EPA Region 5 Brownfields Grant Workshop: Understanding the Proposal Guidelines

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Understanding the
Proposal Guidelines

July 31, 2008

Presented by:
US EPA Region 5
Brownfields Program
http://www.epa.gov/R5Brownfields/

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EPA Speakers

Moderator:

- Jan Pels, EPA Region 5 Brownfields Project Coordinator

Presenters:

- Jan Pels
  Brownfields Project Coordinator
- Matthew Didier
  Brownfields Project Coordinator
- Michael Gifford
  Brownfields Project Coordinator

Agenda

- Brownfields Overview
- Types and Amounts of EPA Brownfields Grants
- Brownfields Competitive Grant Process
- Overview of Threshold Criteria
- ARC Threshold Criteria/Sub-Criteria
- Overview of Ranking Criteria
- ARC Ranking Criteria/Sub-Criteria
- Useful Application Preparation Tips
- Additional Resources and Final Questions

Brownfields Overview

Brownfields Mission

- EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. The Program provides financial and technical assistance for brownfield revitalization, including grants for:
  - Environmental assessment
  - Cleanup
  - Job training

Brownfields Definition

"... real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land."

"Hazardous Substances, Pollutants, and Contaminants"

- Hazardous Substances
- Petroleum Contamination
- Asbestos & Lead Paint are eligible
- Controlled Substances (e.g., Meth labs)
- Mine-Scarred Lands
- Other environmental contaminants

UST removal at Riverside Hills, Providence, Rhode Island

Benefits of Brownfields Revitalization

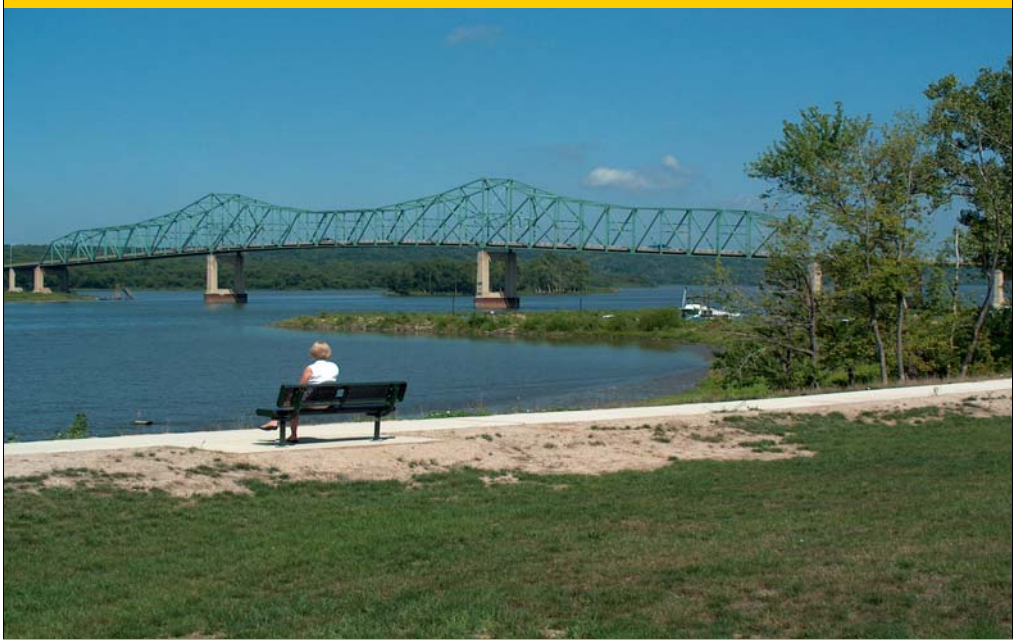
- Increases local tax base
- Facilitates new job growth
- Utilizes existing infrastructure
- Takes development pressure off undeveloped land
- Prevents sprawl
- Supports cleaner air
- Reduces habitat destruction
- Many more

