

US EPA ARCHIVE DOCUMENT



EPA New England FY2010 Brownfields Grant Guidelines Workshop

CLEANUP GRANT SESSION



Cleanup Grant Program - Overview

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- Provides funds to conduct cleanup activities at a specific Brownfield site owned by the applicant.
- An individual applicant can apply for up to \$200,000 per brownfield site and can submit up to three site-specific cleanup proposals.
- A separate proposal must be submitted for each site.
- An applicant requesting up to \$200,000 to address hazardous substances and petroleum at the **same site** must submit one proposal.



Cleanup Grant Program - Overview


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- Sites at which petroleum contamination is co-mingled with hazardous substances are considered hazardous substances sites.
- Call Jim Byrne (617-918-1389) if you need advice regarding whether your site has petroleum or is co-mingled.
- Period of performance is **three** years.



Cleanup Grant Program - Overview

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- An applicant must be the sole owner of the site at time of submittal of the proposal. 
- For purposes of eligibility determinations in these guidelines only, the term “own” means fee simple title evidenced by recorded deed.





Cleanup Grant Program - Cost Share

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- Applicants must provide a 20 percent cost share for cleanup grants. A \$200,000 cleanup grant will require a \$40,000 cost share.
- The cost share may be in the form of a contribution of money, labor, material or services and must be for eligible and allowable costs and cannot include administrative costs.
- Applicants may request a waiver of the cost share requirement. EPA will consider hardship waiver requests on a case-by-case basis.
- Instructions for applying for a waiver are on page 18 & 19. This is an allowable attachment.



Threshold vs Ranking Criteria

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- **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.



Threshold Criteria – Cleanup





Threshold Criteria – Cleanup

- Threshold Criteria are in Section III.C on pages 11 – 20 of the Cleanup Grant Guidelines.
- The Cleanup Grant Guidelines have multiple Threshold Criteria. Every year, applicants are thrown out of the competition because they missed responding to a question. Be careful here.
- While EPA may seek clarification of a response, if you did not respond, it's impossible to seek clarification.



Threshold Criteria – Cleanup

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1. Applicant Eligibility
2. Letter from State or Tribal Environmental Authority
3. Site Eligibility and Property Ownership Eligibility
4. Cleanup Authority and Oversight Structure
5. Cost Share
6. Community Notification

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



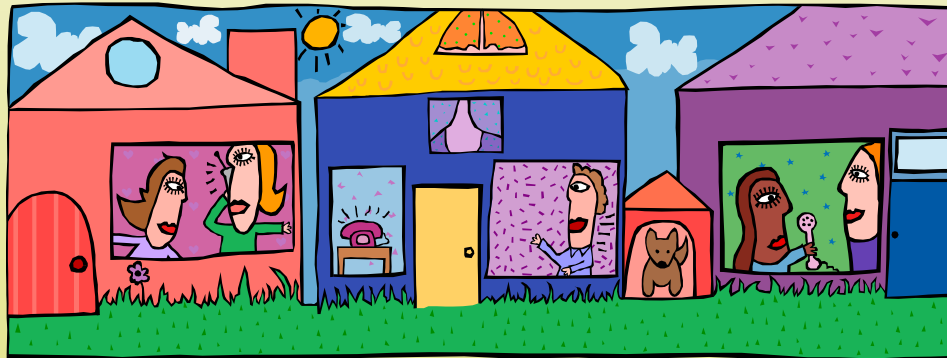
Threshold Criteria – Cleanup

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1. Applicant Eligibility

1.a. Applicant Eligibility

- Describe how you are an eligible applicant. If you are a non-profit you must provide documentation, as an attachment to this proposal, indicating non-profit status.





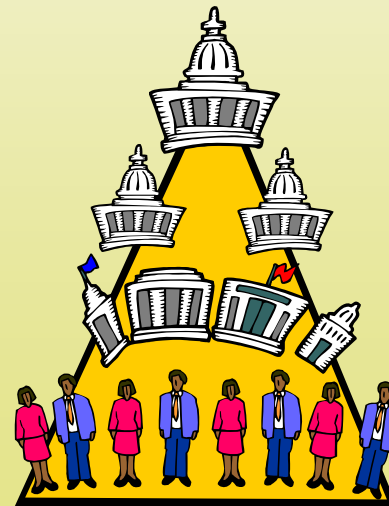
Threshold Criteria – Cleanup

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1. Applicant Eligibility

1.a. Applicant Eligibility

- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes
- Non-Profits





Threshold Criteria – Cleanup

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1. Applicant Eligibility

1.b. Site Ownership

- As discussed previously, you must be the sole owner of the property by the time you submit your proposal.





