

US EPA ARCHIVE DOCUMENT



FY 13 Brownfields Guidelines Tips

**Noemi Emeric-Ford,
Sara Russell, EPA Region 9**

**Jeanette Mendes, EPA, Office of
Brownfields and Revitalization**

Estimated FY13 Timeline



- Dec. 3  ARC Proposals Due
- Nov. 30 AWP Proposals Due
- Apr. – May 2013: Selections Announced
- May. – Jun. 2013: Work plans and grant paperwork submitted
- Sept. 2013: Grants Awarded/Funds Available

The proposal due date is set, however, other dates are subject to change.

Proposal Guidelines



- 15 page limit (Narrative)
- 1" margins; 12 pt font; no binders
- Limit attachments to required/relevant documents and letters (ie. state letter, community support letters) (see IV.C.1)

Proposal Guideline TIPS



- Read entire Guidelines
- Write as though the reader knows **NOTHING** about your community
- Address **ALL** criteria – if it doesn't apply say so and explain why
- Use the Proposal Check Lists at the end of the Ranking Criteria section
- Avoid using acronyms and technical/ organizational jargon
- Check Frequently Asked Questions (FAQs)
- Grants.gov will be available as a means of proposal submission
 - Applicants wishing to submit electronically should do so at: www.grants.gov
 - Registration in Grants.gov can take up to 2 weeks to be fully registered in the system.



Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to submit their proposals early.

Proposal Guideline TIPS



- Have someone proof read your application
- Be sure to make a strong connection between the community needs section and the project benefits, have the benefits answer the needs
- Use the checklist to insure everything is submitted
- Complete the Special Considerations checklist

Threshold Reminders



- Acknowledgement Letter from State
- Petroleum Site specific assessment Cleanup site eligibility letter from State
- Community Notification for Cleanup – by Nov. 5
- AAI for Hazardous sites - Assessment Site Specific and Cleanup
- Petroleum Eligibility from State of California

Property Ownership Eligibility

(Hazardous) AAI requirements - Updates



- AAI Phase I must be performed within one year prior to acquisition
- Updates to AAI are required within 180 days prior to acquiring ownership
 - interviews of current & past owners
 - the review of government records
 - on-site visual inspection
 - searches for environmental cleanup liens

Property Ownership Eligibility

(Hazardous) AAI requirements



- Conduct AAI prior to acquiring the property and
- Comply with all Continuing Obligations after acquiring the property
- State & local governments acquiring property involuntarily through bankruptcy, tax delinquency, abandonment, or eminent domain, do not have to conduct AAI, but must exercise “due care” after acquiring the property

Petroleum Sites



- Need to get site eligibility letter from your state.

Cost Share



- 20% Match Required (Cleanup & RLF only)
 - Match can be contribution of money, labor, materials, or services from a non-federal source
 - Only for an eligible & allowable expense
 - HUD CDBG funds can be used as match
 - Hardship Waivers can be requested
- For RLF applicants – 20% match can be passed along to borrower or sub-grantee



Do not exceed requirement amount.

Ranking Criteria



Answer each criteria **individually**. Answer **all** or you may lose points. They are **ALL** important.



Clearly identify the **TARGETED** community.



Budget: In narrative, lay out the cost in basic terms. E.g. 400 contractor hours X \$100 = \$40,000



Financial Need:
*Describe **YOUR** need.* Most applicants fail to adequately address this criteria. If listing plant closures in "other factors" then it should be discussed here.



Do not use generic letters of support. Specify what tasks or role the organization writing the support letter will do or play in the project. EPA may call organizations providing letters of support.

TABEZ: A Grant Writing Tool



- Free tool to assist in preparing EPA brownfields assessment and cleanup grant applications
- Lots of support and helpful hints
- Web-based software for Assessment and Cleanup Grants
- User friendly and can be accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful Hints for every criteria to be addressed

A screenshot of the TAB EZ website home page. The page has a green and white color scheme. At the top, there is a navigation bar with links for HOME, GRANT APPLICATIONS, RESOURCES, SEARCH, and HELP. On the right side, there are links for Login, Register, and Contact Us / Feedback. The main content area is titled "Welcome to TAB EZ" and includes a "Home" section with a "Welcome to TAB EZ" heading. Below this, there is a "Technical Assistance to Brownfields communities (TAB) easy brownfields grant application (EZ) software program" section. The page also features a "Quick Links" sidebar on the left with links for Home Page, About TAB EZ, Sample Grant Applications, Tutorial, Definitions, and Acronyms. At the bottom, there are two buttons: "GRANT APPLICATIONS HOME" and "TAB EZ TUTORIAL".

www.tabez.org

Brownfields Area-Wide Planning Grant RFP Overview



Recipients will need to conduct activities that support **development of a brownfields area-wide plan**

- Strong focus on proposal discussion around:
 - specific catalyst, high priority brownfield sites in project area
 - creating specific BF AWP implementation strategies
- Brownfields area-wide plan must include:
 - strategies for reusing catalyst, high priority brownfield sites;
 - information on how assessment and cleanup of those sites will be influenced by the reuse strategies; and
 - brownfields area-wide plan implementation strategies, which identify specific actions for next steps and specific resources available/resources needed to implement the plan.

Threshold Criterion #3



Identify the specific catalyst, high priority brownfield site(s) within the proposed BF AWP project area around which your project will focus.

For each brownfield site, provide:

- a. Site name and address
- b. Affirmation that site is not statutorily restricted from funding (e.g., not a NPL site or federal facility, subject to certain orders, etc)
- c. Type of contaminant or potential contaminant (hazardous substance or petroleum).
For petroleum site(s), provide additional information
- d. *(if applicable)* Date of EPA's prior determination that site is a "brownfield"

- Brownfields sites submitted here must be the same as those described in ranking criterion 2.i.
- **At least 50% of sites** submitted must meet CERCLA definition of a "brownfield"; no substitution of sites allowed.
- Discuss questions with your EPA Regional contact.

Brownfields Area-Wide Planning Program RFP & FAQs



Brownfields Area-Wide Planning Program RFP and
Frequently Asked Questions (FAQs):

<http://www.epa.gov/brownfields/applicat.htm>

Check back – FAQs are updated periodically!

Today's training is NO SUBSTITUTE for reading and
closely following the detailed RFP

EPA Brownfields and Land Revitalization Program:

<http://www.epa.gov/brownfields/>

Archived Webinars



- National Webinars on ARC, AWP and TABEz: www.epa.gov/brownfields
- Regional Webinars on ARC: www.epa.gov/region9/brownfields