

**EPA New England  
FY2016 Brownfields  
Grant Guidelines Workshop**

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**Cleanup Grant Session**

# Purpose of this Session

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- Provide an overview of the FY2016 Brownfields **Cleanup Grant** Guidelines.
- Review the **Cleanup Grant** proposal submission process, threshold criteria & ranking criteria.
- Provide an opportunity for Q&A.
- Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.



# Cleanup Grant Program

## Overview

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- Provides funds to carry out cleanup activities at a specific Brownfield site owned by the applicant.
- An individual applicant can apply for up to \$200,000 per brownfield site and can submit up to **three** site-specific cleanup proposals.
- A separate proposal must be submitted for each site.
- Period of performance is **three** years.



# Cleanup Grant Program

## Hazardous Substances & Petroleum

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- If you are requesting up to \$200,000 to address hazardous substances and petroleum at the **same site**, you must submit one proposal.
- Sites at which petroleum contamination is co-mingled with hazardous substances are considered hazardous substances sites.
- Call or email Jim Byrne (617-918-1389 | [byrne.james@epa.gov](mailto:byrne.james@epa.gov)) if you need advice regarding whether your site is considered petroleum or co-mingled.



# Cleanup Grant Program

## Property Ownership

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- An applicant must be the **sole owner** of the subject property at time they submit their proposal.
- For purposes of eligibility determinations in these guidelines only, the term “own” means **fee simple title** through a legal document, such as a recorded deed.



# Cleanup Grant Program

## Cost Share

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- Applicants must provide a **20% cost share** for cleanup grants. A \$200,000 cleanup grant will require a \$40,000 cost share.
- The cost share may be in the form of a contribution of money, labor, material or services and must be for **eligible and allowable** cleanup costs and **cannot** include administrative costs.
- Applicants may request a waiver of the cost share requirement. EPA will consider hardship waiver requests on a case-by-case basis.
- Instructions for applying for a waiver are on **Page 21** of the guidelines. This is an allowable attachment.



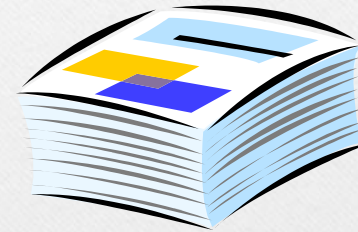
# Content & Form of Proposal Submission

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See Section IV.C – Pages 24-27

## Proposal Content

1. Transmittal Letter (2 Pages)
2. Narrative Proposal (15 Pages)
3. Attachments
4. SF 424 & SF 424A (required for grants.gov)



# Content & Form of Proposal Submission

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## 1. Transmittal Letter (2 Pages)

- a. Applicant Identification
- b. Applicant DUNS number
- c. Funding Requested
  - i. Grant Type: **Cleanup**
  - ii. Federal Funds Requested: \$\_\_\_\_\_ (and if waiver of cost share is being requested)
  - iii. Contamination: **Hazardous Substances, Petroleum or Both**





# Content & Form of Proposal Submission

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## 1. Transmittal Letter (continued)

- d. Location: Where your property is located
- e. Property Information: Property name & complete address
- f. Contacts:
  - i. Project Director: Name & contact information for the person who is the main point of contact and will be managing this grant if selected
  - ii. Chief Executive/Highest Ranking Official: Name & Contact information for the Mayor, Chief Executive or President of your organization



# Content & Form of Proposal Submission

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1. Transmittal Letter (continued)
  - g. Date Submitted: Date your proposal is submitted through [www.grants.gov](http://www.grants.gov)
  - h. Project Period: Three (3) Years
  - i. Population:
    - i. Provide population of your jurisdiction
    - ii. If not a municipal form of government, provide population of your target area
  - j. Complete the “Other Factors Checklist” in **Appendix 3** and attach to the Transmittal Letter of your proposal (not part of the 2-page limit).



# Content & Form of Proposal Submission

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## 2. Narrative Proposal (15 Pages)

- ✓ Includes responses to all Ranking Criteria found in Section V.B on pages 29-40.
- ✓ **Pages over the 15-page limit will not be evaluated**
- ✓ You must include page numbers, criteria numbers and titles in your narrative response.



