



EPA Mid-Atlantic
FY2016 Brownfields
Grant Guidelines Workshop
ASSESSMENT GRANT SESSION

November 19, 2015

**The Assessment Grant Session
will begin @ 9:30 AM**

**The Cleanup/RLF Grant Session
will begin @ 1:30 PM**

For audio – you must call in:

866-299-3188

Code

2158144321#

Administrative



- **Presenters**
 - Stephanie Branche
 - Patricia Corbett
 - Stepan Nevshehirlian
 - Gianna Rosati
- **Can listen in via phone** (if you can't hear anything, call in!)
 - Call in #: 866-299-3188
 - Conference Code: 2158144321#
 - Mute/Unmute (*6/#6)
- **Format for questions**
 - Phone or Type in chat

Purpose of Session



- Provide an overview of the Brownfields Assessment Grant Guidelines for FY 2016
- Review of application process and requirements

Ranking Criteria Only

- Provide an Opportunity for Q & A
- Poll Questions Interspersed



Poll Question



Application Process



- Proposals Due 11:59 pm on:
December 18, 2015
- Proposals Must Be Submitted
via: **Grants.gov** **NEW!**
- Submit Courtesy Copy via email
to: **R3_LR_Update@epa.gov**
- Award Announcement
Spring 2016
- Grants Awarded
August 2016

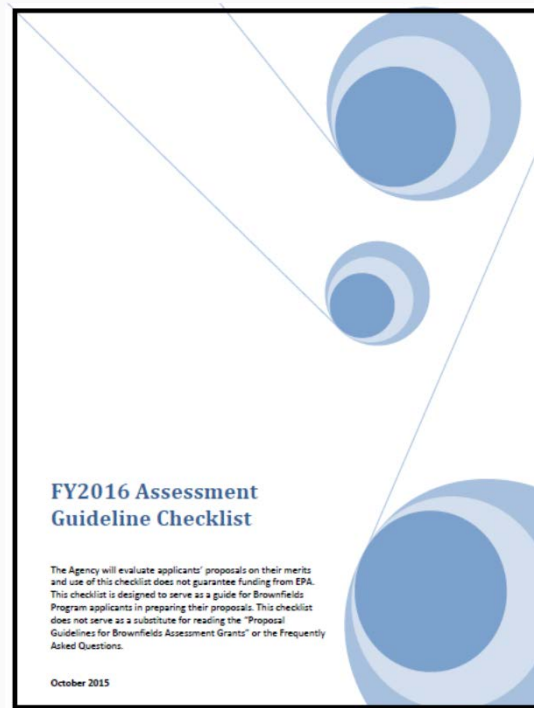


Valuable Resource



- FY16 Assessment Guideline Checklist

http://www2.epa.gov/sites/production/files/2015-10/documents/fy16_assessment_guideline_checklist.pdf



Great
Resource

This presentation follows the format of the FY16 Assessment Guideline Checklist

Assessment Grant Program – Overview



- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites
- Three types:
 - Community-Wide
 - Site-Specific (single site)
 - Assessment Coalition
- Period of performance is three years



Assessment Grant Program – Overview



Applying Community-Wide

- Up to \$200,000 hazardous substances (including asbestos, lead paint, other environmental hazards)
- Up to \$200,000 petroleum-only contamination
- Can apply for both in **ONE community-wide assessment proposal** (\$200K hazardous substances and \$200K petroleum, for a combined total of \$400K)
- You may also submit a site-specific proposal
- You may **NOT** also apply as a member of a coalition
- If you received an assessment grant in 2015 you **ARE** eligible to apply for assessment funds this year



Assessment Grant Program – Overview



Applying Site-Specific

- Up to **\$200,000** for petroleum and/or hazardous substances
- Up to **\$350,000** with waiver request
- No more than 1 proposal per eligible entity
- Site Eligibility & Property Ownership Eligibility are *Threshold requirements*
- You may also submit a community-wide proposal
- You may **NOT** also apply as a member of a coalition
- If you received an assessment grant in 2015 you **ARE** eligible to apply for assessment funds this year



