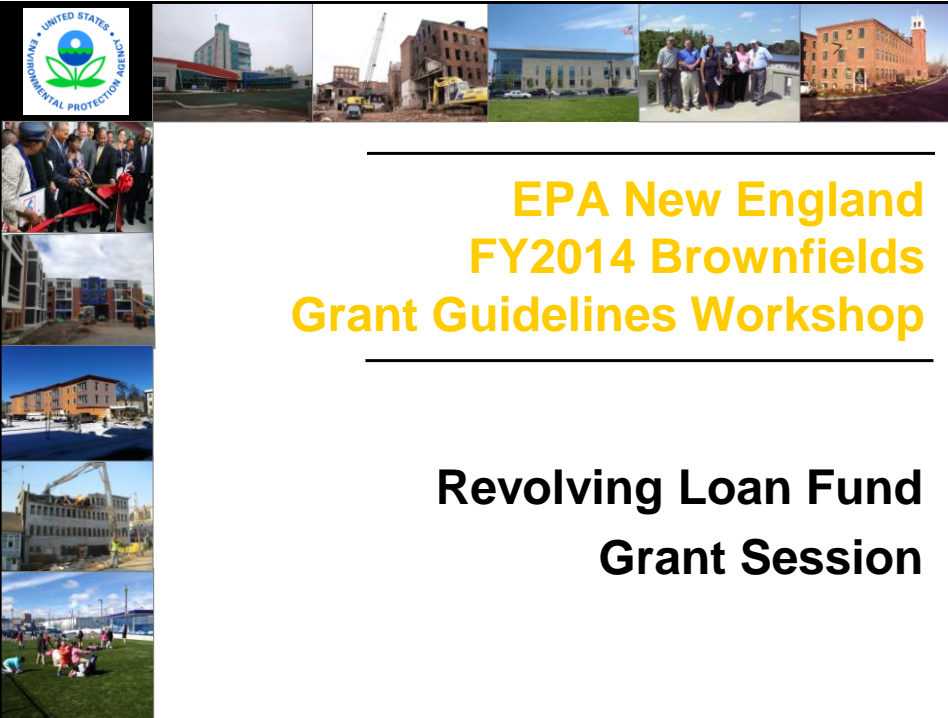




US EPA ARCHIVE DOCUMENT



## EPA New England FY2014 Brownfields Grant Guidelines Workshop

### Revolving Loan Fund Grant Session



## RLF Grant Program Overview

- Provides funding to make low-interest loans and/or subgrants for **cleanup activities** at brownfields sites.
- Up to **\$1 million** per separate eligible entity.
- Coalitions may apply – Please discuss your plans with Dorrie Paar (617-918-1432) before applying.
- Hazardous substances and/or petroleum within the same proposal.
- Up to 50% of grant amount may be used for cleanup subgrants (up to \$200,000 per property).
- Cost share requirement of 20%.
- Period of performance is **five years**.



## RLF Grant Program Overview

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- RLF Awards in FY2014
  - ✓ Page 2 of the RLF Grant Guidelines indicates that an estimated **10 new grant awards** are anticipated from this Request for Proposals.
  - ✓ This is a national number. The RLF Program is open to new applicants as well as existing RLF grantees. The RLF program will be extra competitive this year.
  - ✓ Before you make the effort to prepare and submit a proposal, make sure you:
    - Are committed to this program,
    - Have a wealth of potential borrowers, subgrantees and sites, and
    - Have a well defined strategy to implement this program.



## Content & Form of Proposal Submission

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See Section IV.C

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





## Content & Form of Proposal Submission

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### 2. Transmittal Letter (2 Pages)

- a. Applicant Identification
- b. Applicant DUNS number
- c. Funding Requested
  - i. Grant Type: **Revolving Loan Fund**
  - ii. Federal Funds Requested: **\$1,000,000 (and if waiver for cost-share waiver is being requested)**
  - iii. Contamination: **Hazardous Substances, Petroleum or Both (indicate amount of funding if applying for both)**



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## Content & Form of Proposal Submission

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### 2. Transmittal Letter (continued)

- d. Location: **Area you propose to serve**
- e. 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**

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## Content & Form of Proposal Submission

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### 2. Transmittal Letter (continued)

- f. Date Submitted: Date your proposal is mailed or submitted through grants.gov
- g. Project Period: Five (5) Years
- h. 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
- i. Complete the “Other Factors Checklist” in **Appendix 3** and attach to the Transmittal Letter of your proposal (not part of the 2-page limit).

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## Content & Form of Proposal Submission

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### 3. Narrative Proposal (15 Pages)

- ✓ Includes responses to all Ranking Criteria found in Section V.B
- ✓ **Pages over the 15 page limit will not be evaluated**
- ✓ Number your pages
- ✓ Must include criteria numbers and titles



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## Content & Form of Proposal Submission

### 4. Attachments

(Only the listed attachments will be accepted – all others will be removed from the proposal)

#### i. Threshold Documentation is an attachment – **not part of the 15-page limit**

- ✓ Letter from state or tribal environmental authority
- ✓ Documentation of applicant eligibility **if other than a city, county, state or tribe**
- ✓ Legal opinion establishing that the applicant has authority to:
  1. Access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant, and
  2. Make loans and accept payments of fees, interest, and principal.

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## Content & Form of Proposal Submission

### 4. Attachments (continued)

#### ii. Additional Attachments

- ✓ Letters of support from community-based organizations
- ✓ Documentation indicating leveraged funds committed to your project
- ✓ Justification for waiver of RLF cost-share waiver; **if applicable**
- ✓ Letters of commitment from coalition partners; **if a coalition proposal**
- ✓ **Appendix 3: Other Factors Checklist (aka Special Considerations Checklist)**

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## 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.

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## Threshold Criteria

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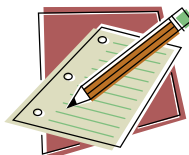
12



## Threshold Criteria – RLF

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- Threshold Criteria are in Section III.B of the RLF 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 – RLF

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1. Applicant Eligibility
2. Description of Jurisdiction
3. Letter from the State or Tribal Environmental Authority
4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund
  - a. Describe How You Will Oversee Cleanups
  - b. Legal Opinion
5. Cost Share



**You must pass these criteria to move forward in the competition!**

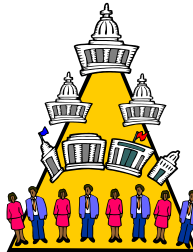


## Threshold Criteria - RLF

### 1. Applicant Eligibility

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



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## Threshold Criteria – RLF

### 1. Applicant Eligibility

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- **RLF Coalitions**
  - ✓ Describe how all coalition partners are eligible entities.
    - All separate legal entities (not two different State agencies)
    - All eligible applicants (no non-profits)
  - ✓ Coalition Partner Letters
    - Make sure letters from coalition partners specifically state that they are a **coalition partner**.
    - Letter should include brief description of entities roles and participation in your RLF program.
    - Make sure you **attach these letters** to your proposal.



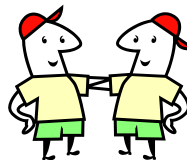
## Threshold Criteria – RLF

### 1. Applicant Eligibility

---

- **RLF Coalitions**

- ✓ The applicant must have the broader jurisdiction.
  - State/Planning Commission is applicant & cities/towns are coalition partners
- ✓ **Do not go looking for lots of coalition partners** – RLF competition is tough! Having several coalition partners does not necessarily strengthen your proposal.



## Threshold Criteria – RLF

### 2. Description of Jurisdiction

---

- RLF grants are community-wide and/or jurisdiction wide.
- This does not preclude you from targeting specific communities or areas within your jurisdiction.
- You must provide a description of the boundaries of your jurisdiction such as:
  - ✓ The city limits of The City of Smallville
  - ✓ All cities and towns in The State of New Hampshire
  - ✓ All cities and towns in The Southwest Regional Planning Commission



## Threshold Criteria - RLF

### 3. Letter from State/Tribal Enviro Authority

- Provide a letter from your state or tribal environmental authority acknowledging that you plan to conduct or oversee cleanup activities and apply for 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.
- General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.



