FY16 Brownfields Grant Guidelines:

A Detailed Review of the Assessment, Revolving Loan Fund and Cleanup Grant Proposal Process

Call in: 1-866-299-3188
Code: 202 566 1817 #

Agenda

- Introductions and Timeline
- Overview of Types of Grants
- Proposal Writing Tips
- Changes to the Guidelines
- Overview of Threshold Criteria
- Overview of Ranking Criteria
  - Community Need
  - Project/Program Description & Feasibility of Success
  - Community Engagement & Partnerships
  - Project/Program Benefits
  - Programmatic Capability & Past Performance
- Contacts

Purpose

The purpose of this training webinar is to assist applicants with understanding the Assessment, Revolving Loan Fund (RLF), and Cleanup Grant Guidelines and in applying for the program grants.

Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines prevail.

Anticipated FY16 Timeline

- **December 18, 2015**: Proposals due (11:59 pm **EST**)
- April – May 2016: Selections announced
- June – July 2016: Workplans and grant paperwork submitted
- July – Oct 2016: Grants awarded/funds available

The proposal due date will not change, however, other dates listed above are subject to change.

Types of Grants

	Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (see full list in Section III.A)	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profit
Amount of funding available	• Up to $400,000 for Community-wide • Up to $200,000 or up to $350,000 for Site-Specific • Up $600,000 for a Coalition	• Up to $1 M	• Up to $200,000 per site • Up to 3 sites totaling $600,000
Cost share requirement	n/a	20% cost share	20% cost share
Period of performance	3 years	5 years	3 years
Common eligible grant activities	inventory, characterize, assess, reuse planning, cleanup planning, and conduct community involvement	provide loans and subgrants for cleanup, community involvement, and reuse planning	cleanup activities, reuse planning, and community involvement

Changes to Guidelines

	FY 16
Proposal Submission	Applications must be submitted via www.grants.gov. When sending a courtesy copy to Regional Brownfields Contact, it must be emailed.
Assessment Guidelines	Inclusion of Regional Priorities • Each Region has at least one priority • Responses must be contained within the 15-page narrative proposal • Responses will be evaluated by the home region and taken into consideration during the final selection process; similar to an Other Factor
Other Factors	Fewer considerations on the 'Other Factors' list and 'Other Factors Checklist'. Added one category: *"None of the Other Factors are applicable"*
Ranking Criteria Language	Revised language provides greater clarity to applicants.

For a complete list of guideline changes, please review the "FY16 Summary of FY16 Brownfields Assessment, RLF and Cleanup (ARC) Grant Guidelines Changes" document located on the Brownfields website www2.epa.gov/sites/production/files/2015-10/documents/summary_of_fy16_arc_grant_guideline_changes.pdf.

Proposal Content & Form

Transmittal Letter

+

Narrative

+

Required Attachments

Your Proposal Package

Proposal Content & Form

- Address the Transmittal Letter to the Regional Brownfields Contact listed in Section VII.
- Include Other Factors Checklist (in Appendix 3) with the 2-page Transmittal Letter.
- Pages beyond the 15-page limit for the narrative (not including the 2-page Transmittal Letter or attachments) will be removed and not reviewed.
- Limit attachments to required/relevant documents and letters (i.e., state letter, commitment letters from community organizations, etc.) (see IV.C.3).
- 1” margins; 12 pt font; no maps

Appendix 3
Regional Priorities Form/Other Factors Checklist

Name of Applicant: _____

Regional Priorities Other Factor

If your proposed Brownfields Assessment project will advance the regional priority(ies) identified in Section I.E, please indicate the regional priority(ies) and the page number(s) for where the information can be found within your 15-page narrative. Only address the priority(ies) for the region in which your project is located. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal, it will not be considered during the selection process.

Regional Priority Title(s):

_____

_____

Page Number(s): _____

Assessment Other Factors Checklist

Please identify (with an *x*) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
None of the Other Factors are applicable.	
Community population is 10,000 or less.	
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
Targeted brownfield sites are impacted by mine-scarred land.	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	
Recent (2008 or later) significant economic disruption has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	

Proposal Content Tips

- Read entire Guidelines! There are different guidelines for each grant type.
- Write as though the reader knows **NOTHING** about your community.
- **Address ALL criteria – if a criterion doesn't apply, state that and explain why.**
- It is not sufficient to simply respond to a criterion. The **quality** of the response is extremely important.
- Use the Proposal Checklists at the end of the Ranking Criteria section. (Do not submit with proposal.)

