FY 2020 Brownfields Grant Guidelines:

A Detailed Review of the Assessment, Revolving Loan Fund, and Cleanup (ARC) Grant Guidelines

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

- Competition Timeline

- General Overview

  ➢ Types of Available Grants

  ➢ Changes to the Program/Guidelines

  ➢ Proposal Submission Requirements

  ➢ Tips & Resources

- Overview of Threshold Criteria

- Overview of Ranking Criteria

- EPA Brownfield Program Contacts

Welcome!

The purpose of this training webinar is to assist applicants with understanding the Assessment, Revolving Loan Fund, and Cleanup Grant Guidelines.

The Guidelines supersede any information provided in this presentation or by the presenters.

For site-specific questions on eligibility, please contact the Regional Brownfields Contact listed in Section VII. of the Guidelines.

Multipurpose Grants

A solicitation for Multipurpose Grants will <u>not</u> be issued in FY 2020.

EPA expects to issue the next solicitation for Multipurpose Grants in FY 2021.

Anticipated FY20 Competition Timeline

- **December 3, 2019**: Application submission deadline

- May – June 2020: Selections announced

- June – October 2020: Workplans and grant paperwork finalized

- September – October 2020: Grants awarded/funds become available

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

Changes to the Guidelines

Multipurpose Grant Recipients	Applicants that were selected for an FY19 Multipurpose Grant may <u>not</u> apply for an FY20 Assessment or Cleanup Grant.
Grants.gov Requirements	Applicants must submit federal forms as part of the application package.
RLF Format & Page Limits	• Restructured to align with Assessment/Cleanup format • Up to 12 pages to respond to ranking criteria
Terminology	Replaced the word 'redevelopment' with 'reuse' to clarify that EPA equally supports economic and non-economic projects.
Opportunity Zones	Applicants should discuss how the project will help spur economic grown within an Opportunity Zone.
Point Distributions	• Assessment Grant applications can score up to 150 points • RLF Grants applications can score up to 185 points • Cleanup Grants applications can score up to 170 points

In this presentation, text in magenta denotes information that is new/revised.

For a complete list of changes, please review the "**Summary of FY20 Brownfields Assessment and Cleanup Grant Guidelines Changes**" available at https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources.

Types of Available Grants

	Assessment Grants	RLF Grants	Cleanup Grants
Common Eligible Grant Activities	inventory, characterize & assess sites; revitalization planning; site-specific cleanup & reuse planning; community involvement	capitalize an RLF program; provide loans and subgrants to carry out cleanup activities	cleanup activities, reuse planning, and community involvement
Applicant Eligibility (see full list in Section III.A.)	Government, Quasi Government, Regional Council, Tribe, Nonprofit Organization (501(c)(3)), Qualified Community Development Entity (45D(c)(1))		
			Nonprofit Organization not organized primarily for profit
Amount of Funding Available for Sites Contaminated w/ Hazardous Substance and/or Petroleum	**Community-wide** • Up to $300,000 **Site-specific** • Up to $200,000; up to $350,000 with a waiver **Assessment Coalition** • Up to $600,000 • EPA encourages the lead entity to partner with two or more entities that have limited capacity	**Community-wide** • Up to $1,000,000 **RLF Coalition** • Up to $1,000,000 • One lead + one or more partners	**Single-site** • Up to $500,000 <u>per site</u> **Multi-site** • Up to $500,000 <u>per application</u>
Cost Share Requirement	n/a	20%	20%
Period of Performance	3 years	5 years	3 years
Anticipated # of Awards	100	8	18

Overview of What to Prepare

- **Narrative Information Sheet** (2 pages, single-spaced)

    o Place information on your organization's letterhead.

    o Attach the State/Tribal Acknowledgement Letter to the Narrative Information Sheet. (Does not count toward page limit.)

- **Narrative** (10 pages for Assessment/Cleanup and 12 pages for RLF, single-spaced)

    o Excess pages will be removed and not reviewed.

- **Required Attachments**

    o Limit attachments to required/relevant documents (i.e., threshold criteria, documentation of leveraged resources, etc.).

See Section IV.C. and IV.E. for details

Tips for Writing the Narrative

- Read the entire Guidelines for the grant type for which you're applying.

- Write as though the reader knows **<u>NOTHING</u>** about your community.

- Avoid using acronyms and technical/organizational jargon.

- Number pages and enumerate/identify the criterion.

- **Address <u>ALL</u> criteria. If a criterion doesn't apply, state that and explain why.**

- The **<u>quality</u>** of the response is extremely important (see Evaluation Criteria in Section V.).

- Organize attachments, for example:

  Appendix A: Threshold Criteria

  Appendix B: Leveraging Commitment(s)

- Use the Application Checklist in Section IV.C. (do not submit with application).

- Readability is important! Advise 1" margins; 12 pt font; Times New Roman/ Arial/Calibri font; no maps.

