

US EPA ARCHIVE DOCUMENT

**EPA New England
FY2015 Brownfields
Grant Guidelines Workshop**

Cleanup Grant Session

Cleanup Grant Program

Overview

- Provides funds to carry out cleanup activities at a specific Brownfield site owned by the applicant.
- An individual applicant can apply for up to \$200,000 per brownfield site and can submit up to **three** site-specific cleanup proposals.
- A separate proposal must be submitted for each site.
- Period of performance is **three** years.



Cleanup Grant Program

Hazardous Substances & Petroleum

- If you are requesting up to \$200,000 to address hazardous substances and petroleum at the **same site**, you must submit one proposal.
- Sites at which petroleum contamination is co-mingled with hazardous substances are considered hazardous substances sites.
- Call or email Jim Byrne (617-918-1389 | byrne.james@epa.gov) if you need advice regarding whether your site is considered petroleum or co-mingled.



Cleanup Grant Program

Property Ownership

- An applicant must be the **sole owner** of the subject property at time they submit their proposal.
- For purposes of eligibility determinations in these guidelines only, the term “own” means **fee simple title** through a legal document, such as a recorded deed.



Cleanup Grant Program

Cost Share

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



Content & Form of Proposal Submission

See Section IV.C – Pages 24-27

Proposal Content

1. Transmittal Letter (2 Pages)
2. Narrative Proposal (15 Pages)
3. Attachments
4. SF 424 & SF 424A (only if using grants.gov)



Content & Form of Proposal Submission

1. Transmittal Letter (2 Pages)

- a. Applicant Identification
- b. Applicant DUNS number
- c. Funding Requested
 - i. Grant Type: **Cleanup**
 - ii. Federal Funds Requested: \$_____ (and if a cost share waiver is being requested)
 - iii. Contamination: **Hazardous Substances, Petroleum or Both**



Content & Form of Proposal Submission

1. Transmittal Letter (continued)

d. Location: **Where your property is located**

e. Property name & complete address

f. Contacts:

i. Project Director: **Name & contact information for the person who is the main point of contact and will be managing this grant if selected**

ii. Chief Executive/Highest Ranking Official: **Name & Contact information for the Mayor, Chief Executive or President of your organization**



Content & Form of Proposal Submission

1. Transmittal Letter (continued)
 - g. Date Submitted: **Date your proposal is mailed or submitted through grants.gov**
 - h. Project Period: **Three (3) Years**
 - i. Population:
 - i. Provide population of your jurisdiction
 - ii. If not a municipal form of government, provide population of your target area
 - j. Complete the “Other Factors Checklist” in **Appendix 3** and attach to the Transmittal Letter of your proposal (**not part of the 2-page limit**).



Content & Form of Proposal Submission

2. 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**
- ✓ Must include page numbers, criteria numbers and titles in your narrative response.



Content & Form of Proposal Submission

3. Attachments (Only the listed attachments will be accepted – all others will be removed from the proposal)
 - a. Threshold Documentation including cost share documentation is an attachment – not part of the 15-page limit
 - b. Letter from state or tribal environmental authority
 - c. Letters of commitment from **all** community organizations identified in the Community Engagement & Partnerships ranking criteria – See Section V.B.3.c



Content & Form of Proposal Submission

3. Attachments (continued)
 - d. Documentation indicating leveraged funds
 - e. Documentation of community notification
 - f. Draft Analysis of Brownfields Cleanup Alternatives (ABCA)
 - g. Documentation of non-profit status **if applicable**
 - h. Documentation of applicant eligibility **if other than a city, county, state or tribe**



Content & Form of Proposal Submission

3. Attachments (continued)

- i. Documentation of cleanup cost-share waiver **if applicable**
- j. Property-specific determination request **if applicable**
- k. Petroleum determination **if applicable**



Threshold vs Ranking Criteria

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



Threshold Criteria



Threshold Criteria - Cleanup

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



Threshold Criteria - Cleanup

Section III.C – Pages 13-23

1. Applicant Eligibility
 - a. Eligible Entity
 - b. Site Ownership
2. Letter from the State or Tribal Environmental Authority
3. Site Eligibility and Property Ownership Eligibility
4. Cleanup Authority & Oversight Structure
5. Cost Share
6. Community Notification



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

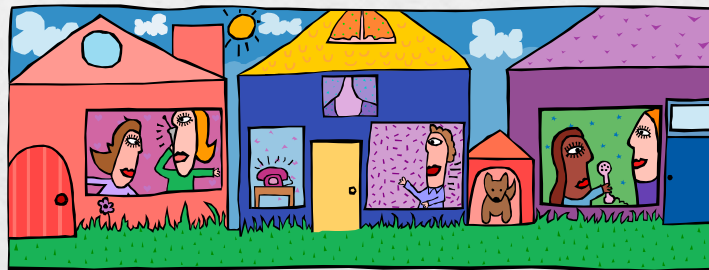


Threshold Criteria - Cleanup

1. Applicant Eligibility

a. Eligible Entity

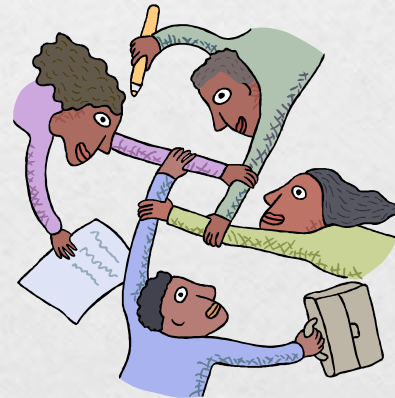
- Describe how you are an eligible entity.
- If you are a non-profit you must provide documentation, as an attachment to this proposal, indicating non-profit status.



Threshold Criteria - Cleanup

1. Applicant Eligibility

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



Threshold Criteria - Cleanup

1. Applicant Eligibility

b. Site Ownership

- You must be the **sole owner** of the property by the time you submit your proposal. The term “own” means fee simple title through a legal documents such as a recorded deed.
- This means that you **must own** the site by **December 19, 2014** and retain ownership until cleanup work funded by the grant is completed and the grant is closed out.
- **Affirm, in this criterion, that you own the site.**



Threshold Criteria - Cleanup

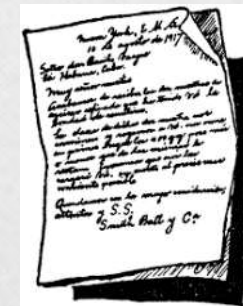
2. Letter from State/Tribal Environmental Authority

- 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.