Assessment Grant Program – Overview



Assessment Coalitions

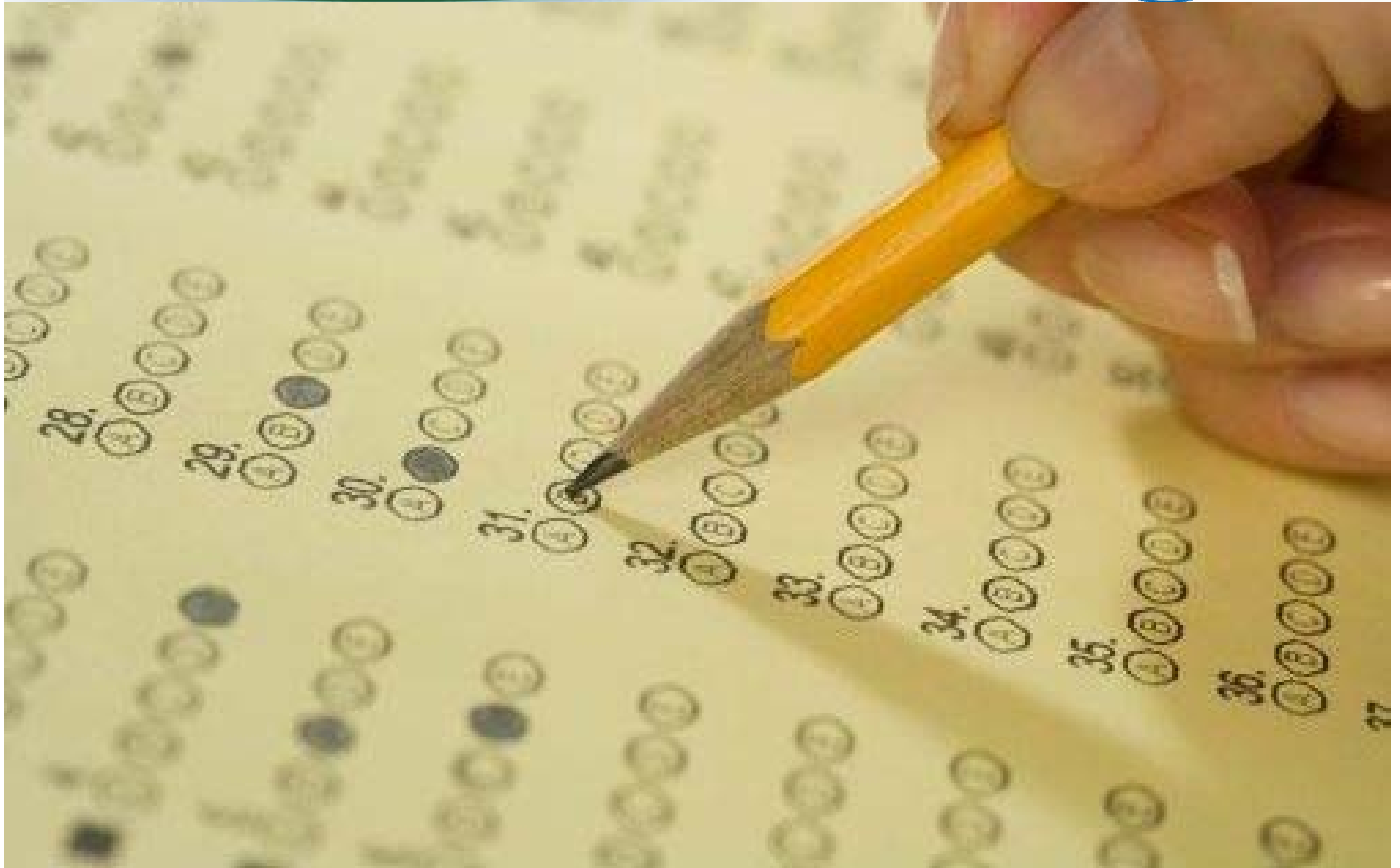
- Up to **\$600,000** for hazardous substances and/or petroleum
 - For example: \$300K haz/ \$300K pet; OR \$500K/\$100K
- Proposal submitted by one “lead” entity
- Coalition is a group of 3 or more separate eligible entities
- Must assess a **minimum** of 5 sites
- Coalition members are **NOT** eligible to apply for individual Community-Wide or Site-Specific Assessment grants in the year they apply as part of a coalition
- If you received an assessment grant (including as a member of a coalition) in 2015 you **ARE** eligible to apply for assessment funds this year



Poll Question



Ranking Criteria – Assessment



Ranking Criteria – Assessment



- Threshold vs Ranking Criteria
 - Threshold are pass/fail
 - Ranking scores you points
- There are **five** ranking criteria for a total of **200 points**
 - Pages 31-43 of the Assessment Guidelines
- Make sure you answer all of the questions – many have more than one part.
- Summary of Changes document



Ranking Criteria – Assessment



1. Community Need (50 Points)

- 1.a. Targeted Community and Brownfields (subparts i, ii, iii, and iv) (25 pts)
- 1.b. Impacts on Targeted Community (10 pts)
- 1.c. Financial Need (subparts i, and ii) (15 pts)

2. Project Description & Feasibility of Success (50 Points)

- 2.a. Project Description (subparts i, ii, and iii) (25 pts)
- 2.b. Task Description and Budget Table (subparts i, and ii) (20 pts)
- 2.c. Ability to Leverage (5 pts)

3. Community Engagement and Partnership (35 Points)

- 3.a. Plan for Involving Targeted Community & Other Stakeholders; and Communicating Project Progress (subparts i, and ii) (15 pts)
- 3.b. Partnerships with Government Agencies (subparts i, and ii) (10 pts)
- 3.c. Partnerships with Community Organizations (subparts i, and ii) (10 pts)

Ranking Criteria – Assessment



4. Project Benefits (25 Points)

- 4.a. Health and/or Welfare and Environment (subparts i, and ii) (10 pts)
- 4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (subparts i, and ii) (8 pts)
- 4.c. Economic and Community Benefits (subparts i and ii) (7 pts)

5. Programmatic Capability and Past Performance (40 Points)

- 5.a. Programmatic Capability (28 pts)
- 5.b. Audit Findings (2 pts)
- 5.c. Past Performance and Accomplishments (10 pts) – Pick applicable Subpart that applies to your organization

Ranking Criteria – Assessment



Important Tip:

Be sure to carefully read the opening paragraphs for each criterion as they include important information on how to respond.



Poll Question



1. Community Need (50 points)



1.a. Targeted Community and Brownfields (25 Points)

- i. Targeted Community Description (5 points)
- ii. Demographic Information (5 points)
- iii. Description of Brownfields (10 points)
- iv. Cumulative Environmental Issues (5 points)

1.b. Impacts on Targeted Community (10 Points)

1.c. Financial Need (15 Points)

- i. Economic Conditions (5 points)
- ii. Economic Effects of Brownfields (10 points)

Community Need



1.a.i. Targeted Community Description (5 points)

- ❑ Include a brief description of your city, town, or geographic area
- ❑ Provide background on the geographic area's cultural and industrial history
 - What happened historically that has resulted in the creation of brownfields?
- ❑ Establish the context for your brownfield challenges
 - Explain city/regional issues that affect your target area.
- ❑ Within this geographic area, **identify and describe the targeted community**, such as a:
 - Neighborhood;
 - District;
 - Corridor;
 - Census tract; or,
 - Other locality, where you plan to perform assessment activities.