Application Writing Resources

- **Office of Brownfields & Land Revitalization Website**
  - FY20 Summary of Brownfields Guidelines Changes
  - Frequently Asked Questions (FAQs)
  - Planning Information Sheets (for Assessment Grants)

- **Technical Assistance to Brownfields (TAB)**

  New Jersey Institute of Technology (NJIT)
  Serves EPA Regions 1, 3 and 4
  Colette Santasieri - 973-642-4165 - santasieri@njit.edu

  Kansas State University (KSU)
  Serves EPA Regions 5, 6, 7, and 8
  Blase Leven - 785-532-0780 - baleven@ksu.edu

  Center for Creative Land Recycling (CCLR)
  Serves EPA Regions 2, 9 and 10
  Sarah Sieloff - 415-398-1080 - sarah.sieloff@cclr.org

- **TAB EZ: A Grant Writing Tool**

FY20 Downtown   EDIT NAME

Home > Grant Applications > FY20 Downtown

TAB EZ will create and export an outline of the proposal sections. It is up to you to format your proposal from the outline according to the guidelines. Be sure to go to the READ ME (the first section at the top of the outline) below for important information about the proposal guidelines and your exported draft proposal outline.

Before you submit your proposal(s), please ensure all necessary documents are included in your submittal package, in the right order, as specified in the assessment grant guidelines. See also the expanded checklist for assessment grants. All proposals are required to be submitted via Grants.gov. To learn more about using TAB EZ, please go to: www.ksutab.org/tools/tabez/learnmore. Proposals for FY19 are due, and must be successfully received by Grants.gov by 11:59 p.m. Eastern Time on January 31, 2019.

Web Browser: We recommend using either Mozilla Firefox or Google Chrome when working in TAB EZ.

* Section Requires Approval

Application area/section:	Last Contributor: Date:	Status: Char #:	
Assessment, important information, READ ME			VIEW
III.B. Threshold Criteria for Assessment Grants			VIEW
III.B.1. Applicant Eligibility		● 0	EDIT
III.B.2. Community Involvement		● 0	EDIT
III.B.3. Expenditure of Assessment Grant Funds		● 0	EDIT
III.C. Additional Threshold Criteria for Site-Specific Proposals Only			VIEW
Site Eligibility			VIEW
III.C.1. Basic Site Information		● 0	EDIT
III.C.2. Status and History of Contamination at the Site			

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

Applications Released Under FOIA

- Every year, EPA receive requests via Freedom of Information Act for copies of submitted applications.

- EPA recommends that you do not include confidential business information (CBI) in your application.

- However, if CBI is included, applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI.

- If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

Application Submission Materials

Your www.grants.gov Application Package

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424 A)
3. Assurances for Non-Construction Programs (SF-424 B)
4. Preaward Compliance Review Report (EPA Form 4700-4)
5. EPA Key Contacts (Form 5700-54)
6. Project Narrative Attachment Form, as one file (if possible) include:
   - ✓ Narrative Information Sheet
   - ✓ Narrative (responses to ranking criteria)
   - ✓ Required Attachments

- A workplan is not required at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.

- Sample forms are available on the [Brownfields Program Application Resource](#) webpage.

Requirements to Submit an Application

- Register in and learn how to submit an application via www.grants.gov.
  - Review the Applicant FAQs and training videos on the www.grants.gov website.
  - Review the Brownfields Frequently Asked Questions and Grants.gov Tip Sheet.

- Register in www.sam.gov **now**. Even if already registered in www.sam.gov, make sure the account is active and will be active through the deadline.

- Use the **correct** 9-digit DUNS number for your organization/department.

- Ensure the Authorized Organization Representative (AOR) submits the application package.
  - The AOR must be designated by the E-Business Point of Contact.

- **The DUNS number and AOR must be from the entity that will receive the award, if selected for funding.**

The Application Has Been Submitted – Now What?

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from www.grants.gov.

If the AOR did not receive notification emails or the application package did not transmit successfully, immediately contact the www.grants.gov Help Desk (open 24/7; except federal holidays) at 1-800-518-4726. **Make sure to get a case number.**

Applications that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.

KEEP CALM AND CALL THE GRANTS.GOV HELP DESK!!

Questions & Progress Check

☐ Introductions and Timeline

☐ General Overview

◼ NEXT: Overview of Threshold Criteria

◼ Overview of Ranking Criteria

　◼ Project Area Description & Plans for Revitalization

　◼ Community Need & Community Engagement

　◼ Task Descriptions, Cost Estimates, & Measuring Progress

　◼ Programmatic Capability & Past Performance

◼ Wrap-up

Threshold Criteria Overview

Failing threshold means your proposal will not be scored!

Threshold Criteria – Include As Attachment

	ASSESSMENT APPLICATIONS		RLF APPLICATIONS	CLEANUP APPLICATIONS
	Community-Wide and Coalition	Site-Specific		
	Applicant Eligibility	Applicant Eligibility	Applicant Eligibility	Applicant Eligibility
	Community Involvement	Community Involvement		Community Notification
	Expenditure of Assessment Grant Funds	Expenditure of Assessment Grant Funds		Previously Awarded Cleanup Grants
			Description of Jurisdiction	Site Ownership
		Basic Site Information		Basic Site Information
		Status and History of Contamination at the Site		Status and History of Contamination at the Site
		Brownfields Site Definition		Brownfields Site Definition
				Environmental Assessment Requirement
		Enforcement or Other Actions		Enforcement or Other Actions
		Sites Requiring a Property-Specific Determination		Sites Requiring a Property-Specific Determination
		Threshold Criteria Related to CERCLA/Petroleum Liability		Threshold Criteria Related to CERCLA/Petroleum Liability
			Oversight Structure and Legal Authority to Manage a RLF	Cleanup Authority and Oversight
		Waiver of the $200,000 Limit (if applicable)	Statutory Cost Share	Statutory Cost Share

Applicant Eligibility

- Describe how you are an eligible entity (complete list in Section III.A.)

  o For entities that are cities, counties, tribes, or states, affirm that the organization is eligible for funding.

  o For entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).

  o For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.

  o Assessment/RLF Coalitions must document how <u>all coalition members</u> are eligible entities.