The revitalized Gateway District in Salt Lake City, Utah

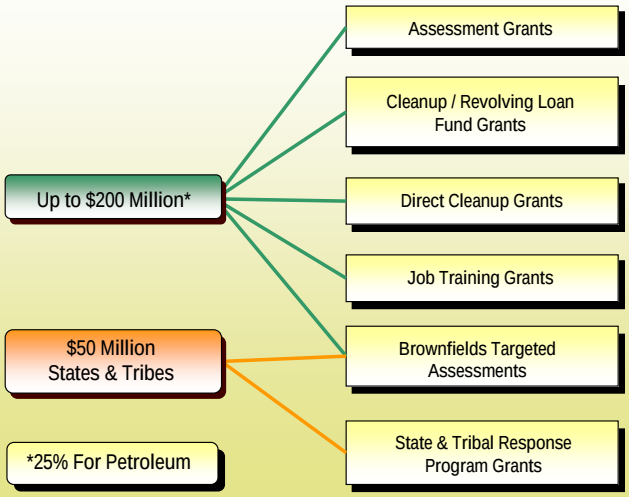
EPA's Investment in Brownfields Grants

- *Since 1995*, EPA has awarded 1,911 brownfields grants totally more than $595M. This has helped:
  - Assess more than 11,779 properties.
  - Leverage more than $11 billion in brownfields cleanup and redevelopment funding from the private and public sectors.
  - Generate more than 48,238 jobs.

Types and Amounts of EPA Brownfields Grants



Authorized Brownfield Funding



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Brownfields Assessment, Revolving Loan Fund, and Cleanup (ARC) Grants

- **A**ssessment
- **R**evolving Loan Fund (RLF)
- **C**leanup

❖ Grant types listed above commonly referred to as **ARC** Grants!

- Also referred to as:
  - 104(k) grants
  - Competitive brownfields grants
  - Pilots: out-of-date terminology

Brownfields Competitive Grant Program

EPA Brownfields ARC grants are very competitive. Applicants should be prepared to put time and effort into constructing a winning proposal.

FY2008 Brownfields ARC Grant Program

- EPA received over 845 proposals for funding
- Funded 314 grants nationally ($74 million)
  - 194 assessment grants
  - 108 cleanup grants
  - 12 RLF grants
- Region 5 (6 States and 5 Tribes) received over 224 proposals for funding
- Funded total 93 grants ($26 million)
  - 62 assessment grants
  - 24 cleanup grants
  - 7 RLF grants

FY2009 Application Timeline

ESTIMATED TIMELINE

- August, 2008 – ARC Request for Proposals (RFP)
- October/November, 2008 – Proposal Submission Deadline Spring 2009*
- Approx. $72 million awarded nationwide

**tentative*

Brownfields ARC Grants – Getting Started

- FY2009 Draft Proposal Guidelines for ARC Grants:
- www.epa.gov/brownfields/publications/Draft_assessments_grant_guidelines.pdf
- www.epa.gov/brownfields/publications/Draft_revolving_loan_grant_guidelines.pdf
- www.epa.gov/brownfields/publications/Draft_cleanup_grant_guidelines.pdf

  or @:

  www.grants.gov

❖ This training is *NO SUBSTITUTE* for reading and closely following the detailed Guidelines!

Assessment Grant Program

- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites.

- **Community-wide**, **Site-specific** (single site) and **Assessment Coalition Grants.**
  - Community-wide
    - Up to $200,000 for hazardous substance (including asbestos, lead paint, other environmental hazards, or up to $200,000 for petroleum.

NEW!

Applicant can apply in **ONE community-wide assessment proposal** for $200k Hazardous Substance and $200k Petroleum, for a combined total of $400k.

Assessment Grant Program *(con't)*

- Site-specific
  - Up to $200,000 for petroleum or hazardous substances (or comingled)
    - ✓ Up to $350K per property with approved waiver.
    - ✓ No more than 1 application per eligible entity.
    - ✓ Site Eligibility and Property Ownership Eligibility *Threshold requirement.*

Assessment Grant Program *(con't)*

NEW!

Assessment Coalitions

- Up to $1 million for hazardous substance and/or petroleum (e.g. $500k hazardous, $500k petroleum)
  - ✓ 3 or more eligible entities
  - ✓ Must assess a minimum of 5 sites
  - ✓ Coalition members are not eligible to apply for individual Community-wide or Site-specific Assessment grants in the year they apply as part of a coalition.

Assessment Success Story – Indianapolis, IN

- Area-wide assessment of 75 parcels

- Completed 25 residential units, many with green building elements. More homes under construction. Commercial and greenspace also being built.

