



Emeryville before redevelopment

Call in #:
1-866-299-3188

Code:
2025661887#

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FY 12 Brownfields Guideline: A Detailed Review of Assessment, RLF, and Cleanup Application Process

Estimated FY12 Timeline



- End of Aug, 2011*: Guidelines available
- Oct. 2011: **Proposals Due**
- Apr. – May 2012: Awards Announced
- Jun. – Jul. 2012: Work plans and grant paperwork submitted
- Oct. 2012: Funds Available

* The guidelines may be available as soon as the week of August 22.

Agenda

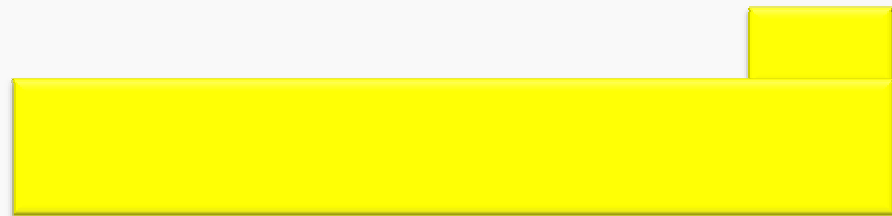


- **Proposal Guideline Tips**
- **Useful Application Preparation Tips**
- **Overview of Threshold Criteria**
- **Overview of Ranking Criteria**

Proposal Guidelines



- 20 page limit (includes 2-page Cover Letter)
- 1" margins; 12 pt font; no binders
- Limit attachments to required/relevant documents and letters (ie. state letter, community support letters)
- Use page numbers and footer title

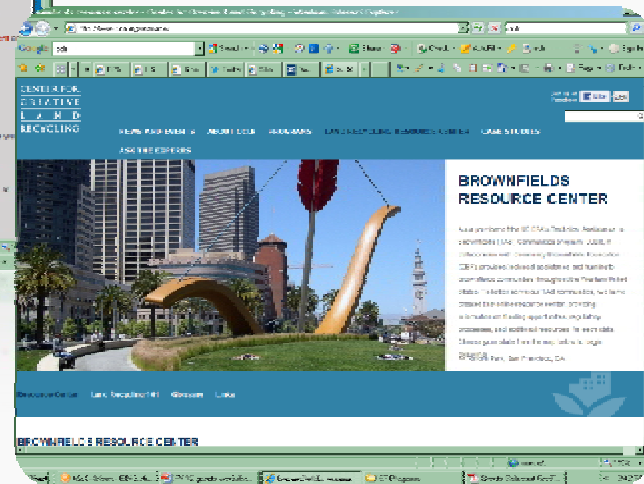
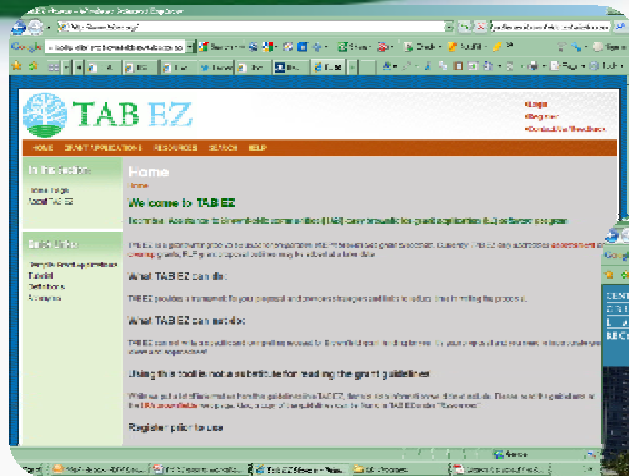


Proposal Guideline TIPS



- Read entire Guidelines - 3 different booklets
- 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
- Grants.gov will be available as a means of proposal submission in 2012
 - Applicants wishing to submit electronically should do so at: www.grants.gov
 - Electronic submissions can take up to 2 weeks to be fully registered in the system.
- Check Frequently Asked Questions

Proposal Guideline TIPS



- TABEZ www.tabez.org
- CCLR www.cclr.org
- CBF www.coloradobrownfields.org
- Seek mentoring from prior grantees (listed @ www.epa.gov/brownfields/bfwhere.htm)



