

US EPA ARCHIVE DOCUMENT



# EPA New England FY2012 Brownfields Grant Guidelines Workshop

## ASSESSMENT GRANT SESSION



# 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 apply for a site-specific grant.
  - ✓ You may **NOT** also apply as a member of a coalition.





# 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 application per eligible entity.
- ✓ Site Eligibility & Property Ownership Eligibility are *Threshold requirements*.
- ✓ You may also apply for a community-wide grant.
- ✓ You may **NOT** also apply as a member of a coalition.





# Assessment Grant Program - Overview

- **Assessment Coalitions**

- ✓ Up to **\$1 million** for hazardous substances and/or petroleum (e.g. \$500 K hazardous, \$500 K petroleum).
- ✓ 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.





# Threshold vs Ranking Criteria

- **Threshold Criteria** are pass/fail. You must meet all threshold criteria to be evaluated against the Ranking Criteria.
- **Ranking Criteria** contain questions with specific point values. Proposals will be evaluated based on the extent and quality to which the criteria are addressed.



# Content & Form of Proposal Submission

See Section IV.C on pages 21 – 24

## 1. Proposal Content

- a. Transmittal Letter (2 Pages)
- b. Narrative Proposal (15 Pages)
- c. Attachments
- d. SF 424 & SF 424A if using grants.gov





# Content & Form of Proposal Submission

## 2. Transmittal Letter (2 Pages)

- a. Applicant Identification
- b. Applicant DUNS number
- c. Funding Requested
  - i. Grant Type: **Assessment**
  - ii. Federal Funds Requested: \$\_\_\_\_\_ (and if waiver for **site-specific proposal is being requested**)
  - iii. Contamination: **Hazardous Substances, Petroleum or Both**
  - iv. **Community-wide, Site-specific or Coalition**





# Content & Form of Proposal Submission

## 2. Transmittal Letter (2 Pages)

- d. Location: Area you propose to serve
- e. For site-specific proposals, provide property name & address
- f. Contacts:
  - i. Project Director: Name & contact information for the person who is the main point of contact and will be managing this grant if selected
  - ii. Chief Executive/Highest Ranking Official: Name & Contact information for the Mayor, Chief Executive or President of your organization



# Content & Form of Proposal Submission

## 2. Transmittal Letter (2 Pages)

- g. Date Submitted: Date your proposal is mailed or submitted through grants.gov
- h. Project Period: Three (3) Years
- i. Population:
  - i. Provide population of your jurisdiction and, if a coalition proposal, the population of all your partners
  - ii. If not a municipal form of government, provide population of your target area
- j. Complete and attach “Special Considerations” checklist in Appendix 3 to your proposal



# Content & Form of Proposal Submission

## 3. Narrative Proposal (15 Pages)



- ✓ Includes responses to all Ranking Criteria found in Section V.B on pages 27 – 34
- ✓ **Pages over the limit will not be evaluated**
- ✓ Must include the criteria numbers and titles





# Content & Form of Proposal Submission

## 4. Attachments

- i. Threshold Documentation  is now an attachment – not part of the 15 page limit
- ii. Letter from state or tribal environmental authority
- iii. Documentation of applicant eligibility **if other than a city, county, state or tribe**
- iv. Letters of support from community-based organizations
- v. Documentation indicating leveraged funds committed to your project 



# Content & Form of Proposal Submission

## 4. Attachments

- vi. Justification for waiver of \$200,000 limit **if a site-specific proposal**
- vii. Property-specific determination request **if an applicable site-specific proposal**
- viii. Letters of commitment from coalition partners **if a coalition proposal**
- ix. Petroleum determination **if an applicable site-specific proposal**
- x. Special Considerations checklist **from Appendix 3**

A yellow starburst badge with the word "NEW" in white capital letters, indicating that the information in the adjacent list item is new or updated.

NEW



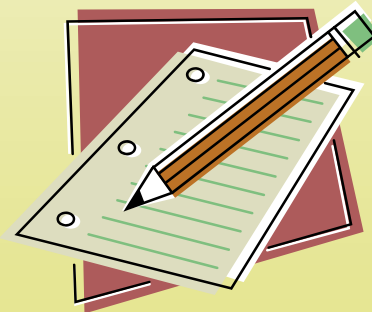
# Threshold Criteria – Assessment





# Threshold Criteria – Assessment

- Threshold Criteria are in Section III.C on pages 13 – 20 of the Assessment Grant Guidelines.
- Respond to all the criteria. While EPA may seek clarification of a response, if you did not respond to the question at all, it's impossible to seek clarification.





# Threshold Criteria – Assessment

1. Applicant Eligibility
2. Letter from State or Tribal Environmental Authority
3. Site Eligibility & Property Ownership Eligibility  
(Site-Specific Proposals Only)

You must address each criterion in your proposal.

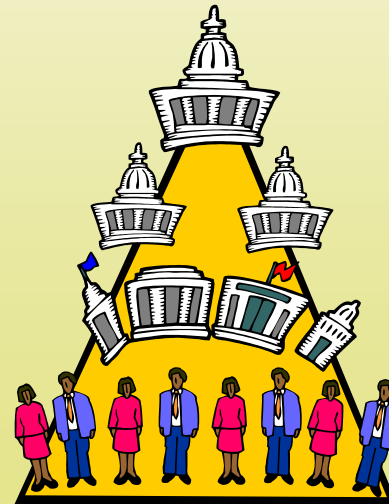
**You must pass all these criteria to be moved on to the national panel!**



# Threshold Criteria – Assessment

## 1. Applicant Eligibility

- Demonstrate you are an eligible entity:
  - ✓ Municipalities
  - ✓ Quasi-Governmental Organizations
  - ✓ Government Entity Created by State Legislature
  - ✓ Regional Councils or General Purpose Units of Local Governments
  - ✓ Redevelopment Agencies
  - ✓ States
  - ✓ Tribes

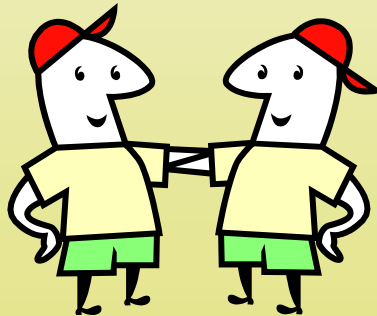




# Threshold Criteria – Assessment

## 1. Applicant Eligibility

- **For Assessment Coalitions**
  - ✓ You must document how all coalition members are eligible entities.
  - ✓ All coalition members must submit a letter to the grant applicant agreeing to be part of the coalition.
  - ✓ **Attach these letters to your proposal.**





# Threshold Criteria – Assessment

## 1. Applicant Eligibility

- **For Assessment Coalitions**
  - ✓ Read the FAQs for more info on assessment coalitions.
  - ✓ **Three or More Coalition Members must be:**
    - Separate legal entities
    - Eligible applicants (no non-profits)
  - ✓ **Coalition Member Letters must include:**
    - A sentence documenting why you are an eligible entity.
    - Commitment agreeing to be part of coalition.
  - ✓ Strongest coalitions include a strong lead candidate and 2 - 3 partners with specific targeted areas and projects.



