



Brownfields Cleanup Grants for Potential Applicants

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Discussion Points

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- Cleanup Grants
- Brownfields Competitive Grant Process
- Ranking Criteria/Sub-Criteria
- Threshold Criteria/Sub-Criteria
- Useful Application Preparation Tips
- Additional Resources and Final Questions



Cleanup Grants

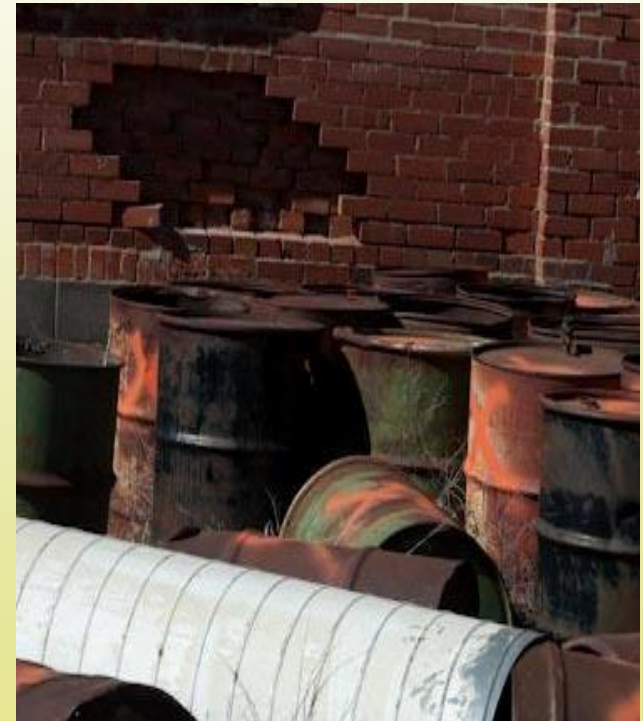
- To carry out cleanup activities at brownfield sites
- Up to \$200K per property
- Hazardous substances or petroleum contamination
- May apply for up to 3 properties: Separate proposals for each property
- Applicant applying for both hazardous substance and petroleum cleanup grant funding at the same site must submit ONE proposal, which cannot exceed \$200,000
- Non-profits may apply
- Cost share requirement of 20%
- Must own site at time of application



Cleanup Grants -“Hazardous Substances, Pollutants, and Contaminants”

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





Cost Share

- Cleanup **Grant Recipients** are required to provide a 20% cost share (e.g., \$200,000 Grant has \$40,000 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



FY2011 Competitive Grant Process

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- _____, 2011 – Assessment, Cleanup, Revolving Loan Grant Request for Proposals (RFP)
- _____, 2011 – Proposal Submission Deadline
- Spring 2012* – Approx. \$18 million awarded, 90 cleanup grants nationwide

**tentative*



Competitive Grant Process

- FY2012 Proposal Guidelines for Assessment, Revolving Loan Fund, and Cleanup Grants will be @:
 - www.epa.gov/brownfields
or @:
www.grants.gov
- ❖ This training is *NO SUBSTITUTE* for reading and closely following the detailed Guidelines!



Competitive Grant Process

- Ranking Criteria
 - Evaluated by national panel
 - EPA cannot offer direct assistance to applicants
- Threshold Criteria
 - Evaluated by EPA Region
 - EPA Region can answer questions from applicants on eligibility before submittal
 - EPA may question applicant for more detail after submittal
 - If project does not meet threshold, it is not ranked



Ranking Criteria

Dual approach to preparing an application

- Address Individual Elements, Pick up as many points as possible
- Paint a Picture of your Community, Explain Its Unique Circumstances that will allow it to Significantly Benefit from the Cleanup



Ranking Criteria

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Four Ranking Criteria Sections for Applicants:

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



Ranking Criteria *(con't)*

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- Each criterion is made up of Sub-criteria.
 - Answer each individually!
- Total possible points for each grant type is **100**.



1. Community Need (ARC Applicants)

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- Community Need - Under this criterion, 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 *(con't)*

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- 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



Identify All Information Sources!

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1. Community Need

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Consider:

- Children Trespassers
- Fire Potential
- Continued deterioration of structures



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Community Need

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- Note!
 - Information is ask on impact of Brownfields in Community, Include cleanup site and other sites
 - You should appropriately define your target community



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

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- **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 cleanup of brownfields
 - For Example: Fiscal Condition?, Population Size



URGENT!

Identify All Information Sources!

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2. Project Description/Feasibility of Success

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For Cleanup Proposals, Also Describe

- Proposed Cleanup Plan
- Institutional and/or Engineering Controls, and
- Site Reuse Plans





2. Project Description/Feasibility of Success

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Budget

- Table (**USE Sample Format for Budget**)
- Separate lines or table for Hazardous Substance and Petroleum contamination
- Narrative
 - Describe Each Task (Please No Acronyms e.g. ESA - spell it all out)
 - Give outputs and associated costs where possible
- Know Cost Eligibility (**Administrative Cost Ban**, Purpose Of Grant)
 - Fedspeak: 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.