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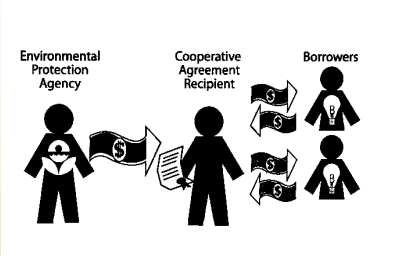
-**Canyon Creek** (2004-2007): Located in Ouray County, CO the project assessed 231 mining claims over approximately 2,200 acres. *(Assessment Grant)*

-Resulted in transfer of numerous claims to public ownership

-10 claims with greatest envi impact IDed and sampled in advance of cleanup efforts

Revolving Loan Fund Grant Program

- To make low interest loans to carryout cleanup activities at brownfields properties.
- Up to $1M per eligible entity
- Coalitions may apply
- (Minimum) 60% loans
- (Maximum) 40%-cleanup subgrants
- Cost share requirement of 20%
- Nonprofit organization are not eligible to apply.



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•An eligible entity can apply for up to $1M for a RLF grant. This grant is a three tier process, the funds flow from EPA-Grant Recipient-Loan Recipient. These funds are generally used to provide no-interest or low interest loans to Site Owners, Developers and others; including non-profit organizations

•Up to 40% can be used for RLF Cleanup subgrants and 60% or more to capitalize a RLF

•With RLF grants, there is a 20% match share requirement, unless a hardship waiver is granted (Can be in the form of a contribution of labor, money, labor, material or services as well as fees from loan recipients)

•Grant funds can be use to purchase insurance

RLF Success Story – Monroe, MI

Mason Run – Monroe, MI

- 45-acre former corrugated cardboard box manufacturer
- 1BCRLF, 1RLF, 1 Supp. RLF Award - $2.2M
- Leveraged $3.8M in cleanup from State and local sources
- Leveraged >$80M in redevelopment – 500 single family homes
- **BCRLF CA Closed Out with future program income to be rolled back into site cleanup to bridge a cleanup funding gap**

RLF Success Story – Fond du Lac, WI

Former Georgetown Cleaners

- **Grantee –** WDNR
- **Borrower** – Fond du Lac
- $400,000 loan for contaminated soil removal and backfill
- Private investment of $7.5M
- **Unique Circumstances** – WDNR authorized cleanup prior to loan execution to accommodate developer's schedule---loan required City council approval

Cleanup Grant Program

- To carry out cleanup activities at brownfield sites
- Up to $200K per property
- Hazardous substances or petroleum contamination
- May apply for up to *3* properties: Separate proposals for each property
- Applicant applying for both hazardous substance and petroleum cleanup grant funding at the same site must submit ONE proposal, which cannot exceed $200,000
- Non-profits may apply
- Cost share requirement of 20%
- NEW! Community Notification (Threshold Criteria Only)
- *Must have FEE SIMPLE TITLE* by June 30, 2009

Cleanup Success Story – Milwaukee, WI

- In 2004 the City of Milwaukee was awarded $200,000 to remediate a former dry cleaning facility.
- The result is five retail spaces and 21condominium units with parking.
- This project increased the land value over $6,000,000.

Other EPA Brownfields Programs

Brownfields Job Training Grant Program

- www.epa.gov/brownfields/job.htm

Targeted Brownfields Assessment (TBA) Program*

- www.epa.gov/brownfields/tba.htm

Region 5 TBA Program *

- www.epa.gov/R5Brownfields/

**non-grant program that provides direct EPA assessment assistance to communities*

Overview of ARC Threshold Criteria

Threshold Criteria – Must Pass

- **Threshold Criteria** developed for ARC grants to:
  - Ensure applicants are eligible to receive assessment grants.
  - Increase likelihood of grantee success.

- **Applicant Responses to Threshold Criteria**
  - Regional Review
    - Pass/Fail
    - Must Pass All
    - Failure Means- the proposal will not be competed in the national competition

Threshold Criteria – Must Pass

- Applicant Eligibility (ARC)
- Letter from the State or Tribal Environmental Authority (ARC)
- Site Eligibility and Property Ownership Eligibility (Site-specific Assessment and Cleanup Only)
- Cost Share (RLF and Cleanup Only)
- Legal Authority to Manage a Revolving Loan Fund (RLF Only)
- Description of Jurisdiction (RLF Only)
- Cleanup Authority and Oversight Structure (RLF & Cleanup Only)
- Community Notification (Cleanup Only)