Threshold Criteria - Cleanup

2. Letter from State/Tribal Environmental Authority

State Brownfields Program Contacts



Mark Lewis (mark.lewis@ct.gov)

CT Department of Energy and Environmental Protection
Office of Constituent Affairs & Land Management
Hartford, CT 06106-5127

860-424-3768



Nick Hodgkins (nick.hodgkins@maine.gov)

Brownfields Program

ME DEP

28 Tyson Drive

Augusta, ME 04333-017

207-287-4854



Threshold Criteria - Cleanup

2. Letter from State/Tribal Environmental Authority

State Brownfields Program Contacts



Kerry Bowie (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)

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

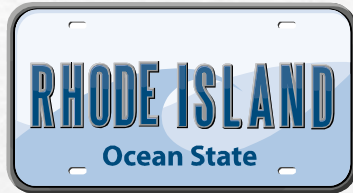
603-271-6573



Threshold Criteria - Cleanup

2. Letter from State/Tribal Environmental Authority

State Brownfields Program Contacts



Cynthia Gianfrancesco

(cindy.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)

VT Dept. of Environmental Conservation

1 National Life Drive – Davis 1

Montpelier, VT 05620-3704

802-249-5822



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

- For Hazardous Substances sites:
 - ✓ Respond to questions **3.a-h**.
- For Petroleum Sites:
 - ✓ Respond to questions **3.a-e & i**.
 - ✓ Attach State Petroleum Determination letter.
- For sites with both Hazardous Substances & Petroleum:
 - ✓ Respond to questions **3.a-i**.
 - ✓ Attach State Petroleum Determination letter.



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

Site Eligibility

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

a. Basic Site Information

- Identify the:

- a) Name of the site
- b) Address of the site
- c) Current owner of the site
- d) Date you acquired or plan to acquire the site

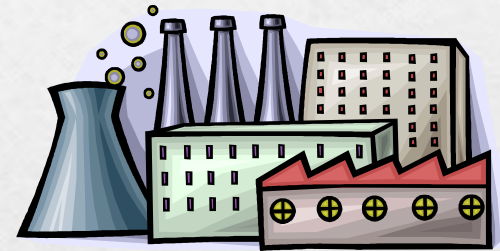


Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

b. Status and History of Contamination at the Site

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

c. Sites Ineligible for Funding

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

d. Sites Requiring a Property-Specific Determination

- See **Appendix 1, Section 1.5** to see if your site needs a property-specific determination.
- A property-specific determination describes how cleaning up your site will protect human health and the environment and either
 - ✓ Promote economic development, or
 - ✓ Enable the property to be used for parks, greenways, recreational or non-profit purposes.
- For information on how to prepare a property-specific determination, see **FAQ # 28 - 33**.
- **The Property-Specific Determination is an attachment to your proposal.**



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

d. Sites Requiring a Property-Specific Determination

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

e. Environmental Assessment Required for Cleanup Proposals

- A written ASTM E1903-11 or equivalent Phase II report (draft is ok) **must be completed** prior to proposal submission.
- Describe the type of environmental assessment conducted and provide the date(s) of the ASTM E1903-11 or equivalent Phase II report(s).
- Equivalent reports can include site investigations or remedial action plans developed for state cleanup programs.
- **Do not attach assessment reports.**



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

Property Ownership Eligibility

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

f. CERCLA §107 Liability

- Affirm that you are **not** potentially liable for contamination at your site:
 - ✓ As the current owner or operator and explain why.
 - ✓ An owner or operator at the time of disposal.
 - ✓ As a party that arranged for treatment or disposal.
 - ✓ As a party that accepted hazardous substances for transport to disposal or treatment.



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

f. CERCLA §107 Liability

- Explain **how and why** you are eligible for one of the CERCLA liability protections or defenses (**See FAQ #72**):
 - ✓ Bona fide prospective purchaser
 - ✓ Innocent landowner
 - ✓ State or local government involuntary acquisition (tax foreclosure)



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

g. Enforcement or Other Actions

- Identify any ongoing or anticipated enforcement actions on your site.
- Describe any federal, state or local enforcement orders or inquiries.
- Information you provide may be verified and EPA may conduct an independent review of your responsibility for the contamination at this site.



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h. Information on Liability and Defenses/Protections

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h.i. Information on the Property Acquisition

- Describe how you acquired the property;
- Provide the date you acquired the property;
- Describe the nature of your ownership (fee simple);
- Provide the name and identity of the party from whom you acquired ownership;
- Describe all relationships you have or had with all prior owners or operators.



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h.ii. Timing and/or Contribution Toward Hazardous Substances Disposal

- Identify whether all disposal of hazardous substances at the site occurred before you acquired the property **and** whether you caused or contributed to any release.
- Affirm that you have not arranged for the disposal of or have transported hazardous substances to the site.

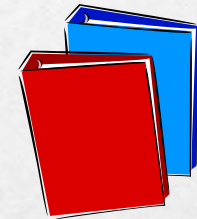


Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h.iii. Pre-Purchase Inquiry

- Describe the types of site assessments performed.
 - ✓ **ASTM Phase I or AAI**
 - ✓ The dates of each assessment
 - ✓ Who the assessments were completed for
- Describe who performed the Phase I or AAI investigation and identify their qualifications to perform such work.
- If your original Phase I was performed **more than 180 days prior to your acquisition** of the property, affirm that you conducted the appropriate updates.

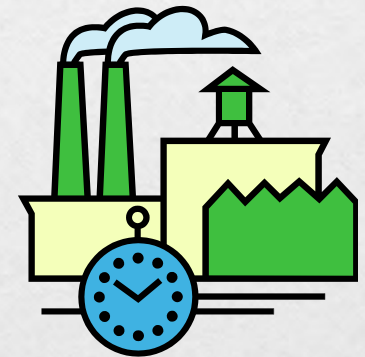


Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h.iv. Post-Acquisition Uses

- Describe all uses to which the property has been put since you acquired ownership.
- Provide a **time-line** of the names of all current and prior users during the time of your ownership, dates of all uses, details of all uses, and your relationship to all users.