Threshold Criteria – Cleanup

2. Letter from State or Tribal Environmental Authority

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- Attach a letter from your state or tribal environmental authority acknowledging that you plan to conduct cleanup activities and apply for EPA grant funds.
- 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.



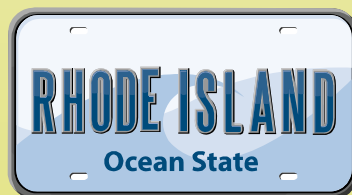
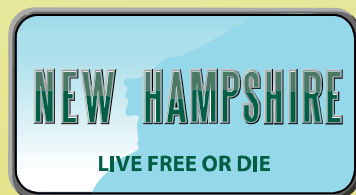


Threshold Criteria – Cleanup

2. Letter from State/Tribal Environmental Authority

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- General letters of correspondence and documents evidencing state or tribal involvement are **NOT** acceptable.
- The appropriate state contact for requesting your letter can be found in State Brownfields Program Contacts.





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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Site Eligibility

- All applicants must respond to questions **3.a.-e.:**
 - a. Basic Site Information
 - b. Status and History of Contamination at the Site
 - c. Sites Ineligible for Funding
 - d. Sites Requiring a Property-Specific Determination
 - e. Environmental Assessment Required for Cleanup Proposals



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.a. Basic Site Information

- Identify the:
 - a. Name of site
 - b. Address of site
 - c. Current owner of site
 - d. Date you acquired site





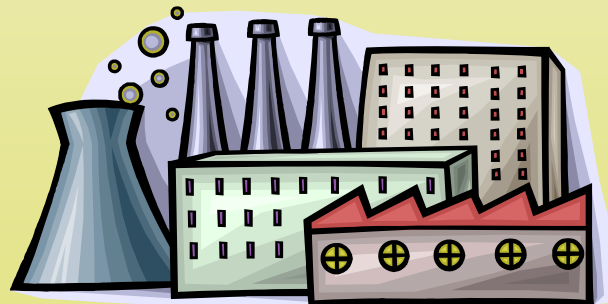
Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.b. Status and History of Contamination

- Identify for your site:
 - a. Hazardous or petroleum contamination
 - b. Operational history and current uses
 - c. Environmental concerns
 - d. How it became contaminated and the nature and extent of the contamination





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.c. Sites Ineligible for Funding

- Affirm that your site is:
 - a. Not listed or proposed for listing on the National Priorities List (Superfund Site)
 - b. Not subject to unilateral administrative orders, court orders, administrative order on consent, or judicial consent decrees issued under CERCLA
 - c. Not subject to jurisdiction, custody, or control of the US government



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.d. Sites Requiring a Property-Specific Determination

- See Appendix 1, Section 1.5 on page 43 to see if your site needs a property-specific determination
- A property-specific determination describes how cleaning up your site will protect human health and the environment and either
 - ✓ Promote economic development or
 - ✓ Enable the property to be used for parks, greenways, recreational or non-profit purposes.
- For information on how to prepare a property-specific determination, see Brownfields FAQs.



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.d. Sites Requiring a Property-Specific Determination

- These sites are usually:
 - ✓ Subject to planned or ongoing removal actions under CERCLA
 - ✓ Have been issued orders or permits under RCRA, FWPCA, TSCA or SDWA
 - ✓ Subject to RCRA corrective action (§3004(u) or §3008(h))
 - ✓ Have submitted a RCRA closure notification or subject to closure requirements
 - ✓ Where a release of PCBs that is subject under TSCA
 - ✓ Receiving funds from the LUST trust fund



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.e. Environmental Assessment Required for Cleanup Proposals

- Provide date(s) of Phase I report(s)
 - ✓ For properties acquired on or after November 1, 2006, an ASTM E1527-05, ASTM E2247-08 or equivalent Phase I in compliance with All Appropriate Inquiries (AAI)
 - ✓ For properties acquired prior to November 1, 2006, an ASTM E1527-00 or equivalent Phase I
- Provide the date(s) of the ASTM E1903-97 or equivalent Phase II report(s)



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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Property Ownership Eligibility

- If the site is a hazardous substances site or a site where hazardous substances and petroleum are co-mingled, you must respond to questions **3.f.-h.:**
 - f. CERCLA §107 Liability
 - g. Enforcement Actions
 - h. Information on Liability and Defenses/Protections





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.f. CERCLA §107 Liability

- Affirm that you are not potentially liable for contamination at your site
 - ✓ As the current owner
 - ✓ An owner or operator at the time of disposal
 - ✓ As a party that arranged for treatment or disposal
 - ✓ As a party that accepted hazardous substances for disposal or treatment