Community Need



1.a.ii. Demographic Information (5 points)

- ❑ Provide demographic information about your **targeted community**
- ❑ Use the “Sample Format for Demographic Information” table

	Targeted Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				311,536,594 ¹
Unemployment:				5.3% ²
Poverty Rate:				11.3 % ¹
Percent Minority:				36.7% ¹
Median Household Income:				\$53,046 ³
Other:				

¹Data are from the 2009 – 2013 American Community Survey and are available on American FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP03&src=pt and http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP05&prodType=table
²Data are from the Bureau of Labor Statistics and are available at www.bls.gov.

- ❑ Supplement the table with other categories and data
 - Elderly (>65), children (<18), women of child bearing age, age of housing stock, cancer, diabetes, obesity, asthma, % graduating high school, others
- ❑ Clearly cite the sources of your data, See FAQs for resources
 - http://www2.epa.gov/sites/production/files/2015-10/documents/fy16_faqs.pdf

Community Need



1.a.iii. Description of Brownfields (10 points)

- ❑ Describe your brownfields in your targeted community
 - Types of sites, numbers of sites
- ❑ Specifically, provide information on the:
 - Nature and extent of your brownfields
 - ✓ Information on past land uses and site activities
 - ✓ Potential environmental issues or contaminants; and,
 - ✓ Current conditions.
 - Abandoned, unsecured, dilapidated, unsightly
 - Real or perceived negative environmental impacts associated with the brownfields
 - ✓ Unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to residents and their children
 - Brownfields' proximity to the targeted community
 - ✓ Within? ...adjacent to? ...other proximity descriptors?

If proposal is for both hazardous substance and petroleum funding

- Discuss both types of sites

Community Need



1.a.iv. Cumulative Environmental Issues (5 points)

- ❑ Include a summary of the various cumulative environmental issues (e.g. siting of industry, power plants, incinerators, landfills, congested highways, or other sources of air, water and land pollution) or environmental justice concerns (such as overburdening from existing sources of pollution) which may be present
 - Describe how these additional contaminated sites are resulting in a community in need. Sites that may be the focus of other State or Federal environmental programs resulting in degradation of the environment or public health. State cleanup sites, Superfund and/or RCRA Sites.
 - If available, cite health department studies that may have identified cumulative environmental issues associated with the targeted area.
 - Cite any data sources. Some EPA databases include:
 - ✓ Envirofacts – <http://www3.epa.gov/enviro/facts>
 - ✓ State Databases – Hazardous Waste Sites & Petroleum Sites
 - Identify any environmental justice concerns
 - ✓ EJ View – <http://www2.epa.gov/ejscreen>

Community Need



1.b. Impacts on Targeted Community (10 points)

- ❑ Discuss impacts the brownfields have on public health or welfare of your [targeted community](#)

Impacts may include:

- possible aggravation of public health issues, such as a greater than normal incidence of diseases or conditions that may be associated with exposure to hazardous substances, pollutants or contaminants resulting from cumulative environmental conditions, including brownfields;
 - ✓ cancer, asthma or birth defects
 - ✓ Obesity, blood lead levels, diabetes, teen pregnancy, limited access to health care
- social negatives
 - ✓ blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity
- other impacts on the general health and/or welfare of the targeted community.

Community Need



1.b. Impacts on Targeted Community (10 points) (continued)

- ❑ Provide recent, relevant, cited data describing the threats to health or welfare of sensitive populations potentially subject to environmental exposures, **including brownfields**, in the **targeted community**
 - Children, women of child bearing age, minority groups, low-income populations, elderly (>65), and other sensitive groups subject to environmental exposures
 - Tie the location of the brownfields to your sensitive populations
 - ✓ Proximity to schools, day care centers, retirement communities, etc.
- ❑ Describe how cumulative environmental and/or brownfields issues have disproportionately impacted your targeted community
 - sizes and numbers of brownfields sites, suspected or known level of contamination, past uses of the site etc.
- ❑ Include citations for all data
- ❑ Coalition applicants
 - Demonstrate that the lead applicant will serve coalition partners and communities that would otherwise not have access to resources to address brownfields

Community Need



1.c.i. Economic Conditions (5 points)


- ❑ Describe why you need this funding
 - Explain why you are cash poor and why you need this grant
- ❑ Describe why you are unable to draw on other sources of funding for assessment of brownfield sites.
 - Factors may include fiscal conditions, or population size, etc.
- ❑ Describe how local economic conditions might have been made worse due to industrial decline, plant closures, natural disasters, or other significant economic disruptions
 - Hurricanes, floods, snow storms, nor'easters, fires
 - Plant closures, property foreclosures, infrastructure degradation
 - Include specific examples: the steel plant closed, the textile mill shut down, XX jobs were lost, etc.

Community Need



1.c.ii. Economic Effects of Brownfields (10 points)

- ❑ Elaborate on the demographic table in Section 1.a.ii. and provide context to the values presented
- ❑ Discuss the key economic effects of the brownfields on the targeted community
 - reduced tax base, lost jobs and business opportunities, depressed property values, ongoing costs to secure vacant properties, etc.
- ❑ Describe the other economic effects associated with brownfields such as
 - blight, property vacancy, community disinvestment, burden on municipal services, etc.
- ❑ To the extent possible, include quantitative estimates and statistics
- ❑ Clearly cite all data sources

TIP: Link the economic effects to the presence of brownfields in your community 

Poll Question



2. Project Description and Feasibility of Success (50 Points)



2.a. Project Description (25 Points)

- i. Project Description (15 points)
- ii. Project Timing (5 points)
- iii. Site Selection (5 points)

2.b. Task Description and Budget Table (20 Points)

- i. Task Descriptions (15 points)
- ii. Budget Table (5 points)