    Attach a current *Memorandum of Agreement* or signed letters from all coalition members in which they agree to be part of the coalition.

Example MOA template at
https://www.epa.gov/brownfields/brownfields-assessment-coalitions-memorandum-agreement

Community Involvement (Assessment)

- Community involvement efforts can be implemented using existing meetings.

- Applicants must:

  o Identify how you will "inform and involve the community and other stakeholders."

  o Tie this to the "Community Engagement" discussion in your proposal narrative.

Note: If you are also applying for Cleanup Grant funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Grant Community Notification process.

Community Notification (Cleanup)

Attach draft ABCA(s) to your proposal

- Provide an opportunity for the community to submit comments on your proposal <u>and</u> the draft Analysis of Brownfields Cleanup Alternatives (ABCA).

- Publish an ad (or equivalent) about intent to apply and notice of a public meeting.

- Notify the community at least **2 weeks prior to submission and no later than** November 19, 2019.

- Include in ad:
  - Date, time and location of meeting, and request for comments
  - Where proposal/draft ABCA are located
  - How the public can submit comments

Full requirements are in III.B.12.

- Host the public meeting prior to proposal submission.

Description of Jurisdiction (RLF)

- EPA's RLF Grants can fund cleanup sites that are located within the applicant's jurisdiction, as defined by the applicant in its proposal.

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

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

Expenditure of Assessment Grant Funds (<u>Assessment</u>)

- <u>Current EPA Assessment Grant recipients</u> must draw down at least 70% of each Assessment cooperative agreement by **November 1, 2019** before applying for additional <u>Assessment</u> Grant funding. (*Section III.B.3.*)

  Attach a copy of a financial record displaying the amount of funds drawn down (e.g. a report from the Automated Standard Proposal for Payments (ASAP) or general ledger entries).

- <u>Other (New) Assessment Grant Applicants</u>: affirm you do not have an active EPA Brownfields Assessment Grant.

Previously Awarded Cleanup Grants (<u>Cleanup</u>)

Affirm that the proposed site(s) has <u>not</u> received funding from a previously awarded EPA Brownfields Cleanup Grant. (*Section III.B.2.*)

Site Ownership (Cleanup)

- Cleanup Grant applicants must own site(s) listed in the application by **December 3, 2019**.

- Fee simple title through a legal document (recorded deed)…

- …unless EPA approves a different ownership agreement (for example, a nominee agreement or 99-year irrevocable lease)
  → **Talk with EPA NOW to make sure the arrangement will be approved**

Basic Site Information
(Site-Specific Assessment & Cleanup)

Identify the name, address, and current owner of the site.

Status and History of Contamination
(Site-Specific Assessment & Cleanup)

Identify:

- whether this site is contaminated by hazardous substances and/or petroleum;
- the operational history and current use(s) of the site;
- environmental concerns, if known, at the site; and
- how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.

Brownfield Site Definition
(Site-Specific Assessment & Cleanup)

Affirm that the site is:

- not listed or proposed for listing on the National Priorities List;
- not subject to orders under CERCLA; and
- not subject to the jurisdiction, custody, or control of the U.S. government. (*Note: Land held in trust by the U.S. government for an Indian tribe is eligible for brownfields funding.*)

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Environmental Assessment Requirement (Cleanup)

A written ASTM E1903-11 or equivalent Phase II environmental site assessment report (a draft report is sufficient) must be completed prior to proposal submission. *(Cleanup Grant guidelines III.B.7.)*

- Describe the type of environmental assessments conducted at your proposed site (do not attach assessment reports).

- Provide the date of the Phase II or equivalent report.

Enforcement or Other Actions (Site-Specific Assessment & Cleanup)

Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site…

…by describing any inquiries, or orders from government entities regarding the responsibility of any party (including the applicant) for the contamination, or hazardous substances at the site, including any liens.

Sites Needing Property-Specific Determination (Site-Specific Assessment & Cleanup)

Certain types of sites require a property-specific determination in order to be eligible for funding (rare cases).

- Refer to Section III.C.5. in the Assessment Guidelines, Section III.B.9. in the Cleanup Guidelines, or Section 1.5. of the Information on Sites Eligible for Brownfields Funding under CERCLA § 104(k) to determine whether your site requires a property-specific determination.

- Contact your Regional Brownfields Contact listed in Section VII. if you think your site requires a property-specific determination.

- If your site requires a property-specific determination, then you **must attach the information** requested in the Brownfields FAQs.

- If not required, **affirm that the site does not need a property-specific determination**.