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.f. CERCLA §107 Liability

- Explain how you are eligible for one of the CERCLA liability protections:
 - ✓ Bona fide prospective purchaser
 - ✓ Innocent landowner
 - ✓ State or local government involuntary acquisition (tax foreclosure)





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.g. Enforcement Actions

- Identify any ongoing or anticipated enforcement actions on your site
- Includes federal, state or local enforcement orders





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.h. Information on Liability and Defenses/Protections

- i. Information on the Property Acquisition
- ii. Timing and/or Contribution Toward Hazardous Substances Disposal
- iii. Pre-Purchase Inquiry
- iv. Post-Acquisition Uses
- v. Continuing Obligations





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.h Information on Liability and Defenses/Protections

i. Information on the Property Acquisition

- Describe how you acquired the property
- The date you acquired the property
- The nature of your ownership
- The name and identity of the party from whom you acquired ownership
- All relationships you have or have had with the prior owner or operator



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.h. Information on Liability and Defenses/Protections

ii. Timing and/or Contribution Toward Hazardous Substances Disposal

- Identify whether all disposal of hazardous substances at the site occurred before you acquired the property and whether you caused or contributed to any release





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.h. Information on Liability and Defenses/Protections

iii. Pre-Purchase Inquiry

- Describe the types of sites assessments performed
- Who performed the AAI investigation or Phase I and identify their qualifications to perform such work
- Affirm you conducted the appropriate updates in the original assessments within 180 days prior to your acquisition of your property.



Threshold Criteria – Cleanup

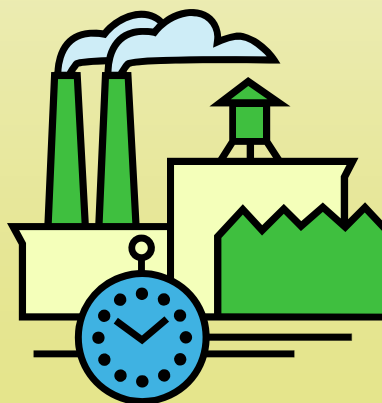
3. Site Eligibility and Property Ownership Eligibility

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3.h. Information on Liability and Defenses/Protections

iv. Post-Acquisition Uses

- Describe all uses to which the property has been put since you acquired ownership
- Provide a time-line the names of all current or prior users during the time of your ownership





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.h. Information on Liability and Defenses/Protections

v. Continuing Obligations

- Describe in detail the specific the appropriate care that you exercised with respect to hazardous substances found at the site by taking reasonable steps to:
 - ✓ Stop any continuing releases,
 - ✓ Prevent any threatened future releases, and
 - ✓ Prevent or limit exposure.



Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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3.h. Information on Liability and Defenses/Protections

v. Continuing Obligations

- Please confirm your commitment to:
 - ✓ Comply with all land use restrictions and institutional controls,
 - ✓ Assist and cooperate with those performing cleanup,
 - ✓ Comply with all information requests, and
 - ✓ Provide all legally required notices.





Threshold Criteria – Cleanup

3. Site Eligibility and Property Ownership Eligibility

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Petroleum Sites Only

- You must provide the information required in Threshold Criteria **3.i** on page 17 of the guidelines to your state contact.
- You must give your state contact sufficient time to make this determination.
- Also be sure to read Appendix 1, Section 1.3.2 of the Guidelines for information regarding petroleum site eligibility.





Threshold Criteria – Cleanup

4. Cleanup Authority and Oversight Structure

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4.a. Describe how you will oversee the cleanup

- Indicate that you will enroll the site in your state response program.
- If you plan to procure a Qualified Environmental Professional to oversee the cleanup of your site, explain how you will ensure they are in place before cleanup begins.

4.b. Plan to acquire access to adjacent properties

- Cleanup response activities often impact adjacent or neighboring properties. If this type of access is needed, provide your plan to acquire access to the relevant property.



Threshold Criteria – Cleanup

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5. Cost Share

5.a. Describe how you will meet the required cost share

- Describe your plans for providing the cost share, including the sources of the funding or services.
- Refer to the FAQs for a discussion of prohibited costs.
- Refer also to this link for everything you need to know about providing your cost share:

www.epa.gov/region1/brownfields/pdfs/2008CostShare.pdf

5.b. Cost Share Waiver

- If you are requesting a hardship waiver of the cost share, provide an explanation for the basis of your request as part of your proposal. This explanation must be submitted on a separate page as an attachment to your proposal.