2.c. Ability to Leverage (5 Points)

Project Description and Feasibility of Success



2.a.i. Project Description (15 points)

- ❑ Describe the project that will be funded under [this grant](#)
 - Be clear and succinct, and demonstrate that you understand the Brownfields Program process
 - Describe the work that is going to be accomplished with the grant funding, not a simple description of the broader community master plan
- ❑ Describe how the project aligns with the targeted community's land use and revitalization plans or vision
 - Mention them and discuss how this project aligns with these plans
 - If no formal plans exist, discuss the community's vision and how this project aligns with it

Project Description and Feasibility of Success



2.a.i. Project Description (15 points)

- ❑ Describe the grant-funded assessment work planned with this funding
 - ✓ Site nomination process
 - ✓ Site eligibility approval for hazardous substance sites and petroleum sites (if applicable)
 - ✓ Access agreements
 - ✓ Working with property owners
 - ✓ Conducting Phase I and Phase II activities
 - ✓ Meeting the ASTM standard and complying with AAI
 - ✓ Outreach activities
 - ✓ The function of a steering committee
 - ✓ Site enrollment into the state's voluntary cleanup program
 - ✓ Procuring an environmental consultant in compliance with competitive procurement procedures
 - ✓ Cleanup and reuse planning activities

Project Description and Feasibility of Success



2.a.i. Project Description (15 points)

- ❑ Describe the redevelopment strategy or projected redevelopment for the property or properties that are assessed
 - Make the connection with your community needs

Community Need / Issue	Proposed Redevelopment
Insufficient low-income housing	Apartments or housing units for low-income residents
High unemployment rate	Redevelopment that creates jobs. Manufacturing plant? Local Hiring?

- The more you know about the end use of your sites, the better you can tell your story

Project Description and Feasibility of Success



2.a.i. Project Description (15 points)

In preparing your proposal, think about the following:

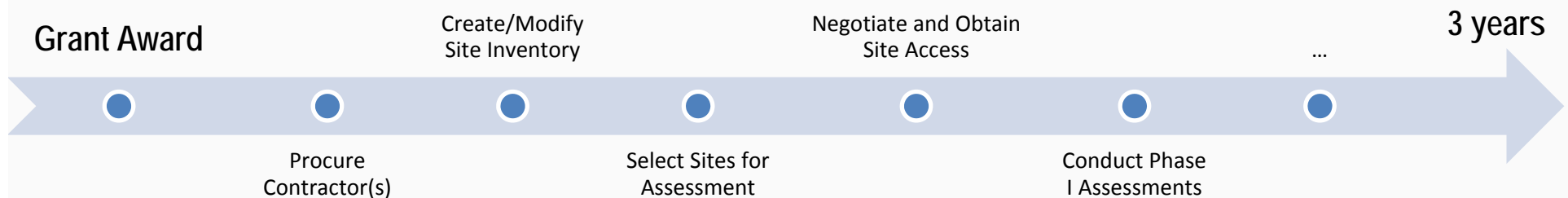
- Do you have a vision for the program under this grant funding?
- What eligible assessment activities are needed to accomplish your project?
- What steps are necessary to implement your project?
- What deliverables/outputs will you produce?
- Who is involved in your project?
- How will you procure, integrate and use the environmental professionals?
- What role will EPA have in your project?
- What role will the state environmental agency have in your project?
- Have you demonstrated knowledge of your state's Voluntary Cleanup Program?
- What outreach methods will you use to involve the affected community?
- Don't identify a specific contractor as a project partner

Project Description and Feasibility of Success



2.a.ii. Project Timing

- ❑ Describe a clear approach for implementing and executing key project activities within the **3-year period of performance**
- ❑ Ensure your response addresses **timing of:**
 - Contractor procurement, site selection, and securing site access
 - Consider a timeline or schedule



- ❑ State **who will be responsible** for implementing the key project activities
 - Function and makeup of your steering committee (if applicable)
 - Who will manage the grant

If you have previously managed Brownfields grants, the discussion must focus on how you will manage **THIS** new grant.

Project Description and Feasibility of Success



2.a.iii. Site Selection

- ❑ **Community-wide applicants**
- ❑ Describe the process for prioritizing and selecting sites to assess
 - Expand your narrative to explain how sites will be prioritized
 - Discuss site inventories
 - Consider Redevelopment Plan objectives and/or community vision
- Other factors to consider
 - Requesting communities to propose sites
 - Prior site inventories
- ❑ Describe the process for obtaining access to those sites
 - Have draft access agreements
 - QEP working with property owners
 - Already own potential sites?

Project Description and Feasibility of Success



2.a.iii. Site Selection

Assessment Coalition applicants

- Describe the proposed governance structure amongst your coalition partners which be implemented to prioritize and select sites to assess, and the process for obtaining access to those sites



- How will coalition partners interact?
- How will sites be prioritized among the different partners

Must address a minimum of 5 sites

- Estimate how many
- Address sites in each member's jurisdiction

Site-specific assessment applicants

- Describe the existing conditions of the subject property, including:

- anticipated levels of contamination
- size, and/or
- status of ownership of the site

Project Description and Feasibility of Success



2.b.i. Task Descriptions (15 points)

- ❑ List the tasks required to implement the proposed project
 - Some common major tasks might include:
 - ✓ Task 1 - Cooperative Agreement Oversight
 - ✓ Task 2 - Community Outreach & Involvement
 - ✓ Task 3 - Site Assessment Activities (Phase I and II)
 - ✓ Task 4 - Site Reuse and Cleanup Planning
- ❑ Describe the grant-funded work that will take place under each task
 - Include detailed task descriptions
- ❑ Include any additional work or services necessary to carry out the project that will be funded by sources other than this grant
 - In-kind time and contributions (but don't include in budget table)
- ❑ Identify and enumerate specific outputs from the project
 - Outputs may include, but are not limited to:
 - ✓ Site inventories, environmental site assessments, and site cleanup plans