Threshold Criteria Related to CERCLA/Petroleum Liability (Site-Specific Assessment & Cleanup)

Which Type of Funding? → **Petroleum Funding** (Slide 34)

↓

Hazardous Substance Funding

↓

Defense to CERCLA Liability

- i. Exempt from CERCLA (Slides 28-30)
- ii. Publicly owned sites acquired before 1/11/02 (Slide 31)
- iii. Landowner Liability Defenses (Slides 32-33)

Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes; and sites co-mingled with petroleum product where hazardous substances are the predominant contaminant.

i. **Exemptions to CERCLA Liability**

   1. Site Is Not Owned by the Applicant (*Assessment Grants only*)

   2. Indian Tribes

   3. Alaska Native Villages and Alaska Native Corporations

   4. Property Acquired under Certain Circumstances by State and Local Government

ii. **Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002**

iii. **Defenses to CERCLA Liability (e.g., the bona fide prospective purchaser defense)**

Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment only)

i. **Exemptions to CERCLA Liability**

  1. Site Is Not Owned by the Applicant

    – **Did the applicant cause or contribute to the contamination?**

    – **What's your relationship with the owner?**

    – **How will you gain access to the site?**

Threshold Criteria Related to CERCLA Liability
(Site-Specific Assessment & Cleanup)

i. Exemptions to CERCLA Liability (cont'd)

2. Indian Tribes

   Indian tribes are exempt from demonstrating that they meet the requirements of a CERCLA liability defense to be eligible for a Brownfields Grant.

   – **Affirm the applicant is an Indian tribe.**

3. Alaska Native Village Corporations and Alaska Native Regional Corporations

   Acquired title to property under the Alaska Native Claims Settlement Act.

   – **How and when was the property acquired?**

   – **Did you cause or contribute to the contamination?**

Threshold Criteria Related to CERCLA Liability
(Site-Specific Assessment & Cleanup)

i. **Exemptions to CERCLA Liability (cont'd)**

    4. Property Acquired under Certain Circumstances by State and Local Government

        Acquired title to a property by:

- Seizure or in connection with any law enforcement activity;
- Bankruptcy;
- Tax delinquency; or
- Abandonment.

       – **How and when was the property acquired?**

       – **Did you cause or contribute to the contamination?**

       – **Did you arrange for the disposal/transportation of contamination?**

Threshold Criteria Related to CERCLA Liability
(Site-Specific Assessment & Cleanup)

ii. **Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002** (state or local governments only)

Publicly owned property acquired <u>prior</u> to January 11, 2002.

Eligible even if the entity does not qualify as a bona fide prospective purchaser.

– **How and when was the property acquired?**

– **Did the applicant cause or contribute to the contamination?**

– **Did you arrange for the disposal/transportation of contamination?**

iii. Defenses to CERCLA Liability

Asserting a bona fide prospective purchaser (BFPP) defense (the most common defense).

Property acquired <u>after</u> January 11, 2002.

- **How and when was the property acquired?**

- **Who owns it?**

- **What environmental due diligence was performed before acquisition?**

- **Did you arrange for the disposal/transportation of contamination?**

- **What happened on the property after acquisition? What steps were taken to stop and prevent future releases?**

Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

iii. **Defenses to CERCLA Liability**

Non-public property acquired <u>before</u> January 11, 2002 may be eligible for a Brownfields Grant.

– **How and when was the property acquired?**

– **What environmental due diligence was performed before acquisition? Was it customary at the time?**

– **Did you arrange for the disposal/transportation of contamination?**

– **What steps were taken to stop and prevent future releases?**

Threshold Criteria Related to Petroleum Liability
(Site-Specific Assessment & Cleanup)

- Sites contaminated with petroleum and petroleum product.
- State environmental agency (or EPA) will determine if the site is eligible.
- EPA will determine eligibility for Tribes.
- Petroleum Eligibility Letter must be attached to proposal.

- **Who contaminated it?**

  Who are the current and previous owners?

  Current AND previous owner must not be responsible for contamination.

- **If current or previous owner is responsible…**

  Are they financially viable?

Petroleum determination should be completed before submitting your application.

Cleanup Authority and Oversight Structure (Cleanup)

- Cleanup Oversight
  - Describe the oversight plan.
  - Indicate if you plan to enroll in state or tribal Voluntary Cleanup Program.
  - If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup.

- Property(s) Access Plan
  - Plan to obtain access to adjacent properties, if needed.

Oversight Structure & Legal Authority (RLF)

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

- Legal Authority to Manage an RLF
  - Attach a letter from counsel with a legal opinion (citing relevant laws) on:
    - Legal authority to access sites
    - Legal authority to hold funds/ make loans/accept payments etc.

Required Cost Share
(Cleanup & RLF)

A cost share - also known as a 'match'

- The cost share can be contribution of money, labor, materials, or services from a non-federal source.
  - Only for an eligible and allowable expenses
    - Including administrative costs up to 5% of the requested funds
  - HUD CDBG funds may be used to meet the cost share

- A hardship waiver may be requested.
  - Approved on a very limited basis
  - Must provide explanation as an attachment
  - Who can request a waiver?
    - Cleanup Grants: tribes, nonprofit organizations, and government entities (with populations of 50,000 and fewer)
    - RLF Grants: all applicant types

Cleanup & RLF = 20% of requested funds

Do not exceed the required match!