Threshold Criteria – Cleanup

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6. Community Notification

- You must do these activities **prior to submittal** of your proposal. If you do not do them, you will be eliminated from the competition.
- Community Notification Activities
 - ✓ You must provide the community with notice of your intent to apply for an EPA cleanup grant and an opportunity to submit comments. You must provide a summary of the comments and your responses to those comments to EPA.
 - ✓ You must hold a public meeting to discuss the draft proposal and consider public comments.



Threshold Criteria – Cleanup

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6. Community Notification

- Community Notification Activities (cont'd)
 - ✓ You must place an ad in your local newspaper or an equivalent means at least two weeks prior to the submittal date and no later than **October 2, 2009**. Your ad must clearly indicate that a copy of this grant proposal is available for public review by indicating where it is located (e.g. town hall, library, etc.) and the ad must also announce the date and time of a public meeting you will hold prior to submittal of this proposal.
- Refer to the FAQs for more information on acceptable community notification methods.
- Applicants who are submitting more than one cleanup proposal may plan to have a single community notification ad and meeting. **BUT** all targeted communities must receive the notification.

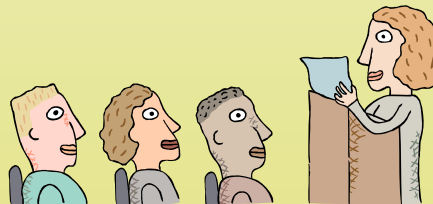


Threshold Criteria – Cleanup

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6. Community Notification

- You must attach the following documents to your proposal:
 - ✓ A copy of the ad that demonstrates notification to the public
 - ✓ The comments or a summary of the comments received
 - ✓ Your response to the public comments
 - ✓ Meeting notes and sign-in sheet from the public meeting





Ranking Criteria – Cleanup





Ranking Criteria – Cleanup

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- Ranking Criteria are in Section V.B on pages 26 – 32 of the Cleanup Guidelines.
- There are **four** ranking criteria for a total of **100 points**.
- Make sure you answer all of the questions – many have more than one part.





Ranking Criteria – Cleanup

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1. Community Need (15 Points)
2. Project Description & Feasibility of Success (40 Points)
3. Community Engagement & Partnership (15 Points)
4. Project Benefits (30 Points)



Tip: Be sure to read the opening paragraphs for each criteria as they include important information on how to respond.



Ranking Criteria – Cleanup

42

1. Community Need (15 Points)

1.a. Health, Welfare & Environment (8 Points)

- i. Effects Brownfields Currently Have on your Community
 - Describe the effect of Brownfields on targeted community.
 - Provide information describing the health & welfare of sensitive populations in targeted community.

1.b. Financial Need (7 Points)

- i. Economic Impact of Brownfields on your Community
 - Describe the economic impact of Brownfields on targeted community (rates of poverty, income, unemployment, etc.).
 - Describe factors that limit ability to acquire other sources of cleanup funds. If you have current or previous EPA Brownfields grants, explain why you need additional funding.



Ranking Criteria – Cleanup

43

1. Community Need (15 Points)

1.a. Health, Welfare & Environment (8 Points)

- Describe the effect of Brownfields on targeted community (4 Points)
 - ✓ Identify number and size of Brownfields in what you are considering your targeted area (i.e. where your cleanup site is located)
 - ✓ Describe Health, Welfare and Environmental impacts of these sites
 - ✓ Be specific as possible by utilizing examples
 - ❖ Types and number of sites
 - ❖ Oil Production, Corner Gas Stations, Heavy Industry



Ranking Criteria – Cleanup

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1. Community Need (15 Points)

1.a. Health, Welfare & Environment (8 Points)

- Describe Health & Welfare of Sensitive Populations
 - ✓ Population in Target Community
 - ❖ Children
 - ❖ Elderly
 - ❖ Women of Child Bearing Age
 - ❖ Minorities
 - ✓ Provide any data showing that residents are disproportionately impacted by environmental problems
 - ❖ Include Cancer, Asthma Studies Data
 - ❖ Check with Health Departments
 - ✓ Identify all information sources



Ranking Criteria – Cleanup

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1. Community Need (15 Points)

1.b. Financial Need (7 Points)

- Brownfields Economic Impact on Community
 - ✓ Describe economic & social situation of targeted community
 - ✓ Provide demographic data of targeted community
 - ❖ Unemployment, household income, poverty
 - ❖ Minority, Single Head of Household, Rent vs. Ownership, Crime Rate, Drop Out Rate, etc.
 - ❖ Use table format for data if it tells the story better than writing it out. Do not put table in an appendix, no one will read it or score it.
 - ❖ Compare your local data to state and national data
 - ✓ Identify all information sources