**You must get a new letter this year.  
Do not use last year's letter.**

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## Threshold Criteria - RLF

### 3. Letter from State/Tribal Enviro Authority

- State Brownfields Program Contacts:



**Baffour Kyei ([baffor.kyei@ct.gov](mailto:baffor.kyei@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  
**860-424-3800**



**Nick Hodgkins ([nick.hodgkins@maine.gov](mailto:nick.hodgkins@maine.gov))**

Brownfields Program  
ME DEP  
28 Tyson Drive  
Augusta, ME 04333-017  
**207-287-4854**

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## Threshold Criteria - RLF

### 3. Letter from State/Tribal Enviro Authority

- State Brownfields Program Contacts (cont'd):



**Kerry Bowie** ([kerry.bowie@state.ma.us](mailto:kerry.bowie@state.ma.us))

Director of Brownfields & Environmental Justice  
 Massachusetts Department of Environmental Protection  
 One Winter Street, 2nd Floor  
 Boston, MA 02108  
 617-556-1007



**Rebecca Williams** ([rebecca.williams@des.nh.gov](mailto:rebecca.williams@des.nh.gov))

NH Department of Environmental Services  
 Waste Management Division  
 Hazardous Waste Remediation Bureau  
 29 Hazen Drive - PO Box 95  
 Concord, NH 03302-0095  
 603-271-6573



## Threshold Criteria - RLF

### 3. Letter from State/Tribal Enviro Authority

- State Brownfields Program Contacts (cont'd):



**Cynthia Gianfrancesco**  
 ([cynthia.gianfrancesco@dem.ri.gov](mailto:cynthia.gianfrancesco@dem.ri.gov))

RI DEM - Office of Waste Management  
 235 Promenade Street  
 Providence, RI 02908-5767  
 401-222-2797 Ext. 7126



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

VT Dept. of Environmental Conservation  
 1 National Life Drive – Davis 1  
 Montpelier, VT 05620-3704  
 802-249-5822



## Threshold Criteria – RLF

### 4. Oversight Structure & Legal Authority to Manage RLF

#### 4.a. Describe how you will oversee cleanups

- Indicate that you will require loan and/or subgrant recipients to enroll in your state’s response program.
- If you plan to procure a Qualified Environmental Professional to oversee the cleanup of your loan and/or subgrant sites, explain how you will ensure they are in place before cleanups begin and that they will be acquired consistent with the applicable competitive procurement provisions.



## Threshold Criteria – RLF

### 4. Oversight Structure & Legal Authority to Manage RLF

#### 4.b. Legal Opinions

Provide a legal opinion from your counsel that demonstrates:

- 1) You have legal authority to access and secure sites in the event of an emergency or default of loan or non-performance under a subgrant; **and**
- 2) You have the legal authority to perform the actions necessary to manage a revolving loan fund. At a minimum, legal authority must include the ability to:
  - ✓ Hold funds
  - ✓ Make loans
  - ✓ Enter into loan agreements
  - ✓ Collect repayments



## Threshold Criteria – RLF

### 4. Oversight Structure & Legal Authority to Manage RLF

---

#### 4.b. Legal Opinions

- ✓ **Make sure your legal opinions cite the relevant state or local laws!**
  - General statements that you have these authorities and/or capabilities are not adequate.
- ✓ **Make sure you attach your counsel's legal opinion!**



## Threshold Criteria – RLF

### 5. Cost Share

---

- Applicants are required to provide a 20% cost share.
- This is \$200,000 for a \$1,000,000 grant.
- Cost share must be in the form of a contribution of:
  - ✓ Money
  - ✓ Labor
  - ✓ Materials
  - ✓ Services from a non-federal source
- Cost share must be incurred for eligible and allowable costs.
- See **FAQs** for more information.





## Threshold Criteria – RLF

### 5. Cost Share

#### 5.a. Statutory Cost Share

- i. Describe your plans for providing the cost share, including the sources of the funding or services.
  - ✓ Explain how this will be passed on to your borrowers and subgrantees in the form of cleanup costs over and above the loan or subgrant amount.
  - ✓ Also include other sources such as in-kind services.
  - ✓ Refer to **FAQs** for a discussion of prohibited costs.
  - ✓ Refer to this link for additional information on providing your cost share:  
[www.epa.gov/region1/brownfields/pdfs/2008CostShare.pdf](http://www.epa.gov/region1/brownfields/pdfs/2008CostShare.pdf)



## Threshold Criteria – RLF

### 5. Cost Share

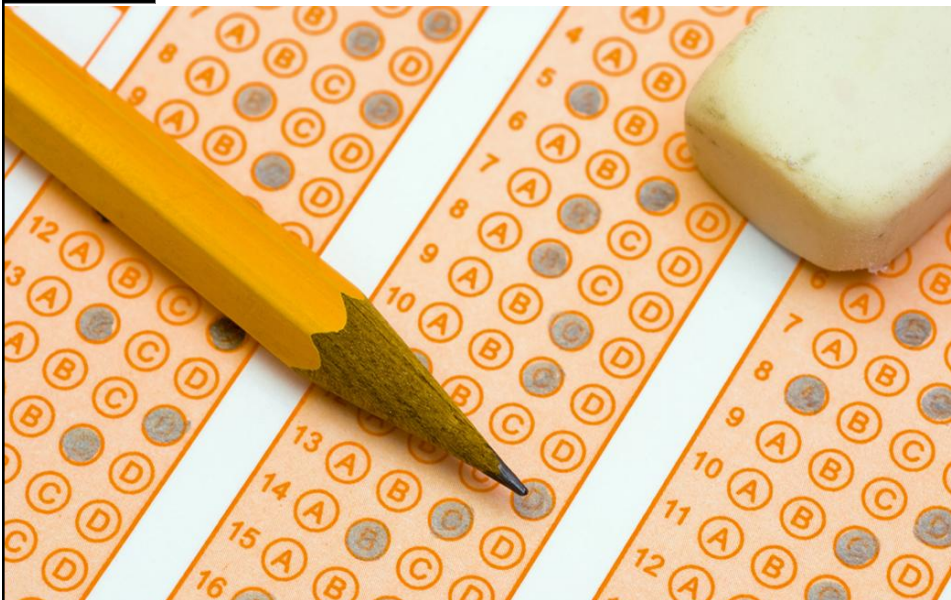
#### 5.a. Statutory Cost Share

- ii. 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**, titled "Hardship Waiver Request", as an attachment to your proposal.
  - ✓ If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.





## Ranking Criteria



## Ranking Criteria – RLF

**100 Points**

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



## Ranking Criteria – RLF

100 Points

1. Community Need (15 points)
2. Program Description & Feasibility of Success (30 points)
3. Community Engagement & Partnerships (15 points)
4. Program Benefits (20 points)
5. Programmatic Capability & Past Performance (20 points)



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

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## Ranking Criteria - RLF

### 1. Community Need

1. Community Need (15 points)
  - a. Targeted Community & Brownfields (5 points)
    - i. Targeted Community Description
    - ii. Demographic Information
    - iii. Brownfields
    - iv. Cumulative Environmental Issues
  - b. Impacts on Targeted Community (5 points)
  - c. Financial Need (5 points)
    - i. Economic Conditions (3 points)
    - ii. Economic Effects of Brownfields (2 points)

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## Ranking Criteria - RLF

### 1. Community Need

---

#### What's the point??

- To capture the attention of the reviewer and get them on your side.
- This is not the place to discuss all of the community's good characteristics – **FOCUS ON THE BAD!**
- Proposals will be evaluated on the quality and extent to which you have presented a **compelling picture** of your brownfield(s) and the needs of your targeted community.
- This section provides the context for your project.

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## Ranking Criteria - RLF

### 1. Community Need

---

#### What's the point??

- The needs defined provide the **foundation** of your later discussion of the brownfields program, planned community engagement and partnerships and the ways the program will ultimately benefit your targeted community.
- You must identify your **targeted community**, the community's brownfield issues and the impacts they have on the targeted community in which they are located.
- This section should also present the environmental, health **and/or** welfare, and economic **challenges faced by the targeted community as related to its brownfields.**

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## Ranking Criteria – RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### i. Targeted Community Description

Include a brief description of your city, town, or geographic area to provide the reader some background on its cultural and industrial history that establishes the context for your brownfield challenges. Within this geographic area, identify and describe the targeted community, such as a neighborhood, district, corridor, census tract or other locality around which your program will focus.



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## Ranking Criteria – RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### i. Targeted Community Description

- You must **clearly identify** and describe your targeted community or communities and **keep them consistent** throughout your proposal. This is will set the stage for the rest of the proposal.
- Your targeted community contains:
  - ✓ Signs of distress, blight or neglect
  - ✓ Known or potential brownfields sites
  - ✓ Sensitive or vulnerable populations
  - ✓ Need for cleanup and redevelopment



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## Ranking Criteria – RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### ii. Demographic Information

Provide demographic information about your targeted community including pertinent indicators of population, unemployment, poverty, minorities, and income such as those shown in the suggested table below, and **clearly cite the sources** of your data.