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h.v. Continuing Obligations

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

h.v. Continuing Obligations

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



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

i. Petroleum Sites

- You must provide the information required in **Threshold Criterion 3.i** to your state contact as soon as possible so that they have sufficient time to make this determination.
- See **FAQ #76 - 84** for additional information.
- Also be sure to read **Appendix 1, Section 1.3.2** for information regarding petroleum site eligibility.
- Attach the state determination letter to your proposal.



Threshold Criteria - Cleanup

3. Site Eligibility & Property Ownership Eligibility

i. Petroleum Sites

- Information required for a petroleum site determination:
 - i. Current & Immediate Past Owners
 - ii. Acquisition of Site
 - iii. No Responsible Party for the Site
 - iv. Cleaned Up by a Person Not Potentially Liable
 - v. Relatively Low Risk
 - vi. Judgments, Orders, or Third Party Suits
 - vii. Subject to RCRA
 - viii. Financial Viability of Responsible Parties



Threshold Criteria - Cleanup

4. Cleanup Authority and Oversight Structure

- a. Describe how you will oversee the cleanup
- Indicate that you will enroll the site in your state response program.
 - If you plan to procure a Qualified Environmental Professional (QEP) to oversee the cleanup of your site, explain how you will ensure they are in place before cleanup begins and that they will be acquired consistent with the applicable competitive procurement provisions.



Threshold Criteria - Cleanup

4. Cleanup Authority and Oversight Structure

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



Threshold Criteria - Cleanup

5. Cost Share

- Applicants are required to provide a **20% cost share**.
- This is \$40,000 for a \$200,000 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 cleanup costs.
- See **FAQ #23** for more information.



Threshold Criteria - Cleanup

5. Cost Share

a. Statutory Cost Share

- i. Describe your plans for meeting the cost share, including the sources of the funding and/or services.
 - ✓ Refer to **FAQ #15** 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



Threshold Criteria - Cleanup

5. Cost Share

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 (Attachment i) to your proposal.
- ✓ If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.



Threshold Criteria - Cleanup

6. Community Notification

- You must provide the community with notice of your intent to apply for an EPA cleanup grant and an **opportunity to submit comments on your draft grant proposal**. You must provide a summary of the comments and your responses to those comments to EPA.
- You must do these activities **prior to submittal** of your proposal. **If you do not do them, you will be eliminated from the competition.**
- A draft Analysis of Brownfields Cleanup Alternatives (ABCA) **is required** (Attachment f).



Threshold Criteria - Cleanup

6. Community Notification

- Analysis of Brownfields Cleanup Alternatives (ABCA)
 - ✓ Content requirements are in **FAQ #69**.
 - ✓ An example ABCA template is being provided to help you with this requirement.
 - ✓ The information in your ABCA should be coordinated with your response to **Ranking Criterion 2.a – Project Description**.



Threshold Criteria - Cleanup

6. Community Notification

- Community Notification Activities
 - ✓ You must place an ad in your local newspaper or an equivalent means at least two weeks prior to the submittal date and no later than **December 5, 2014**. Your ad must:
 - Clearly indicate that a copy of this grant proposal, **including the draft ABCA**, is available for public review by indicating where it is located (e.g. town hall, library, website, etc.).
 - Indicate that you will accept comments on the **draft grant proposal** and how and to whom to send them.
 - Announce the date and time of a **public meeting** you will hold prior to submittal of this proposal.
 - ✓ Refer to **FAQ #5** for more information on acceptable community notification methods.



Threshold Criteria - Cleanup

6. Community Notification

- Applicants who are submitting more than one cleanup proposal may plan to have a single community notification ad and meeting. **BUT** all targeted communities must receive the notification.
- You must attach the following documents to your proposal:
 - ✓ A copy of the draft ABCA;
 - ✓ A copy of the ad that demonstrates notification to the public and solicitation of comments;
 - ✓ The comments or a summary of the comments received;
 - ✓ Your response to the public comments; and
 - ✓ Meeting notes or summary from the public meeting.



Threshold Criteria - Cleanup



Ranking Criteria



Ranking Criteria - Cleanup

105 Points

- Ranking Criteria are in **Section V.B – Pages 28-39** of the Cleanup Guidelines.
- There are **five** ranking criteria for a total of **105 points**.
- Make sure you answer all of the questions – many have more than one part.



Ranking Criteria - Cleanup

105 Points

1. Community Need (20 points)
2. Project Description & Feasibility of Success (30 points)
3. Community Engagement & Partnerships (15 points)
4. Project 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.



Ranking Criteria - Cleanup

1. Community Need

1. Community Need (20 points)
 - a. Targeted Community & Brownfields (8 points)
 - b. Impacts on Targeted Community (5 points)
 - c. Financial Need (7 points)
 - i. Economic Conditions (3 points)
 - ii. Economic Effects of Brownfields (4 points)



Ranking Criteria - Cleanup

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.



Ranking Criteria - Cleanup

1. Community Need

What's the point?

- The needs defined provide the **foundation** of your later discussion of the brownfields project, planned community engagement and partnerships and the ways the project 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**.



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Targeted Community

Include a brief description of your city, town, or geographic area to provide the reader 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 **where the property to be cleaned up with this grant is located.**



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Targeted Community

- 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

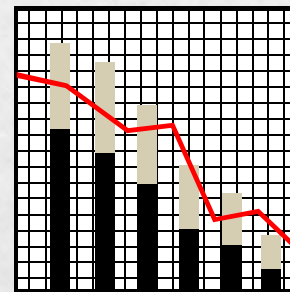
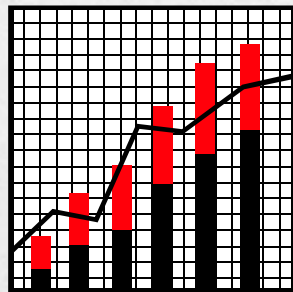


Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

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.**



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Demographic Information

- Use the table provided and use the national data as it is presented. **Do not change it!**
- Add additional columns and factors as it works for your proposal and statistics that are available to you.
- **Don't forget to cite the sources of your data!**
- **TIP:** See **FAQ #10** for resources on demographic information.