Threshold Criteria Overview

Threshold vs. Ranking



- **Threshold** – minimum eligibility requirements
- **Ranking** – criteria for selecting proposals
- * Applicants must pass Threshold Criteria to be considered for funding

Threshold Criteria



Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (Government)	Applicant Eligibility (Government)	Applicant Eligibility (Government/NGO)
Letter from the State or Tribal Environmental Authority	Letter from the State or Tribal Environmental Authority	Letter from the State or Tribal Environmental Authority
	Cleanup Authority and Oversight Structure	Cleanup Authority and Oversight Structure
	20% Cost Share	20% Cost Share
Site Eligibility and Property Ownership Eligibility (site-specific only)		Site Eligibility and Property Ownership Eligibility
Community Notification	Community Notification	Community Notification
	Legal Authority to Manage an RLF	
	Description of Jurisdiction	

Letter from State or Tribal Environmental Authority



- CURRENT letter acknowledging this specific proposal and applicant plans to apply for grant to conduct/oversee assessment and/or cleanup activities
- If applying for multiple types of grants, only need to submit ONE letter acknowledging the grant activities EACH proposal must have the letter as an attachment
- Provide sufficient notice to write the letter
- State & Tribal Authorities do not need to provide letter for themselves
- Do not substitute a letter from local or county oversight agencies or use last year's letter from the State Environmental Authority.

Site Eligibility

(Site-Specific Assessment & Cleanup Only)



- Sites NOT Eligible
 - National Priorities List (Superfund)
 - Facilities subject to Court 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)
- Hazardous Substance Sites
 - EPA will determine if site is eligible based on answers to criteria
- Petroleum Sites
 - EPA and/or State will determine if site is eligible (except for Tribes – EPA will determine)
 - Petroleum Eligibility Letter
 - Make requests of State early
 - Different from State Acknowledgement Letter
 - Attach to the Proposal
- Co-mingled Sites
 - Most co-mingled sites are considered Hazardous Substance sites, however, please check with EPA to be certain.

This works better if you run the site eligibility by EPA before turning in application.

Site Eligibility - Hazardous

(Site-Specific Assessment & Cleanup Only)



Generally, applicant must not be responsible for contamination.
Need to answer the following questions:

1. Who owns it?
 - Applicant
 - Private party
 2. How was it acquired/AAI/Phase I?
 - Did purchase include due diligence / all appropriate inquiry?
 - Tax foreclosure, abandonment, or other government proceeding
 3. Who Contaminated it?
 - If Applicant, in most cases the site is not eligible
 - Is there another Party?
 4. Continuing Obligations: What happened on the property after acquisition?
 - Property Vacant / fenced
 - Leased to operator
- * Site eligibility is called "Property Ownership Eligibility" in the guidelines

What is AAI? (Hazardous)



- All Appropriate Inquiries (AAI) is the process of conducting due diligence or a Phase I Environmental Site Assessment to determine:
 - prior uses & property ownership
 - assess property conditions that may be indicative of releases or threatened releases of hazardous substances

AAI factsheet

1. Go to: www.epa.gov/brownfields
2. Under the Brownfields Quickfinder header click "[All Appropriate Inquiries](#)"
3. Click "[Fact Sheet on EPA Brownfields Grants, CERCLA Liability, and all Appropriate Inquiries \(PDF\)](#)"

Property Ownership Eligibility

(Hazardous) AAI requirements - Updates



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

Property Ownership Eligibility

(Hazardous) AAI requirements



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

Site Eligibility - Petroleum

(Site-Specific Assessment & Cleanup)



- **Must be low risk**
 - Is the site relatively low risk? (ask the State)
- **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?
- **Site cannot be subject to RCRA Corrective Action**

Cleanup or Legal Authority & Oversight Structure



- **Cleanup Oversight (Cleanup & RLF Applicants)**
 - Describe oversight & if plan to enroll in state or tribal voluntary program
- **Property(s) Access Plan (Cleanup only)**
 - Plan to obtain access to adjacent properties, if needed
- **Legal Opinion (RLF only)**
 - Letter from applicant's counsel
 - RLF Coalition applicant must illustrate adequate program performance of coalition members, borrowers, and/or subgrantees