Proposal Content Tips

- Avoid using acronyms and technical/organizational jargon.
- Number your pages and enumerate the criterion to which you're responding.
- Determine which attachments are required for the type of funding for which you are applying. Organize attachments, for example:

  Appendix A: Threshold Criteria

  Appendix B: Leveraging Commitment(s)

  Appendix C: Community Organization Letters

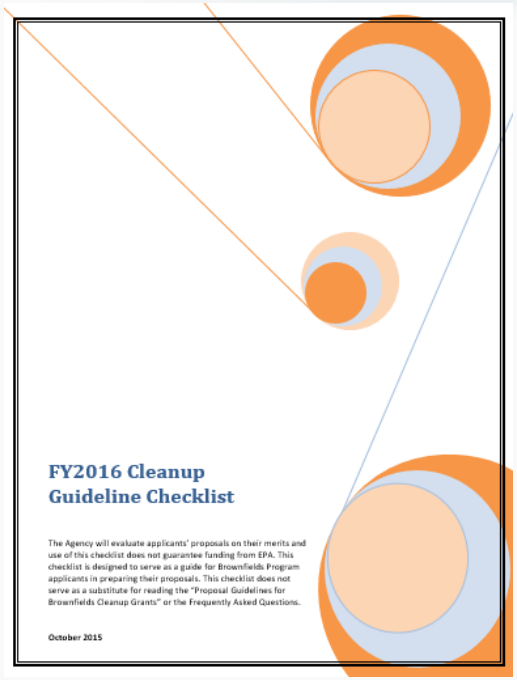
Mailing Instructions

Submit two copies of the complete application.

- One Official Copy
  - Submit electronically via www.grants.gov
    - Registration in www.grants.gov can take up to 2 weeks - register early!

- One Courtesy Copy
  - Email to the Regional Brownfields Contact for your region (contacts listed in Section VII)

Proposal Writing Resources


FY2016 Cleanup
Guideline Checklist

The Agency will evaluate applicants' proposals on their merits and use of this checklist does not guarantee funding from EPA. This checklist is designed to serve as a guide for Brownfields Program applicants in preparing their proposals. This checklist does not serve as a substitute for reading the "Proposal Guidelines for Brownfields Cleanup Grants" or the Frequently Asked Questions.

October 2015

- OBLR Website

  www2.epa.gov/brownfields/new-request-proposals-fy-2016-brownfields-assessment-revolving-loan-fund-and-cleanup

  - Summary of Brownfields ARC Guidelines Changes
  - Assessment Guidelines Checklist
  - Cleanup Guidelines Checklist NEW!
  - Frequently Asked Questions (FAQs)
  - Grants.gov Tip Sheet NEW!

- Technical Assistance to Brownfields (TAB)
- TAB EZ: A Grant Writing Tool

Technical Assistance to Brownfields (TAB) Contacts

New Jersey Institute of Technology (NJIT)

Serves EPA Regions 1 and 3

http://www5.njit.edu/tab/technical-assistance-brownfield-communities-program-njit-tab/

Colette Santasieri

973-642-4165

santasieri@njit.edu

Kansas State University (KSU)

Serves EPA Regions 5, 6, 7 and 8

https://www.ksutab.org/

Blase Leven

785-532-0780

baleven@ksu.edu

Center for Creative Land Recycling (CCLR)