- **TIP:** See **FAQs** for resources on demographic information.



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## Ranking Criteria - RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### ii. Demographic Information

Sample Format for Demographic Information (supplement as appropriate)

	Targeted Community (by Census Tract)	City/Town or County	Statewide	National
Population:				308,745,538 <sup>1</sup>
Unemployment:				8.2% <sup>2</sup>
Poverty Rate:				15.1% <sup>3</sup>
Percent Minority:				26.7% <sup>1</sup>
Median Household Income:				\$49,445 <sup>3</sup>
Other:				

<sup>1</sup>Data is from the 2010 U.S. Census data and is available at <http://www.census.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 2010 American Community Survey and is available at [http://www.census.gov/newsroom/releases/archives/income\\_wealth/cb11-157.html](http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html)

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## Ranking Criteria - RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### iii. Brownfields

Describe your brownfields, as well as their **proximity to**, and effect on your **targeted community**. Provide information about the **nature and extent** of your brownfields such as past land uses and site activities, potentially related environmental issues or contaminants, and current conditions. Discuss the real or perceived negative **environmental impacts** associated with the brownfields.



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## Ranking Criteria - RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### iii. Brownfields

- **Location, location, location!** Explain where the brownfields are in relation to your targeted community.
- Make the connection between the brownfields sites in your targeted communities and these impacts.
- Be as **specific** as possible. Use identified and/or potential sites as examples.
- **TIP: Hazardous substances & Petroleum proposals must discuss both types of sites and contaminants (when requesting both in one proposal).**

40



## Ranking Criteria - RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### iii. Brownfields

- For example include the following information:
  - ✓ **types** of brownfields and **contamination**, **number** of sites and, their **size** or **range of sizes**.
- Typical types of Brownfields sites:
 

✓ Corner Gas Stations	✓ Old mills
✓ Abandoned industrial complexes	✓ Tanneries
✓ Over 15 parcels totaling 10 acres in the heart of the targeted community.	✓ Dry Cleaners
- Discuss any actual or perceived negative environmental impacts
  - ✓ Include unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to residents and their children.

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## Ranking Criteria - RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### iv. Cumulative Environmental Issues

In addition to brownfields, provide a summary of other various cumulative environmental issues (e.g. siting of power plants, incinerators, industry, landfills, congested highways, or other sources of air, water and land pollution) or other environmental justice concerns which may be present.



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## Ranking Criteria - RLF

### 1.a. Targeted Community & Brownfields (5 pts)

#### iv. Cumulative Environmental Issues

- Cumulative environmental issues are the sum of all the pollution-related concerns borne by the residents in your targeted communities. These are **in addition to your Brownfields sites**.
- Figure out what your cumulative environmental issues are and any environmental justice concerns. Every community has issues, **find and discuss yours**.
- Provide information or statistics highlighting the cumulative environmental issues in your targeted community.
  - ✓ Power plants
  - ✓ Incinerators
  - ✓ Superfund sites
  - ✓ Other sources of air, water & land pollution
  - ✓ Industry
  - ✓ Congested Highways

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## Ranking Criteria - RLF

### 1.b. Impacts on Targeted Community (5 pts)

#### Impacts on Targeted Community

Describe how the issues discussed in this section have resulted in a **disproportionate impact** on the **targeted community**. Provide information describing the **threats to health or welfare of sensitive populations** such as children, pregnant women, minority or low-income communities, or other sensitive groups in the targeted community potentially subject to environmental exposures, from brownfields. Discuss the **impacts the brownfields have on public health or welfare of your targeted community**, such as:

- possible aggravation of public health issues, such as a greater than normal incidence of diseases or conditions (including cancer, asthma or birth defects) that may be associated with exposure to hazardous substances, pollutants or contaminants resulting from cumulative environmental conditions, including brownfields, or
- other impacts on the **general health and/or welfare** of the targeted community.

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## Ranking Criteria - RLF

### 1.b. Impacts on Targeted Community (5 pts)

#### Disproportionate Impact on the Targeted Community

- A disproportionate impact is the high burden of environmental pollution often borne by low-income, minority, and other disadvantaged populations (i.e. potential Environmental Justice communities of concern).
- **TIP:** Figure out what the disproportionate impacts to your targeted community are.
  - ✓ Visit and observe your targeted community .
  - ✓ Check the EnviroMapper website <http://www.epa.gov/emefdata/em4ef.home>
- Examples: commuter bus maintenance and repair facility in a residential neighborhood, town dump, etc.

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## Ranking Criteria - RLF

### 1.b. Impacts on Targeted Community (5 pts)

#### Health or Welfare of Sensitive Populations

- Describe threats to sensitive populations in your targeted community such as children, pregnant women, minority or low-income communities, or other sensitive groups.
- Discuss the issues as they pertain to environmental exposures and brownfields.
- See **FAQs** for additional information.
- **TIP:** Focus on the issues that support your story and are in your targeted communities.

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## Ranking Criteria - RLF

### 1.b. Impacts on Targeted Community (5 pts)

#### Health or Welfare of Sensitive Populations

- **Health:** Include any health department statistics; communities near Brownfields; potential contamination pathways; active industry that is still a problem.
- What are some of the issues?
  - ✓ Cancer rates
  - ✓ Obesity
  - ✓ Blood lead levels
  - ✓ Asthma studies
  - ✓ Substandard housing
  - ✓ Limited access to health care



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## Ranking Criteria - RLF

### 1.b. Impacts on Targeted Community (5 pts)

#### Health or Welfare of Sensitive Populations

- **Welfare:** Include social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.
- What are some of the issues?
  - ✓ Blight
  - ✓ Abandoned properties
  - ✓ Community disinvestment
  - ✓ Burden on municipal services
  - ✓ Other impacts specific to your targeted community

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## Ranking Criteria - RLF

### 1.b. Impacts on Targeted Community (5 pts)

#### Health or Welfare of Sensitive Populations

- Use data sources that give information on health and welfare indicators.
- Provide specific percentages of sensitive populations if they appear to have an impact on your targeted community.  
**For example:** Does your targeted community skew towards an elderly population?
- If you need help with this, contact your health department.
- Some data can be found at:
  - ✓ 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)



#### Identify All Information Sources Used

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## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### i. Economic Conditions (3 points)

Describe why you, as the applicant, need this funding and are unable to draw on other sources of funding because of factors such as the small population or low income of the targeted community. Describe how local economic conditions may have been made worse due to industrial decline, plant closures, natural disasters, or other significant economic disruption.



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## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### i. Economic Conditions (3 points)

- Why do you need this funding?
  - ✓ All existing grant funds have been expended or are committed to ongoing projects.
  - ✓ A number of sites are in the pipeline and are ready to for cleanup activities.
- Explain why you, **as the applicant**, are cash poor and why you need this grant.

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## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### i. Economic Conditions (3 points)

- Explain why you are unable to draw on other sources of funding for this work.
- **RPCs/COGs** - discuss your organization's limited ability, as well as the limited ability of the municipalities in which your targeted communities reside.
- Everyone is suffering from the economic downturn – **what makes your financial issues stand out?**
- Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.
 

✓ decrease in tax base	✓ state and city budget deficits
✓ low income	✓ disasters
✓ properties in foreclosure	✓ geographic issues
✓ city spending cuts	

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## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### i. Economic Conditions (3 points)

- If you have had plant closures, natural disaster, or significant economic disruptions – discuss!
  - ✓ Hurricanes
  - ✓ Floods
  - ✓ Snow storms
  - ✓ Nor'easters
  - ✓ Plant closures
  - ✓ Fires
  - ✓ Property foreclosures
  - ✓ Infrastructure degradation



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## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### ii. Economic Effects of Brownfields (2 points)

Elaborate on the demographic table above (Section V.B.1.a) and discuss the key economic effects (e.g. reduced tax base, lost jobs and business opportunities, depressed property values, ongoing costs to secure vacant properties, etc.) of the brownfields on the targeted community.

Describe the other economic effects associated with brownfields such as blight, property vacancy, community disinvestment, burden on municipal services, etc.

To the extent that this discussion may include quantitative estimates and statistics, clearly cite the sources of such data.