Ranking Criteria – Cleanup

46

1. Community Need (15 Points)

1.b. Financial Need (7 Points)

- Factors why other resources are not available
 - ✓ Fiscal (Tax Base, City Spending, Disasters, Geographic Issues), Population Size
 - ✓ Explain why you are cash poor and need this grant





Ranking Criteria – Cleanup

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1. Community Need (15 Points)

1.b. Financial Need (7 Points)

- Factors why other resources are not available (cont'd)

✓ **Existing Brownfields Grantees Only**

- ❖ Describe why an additional grant is needed:
 - Build on past work
 - Continue momentum
 - Master Plan for Reuse





Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁴⁸

2.a. Project Description (10 Points)

- i. Describe the project (5 Points)
- ii. Describe the proposed cleanup plan (5 Points)

2.b. Budget for EPA Funding and Leveraging Other Resources (10 Points)

- i. Budget Table & Detailed Task Descriptions (5 Points)
- ii. Leveraging (5 Points)

2.c. Programmatic Capability (20 Points)

- i. Has received EPA Brownfields grant(s)
- ii. Has not received EPA Brownfields grant



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁴⁹

2.a. Project Description (10 Points)

i. Describe the project (5 Points)

- ✓ Tell the reader the story of your cleanup and redevelopment of the site.
- ✓ Tell the reader the big picture (Who, Why, When, How). People missed telling this important part of the story.
- ✓ If possible, describe overall project through reuse
- ✓ Be succinct – why are you applying for this funding?
- ✓ Describe your vision & motivation



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)⁵⁰

2.a. Project Description (10 Points)

ii. Describe the proposed cleanup plan (5 Points)

- ✓ A cleanup plan describes the recommended remediation objectives from your Phase II report and how they will be achieved.
- ✓ Include specific institutional or engineering controls and potential end use for the site.
- ✓ Be sure to provide enough detail so the reader will get the idea that the project is going to happen!



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)⁵¹

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget - Table

- ✓ Prepare the budget table. This is the same format as last year. Please make sure it adds up. This is how you lose points!!!
- ✓ We recommend that Task 1 be identified as “Cooperative Agreement Oversight” and include such items as your travel and supplies costs.
- ✓ Be sure to include your cost share in both the budget and in the task descriptions.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points)

2.b.i. Sample Format for Budget

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

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

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

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



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁵³

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget - Table

✓ Research Cost Eligibility

- ❖ **If a reader doubts a task's eligibility, you will lose points.**
- ❖ Any cost eligibility questions, call Jim or check the FAQs.
- ❖ There is an administrative cost ban. 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 – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁵⁴

2.b. Budget & Leveraging Other Resources (10 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.
- ❖ Whenever you charge less to the grant than your estimated personnel costs, this becomes in-kind services, which you should point out to the reviewer and take advantage of.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁵⁵

2.b. Budget & Leveraging Other Resources (10 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
 - ❖ Contractual: estimate soil removal at \$xx/ton x 30 tons + placement of cap material = \$xx total contractual in task.
 - ❖ If personnel and contractual costs in same task, describe activities associated with each cost (your part, their part).
 - ❖ Other: this is where you would put state program fees.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁵⁶

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget - Task Descriptions

- ✓ Describe each task in detail, including the basis for the estimated cost. **Do this for each activity within each task.**
- ❖ As part of each task description, include the “outputs” that you would expect to see from each activity. Be specific to the numbers you are committing to. Don’t forget to do this.
- ❖ **Outputs** refer 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 are the cleanup of Brownfields sites. Other outputs may include the number of community meetings held and/or the number of tanks pulled.



100% Pass-Thru Concerns

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- A 100% pass-thru award occurs when the recipient of an award proposes to subgrant or contract out 100% of the funds under the award to another organization to perform the work.
- In order to alleviate concerns regarding this pass-thru action, we recommend that the applicant fill out the budget by putting some costs into supplies, travel or state fees.
- In essence, **do not** put all your dollars on the “contractual” line.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁵⁸

2.b. Budget & Leveraging Other Resources (10 Points)

i. Budget (5 Points)

- ✓ If you are submitting one proposal that includes a request for both hazardous substances and petroleum funding, *include two budgets and two sets of task descriptions.*





Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁵⁹

2.b. Budget & Leveraging Other Resources (10 Points)

ii. Leveraging (5 Points)

- ✓ If you determine that additional (e.g. cleanup) work may be required, describe the funding or resources you have or will seek to complete the additional work. Describe other sources of funding or resources you have or are seeking to ensure the successful revitalization of the site cleaned up with this grant.
- ✓ Describe any gap in overall broad project funding:
 - ❖ Assessment,
 - ❖ Cleanup Planning,
 - ❖ Cleanup, **and**
 - ❖ Reuse.
- ✓ Do not say you have no other funding. You potentially have access to the state's 128a funding or the EPA TBA program (for assessment assistance).