Serves EPA Regions 2, 4, 9 and 10

www.CCLR.org

Sarah Sieloff

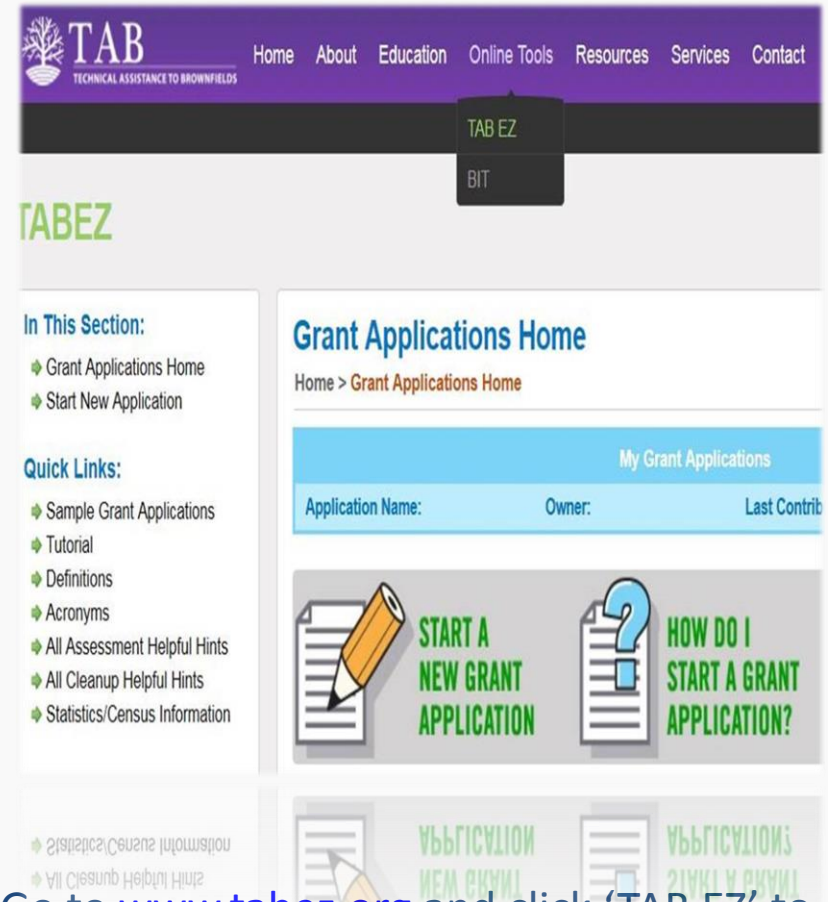
415-398-1080

sarah.sieloff@cclr.org

TABEZ: A Grant Writing Tool

www.tabez.org

- Free tool to assist in preparing assessment & cleanup grant applications
- User friendly and 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 & support for every criteria



Go to www.tabez.org and click 'TAB EZ' to log-in (or register for an account) and you are on your way.

Progress Check

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Threshold Criteria Overview

Failing threshold means
you will no longer be in the race!!

Threshold Criteria

	Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (see full list in Section III.A)	Governments, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profit
Acknowledgement from the State/Tribal authority	Include letter from the State or Tribal Environmental authority	Include letter from the State or Tribal Environmental authority	Include letter from the State or Tribal Environmental authority
Description of Jurisdiction	n/a	Applicants must describe the jurisdiction	n/a
Site Eligibility and Property Ownership Eligibility	Applies to site-specific assessment applicants		Applicants must own site by **December 18, 2015**
Cleanup Authority and Oversight Structure	n/a	Applicants must describe Oversight Structure and Legal Authority to Manage a RLF	Applicants must describe their cleanup authority and oversight structure
Cost share requirement	n/a	20% cost share	20% cost share
Community involvement/notification	Applicants must discuss how they intend to inform and involve the community		Community notification must occur at least 2 weeks prior to submission and no later than **December 4, 2015**
Other required attachments	Letters from coalition members in which they agree to be a part of the coalition	Letters from coalition members in which they agree to be a part of the coalition	Draft Analysis of Brownfields Cleanup Alternatives (ABCA)

Letter from State or Tribal Environmental Authority

- Include a CURRENT letter **acknowledging your specific proposal** and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.
- State and Tribal environmental authorities do not need to provide a letter for themselves.

Do **not** substitute a letter from local or county oversight agencies.

Do **not** use last year's letter.

Do **not** substitute an enforcement letter from the state regarding a specific site action.

Description of Jurisdiction (RLF)

EPA will only award RLF grants on a community-wide and jurisdiction-wide basis.

This allows for the use of grant funds throughout the jurisdiction, as defined by the applicant in its proposal.