Applicant Eligibility (ARC Applicants)

- All applicants must describe how they are an eligible entity in order to receive an ARC grant(s).
- Eligible entities are:
  - General Purpose Unit of Local Government (as defined under 40 CFR Part 31)
  - States and Tribes
  - Quasi-government entities (e.g., regional councils, redevelopment authorities, economic development agencies, etc.)
  - 501(c)(3) Non-profits (Cleanup Grants Only)

Applicant Eligibility (*con't*)
(RLF/Assessment Applicants Only)

Coalition Applicants

- Three or More Coalition Members (Assessment Only); Two or More Coalition Members (RLF only)
  - All Separate Legal Entities
  - All Eligible Applicants

  Include in proposal:
  - Documentation that all members are eligible entities
  - Coalition Members' Letters agreeing to be part of Coalition

Applicant Eligibility (*con't*)
(Cleanup Applicants Only)

- **Site Ownership**
  - *Must have FEE SIMPLE TITLE* by June 30, 2009.

Letter from State or Tribal Environmental Authority (ARC Applicants)

- Provide a *current* letter from the state or tribal* environmental authority acknowledging that the applicant plans to conduct or oversee assessment and/or cleanup activities and to apply for grant funds.
- If you are applying for multiple types of grant program activities, you need to submit only one letter acknowledging the relevant grant activities. *However, you must provide the letter as an attachment to EACH proposal*.
- Provide your state/tribal environmental authority sufficient notice.

**** Except for State or Tribal Environmental Authority***

Site and Property Ownership Eligibility
(Site-Specific Assessment and Cleanup Applicants Only)

- The Brownfields Law prohibits EPA from providing grant funds to an entity that is considered potentially liable under CERCLA Section 107.
- CERCLA contains very broad liability provisions.
- Liability for site owners is highly dependent on *HOW* and *WHEN* the site was acquired.
- Therefore, site eligibility is dependent on *HOW* and *WHEN* the site was acquired.

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

Sites That Are *NOT* Eligible

- Property on, or proposed for listing on, the National Priorities List
- Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees
- Property subject to the jurisdiction, custody, or control of the U.S. government*

**Lands held in Trust by the U.S. Government are generally eligible for funding*

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Hazardous Sites**
  - EPA Is Decision Maker
  - Applicant Can Not Be Potentially Liable (CERLCA)
- **Petroleum Sites**
  - State Is Decision Maker (Except for Tribes)
  - State Petroleum Eligibility Letter
    - Request Early
    - Unique From State Acknowledgement Letter
    - Proposal Attachment

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility**
  - Owner Liable Unless Exemption Applies
  - Common Liability Exemptions/Defenses
    - Involuntary
      - Tax Foreclosure
      - Eminent Domain
    - Bona Fide Prospective Purchaser
    - Innocent Landowner
    - Contiguous Property Owner

- If Exemption Applies, Site Eligible!

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility (continued…)**
- Most common acquisition scenarios:
  - **Involuntary acquisition**
    - Tax foreclosure
    - Eminent domain
    - *Involuntary acquisition = property is eligible for brownfields grants*
  - **Voluntary acquisition**
    - Purchase
    - Donation
    - Voluntary acquisition = Must meet a CERCLA defense:
  - Bona Fide Prospective Purchaser (BFPP)
  - Innocent Land Owner
  - Contiguous Property Owner

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility *(con't)***
- Bona Fide Prospective Purchaser (BFPP)
  - Not Responsible For Contamination
  - Not Affiliated With Responsible Party
  - Jan 11, 2002, Criteria Not Applicable For Grant Purpose
  - Other Continuing Obligations
  - **All Appropriate Inquiry**
    - ASTM E1527 Ph I Environmental Site Assessment
    - Prior To Acquisition
    - Current

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Ownership Eligibility (continued…)**
- **What All Appropriate Inquiry Standard Applies?**
  - Depends On When Site Was Acquired
  - After Nov 1, 2006, ASTM E1527-05
  - Nov 1, 2005 - Nov 1, 2006, ASTM E1527-97, 00, or 05
  - May 31, 1997 - Nov 1, 2005, ASTM E1527-97 or 00
  - Before May 31, 1997, Case Specific
    - Totality of Information About Purchase & Price
    - Commonly Known Information
    - Site Visit Record
    - Etc…

Site and Property Ownership Eligibility *(con't)* (Cleanup Applicants Only)

- Requires an AAI compliant Phase I is complete.