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Demographic Information

Sample Format for Demographic Information (supplement as appropriate)

	Targeted Community (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				308,745,538 ¹
Unemployment:				6.7% ²
Poverty Rate:				11.8% ³
Percent Minority:				26.7% ¹
Median Household Income:				\$51,371 ³
Other:				

¹Data is from the 2010 U.S. Census data and is available at <http://www.census.gov/>.

²Data is from the Bureau of Labor Statistics and is available at www.bls.gov

³Data is from the US Census 2012 American Community Survey and is available on America FactFinder at <http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml>



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Brownfields

Describe the brownfield property to be cleaned up under this grant, as well as its proximity to, and its effect on your targeted community. If there are other brownfield sites nearby which may also be effecting the targeted community, provide similar information about those brownfields as well in order to give the reader an understanding of the overall brownfields challenges being faced.

Provide information about the nature and extent of your brownfield(s) such as past land uses and site activities, potentially related environmental contaminants, and current conditions. Discuss the real or perceived negative environmental impacts associated with the brownfield(s).



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Brownfields

- **Location, location, location!** Describe your property to be cleaned up under this grant and explain where the brownfields property to be cleaned up is in relation to your targeted community.
- Make the connection between this and other brownfields sites in your targeted community and these impacts.
- Be as **specific** as possible. Use identified and/or potential sites as examples.



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Brownfields

- Describe the other brownfields sites in your targeted community and include the **types** of brownfields and **potential contamination, number** of sites and, their **size** or **range** of sizes.
- Typical types of Brownfields sites:
 - ✓ Gas Stations, Dry Cleaners & Manufacturing Facilities
 - ✓ Old Mills, Tanneries & Abandoned Industrial Complexes
 - ✓ Over 15 parcels totaling 10 acres in the heart of the targeted community.
- Discuss any actual or perceived **negative environmental impacts** due to unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to residents and their children.



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

Cumulative Environmental Issues

In addition to the presence of brownfield sites, provide a summary (using existing data and studies) 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 (such as overburdening from existing sources of pollution) which may be present.



Ranking Criteria - Cleanup

1.a. Targeted Community & Brownfields

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
 - ✓ Other sources of air, water & land pollution
 - ✓ Industry
 - ✓ Congested Highways
 - ✓ Superfund sites



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

- Respond to these items:
 - ✓ Describe how the issues you have identified have resulted in **disproportionate impacts** (e.g., health disparities) on the targeted community.
 - ✓ Provide information describing the threats to **health and/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, including brownfields.
 - ✓ Discuss **impacts the brownfields have on public health or welfare** of your targeted community.
 - ✓ Describe how the **property that will be cleaned up under this grant adversely impacts the targeted community**.



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

Disproportionate Impacts

- 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.



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

Health and/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 **FAQ #88 – What is a sensitive population?**
- **TIP:** Focus on the issues that support your story and are in your targeted community.

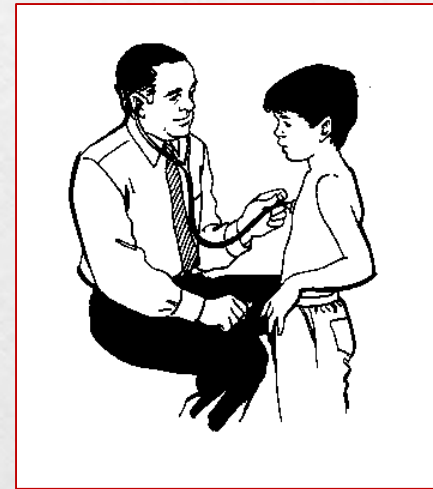


Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

Health and/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



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

Health and/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



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

Health and/or Welfare of Sensitive Populations

- Use **existing data and available studies** that give information on health and welfare indicators. **Identify all information sources used.**
- Provide specific percentages of sensitive populations significant to your targeted community. **For example:** Does your targeted community skew towards an elderly population?
- Make the connection between your identified sensitive populations and environmental exposures, including brownfields.
- If you need help with this, contact your health department.
- Some data can be found at:
 - ✓ Envirofacts – www.epa.gov/envirofw/
 - ✓ EJ View – www.epa.gov/environmentaljustice/mapping.html



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

Impacts the Brownfields have on Health or Welfare

- Discuss impacts from past projects/sites that are still present in your target area.
- Discuss perceived impacts from the types of brownfields in your targeted community. What sites have been identified, what contaminants might be there, and how they are impacting their community.
- Using a chart of types of sites, potential contaminants found, and impacts.



Ranking Criteria - Cleanup

1.b. Impacts on Targeted Community

How this Property Adversely Impacts Community

- Describe how your property adversely impacts your targeted community.
 - ✓ Blight
 - ✓ Health risk
 - ✓ Vandalism
 - ✓ Disinvestment



Ranking Criteria - Cleanup

1.c. Financial Need

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 a small population, low income or other factors 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.



Ranking Criteria - Cleanup

1.c. Financial Need

- i. Economic Conditions (3 points)
- **Why do you need this funding? Why do you not have other sources of funds for your project?**
 - ✓ You're Broke!
 - ✓ You have redevelopment \$\$ but need cleanup \$\$.
 - Explain why you, **as the applicant**, are cash poor and why you need this grant.
 - Explain why you are unable to draw on other sources of funding for this work.



Ranking Criteria - Cleanup

1.c. Financial Need

i. Economic Conditions (3 points)

- 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
 - ✓ low income
 - ✓ properties in foreclosure
 - ✓ city spending cuts
 - ✓ state and city budget deficits
 - ✓ disasters
 - ✓ geographic issues
 - ✓ Long-term unemployment and underemployed



Ranking Criteria - Cleanup

1.c. Financial Need

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



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (4 points)

Elaborate on the demographic table above (Section 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 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.