Cost Share



- 20% Match Required for Cleanup & RLF only
 - Only a plan required for 20% match
 - Do not exceed requirement amount
 - Match can be contribution of money, labor, materials, or services from a non-federal source
 - Only incurred for an eligible & allowable expense
 - HUD CDBG funds is the only federal funding that can be used as match
 - Hardship Waivers can be requested HINT
- For RLF applicants – 20% match can be passed along to borrower or sub-grantee

Community Notification



- Provide community with notice of intent to apply for brownfields grant
- Provide an opportunity for the community to submit comments to your proposal by:
 - Place an ad (or equivalent) alerting the community of the community meeting and the intention of applying for the grant in local newspaper at least 2 weeks prior to submission
 - Provide a copy of the proposal for public review and indicate in ad where proposal is located (e.g. town hall library, website, etc.)
 - Host public meeting prior to proposal submission & provide date and time in ad
 - Community notification using existing meetings are allowable.

Now would be a good time to get on the agenda of your council person or mayor. Now as in ...as soon as you get off this webinar!

Threshold Criteria



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Questions on this section?

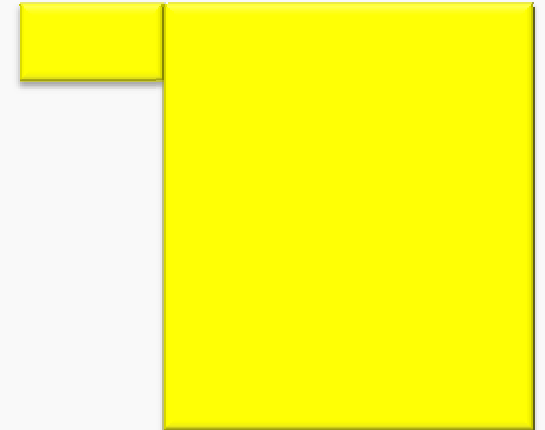


Ranking Criteria Overview

Ranking Criteria



- Proposal must have passed Threshold Criteria to be considered for review & be “ranked”
- 4 Ranking Criteria Sections
- Each criterion is made up of sub-criteria
 - Answer each individually
 - Sub-criteria may be different per grant type (e.g. assessment, cleanup, RLF) and point totals may vary
- 100 points for each grant type



Ranking Criteria

Point Distribution (FY 11 Assessment)



Ranking Criteria Criteria with Point Distribution

Region 9 Brownfields Webinar (August 17, 2011)

		Assess	Cleanup	RLF
Criteria 1	Community Need	20 points	15 points	15 points
Sub-Criteria 1.a	Health, Welfare, and Environment	10 points	8 points	8 points
Sub-Criteria 1.b	Financial Need	10 points	7 points	7 points
Criteria 2	Project Description and Feasibility of Success	35 points	40 points	45 points
Sub-Criteria 2.a	Project Description	5 points	10 points	15 points
Sub-Criteria 2.b	Budget	10 points	10 points	10 points
Sub-Sub-Criteria 2.b.i	Table and Description	5 points	5 points	5 points
Sub-Sub-Criteria 2.b.ii	Leveraging	5 points	5 points	5 points
Sub-Criteria 2.c	Programmatic Capability & Past Performance	20 points	20 points	20 points
Sub-Sub-Criteria 2.c.i	Programmatic Capability	8 points	8 points	8 points
Sub-Sub-Criteria 2.c.ii	Past Performance	12 points	12 points	12 points
Criteria 3	Community Engagement & Partnerships	20 points	15 points	20 points
Sub-Criteria 4.a	Plan for involving affected community	5 points	5 points	10 points
Sub-Criteria 4.b	Plans to develop partnerships (local/state/tribal)	5 points	5 points	5 points
Sub-Criteria 4.c	Description and role of key CBO	10 points	5 points	5 points
Criteria 4	Projects Benefits	25 points	30 points	20 points
Sub-Criteria 5.a	Welfare/Public Health	10 points	10 points	5 points
Sub-Criteria 5.b	Economic Benefits/Greenspace	5 points	5 points	5 points
Sub-Criteria 5.c	Enviro Benefits/Sustainable Reuse	5 points	10 points	5 points
Sub-Criteria 5.d	Tracking and measuring	5 points	5 points	5 points

- Ranking Criteria Sections and Sub-sections with point distribution.
- Point distribution is from FY11. Point distribution may change in FY12. Please pay close attention when the guidelines are released.