NEW! Requires an ASTM E1903-97 or equivalent Phase II site assessment report completed prior to proposal submission in order to best describe cleanup plan and estimated costs.

Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Petroleum Sites Only**
- Non-Tribal* petroleum site applicants must provide answers to the petroleum threshold questions to the appropriate state contact in sufficient time for them to make an eligibility determination.
- State review based on statutory requirements to determine whether the site is:
  - Relative Low Risk,
  - No Viable Responsible Party,
  - Applicant Not Responsible Party, and
  - No RCRA Corrective Action.

**Tribal applicants submit their petroleum threshold answers to EPA with their proposal.*

Cleanup or Legal Authority and Oversight Structure (Cleanup and RLF Applicants Only)

- **Cleanup Oversight** (Cleanup and RLF Applicants):
  - Describe how you will oversee the cleanup at the site. Indicate whether you plan to enroll in a state or tribal voluntary response program.
- **Property(s) Access Plan** (Cleanup only)
  - Provide your plan to obtain access to adjacent or neighboring properties, if necessary.
- **Legal Opinion** (RLF only)
  - One Letter From Applicant's Counsel
    - (a) Legal Authority to Access & Secure Sites, and (b) Legal Authority to Manage Revolving Loan Fund (e.g. Hold Funds, Make Loans, Enter Into Loans, & Collect Repayment)

Coalition applicants only must have the broader jurisdiction, authority, and program capacity to ensure adequate program performance of coalition members, borrowers, and/or subgrantees, if warranted.

Cost Share (Cleanup and RLF Only)

- Cleanup and RLF Grant Recipients are required to provide a 20% cost share (e.g.,$200,000 Grant has $40,000 Match)
  - Just A Plan Required
    - Do Not Exceed Requirement Amount
    - Know Difference Between Leveraging and Match
- No Federal Funds For Match
  - The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source.
  - If contribution is labor, materials or other services, it must be incurred for an eligible and allowable expense.
- Hardship Waivers Can Be Requested
- Cost Share Can Be Passed To Borrower (RLF Only)

Community Notification (Cleanup Applicants Only)

NEW!

- Cleanup Applicants Only must provide the community with notice of its intent to apply for an EPA brownfields grant and an opportunity to submit comments by:

  - ✓ Placing an ad (or equivalent) in your local newspaper that covers the area targeted by your proposal at least two weeks prior to the submittal date.

  - ✓ Clearly communicating that a copy of the grant proposal is available for public review by indicating in your ad where the draft proposal is located (e.g. town hall library, website).

Community Notification (Cleanup Applicants Only) *(con't)*

- ✓ Indicating that you will accept comments on the draft proposal.
- ✓ Stating the date and time of a public meeting that you must hold prior to proposal submission.

❖ Applicants who are submitting more than one proposal may plan to have a single community notification ad and meeting. However, all targeted communities must receive the notification and be provided an opportunity to comment on the proposal(s) relevant to their community.

Description of Jurisdiction (RLF Only)

Provide a description of jurisdictional boundaries

- e.g. “the city limits of The City of ABC”

Overview of ARC Ranking Criteria

Ranking Criteria

- Proposal must have passed the "Threshold Criteria" to be "Ranked."

NEW! 4 Ranking Criteria Sections for ARC Applicants:

1. Community Need
2. Project Description and Feasibility of Success
3. Community Engagement and Partnerships
4. Project Benefits

Ranking Criteria *(con't)*

- Each criterion is made up of Sub-criteria.
  - Answer each individually!
  - Sub-criteria may be the same or different per Ranking Criterion per Grant Type!
    - Sub-criteria point totals may vary per Ranking Criterion per grant type.
- Total possible points for each grant type is 100.

1. Community Need (ARC Applicants)

- Community Need - Under this criterion, ARC proposals will be evaluated on:
  - Applicant's description of the health, welfare, environmental, *and*
  - Financial needs of the targeted community as it is affected by the presence of brownfields.

❖ *Responses should clearly identify the sources of information used in this section.*

1. Community Need (ARC Applicants) *(con't)*

- Health, Welfare, and Environment *Provide information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites in your targeted community.*

- Brownfields Effect On Target Community
  - Type, Number, Size, Location Of Sites
  - Typical Contamination
  - Sensitive Population In Community
    - For example: minorities, children, and women of child-bearing age
  - Disproportionate Environmental Impact Data
    - For example: Cancer Studies, Asthma

The majority of Assessment applications are Community-wide. Clearly identify your TARGET community!