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## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### ii. Economic Effects of Brownfields (2 points)

- Discuss the sad and awful economic impact that brownfields are causing in your targeted community. Don't be shy, make the reviewer cry.
- Provide details that support the numbers in your chart
  - ✓ Include how they show impact to your targeted communities
  - ✓ Any regional considerations that demonstrate economic need
    - Economic distress
    - Minority, single head of household, rent vs. ownership, crime rate, drop out rate, etc.
- **TIP: Remember...this a Brownfields grant!** Link the key economic impacts to Brownfields in your target community.



**Identify all information sources.**

55



## Ranking Criteria - RLF

### 1.c. Financial Need (5 pts)

#### ii. Economic Effects of Brownfields (2 points)

- Focus on the economic decline in your targeted community in the last few years at it relates to your **Brownfield sites**.
- Provide **specific examples** (the mill closed, the fish processing plant closed, closure of small businesses in your targeted area, etc).
 

✓ Lost jobs and business opportunities	✓ Low income
✓ Deterioration of active properties	✓ Lack of Investment
✓ Moving out of business/industry	✓ Reduced tax base
- **TIP: Be sure you are accounting for these things in the Other Factors Checklist.**

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## Ranking Criteria - RLF

### 2. Program Description & Feasibility of Success

---

#### 2. Program Description & Feasibility of Success (30 pts)

- a. Program Description (15 points)
  - i. Program Description (10 points)
  - ii. Marketing Strategy (5 points)
- b. Task Description & Budget Table (10 points)
  - i. Task Descriptions
  - ii. Budget Table
- c. Ability to Leverage (5 points)

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## Ranking Criteria - RLF

### 2. Program Description & Feasibility of Success

---

#### 2. Program Description & Feasibility of Success

##### What is the purpose?

- To show how your program will further the targeted community's land use and revitalization plans or vision.
- To demonstrate a reasonable approach and methodology to achieve program goals.
- To provide a realistic basis for program costs.
- To assure there are available and sufficient resources to ensure projects achieve cleanup and redevelopment goals.

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## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

In preparing your Program Description, think about:

- ✓ How will you successfully market your program?
- ✓ How will your program evolve?
- ✓ What is the overall redevelopment vision for your targeted community?
- ✓ What eligible cleanup activities are needed to accomplish project/program goals?
- ✓ What steps are necessary to implement your program?
- ✓ What deliverables/outputs will you produce?
- ✓ Who is involved in your program?
- ✓ **TIP:** Is your program going to benefit the people in the targeted community? Will your program integrate **Equitable Development** Principles or promote the **Livability Principles**?

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## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

In preparing your Program Description, think about (con't):

- ✓ How will you procure, integrate and use the Qualified Environmental Professional (QEP)?
- ✓ What role will EPA have in your program?
- ✓ What role will the environmental state agency have in your program?
- ✓ What role will the local or state health department have in your program?
- ✓ 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?

60



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

---

**i. Program Description (10 points)**

Describe your RLF program, including a description of your program's loan and subgrant products and how your program will:

- structure and maintain a competent team to ensure an effective program;
- select borrowers/projects;
- structure and administer loans and subgrants;
- incorporate reasonable and prudent lending practices;
- leverage funding to cover all brownfields redevelopment activities and costs; and,
- be sustained after the agreement is closed.

61



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

---

**i. Program Description (10 points)**

- Describe the plan you have for utilizing **this** funding.
  - ✓ Make the connection between the **targeted community** you described previously in **Community Need** and what you want to accomplish with this funding.
  - ✓ Specifically, describe your program aligns with your vision for revitalization in your targeted communities, such as:
    - Community master plans
    - Results of charrettes
    - Community meetings
  - ✓ Demonstrate that your program is integrated into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.

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## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

#### i. Program Description (10 points)

- ✓ This is your introductory piece. Use this to summarize your response to all three subcriteria in this section.
- ✓ Give the reviewer a strong impression, right away, that you can:
  - ✓ Manage an RLF
  - ✓ Market the program
  - ✓ Identify potential sites
  - ✓ Provide an experienced & dedicated team
  - ✓ Make a loan or subgrant right away!



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

#### i. Program Description (10 points)

- ✓ Discuss your overall brownfields redevelopment program and goals.
- ✓ Explain how the requested RLF funding will help to meet these goals.
- ✓ Use examples of past brownfields redevelopment successes to show experience.
- ✓ Use examples of current and potential sites in your target area(s) to show you are ready to get your program up and running on day one.



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

#### i. Program Description (10 points)

- ✓ Explain how your program will be organized.
- ✓ Explain how your program will provide long-term availability of loan and/or subgrant funds and how this approach will ensure your fund will “revolve”.
- ✓ Describe your loan/subgrant administration program:
  - Types of loan/subgrant products you will offer
  - How you will structure loans
  - How you will select borrowers and/or subgrantees
  - How you will leverage site funding packages to cover all redevelopment activities at your sites
- ✓ **TIP:** Make sure you remain flexible and adaptable to the projects in your program and not be too rigid.



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

#### i. Program Description (10 points)

- ✓ Give examples of potential sites in your target area(s) and how they fit into your RLF program.
- ✓ Describe your site selection process and borrower/subgrant recipient selection process.  
**Include community input into this process.**
- ✓ Include specific site selection criteria your community will be utilizing (developer interest, community need, location, etc.).
- ✓ **For Coalitions** – Describe the role of each member and how you will all work together to implement and maintain a successful program.



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

#### ii. Marketing Strategy (5 Points)

- ✓ Include the types of applicants you envision utilizing the RLF.
- ✓ What are their individual needs? How will you market your program to these groups?
  - Private developers
  - Municipalities
  - Non-profits
- ✓ Discuss properties or areas you are targeting or intend to target.
- ✓ Explain sources of your information - Brownfield inventories, state lists, redevelopment areas, etc.



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

#### ii. Marketing Strategy (5 Points)

- ✓ Describe your target market and discuss any marketing you have already accomplished.
- ✓ Explain why you have determined this to be your primary market. **This must match with your targeted communities.**
- ✓ Describe your marketing strategy.
  - How will you actively market your program to potential borrowers/subgrantees to achieve success?
  - How will you incorporate your RLF into existing financial programs or incentives to reach borrowers/subgrantees?
- ✓ **TIP:** You must convince the reviewer that you have a system to continuously seek out potential borrowers and subgrantees to sustain your program.



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

---

#### ii. Marketing Strategy (5 Points)

- ✓ Describe how your program team is structured.
- ✓ Name and provide the role of your overall **program manager**. **This person is the key to success! Make sure you specifically demonstrate that this person will put 100% effort into the marketing and administration of your RLF.**
- ✓ Name and provide the roles for all other members of your team such as:
  - Financial Manager
  - Qualified Environmental Professional (LSP, LEP, etc)
  - Legal Support



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

---

#### ii. Marketing Strategy (5 Points)

- ✓ Discuss how your team will work together to ensure the following:
  - Successful management of your RLF program
  - Use reasonable, effective and prudent lending practices
  - Appropriateness and safety of cleanups
- ✓ **For Coalitions** – Describe the experience and capabilities of each member and how you will all work together to implement your program.
- ✓ **TIP:** It is essential that you provide a qualified, committed team and convince the reviewer that they will carry out the program you have described in these subcriteria.



## Ranking Criteria - RLF

### 2.a Program Description (15 pts)

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#### ii. Marketing Strategy (5 Points)

- ✓ Describe any outside assistance (other organizations or contracting) you will use to manage your program.
- ✓ This section will be evaluated in conjunction with your staff descriptions under the Programmatic Capability section.
- ✓ **TIP:** You should not repeat your individual staff qualifications in this criterion – stick to the structure and roles of your team members.



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

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#### i. Task Description (15 points)

List the tasks required to implement the proposed program. Describe the work that will take place under each task including grant-funded work and any supplemental work or services necessary to carry out the program that will be funded by sources other than this grant. (Activities not supported by the grant **should not** be included in the budget table.)

Identify and enumerate specific outputs from the program, which may include, but are not limited to loans/subgrants awarded and sites cleanup up. [Refer to Section I.E.2 for an explanation of outputs.]



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### i. Task Descriptions

Provide a cost estimate for each grant-funded task, which describes the basis for the estimated costs, and specifies costs by the budget categories shown in the table below. Task descriptions and budget estimates must distinguish hazardous substance funds from petroleum funds.

Where appropriate, present unit costs and quantify work products (e.g., provide loans to two eligible entities at a cost of \$400,000 each for a total of \$800,000).

Explain any costs that appear to be atypical i.e., unusually high or low.