Applicants can still target specific communities or areas within the jurisdiction in their marketing, outreach, and cleanup activities.

→ Provide a description of the boundaries your organization's jurisdiction (e.g., the city limits of The City of ABC).

Site Eligibility

Sites NOT eligible for funding include:

- Sites proposed or listed on the National Priorities List (Superfund)
- Facilities subject to orders under CERCLA
- Facilities that are subject to the jurisdiction, custody or control of the US government (except land held in trust for Indian Tribes)
- Sites subject to RCRA Corrective Action

Site Eligibility

(Site-Specific Assessment & Cleanup)

Hazardous Substance Sites

- Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes.
- EPA will determine if site is eligible based on applicants' responses to criteria.

Co-mingled Sites

- Sites with both types of contamination are considered Hazardous Substance sites.

Petroleum Sites

- State or EPA will determine if site is eligible
- EPA will determine eligibility for Tribes
- Petroleum Eligibility Letter - attach to application

Determination should be done before submitting your application.

Property Ownership Eligibility – Hazardous Substance Sites

(Site-Specific Assessment & Cleanup)

Applicant must not be responsible for contamination.

1. **Who owns it?**

2. **How was it acquired?**
   - Did purchase include due diligence (all appropriate inquiry/Phase I)?
   - Tax foreclosure, abandonment, or other government proceeding?

Cleanup applicants must own site by December 18, 2015.

3. **Who Contaminated it?**
   - If applicant, in most cases the site is not eligible.

4. **Continuing Obligations: What happened on the property after acquisition?**
   - Did owner ensure no further contamination has taken place since they received title?

Property Ownership – Petroleum Sites

(Site-Specific Assessment & Cleanup)

- Must be low risk
  - Is the site relatively low risk?
- Current and previous owner must not be responsible for contamination
  - Who are the current and previous owners?
  - Did the current or previous owner cause contamination?
- If current or previous owner is responsible...
  - Are they financially viable?

Oversight Structure & Legal Authority (RLF)

- Cleanup Oversight
  - Describe oversight plan
  - Indicate if the loan/subgrant recipients will be required to enroll in state or tribal voluntary program
  - If enrollment isn't required, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup

- Legal Authority to Manage a RLF
  - Letter from applicant's counsel with a legal opinion
  - Attach to proposal
    - Legal authority to access sites
    - Legal authority to hold funds/make loans/accept payments etc.
    - Opinion must cite relevant laws

Cleanup Authority & Oversight Structure (Cleanup)

- Cleanup Oversight
  - Describe oversight plan
  - Indicate whether or not you plan to enroll in state or tribal voluntary program
  - If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup
- Property(s) Access Plan
  - Plan to obtain access to adjacent properties, if needed.

Cost Share
(RLF & Cleanup)

- 20% Match Required
  - 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
    - Approved on a limited basis
    - Must provide explanation as an attachment

Do not exceed 20% match

Community Notification (Cleanup)

- Provide an opportunity for the community to submit comments on your proposal and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- Place an ad (or equivalent) about intent to apply and notice of a public meeting.
- Notify the community at least **2 weeks prior to submission and no later than December 4, 2015.**
- Include in ad:
  - ✓ Date, time and location of meeting, and request for comments
  - ✓ Where proposal and draft ABCA are located (e.g. town hall library, website, etc.)
  - ✓ How the public can submit comments
- Host public meeting prior to proposal submission.

Community Involvement (Assessment)

Community involvement efforts can be implemented using existing meetings.

Applicants must:

- identify how they "**intend** to inform and involve the community and other stakeholders."
- tie this to their "Plan for Involving Targeted Community & Other Stakeholders" and "Communicating Project Progress" in Section V.B.3.a.

Note: If applicant is also applying for cleanup funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Community Notification process.

Other Required Threshold Attachments

- Assessment and RLF Proposals
  - Coalitions must document how all coalition members are eligible entities.
  - All coalition members must submit a letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition.
- Cleanup Proposals
  - Draft Analysis of Brownfields Cleanup Alternatives (ABCA)

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Ranking Criteria

- Proposal must have passed Threshold Criteria to be considered for review and be "ranked".