URGENT!

Identify All Information Sources!

1. Community Need (ARC Applicants) *(con't)*

- **Financial Need -** Describe the economic impact of brownfields on the targeted community/Demonstrate the economic needs of the targeted community's residents
  - Provide rates of poverty, household income, unemployment rate, and other widely available demographic information (Provide Examples)
    - Use current and relevant data sources
    - Use Table Format
    - Compare to State and National Data
  - Discuss the impact of closed factories, i.e. number of jobs lost, property tax impacts, etc.
  - Provide factors explaining why other financial resources are Not available for assessment or cleanup of brownfields
    - For Example: Fiscal Condition?, Population Size

Identify All Information Sources!

2. Project Description/Feasibility of Success (ARC Applicants)

- Project Description and Feasibility of Success - Under this criterion, proposals will be evaluated on Applicant's ability to Demonstrate:
  - Reasonable approach to the project
  - Sufficient resources to complete the project, and
  - Capability to complete the project in a timely manner.

★ Proposals that budget the majority of grant funds for conducting site assessments will be viewed more favorably than those that focus on inventory or planning activities.

★ For coalitions, you must assess a minimum of five sites under the grant.

★ Refer to Section VI.E., *Brownfields Programmatic Requirements*, to read EPA expectations of projects funded with brownfields assessment grants.

2. Project Description/Feasibility of Success (ARC Applicants) *(con't)*

- *ALL* ARC Applicants must describe the project they are proposing to be funded.

- For Cleanup Proposals, Also Describe
  - *Proposed* Cleanup Plan
  - Institutional and/or Engineering Controls, and
  - Site Reuse Plans

2. Project Description/Feasibility of Success (RLF Applicants Only) *(con't)*

- For RLF Proposals, Describe
  - YOUR brownfields redevelopment program and how the requested RLF grant funding will be used to support that program
  - Fund Sustainability Plan
  - Expected Borrowers & Subgrantees
  - Marketing Plan For Customers & RLF Program
  - Plan For RLF Success
    - For Example: Staff or Program Manager Commitment, Entire Team, Organization, Customer Selection, Lending Practices, Protective Cleanups

2. Project Description/Feasibility of Success (ARC Applicants) *(con't)*

- **Budget**
  - Table (**USE Sample Format for Budget)**
  - Narrative
    - (Describe Each Task (Please No Acronyms e.g. ESA - spell it all out)
    - Give Quantitative outputs (e.g., 5 Ph I, 2 Ph II) and associated costs where possible
  - Know Cost Eligibility (Administrative Cost Ban, Purpose Of Grant)
    - Never use the word "administrative" to describe a task. Use "program development" or something similar.
  - Equipment Costs
    - It is always useful (and strongly suggested) to explain and justify equipment and/or supply budget items. Equipment is generally expected for cleanup applicants only.

2. Project Description/Feasibility of Success (ARC Applicants) - Assessment Budget

Sample Format for Budget

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

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

2. Project Description/Feasibility of Success (ARC Applicants) - Cleanup Budget

Sample Format for Budget

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

[1] Travel to brownfield-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for RLF grants.
[3] Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

2. Project Description/Feasibility of Success (ARC Applicants) - RLF Budget

Sample Format for Budget

Budget Categories	**Project Tasks for Loans** **(at least 60 percent of amount requested)**				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel[1]					
Equipment[2]					
Supplies					
Contractual[3]					
Loans					
Other (specify) _____					
Subtotal:					
Cost Share					

[1] *Travel to brownfield-related training conferences is an acceptable use of these grant funds.*
[2] *EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for RLF grants.*
[3] *Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.*

2. Project Description/Feasibility of Success (ARC Applicants) - RLF Budget *(con't)*

Sample Format for Budget

Budget Categories	**Project Tasks for Subgrants** (no more than 40 percent of amount requested)				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel[1]					
Equipment [2]					
Supplies					
Contractual [3]					
Subgrants					
Other (specify) _____					
Subtotal:					
Cost Share					
Total					
Total Cost Share					

[1] *Travel to brownfield-related training conferences is an acceptable use of these grant funds.*
[2] *EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for RLF grants.*
[3] *Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.*