Do not include tasks for activities that are ineligible uses of funds under EPA's RLF grant (e.g., land acquisition, building demolition that is not necessary to cleanup contamination at the site, building or site preparation, or administrative costs, such as indirect costs).

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## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### i. Task Descriptions

Please refer to the Brownfields **FAQs** for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact Frank Gardner ([gardner.frank@epa.gov](mailto:gardner.frank@epa.gov)).

Discuss the specific activities that will be covered by the Cost Share. Cost share activities must be otherwise eligible activities under the grant.

74



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### i. Task Descriptions

- We recommend that Task 1 be identified as “**Cooperative Agreement Oversight**” and include such items as grant management, and your travel and supplies costs.
- The most common major tasks include:
  - ✓ Task 1 - Cooperative Agreement Oversight
  - ✓ Task 2 - Community Outreach & Engagement
  - ✓ Task 3 - Marketing
  - ✓ Task 4 – Making Loans & Subgrants
  - ✓ Task 5 – Site Cleanup Activities
- **TIP:** Majority of funds should be allocated towards tasks directly associated with loans and subgrants and the cleanup.

75



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### i. Task Descriptions

- **Describe the specific activities that will be covered by the Cost Share**
  - ✓ Typically met by efforts of Subrecipients
  - ✓ Other funding sources involved at loan & subgrant sites
  - ✓ In-kind services by subrecipients (police details, DPW assistance in cleanup, your time to manage the grant, etc.)
  - ✓ Cleanup planning and oversight by subrecipients
  - ✓ **Third party contributions** (from a developer, etc.)
  - ✓ Must be for cleanup-eligible tasks

76



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### i. Task Descriptions

- Describe **EACH** task in detail, including the basis for the estimated costs of every value in your budget table(s).
- Include activities funded by other funding sources such as in-kind resources for this grant only.
- Examples:
  - ✓ **Personnel costs – grant funded:** Be precise in explaining what your personnel cost will be – who is doing what. Program Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
  - ✓ **Personnel costs – in-kind resources:** Include a statement that describes where the funds are coming from; e.g., town funds, organization budget.

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## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### i. Task Descriptions

- Examples (continued):
  - ✓ **Travel costs – grant funded:** 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 – grant funded:** Provide a list of supplies reflective of cost in table.
  - ✓ **Loans & sungrants – grant funded:** x loans (50%) + subgrants (50%) = Total loan/subgrant pool available.

78



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

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#### i. Task Descriptions

- **TIPS:**

- ✓ We recommend you do not include any equipment costs.
- ✓ DO NOT use the term 'administrative'.
- ✓ If personnel & contractual costs are in the same task, describe activities associated with each cost (your part, their part).
- ✓ "Rule of Thumb" that cooperative agreement oversight costs should be less than 10% of funds requested. Also, if your estimate of personnel costs is higher than 10%, **explain why** and who is doing what to justify your costs.

79



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

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#### i. Task Descriptions

- **TIPS:**

- ✓ Don't forget to include projected **outputs** where possible for each task.
- ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions**

80



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

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#### ii. Budget Table

The sample table format below can be used to present the allocation of EPA grant funds to the specific tasks described above. Specify the costs by budget category. Include **ONLY EPA grant funds** and required cost share in this table. Leveraging commitments, unlike the cost share match, should not be included in your budget table.

Applicants requesting hazardous substance and petroleum funding in the same proposal must provide either **two separate budget tables**, or **two separate line items** or sections within one budget table, which distinguish hazardous substance funds from petroleum funds.

Applicants must demonstrate that funds **allotted to subgrants will not exceed 50%** of the total amount of federal funding.



**Note:** Even if applying via Grants.gov, please use the table format below.

81



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

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- See Sample RLF Budget in the RLF Guidelines.

82



## Ranking Criteria - RLF

### 2.b Task Description & Budget Table (10 pts)

#### ii. Budget Table

• **TIPS:**

- ✓ Use the table format provided in the guidelines to present your budget.
- ✓ Do not include any non-EPA funded costs including estimates of in-kind services and leveraging commitments.
- ✓ RLF funding can be utilized for both loans and subgrants. Loans must constitute at least **50%** of your budget. The budget table is separated into a loan section and a subgrant section for showing loan tasks & subgrant tasks.
- ✓ Make sure the amounts add up.
- ✓ If you are submitting **one** proposal for both hazardous substances and petroleum, **clearly differentiate both sources of funding in your budget.**

83



## Ranking Criteria - RLF

### 2.c Ability to Leverage (5 pts)

#### c. Ability to Leverage (5 points)

Describe other sources of funding or resources that you have or may be seeking to ensure completion of the cleanup and successful revitalization of brownfields cleaned up addressed by loans or subgrants from this grant. This should include public or private resources (beyond this grant) to achieve assessment, cleanup, and/or redevelopment needs of brownfields sites.

Provide any letters or documentation as attachments to substantiate firm commitments of leveraged funding. See the Brownfields **FAQs** at for more information on how to demonstrate leveraging commitments.

If you are not yet able to identify sources of leveraged funding needed for this program, then provide a recent example where you or your program partners have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a brownfields site).

84



## Ranking Criteria - RLF

### 2.c Ability to Leverage (5 pts)

- Include a good mix of resources
  - ✓ Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
  - ✓ State (State TBA, Tax Credits)
  - ✓ Local (TIF, Tax, Bond)
  - ✓ Private (Foundation, Investors, Donations)



85



## Ranking Criteria - RLF

### 2.c Ability to Leverage (5 pts)

- For each resource:
  - ✓ **Identify** the organization and **type** of resource.
  - ✓ Describe **how** the funds will contribute to the success or performance of your proposed project/program such as cleanup and reuse planning, assessment activities, development, construction, demolition work, infrastructure, etc.
  - ✓ State the **amount**.
  - ✓ Indicate **status** of obtaining the resource
    - If secured, attach documentation
    - If not secured, explain the likelihood of obtaining funds during the grant period
- Also, provide examples of past leveraging successes from similar projects.

86



## Ranking Criteria - RLF

### 2.c Ability to Leverage (5 pts)

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- Discuss status of obtaining resources
  - If funds are already secured**
    - ✓ Demonstrate firm commitments for additional funds/resources (**most favorable**).
    - ✓ Attach documentation!
    - ✓ The documentation should be from the source of the leveraged funds and should include what the resource is for and amount (if possible) – this should be consistent with your narrative.
    - ✓ Make sure you check the appropriate box off on the Other Factors/Special Considerations Checklist.

87



## Ranking Criteria - RLF

### 2.c Ability to Leverage (5 pts)

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- Discuss status of obtaining resources
  - If funds are already secured (continued)**
    - ✓ Examples of firm commitments:
      - Other grant awards you have already received
      - Commitments from developers ready to begin once site is assessed & cleaned up
      - Other organizations that are willing to give you financial support to accomplish your project/program goals
    - ✓ If documentation is missing – you will not receive full points.
    - ✓ Letters that come in after the proposal due date will not qualify, so work on this right away!

88



## Ranking Criteria - RLF

### 2.c Ability to Leverage (5 pts)

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- Discuss status of obtaining resources
  - If funds are not secured**
    - ✓ Provide **examples of past leveraging** successes from similar projects that achieved a community environmental or revitalization goal.
    - ✓ Discuss your experience receiving this type of funding
    - ✓ Give an indication of the likelihood of obtaining funds during the grant period.
    - ✓ Indicate if you've already applied for funding or if and when you plan to seek funding.

89



## Ranking Criteria - RLF

### 3. Community Engagement & Partnerships

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3. Community Engagement & Partnerships (15 points)
  - a. Plan for Involving Targeted Community... (5 points)
  - b. Partnerships with Government Agencies (5 points)
    - i. Local, State or Tribal Environmental & Health Agencies
    - ii. Federal, State, & Local Governmental Agencies
  - c. Partnerships with Community Organizations (5 points)

90



## Ranking Criteria - RLF

### 3. Community Engagement & Partnerships

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#### 3. Community Engagement & Partnerships

##### What's this all about?

- ✓ This section demonstrates how you will **inform** and **involve** the community, those directly affected by sites addressed by loans/subgrants, and other stakeholders during the **planning and implementation** of your program.
- ✓ Explain how your proposed community engagement plan will **meet the needs** of the targeted community identified in the Community Need.
- ✓ Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Program Benefits.
- ✓ Demonstrate that you will protect nearby and sensitive populations during cleanup.

91



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

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#### a. Plan for Involving Targeted Community...