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁶⁰

2.b. Budget & Leveraging Other Resources (10 Points)

ii. Leveraging (5 Points)

- ✓ Describe funding already leveraged.
- ✓ 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)
- ✓ Provide examples of past leveraging successes from similar projects.
- ✓ Remember that it takes a village to redevelop Brownfields sites, you cannot depend on one source of funding. You want to make yourself look successful.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁶¹

2.c. Programmatic Capability (20 Points)

- If you have ever received an EPA Brownfields grant, respond to subcriterion **2.c.i.**
- If you have never received an EPA Brownfields grant, but have received other federal or non-federal assistance agreements, respond to subcriterion **2.c.ii.**
- 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 (10 points) for this factor. **Failure to respond may result in zero points for this sub-criteria!!!**
- **Be careful which one you respond to!**



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁶²

2.c. Programmatic Capability (20 Points)

- i. Has received EPA Brownfields grant(s)
 - Identify the EPA Brownfields grant(s) you currently have or have received in the past. (8 Points)
 - ✓ Provide information on no more than five of your most recent EPA Brownfields grants. Describe how you have successfully managed and performed all phases of work under these grants, including:
 - ❖ Funding expenditures
 - ❖ Compliance with grant requirements: 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 EPA Brownfields funding.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁶³

2.c. Programmatic Capability (20 Points)

i. Has received EPA Brownfields grant(s)

- Describe the management system you have in place. (8 Points)
 - ✓ 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.
 - ✓ Explain experience in acquiring needed expertise and resources through competitive procurement.
- Describe any adverse audit findings and corrective actions. (4 Points)
 - ✓ Also, describe any past grant management issues.
 - ✓ This is where many applicants lose points. Be sure to respond to this criterion.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁶⁴

2.c. Programmatic Capability (20 Points)

- ii. Has not received EPA Brownfields grant (but has received other federal or non-federal assistance agreements)
- Identify current and/or prior federally and non-federally funded assistance agreements received. (8 Points)
 - ✓ Provide information on no more than five of your most recent assistance agreements.
 - ✓ Address your ability to meet reporting requirements.
 - Describe the management system you will have in place to direct activities.
 - ✓ 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.
 - ✓ Explain experience in acquiring needed expertise and resources through competitive procurement.



Ranking Criteria – Cleanup

2. Project Description & Feasibility of Success (40 Points) ⁶⁵

2.c. Programmatic Capability (20 Points)

- ii. Has not received EPA Brownfields grant (but has received other federal or non-federal assistance agreements)
 - Describe any adverse audit findings and corrective actions. (4 Points)
 - ✓ Also, describe any past grant management issues.
 - ✓ This is where many applicants lose points. Be sure to respond to this criterion.





Ranking Criteria – Cleanup

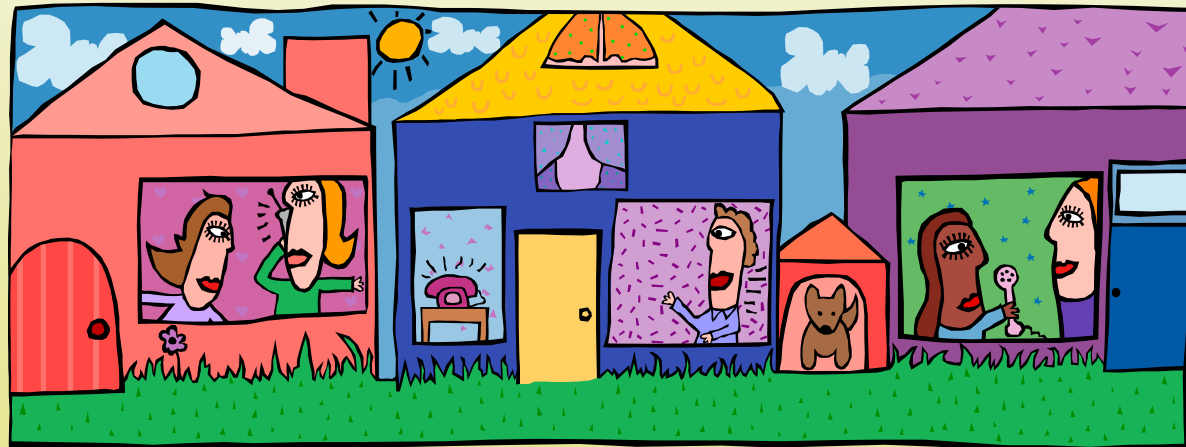
3. Community Engagement & Partnerships (15 Points)