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (4 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. own, crime rate, drop out rate, etc.
- **TIP: Remember...this a Brownfields grant!** Bring it back to the key economic impacts of your site and other Brownfields in your target community. **Identify all information sources.**



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (4 points)

- Focus on the economic decline in your targeted community in the last few years as 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
 - ✓ Deterioration of active properties
 - ✓ Moving out of business/industry
 - ✓ Low income
 - ✓ Lack of Investment
 - ✓ Reduced tax base
- **TIP:** Be sure you are accounting for these things in the Other Factors Checklist in Appendix 3.



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

2. Project Description & Feasibility of Success (30 points)
 - a. Project Description (15 points)
 - i. Existing Conditions (5 points)
 - ii. Proposed Cleanup Plan (10 points)
 - b. Task Description & Budget Table (10 points)
 - c. Ability to Leverage (5 points)



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

What is the purpose?

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



Ranking Criteria - Cleanup

2.a Project Description

In preparing your Project Description, think about:

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



Ranking Criteria - Cleanup

2.a Project Description

In preparing your Project Description, think about:

- ✓ How will you procure, integrate and use a **Qualified Environmental Professional (QEP)**? [not a consultant]
- ✓ What role will EPA have in your project?
- ✓ What role will the environmental state agency have in your project?
- ✓ What role will the local or state health department have in your project?
- ✓ Have you demonstrated knowledge of your state's Voluntary Cleanup Program?
- ✓ What outreach methods will you use to communicate with the affected public/targeted community?



Ranking Criteria - Cleanup

2.a Project Description

i. Existing Conditions (5 points)

Describe the **existing conditions** and **reuse planning** of the subject property including extent of contamination and current uses.

Describe any buildings or structures on the site.

Describe the **proposed or projected reuse** of the subject property including specific redevelopment plans which may already be in place.

Describe how **cleanup of the property will encourage further revitalization of the overall community** and how the project aligns with the targeted community's land use and revitalization plans or vision.



Ranking Criteria - Cleanup

2.a Project Description

i. Existing Conditions (5 points)

- Tell the reader the story of your cleanup and redevelopment of the site.
- Describe the current conditions of your site (buildings?).
- Describe the extent of contamination.
- Describe the proposed redevelopment and reuse.
- How will cleanup of the property encourage further revitalization of the overall community?
- Describe how the project aligns with your community's vision.

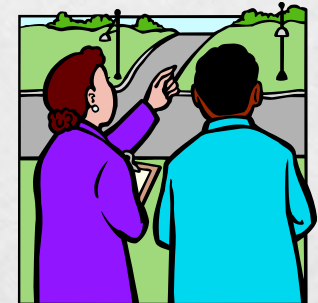


Ranking Criteria - Cleanup

2.a Project Description

i. Existing Conditions (5 points)

- Make the connection between the **Community Need** you described previously and what you want to accomplish through the cleanup and reuse of this property.
- Demonstrate that your project is **integrated** into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.



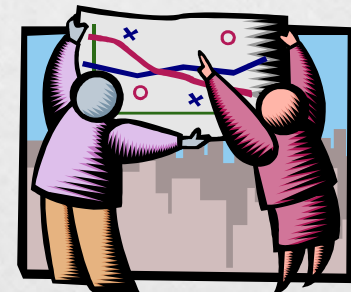
Ranking Criteria - Cleanup

2.a Project Description

ii. Proposed Cleanup Plan (10 points)

Describe the proposed cleanup plan and cleanup methods that are being considered such as contaminated soil removal, treatment, or containment.

Ensure that this discussion is consistent with the information submitted in the draft ABCA attachment.



Ranking Criteria - Cleanup

2.a Project Description

- ii. Proposed Cleanup Plan (10 points)
 - Describe your proposed cleanup plan. **Make sure your response is consistent with the information presented in your ABCA.**
 - Include any specific engineering or institutional controls.
 - **Be sure to provide enough detail so the reader will get the idea that the project is going to happen!**



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

List the tasks required to implement the proposed project, including the work that will take place under each task including grant-funded work and any supplemental work or services necessary to carry out the project 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 project, which may include, but are not limited to, cleanup plans, community involvement plans, final Analysis of Brownfield Cleanup Alternative documents, administrative records, and cleanup completion report or letter. Refer to Section I.E.1 for an explanation of outputs.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

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.

Applicants requesting hazardous substances and petroleum funding in the same proposal **must** distinguish hazardous substance related tasks from petroleum related costs. Where appropriate, present unit costs and quantify work products (e.g., Contractual Costs: five tank pulls at a cost of \$13,000 per tank for a total of \$65,000). Explain any costs that appear to be atypical (i.e., unusually high or low).



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

Do not include tasks for activities that are ineligible uses of funds under EPA's cleanup 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). Please refer to the Brownfields **FAQs** at http://www.epa.gov/brownfields/proposal_guides/FY15_FAQs.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact your Regional Brownfields Contact listed in Section VII. {**For Region 1: Frank Gardner** (gardner.frank@epa.gov)}



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- 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 – Site-Specific Activities
 - ✓ Task 4 – Oversee Site Cleanup
- **TIP:** Majority of funds should be allocated towards site cleanup activities.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- Describe **EACH** task in detail, including the basis for the estimated costs of every value in your budget table(s).
- Don't include ineligible costs (See **FAQs**; for questions not covered by the FAQs, contact Jim Byrne).
- Include clearly-identified descriptions of cost share.
- Examples:
 - ✓ **Personnel costs – grant funded:** Be precise in explaining what your personnel cost will be - Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
 - ✓ **Personnel costs – cost share:** Again, explain what your personnel cost will be – Project Manager at \$xx/hr times xx hours = \$xx.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- 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.
 - ✓ Contractual – grant funded: Estimate soil removal at \$xx/ton x 30 tons + placement of cap material = \$xx total contractual cost in task.
 - ✓ Other – grant funded: This is where you include state program fees.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- Describe the specific activities that will be **covered by the Cost Share**.
 - ✓ Cost share activities must be otherwise eligible activities under the grant.
 - ✓ Are they in-kind services (police details, DPW assistance, supplies, personnel time to manage the grant, etc.)?
 - ✓ **Cash Money!** Provide the source, how much & for what task.
 - ✓ Are they **third party contributions** (from a developer, etc.)?