2. Project Description/Feasibility of Success

Cleanup Budget

Sample Format for Budget

Budget Categories	Project Tasks				
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
(programmatic costs only)					
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

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- 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.



2. Project Description/Feasibility of Success

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- **Leveraging**
 - If costs will exceed the matched project amount, \$240,000. describe the funding or resources (public and private) you have or will seek to complete the project.
 - Describe the sources or potential sources of funds for site redevelopment
 - Provide Examples Of Past Leveraging



2. Project Description/Feasibility of Success

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- Programmatic Capability – **All Cleanup 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 23

Programmatic Capability

- If you have not managed a EPA Brownfields Grant describe your experience with:
 - Other EPA grants
 - Other Federal grants
 - State or other grants



2. Project Description/Feasibility of Success

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Programmatic Capability

- Explicitly describe:
 - Describe record of meeting grant requirements including reporting requirements
 - Staff to manage grants, ability to maintain staff
 - System in place to procure consultants
 - Specify if you have had or have not had adverse audit findings



3. Community Engagement and Partnerships

- **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

- Community Engagement - Describe your Plan For Community Involvement:
 - Cleanup Planning
 - Site Reuse Planning
- Past Community Involvement
- Project Progress Reporting Plan
- Address Language Barriers-whether you have them or not!



3. Community Engagement and Partnerships

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- **Partnerships** - Describe your efforts and/or plans to develop partnerships with:
 - Both Local Environmental and Health Agencies: Develop a meaningful project role
 - Specify that project will be enrolled in State Program
 - Show Knowledge Of State Programs
 - Other governmental entities



3. Community Engagement and Partnerships

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.



3. Community Engagement and Partnerships

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- Examples of Community Based Organizations
 - Neighborhood Groups
 - Business Groups, Chambers of Commerce
 - Environmental Groups
 - Economic Development Organizations
 - Local Festival Organizations
 - Volunteer Fire Departments
 - Social, Fraternal, and Religious Organizations



4. Project Benefits

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- **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

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- **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 Cleanup, and/or Site Reuse
 - For Example: Exposure, Hazard, Risk & Blight Reductions
 - Protection of Community & Sensitive Populations from Project Contaminants during cleanup
 - For Example: Signs, Fences, Dust Control, haul routes, emission monitoring



4. Project Benefits

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- **Economic Benefits and/or Greenspace** - 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

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- **Environmental Benefits from Infrastructure Reuse/Sustainable Reuse** -Describe How the Cleanup Grant *will help* Facilitate Infrastructure Reuse –**Be Specific!**
 - For Example: Water, Sewer, Electricity, Roads, Storm Drain, Public Transit, Building
 - Describe How the Cleanup Grant *will help* Facilitate Sustainable Reuse - **Be Specific!**
 - For Example: green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields, community character, transit, live/work



Special Considerations

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- Determine if project will apply to Special Considerations
- Consider Special Considerations in preparing narrative



Threshold Criteria – Must Pass

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- Applicant Eligibility
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility
- Cleanup Authority and Oversight Structure
- Cost Share
- Community Notification



Threshold Criteria – Must Pass

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- **Threshold Criteria** developed 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 Requirements
 - Failure Means- the proposal will not be competed in the national competition



Applicant Eligibility Cleanup Grants

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- All applicants must describe how they are an eligible entity in order to receive a Cleanup 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 (Provide documentation on nonprofit status.)



Applicant Eligibility (*con't*)

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- **Site Ownership**
 - **Must own site at time of application!**



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Letter from State or Tribal Environmental Authority

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- 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***



- **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

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- **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:
 - Relatively Low Risk,
 - No Viable Responsible Party, and
 - No RCRA Corrective Action.

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



- **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

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- **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)*

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- **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*)

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- Requires an AAI compliant Phase I is complete.
- 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.



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*



Cleanup or Legal Authority and Oversight Structure

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- **Cleanup Oversight**

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.



Cost Share

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- 20%, \$40,000. for full \$200,000. Grant
- Demonstrate sources of funds or services



Community Notification

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- 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. (And no later than October 1, 2009)
 - ✓ 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

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- ✓ 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.



Useful Application Preparation Tips





Encourage Good Basic Proposal Prep

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- Read the entire 2012 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.*
- 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)*

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- Use “white space” and obey __ page limits (not including the 2-page cover letter)!
- There is a 2 page cover letter limit.
- Total proposal pages may not exceed __ (__ page narrative; 2 page cover letter). *Attachments are not included in page limits!*
- 1” margins; 12 pt font; no binders; NO COLOR.
- Limit attachments to required and relevant documents and letters.
 - Do not attach maps and photos



Good Proposal Preparation

several programmatic expenses related to the management of the grant (i.e., salaries and fringe benefits for municipal employees working in the project) and community involvement activities.