# Threshold Criteria – Assessment

## 2. Letter from State/Tribal Environmental Authority

- Attach a letter from your state or tribal environmental authority acknowledging that you plan to conduct or oversee assessment activities and apply for EPA grant funds. **Note: You must get a new letter this year. Do not use last year's letter.**
- If applying for multiple types of grants, you need to receive only one letter acknowledging the relevant grant activities. **However** you **must** provide the letter as an attachment to **each** proposal.



# Threshold Criteria – Assessment

## 2. Letter from State/Tribal Environmental Authority

- General letters of correspondence and documents evidencing state or tribal involvement are **NOT** acceptable.
- State Brownfields Program Contacts:



**Selena Thornhill-Moody** ([selena.thornhill-moody@ct.gov](mailto:selena.thornhill-moody@ct.gov))  
Remediation Division (2<sup>nd</sup> fl.)  
Bureau of Water Protection & Land Reuse  
CT Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127



**Nick Hodgkins** ([nick.hodgkins@maine.gov](mailto:nick.hodgkins@maine.gov))  
ME Dept. of Environmental Protection  
Bureau of Remediation & Waste Management  
17 State House Station  
28 Tyson Drive  
Augusta, ME 04333-017



# Threshold Criteria – Assessment

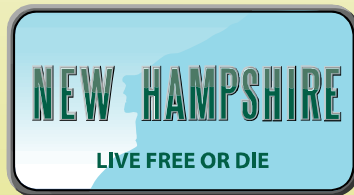
## 2. Letter from State/Tribal Environmental Authority

- State Brownfields Program Contacts (cont'd):



**Catherine Finneran** ([catherine.finneran@state.ma.us](mailto:catherine.finneran@state.ma.us))

MA Dept. of Environmental Protection  
Bureau of Waste Site Cleanup  
One Winter Street  
Boston, MA 02108



**H. Keith DuBois, PG** ([keith.dubois@des.nh.gov](mailto:keith.dubois@des.nh.gov))

NH Dept. of Environmental Services  
Waste Management Division  
Hazardous Waste Remediation Bureau  
PO Box 95  
29 Hazen Drive  
Concord, NH 03302-0095



# Threshold Criteria – Assessment

## 2. Letter from State/Tribal Environmental Authority

- State Brownfields Program Contacts (cont'd):



**Kelly Owens** ([kelly.owens@dem.ri.gov](mailto:kelly.owens@dem.ri.gov))

RI Dept. of Environmental Management  
Office of Waste Management  
235 Promenade Street  
Providence, RI 02908-5767



**Patricia Coppolino** ([coppolino.patricia@state.vt.us](mailto:coppolino.patricia@state.vt.us))

VT Dept. of Environmental Conservation  
Waste Management Division  
Hazardous Waste Remediation Bureau  
103 South Main Street  
Waterbury, VT 05671



# Threshold Criteria – Assessment

## 3. Site Eligibility and Property Ownership Eligibility

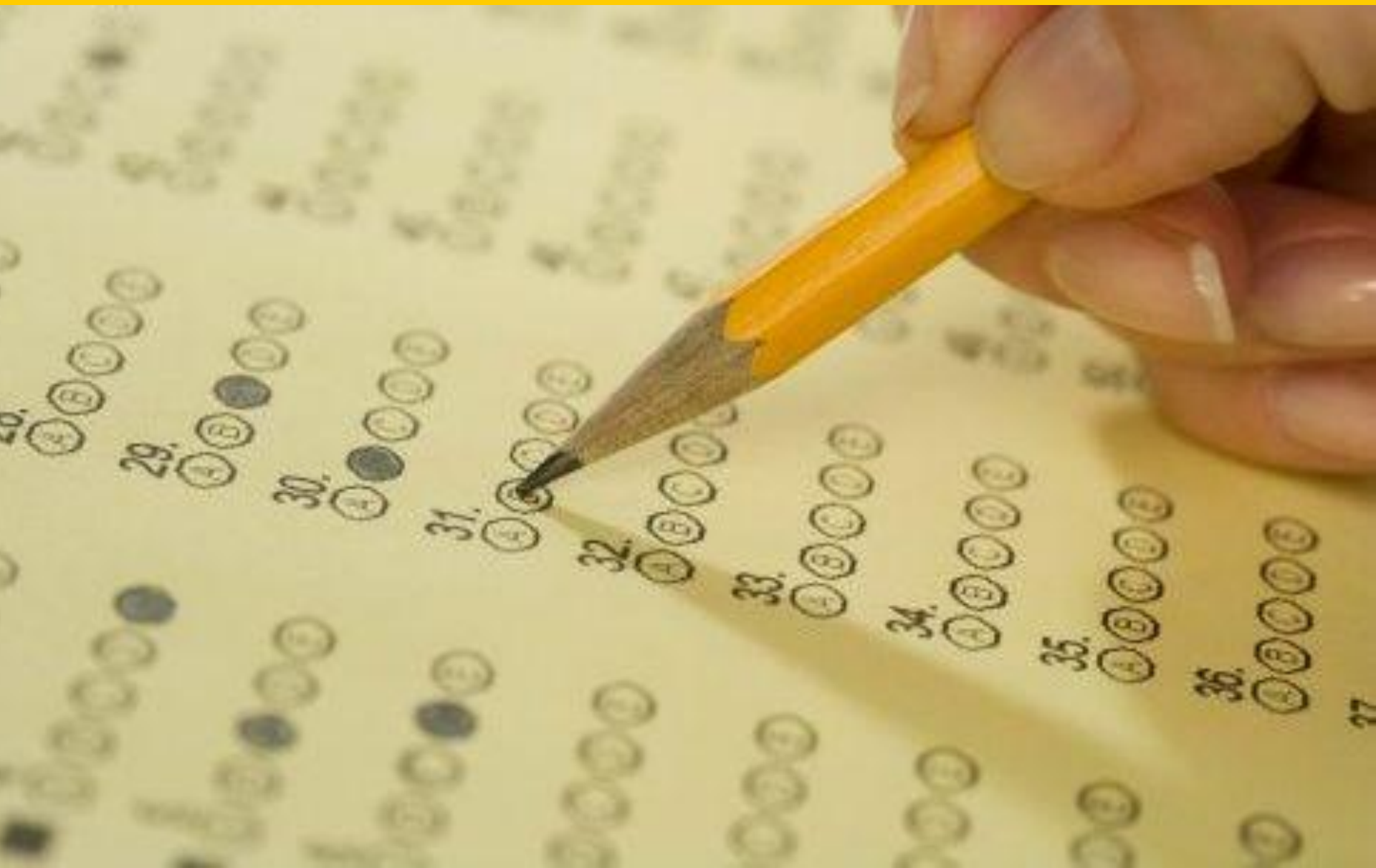
### Site-Specific Proposals Only

- The Brownfields Team encourages you to apply community-wide unless your site really stands out.
- Strong candidate sites should have broad community impacts and known redevelopment benefits.
- If you think you have that special site, call Christine Lombard (617-918-1305) to ensure that this is really the best strategy for your proposal.





