

EPA Region 7 Brownfields Grant Workshop: Proposal Guidelines Question & Answer



Presented by:
US EPA Region 7 Brownfields Program
www.epa.gov/region7/cleanup/brownfields/index.htm

EPA Region 7 Presenters

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- Stephanie Doolan – Brownfields Team
- Bob Richards – Office of Regional Counsel

Contact information available at:
<http://www.epa.gov/region7/cleanup/brownfields/contacts.html>

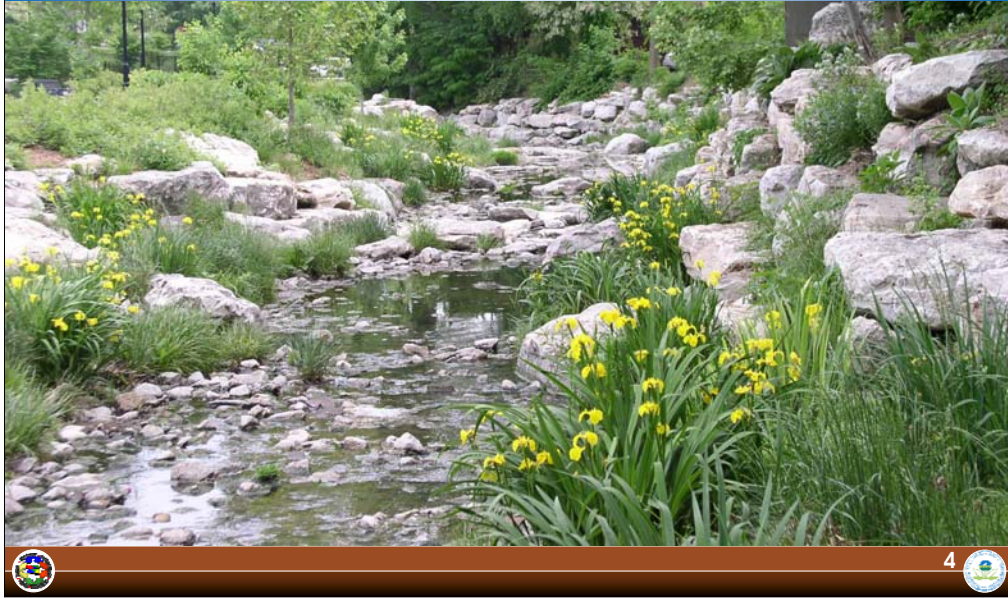


Presentation Agenda

- Introduction/Purpose
- Reminders
- What's New in the FY 09 Proposal Guidelines
- Additional Resources
- Questions & Answers (Q & A) from CLU-IN and Face-to-Face Workshops
- Final Questions



Reminders



Reminders

- August 22, 2008 – ARC Request for Proposals (RFP)
- Proposal submission deadline – November 14, 2008
- Submit second hard copy of proposal to your Brownfield Coordinator by deadline



Reminders

- There are three types of competitive grants:
 - **A**ssessment
 - **R**evolving Loan Fund (RLF)
 - **C**leanup
- 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!**



Reminders

- Be sure to answer every criterion as completely as possible
 - If NA, state why
- Be sure all responses tie to your targeted community as specifically as possible
- Use the proposal *check lists* at the end of the ranking criteria section (Section V.D)



Reminders

- 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
- A site-specific petroleum determination requires an ADDITIONAL letter from the state/tribal environmental authority
- If you are applying for multiple types of grants, you may submit one letter acknowledging all relevant grant activities (including the type of grants)
- A *current letter must be provided as an attachment to EACH proposal*