- <u>5 Ranking Criteria Sections</u>
  1. Community Need
  2. Project/Program Description & Feasibility of Success
  3. Community Engagement & Partnerships
  4. Project/Program Benefits
  5. Programmatic Capability & Past Performance

- Each criterion is made up of sub-criteria
  - Answer each individually and enumerate each sub-criterion
  - Sub-criteria may be different per grant type and point totals vary

200 points for Assessment

100 points for RLF

105 points for Cleanup

Link Your Story Together

- **Community Need**
  - Here are the brownfields issues in my targeted community and who I'm trying to help with this grant.
- **Project/Program Description & Feasibility of Success**
  - Here's my step-by-step plan for the grant, what I'm going to spend the money on, and where I'm going to get the rest of money to get to redevelopment.
- **Community Engagement & Partnerships**
  - Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made.
- **Project/Program Benefits**
  - Here are the anticipated outcomes and my targeted community will benefit from redeveloping the brownfields sites.
- **Programmatic Capability & Past Performance**
  - Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.

1. Community Need

Targeted Community and Brownfields

Clearly identify the **TARGETED** community.

- Provide information on your city, town, or geographic area to provide context of brownfield challenges and the demographics of the targeted community.
- Use the sample table format to provide demographic information.
- Describe the brownfield property(ies) to be addressed, and its effect and proximity on your targeted community.
- Provide summary of other various cumulative environmental issues, i.e., power plants, incinerators, etc.

1. Community Need

Impacts on Targeted Community

- Discuss impacts of sites on public health and welfare of targeted community.
- Describe threats to health and welfare to sensitive populations in targeted community due to environmental exposure and the brownfield sites.
- Discuss how cumulative environmental and/or brownfield issues have disproportionately impacted your targeted community.
- Cleanup proposals: discuss how the subject property impacts the targeted community.

✓ Typical contamination
✓ Poverty rates, crime rates, etc.
✓ Environmental impact data (e.g. cancer and asthma rates)

1. Community Need

Financial Need

Economic Conditions

- Describe why you need this funding and are unable to obtain other funding sources
- Describe how local economic conditions may have been made worse due to significant economic disruption

Economic Effects of Brownfields

- Elaborate on the demographic table (Section V.B.1.a) and discuss the key economic effects (e.g. reduced tax base, etc.)
- Describe the other economic effects associated with the brownfields and to the extent possible include quantitative data

Clearly cite statistical data

Describe **YOUR** need. Most applicants fail to adequately address this criterion.

Useful Tips

- **Link Your Story Together: Community Need**
  - Here are the brownfields issues in my targeted community and who I'm trying to help with this grant.
- This section sets the stage for the rest of the proposal.
- Clearly describe the social and economic situation of your targeted community and your [the applicant's] financial constraints.
- Clearly identify a targeted community, explain needs of this community and the impacts of the brownfield sites on this community.

Useful Tips (cont'd)

- Assessment and RLF Coalitions applicants: Provide information on all coalition partners and their respective targeted communities.
- Connect impacts experienced by nearby community members to the brownfields sites and associated contaminants.
- Use existing available information to support claims.
- Connect the dots: explain/interpret the statistics.
- **Cite data sources**. Identify information sources used (e.g. 2010 census data, local reports, etc.)

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2. Project Description & Feasibility of Success (Assessment)

Assessment Project Description

1. Project Description
2. Project Timing
3. Site Selection

1. Project Description

This is where you get to pitch your project! Describe:

- All the activities that will be conducted with the grant funds
- How the project aligns with your overall redevelopment plans
- The plans for redevelopment of your proposed properties

2. Project Description & Feasibility of Success (Assessment)

2. Project Timing

- Describe how the activities will implemented and executed in the three-year project period
- Address the timing of key project activities:
  - contractor procurement
  - site selection
  - securing site access
- Discuss who will be responsible for conducting these activities

3. Site Selection

- Discuss how sites are prioritized and selected for assessment
- Discuss how access to sites will be obtained

Site-specific proposals should describe the existing conditions of the subject property including anticipated levels of contamination, size, and/or status of ownership of the site.

Coalition proposals should demonstrate how the grant funds will address a minimum of five sites as well as sites located in each coalition member's jurisdiction.