# Ranking Criteria – Assessment





# Ranking Criteria – Assessment

- Ranking Criteria are in Section V.B on pages 27 – 34 of the Assessment Guidelines.
- There are **four** ranking criteria for a total of **200 points**.
- Make sure you answer all of the questions – many have more than one part.





# Ranking Criteria – Assessment

1. Community Need (40 Points)
2. Project Description & Feasibility of Success (100 Points)
3. Community Engagement & Partnerships (30 Points)
4. Project Benefits (30 Points)





# Ranking Criteria – Assessment

## Critical Tip:

Be sure to read the opening paragraphs for each criterion as it includes important information on how to respond.





# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)

- i. Effect Brownfields Currently Have on your Targeted Community
- Number, size & impacts of Brownfields
  - Environmental issues & disproportionate impacts
  - Health & welfare of sensitive populations

### 1.b. Financial Need (20 Points)

- i. Economic Impact of Brownfields on your Targeted Community
- Table of demographic information
  - Economic impact with supporting statistics
  - Describe factors limiting assessment resources
  - EPA Brownfields grants & why you need additional funds



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)

- i. Describe the effect brownfields currently have on your targeted community by providing information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites. In addition to brownfields, provide a summary of the various cumulative environmental issues and describe how they have resulted in a disproportionate impact on the targeted community (e.g. siting of industry, highways and other sources or air, water and land pollution). Provide information describing the health and welfare of sensitive populations such as children, pregnant women, minority or low-income communities, or other sensitive populations in the targeted community.



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)

- i. Describe the effect brownfields currently have on your targeted community by providing information on the **number** and **size of the brownfields and the health, welfare, and environmental impacts** of these sites.

In addition to brownfields, provide a summary of the **various cumulative environmental issues and describe how they have resulted in a disproportionate impact** on the targeted community (e.g. siting of industry, highways and other sources or air, water and land pollution).

Provide information describing the **health and welfare of sensitive populations** such as children, pregnant women, minority or low-income communities, or other sensitive populations in the targeted community.



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)

#### Number, size & impacts of Brownfields

- Describe the effects of Brownfields on **targeted** community, including the **number** and **size** of the Brownfields ...
  - ✓ First identify and discuss your targeted community. Be as specific as possible. Use specific (potential) sites as examples.
  - ✓ Discuss your strategy for assessing and redeveloping your targeted community.
  - ✓ Some of this information can also be included under Project Description.
  - ✓ Be as specific as possible about **types** of brownfields, the **number** of sites and **size**.
    - Oil Production, Corner Gas Stations, Heavy Industry, Tanneries
    - Over 15 parcels totaling 10 acres in the heart of this community
  - ✓ Hazardous substances & Petroleum proposals must discuss both types of sites and pollution (when requesting both in one proposal).
    - Try to include an example of both types of sites in your targeted community.



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)

#### Number, size & impacts of Brownfields

- ...describe the **health**, **welfare** and **environmental** impacts of these sites.
  - ✓ Don't get caught leaving one of these impacts out.
  - ✓ **Tie these impacts to the brownfields in your targeted community.**
  - ✓ **Health:** any health department statistics; communities near Brownfields (potential contamination pathways); active industry still a problem.
  - ✓ **Welfare:** social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.
  - ✓ **Environment:** unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to residents and their children.



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)



### **Environmental issues & disproportionate impacts**

- In addition to brownfields, provide a summary of the various cumulative **environmental issues** and **describe how they have resulted in a disproportionate impact** on the targeted community (e.g. location of industries, highways and other sources of air, water and land pollution).
  - ✓ This information helps to provide context for the story you are telling.
  - ✓ Think outside the box in identifying your cumulative environmental issues.
  - ✓ Provide any possible data sources that give information on environmental indicators. Some EPA databases include:
    - Envirofacts – [www.epa.gov/envirofw/](http://www.epa.gov/envirofw/)
    - EJ View – [www.epa.gov/environmentaljustice/mapping.html](http://www.epa.gov/environmentaljustice/mapping.html)
    - State Databases – Hazardous Waste Sites & Petroleum Sites



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.a. Health, Welfare & Environment (20 Points)

#### **Health & welfare of sensitive populations**

- Provide information describing the **health and welfare of sensitive populations** such as children, pregnant women, minority or low-income communities, or other sensitive populations in the targeted community.
  - ✓ Children, elderly, women of child bearing age, and minorities.
    - ❖ Use health & welfare concepts discussed on earlier slide
    - ❖ Use available statistics
  - ✓ Provide any information or data showing that residents are disproportionately impacted by environmental problems caused by the brownfields in your targeted community.
    - ❖ Include Cancer, Asthma Studies Data
    - ❖ Check With Health Departments
  - ✓ Tie the location of the brownfields to your sensitive populations.
  - ✓ **Identify All Information Sources Used.**



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

- i. Use the table format below to provide demographic information about that community including the population, unemployment rate, poverty rate, percent minority, and per capita income. In addition to the table, describe the economic impact of brownfields on the targeted community. Provide other widely available demographic or other supporting information that puts the community's economic need in context. This may include regional considerations such as a significant economic disruption (e.g. plant closures) or other signs of economic distress impacting the community. Describe factors such as fiscal condition or population size that limit your ability to draw on other sources of funding for assessment of brownfield sites. If you already have a brownfields grant(s) from EPA, describe why you need additional funding.



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

- i. Use the **table format below to provide demographic information about that community** including the population, unemployment rate, poverty rate, percent minority, and per capita income.

In addition to the table, **describe the economic impact of brownfields on the targeted community.**

Provide other widely available demographic or other supporting information that puts the community's economic need in context. This may **include regional considerations such as a significant economic disruption (e.g. plant closures) or other signs of economic distress** impacting the community.

Describe factors such as **fiscal condition or population size that limit your ability to draw on other sources of funding for assessment** of brownfield sites.

**If you already have a brownfields grant(s) from EPA, describe why you need additional funding.**



# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

#### Table of demographic information

- Provide demographic data of targeted community in sample table format.