What's New FY 09 Proposal Guidelines



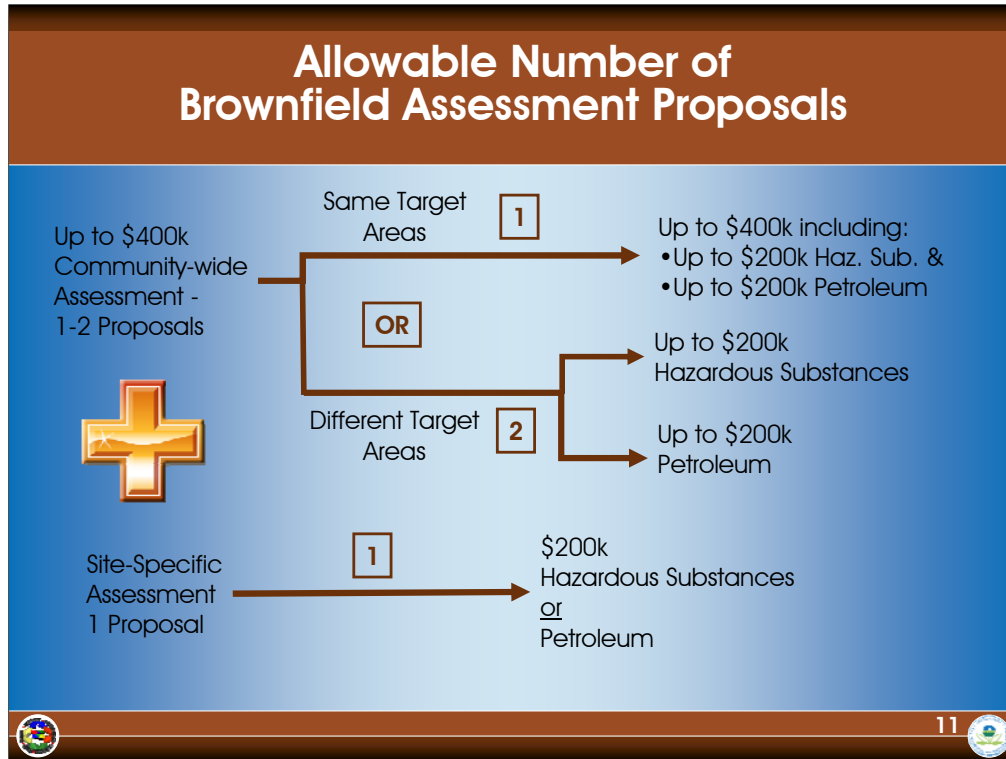
Assessment Grant Program

NEW! Applicant may apply in ONE community-wide assessment proposal for \$200k Hazardous Substance and \$200k Petroleum, for a combined total of \$400k

NEW! 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





I know this may be a little confusing, so let's go over it again with this flow chart as a visual aid...

If you look in the upper left-hand corner an eligible entity may submit a proposal(s) for a community-wide assessment grant(s), plus submit up to 1 proposal for a site-specific assessment grant (again provided the applicant did not submit under a coalition this year).

The community-wide proposals can be submitted in two paths:

- 1) Path one – submit one proposal for a maximum of \$400K to address HS or Pet (at up to \$200k for each substance) within the same target area (think of it as a bundled application)
- 2) Path two – submit two separate proposals for a maximum of \$200K each to address HS or Pet at different target areas

In other words, as long as you are not part of a \$1 Million dollar coalition, you can submit either 2 or 3 proposals (again depending on whether it's bundled or non-bundled) for up to a maximum of \$600 in assessment grant funding.

Cleanup Grant Program



Community Notification

- **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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Cleanup Grant Program

- *Must have FEE SIMPLE TITLE* by June 30, 2009
- ASTM E1903-97 Phase II or equivalent needs to be done before application deadline
- Note Section VI.F Programmatic Requirements
 - Community Relations Plan
 - Administrative Record and public notice of it
 - Analysis of Brownfields Alternatives (ABCA)
 - Public Notice of ABCA and written responses to comments received

Cleanup Only

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Cleanup Grant Program

- Threshold criterion III.C.3 (site eligibility and property ownership) for brownfield cleanup applicants (pp. 12-17) should have read as follows:

"All applicants must respond to items a-e. If the site is a hazardous substances site please also respond to items f-h. If the site is a petroleum site, please respond to item i. Petroleum Sites. If the site is commingled hazardous substance and petroleum, the applicant must respond to the items corresponding to the predominant contaminant (petroleum or hazardous substance)."

