

US EPA Region 3



FY12 Proposal Guidelines for Brownfields Cleanup Grants

Ranking Criteria

Tips for Proposal Preparation

Cleanup Grants – Ranking Criteria Outline and Point Distribution

1. Community Need (15 Points)

- 1a. Health , Welfare & Environment (8 pts)
- 1b. Financial Need (7pts)

2. Project Description & Feasibility of Success (50 Points)

- 2a. Project Description (10 Pts); Subparts i,ii
- 2b . Budget (20 Pts); Subparts i,ii,iii
- 2c. Programmatic Capability & Past Performance (20 Pts); Subparts i,ii,iii

3. Community Engagement & Partnerships (15 Points)

- 3a. Community Involvement(5 Pts)
- 3b. Partnerships (5 Pts)
- 3c. Organizations (5pts)

4. Project Benefits (20pts)

- 4a. Welfare & Public Health (10Pts)
- 4b. Economic Benefits &/or Greenspace (5pts)
- 4c. Infrastructure Reuse/Sustainable Redevelopment (5pts)

Cleanup Grants – Ranking Criteria Outline and Point Distribution

- Use the Outline and numbering system.
 - Answer all parts (a,b,c) and subparts (i,ii,iii).
- 15 Page limit for ranking criteria.
 - Be aware of point distribution.

Use page space accordingly. Be succinct.

Cleanup Grants – Ranking Criteria

1. Community Need

1.a. Health, Welfare, & Environment

- Set the context for the proposal.

Create unique identity for the reviewer.

Explain land use history and causes for decline.

Describe the environmental and social challenges of the community.

• *Describe Number and Size of Brownfields*

- Be specific about types of Industry, the number and size of sites.

- e.g., Chemical plants, Steel Mills, Heavy Industry, Gas Stations

- e.g., Over 20 properties totaling 15 acres located within the center of the targeted community.

Cleanup Grants – Ranking Criteria

1. Community Need

1.a. Health, Welfare, & Environment (cont.)

· *Describe impacts of BF sites on Health, Welfare & Environment.*

Health

Cite Health Department Statistics .

e.g., cancer , asthma rates, elevated blood lead levels, etc.

Identify ALL information sources.

Welfare

Social Negatives.

e.g., blight, vandalism, illegal dumping, population loss, lack of prosperity.

Environment

Contamination /pollution of Air, Water. or Soil .

Cleanup Grants – Ranking Criteria

1. Community Need

1.a. Health, Welfare, & Environment (cont.)

- Health and welfare of ***sensitive*** populations:

- Children, elderly, women of childbearing age, minorities.
- Present population/demographic statistics.

Demonstrate that sensitive populations exist.

- Cite sources.
- Tie the location of Brownfield sites to the sensitive populations.

- Environmental Justice Issues:

Provide any information showing that residents are disproportionately impacted by environmental problems, or siting of facilities, or sources of pollution.

Cleanup Grants – Ranking Criteria

1. Community Need

1.b. Financial Need

- Economic Impact of Brownfields with **Supporting Statistics**

- Use table format
- Add other demographic data if available.
 - e.g., Single head of household, Rent vs. ownership, % High School graduates
- Cite all sources!
- Discuss the impact of jobs lost, property tax loss, population loss, revenue loss.

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.a. Project Description

2.a.i. Describe the Project.

- Succinctly describe the situation & project plans:
 - What contamination exists; Where it exists.
 - How it will be cleaned up
 - Reuse/Redevelopment Plans

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.a. Project Description

2.a.ii. Describe the Proposed Cleanup Plan

- Cleanup Plan: Derived from recommendations of Phase II Assessment.
 - Describes what will be cleaned up;
 - How cleanup will be done.

Be specific! This shows that cleanup plan is well developed.

- What are Institutional Controls:

Legal measures that restrict access or use of site. e.g., deed restrictions .

- What are Engineering Controls:

Physical remedy that limits exposure to contamination. e.g., soil cap.

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.b. Budget

2.b.i. Budget Table and Description.