2. Project Description/Feasibility of Success (ARC Applicants) *(con't)*

- **Leveraging -** If you determine that additional work (*e.g.*, assessment and/or cleanup) may be required, describe the funding or resources (public and private) you have or will seek to complete the additional work.
  - Describe Any Gap In Overall Project Funding
    - Assessment,
    - Cleanup Planning,
    - Cleanup, and
    - Reuse
  - Describe **ALL** Possible Gap Funding Sources
  - Provide Examples Of Past Leveraging

2. Project Description/Feasibility of Success (ARC Applicants) *(con't)*

- Programmatic Capability – **All ARC Applicants** must **clearly** demonstrate your ability to manage a grant and oversee the work (i.e. demonstrate sufficient resources to complete the project and a capability to complete the project in a timely manner).
  - **Prior** Brownfields Grantee
    - Past Grant(s) Management & Performance
      - Funding Expenditure
      - Compliance
      - Accomplishments
    - Adverse Audit Findings
    - Corrective Action For Past Grant Management Issue

2. Project Description/Feasibility of Success (ARC Applicants) *(con't)*

- Programmatic Capability *(con't)*
  - Not a Prior Brownfields Grantee
    - Plan For Management & Performance
    - In-house or Plan For Expertise Acquisition
    - Prior Three Years Grant Management
      - Federal, State, Foundations
      - Adverse Audit Findings
      - Corrective Action For Past Grant Management Issue

3. Community Engagement and Partnerships (ARC Applicants)

- **Community Engagement and Partnerships** - Under this criterion, proposals will be evaluated on:
  - *Applicant's* plan for engaging the targeted community in the project to be funded under this grant;
  - *Extent* to which the applicant has identified and established relationships with the partners necessary to achieve the project's goals; and
  - *Extent* to which the support letters provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project.

3. Community Engagement and Partnerships (ARC Applicants) *(con't)*

- Community Engagement - Describe your Plan For Community Involvement:
  - Site Selection
  - Cleanup Planning
  - Site Reuse Planning
- Past Community Involvement
- Project Progress Reporting Plan
- Address Any Language Barriers
- Create An Aggressive And Detailed Plan

3. Community Engagement and Partnerships (ARC Applicants) *(con't)*

- **Partnerships** - Describe your efforts and/or plans to develop partnerships with **Both**:
  - Local Environmental and Health Agencies
  - Plan For Partnerships
  - Past Efforts Toward Partnerships
  - Show Knowledge Of State Programs
  - Indicate Plan To Enroll In State Programs

3. Community Engagement and Partnerships (ARC Applicants) *(con't)*

Community-based Organizations - Provide a **description of, and role of, the key** community-based organizations involved in your project.

- Describe Organizations
  - Describe Role In Project
  - Describe Any Commitments By Organizations
  - Support Letter From EACH Organization
    - Proposal Attachment
    - Must Describe Role
    - Must Describe Commitments
- Community-based organizations are NOT your congress persons or other elected officials. It is NOT the Mayor's office.
- Support Letters Required

*EPA will focus on the unique contributions and strength of partnerships, instead of the sheer number of letters an applicant submits.

4. Project Benefits (ARC Applicants)

- **Project Benefits -** Under this criterion, proposals will be evaluated on the extent to which your project's anticipated outcomes:
- Promote general welfare through the improvement of the public health and safety, economy, and environment of the targeted community; and
- Contribute to your overall community "vision" for the revitalization of brownfield sites.

❖ *Consideration will be given to how public health issues are addressed during the project, the anticipated benefits of redevelopment, and the incorporation of sustainable practices .*

4. Project Benefits (ARC Applicants) *(con't)*

- **Welfare and/or Public Health** - Describe the environmental, social, and/or public health benefits anticipated from the redevelopment of sites assessed and/or cleaned up under this grant. Communicate all benefits including:
  - Direct & Indirect From Assessment, Cleanup, and/or Site Reuse
    - For Example: Exposure, Risk & Blight Reductions
  - Plan For Community & Sensitive Populations Protection From Project Contaminants
    - For Example: Signs, Fences, Dust Control