* Point distribution was taken the FY11 Guidelines. Points distribution may change in the FY12 guidelines.



Ranking Criteria 1: Community Need

Community Need



Clearly
identify the
TARGETED
community.

Health, Welfare, and Environment

- Provide info on location, number and size of brownfields
- Describe health, welfare & environmental impacts:
 - typical contamination
 - sensitive populations (e.g. minorities, children, seniors, women of child-bearing age, etc.)
 - disproportionate environmental impact data (e.g. cancer and asthma rates)
- Identify information sources used (e.g. 2010 census data, local reports, etc.)

Community Need



Financial Need

- Describe brownfield economic impacts and economic needs of the residents
- Provide rates of poverty, household income, unemployment rate & other demographic information
 - Use current and relevant data sources
 - Compare to state & national data (use table format)
 - Discuss the impact of closed industry, i.e. number of jobs lost, property tax impacts, etc.
 - Explain why other financial resources are not available (i.e. fiscal condition, population size, etc.)
 - Guidelines language reads: Describe factors such a fiscal condition or population size that limit your ability to draw on other sources of funding for the cleanup/assessment of brownfield sites.

HINT

Describe YOUR need. Most applicants fail to adequately address this criteria.

Community Need



2010	County	State	USA
Household income	\$37,130	\$44,667	\$41,994
Per capita income	\$16,976	\$22,168	\$21,587
Persons below poverty	11.6%	10.5%	12.4%
Community	Poverty Rate	Low Income Rate	Median Income
City	12.2%	22.5%	32,246
City	16.5%	31.5%	32,273
City	21.8%	39.8%	24,313
City	20.8%	26.1%	30,972

Source: 2010 Census



Ranking Criteria 2: Project Description and Feasibility of Success

Project Description/Feasibility of Success



FACT

This section carries the most weight for all grant types. 43 - 56% of your proposal points (not incl. programmatic capability) are in this section.

Program Description

- Describe project activities & illustrate reasonable approach
- Demonstrate there are sufficient resources and capability to complete in timely manner
- For Community-wide Assessments: budget majority of funds for site assessments than solely focusing on inventory or planning activities
- For Assessment Coalitions – discuss plans for assessing a minimum of five sites (requirement)
- For Cleanups - describe cleanup plan; institutional and/or engineering controls; and site reuse plans

Project Description/Feasibility of Success



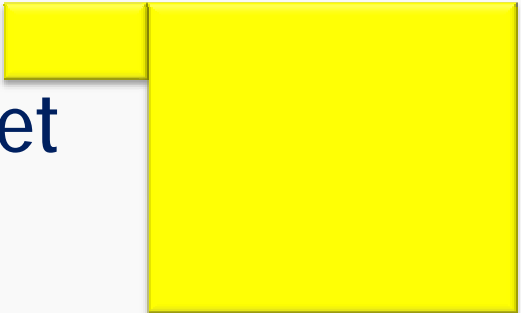
- For RLF Proposals describe:
 - YOUR redevelopment program and how funds will be used to provide support
 - RLF Sustainability Plan
 - Expected borrowers & subgrantees
 - Marketing plan
 - Plan to achieve success by describing staff and program manager commitments, functions of RLF team and organization, selection criteria for loans/subgrants, lending practices, how plan to ensure protective cleanups

Project Description/Feasibility of Success



Budget

- Use sample format and develop budget narrative that spells out each task (no acronyms)
- Provide quantitative outputs (e.g., 5 Ph I, 2 Ph II) and estimated costs
- Equipment Costs - provide justifications when budgeting for equipment and/or supplies
 - Equipment is generally expected for cleanup applicants only
- Do not use word “administrative” to describe a task use program development or program management



HINT Use table AND narrative



Assessment Budget Example

(Community Wide)