	Target Community/Census Tract	County/City	State	National
Population:				308,745,538 <sup>1</sup>
Unemployment:				9.6% <sup>2</sup>
Poverty Rate:				14.3 % <sup>3</sup>
Percent Minority:				26.7% <sup>1</sup>
Per Capita Income:				\$26,530 <sup>3</sup>
Other:				

<sup>1</sup>Data is from the 2010 U.S. Census data and is available at [www.uscensusbureau.gov](http://www.uscensusbureau.gov).

<sup>2</sup>Data is from the Bureau of Labor Statistics and is available at [www.bls.gov](http://www.bls.gov)

<sup>3</sup>Data is from the 2009 American Community Survey and is available at [http://www.census.gov/newsroom/releases/archives/income\\_wealth/cb10-144.html](http://www.census.gov/newsroom/releases/archives/income_wealth/cb10-144.html)



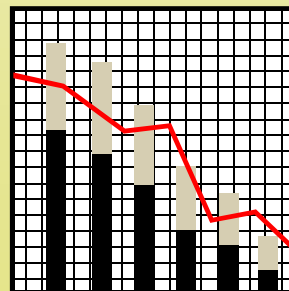
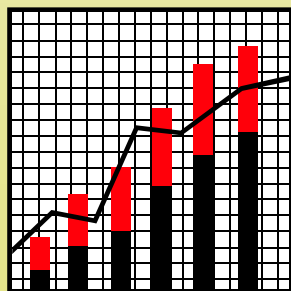
# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

#### Table of demographic information

- Use the “other” line to identify specific issues in your targeted community such as:
  - ✓ Number of elderly
  - ✓ % of children
  - ✓ % of high school graduates
- What aspect of life does your community struggle with?
- For resources to gather demographic information, see FAQ #9.





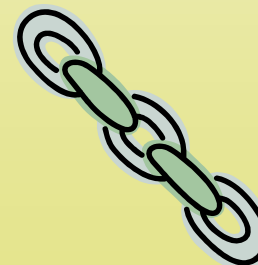
# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

#### **Economic impact**

- This is where you want to say what the numbers in the chart mean
  - ✓ Include context of the community
  - ✓ Any regional considerations that demonstrate economic needs
    - Economic distress
    - Minority, single head of household, rent vs. ownership, crime rate, drop out rate, etc.
- **Link the associated key economic issues to brownfields in your target community**
- Identify all information sources





# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

#### **Economic needs such as economic distress or significant economic disruption**

- ✓ Think of all the bad things that have happened in your community in the last few years.
- ✓ Discuss specific examples (the fish factory closed, the potato processing plant closed, closure of small businesses in the downtown area, etc).
- ✓ Include any economic disruptions due to natural disasters such as floods or hurricanes.





# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

#### **Describe factors limiting assessment resources**

- Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment (tax base, properties in foreclosure, city spending, state and city budget deficits, disasters, geographic issues).
- Explain why your town(s) and/or city(ies) are cash poor and why you need this grant.
- RPCs/COGs - discuss your organization's limited ability, as well as the limited ability of the municipalities in which your targeted community reside.
- Select target community carefully.





# Ranking Criteria – Assessment

## 1. Community Need (40 Points)

### 1.b. Financial Need (20 Points)

#### EPA Brownfields grants and why you need additional funds

- **Existing Brownfields Grantees Only**
  - ✓ Describe importance of why this additional grant is needed (what are you in the middle of?)
  - ✓ Build on the success of past work
  - ✓ Continued momentum is essential
  - ✓ Part of a Master Plan for reuse
- If you have not had a grant, say so and describe the steps taken and your desire to establish a Brownfields Program.





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.a. Project Description (20 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

- i. Budget Table & Detailed Task Descriptions (20 Points)
- ii. Plan for Tracking & Measuring Progress (10 Points)
- iii. Leveraging of Additional Resources (10 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

- i. Programmatic Capability (24 Points)
- ii. Adverse Audits (4 Points)
- iii. Past Performance (12 Points)
  1. Currently or has ever received EPA Brownfields grant(s)
  2. Has not received EPA Brownfields grant(s)



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.a. Project Description (20 Points)

- Describe your assessment project and how it fits in with the targeted community's plans (**critical new element**).
- Specifically describe your proposed inventory, assessment and/or cleanup planning activities in the **context of your overall community planning efforts** and your vision for revitalization in your community.
- Describe how you are using products or outputs from community planning processes (e.g., results of a charrette, community meetings, community master plan, etc.)



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.a. Project Description (20 Points)

- ✓ Describe your proposed project clearly and succinctly, and demonstrate that you understand the Brownfields Program process.
- ✓ The proposed project is the work that is going to accomplish with the grant funding being applied for, not a simple description of the broader community master plan.
- ✓ Coalition proposals only – remember you must address a **minimum of five sites** under the grant.





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.a. Project Description (20 Points)

In preparing your project description, 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 environmental state agency have in your project?
- ✓ What role will the local or state health department have in your project?
- ✓ Have you demonstrated knowledge of your state's Voluntary Cleanup Program?
- ✓ What outreach methods will you use to communicate with the affected public/targeted community?



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.a. Project Description (20 Points)

Some examples of items to discuss may include:

- ✓ 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 your competitive procurement procedure
- ✓ cleanup and reuse planning activities



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### i. Budget Table and Task Descriptions (20 Points)

- ✓ Prepare the budget using the table format provided. Please make sure every column and row add up.

**This is how you lose points!!!**

- ✓ We recommend that Task 1 be identified as “Cooperative Agreement Oversight” and includes such items as grant management, and your travel and supplies costs.

- ✓ Some common major tasks might include:

- ❖ Task 1 - Cooperative Agreement Oversight
- ❖ Task 2 - Community Outreach & Engagement
- ❖ Task 3 - Site Assessment Activities
- ❖ Task 4 - Site Reuse and Cleanup Planning
- ❖ Task 5 - Area-Wide Planning (if applicable)





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### Sub-criterion 2.b.i. Sample Format for Budget

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

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

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

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



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### i. Budget – Research Cost Eligibility

- ✓ **If a reader doubts a task's eligibility, you will lose points.**
- ✓ Any cost eligibility questions, call EPA or check the FAQs.
- ✓ There is an administrative cost ban. However, certain program management costs are eligible. For details refer to the Appendix and to the FAQs for other ineligible costs.
- ✓ Indirect costs are not allowed.
- ✓ Do not include any costs for equipment.