Discuss your plan for **involving the targeted community** and other stakeholders (such as neighborhood organizations, citizens groups, property owners, lenders, business organizations and developers) in the planning and implementation of your program (which may include project planning, site selection, cleanup decisions, and reuse planning).

Affirm your commitment to seek out and consider concerns that local residents may have with regard to health, safety, and community disruption potentially posed by the each proposed cleanup.

Describe your procedures for identifying sensitive populations and ensuring that each funded cleanup will be conducted in a manner that is protective of sensitive populations and nearby residents.

92



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

#### a. Plan for Involving Targeted Community...

Describe your plans for **communicating the progress** of your program to citizens, addressing the needs of the targeted community identified in Community Need (Section V.B.1). The description should include a discussion of why the plans identified are appropriate for the targeted 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. For example, if your community need section (V.B.1) identified a population whose primary language is not English, than your proposal should indicate your plans for communicating in languages commonly used in the community. *Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed program.*

93



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

#### Discuss your plan for involving the affected community... in the planning & implementation...

- Consider all the types of partners listed in this criterion and show the plan/process for:
  - ✓ searching them out,
  - ✓ working with them as part of the grant, and
  - ✓ how you will get input from the community on the site selection, cleanup decisions and reuse planning.
- **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.

94



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

#### Describe your plans for communicating the progress of your program ... to community members

- Describe **your plans** for using the **appropriate means** to reach your targeted community such as:
  - ✓ Various media
    - Applicant's & partner's websites
    - Social media
    - Press releases & other uses of print media
    - Flyers
  - ✓ Public meetings
    - Commit to number, frequency, or milestone
    - Select convenient location in the affected community
    - Schedule meetings for working public
    - Coordinate with other community group meetings

95



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

#### Describe how you will protect nearby and sensitive populations during cleanup work ...

- ✓ Include the sensitive populations discussed in **Community Need** and a plan for their protection.
- ✓ Discuss the efforts your QEP will make to protect the public.
  - Operating under health and safety plan.
  - Erecting signs during project phases (with call in numbers for questions or concerns).
  - Dust control on and off site.
  - Flag persons protecting children and the public around heavy equipment operation.
  - Install temporary fencing during site activities, if appropriate.
- ✓ Discuss notices to the public and house-to-house notifications to neighbors adjacent to the site.

96



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

#### Describe your plans for communicating the progress of your program ... to community members

- Discuss why these methods are appropriate for your targeted community.
- Address **all potential** communication barrier(s).
  - Plans to translate materials (at meetings & literature)
  - Plans to accommodate cultural differences
  - Plans to accommodate those with hearing/reading impairments
  - Relate to demographic data provided in the **Community Need** section (the reviewer will remember)

97



## Ranking Criteria - RLF

### 3.a Plan for Involving Targeted Community (5 pts)

#### Describe your plans for communicating the progress of your program ... to community members

- **TIPS:**
  - You need to demonstrate a balance of all these methods to ensure you are successful in reaching your targeted community.
  - Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community when the issue arises.

98



## Ranking Criteria - RLF

### 3.b Partnerships with Government Agencies (5 pts)

#### b. Partnerships with Government Agencies

Describe your current efforts and plans to initiate and develop new, or to access existing, partnerships with the following governmental entities, including a description of the role they would play to ensure your brownfields program is successful. Include a discussion of:

- i. Your local/state/tribal environmental and health agencies as applicable to your state and local procedures to ensure cleanups are protective of human health and the environment – briefly explain whether cleanups will be enrolled in or overseen by a state or tribal cleanup program; for sites that are not enrolled in or overseen by a state/tribal program, briefly explain your local environmental oversight structure;
- ii. Other relevant federal, state, and local governmental agencies

99



## Ranking Criteria - RLF

### 3.b Partnerships with Government Agencies (5 pts)

#### i. Your local/state/tribal enviro & health agencies

- Discuss the **key role** these agencies play in your grant, and how you will work together during the various phases of work.
- **Local/State/Tribal Environmental Agencies**
  - ✓ Provide **specific details** on what the state will do for you.  
For example:
    - approve site eligibility (petro)
    - review environmental reports
    - provide technical expertise
    - participate on steering committee

100



## Ranking Criteria - RLF

### 3.b Partnerships with Government Agencies (5 pts)

i. Your local/state/tribal enviro & health agencies

- **Local/State/Tribal Environmental Agencies**

- ✓ Local environmental oversight structure in New England = the state environmental agencies.
- ✓ Indicate definitive plans to enroll site(s) in state voluntary cleanup program.
- ✓ **Note:** MA and CT applicants need to describe their privatized programs to unfamiliar reviewers (define LSP/LEP and their role, cleanup completion documentation, liability protections, etc.).

101



## Ranking Criteria - RLF

### 3.b Partnerships with Government Agencies (5 pts)

i. Your local/state/tribal enviro & 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 program during the various phases of 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
- **TIP:** At a minimum, every state has a health department that you can coordinate with.

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## Ranking Criteria - RLF

### 3.b Partnerships with Government Agencies (5 pts)

#### ii. Other relevant federal & state gov't agencies

- Discuss the role of other federal agencies such as:

- ✓ HUD
- ✓ DOT
- ✓ EDA
- ✓ USDA



- Discuss the role other state agencies will play in your program.
- Mention your working relationship with **EPA**.
- If you are a beneficiary of a HUD/EPA/DOT partnership project, don't forget to mention your role and involvement. Make sure you check the box in the Other Factors Checklist.

103



## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

#### c. Partnerships with Community Organizations

Describe your current **efforts and plans to initiate and develop partnerships** with community organizations and discuss how they will be involved in the planning and implementation of your program.

- **Include a description** of each organization involved in your program.
- **Describe the role and affirm commitments** that each of these organizations will make in planning and implementation of the program. EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields RLF program.
- **Letters of Support** - Attach to the proposal current letters from all of the community organizations listed that discussed their support of the program and describe and affirm their roles and the commitments they make to the planning and implementation of the program. The numbers of partners is not as important as the contributions of their organization. Letters should affirm information provided by the applicant.

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## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

#### C. Partnerships with Community Organizations

**Note:** If there are no community organizations in your community, then affirm this and demonstrate how the community is engaged and will continue to be involved in your program. This can be done by including support letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the program, comments from local citizens received on the plans and implementation of the program, etc.

Examples of community organizations might include, but are not limited to, civic organizations, local citizen groups, business groups, environmental, local labor groups, local advocacy organizations, and educational institutions. Community organizations do **not** include local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials. See [FAQs](#) for more information about Community-Based Organizations.

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## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

#### Describe your current efforts to initiate & develop partnerships...

- What are your current efforts and plans...?
  - ✓ For example: You have been in discussion with COs over the last few months about your brownfields program.
- How will they be involved in the planning & implementation?
  - ✓ This is much more than just support!
  - ✓ COs involvement should be **meaningful** and **specific**.
- **Note:** EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields program.

106



## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

- In your narrative you will:
  - ✓ Describe each CO
  - ✓ Indicate the services they will provide to your program
  - ✓ Affirm their commitment to your program
- Present them as partners and their assistance in the grant in terms of **commitments**.
- **TIPS:**
  - ✓ If not intuitive, explain what makes each organization a CO for your targeted communities.
  - ✓ The use of a chart can work well here to present your information. However, just putting in the name, address & phone number of the CO is not sufficient.

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## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

#### Letters of Support

- You will include, as a separate attachment, a **Letter** from **EACH** CO listed in your narrative.
  - ✓ The letters will describe **role and commitments** that the CO will make to your program.
  - ✓ Do **NOT** utilize form letters. Each letter should speak to the organization's view of your brownfields work.
  - ✓ The commitments specified in the narrative should be **identical** to the commitments specified in the letters.
  - ✓ How many key COs do you need? How many will get you the ten points?
  - ✓ **TIP:** Do not include organizations that are not COs in an attempt to beef up this response - you may lose points!

108

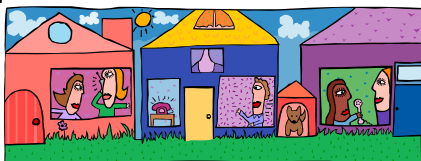


## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

If there are no community organizations in your community ...

- Provide background information affirming the lack of such organizations and why.
- Demonstrate how the community is engaged and involved in your program, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.