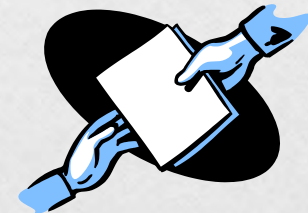
Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- **100% Pass-Thru Concerns**

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



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- **TIPS:**
 - ✓ We recommend you **do not** include any equipment costs.
 - ✓ 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 task costs should be 10% or less of funds requested. Also, if your estimate is higher than 10%, **explain why** and who is doing what to justify your costs.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Task Description

- **TIPS:**
 - ✓ **DO NOT** use the term ‘**administrative**’ or ‘**consultant**’.
 - ✓ 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.**



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Budget Table

The 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.

Applicants requesting a combination of hazardous substance and petroleum funding in the same proposal may present combined total figures in this table. The relative breakdown/proportions of the two types of funding can be explained via footnotes. Alternately, applicants may choose to provide two separate budget tables, or two separate line items within one budget table, which distinguish hazardous substance funds from petroleum funds.

Note: Even if applying via www.grants.gov, please use the table format below.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Sample Format for Cleanup Budget

Budget Categories	Project Tasks				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies					
Contractual					
Other (specify) _____					
Total Federal Funding (not to exceed \$200,000)					
Cost Share ³					
Total Budget					

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

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

³ Applicant must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiation.



Ranking Criteria - Cleanup

2.b Task Description & Budget Table

Budget Table

- **TIPS:**
 - ✓ Use the table format provided in the guidelines to present your budget.
 - ✓ **Make sure you include your cost share.** Do not include more than the required 20% cost share in the budget table.
 - ✓ Only include the requested amount of EPA cleanup funding and cost share in table. Do not show other project costs.
 - ✓ **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.**



Ranking Criteria - Cleanup

2.c Ability to Leverage

c. Ability to Leverage (5 points)

Describe other sources of funding, or resources that you have, or may be seeking to ensure the successful revitalization of brownfields sites assessed with this grant. This should include public or private resources (beyond this grant) to achieve assessment, cleanup, and/or redevelopment needs of brownfields sites. Attach copies of documentation to this proposal for any “firm leveraged” resources identified in this section.

If you are not yet able to identify sources of leveraged funding needed for this project, then provide a recent example where you or your project partners have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a brownfields site). See the Brownfields FAQs at http://www.epa.gov/brownfields/proposal_guides/FY15_FAQs.pdf for more information on how to demonstrate leveraging commitments.

Leveraging commitments, unlike the cost share match, should not be included in your budget table.



Ranking Criteria - Cleanup

2.c Ability to Leverage

- 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)



Ranking Criteria - Cleanup

2.c Ability to Leverage

- 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 such as cleanup and reuse planning, site cleanup 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.**



Ranking Criteria - Cleanup

2.c Ability to Leverage

- Discuss status of obtaining resources

If funds are already secured

- ✓ **Attach documentation!** This is an allowed attachment to your proposal (Attachment d).
- ✓ 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 Checklist in Appendix 3.



Ranking Criteria - Cleanup

2.c Ability to Leverage

- Discuss status of obtaining resources

If funds are already secured

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



Ranking Criteria - Cleanup

2.c Ability to Leverage

- 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. **Make sure you do this – it is being missed.**
- ✓ Indicate if you've already applied for funding or if and when you plan to seek funding.



Ranking Criteria - Cleanup

3. Community Engagement & Partnerships

3. Community Engagement & Partnerships (15 points)
 - a. Plan for Involving Targeted Community... (5 points)
 - b. Partnerships with Government Agencies (5 points)
 - c. Partnerships with Community Organizations (5 points)



Ranking Criteria - Cleanup

3. Community Engagement & Partnerships

What's this all about?

- ✓ This section demonstrates how you will **inform** and **involve** the community and other stakeholders during the **planning and implementation** of your project.
- ✓ Explain how your proposed community engagement plan will **meet the needs** of the targeted community identified in the Community Need section.
- ✓ Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Project Benefits.



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

Plan for Involving Targeted Community... (5 points)

Discuss your plan for involving the targeted community and other stakeholders (such as neighborhood organizations, citizens groups, borrowers and developers) in the planning and implementation of your project. Community involvement activities may occur throughout the planning, cleanup decision, or reuse planning phases.

Discuss how you will seek out and consider concerns that local residents may have with regard to health, safety, and community disruption potentially posed by the proposed cleanup activities.

Describe how you will identify sensitive populations and will ensure that your cleanup is conducted in a manner that is protective of sensitive populations and nearby residents.

Describe your plan for communicating the progress of your project to citizens. Also, describe how the identified communication plans are appropriate and effective for the targeted community(ies).



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

Discuss your plan for involving the targeted 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 in cleanup decisions and reuse planning



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

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

- Describe **your plans** for using the **appropriate means** to reach your targeted community such as:

Various Media	Public Meetings
Applicant's & partner's websites	Commit to number, frequency, or milestone
Press releases & other uses of print media	Select convenient location in the affected community
Social media	Schedule meetings for working public
Flyers	Coordinate with other community group meetings



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

Discuss how you will seek out and consider concerns of local residents...

- How will you reach out to local residents and address their concerns about any disruption from your cleanup?
 - ✓ Direct outreach to residents and businesses around your site.
 - ✓ Make sure you have a contact person to address comments and concerns from community.



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

Discuss how you will ensure that your cleanup is conducted in a manner that is protective ...

- 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 such as:
 - ✓ 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.



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

Plan for communicating progress ...

- 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)



Ranking Criteria - Cleanup

3.a Plan for Involving Targeted Community

Plan for communicating progress ...

- **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.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies

b. Partnerships with Government Agencies (5 points)

Identify which agency (or agencies) implement(s) the state or tribal environmental brownfield program, and discuss the roles they may have in ensuring your cleanup meets applicable standards or otherwise is protective of human health and the environment.