4. Project Benefits (ARC Applicants) *(con't)*

- **<u>Economic Benefits and/or Greenspace</u>** - Explain how the grant will produce Economic and/or Non-Economic Benefits.
  - Describe All Direct Economic Benefits to be Accomplished by Your Project – Be Specific!
    - For Example: expected results in x% increase in tax revenues, x number of jobs, x% increase in property values
  - Describe All Other Non-Economic Benefits
    - For Example: Non-Profit Reuse, Charitable Reuse, x number of acres created for Greenspace, Open Space, Developed Parks, Recreational, Preservation of Open Space on Urban Edge

4. Project Benefits (ARC Applicants) *(con't)*

- **Environmental Benefits from Infrastructure Reuse/Sustainable Reuse** -Describe How the ARC Grant *will help* Facilitate Infrastructure Reuse –Be Specific!
  - For Example: Water, Sewer, Electricity, Roads, Storm Drain, Public Transit, Building
- Describe How the ARC Grant *will help* Facilitate Sustainable Reuse - Be Specific!
  - For Example: Green Building, Energy Efficiency, LEED Certification, Building Renovation, Innovative Storm Water Controls, Construction & Demolition Recycling*, Green Cleanup*, Community Character, Conserve Resources, Transit, Live/Work

RLF and Cleanup Only

Useful Application Preparation Tips

Encourage Good Basic Proposal Prep

- Read entire *NEW* Guidelines and follow directions.
- Get mentoring from prior grantees (listed @ www.epa.gov/brownfields/bfwhere.htm)
- Write as though the reader knows NOTHING about your community.
- Address *all* criteria – *if it doesn't apply say so and explain why.*
- NEW! Use the Proposal *Check Lists* at the end of the Ranking Criteria section.
- Avoid using acronyms and technical/organizational jargon

Encourage Good Basic Proposal Prep *(con't)*

- Use "white space" and obey *18* page limits (not including the 2-page cover letter)!
- 1" margins; 12 pt font; no binders; NO COLOR.
- Limit attachments to required and relevant documents and letters.
  - Avoid maps and photos.

Encourage Good Basic Proposal Prep *(con't)*

- Contact State/Tribe/EPA with eligibility questions **early.**
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum.
- Set up public meeting and get meaningful public input.

Additional Resources and Final Questions

EPA Region 5 Brownfields Team

- Deborah Orr, Brownfields Coordinator*
- Michael Gifford, Revolving Loan Fund Lead*
- Matt Didier, Cleanup and Assessment Lead*
- Region 5 Brownfield Project Coordinators *

- * contact information available at
  www.epa.gov/R5Brownfields/

State Brownfield Leads in Region 5

- Illinois Environmental Protection Agency (IEPA)
  Heather Nifong, heather.nifong@illinois.gov, (217) 785-4729

- Indiana Finance Authority (IFA)
  Michele Oertel, moertel@ifa.in.gov, (317) 234-0235

- Michigan Department of Environmental Quality (MDEQ)
  Ron Smedley, smedleyr@michigan.gov, (517) 373-4805

- Minnesota Pollution Control Agency (MPCA)
  Barb Jackson, barb.jackson@state.mn.us, (651) 296-7212

- Ohio Environmental Protection Agency (OEPA)
  Hazardous Substances Sites:
  Julie Gillenwater, julie.gillenwater@epa.state.oh.us, (614) 644-3748
  Petroleum Sites:
  Vern Ord, verne.ord@com.state.oh.us, (614) 752-7095

- Wisconsin Department of Natural Resources (WDNR)
  Andrew Savagian, andrew.savagian@wisconsin.gov, (608) 261-6422

Web-Based Resources

- **Check www.epa.gov/brownfields for the following documents:**
- **FY09 Draft* ARC Proposal Guidelines**
- **FY09 ARC Frequently Asked Questions (FAQ)**
- **Fact sheet on changes to Brownfields ARC grant guidelines**
- **Fact sheet on Brownfield Assessment Coalitions**
- **** Final guidelines will be posted when the RFP is announced***

Web Based Resources (con't)

- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling -** http://www.epa.gov/epaoswer/non-hw/debris-new/factsheet.htm
- **Regional Information on-line -** *www.epa.gov/R5Brownfields*
- **Headquarters Information on-line -** www.epa.gov/brownfields
- **SmartE-Online Sustainable Management Approaches** and Revitalization Tools - www.smarte.org

Final Questions?

Thank You

After viewing the links to additional resources, please complete our online feedback form.

Links to Additional Resources

Feedback Form

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