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## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

Some examples of COs:

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

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## Ranking Criteria - RLF

### 3.c Partnerships with Community Organizations (5 pts)

Some examples of what COs can do for your program:

- Participate on the steering committee
- Participate on the site selection committee
- Talk to their constituency about specific sites or the role of brownfields redevelopment in the targeted community
- Host public meetings
- Host design charrettes
- Become involved in the cleanup/reuse planning process
- Help to post community outreach material on web and/or in newsletters
- Provide financial or legal advice
- Assist with proposal preparation (no grant funds spent)
- Provide technical assistance (QEP, QA)

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## Ranking Criteria - RLF

### 4. Program Benefits

#### 4. Program Benefits (20 points)

- a. Health and/or Welfare & Environment (10 points)
- b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 points)
  - i. Planning, Policies or Other Tools (2 points)
  - ii. Example of Effort (3 points)
- c. Economic or non-Economic Benefits (5 points)
  - i. Economic Benefits or Greenspace/Non-Profit (3 points)
  - ii. Local Hiring/Procurement (2 points)

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## Ranking Criteria - RLF

### 4. Program Benefits (20 pts)

#### What am I doing here?

- This section describes the anticipated long term benefits expected from your project **in context of the needs** discussed in the Community Need and the broader planning efforts as discussed in the Program Description.
- This is not the workplan – it's the vision!
- What will the welfare of your community look like?
- What will your environment look like?
- How will community adverse health outcome rates be improved?
- How do you envision your unemployment rate will change/drop?
- Can you quantify the potential results?
- What reuse is listed in the community's Master Plan?

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## Ranking Criteria - RLF

### 4.a Health and/or Welfare & Environment (10 pts)

#### 4.a Health and/or Welfare & Environment

Describe the health and/or welfare and environmental benefits anticipated from this grant (or broader program). Describe how these benefits will address the health and/or welfare and environmental challenges in the Community Need (Section V.B.1).



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## Ranking Criteria - RLF

### 4.a Health and/or Welfare & Environment (10 pts)

- Discuss the specific **Health** and/or **Welfare and Environmental** benefits anticipated from the revitalization of sites assessed under this grant.
- **Tip:** Go back to the **Community Need** section and make sure the specific health, welfare and environmental challenges are addressed as benefits.

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## Ranking Criteria - RLF

### 4.a Health and/or Welfare & Environment (10 pts)

#### Example anticipated benefits

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



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## Ranking Criteria - RLF

### 4.a Health and/or Welfare & Environment (10 pts)

#### Example anticipated benefits

- **Environmental Benefits**
  - ✓ Understanding the nature and extent of contamination at your sites.
  - ✓ Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target areas).
  - ✓ Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality).

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## Ranking Criteria - RLF

### 4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 points)

#### i. Planning, Policies or Other Tools (2 pts)

Describe how your community is using planning, policies, ordinances or other tools to foster and implement sustainable redevelopment. Provide examples which may be pertinent to the proposed program and/or your candidate sites, such as using existing infrastructure, green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy.



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## Ranking Criteria - RLF

### 4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (2 points)

#### i. Planning, Policies or Other Tools (2 pts)

- Describe what tools your community has in place to encourage sustainable development.
- Examples must be relevant to your proposed project/sites and targeted reuse scenario(s).
  - ✓ **Are you trying to foster mixed use development?**  
DO YOU HAVE:
    - Multi-use Zoning?
    - Is it part of your community's comprehensive plan?
    - An ordinance that facilitates the mixed reuse of brownfield properties and existing infrastructure?
  - ✓ **Are you trying to make your community more walkable and energy efficient?**  
DO YOU HAVE:
    - Transit Oriented Development Plans?
    - Energy Efficiency Incentives from utilities or government entities?
    - Complete Street Planning? Requirements for Green Building Standards?

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## Ranking Criteria - RLF

### 4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 pts)

#### ii. Example of Efforts - Equitable Development or Livability Principles (3 points)

Provide one example of efforts you have taken in your planning to integrate equitable development or livability principles for cleanup and revitalization of brownfields, such as improved transportation choices, affordable housing, and other considerations.



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## Ranking Criteria - RLF

### 4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 pts)

#### ii. Equitable Development or Livability Principles (3 pts)

- Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of the sites and not displace residents historically affected by brownfields.
- Equitable development outcomes result from intentional strategies put in place to ensure that your targeted community not only participates in, but benefits from, the decisions that shape their neighborhood and region.
- See **Section I.D** for examples.
- **TIP:** Link back to the demographics in **Community Need** (e.g., low-income, minority populations)

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## Ranking Criteria - RLF

### 4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 pts)

#### ii. Equitable Development or Livability Principles (3 pts)

- Here are some ideas on **Equitable Development**:
  - ✓ Demonstrate awareness of gentrification and intent to minimize displacement.
  - ✓ 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.
  - ✓ Describe partnerships with local community development corporations if you are working with them to redevelop sites.
  - ✓ Compliance with community design charrettes.
  - ✓ Are you maintaining access to community and natural resources through public walkways or park space?

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## Ranking Criteria - RLF

### 4.b Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 pts)

#### ii. Equitable Development or Livability Principles (3 pts)

- **Livability Principles**

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate and leverage federal policies and investment.
6. Value communities and neighborhoods.

- **TIP:** You do not need to be part of a Partnership for Sustainable Communities (PSC) project to demonstrate that your brownfields project addresses the livability principles.
- **TIP:** If your targeted community is also a part of a PSC project, it should be mentioned here. Information on where PSC grants have been awarded can be found at <http://www.sustainablecommunities.gov/map.html>

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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

#### i. Economic Benefits or Greenspace/Non-Profit (3 pts)

Discuss specific **economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites cleaned up under this grant, if applicable include the economic benefits anticipated for your candidate projects;

**OR**

Discuss other **non-economic benefits** associated with the cleanup sites (including candidate projects if applicable) to be reused for greenspace or other not-for-profit activities. Examples may include areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers and other not-for-profit, governmental or charitable organization spaces libraries, schools, health centers, community centers, fire stations, etc.

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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

- i. Economic Benefits or Greenspace/Non-Profit (3 pts)
- Notice the “**or**” language here. You only have to respond to one.
  - **TIP:** If you have discussed both economic and non-economic challenges in your proposal, you should address **both types of benefits**.
  - Be sure these benefits reflect the needs of your targeted communities.
  - 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.

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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

- i. Economic Benefits or Greenspace/Non-Profit (3 pts)
- **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant. **Provide quantitative estimates where feasible.**
  - Make every effort to provide quantitative estimates.
    - ✓ Number and types of jobs
    - ✓ Taxes (Property, Sales, Income)
    - ✓ Property values
    - ✓ Other benefits resulting from area-wide economic development



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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

#### i. Economic Benefits or Greenspace/Non-Profit (3 pts)

- **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.

- **Greenspace Reuse**

- ✓ Recreational space & parks
- ✓ Rails to trails
- ✓ Wetlands, greenspace & open space
- ✓ Greenspace components in commercial and industrial redevelopment
- ✓ Preservation of open space on urban edge



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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

#### i. Economic Benefits or Greenspace/Non-Profit (3 pts)

- **Non-Profit & Charitable Reuse**

- ✓ Affordable housing
- ✓ Community Center
- ✓ Local Governmental



- **TIP:** Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.

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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

#### ii. Local Hiring/ Procurement (2 points)

Describe any planned efforts to promote local hiring and procurement or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects. Such efforts may include, but are not limited to partnering with local workforce development entities or Brownfields job training grantees.



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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

#### ii. Local Hiring/ Procurement (2 points)

- Identify if your community has any **Local Hiring Ordinance** in place.
- Consider including local hiring language in your **procurement documents** (does not have to be specific to cleanup work).
- Coordinate with Regional Workforce Investment Boards to promote job opportunities that arise from Brownfields funding.
- Coordinate with **ONE STOP Career Centers** in your community.
- Consider enlisting your QEP to participate in local job fairs.

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## Ranking Criteria - RLF

### 4.c Economic or Non-Economic Benefits (5 pts)

#### ii. Local Hiring/ Procurement (2 points)

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

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## Ranking Criteria - RLF

### 5. Programmatic Capability & Past Performance

#### 5. Programmatic Capability & Past Performance (20 points)

- a. Programmatic Capability (12 points)
- b. Audit Findings (2 points)
- c. Past Performance and Accomplishments (6 points)
  - i. Currently or Has Ever Received an EPA ARC BF Grant (6 points)
    1. Compliance with Grant Requirements (3 points)
    2. Accomplishments (3 points)
  - ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements (6 points)
    1. Purpose and Accomplishments (3 points)
    2. Compliance with Grant Requirements (3 points)
  - iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (4 points)

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## Ranking Criteria - RLF

### 5. Programmatic Capability & Past Performance

#### 5. Programmatic Capability & Past Performance

##### What are talking about here?

- This section demonstrates that your organization has the experience, knowledge and resources necessary to ensure successful completion of all required aspects of this program and grant.
- It considers your programmatic and administrative capacity.
- It's your plan for measuring and reporting your outputs and outcomes.
- Discuss your past and/or current performance on awarded assistance agreements.