2. Project Description & Feasibility of Success (Cleanup)

Cleanup Project Description

1. Existing Conditions
2. Proposed Cleanup Plan

1. Existing condition of the property

- Extent of contamination
- Current Uses
- Buildings onsite
- Proposed redevelopment of the property
- How project aligns with community's revitalization plans

2. Proposed cleanup plan

- Cleanup plan and methods consistent with the **draft ABCA**
- Draft ABCA - required as an attachment

2. Project Description & Feasibility of Success (RLF)

RLF Program Description and Marketing Strategy

1. Program Description 2. Marketing Strategy

1. Program Description

Describe how your program and products will:

- Align with land use and revitalization plans
- Structure and maintain an effective program
- Select borrowers/projects
- Structure and administer loans/subgrants, and facilitate financial underwriting

NEW!

Coalition proposals should also demonstrate an effective governance structure amongst coalition partners

2. Project Description & Feasibility of Success (RLF)

1. **Program Description (cont'd)**

   Describe how your program and products will:

   - Incorporate reasonable and prudent lending practices
   - Leverage funding to cover all brownfields redevelopment activities and costs
   - Incorporate innovative approaches to ensure funds will revolve
   - Maximize resources (especially private resources) for lending and provide gap financing to address high-risk sites in vulnerable communities

2. **Marketing Strategy**

   Describe your program's marketing strategy including:

   - The types of applicants/projects that are targeting and how the program will be marketed
   - Activities that have already occurred to market your program and any already identified specific projects/applicants

2. Project/Program Description & Feasibility of Success

Task Description

This is the narrative that supports the budget table

- List the tasks required to implement the project including tasks funded with this grant and any supplemental tasks as necessary
- Correlate grant-funded tasks with the Budget Table
- Provide cost estimate and basis for each grant-funded task
- Identify and enumerate outputs
- Discuss plan for tracking and measuring project results

RLF/Cleanup Applicants: Describe only eligible cost share activities

Assessment Budget – EXAMPLE

Label Tasks

Budget Categories	Project Tasks					
(programmatic costs only)	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	**Total**
Personnel	20,000	10,000				**30,000**
Fringe Benefits						
Travel[1]	5,000					**5,000**
Equipment[2]						
Supplies						
Contractual[3]		15,000	30,000	100,000	20,000	**165,000**
Other (specify) _____						
Total	**25,000**	**25,000**	**30,000**	**100,000**	**20,000**	**200,000**

[1] Travel to brownfields-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.
Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.

Task Description EXAMPLE - Task 1: Program Management

- **Personnel:** Community Planner - $50/hour * 400 hours = $20,000
- **Travel:** Attend 1 Regional Conference: $1,000 + Nat'l Brownfield Conference: $4,000 = $5,000

Cleanup Budget – EXAMPLE

Budget Categories	**Project Tasks**				
(programmatic costs only)	Program Management	State Oversight	Cleanup	Community Outreach	**Total**
Personnel	20,000			5,000	**25,000**
Fringe Benefits					
Travel[1]					
Equipment[2]					
Supplies	5,000				**5,000**
Contractual[3]		10,000	155,000	5,000	**170,000**
Other (specify) _____					
Total	**25,000**	**10,000**	**155,000**	**10,000**	**200,000**
Cost Share[4]	10,000		20,000	10,000	40,000
Total Budget	**35,000**	**20,000**	**175,000**	**20,000**	**240,000**

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for cleanup grants.
Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.

Cost Share

RLF/Cleanup Applicants: Describe only eligible cost share activities

RLF Budget – EXAMPLE

Budget Categories	Project Tasks				
(programmatic costs only)	Program Management	Cleanup Oversight	Cleanup	Community Outreach	**Total**
Personnel	12,000	9,000	3,000	4,500	**28,500**
Fringe Benefits	4,000	3,000	1,000	1,500	**9,500**
Travel[1]	1,000	1,000		2,000	**4,000**
Equipment[2]					
Supplies	3,000				**3,000**
Contractual[3]	5,000	30,000		4,000	**39,000**
Loans (must be at least 50% of amount requested)			500,000		**500,000**
Subgrants			400,000		**400,000**
Other (specify) _Legal_____	6,000	3,000	6,000	1,000	**16,000**
Total	**31,000**	**46,000**	**910,000**	**13,000**	**1,000,000**
Cost Share[4]	15,000	15,000	170,000	0	200,000
Total Budget	**46,000**	**61,000**	**1,080,000**	**13,000**	**1,200,000**

[1] Travel to brownfields-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 RLF grants.
Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.