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### i. Budget – Task Descriptions

- ✓ Describe EACH task in detail, including the basis for the estimated costs. For example:
  - ❖ Travel costs: 2 people to 1 Brownfields conference, estimate \$xx  
Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
  - ❖ Supplies: provide a list of supplies reflective of cost in table
  - ❖ Assessment: estimate 6 Phase I at ~ \$3,500 = \$21,000; likewise for estimated Phase II costs = \$xx total contractual in task.
  - ❖ If personnel and contractual costs in same task, describe activities associated with each cost (your part, their part).
- ✓ **This year, this response is worth 20 points.**  
**Spend the time to provide detailed task descriptions.**



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### i. Budget – Personnel Costs and Strategies

- ✓ Whether you are charging personnel costs to the grant or not, use the preparation of your detailed task descriptions to create reasonable personnel cost estimates.
- ❖ When charging personnel costs, the reviewer is looking for a reasonable association between the amount of activities described and the amount charged in the table.
- ❖ Think in terms of estimated hours and rates in establishing activity costs.
- ❖ You should identify any in-kind services which you intend to provide for this grant and discuss in your task descriptions.



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### i. Budget – Local Governments Only

- You can use up to 10% of your funds for these activities:

#### a. Health Monitoring

- ✓ If you include **Health Monitoring** as a Project Task, does your discussion in **Community Need, Project Description, Partnership with Health Agencies** and **Public Health Benefits** adequately support the request for funding?

#### b. Monitoring & Enforcement of Institutional Controls

#### c. Other related program Development & Implementation Activities

**Remember to put these activities in a separate task item**



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### i. Budget – Hazardous Substance and Petroleum Funding

- ✓ If you are submitting **one** proposal for both hazardous substances and petroleum, **include two budget tables and two sets of task descriptions.**





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### ii. Plan for Tracking & Measuring Progress (10 Points)

Describe your plan for **tracking** and **measuring** your project progress including achieving the expected short term and long term project **outcomes** and **outputs**. (See Section I.E.)

Do the expected outcomes and outputs address the issues you discussed in the **Community Need** section and correspond to the project tasks listed in **Project Description** and relate to the discussion in **Project Benefits**?

*Check For  
Consistency!*



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### ii. Plan for Tracking & Measuring Progress (10 Points)

- **Quarterly Reports**: Describe how you will use your quarterly reporting to track the progress of your project, milestones reached and all the outputs generated (list your outputs).
- **ACRES database**: Describe how you will use the ACRES database to track your property data and the outcomes generated from your grant, including: # of sites assessed, and # of acres assessed. Also, if you are, or intend to be, a long term grantee, describe how you will be able to track additional outcomes such as acres ready for reuse, jobs created, and all private and public money leveraged on the sites you assessed.
- **Other tracking mechanisms**: Describe any other local tracking mechanisms you will use (local reporting, websites, GIS databases, etc.)



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### ii. Plan for Tracking & Measuring Progress (10 Points)

- ✓ The response to this criterion should identify the outputs and outcomes associated with your tasks.
- ✓ Outputs refers to an environmental activity, effort, and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period. The expected outputs for the grants awarded under these guidelines may include but are not limited to the number of brownfield sites identified, development of an area-wide plan, number of Phase I and Phase II site assessments, and the number of community meetings held.



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### ii. Plan for Tracking & Measuring Progress (10 Points)

- ✓ Outcomes refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be quantitative; and may not necessarily be achievable during the project period. Expected outcomes of brownfields grants include the number of jobs leveraged and other funding leveraged through the economic reuse of sites; the number of acres made ready for reuse or acres of greenspace created for communities; and whether the project will minimize exposure to hazardous substances.



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### iii. Leveraging (10 Points) New Wording

*Under this criterion applicants who can demonstrate firm commitments for additional funds/resources for completion of the project may be evaluated more favorably. Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities. Specifically, describe how these funds will be used to contribute to the performance and success of the proposed project. This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments. Describe the amount(s) and type(s) of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during the grant, the strength of the leveraging commitment and the specific role the leveraged resources will play to support the proposed activities. Attach letters or other documentation from sources, if applicable, indicating additional funds/resources are committed to the project.*



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### iii. Leveraging (10 Points) New Wording

*Under this criterion applicants who can demonstrate firm commitments for additional funds/resources for completion of the project may be evaluated more favorably.*

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities. **Specifically, describe how these funds will be used to contribute to the performance and success of the proposed project.** This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments.

Describe the **amount(s)** and **type(s)** of leveraged resources to be provided, **how you will obtain** the leveraged resources, the **likelihood the leveraging will materialize during the grant**, the **strength of the leveraging commitment** and the **specific role** the leveraged resources will play to support the proposed activities.

**Attach letters or other documentation from sources**, if applicable, indicating additional funds/resources are committed to the project.



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### iii. Leveraging (10 Points)

#### **Describe how these funds will be used...**

- ✓ Describe any gap funding available to keep sites moving beyond this grant:
  - ❖ Assessment
  - ❖ Cleanup
  - ❖ Cleanup Planning
  - ❖ Reuse
- ✓ Address both smaller gap funding (additional assessment work) and larger gap funding (cleanup and redevelopment).
- ✓ Do not imply your assessment grant funding is enough.
- ✓ Explain each source and how much potential funding they could provide.
- ✓ **Do not state that you have no access to other funding. You potentially have access to the state's 128a funding, EPA Targeted Brownfields Assessment program and local Revolving Loan Funds.**



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### iii. Leveraging (10 Points)

**Describe the amount(s) and type(s)...**

- ✓ Provide examples of past leveraging successes from similar projects, particularly public/private partnerships (explain benefits given back to community).
- ✓ Describe funding **already leveraged** (both public and private)  
**This is most favorable!**
- ✓ Describe all possible funds being sought:
  - ❖ Federal (HUD BEDI, EDA, DOI, TBA, Brownfields Tax Incentive)
  - ❖ State (State TBA, Tax Credits)
  - ❖ Local (TIF, Tax, Bond)
  - ❖ Private (Foundation, Investors, Donations)



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.b. Budget, Measuring Progress & Leveraging (40 Points)

#### iii. Leveraging (10 Points)



#### **Attach letters or other documentation...**

- ✓ You need to attach letters to support the leveraging you have identified in this criterion.
- ✓ The letters should be from the source of the leveraged funds and be addressed to you.
- ✓ Letters that come in after the proposal due date will not qualify, so work on this right away!
- ✓ Documentation of leveraged funds should be attached as well.
  - Other grant award notifications
  - Press clippings demonstrating commitments to your project



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

#### i. Programmatic Capability (24 Points)

- Describe the management system you have in place.
- Describe your project manager and staff expertise, qualifications and experience.
  - ✓ Name names on who will be involved with this grant and point out other expertise you can draw on in your organization.
- Discuss the means you will use to retain project leadership or recruit qualified staff should employee turnover occur.
- Explain experience in acquiring needed expertise and resources through competitive procurement.