Budget Categories	Project Tasks				
	Task 1	Task 2	Task 3	Task 4	
	Program Management	Community Involvement	Site Inventory	Phase I Phase II	Total
Personnel	\$18,000				\$18,000
Fringe Benefits					\$0
Travel	\$3,000				\$3,000
Equipment					\$0
Supplies	\$1,000				\$1,000
Contractual		\$5,000	\$12,000	\$160,000	\$177,000
Other (Postage/ printing)		\$1,000			\$1,000
Total	\$22,000	\$6,000	\$12,000	\$160,000	\$200,000

Ranking Criteria

Cleanup Budget Example



Budget Categories	Project Tasks				
	Task 1	Task 2	Task 3	Task 4	
	Program Management	Community Involvement	Cleanup Planning oversight	Remediation Institutional Controls	Total
Personnel	\$18,000		\$ 8,000		\$26,000
Fringe Benefits					\$0
Travel	\$3,000				\$3,000
Equipment					\$0
Supplies	\$1,000				\$1,000
Contractual		\$5,000	\$25,000	\$139,000	\$169,000
Other (Postage/ printing)		\$1,000			\$1,000
Total	\$22,000	\$6,000	\$33,000	\$139,000	\$200,000
Cost Share	\$4,400		\$6,000	\$29,000	\$40,000
Grant Total	\$26,400	\$6,000	\$39,600	\$168,000	\$240,000

Project Description/Feasibility of Success



Leveraging

- Additional work needed (e.g. assessment and/or cleanup), describe the funding/resources (public and private) that you have or will be sought to complete the add'l work

Project Description/Feasibility of Success



Programmatic Capability

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

Past Performance

- Prior Brownfields Grantee describe:
 - Past grant(s) management & performance
 - Funding expenditure
 - Compliance
 - Accomplishments
 - Adverse audit findings
 - Corrective action for past grant management issue



Now that we've covered 2 of the 4 sections of Ranking Criteria, are there any...

- Community Need questions (**Ranking Criteria 1**)?
- Project Description and Feasibility of Success questions (**Ranking Criteria 2**)?

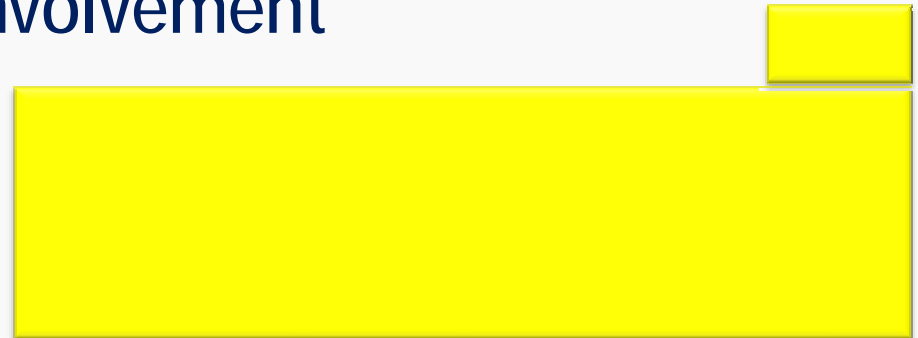


Ranking Criteria 3: Community Engagement and Partnerships

Community Engagement and Partnerships



- **Community Engagement**
 - Describe your plan for Community Involvement
 - Site Selection Criteria
 - Cleanup Planning process
 - Site Reuse Planning
 - Describe the project progress reporting plan
 - How will you keep community engaged, how will they be able to provide comments?
 - Discuss past Community Involvement
 - Discuss how your plan to address language barriers

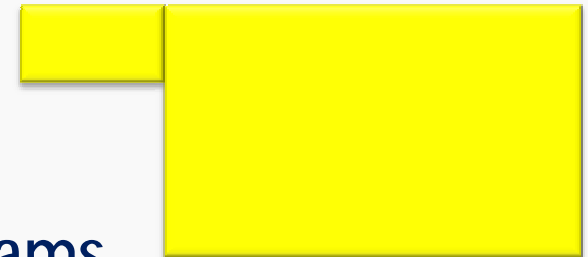


Community Engagement and Partnerships



Partnerships

- Describe efforts and/or plans to develop partnerships with both local environmental and health agencies
 - Plan for partnerships
 - Past efforts toward partnerships
 - Demonstrate knowledge of State programs
 - Indicate plans to enroll in State or Tribal voluntary response programs
- Explain any efforts made to collaborate with a local job training program (including brownfields job training grantees) if they exist in your area



Community Engagement and Partnerships



- Provide a description and role of key community-based organizations involved
- Describe commitments made by the organizations
 - Provide support letter from each organization detailing their role in the project
 - Letter must be attached to proposal
- Letters from Congress, elected officials or Mayor are NOT as effective as community-based organizations
- Support Letters are required
- Focus on unique contributions and strength of partnerships, not the number of support letters submitted

Do not use generic letters of support. Specify what tasks organization writing the support letter will do for this project. EPA may call organizations providing letter of support.