Required Attachment:
Letter from State or Tribal Environmental Authority

- Include a current letter acknowledging your specific application and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.

- State and Tribal environmental authorities do not need to provide a letter for themselves.

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

Attach letter to the Narrative Information Sheet.

Do not use last year's letter.

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

Questions & Progress Check

Introductions and Timeline

General Overview

Overview of Threshold Criteria

NEXT: Overview of Ranking Criteria

Project Area Description & Plans for Revitalization

Community Need & Community Engagement

Task Descriptions, Cost Estimates, & Measuring Progress

Programmatic Capability & Past Performance

Wrap-up

Ranking Criteria

	Assessment	RLF	Cleanup
Project Area Description and Plans For Revitalization	40 pts	45 pts	50 pts
Community Need and Community Engagement	35 pts	35 pts	35 pts
Task Description, Cost Estimates, & Measuring Success	50 pts	75 pts	60 pts
Programmatic Capability and Past Performance	25 pts	30 pts	25 pts
Total	150 pts	185 pts	170 pts

Criteria are further made up of sub-criteria

- **Provide the sub-criteria # in your application and follow it with a detailed response**

- Sub-criteria language and points may differ between grant types

Review your responses to Section IV. against the Evaluation Criteria in Section V.

1. Project Area Description & Plans for Revitalization – Overview

Here is:

– my community and the target area;

– the brownfield issues and their impacts on the community;

– how this grant fits into the community's revitalization plan;

– the anticipated outcomes and how the target area will benefit from revitalizing the brownfield sites; and

– the strategy to leverage resources to reuse the brownfield sites.

1. Project Area Description & Plans for Revitalization

Target Area and Brownfields

Background and Description of Target Area

- Provide cultural and industrial description of your community that establishes your brownfield challenges and their impact on the community.

- Describe the specific area or areas where work will be performed.

**Depending upon the applicant, the community may be the city/town or other geographic area.
The target area is an area within that community.**

1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont'd)

Description of the Priority Brownfield Site(s)

- Identify and describe your actual brownfield sites.

  - **Assessment**: Describe the priority site(s); describe why it is a priority for assessment and reuse.

  - **RLF**: Describe the priority site(s); describe why it is a priority for remediation and reuse.

  - **Cleanup**: Describe the property(ies) targeted for cleanup.

- Describe past and current land uses, current site conditions (including structures), and...

  - **Assessment/RLF:** potentially related environmental issues.

  - **Cleanup**: the priority site's known contamination.

1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area

Reuse Strategy and Alignment with Revitalization Plans

- Describe:
  - The reuse strategy or projected reuse for the priority site(s).
  - How it aligns with government's land use and revitalization plans.

  +Cleanup:
  - If applicable, how the reuse takes into account that the priority site is in a federally designated flood plain.
  - How public and project partners were involved in the development of the reuse strategy/projected reuse.

1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area (cont'd)

Outcomes and Benefits of Reuse Strategy

- Describe the potential of the project or revitalization plans to:
  - stimulate economic development, <u>and/or</u>
  - facilitate non-economic benefits.
  - Help spur economic growth within an Opportunity Zone.

- <u>If applicable</u>, describe how the redevelopment of the priority site will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.

> **If the priority/proposed site is not in an Opportunity Zone, will the outcome of this grant benefit an Opportunity Zone?**

1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Resources Needed for Site Reuse

- Describe:
  - your eligibility for monetary funding from other resources
  - key funding resources needed for environmental assessment or remediation, **and** subsequent reuse of the priority site(s)

- **Cleanup Grants only**: Describe funding that has been secured and attach documentation that substantiates the commitment(s).

> **Do not duplicate sources discussed in 3.a., *Description of Tasks/Activities and Outputs* (all three grant types) and sources used to meet the cost share (RLF and Cleanup).**

1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources
Use of Existing Infrastructure

- Describe how this grant will facilitate the use of existing infrastructure at the priority site and/or within the target area.

- If additional infrastructure needs are key to the revitalization plans, describe the infrastructure needs and funding resources that will be sought to implement that work.

Infrastructure includes buildings, roads, and power supplies, etc.

Useful Tips

- Set the stage for the rest of your narrative in this criterion.

- Outstanding applications will have a project that aligns with existing community revitalization efforts.

- Be as specific as possible when providing responses.

- Coalition applicants: Provide information on all coalition partners and their respective target area.

- Demonstrate that you have plans to get from A to Z.

- Demonstrate that your project is going to be successful.

- Learn more information about Opportunity Zones at https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions#designated

Questions & Progress Check

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Project Area Description & Plans for Revitalization

NEXT: Community Need & Community Engagement

Task Descriptions, Cost Estimates, & Measuring Progress

Programmatic Capability & Past Performance

Wrap-up

2. Community Need & Engagement – Overview

Here is:

– Why my small and/or low-income community is unable to fund brownfield activities.

– How this grant will help populations in the target area that have a high incidence of adverse health conditions and greater than normal incidence of diseases.

– How this grant will help populations in the target area that shares a higher burden of environmental justice.

– How community partners will be involved.

– The plan for communicating project progress.