Project Description and Feasibility of Success



2.b.i. Task Descriptions (15 points) (continued)

- ❑ Provide a basis for all costs
 - Present unit costs and quantify work products:
 - ✓ Contractual Costs: Conduct 5 Phase Is @ \$3,000 each = \$15,000
 - ✓ Personnel Costs: \$60/hr x 20hrs = \$1,200
 - Explain any costs that appear to be atypical (i.e. unusually high or low)
- ❑ If applying for both hazardous substance funding and petroleum funding, clearly distinguish and provide descriptions of both sources
- ❑ Exclude activities that are ineligible under EPA Brownfields Grants
 - “Administrative” costs are not allowed
 - Call EPA with any eligibility questions or check the FAQs
 - ✓ If a reviewer doubts eligibility, you may lose points
 - Do not include costs for equipment

Project Description and Feasibility of Success



2.b.i. Task Descriptions (15 points) (continued)

- ❑ Allocate majority of funding towards assessment related field activities
- ❑ Describe how you plan to track and measure your progress in achieving project results (outcomes and outputs)
 - Table in quarterly progress reports with projected outputs/outcomes?
 - Timely reporting in ACRES?
- ❑ **Site-specific applicants**
 - Demonstrate task descriptions and budget justify the funding requested
- ❑ **Coalition applicants**
 - Demonstrate that grant funds will address a minimum of five sites
 - Address sites located in each coalition member's jurisdiction
 - ✓ See also site selection



Project Description and Feasibility of Success



2.b.ii. Budget Table (5 points)

- ❑ Provide the information identified in the Sample Format for Budget

Budget Categories	Project Tasks (\$) [programmatic costs only]					Total
	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	
Personnel	15,000	5,000				20,000
Fringe Benefits						
Travel ¹	5,000					5,000
Equipment ²						
Supplies						
Contractual		15,000	40,000	100,000	20,000	175,000
Other (specify) _____						
Total	20,000	20,000	40,000	100,000	20,000	200,000

¹ Travel to brownfields-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 assessment grants.

Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.

Project Description and Feasibility of Success



2.b.ii. Budget Table (5 points) (continued)

- ❑ If applying for both hazardous substance funding and petroleum funding, clearly distinguish and provide budgets for both
- ❑ Include only eligible Project Tasks in the budget table
- ❑ Include ONLY EPA grant funds in the budget table
 - Exclude activities not supported by the grant
- ❑ Ensure all totals add up correctly
 - Values should be consistent with task descriptions

Project Description and Feasibility of Success



Most Favorable

2.c. Ability to Leverage (5 points)

- ❑ Describe other sources of funding/resources **that you have** to ensure the successful revitalization of sites assessed with this grant
 - Other grant awards you have already received
 - Commitments from developers
 - Other organizations willing to provide financial or other support
- ❑ Describe other sources of funding/resources **that you may be seeking** to ensure the successful revitalization of sites assessed with this grant
- ❑ For each resource:
 - Identify the organization and type of resource
 - Describe how the funds will contribute to your project
 - cleanup and reuse planning, cleanup activities, development, construction, demolition work, infrastructure, etc.
 - State the amount
 - Indicate the status of obtaining the resource (**have...or seeking**)
 - ✓ If secured, **attach documentation**
 - ✓ If not secured, explain the likelihood of obtaining funds during the grant period

Project Description and Feasibility of Success



2.c. Ability to Leverage (5 points) (continued)

- ❑ Ensure your leveraged funding/resources include public and/or private resources (beyond this grant) to achieve assessment, cleanup, and/or redevelopment needs of brownfields sites
 - Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, DOT, Brownfields Tax Incentive)
 - State (State TBA, Tax Credits, grants)
 - Local (TIF, Tax, Bond)
 - Private (Foundations, Investors, Donations)
 - Universities
- ❑ **Attach copies of documentation** for any “firm leveraged” resources
 - Should be from the source of the leveraged funds
 - Should include what the resource is for and the amount
 - Make sure it’s consistent with narrative

Project Description and Feasibility of Success



2.c. Ability to Leverage (5 points) (continued)

- If you are not yet able to identify sources of leveraged funding, **provide a recent example(s)** where you or your project partners have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a brownfields site)
 - See the Brownfields FAQs for more information on how to demonstrate leveraging commitments
 - http://www2.epa.gov/sites/production/files/2015-10/documents/fy16_faqs.pdf

Poll Question



3. Community Engagement and Partnerships (35 Points)



3.a. Plan for Involving Targeted Community & Other Stakeholders; and Communicating Project Progress (15 Points)

- i. Community Involvement Plan (10 points)
- ii. Communicating Progress (5 points)

3.b. Partnerships with Government Agencies (10 Points)

- i. Local/State/Tribal Environmental Authority (5 points)
- ii. Other Governmental Partnerships (5 points)

3.c. Partnerships with Community Organizations (10 Points)

- i. Community Organization Description & Role (5 points)
- ii. Letters of Commitment (5 points)

Community Engagement and Partnerships



Community-wide applicants

- ❑ Demonstrate how the whole community, not just localized groups directly affected by a site or sites, has provided input from the project inception and will be engaged throughout the project

Site-Specific applicants

- ❑ Discuss and demonstrate meaningful involvement of community groups or representatives directly affected by the site, in addition to the broader community

Assessment Coalition applicants

- ❑ Demonstrate how all communities addressed through this project have provided input from the beginning of the project, and will be engaged throughout the project
- ❑ Demonstrate that you, as the potential grant recipient, will ensure that community engagement is tailored specifically to the needs of each targeted community and coalition member