# Content & Form of Proposal Submission

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3. Attachments: Only the listed attachments will be accepted – all others will be removed from the proposal – not part of the 15-page limit
  - a. Threshold Documentation – Section III.B & C
  - b. Letter from state or tribal environmental authority – Section III.C.2
  - c. Letters of commitment from **all** community organizations identified in the Community Engagement & Partnerships ranking criterion - Section V.B.3.c
  - d. Documentation indicating leveraged funds – Section V.B.2.c



# Content & Form of Proposal Submission

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3. Attachments (continued)
  - e. Documentation of community notification – Section III.C.6
  - f. Draft Analysis of Brownfields Cleanup Alternatives (ABCA) – Section III.C.6
  - g. Documentation of non-profit status if applicable – Section III.C.1
  - h. Documentation of applicant eligibility if other than a city, county, state or tribe – Section III.C.1



# Content & Form of Proposal Submission

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3. Attachments (continued)
  - i. Justification for cleanup cost-share waiver if applicable – Section III.C.5
  - j. Property-specific determination request if applicable – Section III.C.3.d
  - k. Petroleum determination if applicable – Section III.C.3.i



# Threshold vs Ranking Criteria

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- **Threshold Criteria** are pass/fail. You must meet all threshold criteria to be evaluated against the Ranking Criteria.
- **Ranking Criteria** contain questions with specific point values. Proposals will be evaluated based on the extent and quality to which the criteria are addressed.



# Threshold Criteria

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# Threshold Criteria - Cleanup

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- Threshold Criteria are in **Section III.C** of the Cleanup Grant Guidelines.
- The Cleanup Grant Guidelines have multiple Threshold Criteria. **Every year, applicants are thrown out of the competition because they missed responding to a question. Be careful here.**
- While EPA may seek clarification of a response, if you did not respond, it's impossible to seek clarification.



# Threshold Criteria - Cleanup

## Section III.C – Pages 13-23

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1. Applicant Eligibility
  - a. Eligible Entity
  - b. Site Ownership
2. Letter from the State or Tribal Environmental Authority
3. Site Eligibility and Property Ownership Eligibility
4. Cleanup Authority & Oversight Structure
5. Statutory Cost Share
6. Community Notification



**You must pass these criteria to move forward in the competition!**

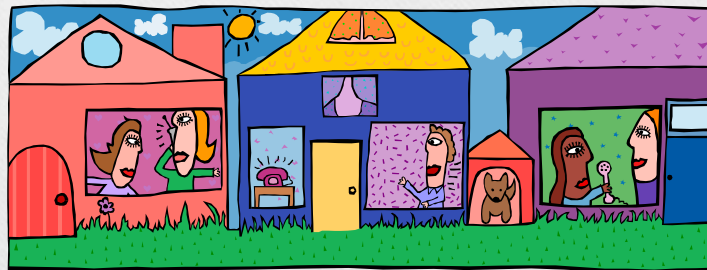
# Threshold Criteria - Cleanup

## 1. Applicant Eligibility

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### a. Eligible Entity

- Describe how you are an eligible entity.
- If you are a non-profit you must provide documentation, as an attachment to this proposal, indicating non-profit status.

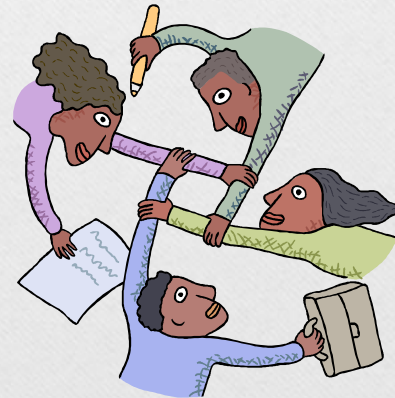


# Threshold Criteria - Cleanup

## 1. Applicant Eligibility

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- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes
- Non-Profits



# Threshold Criteria - Cleanup

## 1. Applicant Eligibility

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### b. Site Ownership

- You must be the **sole owner** of the property by the time you submit your proposal. The term “own” means fee simple title through a legal documents such as a recorded deed.
- This means that you **must own** the site by **December 18, 2015** and retain ownership until cleanup work funded by the grant is completed and the grant is closed out.
- **Affirm, in this criterion, that you own the site.**



# Threshold Criteria - Cleanup

## 2. Letter from State/Tribal Environmental Authority

- Provide a letter from your state or tribal environmental authority acknowledging that you plan to conduct or oversee cleanup activities and apply for grant funds.
- If applying for multiple types of grants, you need to receive only one letter acknowledging the relevant grant activities. **However** you **must** provide the letter as an attachment to **each** proposal.
- General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.