If applicable, discuss the roles the state or local health agencies may play in your project.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies

Identify the State/Tribal brownfield agency and discuss their roles ...

- The local environmental oversight structure in New England = the state environmental agencies.
- **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.).



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies

Identify the State/Tribal brownfield agency and discuss their roles ...

- Discuss the **key roles** this agency plays in your grant, and how you will work together during the various phases of cleanup work.
- Provide **specific details** on what they will do for you. For example:
 - ✓ Review cleanup plans
 - ✓ Review environmental reports
 - ✓ Provide technical expertise
 - ✓ Oversee cleanups
- Indicate definitive plans to enroll site(s) in state/tribal voluntary cleanup program.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies

State or local 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 project during the various phases of cleanup work, including:
 - ✓ Information on known health risks and sensitive populations in your community
 - ✓ Asbestos, lead, mold, guano, etc.
 - ✓ Situations of identified immediate risks to human health
- **TIP:** At a minimum, most communities and every state have a health department that you can coordinate with.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

c. Partnerships with Community Organizations (5 points)

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 project.

Include a **description of each community organization** involved in your project, as well as, **their role in and commitments to** the planning and implementation of the project.

Attach current letters of commitment to the proposal from all of the community organizations discussed. These letters should discuss their support for the project, and describe and affirm their roles and commitments to the planning and implementation of the project. The numbers of partners is not as important as the contributions and the relevance of their organization.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

c. Partnerships with Community Organizations (5 points)

Note: Community organizations 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 #8 & #9 (http://www.epa.gov/brownfields/proposal_guides/FY15_FAQs.pdf) for more information about 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 project. 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 project, comments from local citizens received on the plans and implementation of the project, etc.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

Efforts & plans ... involved in the planning and implementation ...

- 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**.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

Description of each CO & their role and commitments ...

- In your narrative you will:
 - ✓ Describe each CO
 - ✓ Indicate the services they will provide to your project
 - ✓ Affirm their commitment to your project
- Present them as partners and their assistance in the grant in terms of **commitments**.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

Description of each CO & their role and 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.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

Attach current letters of commitment ...

- You must include, as a separate attachment (Attachment c), a **Letter** from **EACH** CO listed in your narrative.
 - ✓ The letters must describe **project role and commitments** that the CO will make to your project.
 - ✓ 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.**
- **Contribution and relevance is key.**
- **TIP:** Do not include organizations that are not COs in an attempt to beef up this response - you may lose points!



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

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

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



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

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
- ✓ Revitalization committees
- ✓ Affordable housing organizations
- ✓ Land trusts
- ✓ Neighborhood associations
- ✓ Regional economic strategy groups
- ✓ Health organizations
- ✓ Education institutions
- ✓ Historic and cultural organizations
- ✓ Churches



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

Some examples of what COs can do for your project:

- Participate on the cleanup project committee
- Become involved in the cleanup/reuse planning process
- Talk to their constituency about the site or the role of brownfields redevelopment in the targeted community
- Host public meetings
- Host design charrettes
- Help to post community outreach material on web and/or in newsletters
- Provide financial or legal advice
- Provide technical assistance



Ranking Criteria - Cleanup

4. Project Benefits

4. Project Benefits (20 points)
 - a. Health and/or Welfare & Environment (10 points)
 - i. Health and/or Welfare Benefits (5 points)
 - ii. Environmental Benefits (5 points)
 - b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse (5 points)
 - i. Planning, Policies, and Other Tools (2 points)
 - ii. Integrating Equitable Development or Livability Principles (3 points)
 - c. Economic and Community Benefits (5 points)
 - i. Economic or Non-Economic Benefits (3 points)
 - ii. Job Creation Potential (2 points)



Ranking Criteria - Cleanup

4. Project Benefits

Don't forget to finish the story!

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

This criterion is for all the good things that result from your project – not a rehash of the problems discussed in Community Need.



Ranking Criteria - Cleanup

4. Project Benefits

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 Project 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 your community adverse health outcomes 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?



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

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

Describe the **health and/or welfare benefits** anticipated from the cleanup and revitalization of the property, and how these benefits will **address the health and/or welfare challenges** discussed in the Community Need section of your narrative (Section V.B.1).



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

- i. Health and/or Welfare Benefits (5 points)
 - Discuss the specific **Health and/or Welfare benefits** anticipated from the revitalization of site cleaned up under this grant.
 - **Tip:** Go back to the **Community Need** section and make sure the specific health and/or welfare challenges are addressed as benefits.



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

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

- Example anticipated **Health Benefits**

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



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

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

- Example anticipated **Welfare Benefits**

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



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

ii. Environmental Benefits (5 points)

Describe the **environmental benefits anticipated** from the cleanup and revitalization of the property, and how these benefits will **address the environmental challenges** discussed in the Community Need section of your narrative (Section V.B.1).



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

ii. Environmental Benefits (5 points)

- Discuss the specific **Environmental** benefits anticipated from the revitalization of site cleaned up under this grant.
- **Tip:** Go back to the **Community Need** section and make sure the specific environmental challenges are addressed as benefits.



Ranking Criteria - Cleanup

4.a Health and/or Welfare & Environment

ii. Environmental Benefits (5 points)

- Example anticipated **Environmental Benefits**
 - ✓ 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).



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

i. Planning, Policies, or Other Tools (2 points)

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



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

- i. Planning, Policies, or Other Tools (2 points)
 - Describe what tools your community has in place to encourage sustainable development.
 - Examples must be relevant to your proposed project and targeted reuse scenario(s).
 - ✓ Are you considering Green & Sustainable Remediation Techniques?
 - Soil recycling
 - Building material reuse
 - No idle policy



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

i. Planning, Policies, or Other Tools (2 points)

- ✓ **Are you trying to foster mixed use development?**
 - 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?**
 - Transit Oriented Development Plans?
 - Energy Efficiency Incentives from utilities or government entities?
 - Complete Street Planning? Requirements for Green Building Standards?



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

- ii. Integrating Equitable Development **or** Livability Principles
(3 points)

Describe how your approach to address and revitalize brownfield sites will incorporate **equitable development practices** or **livability principles**; such as improved transportation choices, affordable housing, and other considerations as described on page 7 of these guidelines.