Cleanup Only

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Cleanup Grant Program

Cleanup Proposal Site Eligibility and Property Ownership Threshold Criteria III.C.3

Subcriteria	Required Responses by Type of Contamination	
	Hazardous Substances	Petroleum
a-e	Yes	Yes
f-h	Yes	No
i	No	Yes

Cleanup Only

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Ranking Criteria



4 Ranking Criteria Sections for ARC applicants:

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



Total possible points for each grant type is 100



Ranking Criteria

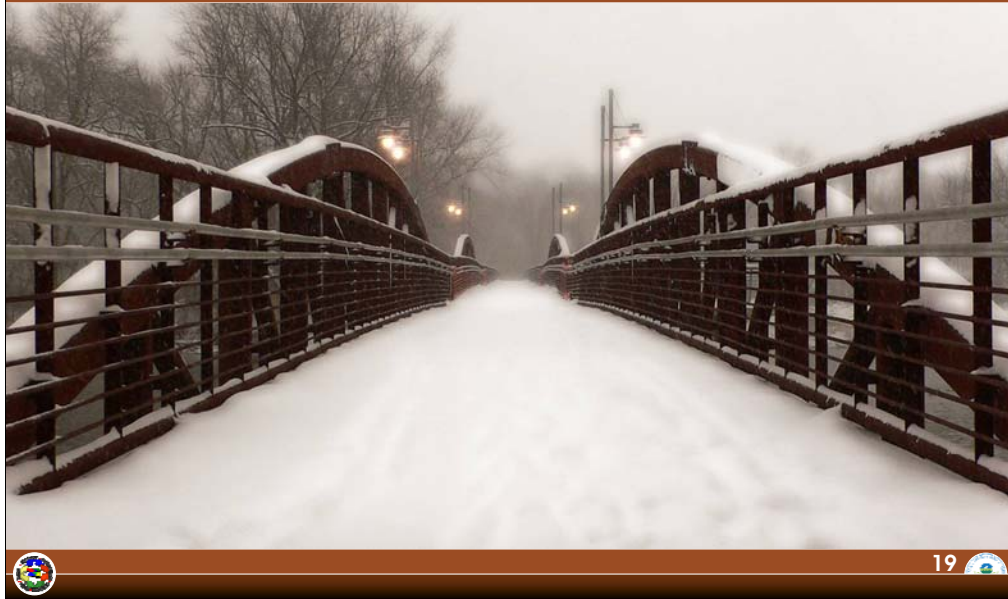


Community Engagement and Partnerships

- Community-based Organizations [Section V.B.3.c]
 - Support letters from EACH referenced organization are REQUIRED
 - Proposal attachment
 - Must describe organization
 - Must describe role in the project
 - Must describe commitments to the project
 - "Grass roots" organizations



Additional Resources



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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

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- Kansas Department of Health and Environment
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- Missouri Department of Natural Resources
Jim Belcher
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- Nebraska Department of Environmental Quality
Charlene Sundermann
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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/fy2009moda.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
- KSU Technical Assistance to Brownfields (TAB) online application tool
www.tabez.org



Question & Answer



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Question & Answer Submission Requirement

Q: Does the checklist need to be attached and submitted with proposal?

A: *No, the checklist is for internal use only.*



Question & Answer Submission Requirement

Q: Are the support letters from the community based organizations included in the 18-page limit for the narrative proposal or are they additional pages?

A: *The support letters are attachments and do NOT count toward the 18-page limit. While letters of support are not part of the page limits, letters should only be included from the organizations discussed within the narrative.*



Question & Answer Submission Requirement

Q: How many letters of support should or can I have?
Do you have a maximum and minimum?

A: *There is no minimum or maximum; use good judgment and provide enough to show 'grass roots' community support for your project.*



Question & Answer Submission Requirement

Q: If you are submitting a community-wide assessment grant proposal for combined hazardous substances and petroleum, are you required to get a petroleum determination letter from the State?

A: *For community-wide assessment, you would NOT be required to attach a petroleum determination letter from the State. However, the applicant will still need a state support letter clearly addressing both petroleum and hazardous substances.*



Question & Answer Submission Requirement

Q: Can EPA review draft proposals?

A: *No, however you may seek assistance from the State or TAB.*



Question & Answer Budget

Q: For the budget, if we are submitting one proposal for hazardous substances and petroleum funding AND our tasks are the same for both budgets, is it okay to only include one task description and note that it applies to both budgets?

A: Yes.



Question & Answer Budget

Q: The FAQ's list salaries as a prohibited cost, while the budget example indicates personnel costs are eligible. Which is correct?