Community Engagement and Partnerships



3.a.i. Community Involvement Plan (10 points)

- ❑ Discuss your plan for involving the targeted community and other stakeholders in the planning and implementation of your project
 - Consider all the types of partners listed in the question and show the plan/process for
 - ✓ searching them out
 - ✓ working **with them** as part of the grant
 - ✓ and how you will get input from the community on the site selection, cleanup decisions and reuse planning.
 - Coalition proposals need to focus on the needs of each coalition partner community. Be as specific as possible.
 - Include any community engagement activities that have already occurred via:
 - ✓ Prior EPA brownfields grants
 - ✓ Community planning activities
 - ✓ Master planning activities

Community Engagement and Partnerships



3.a.ii. Communicating Progress (5 points)

- ❑ Describe your plans for communicating the progress of your project to members of the community
 - Use various media
 - ✓ Applicant's & partner's websites
 - ✓ Press releases & other uses of print media
 - ✓ Social media
 - ✓ Flyers
 - Public meetings
 - ✓ Commit to number, frequency, or milestone
 - ✓ Select convenient location in the affected community
 - ✓ Schedule meetings for working public
 - ✓ Coordinate with other community group meetings
- ❑ Explain how the identified communication plans are appropriate for the targeted community and how you plan to address any communication barriers

Community Engagement and Partnerships



3.b.i. Local/State/Tribal Environmental Authority (5 points)

- ❑ Identify and clearly describe which agency runs the brownfields, voluntary or other similar cleanup program at the local/state/tribal level (i.e., the environmental agency and/or other health agency)
 - Become knowledgeable about and demonstrate that knowledge regarding your state programs.
 - In Region 3, the states are your key partners.
- ❑ Include a description of the role the local/state/tribal environmental authority will play to ensure your brownfields project is successful
 - If petroleum, the state will provide site eligibility determination letters
 - Review environmental reports
 - Provide technical expertise
 - Participate on steering committee

Indicate plans to enroll site(s) in state voluntary cleanup programs

Community Engagement and Partnerships



3.b.ii. Other Governmental Partnerships (5 points)

- ❑ Identify and provide information on other relevant federal, state and/or local governmental agencies with which you will partner during your assessment project
 - EPA
 - HUD
 - DOT
 - EDA
 - USDA
 - Include health agencies, if applicable

- ❑ Include a description of the role other relevant governmental agencies will play to ensure your brownfields project is successful

Community Engagement and Partnerships



3.c.i. Community Organization Description & Role (5 points)

- ❑ Ensure the organizations identified fit within the Brownfield Program's definition of a [Community Organization](#) (CO)
 - If not intuitive, explain what makes each organization a CO
- ❑ Ensure the COs are relevant to your proposed project
- ❑ Describe your current efforts and plans to initiate and develop partnerships with Cos
 - For example: You have been in discussion with COs over the last few months about your brownfields program
- ❑ Discuss how the COs will be involved in the planning and implementation of your project
 - This is much more than just support!
 - COs involvement should be meaningful and specific
- ❑ Include a brief description of each CO

Community Engagement and Partnerships



3.c.i. Community Organization Description & Role (5 points) (cont.)

- ❑ Discuss the role of **each** CO and how they will be involved in your proposed project
 - Examples of what COs can do for your project:
 - ✓ Help identify potential sites
 - ✓ Talk to their constituency about specific sites or the role of brownfields redevelopment in the targeted community
 - ✓ Participation as board or committee member
 - ✓ Host public meetings
 - ✓ Helping to post community outreach material on web and/or in newsletters
 - ✓ Provide finance or legal advice

TIP: The use of a table can work well here to present your information. However, just putting in the name, address & phone number of the CO is not sufficient

Community Engagement and Partnerships



3.c.i. Community Organization Description & Role (5 points) (cont.)

Examples of COs (create a balanced mix but emphasize your local organizations):

- Chambers of Commerce
- Churches
- Environmental non-profits (i.e. rail to trail type organizations)
- Economic development organizations
- Community Development Corporations (CDCs)
- Social services providers
- Downtown development committees
- Revitalization committees
- Affordable housing organizations
- Land trusts
- Neighborhood associations
- Regional economic strategy groups
- Health organizations
- Education institutions
- Historic and cultural organizations

Community Engagement and Partnerships



3.c.ii. Letters of Commitment (5 points)

- ❑ Attach a current letter from each CO identified in this section of your narrative
 - Do not utilize form letters
- ❑ Ensure each CO letter affirms the role and commitment to your project/program
 - Commitments in letters must mirror those presented in narrative
- ❑ If COs do not exist in your area, demonstrate how the community is engaged and involved in your project and attach supporting documents
 - Resident support letters
 - Resident letters to the editors of local newspapers
 - Attendance lists from public meetings, etc.

Questions?



4. Project Benefits (25 points)



4.a. Health and/or Welfare and Environment (10 Points)

- i. Health and/or Welfare Benefits (5 points)
- ii. Environmental Benefits (5 points)

4.b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (8 Points)

- i. Policies, Planning, and Other Tools (5 points)
- ii. Integrating Equitable Development or Livability Principles (3 points)

4.c. Economic and Community Benefits (long-term benefits) (7 Points)

- i. Economic or Other Benefits (5 points)
- ii. Job Creation Potential: Partnerships with Workforce Development Programs (2 points)

Project Benefits



4.a.i. Health and/or Welfare Benefits (5 points)

- ❑ Describe the health and/or welfare benefits anticipated from this grant (or broader project)
- ❑ Go back to the Community Need section to ensure the specific health, welfare and environmental challenges are addressed as benefits

Examples of Health Benefits:

- Elimination of health threats from direct contact, inhalation, and indoor vapor intrusion of site contaminants
- Asthma reduction due to improved air quality (diesel emissions)
- Lower blood lead level
- Drinking water supply protection/restoration