Loan & Subgrant Pool

At least 50% of the requested funds must be used to make loans!

2. Project/Program Description & Feasibility of Success

Ability to Leverage

- Describe other sources of funding or resources that you **have or may be seeking** to ensure the completion of the project and long-term revitalization of your brownfields site(s).
- Attach copies of documentation for any firm leveraged resources identified.
- If you don't have sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources.

Cleanup Applicants

Specifically discuss the sources of funding associated with the potential revitalization of the site.

Useful Tips

- **Link Your Story Together: Project/Program Description & Feasibility of Success**
  - Here's my step-by-step plan for the grant, what I'm going to spend the money on, and where I'm going to get the rest of money to get to redevelopment.
- Describe the project/program clearly.
- Project/program description should correlate with the main points from the previous Community Need section.
- Proposed work should align with ongoing community revitalization efforts.

Useful Tips (cont'd)

- Quantify any in-kind support.
- Discuss ability to leverage resources and demonstrate secured leveraged funding.
- If proposing health monitoring activities, ensure the appropriate health agency's role is outlined in the Task Description and funds are included in the budget.

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3. Community Engagement & Partnerships

Community Involvement Plan

- Describe plan for involving affected community during site selection criteria, cleanup and site reuse planning

Cleanup Applicants: Describe plan for: addressing residents' health, safety, and disruption concerns; and, protecting sensitive populations and nearby residents.

Communicating Progress

- Describe a plan for reporting progress to the targeted community
  - How will you keep the community engaged, how will they be able to provide comments?
  - Why is this the best approach?

Partnerships with Governmental Agencies

- Describe efforts/plans to develop partnerships with:
  - local/state/tribal environmental agency which implements the brownfields program
  - other relevant governmental agencies

Better to have **actual** partnerships than a plan for partnerships.

- Address the following:
  - Planned and past efforts to forge partnerships
  - Plans to enroll in State, Local, or Tribal voluntary response programs as applicable to your brownfield project and demonstrate knowledge of the program
  - Roles of other relevant governmental partnerships, including health agencies if applicable

3. Community Engagement & Partnerships

Partnerships with Community Organizations

- Provide specific examples of how meaningful input has been solicited.
- Involve partners that are relevant to your project plans.

- Target schools and colleges, churches, labor groups, environmental groups, cultural interest groups, civic groups, advocacy groups, community development organizations, chambers of commerce, etc.
- Focus of this section is on community organizations, NOT governmental organizations, local municipal departments, or political members.

3. Community Engagement & Partnerships

Letters of Commitment

- Commitment letters should provide a sketch of the organization and their **specific** role in & contribution to project.
- Information in the letters should be consistent with information in the proposal.
- Include unique letters - not form letters.
- Don't wait until the last minute to request letters from partners.
- Letters should be addressed from the partner and to you (the applicant).
- Include letters in your proposal package. Do not send separate letters to EPA.

Useful Tips

- **Link Your Story Together: Community Engagement & Partnerships**
  - Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made.
- Be descriptive in how the targeted community will be engaged, and why your approach is appropriate and effective.
- Provide examples of previously successful approaches and methods used to engage the targeted community.
- Demonstrate that you have already engaged the targeted community in efforts discussed in the proposal.
- Describe how community input was solicited and incorporated into any decisions already made.
- Health monitoring, if proposed, should also be discussed in the community engagement activities.

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- Wrap-up

4. Project/Program Benefits

Health and/or Welfare, and Environmental Benefits

Describe:

- Health and/or welfare, and environmental benefits anticipated from this grant, and
- How these benefits will address challenges mentioned in the Community Need section.

