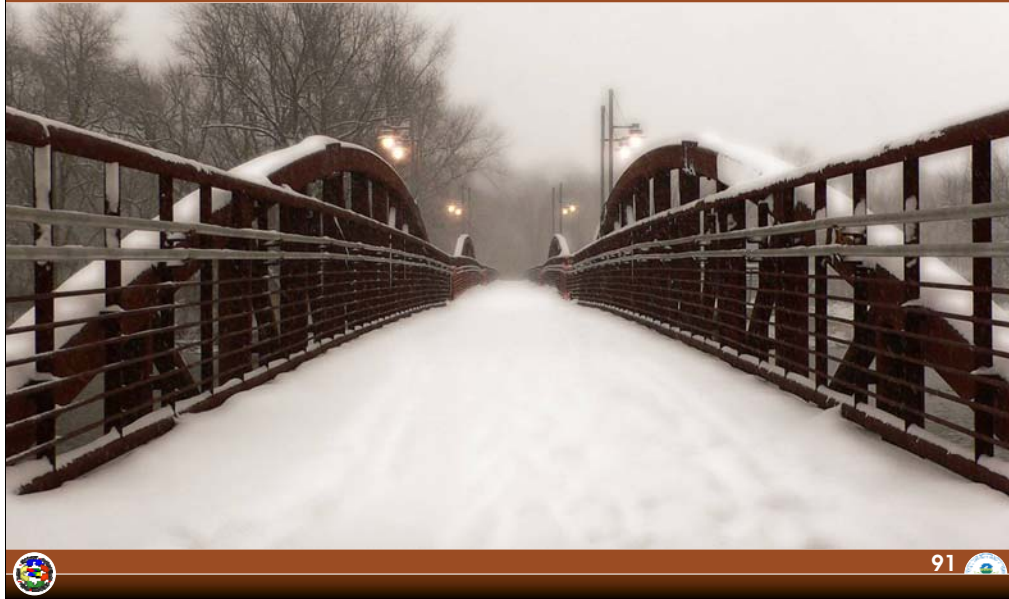


Good Proposal Preparation

- 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!
- *For Cleanup only* - set up public meeting and get meaningful public input.



Additional Resources



EPA Region 7 Brownfields Team

- Susan Klein, Brownfields Coordinator
 - (913) 551-7786
- Ina Square, Assessment and Job Training Lead
 - (913) 551-7357
- Jim Seiler, Revolving Loan Fund Lead
 - (913) 551-7773
- Deborah Kennedy, Cleanup Lead
 - (913) 551-7628
- State Response Program Coordinators
 - Deborah Kennedy, Iowa
 - Bradley Vann, Kansas (913) 551-7611
 - Alma Moreno Lahm, Missouri (913) 551-7380
 - Ina Square, Nebraska



State Brownfield Leads in Region 7

- Iowa Department of Natural Resources
 - Mel Pins
 - (515) 281-8489 or mel.pins@dnr.state.ia.us
- Kansas Department of Health and Environment
 - Doug Doubek
 - (785) 291-3246 or ddoubek@kdhe.state.ks.us
- Missouri Department of Natural Resources
 - Jim Belcher
 - (573) 751-5537 or jim.belcher@dnr.mo.gov
- Nebraska Department of Environmental Quality
 - Charlene Sundermann
 - (402) 471-6411 or 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
- Fact sheet on Brownfield Assessment Coalitions
<http://epa.gov/brownfields/publications/fy2009moa.pdf>



Web-Based Resources

- Region 7 Brownfields Information
Online
www.epa.gov/region07/cleanup/brownfields
- SmartE-Online Sustainable Management Approaches
and Revitalization Tools
www.smarte.org



Questions?



Please complete our online [feedback form](#).

Thank You!