Ranking Criteria 4: Project Benefits

Project Benefits



- **Welfare and/or Public Health**
 - Describe environmental, social, and/or public health benefits
 - Communicate all benefits including:
 - Direct & indirect environmental and public health benefits
 - Reduction of exposure pathways, blight and environmental risks
 - Plan for community & sensitive populations protection from project contaminants (e.g. posting signs, installing fences, controlling dust, etc.)

Project Benefits



Economic Benefits and/or Greenspace

- Explain how the project will produce economic or non-economic benefits
- Describe economic benefits (be specific):
 - Expected results in tax revenues (provide percentage), X number of jobs, X % increase in property values
- Describe all other non-economic benefits (Greenspace):
 - Nonprofit reuse, charitable reuse, X number of acres created for greenspace, open space, developed parks, recreational, preservation of open space on urban edge

Project Benefits



Environmental Benefits

- Describe the environmental benefits from infrastructure and sustainable reuse
 - Use of existing water lines, storm drains, proximity to public transit & reuse of existing buildings
- Describe how funding will facilitate sustainable reuse
 - Green building ordinances, energy efficiency requirements, LEED certification standards, innovative storm water controls, conserve resources, transit-oriented development, construction & demolition recycling* and green cleanup*

**RLF and Cleanup Only*

Ranking Criteria

45

Project Benefits



Tracking and Measuring:

- Address environmental outputs and outcomes.
- Outputs: Quantitative or qualitative but must be measurable during the project period.
- Expected outputs may include but are not limited to
 - the number of brownfield sites identified,
 - development of an area-wide plan,
 - number of Phase I and Phase II site assessments,
 - and number of community meetings held
- Outcomes: Result, effect, or consequence to occur from carrying out activities under the grant.
- Outcomes may be environmental, behavioral, health-related, or programmatic;
- Must be quantitative; and may not necessarily be achievable during the project period.
- Expected outcomes include
 - the number of jobs leveraged and other funding leveraged through the economic reuse of sites;
 - the number of acres made ready for reuse or acres of greenspace created for communities;
 - and whether the project will minimize exposure to hazardous substances.



Now that we've covered the remaining 2 of the 4 sections of Ranking Criteria, are there any...

- Community Engagement and Partnership Need questions (**Ranking Criteria 3**)?
- Project Benefit questions (**Ranking Criteria 4**)?
- Overall questions (**Threshold, Ranking Criteria 1-4, other**)?

Contact information



EPA Region 8 Brownfields Contacts

<http://www.epa.gov/region8/brownfields/bfcont.html>

EPA Region 9 Brownfields Contacts

<http://www.epa.gov/region9/brownfields/contacts.html>

EPA Region 10 Brownfields Contacts

<http://yosemite.epa.gov/r10/cleanup.nsf/1a16218b78d8c4d58825674500015b42/9722e62faaec4b70882570620064acda!OpenDocument>

Want to Learn More about FY12 EPA Brownfield Grant Application Process?

EPA Western Brownfield Regions are jointly presenting six webinars to help you with your FY12 application.



August 24 **10AM Pacific, 11AM Mountain**
Detailed Grant Guideline Review for
Assessment Applicants

August 25 **1PM Pacific, 2PM Mountain**
Detailed Grant Guideline Review for
RLF Applicants

August 30 **1PM Pacific, 2PM Mountain**
Detailed Grant Guideline Review for
Clean Up Applicants

October 6 **10AM Pacific, 11AM Mountain**
Q&A - Last Minute Grant Questions,
for all Brownfield Applicants

To Register: www.epa.gov/region9/brownfields