Benefits from Infrastructure/Sustainable Reuse

- Provide examples of how your community or organization is using policies, ordinances, planning or other tools to foster and implement sustainable outcomes.
- Specifically discuss the use of existing infrastructure. NEW!
- Describe your approach to integrate equitable development practices **or** the HUD-DOT-EPA Livability Principles.

4. Project/Program Benefits

Economic and Community Benefits

Describe:

- The economic OR non-economic benefits anticipated from this grant, and
- How these benefits will address challenges mentioned in the Community Need section.
- Any planned efforts to promote local hiring and procurement or to link members of the community to potential employment opportunities.

Useful Tips

- **Link Your Story Together: Project/Program Benefits**
  - Here are the anticipated outcomes and my targeted community will benefit from redeveloping the brownfields sites.
- Benefits must tie back to Community Need
- Associate the project/program benefits with needs of the community and the community's vision for revitalization.
- Be as specific as possible when describing anticipated benefits. Quantify economic benefits.
- Find out if there are Brownfields job training grantees or workforce development programs in your area.

Useful Tips (cont'd)

Carry themes from beginning to end of the proposal!

Discuss benefits expected from targeting resources towards addressing any themes/target areas/community issues identified in the Community Need and Financial Need sections.

Target Area	Redevelopment Benefits
Salvage Yard/ Factory	Waste/junk materials will be removed and recycled as applicable. Hazardous building materials (e.g. asbestos and lead-based paint) will be identified and abated, and buildings will be demolished. Underground storage tanks will be removed. Soil and groundwater contamination will be identified and cleanup begun to address potential vapor intrusion, inhalation, and direct contact concerns for area Hispanic residents. The sites will be redeveloped with low income housing and trails that connect to the Pretty Postcard Trail. Potentially contaminated storm water will be eliminated, protecting nearby Crummy Creek.
Former Township Dump	Waste materials will be removed and impacted soil will be identified and removed or capped to prevent future direct contact or particulate inhalation exposures. The site will be redeveloped with a community center and trails that connect to the Scenic Park and Historically Significant Trail. Potentially contaminated storm water will be eliminated, protecting the Smelly River.
Downtown Dry Cleaners	The full extent of the chlorinated solvent contaminated groundwater will be determined. If needed, groundwater cleanup will begin, and additional vapor extraction or barrier systems will be installed in area buildings, protecting residents and visitor from inhalation exposures. Downtown buildings then can safely be converted to mixed-use commercial / residential use.
Downtown Gas Stations	Underground storage tanks will be removed. Impacted soil will be identified and removed, and potentially impacted groundwater will be remediated to prevent future inhalation and vapor intrusion concerns. The sites will be redeveloped with mixed use development.

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5. Programmatic Capability & Past Performance

Programmatic Capability

- Demonstrate ability to manage grant and oversee the proposed work
- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner

Audit Findings

- Address adverse audit findings
  - Applicant must state that there is no adverse audit

5. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

Applicants who are past/present Brownfields grantees

– OR –

Applicants who are not past/present Brownfields grantees but have received other federal/non-federal assistance agreements

– OR –

Applicants who have never received federal or non-federal assistance agreements

5. Programmatic Capability & Past Performance

Past Performance & Accomplishments

- Past/present Brownfields (Assessment, Cleanup, RLF, 128(a); excludes Targeted Brownfields Assessments) grantees describe:
  - Past grant(s) management & performance
  - Funding expenditure
  - Compliance
  - Accomplishments
  - Corrective action for past grant management issue

5. Programmatic Capability & Past Performance

Past Performance & Accomplishments

- Applicants who are not past/present Brownfields grantees describe:
  - Grant Management & Performance
    - Federal, State, Foundations (current/recent)
    - Projects similar in scope and no more than five
    - Purpose & Accomplishments
    - Compliance
    - Corrective action for past grant management issue

5. Programmatic Capability & Past Performance

Past Performance & Accomplishments

- Applicants who have never received federal or non-federal assistance agreements
  - Affirm that your organization has never received any type of federal or non-federal assistance agreements
  - Will receive a neutral score

Respond to the correct *Past Performance & Accomplishments* criterion

Useful Tip

- **Link Your Story Together: Programmatic Capability & Past Performance**
  - Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.

Regional Brownfields Contacts

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