2. Community Need & Engagement

Community Need

The Community's Need for Funding

- Describe why the small and/or low-income community is unable to secure funding for brownfield activities.

- How will this grant meet the needs of this community.

- *Assessment Coalitions*: Describe how coalition partners and communities that would otherwise not have access to resources to address brownfield sites will benefit.

2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area)

- Describe how this grant will address the identification and reduction of threats to:

  - o The health or welfare of children, pregnant women, minority or low-income communities, or other sensitive populations.

  - o Populations that suffer from an increase incidence of diseases or conditions that may be associated with the brownfield sites.

  - o Populations that have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.

2. Community Need & Engagement

Community Engagement

Project Partners

- Identify the local project partners

Project Partner Roles

- Discuss:
  - the role each identified partner will play in project
  - how they will be involved in making decisions with respect to site selection, cleanup, and future reuse of the brownfield sites.
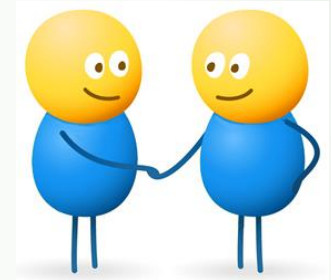
Partner Name	Point of contact (name, email & phone)	Specific role in the project
Add rows as needed		

The local project partners may include community organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), as well as property owners, lenders, developers, and the general public.

Involve different types of partners

Involve partners that are relevant to your project plans.

Please do NOT include letters of support

2. Community Need & Engagement

Community Engagement (cont'd)

Incorporating Community Input

- Discuss plan for communicating progress to:
  - the local community
  - project partners
  - residents/groups in (or in close proximity to) the target area/site
- Include:
  - the frequency of communication
  - the communication method(s)
  - how input will be solicited, considered, and responded to

Questions & Progress Check

Introductions and Timeline

General Overview

Overview of Threshold Criteria

Overview of Ranking Criteria

Project Area Description & Plans for Revitalization

Community Need & Community Engagement

NEXT: Task Descriptions, Cost Estimates & Measuring Progress

Programmatic Capability & Past Performance

Wrap-up

3. Tasks, Costs, & Measuring Progress – Overview

Here is:

- My step-by-step plan for implementing the brownfields project in the target area.

  - What tasks need to be accomplished and when.

  - Who's involved, and who's the lead in implementing those tasks.

  - How funding will be budgeted to pay for those tasks, and how we came up with those numbers.

  - How we will track the project to make sure it stays on schedule, on budget, and will accomplish the goals within the grant period.

- My strategy on the timing and schedule for leveraging other funding critical to the overall vision.

3. Tasks, Costs, & Measuring Progress

- **All Grant Types**
  - o *Local government applicants* may use up to 10% of the total grant award for health monitoring activities.
  - o Administrative costs (direct costs and indirect costs) may not exceed 5% of the total requested EPA funds.

- **Assessment Grants**
  - o Projects will be reviewed more favorably when at least 50% of funds are allocated for tasks directly associated with Phase I and Phase II environmental site assessments.
  - o *Assessment Coalition applicants* – projects that assess a minimum of 5 sites and at least one site in each members' jurisdiction will be reviewed more favorably.

- **RLF Grants**
  - o Projects will be reviewed more favorably when at least 50% of funds and associated cost share are allocated for <u>loans</u>.

- **Cleanup and RLF Grants**
  - o 20% cost share.

3. Tasks, Costs, & Measuring Progress (Cleanup)

Proposed Cleanup Plan

- Outline the cleanup plan(s) proposed for the site(s).

- Briefly describe the contaminated media to be addressed, cleanup method(s) and disposal requirements.

> **This description can use the same language as submitted in the draft Analysis of Brownfields Cleanup Alternatives (ABCA) attachment (or attachments if applying for multiple sites).**

> **Ensure the Cleanup Plan description is included in the narrative and not just in the attached draft ABCA.**

3. Tasks, Costs, & Measuring Progress (RLF)

Program Description and Marketing Strategy

Program Management

Describe how your program will:

- build and maintain a competent team to ensure an effective program

- select borrowers/subgrantees and projects

- structure and administer loans and subgrants, and facilitate financial underwriting

Revolution of the RLF Program

Describe how your program will:

- incorporate reasonable and prudent lending practices to encourage the funds to revolve

- be properly maintained and report to EPA so long as program income exists, even after grant is closed

3. Tasks, Costs, & Measuring Progress (RLF)

Program Description and Marketing Strategy (cont'd)

Marketing Strategy

Describe your program's marketing strategy including:

- the types of applicants and projects you are targeting

- what you have already done to gauge interest or market your program

- how you will continue to market your program to ensure you reach potential borrowers/subgrantees

3. Tasks, Costs, & Measuring Progress

New format:	i. Program Implementation
	ii. Anticipated Project Schedule
	iii. Task/Activity Lead
	iv. Outputs

Description of Tasks/Activities and Outputs

Program Implementation

- Discuss major task that will occur during the grant period.

- **Assessment/RLF:** If anticipated, discuss EPA-funded activities to occur beyond priority sites or outside target area(s).

- If applicable, identify tasks and/or activities that will be funded from other sources; such as in-kind resources or funding contributed by your organization.