66

3.a. Community Engagement Plan (5 Points)

3.b. Local, State & Tribal Partnerships (5 Points)

3.c. Community-Based Organizations (5 Points)





Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

67

3.a. Community Engagement Plan (5 Points)

- Discuss your plans for involving the affected community in the following areas:
 - ✓ Cleanup decisions
 - ✓ Reuse planning
- Describe your plan for communicating the progress of your project:
 - ✓ Public meetings
 - ✓ Website updates
 - ✓ Fact sheets
 - ✓ Press releases
 - ✓ Open house at the site
- Include any plans for communicating in languages commonly used in the community



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

68

3.a. Community Engagement Plan (5 Points)

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



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

69

3.a. Community Engagement Plan (5 Points)

- Describe plan to encourage involvement
 - ✓ Describe plan for providing responses to public
 - Web, Email, Mail, Call
 - ✓ Address all potential language barrier(s)
 - Plan to translate materials
 - Plan to accommodate cultures
 - Relate to demographic data provided in Community Need section (the reviewer will remember)



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

70

3.b. Local, State & Tribal Partnerships (5 Points)

- Describe your partnerships with **both**:
 - ✓ State Environmental Agency, **and**
 - ✓ Health Agency
- Also **relevant** governmental agencies.
- Describe your plan for developing other partnerships.
- Become knowledgeable about and demonstrate that knowledge regarding your state programs. In New England, the states are your key partners.
- Indicate plan to enroll site(s) in state cleanup programs.



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

71

3.c. Community-Based Organizations (5 Points)

- Provide a description of, and the role of, key community-based organizations involved in your project.
 - ✓ Local Citizen Groups
 - ✓ Environmental Groups
 - ✓ Civic Groups
 - ✓ Educational Institutions





Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

72

3.c. Community-Based Organizations (5 Points)

- A **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**
 - ✓ How many key CBOs do you need? How many will get you the five points?





Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

73

3.c. Community-Based Organizations (5 Points)

- Here are some examples of what CBOs can do for your project:
 - ✓ Provide finance or legal advice
 - ✓ Helping to post community outreach material on web, in newsletters
 - ✓ Host public meetings
 - ✓ Provide technical assistance (QEP, QA)
 - ✓ Participation as board or committee member
 - ✓ Provide some portion of the cost share by providing materials or equipment



Ranking Criteria – Cleanup

3. Community Engagement & Partnerships (15 Points)

74

3.c. Community-Based Organizations (5 Points)

- Here are some examples of CBOs:
 - ✓ 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



Ranking Criteria – Cleanup

75

4. Project Benefits (30 Points)

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

4.b. Economic Benefits and/or Greenspace (5 Points)

i. Economic Benefits and/or

ii. Non-Economic Benefits

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

4.d. Measuring Progress (5 Points)



Ranking Criteria – Cleanup

76

4. Project Benefits (30 Points)

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

- Describe the environmental, social and/or public health benefits anticipated from the redevelopment of the site cleaned up under this grant.
- Describe how nearby and sensitive populations will be protected from contaminants during cleanup work on the site.
 - ✓ You know what your project is, you can be specific here.
 - ✓ Think about benefits both direct & indirect from cleanup and site reuse.
- Environmental Benefits
 - ✓ Discuss the specific contaminants you are cleaning up
 - ✓ Media Specific (Air, Surface & Ground Water, Soil)
 - ✓ Exposure Reduction
 - ✓ Restoration



Ranking Criteria – Cleanup

77

4. Project Benefits (30 Points)

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

- Social Benefits
 - ✓ Blight reduction
 - ✓ Improvement to quality of life
 - ✓ Affordable housing
 - ✓ Jobs
- Health Benefits
 - ✓ Asthma reduction due to improved air quality (Diesel Emissions)
 - ✓ Lower blood lead level
 - ✓ Drinking supply protection or restoration
 - ✓ Elimination of exposures by sensitive populations



Ranking Criteria – Cleanup

78

4. Project Benefits (30 Points)

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

- Plan general community & sensitive population **protection** from project contaminants during your cleanup. Here are some ideas:
 - ✓ Signs during project phases
 - ✓ If appropriate, fences during all project phases
 - ✓ Dust control
 - ✓ If sensitive population discussed in community need, plan for protection
 - ✓ Utilize house-to-house notices

TIP: Make sure these benefits address the needs as described in the beginning of your proposal.