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## Ranking Criteria - RLF

### 5.a Programmatic Capability (12 pts)

#### 5.a Programmatic Capability

**Describe the organizational structure** you will utilize to ensure sound financial management and program management including cleanups that are conducted appropriately, timely and successful expenditure of funds, and completion of all other technical, administrative and financial requirements of the program and grant.

Specifically describe how key program roles – such as that of the financial and/or program manager, Qualified Environmental Professional (QEP), and other team members **will work together to successfully implement your program**, as described in section V.B.2.a.i. Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience.

**Describe the system(s) you have in place** to appropriately acquire any additional expertise and resources (e.g. contractors or subawardees) required to successfully complete the program. Please refer to Section IV.E. and F. regarding contractors and subawards.

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## Ranking Criteria - RLF

### 5.a Programmatic Capability (12 pts)

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#### Describe the organizational structure you will utilize ...

- Describe your program management and how they will manage this grant.
- Provide details on 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.

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## Ranking Criteria - RLF

### 5.a Programmatic Capability (12 pts)

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#### Describe key program roles ...

- Specifically discuss how key program roles will work together to achieve program goals.
  - ✓ Program manager
  - ✓ Financial manager,
  - ✓ Qualified Environmental Professional (QEP), and
  - ✓ other team members
    - ☞ Underwriters
    - ☞ Loan officers
    - ☞ Legal Counsel

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## Ranking Criteria - RLF

### 5.a Programmatic Capability (12 pts)

Describe the system(s) you have in place to appropriately acquire any additional expertise and resources ...

- Describe your methods of acquiring needed expertise and resources through competitive procurement.
  - ✓ QEPs
  - ✓ Legal assistance for access agreements



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## Ranking Criteria - RLF

### 5.b Audit Findings (2 pts)

#### 5.b Audit Findings

Describe any adverse audit findings. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems.

If you have not, please affirm that you have not had any adverse audit findings. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. *[Failure to address this section will result in zero points for this factor.]*

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## Ranking Criteria - RLF

### 5.b Audit Findings (2 pts)

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- Describe any adverse audit findings.
- Describe any past grant management issues and how you are correcting or have corrected them.
- **If you have no adverse audit findings tell us that! Be sure to respond to this criterion or you will receive zero points!**



Illustration by Chris Gashi

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments

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- If you have ever received an EPA Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant, respond to **5.c.i**
- If you have never received an EPA Brownfields grant, but have received other federal or non-federal assistance agreements, respond to **5.c.ii**
- If you have never received any type of federal or non-federal assistance agreements, respond to **5.c.iii**



**You must respond to one of these criteria.  
Be careful which one you respond to!**

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### i. Currently or Has Ever Received an EPA Brownfields Assessment, Brownfields, & Cleanup Grant

Identify and provide information regarding each of your current and most recent EPA assessment, revolving loan fund or cleanup brownfields grant(s) (**but no more than five**).

Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the following:

1. Compliance with grant requirements (3 Points)
2. Accomplishments (3 Points)

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### i.1 Compliance with grant requirements (3 points)

Discuss your compliance with the work plan, schedule and terms and conditions. Include whether you have made, or are making, sufficient progress towards achieving the expected results of the grant in a timely manner? If you are not, please explain why. What corrective measures did you take, or are you taking, and how did you document and communicate them?

Discuss your history of timely and acceptable quarterly performance and technical reporting, as well as, ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting.

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### i.1 Compliance with grant requirements (3 points)

For all **open** EPA Brownfield grant(s), please explain your need for additional funding. Additionally, for all open grant(s) indicate if there are funds remaining, the grant period (start and end date) and the plan for expenditure by the end of the grant period.

For all **closed** EPA Brownfields grant(s), indicate if there were funds remaining at the time of closure, the amount of remaining funds and a brief explanation of why the funds were not expended.



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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### i.1 Compliance with grant requirements (3 points)

- 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:**
  - ✓ Compliance with grant requirements and making sufficient progress
    - Following the Work Plan
    - Staying on Schedule & meeting milestones
    - Complying with Terms and Conditions
  - ✓ If not, what corrective measures did you take?

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

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#### i.1 Compliance with grant requirements (3 points)

- Discuss timely reporting/submission of:
  - ✓ Quarterly reports
  - ✓ Ongoing ACRES reporting
  - ✓ Phase I & II reports
- 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!**

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

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#### i.1 Compliance with grant requirements (3 points)

- Funding expenditures
  - ✓ Explain the need for additional funding
  - ✓ For your **open** Brownfields ARC grants
    - Provide the current remaining balance
    - Discuss your plans for expending the remaining balance in a timely manner
  - ✓ For your **closed** Brownfields ARC grants
    - Tell us if you had an unexpended balance at the end of your grant and the amount
    - Explain why all funds were not expended

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### i.2 Accomplishments (3 points)

- Describe your successes with the EPA Brownfields funding
- Discuss the specific outputs of your grants
  - Phase Is & IIs
  - Cleanup Plans
  - Cleanup completes
  - Loans & subgrants
  - Outreach activities
- **TIP:** Look in ACRES for your past accomplishments.
- Discuss that you reported accomplishments to EPA in ACRES at the time of proposal submission.

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments

#### ii. Has Not Received an EPA Brownfields Grant but Has Received Other Federal or Non-Federal Assistance Agreements (6 points)

Identify and describe each of your current and/or most recent federally and non-federally funded grants (**no more than five**) that are most *similar in size, scope, and relevance to the proposed program*. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the following:

1. Purpose and Accomplishments (3 Points)
2. Compliance with grant requirements (3 Points)

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

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#### ii.1 Purpose & Accomplishments (3 points)

Describe the awarding agency/organization, amount of funding, and purpose of the grant(s) you have received.

Discuss the specific accomplishments, and outputs and outcomes of the project supported by these grants, including specific measures of success for the project supported by each type of grant received.

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

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#### ii.1 Purpose & Accomplishments (3 points)

- Select grants that are similar in size, scope & relevance to your proposed program.
- Identify current and/or prior federally and non-federally funded assistance agreements received.
- For each grant, provide information on:
  - ✓ Awarding agency/organization
  - ✓ Amount of funding
  - ✓ Purpose of grant
  - ✓ Specific accomplishments including outputs and outcomes
  - ✓ Measures of success for projects

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### ii.2 Compliance With Grant Requirements (3 points)

Describe your compliance with the work plan, schedule and terms and conditions. Include whether you made or are making sufficient progress towards achieving the expected results of the grant in a timely manner? If not, please explain why?

What corrective measures did you take, or are you taking, and how did you document and communicate them?

Discuss your history of timely and acceptable reporting, as required by the awarding agency/organization.

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments (6 pts)

#### ii.2 Compliance With Grant Requirements (3 points)

- Demonstrate how you have successfully managed and performed all phases of work under these grants.
  - ✓ Compliance with grant requirements and making sufficient progress
    - Following the Work Plan
    - Staying on Schedule & meeting milestones
    - Complying with Terms and Conditions
  - ✓ If not, what corrective measures did you take?
- Discuss history of **timely** and **acceptable** reporting for these grants as required by the awarding agency/organization.

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## Ranking Criteria - RLF

### 5.c Past Performance & Accomplishments

- iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (4 points)

Affirm that your organization has never received any type of federal or non-federal assistant agreement (grant). *[Failure to indicate anything in response may result in zero points for this factor.]*

- If you have never received a federal or non-federal grant, say so in order to receive the 9 points.

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## What To Do Now?

- Draft your proposal!
- Contact your COs and get your letters!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Get new State acknowledgement letter!
- Make sure your SAM.gov registration in active.
- Register for Grant.gov if you plan to submit electronically.
- **Use THIS year's guidelines!!**



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## Web Resources

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- **FY14 Assessment, Revolving Loan Fund, and Cleanup Proposal Guidelines:** <http://www.epa.gov/swerosps/bf/applicat.htm>
- **FY14 ARC Frequently Asked Questions (FAQs):** <http://www.epa.gov/swerosps/bf/applicat.htm>
- **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)

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## Questions & Answers

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