> **Develop a list of the EPA-funded tasks/activities to implement the project.**

> **Group them logically into 4-5 major tasks (that will coincide with the project tasks in the budget table).**

> **Do not duplicate sources listed in 1.c.i. *Strategy for Leveraging Resources.***

3. Tasks, Costs, & Measuring Progress

Program Implementation (cont'd)

Typical eligible tasks/activities may include:

- Program Management (all) – procuring a Qualified Environmental Professional, EPA reporting, financial and records management, internal progress meetings, etc.

- Assessment related – inventory work, site selection, securing site access, community engagement, Phase I and Phase II investigations, cleanup and reuse planning for a specific site, coordinated planning around multiple brownfield sites, etc.

- RLF related – issue and execute loans and subgrants, cleanup and reuse planning, community engagement, cleanup oversight, etc.

- Cleanup related – cleanup and reuse planning, community engagement, cleanup oversight, site cleanup, etc.

- Health Monitoring – coordination with the local health agency on health monitoring activities.

**Relate to target area/priority sites.
Establish time frame in schedule.**

3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs (cont'd)

Anticipated Project Schedule

- Discuss the anticipated schedule and timing for the EPA-funded activities during the grant period.

Task/Activity Lead

- For each task, identify the lead entity overseeing the work.

3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs (cont'd)

Outputs

- Identify, and quantify as appropriate, the anticipated outputs/deliverables for each activity/task.

> **Outputs may include, but are not limited to, quarterly reports, environmental site assessment reports, site cleanup plans, planning activity deliverables, community meetings and involvement plans, cleanup plans, final ABCA documents, and loans and subgrants awarded.**

> **May use new table to present responses**

Task/Activity:

i. Project Implementation:
  ▪ Discussion of EPA-funded activities for the priority site(s):
  ▪ Discussion of EPA-funded activities for non-priority site(s), if applicable:
  ▪ Non-EPA grant resources needed to carry out task/activity, if applicable:

ii. Anticipated Project Schedule:
iii. Task/Activity Lead(s):
iv. Output(s):

3. Tasks, Costs, & Measuring Progress

Cost Estimates

- Use the sample table format to develop and present a budget for the tasks/activities previously described.

  - **Only include EPA grant funds [and the required cost share]** → Leveraged resources should not be included in the budget table.

  - If applicable, distinguish hazardous substances funds from petroleum funds.

  - If applicable for Cleanup Grants, distinguish requested funds for each site.

- Describe how cost estimates for <u>each</u> task were developed (per budget category).

  - **RLF/Cleanup**: Describe how the cost share was developed.

  - Where appropriate, present costs per unit.

3. Tasks, Costs, & Measuring Progress

Cost Estimates (cont'd)

Development of Cost Estimates

The degree of clarity on how <u>each</u> cost was developed and the extent to which costs per unit are presented in detail.

Application of Cost Estimates

The extent to which <u>each</u> proposed cost is reasonable and realistic to implement the project and clearly correlates with the proposed tasks and activities. When applicable, the degree to which hazardous substances and petroleum funds are distinguished.

Funds Allocated Toward Environmental Site Assessments (Assessment only)

The degree to which grant funds are allocated for tasks directly associated with Phase I and Phase II environmental site assessments.

Funds Allocated Toward Loans (RLF only)

The extent to which 50% or more of the requested funds and the associated cost share is allocated to provide loans for the cleanup of eligible brownfield sites and associated eligible programmatic costs.

Eligibility of Cost Share Activities (Cleanup and RLF)

The extent to which the entire cost share will be met with eligible activities.

Cost Estimates – EXAMPLES

- **Prog. Mngmt/Personnel:** $24,000 - 480 hrs. Planner/Finance avg rate - $50/hr (per quarter est: 10-hrs EPA reporting/records management, 10-hrs. Monthly progress meetings, and 20-hrs site-specific and community engagement work). Additional hours required will not be charged to the grant.

- **Travel:** 2 people to attend Nat'l Brownfield Conference: $3,600 (per person: $500 Airfare, 4 nights hotel $800, 4 days per diem and incidentals $500)

- **Cleanup Cost Share:** Providing clean fill $7,100 (est. 500 cu. yd. fill @ $10/cu.yd. = $5,000; three 8-hr days DPW equipment operator @ $25/hr= $600; 1-week front loader rental @ 1,500/week); etc.

- **Site-Specific Cleanup Planning:** $10,000 (finalize ABCA $1,000, prepare Remedial Action Plan $5,000, stormwater management design plans $3,000, State fee for entering VCP $1,000)

Assessment Grant Proposal Budget – EXAMPLE

Label Tasks

Budget Categories		Project Tasks					
(programmatic costs only)		Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	**Total**
Personnel	HS	$20,000	$10,000				**$30,000**
	Pet	$5,000	$5,000				**$10,000**
Travel	HS	$3,000					**$3,000**
	Pet	$3,000					**$3,000**
Contractual	HS		$15,000	$30,000	$100,000	$20,000	**$165,000**
	Pet			$10,000	$65,000	$10,000	**$85,000**
Total – HS		**$23,000**	**$25,000**	**$30,000**	**$100,000**	**$20,000**	**$198,000**
Total – Pet		**$8,000**	**$5,000**	**$10,000**	**$65,000**	**$10,000**	**$98,000**
Total Direct Costs		**$31,000**	**$30,000**	**$40,000**	**$165,000**	**$30,000**	**$296,000**
Indirect Costs		**$2,500**	**$1,500**				**$4,000**
Total Budget		**$33,500**	**$31,500**	**$40,000**	**$165,000**	**$30,000**	**$300,000**