Examples of Welfare Benefits:

- A better quality of life
- Blight reductions
- People moving back
- Crime reduction
- Greater care of property appearances

Project Benefits



4.a.ii. Environmental Benefits (5 points)

- ❑ Describe the environmental benefits anticipated from this grant (or broader project)
 - Understanding the nature and extent of contamination at your sites
 - Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target areas)
 - Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality)

- ❑ Describe how these environmental benefits will address the environmental challenges discussed in the Community Need

Project Benefits



4.b.i. Policies, Planning, and Other Tools (5 points)

- ❑ Provide examples of how you will use your community or organization's policies, ordinances, planning or other tools to foster and implement sustainable development outcomes for sites assessed with this grant
 - Describe the tools your community has in place to encourage sustainable development
 - Multi-use Zoning
 - An ordinance facilitating the mixed reuse of properties/existing infrastructure
 - Transit Oriented Development Plans
 - Energy Efficiency Incentives from utilities or government entities
 - Complete Street Planning
 - Requirements for Green Building Standards
- ❑ Describe the use (or re-use) of existing infrastructure for sites assessed with this grant
 - Your response must include the use (or re-use) of existing infrastructure

NEW!

Project Benefits



4.b.ii. Integrating Equitable Development or Livability Principles (3 points)

- ❑ Describe how your approach to revitalizing sites in the targeted community incorporates equitable development practices or the HUD-DOT-EPA Livability Principles
 - Explain how your proposed Brownfield Assessment project will advance livability principles
 - Principles can be found at www.sustainablecommunities.gov
 - ✓ Improved transportation choices
 - ✓ Affordable housing
 - ✓ Increase economic competitiveness
 - ✓ Leverage federal investment (HUD, DOT)
 - ✓ Value communities and neighborhoods

Link Brownfield Assessment Approaches to Sustainable and Equitable Development Outcomes

- Make sure development plans manage gentrification.

Project Benefits



4.c.i. Economic or Other Benefits (5 points)

Notice the “or” language – you only have to respond to one category. However, it is acceptable to respond to both categories if you have discussed both economic and non-economic challenges in your proposal.

- ❑ Discuss specific potential outcomes and economic benefits, such as increased employment and expanded tax base, which may be achieved through the redevelopment of sites assessed under this grant
 - Be as specific as possible and provide quantitative estimates where feasible
 - Number and types of jobs, Taxes (Property, Sales, Income), Property values

OR

- ❑ Discuss non-economic benefits associated with sites to be reused for greenspace or other not-for-profit activities.
 - Areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers
 - Other not-for-profit, governmental or charitable organization spaces: libraries, schools, health centers, community centers, fire stations, etc.

Project Benefits



4.c.ii. Job Creation Potential with Workforce Development Programs (2 points)

- ❑ Describe any planned efforts to promote local hiring and procurement, or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects
 - Such efforts may include, but are not limited to partnering with local workforce development entities or Brownfield job training grantees
 - ✓ A list of Brownfield job training grantees can be found at:
http://cfpub.epa.gov/bf_factsheets/index.cfm
 - Identify if your community has any Local Hiring Ordinance in place
 - Consider including local hiring language in your procurement documents
 - Coordinate with ONE STOP Career Centers in your community

Questions?



5. Programmatic Capability and Past Performance (40 Points)



5.a. Programmatic Capability (28 Points)

5.b. Audit Findings (2 Points)

5.c. Past Performance and Accomplishments (10 Points)

- i. Current or Prior Brownfield Grant Recipients (10 points) **OR**
- ii. Never Received Brownfield Grant but Received Other Grants (10 points) **OR**
- iii. Never Received Any Type of Grant (5 points)

Programmatic Capability and Past Performance



5.a. Programmatic Capability (28 points)

- ❑ Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completion of all technical, administrative and financial requirements of the project and grant
- ❑ Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience
- ❑ Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or subawardees) required to successfully complete the project

Tip:

- ✓ **Link Your Story Together: Programmatic Capability & Past Performance**

Programmatic Capability and Past Performance



5.b. Audit Findings (2 points)

- Describe any adverse audit findings and how the problem was corrected

- If you have not had any adverse audit findings, state that there were no adverse findings

Programmatic Capability and Past Performance



5.c. Past Performance and Accomplishments

Respond to the Correct Category

5.c.i. If you currently or have ever received an EPA Brownfields Grant

- Identify the EPA Brownfields grant(s) you currently have or have received in the past
 - Provide information on no more than 5 of your most recent grants



5.c.i. If you currently or have ever received an EPA Brownfields Grant

- ❑ Demonstrate how you successfully managed the grant by providing information on the following:

Compliance with Grant Requirements

- ❑ Provide information regarding your compliance with the:
 - ❑ work plan, schedule, and terms and conditions
- ❑ Explain progress made, or are making, towards achieving the expected results/outputs under the grants
- ❑ If you did not make progress towards achieving the expected results/outputs, explain why not, what corrective measures were taken, and how measures were documented and communicated with EPA
- ❑ Discuss your history of timely and acceptable quarterly performance and technical reporting, as well as, ongoing ACRES reporting

Programmatic Capability and Past Performance



5.c.i. If you currently or have ever received an EPA Brownfields Grant (continued)

For each [open](#) EPA Brownfields Assessment, RLF, and Cleanup grant(s):

- Explain your need for additional funding
- Include the grant period (start and end date)
- Indicate if there are funds remaining on the grant
- Discuss your plan for expending the remaining funds by the end of the grant period

For each [closed](#) EPA Brownfields Assessment, RLF, and Cleanup grant(s):

- Indicate if there were funds remaining at the time the grant closed
- Include the amount of remaining funds
- Include a brief explanation of why the funds were not expended