- Use table format
- Equipment costs discouraged
- Other costs: e.g., Fees for state Voluntary Cleanup Program
- Include **Required (Statutory) Cost Share** = 20% of grant funds requested
e.g., If grant request = \$200k, Required Cost Share = additional \$40K
- Voluntary Cost Share = any grantee contribution in excess of required cost share, for Eligible Expenses (personnel, labor, equipment, \$).
If included in budget, legal obligation to provide.

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.b. Budget

2.b.i. Budget Task Descriptions

Describe each task in detail, including the basis for estimated costs.

Examples:

Travel for 2 people to 1 Brownfields conference:

$\$X \text{ airfare/lodging per person} \times 2 \text{ people} = \$X \text{ Total Travel}$

Contractual for soil removal:

$[20 \text{ tons soil removed} \times \$XX \text{ per ton}] + [\$XX \text{ for placement of clean fill}] = \$XX \text{ Total Contractual}$

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.b. Budget

2.b.ii. Plans for Tracking Project Progress

Describe plans to:

- Develop Project Schedule with Milestones and Deliverables.
- Report quarterly to EPA on project progress and conformance with project schedule, including:
 - Milestones reached;
 - Outputs produced;
 - Outcomes achieved.
- List Outputs & Outcomes

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.b. Budget

2.b.ii. Plans for Tracking Project Progress

• Outputs & Outcomes

Example Outputs (Environmental activities, efforts, or work products)

- Number of community meetings held
- Number of tanks pulled
- Final Cleanup Report written/approved

Example Outcomes (Results of Cleanup)

- Number of jobs leveraged
- Number of acres made ready for reuse/redevelopment
- Number of acres of green space created

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.b. Budget

2b.iii. Leveraging

- Attach letters documenting leveraged funds.
- Provide examples of past leveraging success from similar projects.
- Point out any voluntary cost share, including in-kind services (Personnel performing eligible expenses not charged to grant)

Cleanup Grants – Ranking Criteria

2. Project Description & Feasibility of Success

2.c. Programmatic Capability and Past Performance

2.c.i. Programmatic Capability

- Do NOT name a specific contractor.

Contractors must be competitively procured after the grant is awarded.

Cleanup Grants – Ranking Criteria

3. Community Engagement and Partnerships

3.a. Community Involvement Plan

- Discuss how the public will be involved in cleanup decisions & reuse planning.
- Describe how public involvement will be encouraged.
- Describe methods for communicating project process.

Examples:

Website updates, public meetings, flyers/fact sheets, press releases.

- Describe plans for responding to public questions/comments.

Examples: Email, mail, phone calls.

- Identify & address language issues.

Example: translation services

Cleanup Grants – Ranking Criteria

3. Community Engagement and Partnerships

3.a. Community Involvement Plan

Language Issues

If there are no non-English speakers in your community say so.

Failure to respond will result in lost points.

Can say that translation services will be provided if requested.

Cleanup Grants – Ranking Criteria

3. Community Engagement and Partnerships

3.b. Partnerships

3.b.i. State & Local Environmental Agencies

- Discuss plans to enroll in State Voluntary Cleanup Program.
(if possible/applicable)

3.b.ii. Local Environmental Job Training

- Explain any efforts to promote local hiring.

Cleanup Grants – Ranking Criteria

3. Community Engagement and Partnerships

3.c. Community Based Organizations

Non-Government entities

Examples:

- Civic Organizations
- Environmental Groups
- Citizen Groups
- Educational Institutions
- Business Organizations
- Church Groups
- Chambers of Commerce
- Economic Development Orgs
- Neighborhood Associations
- Historic Organizations

Cleanup Grants – Ranking Criteria

3. Community Engagement and Partnerships

3.c. Role of Community Based Organizations

- Describe how CBOs will contribute to project.

Examples:

- Provide money, materials, supplies or equipment.
- Provide legal or financial advice/services.
- Provide technical assistance.
- Help engage and communicate with public.

Newsletters, web updates

Host public meetings

- Serve on project Board or Committee

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.a. Welfare & Public Health

Environmental, social, & health benefits; equitable development.

- Address all of these benefits if possible.
- Both direct and indirect benefits from site cleanup and reuse.