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

#### ii. Adverse Audits (4 Points)

- ✓ Describe any adverse audit findings.
- ✓ Describe any past grant management issues and how you corrected them.
- ✓ **If you have no adverse audit findings tell us that! This is where many applicants lose points. Be sure to respond to this criterion.**





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

#### iii. Past Performance (12 Points)

- If you have ever received an EPA Brownfields grant, respond to item 1. **(2.c.iii.1.)**
- If you have never received an EPA Brownfields grant, but have received other federal or non-federal assistance agreements, respond to item 2. **(2.c.iii.2.)**
- If you have never received any type of federal or non-federal assistance agreements, please *indicate this in your proposal* and you will receive a neutral score **(6 points)** for this factor. **Failure to respond may result in zero points for this sub-criterion!!!**
- **Be careful which one you respond to!**



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

#### iii. Past Performance (12 Points)

1. Currently or has ever received EPA Brownfields Grant(s)
  - ✓ 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 EPA Brownfields grants.





# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

#### iii. Past Performance (12 Points)

##### 1. Currently or has ever received EPA Brownfields Grant(s)

- ✓ Demonstrate how you have successfully managed and performed all phases of work under these grants, **including how the desired outcomes were met by providing information on:**



- ❖ Funding expenditures: Remaining funds on current grants.
- ❖ Compliance with grant requirements: Work plan; schedule; Terms and Conditions; quarterly reports; ACRES reporting; etc. Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**
- ❖ Accomplishments: Describe your successes with the EPA Brownfields funding, including whether you reported accomplishments to EPA in ACRES.



# Ranking Criteria – Assessment

## 2. Project Description & Feasibility of Success (100 Points)

### 2.c. Programmatic Capability & Past Performance (40 Points)

#### ii. Past Performance (12 Points)

2. Has not received an EPA Brownfields grant but has received other federal and/or non-federal assistance agreements
  - ✓ Identify current and/or prior federally and non-federally funded assistance agreements received.
  - ✓ Provide information (type of grant, amount, when awarded, purpose of grant, accomplishments, etc.) on no more than 5 of your most recent assistance agreements.
  - ✓ Describe history of successfully managing these agreements, including complying with reporting requirements, submitting final reports, and progress toward achieving results.
  - ✓ If you did not achieve expected results under these agreements, explain why.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

3.a. Community Engagement Plan (10 Points)

3.b. Local, State & Tribal Partnerships (10 Points)

3.c. Community-Based Organizations (10 Points)

Proposals to be evaluated on the extent to which the:



1. Applicant's plan engages the targeted community
2. Applicant has identified and established relationships with the partners necessary to achieve project goals
3. Support letters provided by Community-Based Organizations demonstrate specific and valuable commitments



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.a. Community Engagement Plan (10 Points)

- Discuss your plan for involving the affected community (e.g., neighborhood organizations, citizens' groups, borrowers, developers, and other stakeholders) in site selection for assessments, cleanup decisions, or reuse planning, including activities that have already occurred. Describe your plan for communicating the progress of your project to citizens, including plans for communicating in languages commonly used in the community.

*Note: Applicants may address this criterion by various means that show meaningful public engagement where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and internet forums. Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed project.*



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.a. Community Engagement Plan (10 Points)

Discuss your **plan for involving the affected community** (e.g., neighborhood organizations, citizens' groups, borrowers, developers, and other stakeholders) in site selection for assessments, cleanup decisions, or reuse planning, **including activities that have already occurred.**

Describe your plan for **communicating the progress of your project** to citizens, including **plans for communicating in languages commonly used** in the community.

*Note: Applicants may address this criterion by various means that **show meaningful public engagement where information is shared and views and input are actively solicited**, including public meetings, webinars, use of media, and internet forums. Applicants must demonstrate **how they will engage the targeted community in meaningful ways to ensure success of the proposed project.***



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.a. Community Engagement Plan (10 Points)

Discuss your **plan for involving the affected community...**

- ✓ 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 local citizens and community on the site selection, cleanup decisions and reuse planning.
  - RPCs and COGs need to include their local city/town governments as primary stakeholders and show how they work with them in this process.
  - Coalition proposals need to focus on the needs of each coalition partner community. Be as specific as possible.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.a. Community Engagement Plan (10 Points)

Discuss your **plan for involving the affected community...**

- ✓ Describe **Aggressive** and **Detailed** plans for using:
  - Applicant's & partners' websites
  - Press releases and other uses of the print media
  - Discuss use of social media
  - More public meetings
    - ❖ Commit to number, frequency, or milestone
    - ❖ Convenient meeting location in the affected community
    - ❖ If site specific, hold in neighborhood
    - ❖ Schedule meetings for working public
  - Flyers
  - Partner with other community group meetings





# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.a. Community Engagement Plan (10 Points)

Include any community engagement activities that have already occurred via:

- ✓ Prior EPA brownfields grants
- ✓ Community planning activities
- ✓ Master planning activities





# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.a. Community Engagement Plan (10 Points)

...including **plans for communicating in languages commonly used** in the community.

- ✓ If English is the most commonly spoken language, say so. But also state you will provide translation services if requested.
- ✓ Address **all potential** language barrier(s). (Even if language issues are minimal you must respond to this sub-criterion and indicate you will address any issues that arise.)
  - Plans to translate materials (at meetings & literature)
  - Plans to accommodate cultures and those with hearing/reading impairments (translators)
  - Relate to demographic data provided in the Community Need section (the reviewer will remember)

Check For  
Consistency!



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

Describe your current efforts and plans to develop partnerships with the following entities including a description of the role they would play to ensure your brownfields project is successful: i) your local/state/tribal environmental and health agencies; ii) other relevant federal and state governmental agencies; and iii) any local environmental job training program which may include a brownfields job training grantee. If there are no environmental job training programs in your immediate local area, describe any efforts you plan to link members of the community to potential employment opportunities in brownfields assessment, cleanup or redevelopment related to your proposed projects.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

Describe your **current efforts and plans to develop partnerships with the following entities including a description of the role they would play** to ensure your brownfields project is successful:

- i) your local/state/tribal environmental and health agencies;
- ii) other relevant federal and state governmental agencies; and
- iii) any local environmental job training program which may include a brownfields job training grantee.

If there are **no environmental job training programs** in your immediate local area, **describe any efforts you plan to link members of the community to potential employment opportunities in brownfields** assessment, cleanup or redevelopment related to your proposed projects.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

- ✓ Describe your partnerships with:
  - i. Local/State/Tribal environmental & health agencies
  - ii. Other relevant federal and state governmental agencies
  - iii. Local environmental job training programs
- ✓ If you are new to Brownfields grants, describe your efforts and plans to establish these partnerships. If not new, show your experience (the reviewer expects this).
- ✓ Become knowledgeable about and demonstrate that knowledge regarding your state programs. In New England, the states are your key partners.





# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

#### i. Local/State/Tribal environmental & health agencies

- ✓ Discuss the **key role** the agencies play in your grant, and the process for how you will work together during the various phases of assessment work (MA and CT applicants need to describe their privatized programs to unfamiliar reviewers).
  
- ✓ **Local/State/Tribal Environmental Agencies**
  - Include the state's role and the process for developing cleanup plans for sustainable redevelopment.
  - Let the reviewer know how your state's voluntary cleanup program operates (their role, certificates of completion, liability protections, etc.).
  - Indicate definitive plans to enroll site(s) in state voluntary cleanup programs.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

#### i. Local/State/Tribal environmental & health agencies

##### ✓ **Health Agencies**

- Discuss the setup of the health agencies in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- Include the services they can provide and the role they will play in your grant during the various phases of assessment work, including:
  - ❖ Information on known health risks in your community
  - ❖ Information on sensitive populations in your community
  - ❖ Situations of identified immediate risks to human health



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

#### ii. Other relevant federal and state governmental agencies

✓ Discuss the role of other federal agencies such as:

- HUD
- DOT
- EDA
- USDA



✓ If you are part of a HUD/EPA/DOT partnership, don't forget to mention your role and involvement.

✓ Discuss the role other state agencies will play in your project.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.b. Plans to Develop Partnerships (10 Points)

#### iii. Local environmental job training programs

- ✓ Make yourself familiar with your local job training program(s), EPA or other, so that you discuss the role the job training organization(s) will play in your project.
- ✓ If there are no job training programs in your immediate area, describe efforts to link members of the community to potential employment opportunities related to your proposed projects.
  - Making connections between job training graduates and the contractors you will be hiring
  - Refer to brownfields toolbox for information on EPA funded Job Training Programs at [www.brownfields-toolbox.org](http://www.brownfields-toolbox.org)



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.c. Community-Based Organizations (10 Points)

- Provide a **description of, and the role of, key** community-based organizations that will be involved in your project.
  - ✓ Local citizens, environmental groups, civic groups, and educational institutions.
- Describe the makeup of the group, the services they can provide, and when and how you work together during the grant.
  - ✓ The use of a chart can work well here to present your information.
- Present them as partners and their assistance in the grant in terms of commitments.



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.c. Community-Based Organizations (10 Points)

- If community-based organizations do not exist in your area please provide background affirming the lack of such organizations.
- Demonstrate how the community is engaged and involved in your project, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.





# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.c. Community-Based Organizations (10 Points)

- ✓ **Letter** from **EACH** CBO is required
  - Required proposal attachment is a letter that describes **project role and commitments** that the CBO will make to your project.
  - Do **NOT** utilize form letters. This will not work. Each letter should speak from that organization's view of your brownfields work.
  - Must describe project **role**.
  - Must describe **commitment**.
  - The commitments specified in the letters should mirror those presented in the proposal.
  - How many key CBOs do you need? How many will get you the ten points?





# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.c. Community-Based Organizations (10 Points)

- ✓ Here are some examples of what CBOs 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
  - Help to post community outreach material on web and/or in newsletters
  - Provide finance or legal advice
  - Proposal preparation (no grant funds spent)
  - Provide technical assistance (QEP, QA)



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.c. Community-Based Organizations (10 Points)

- ✓ Here are some examples of CBOs (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



# Ranking Criteria – Assessment

## 3. Community Engagement & Partnerships (30 Points)

### 3.c. Community-Based Organizations (10 Points)

- Note: EPA may conduct reference checks to ensure organizations identified are supportive and involved with the brownfields project.





# Ranking Criteria – Assessment

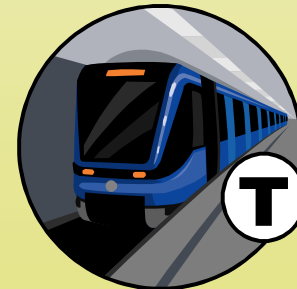
## 4. Project Benefits (30 Points)

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

4.b. Economic Benefits and/or Greenspace (10 Points)

- i. Economic Benefits **and/or**
- ii. Non-Economic Benefits

4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)





# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

Don't forget to finish the story!

*Check For  
Consistency!*

In this section, you should explain how all of your welfare, public health, environmental, economic and non-economic benefits solve the problems you discussed in **Community Need**.



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

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



Describe how the site assessments will lead to cleanups and redevelopment that supports your proposed project. Specifically, describe the social and/or public health benefits anticipated from the revitalization of the site assessed under this grant. Describe the efforts you have taken to integrate equitable development principles into the reuse of the site and not displace residents historically affected by brownfields.



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

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



Describe how the site assessments will lead to cleanups and redevelopment that supports your proposed project. Specifically, **describe the social and/or public health benefits anticipated from the revitalization of the sites assessed under this grant.**

Describe the **efforts you have taken to integrate equitable development principles** into the reuse of the site and not displace residents historically affected by brownfields.



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

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



- ✓ Describe how the site assessments will lead to cleanups and redevelopment that support your proposed project.
- ✓ Describe the **social** and **public health benefits** anticipated from the revitalization of sites assessed under this grant.
- ✓ Describe the efforts you have taken to integrate **equitable development principles** into the reuse of the sites and not displace residents historically affected by brownfields.



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

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

- ✓ Identify outcomes as part of your response to these criteria. Be sure these outcomes are the same as the outcomes described under your **Tracking and Measuring** response under 2.b.ii.
- ✓ Cover benefits for both social and public health, and include both direct & indirect benefits from cleanup and site reuse.
- ✓ Be as specific as possible in relation to your targeted communities/areas and your overall story.



# Ranking Criteria – Assessment

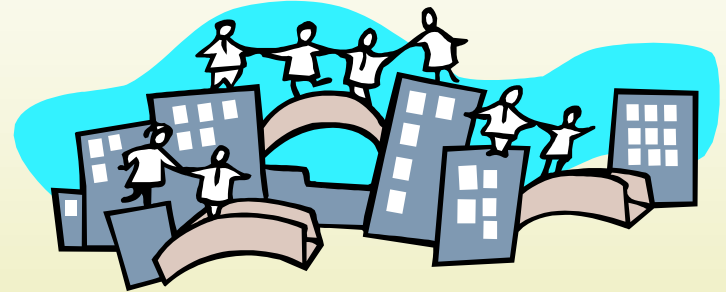
## 4. Project Benefits (30 Points)

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

**Here are some example anticipated outcomes:**

#### ✓ **Social Benefits**

- Blight reductions
- Quality of life improvement
- People moving back
- Crime reduction
- Greater care of property appearances



#### ✓ **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 Supply Protection or Restoration



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

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



**...efforts you have taken to integrate equitable development principles ...**

Here are some ideas:

- ✓ Include information on redevelopments with affordable housing.
- ✓ Include information on incentives to retain local businesses in mixed-use or commercial developments.
- ✓ Does reuse include community center or public space that benefits residents?
- ✓ Relation to master plans for transit oriented design or smart growth.
- ✓ Demonstrate awareness of gentrification.
- ✓ Describe partnerships with local community development corporations if you are working with them to redevelop sites.
- ✓ Compliance with community design charrettes.