Programmatic Capability and Past Performance



5.c.i. If you currently or have ever received an EPA Brownfields Grant (continued)

Accomplishments

- ❑ Describe the accomplishments (including specific outputs and outcomes) of your grant-funded program
- ❑ Discuss whether these outputs and outcomes were accurately reflected in ACRES at the time of this proposal submission
 - ❑ If they were not, explain why

Programmatic Capability and Past Performance



5.c. Past Performance and Accomplishments

Respond to the Correct Category

5.c.ii. If you have not received an EPA Brownfields Grant but have received other federal and/or non-federal assistance agreements

- ❑ Identify and describe each of your current and/or most recent federally and non-federally funded grants that are [most similar in size, scope, and relevance to the proposed project](#)
 - ❑ Provide information on [no more than 5](#) of your most recent grants

Programmatic Capability and Past Performance



5.c.ii. If you have not received an EPA Brownfields Grant but have received other federal and/or non-federal assistance agreements (continued)

Demonstrate how you successfully managed the grant by providing information on the following:

Purpose and Accomplishments

- ❑ For each grant, describe the:
 - ❑ awarding agency/organization,
 - ❑ amount of funding, and
 - ❑ purpose of the grant(s).
- ❑ For projects supported by these grants, discuss the accomplishments (including the outputs and outcomes) and specific measures of success

Programmatic Capability and Past Performance



5.c.ii. If you have not received an EPA Brownfields Grant but have received other federal and/or non-federal assistance agreements (continued)

Compliance with Grant Requirements

- ❑ Describe your compliance with the
 - ❑ work plan, schedule, and terms and conditions
- ❑ Describe whether you made, or are making, sufficient progress towards achieving the expected results of the grant in a timely manner
- ❑ If you did not make progress towards achieving the expected results, Explain why not, what corrective measures were taken, and how measures were documented and communicated with awarding agency/organization
- ❑ Discuss your history of timely and acceptable reporting, as required by the awarding agency/organization

Programmatic Capability and Past Performance



5.c.iii. If you have never received any type of federal or non-federal assistance agreements

- Affirm that your organization has never received any type of federal or non-federal assistant agreement (grant)

Failure to indicate anything in response may result in zero points for this factor

Poll Question



Proposal Checklist



- **V.D Proposal Checklist in Guidelines**
 - See page 44 to make sure you include all required documents

<input checked="" type="checkbox"/> Transmittal Letter (2-page limit)	
<input checked="" type="checkbox"/> Regional Priorities Form/Other Factors Checklist (located in Appendix 3) attached to Transmittal Letter	
<input checked="" type="checkbox"/> The Narrative Proposal, which includes the responses to ranking criteria (15-page limit)	
<input checked="" type="checkbox"/> Documentation of all applicable threshold criteria (see Section III. B and C)	
<input checked="" type="checkbox"/> Letter from the state or tribal environmental authority (see Section III.C.2)	
<input checked="" type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section III.C.1)	
<input checked="" type="checkbox"/> Documentation indicating committed firm leveraged resources, if applicable (see Section V.B.2.c)	
<input checked="" type="checkbox"/> Letters of Commitment from all community organizations identified in the Community Engagement and Partnerships ranking criterion (see Section V.B.3)	
<input checked="" type="checkbox"/> Justification for requested waiver of the \$200,000 limit for a site-specific assessment, if applicable (see Section I.A.2)	
<input checked="" type="checkbox"/> Property-Specific Determination request, if applicable (see Section III.C.4.d)	
<input checked="" type="checkbox"/> Letters of commitment from assessment coalition members, if applicable (see section III.C.1)	
<input checked="" type="checkbox"/> Petroleum eligibility determination information, if applicable (see Section III.C.3.i)	

Please also remember to complete the following items

Register on www.grants.gov and www.sam.gov as soon as possible.

Submit your complete proposal package through www.grants.gov no later than December 18, 2015 at 11:59 p.m. Eastern Time.

Email a courtesy copy of your proposal package to the appropriate Regional Brownfields Contact listed in Section VII.

Final Tips



- Make sure you've addressed ALL of the criteria.
- Read each ranking criteria carefully and in its entirety (maybe several times each)
- Follow the guidelines format
- Use the Assessment Guidelines checklist
- Reference your sources
- Get started early and have others read your draft alongside the proposal guidelines
- Use an appropriate amount of space (or wording) for each criteria (e.g. don't spend 2 pages on a criteria worth 5 points and 3 sentences on a criteria worth 15 points)

Web-Based Resources



- **FY16 Assessment Proposal Guidelines:**
http://www2.epa.gov/sites/production/files/2015-10/documents/assessment_15-04_oblr.pdf
- **FY16 ARC Frequently Asked Questions (FAQ):**
http://www2.epa.gov/sites/production/files/2015-10/documents/fy16_faqs.pdf
- **FY16 Assessment Grant Guideline Checklist:** ← **Great Resource!**
http://www2.epa.gov/sites/production/files/2015-10/documents/fy16_assessment_guideline_checklist.pdf
- **Summary of FY 15 Assessment and Cleanup Guideline Changes:**
http://www2.epa.gov/sites/production/files/2015-10/documents/summary_of_fy16_arc_grant_guideline_changes.pdf
- **EPA Land Revitalization Projects and Construction and Demolition Recycling:**
<http://www3.epa.gov/epawaste/conserve/imr/cdm/pubs/brochure.pdf>
- **EPA Headquarters Information:** <http://www2.epa.gov/brownfields>
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools:**
www.smarte.org
- **TAB EZ Grant Writing Tool:** <https://www.ksutab.org/login?ref=TABEZ> ← **Example Proposals!**
- **Brownfields Toolbox:** www.brownfields-toolbox.org

Contact Information



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Final Questions?



Final Poll Question