Environmental Benefits. Examples:

- Cleaner sites through removal or stabilization of contaminants.
- Improved air, water, soil quality. Name specific water bodies.

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.a. Welfare & Public Health

Social Benefits. Examples:

- Blight reduction/ Improved aesthetics
- Improved Quality of life
- Job creation
- Improved Safety/ Reduced Crime

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.a. Welfare & Public Health

Health Benefits. Examples:

Reduced contaminant levels →

Reduced contaminant exposure through air, water, soil →

Reduced health treats.

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.a. Welfare & Public Health

Protection of Sensitive Populations

- Discuss efforts your cleanup contractor will make to protect the public.
- Including sensitive populations identified in Community Need section.

Examples:

- Operating under a Health and Safety Plan.
- Dust Control, on and off-site.
- Temporary fencing around site.
- Information signs posted (with contact numbers).
- Flag persons preventing contact with heavy equipment.
- Notices to neighbors when activities will take place.

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.b. Economic Benefits and/or Greenspace.

- Provide quantitative estimates. Examples:
 - Number and types of jobs created.
 - % Tax Revenue increase (property, sales).
 - % Property value increase.
 - Number of acres of greenspace.

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.c. Environmental Benefits; Infrastructure/Sustainable Reuse

Infrastructure Reuse. Examples:

- Utilities: Water, Sewer, Electricity
- Roads & Sidewalks
- Storm water systems, Sewers
- Buildings
- Public Transit

Cleanup Grants – Ranking Criteria

4. Project Benefits

4.c. Environmental Benefits; Infrastructure/Sustainable Reuse

.Sustainable Reuse.

➤ Address the sustainable redevelopment of the site. Examples:

Green remediation/cleanup.

e.g., construction & demolition recycling

Redevelopment under Smart Growth Principles.

-Green building Construction

e.g., LEED certification, Energy Star Certification.

-Transit oriented development

-Innovative Storm Water Controls

e.g., pervious pavement, bioswales

-Native Landscaping

Don't Forget!

- Analysis of Brownfield Cleanup Alternatives (“ABCA”)

- Draft ABCA must be attached to proposal.

- Brief document; Will not be scored.

- See FAQ #71

http://epa.gov/brownfields/proposal_guides/FY12_FAQs.pdf

- Example ABCA on EPA Region 3 website.

<http://www.epa.gov/reg3hwmd/bf-lr/bf-grants.html>

- Questions on ABCA contact:

Sherry Gallagher

gallagher.sherry@epa.gov

Phone: 215.814.3211

Don't Forget!

• Primary Elements of ABCA

- ✓ Describe the nature & extent of contamination.
What contaminants are present. Where are they located.
- ✓ Summarize the cleanup goals & cleanup standards.
(e.g., State Standard for industrial or residential reuse) .
- ✓ Evaluate 3 cleanup alternatives including No Action based on:
 - Effectiveness in meeting cleanup goals;
 - Implementability/Feasibility;
 - Cost.
- ✓ Identify preferred cleanup alternative.

Don't Forget!

• Community Notification Requirements:

- Must be completed **prior** to proposal submission. (See guidelines pg 20)
- ✓ Publish **Public Notice** (legal Ad) and hold **Public Meeting** on:
 1. Draft Proposal; and
 2. Draft Analysis of Brownfield Cleanup Alternative (“ABCA”).
- Public Notice (Ad) must reference both Draft Proposal & Draft ABCA.
- Draft Proposal and Draft ABCA must be available for public review .
(e.g., in library or town hall)
- Public Notice (Ad) must be published 2 weeks prior to proposal submission.
Nov 14, 2011 last date to publish ad

Don't Forget!

- TAB EZ

<http://www.tabez.org/>

- Resources

- Cleanup Grant Applications Helpful Hints
- Sample Grant Applications

Don't Forget!

- **NJIT TAB**

Technical Assistance to Brownfields

- Assistance with grant applications including review and comment.
- Free service provided on a first come, first serve basis.

For more information on NJIT TAB, contact:

- *NJIT TAB hotline: (973) 642-4165*
- *NJIT TAB email: tab@njit.edu*
- *NJIT TAB website: <http://www.njit.edu/tab/>*