Ranking Criteria – Cleanup

79

4. Project Benefits (30 Points)

4.b. Economic Benefits and/or Greenspace (5 Points)

Notice the “and/or” language here. This is deliberate language giving economic and greenspace benefits equal billing. Based on your project under this grant, respond to either one or the other, or if appropriate, respond to both.

i. Economic Benefits

- ✓ Explain how the grant will produce economic benefits such as increased employment and expanded tax base, through the redevelopment of the site cleaned up under this grant. Provide quantitative estimates where feasible.
- ✓ Examples:
 - Jobs
 - Taxes (Property, Sales, Income)
 - Property values
 - Stimulate area-wide economic development



Ranking Criteria – Cleanup

80

4. Project Benefits (30 Points)

4.b. Economic Benefits and/or Greenspace (5 Points)

This is the “or” part.

ii. Non-Economic Benefits

- ✓ Describe All **Non-Economic** Benefits associated with the site to be reused for greenspace or other not-for-profit activities.
- ✓ Non-Profit & Charitable Reuse
 - ❖ Community Center
 - ❖ Governmental (City Hall, Library, Police)
- ✓ Greenspace Reuse
 - ❖ Wetlands, greenspace & open space
 - ❖ Recreational & pocket parks
 - ❖ Preservation of open space on urban edge



Ranking Criteria – Cleanup

81

4. Project Benefits (30 Points)

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

- ✓ Describe any anticipated environmental benefits, beyond the remediation of contaminants, associated with the sustainable redevelopment of the site cleaned up under this grant, including the use of existing infrastructure, such as utilities and public transit. Explain how this grant will support EPA initiatives such as Construction & Demolition recycling, Low-Impact Development and/or Green Remediation.
 - Refer to *Green Remediation: Incorporating Environmental Practices into Remediation of Contaminated Sites* and *Recover Your Resources*.
- ✓ Remember that infrastructure reuse comes from the Brownfields law and is not just idle language we dreamed up!



Ranking Criteria – Cleanup

82

4. Project Benefits (30 Points)

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

- Discuss all possible **Infrastructure** Reuse and how this will play into redevelopment of your site. What is existing infrastructure?
 - ✓ Water
 - ✓ Sewer
 - ✓ Electricity
 - ✓ Roads and Waterways
 - ✓ Side Walks and Pathways
 - ✓ Storm Water Systems
 - ✓ Public Transit
 - ✓ Buildings



Ranking Criteria – Cleanup

83

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 redevelopment of your site:
 - ✓ 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 – Cleanup

84

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
 - ❖ Green Remediation Techniques
 - ❖ Conservation of Resources



Ranking Criteria – Cleanup

85

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





Ranking Criteria – Cleanup

4. Project Benefits (30 points)

86

4.d. Plan for Tracking & Measuring Progress (5 Points)

- Describe your plan for tracking and measuring your progress towards achieving the expected project outcomes.
- **Outcomes** refers to the result, effect, or consequence that will occur from carrying out the activities under this 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 – Cleanup

4. Project Benefits (30 points)

87

4.d. Plan for Tracking & Measuring Progress (5 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 track your property data and the outcomes of your grant through the ACRES database, including: site clean up complete, and # of acres cleaned up. Also, if you are, or intend to be, a long term grantee 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 site you cleaned up.
- **Other tracking mechanisms**: Describe any other local tracking mechanisms you will use (local reporting, websites, GIS databases, etc.)



Resources



*The Park at Somerville Junction
Somerville, MA*



Web-Based Resources

89

- **FY10 ARC Proposal Guidelines:**
 - ✓ Assessment – www.epa.gov/oswer/docs/grants/epa-oswer-orcr-09-04.pdf
 - ✓ Cleanup – www.epa.gov/oswer/docs/grants/epa-oswer-orcr-09-05.pdf
 - ✓ Revolving Loan Fund – www.epa.gov/oswer/docs/grants/epa-oswer-orcr-09-06.pdf
- **FY10 ARC Frequently Asked Questions (FAQ):**
www.epa.gov/swerosps/bf/proposal_guides/FY10_FAQs_v1.pdf
- **Fact sheet on Brownfield Assessment Coalitions:**
www.epa.gov/swerosps/bf/proposal_guides/acfs_062408.pdf
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling:**
www.epa.gov/epaoswer/non-hw/debris-new/pubs/brochure.pdf
- **Region 1 Information:** www.epa.gov/region1/brownfields
- **Headquarters Information:** www.epa.gov/brownfields
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools:** www.smarte.org



Questions?