II. Community Need

1. The Municipality of Salinas is a coastal area located in the south of Puerto Rico with a population of 31,113 (Census 2000) divided as follows: 14 years of age or less 2,673; 15 to 54 years old 21,150; over 55 years of age 19,576. The population density per square mile is 324 and has a total living area (land area) of 96 square miles. The total amount of families below poverty level is 4,484 representing a 54.9 percent of the families below poverty level. The Census 2000 also indicates a 63.9 percent of the family with related children less than 5 year of age is below poverty level. A 30.1 percent of the families receiving Supplemental Social Security and/or public assistance are also below poverty level. The 70.9 percent of the family with female householder are below poverty level. The unemployment rate in the Municipality is 64.0 (Census 2000).

Because of its subhuman living conditions, 6 of its wards, specifically Paredón Vázquez, Barriada López, San Felipe, Mosquito, Borinquen, Villa Cofresé, Playita, have been designated "Special Communities" by the Commonwealth of Puerto Rico and as such, receive assistance for special social, educational, and economic programs, such as rehabilitation of houses, electricity, community centers, sewage systems, sidewalks and street asphalt and lighting, among other services.

Also, the municipality of Salinas has one of the highest rates of disabled people in Puerto Rico (per census 2000: ages 5 to 20 - 10.6 percent; ages 21 to 64 - 30.0 percent; ages 65 and over - 60.3 percent), a high rate of school drop outs, a high rate of drugs and alcohol usage, and an elevated adolescent pregnancy rate. As per 2004 mortality rate statistics of the Puerto Rico Department of Health, the Municipality of Salinas has an average mortality rate of 683 deaths. The mortality rates per diseases are as follows: 103.3 for heart disease; 59.3 for diabetes; 84.5 for cancer; 50.1 for cerebral vascular; 47 pulmonary; 47.0 hypertensive; 18.8 influenza; 15.7 liver disease; 209.8 others.

2. The residents of Aguirre from the Municipality of Salinas will benefit from this grant by restoring, preserving, redeveloping, and reducing exposure to contaminants at seven selected sites. The selection of these sites will be determined using the selection criteria described in Section C of this proposal. The Municipality of Salinas is committed to evaluate all the identified Brownfield sites; however, its main focus at this moment is the environmental assessment, redevelopment, restoration and preservation of the urban core of Aguirre.

The urban core of the ward of Aguirre from the Municipality of Salinas has been designated as a historical district. It is of the utmost importance that this historical district be preserved for study by scholars and for the enjoyment of future generations. Several of the buildings located in the historical district are listed in the National Register of Historical Buildings. Since it was the most important Sugar Plantation in the south part of Puerto Rico, it was developed as a Company Sugar Town in 1898. Its urban design and particular architecture has been recognized in Puerto Rico and the United States. Some of those buildings are currently

G. Ongoing Community Involvement

G.1 - Involving the Affected Community

As indicated in Section F, we have completed community involvement activities before submitting this application. If funded, we plan to expand community involvement efforts to include:

- Establishing a Brownfield Working Group
- Preparing a Community Involvement Plan
- Preparing of Brownfield fact sheets
- Holding public meetings
- Creating a Brownfield web page
- Updating economic development partners
- Holding Brownfield Owner and Developer workshops
- Effectiveness Evaluation

COMMUNITY OUTREACH PROGRAM		
Outreach Task	Purpose	Frequency
Brownfield Working Group	To guide program functions, including hiring of contractors, budgets, site selection, and site assessments.	Created within 3 months of award. Meet quarterly.
Community Involvement Plan	Define actions that will be taken to engage public and stakeholders and how we will monitor success.	Created within 3 months of award.
Facts Sheets	Educate and disseminate information. Project update included as well as important issues.	Prepared twice a year.
Public Meetings	Seek input from public and stakeholders on program direction, including site selection and cleanup planning. Held in each county seat and on our two Indian Reservations.	At key phases of project including when awarded, after Phase I and Phase II ESAs, and during cleanup planning.
Web Page	Provide public and stakeholders access to information. Advertise public meetings and developer workshops. Post completed assessment reports and fact sheets. Post ongoing list of questions from public with answers.	Web page created upon award and updated every six months. Link to our program provided on county web sites
Updating Economic Development Partners	Keep partners informed of issues. Build list of potential Brownfield sites in region. Market the Brownfield program.	Continually on informal basis. Formally, at economic development meetings in region.
Owner/Developer Workshops	Educate Brownfield site owners and developers of benefits of participating in program.	Two developer workshops in the first year.
Effectiveness Evaluation	Evaluate whether our Brownfield program is successful	Quarterly

Base: Pw Development Corporation
Community-Wide, Hazardous substance Assessment Grant Proposal



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

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- 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





Web-Based Resources

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- **FY12 ARC Proposal Guidelines –**
- **FY12 ARC Frequently Asked Questions (FAQ) -**
- **Fact sheet on Brownfield Assessment Coalitions –**
http://www.epa.gov/brownfields/publications/acfs_062408.pdf
- **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 -**
- **Headquarters Information on-line -**
www.epa.gov/brownfields
- **SmartE-Online Sustainable Management Approaches and Revitalization Tools -** www.smarte.org
- **Technical Assistance to Brownfields Communities-**
www.tabez.org