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

- ii. Integrating Equitable Development **or** Livability Principles (3 points)
- Notice the “**or**” language here. You only have to respond to one.
 - Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of the site 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).



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

- ii. Integrating Equitable Development **or** Livability Principles (3 points)
 - 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?



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

- ii. Integrating Equitable Development **or** Livability Principles (3 points)
 - Here are some more ideas on **Equitable Development**:
 - ✓ 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?



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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

- **Livability Principles**

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



Ranking Criteria - Cleanup

4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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

- **TIP:** Do not just list the Livability Principles. Discuss how your project integrates them.
- **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.epa.gov/smartgrowth/partnership/>



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

i. Economic or Other Benefits (3 points)

Describe the **long-term outcomes and benefits** that will result from implementation of this grant. Include specific discussion of **economic benefits**, such as increased employment and expanded tax base;

OR

Discuss **non-economic benefits** associated with the cleanup of your site 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.



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

i. Economic **or** Other Benefits (3 points)

- 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.



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

i. Economic **or** Other Benefits (3 points)

- **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of the site cleaned up this grant
- Make every effort to provide quantitative estimates, where feasible, such as:
 - ✓ Number and types of jobs
 - ✓ Taxes (Property, Sales, Income)
 - ✓ Property values
 - ✓ Other benefits resulting from area-wide economic development



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

i. Economic **or** Other Benefits (3 points)

- **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



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

i. Economic **or** Other Benefits (3 points)

- 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.



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

- ii. Job Creation Potential: Partnerships with Workforce Development Programs (2 points)

Describe any planned efforts to promote local hiring and procurement or to link members of the community to potential employment opportunities related to your proposed project. Such efforts may include, but are not limited to, partnering with local workforce development entities or Brownfields job training grantees. A list of Brownfields job training grantees can be found at http://cfpub.epa.gov/bf_factsheets/index.cfm.



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

- ii. Job Creation Potential: Partnerships with Workforce Development Programs (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 QEPs to participate in local job fairs.



Ranking Criteria - Cleanup

4.c Economic and Community Benefits

ii. Job Creation Potential: Partnerships with Workforce Development Programs (2 points)

- Discuss the role the workforce development organization(s) will play in your project.
 - ✓ 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
 - ✓ 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 project.



Ranking Criteria - Cleanup

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 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 (3 points)



Ranking Criteria - Cleanup

5. Programmatic Capability & Past Performance

What are we 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 project and grant.
- It considers your programmatic and grant management capacity.
- It's your plan for measuring and reporting your outputs and outcomes.
- Discuss your past and/or current performance on awarded assistance agreements.



Ranking Criteria - Cleanup

5.a Programmatic Capability

5.a Programmatic Capability (12 points)

Describe the **organizational structure you will utilize** to ensure the timely and successful expenditure of funds and completion of all technical, administrative and financial requirements of the project and grant. Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience.

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



Ranking Criteria - Cleanup

5.a Programmatic Capability

Describe the organizational structure you will utilize ...

- Describe your project management **team** 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.



Ranking Criteria - Cleanup

5.a Programmatic Capability

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
 - ✓ Remediation contractors



Ranking Criteria - Cleanup

5.b Audit Findings

5.b Audit Findings (2 points)

Describe any adverse audit findings. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds), 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.]



Ranking Criteria - Cleanup

5.b Audit Findings

- 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!**



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

- If you have ever received an EPA brownfields grant (including Assessment, Cleanup, Revolving Loan Fund, and 128(a) grants), 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!**



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

i. Currently or Has Ever Received an EPA Brownfields Grant (6 points)

Identify and provide information regarding each of your current and most recent EPA 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 items listed below.

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



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

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. Discuss what corrective measures you took, or are you taking, and how you the corrective measures were documented and communicated.

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



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (3 points)

If you have an **open EPA Brownfield grant(s)**, please explain your need for additional funding. Additionally, for all open grant(s) indicate the grant period (start and end date), if there are funds remaining, and the plan to expend funds 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.



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

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?



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

i.1 Compliance with grant requirements (3 points)

- Discuss timely reporting/submission of:
 - ✓ Quarterly reports
 - ✓ Ongoing ACRES reporting
 - ✓ Phase I & II reports, cleanup work plans, etc.
- Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

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



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

i.2 Accomplishments (3 points)

Describe the **accomplishments and specific outputs** of your grant-funded program, including at minimum, the number of sites assessed and cleaned up.

Discuss whether these **outputs and outcomes were accurately reflected in ACRES** at the time of this proposal submission, and if not, please explain why.



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

i.2 Accomplishments (3 points)

- Describe your successes with the EPA Brownfields funding.
- Discuss the specific outputs of your grants such as:
 - ✓ 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.



Ranking Criteria - Cleanup

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

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



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

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.



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

ii.1 Purpose & Accomplishments (3 points)

- Select grants that are similar in size, scope & relevance to your proposed project.
- 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



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

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. Discuss what corrective measures you took, or are taking, and how the corrective measures were documented and communicated.

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



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

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.



Ranking Criteria - Cleanup

5.c Past Performance & Accomplishments

- iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 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 3 points.



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!
- Contact State if applying for a site-specific petroleum site!
- Make sure your SAM.gov registration is active.
- Register for Grant.gov if you plan to submit electronically.
- **Use THIS year's guidelines!!**



Web Resources

- [FY15 AC Proposal Guidelines](#)
 - ✓ [Assessment](#)
 - ✓ [Cleanup](#)
- [FY15 AC Frequently Asked Questions \(FAQs\)](#)
- [FY 15 Summary of Changes](#)
- [FY15 Assessment Guideline Checklist](#)



Web Resources

- [EPA Land Revitalization Projects and Construction and Demolition \(C&D\) Recycling](#)
- [EPA Region 1 Brownfields Information](#)
- [EPA Headquarters Brownfields Information](#)
- [SmartE-Online Sustainable Management Approaches and Revitalization Tools](#)
- [TAB EZ Grant Writing Tool](#)
- [Brownfields Toolbox](#)



Questions & Answers