Up to 5%

RLF Grant Proposal Budget – EXAMPLE

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

Loan & Subgrant Pool

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

Cleanup Grant Proposal Budget – EXAMPLE

Budget Categories	Project Tasks				
(programmatic costs only)	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Total
Personnel	$20,000	$5,000			**$25,000**
Fringe Benefits					
Travel					
Equipment					
Supplies	$5,000				**$5,000**
Contractual		$5,000	$15,000	$450,000	**$470,000**
Other (specify)					
Total Direct	**$25,000**	**$10,000**	**$15,000**	**$450,000**	**$500,000**
Total Indirect					
Total Federal	**$25,000**	**$10,000**	**$15,000**	**$450,000**	**$500,000**
Cost Share	$10,000	$10,000		$80,000	$100,000
Total Budget	**$35,000**	**$20,000**	**$15,000**	**$530,000**	**$600,000**

Cost Share

Describe only eligible cost share activities

Don't exceed the required cost share

3. Tasks, Costs, & Measuring Progress

Measuring Environmental Results: Anticipated Outputs/Outcomes

- Discuss your plan to track, measure and evaluate progress in achieving expected outputs, outcomes and results.

Tracking tools to consider
- Software products
- Progress reporting
- Scheduled team progress meetings
- Contractor support

Tracking your accomplishments - the big picture
- Status on leveraging other critical funding
- Strides toward accomplishing redevelopment vision plans

Questions & Progress Check

- Introductions and Timeline
- General Overview
- Overview of Threshold Criteria
- Overview of Ranking Criteria
  - Project Area Description & Plans for Revitalization
  - Community Need & Community Engagement
  - Task Descriptions, Cost Estimates, & Measuring Progress
  - NEXT: Programmatic Capability & Past Performance
- Wrap-up

4. Programmatic Capability & Past Performance – Overview

Applicants should:

– Demonstrate ability to successfully manage the grant and produce the measurable results discussed in the proposal.

– Describe the organizational structure.

– Highlight past performance on Brownfield Grants, federal or non-federal grants.

Adhere to the total page limits:
10 pages for Assessment and Cleanup Grant applications
12 pages for RLF Grant applications

4. Programmatic Capability & Past Performance

Programmatic Capability

Organizational Structure

- Demonstrate ability to manage grant and oversee the proposed work.

- **Assessment/RLF Coalitions**: Describe the proposed governance/decision-making structure among your coalition partners.

Description of Key Staff

- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner.

Acquiring Additional Resources

- Demonstrate that you have systems in place to acquire any additional expertise and resources.

4. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

Applicants who currently have/previously received a Brownfields Grant

– OR –

Applicants who have not received a Brownfields Grant but have received other federal/non-federal assistance agreements

– OR –

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

4. Programmatic Capability & Past Performance

Accomplishments & Compliance with Grant Requirements

Past/present Brownfield Grant recipients

BF Grants to Include	BF Grants/Resources to Exclude
• Multipurpose Grants • Assessment Grants • RLF Grants • Cleanup Grants • 128(a) Grants	• Area-wide Planning Grants • Environmental Workforce Development & Job Training Grants • Activities conducted under a Targeted Brownfield Assessment • Subawards issued from a Brownfields Grant May respond to next section "Applicants who are not past/present Brownfield Grant recipients"

- Describe (for no more than three recent grants):

  o Accomplishments (specific outputs and outcomes)

  o Compliance with workplan, schedule, and terms and conditions

  o Corrective action for past grant management issues

  o Discuss history of timely and acceptable reporting of deliverables, including **ACRES!!**

  o Plans to expend all remaining funds in open grants/explanation of why there were leftover funds on closed grants

4. Programmatic Capability & Past Performance

<u>Purpose and Accomplishments & Compliance with Grant Requirements</u>

Applicants who are not past/present Brownfield Grant recipients

- Describe (for no more than three recent grants):
  - The awarding agency/organization, amount and purpose of funding
  - Accomplishments (specific outputs and outcomes) of projects in similar scope
  - Compliance with work plan, schedule, and terms and conditions
  - Corrective action for past grant management issues
  - Discuss history of timely and acceptable reporting

4. Programmatic Capability & Past Performance

<u>Affirmative Statement of Not Receiving Assistance Agreements</u>

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

- Affirm that your organization has never received any type of federal or non-federal assistance agreements

- Will receive a neutral score

> **Respond to the correct**
> ***Past Performance & Accomplishments***
> **criterion**

Questions & Progress Check

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General Overview

Overview of Threshold Criteria

Overview of Ranking Criteria

Project Area Description & Plans for Revitalization

Community Need & Community Engagement

Task Descriptions, Cost Estimates, & Measuring Progress

Programmatic Capability & Past Performance

NEXT: Wrap-up

Regional Brownfield Contacts

Contacts are listed in Section VII. of the Guidelines

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