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.b. Economic Benefits and/or Greenspace (10 Points)

Explain how the grant will produce:

- i. **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant. Provide quantitative estimates where feasible; **and/or**
- ii. **Other non-economic benefits associated with sites to be reused for greenspace** and other not for profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers. Other not-for-profit activities include the work of governmental or charitable organizations.





# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.b. Economic Benefits and/or Greenspace (10 Points)

- ✓ Notice the “and/or” language here. This language gives economic and greenspace benefits equal billing. However, economic, greenspace, and non-profit benefits should all be addressed when appropriate, particularly for community-wide proposals.
- ✓ Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.
- ✓ Keep your targeted community and partnering CBOs in mind in the development of this section.
- ✓ Even if specific reuse plans may not be evident, describe the potential benefits based on the vision of your overall story and what your community needs. After all, creating redevelopment in your community is the reason you are applying for this grant.



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.b. Economic Benefits and/or Greenspace (10 Points)

#### i. Economic Benefits

- ✓ Describe all **economic benefits** from the assessment, cleanup and redevelopment of sites in your targeted community.
  
- ✓ Provide quantitative estimates where feasible.
  - Number and types of jobs
  - Taxes (Property, Sales, Income)
  - Property values
  - Stimulate area-wide economic development





# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.b. Economic Benefits and/or Greenspace (10 Points)

#### ii. Non-Economic Benefits

- ✓ Describe All **Non-Economic** Benefits potentially created by this grant.
- ✓ Non-Profit & Charitable Reuse
  - Affordable housing
  - Community Center
  - Governmental (City Hall, Library, Police)
- ✓ Greenspace Reuse
  - Wetlands, greenspace & open space
  - Recreational & pocket parks
  - Greenspace components in commercial and industrial redevelopment
  - Rails to trails
  - Preservation of open space on urban edge





# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

Describe any anticipated environmental benefits, beyond the assessment and remediation of contaminants, associated with the **sustainable redevelopment** of sites assessed under this grant. Sustainable redevelopment includes the use of existing infrastructure, such as utilities and equitable access to public transit. Sustainable redevelopment also includes green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields. [Refer to the Brownfields FAQ at [http://www.epa.gov/brownfields/proposal\\_guides/FY12\\_FAQs.pdf](http://www.epa.gov/brownfields/proposal_guides/FY12_FAQs.pdf) for a description of these and other EPA initiatives.]



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

- ✓ Remember that infrastructure reuse comes from the *Brownfields law*. It is not just idle language we dreamed up!
- ✓ Discuss all possible **Infrastructure Reuse** and how this will play into site selection. What is existing infrastructure?
  - Water
  - Sewer
  - Electricity
  - Roads & Waterways
  - Side Walks & Pathways
  - Storm Water Systems
  - Public Transit
  - Buildings



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

Describe all **Sustainable Reuse** possibilities that you will work on incorporating into the assessment, cleanup and redevelopment of your sites. Such as:

- ✓ Green Building (LEED Certification, EnergyStar Certification, etc.)
- ✓ Smart Growth Principles
- ✓ Energy and Resource Efficiency
- ✓ Historical Building/Material Preservation and/or Renovation
- ✓ Innovative Storm Water Controls
  - Pervious Pavement
  - Gray Water Reuse
  - Onsite retention and/or treatment (bioswales, raingardens, etc.)
- ✓ Ecological Revitalization



# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

Describe all **Sustainable Reuse** (cont'd)

- ✓ Sustainable and Low-Impact Landscaping
- ✓ Maintenance and/or Promotion of Community Character and Livability
- ✓ Use of Local Materials and Resources
- ✓ Green Cleanups
  - Biodiesel or Alternate Fuel Equipment
  - Construction & Demolition Recycling
  - Debris Sorting
  - Conservation of Resources





# Ranking Criteria – Assessment

## 4. Project Benefits (30 Points)

### 4.c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (10 Points)

Describe existing or future sustainability measures in your community which may apply to your project. Such as:

- ✓ Multiuse Zoning
- ✓ Transit Oriented Development
- ✓ Development of a Community Vision or Plan
- ✓ Consider Ordinance Development

**Review criteria 4 a, b, and c and make sure you are discussing the benefits of your actions. Do not repeat the problems discussed under Community Need. Focus on anticipated benefits to your targeted community. This is the happy ending of your story.**



# Proposal Checklist - Assessment

- V.D Proposal Checklist for Assessment Grants
  - ✓ See page 35 to make sure you include all items required for a comprehensive proposal.

<input checked="" type="checkbox"/> Transmittal Letter (2-page limit)	
<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 leveraged resources, if applicable (see Section V.B.2.b.iii)	
<input checked="" type="checkbox"/> Letters of Support from all community-based organizations identified in the community engagement and partnerships ranking criteria (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.3.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)	
<input checked="" type="checkbox"/> Special Considerations Checklist (located in Appendix 3), if applicable (see Section IV.C.2.j)	



# Resources



*Commonwealth Dairy  
Brattleboro, VT*



# Web-Based Resources

- **FY12 ARC Proposal Guidelines:**
  - ✓ Assessment - <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-11-05.pdf>
  - ✓ Cleanup - <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-11-07.pdf>
  - ✓ Revolving Loan Fund - <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-11-06.pdf>
- **FY12 ARC Frequently Asked Questions (FAQ):**  
[http://www.epa.gov/swerosps/bf/proposal\\_guides/FY12\\_FAQs.pdf](http://www.epa.gov/swerosps/bf/proposal_guides/FY12_FAQs.pdf)
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling:**  
[www.epa.gov/epaoswer/non-hw/debris-new/pubs/brochure.pdf](http://www.epa.gov/epaoswer/non-hw/debris-new/pubs/brochure.pdf)
- **EPA Region 1 Information:** [www.epa.gov/region1/brownfields](http://www.epa.gov/region1/brownfields)
- **EPA Headquarters Information:** [www.epa.gov/brownfields](http://www.epa.gov/brownfields)
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools:** [www.smarte.org](http://www.smarte.org)
- **TAB EZ Grant Writing Tool:** [www.tabez.org/](http://www.tabez.org/)
- **Brownfields Toolbox:** [www.brownfields-toolbox.org](http://www.brownfields-toolbox.org)



# Questions?