A: *Personnel costs for implementing the work plan and reporting are eligible.*



Question & Answer Budget

Q: Why is there an equipment line in the budget if equipment is not eligible?

A: *Equipment costs may be eligible on a case-by-case basis; however, an item must be greater than \$5,000 in order to be considered to be "equipment."* Further, the narrative should clearly identify why it is a necessary expense (rather than a rental, for example).



Question & Answer Assessment

Q: Does an eligible entity need to also own the property to be eligible for an assessment application?

A: *No, property ownership is not necessary for assessment grants.*



Question & Answer Assessment

Q: Can a non-profit be a member of a Coalition as long as it is not the applicant?

A: *No, a non-profit is not an eligible applicant, and cannot be part of the Coalition.*



Question & Answer Assessment

Q: For Assessment Coalitions, is there a requirement for a 50/50 split between hazardous substances and petroleum?

A: *No, the example given on slide 9 is merely an illustration; apply for the appropriate mix of the funding on the basis of your project needs.*



Question & Answer Assessment

Q: Does each member of a coalition have to receive the same number of assessments?

A: *No, but coalition members must agree internally about the distribution of funds and mechanisms for implementing the assessment work.*



Question & Answer Assessment

Q: Should a community-wide application discuss specific sites even though we have not yet done site selection?

A: *A more competitive proposal will indicate some of the sites considered for assessment and the types and amounts (if known) of contamination and the potential health risks associated with these types of sites.*



Question & Answer Cleanup

Q: If you applied for and received an EPA FY 07 Brownfield Cleanup grant, is the same site eligible for FY08 grant funding?

A: *No. Cleanup site funding is limited to \$200,000 by law.*



Question & Answer Cleanup

Q: Are construction/demolition costs covered under a Cleanup Grant?

A: *Maybe. If demolition is required to clean up the site, it may be an eligible cost. Capping a site with a parking lot is an example of a possible construction cost that would be eligible for funding.*



Questions?



FAQs Submission

Q: Can I submit my proposal electronically?

A: *Yes, an applicant may submit a proposal via www.grants.gov. Electronic applications must be received by 11:59 pm EDT on November 14, 2008 in order to be considered. Applicants also must still submit a hard copy to the region by the deadline. It is highly recommended that if you decide to submit electronically, you do so well in advance to avoid late submissions.*



FAQs Budget

Q: Can a petroleum brownfields grant be used for incidental assessment or cleanup of hazardous substances?

A: Yes, as long as the principal purpose of the assessment or cleanup grant is to assess or cleanup a petroleum-contaminated site.



FAQs Budget

Q: Can tanks be pulled under a petroleum brownfields assessment grant?

A: *Maybe. A tank may be pulled under an assessment grant only if the recipient determines that the tank must be pulled to conduct the assessment. The recipient is accountable for this decision of audit purposes.*



FAQs Assessment

Q: What are Assessment Coalitions, who is eligible to apply and what requirements must a Coalition meet?

A: *An Assessment Coalition is comprised for 3 or more eligible entities. An eligible coalition may receive up to \$1 M in assessment funding to work on a minimum of 5 sites. Eligible entities include state, local and tribal governments, general purpose units of government, land-clearance authorities or other quasi-governmental entities; regional councils of government; redevelopment agencies; and states.*



FAQs Cleanup

Q: Must I own the site when applying for a cleanup grant?

A: *No, however you must own the property by June 30, 2009 in order to receive grant funding.*



FAQs Cleanup

Q: If an applicant submits 3 cleanup proposals, will they be reviewed by the same panel?

A: *All Cleanup proposals from the same applicant will be assigned to the same national mini panel and should be reviewed by the same three reviewers. Likewise, all Assessment community-wide hazardous and petroleum proposals from the same applicant will be assigned to the same national mini panel and should be reviewed by the same three reviewers.*



FAQs Cleanup

Q: What form does the Phase II take for a site most likely only contaminated with asbestos?

A: *There is no specific requirement for what a Phase II report must conform to, however, EPA is looking to see that the applicant has a basic understanding of what contaminants need to be cleaned up. Most Phase II reports conform to the ASTM standards; other types of contaminants like asbestos or lead-based paint may choose to follow state regulatory programs.*



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

Thank You!