**You must get a new letter this year.**

**Do not use last year's letter.**



# Threshold Criteria - Cleanup

## 2. Letter from State/Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information:
  - ✓ The grant(s) for which you are applying;
  - ✓ The site(s) for which you are applying, if site specific; and
  - ✓ To whom the letter should be addressed
- Please give your State Brownfields Program Contact at least 2 weeks before the grant submittal deadline to provide you the letter



# Threshold Criteria - Cleanup

## 2. Letter from State/Tribal Environmental Authority

### State Brownfields Program Contacts



Mark Lewis ([mark.lewis@ct.gov](mailto:mark.lewis@ct.gov))

CT Department of Energy and Environmental Protection  
Office of Constituent Affairs & Land Management  
Hartford, CT 06106-5127

860-424-3768



Nick Hodgkins ([nick.hodgkins@maine.gov](mailto:nick.hodgkins@maine.gov))

ME DEP, Brownfields Program  
17 State House Station  
Augusta, ME 04333-0017

207-287-4854





# Threshold Criteria - Cleanup

## 2. Letter from State/Tribal Environmental Authority

### State Brownfields Program Contacts



**Kerry Bowie** ([kerry.bowie@state.ma.us](mailto:kerry.bowie@state.ma.us))  
Director of Brownfields & Environmental Justice  
Massachusetts Department of Environmental Protection  
One Winter Street, 2nd Floor  
Boston, MA 02108  
617-556-1007



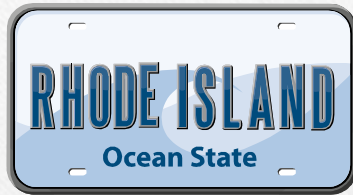
**Michael McCluskey** ([michael.mccluskey@des.nh.gov](mailto:michael.mccluskey@des.nh.gov))  
NH Department of Environmental Services  
Hazardous Waste Remediation Bureau  
29 Hazen Drive - PO Box 95  
Concord, NH 03302-0095  
603-271-2183



# Threshold Criteria - Cleanup

## 2. Letter from State/Tribal Environmental Authority

### State Brownfields Program Contacts



**Cynthia Gianfrancesco**  
([cindy.gianfrancesco@dem.ri.gov](mailto:cindy.gianfrancesco@dem.ri.gov))

RI DEM - Office of Waste Management  
235 Promenade Street  
Providence, RI 02908-5767  
401-222-2797 Ext. 7126



**Patricia Coppolino** ([coppolino.patricia@vermont.gov](mailto:coppolino.patricia@vermont.gov))

VT Dept. of Environmental Conservation  
1 National Life Drive – Davis 1  
Montpelier, VT 05620-3704  
802-249-5822



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

- For Hazardous Substances sites:
  - ✓ Respond to questions **3.a-h**.
- For Petroleum Sites:
  - ✓ Respond to questions **3.a-e & i**.
  - ✓ Attach State Petroleum Determination letter.
- For sites with both Hazardous Substances & Petroleum:
  - ✓ Respond to questions **3.a-i**.
  - ✓ Attach State Petroleum Determination letter.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### Site Eligibility

- All applicants must respond to questions **3.a-e.**
  - a. Basic Site Information
  - b. Status and History of Contamination at the Site
  - c. Sites Ineligible for Funding
  - d. Sites Requiring a Property-Specific Determination
  - e. Environmental Assessment Required for Cleanup Proposals



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### a. Basic Site Information

- Identify the:
  - a) Name of the site
  - b) Address of the site
  - c) Current owner of the site
  - d) Date you acquired or plan to acquire the site

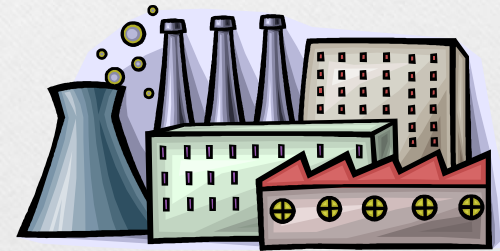


# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### b. Status and History of Contamination at the Site

- Identify for your site:
  - a) Hazardous and/or petroleum contamination
  - b) Operational history and current uses
  - c) Environmental concerns
  - d) How it became contaminated and the nature and extent of the contamination



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### c. Sites Ineligible for Funding

- Affirm that your site is:
  - a. Not listed or proposed for listing on the National Priorities List (Superfund Site)
  - b. Not subject to unilateral administrative orders, court orders, administrative order on consent, or judicial consent decrees issued under CERCLA
  - c. Not subject to jurisdiction, custody, or control of the US government



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### d. Sites Requiring a Property-Specific Determination

- See **Appendix 1, Section 1.5** to see if your site needs a property-specific determination.
- A property-specific determination describes how cleaning up your site will protect human health and the environment and either
  - ✓ Promote economic development, or
  - ✓ Enable the property to be used for parks, greenways, recreational or non-profit purposes.
- For information on how to prepare a property-specific determination, see **FAQ # 29 - 34**
- **The Property-Specific Determination is an attachment to your proposal.**





# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### d. Sites Requiring a Property-Specific Determination

- These sites are usually:
  - ✓ Subject to planned or ongoing removal actions under CERCLA
  - ✓ Have been issued orders or permits under RCRA, FWPCA, TSCA or SDWA
  - ✓ Subject to RCRA corrective action (§3004(u) or §3008(h))
  - ✓ Have submitted a RCRA closure notification or subject to closure requirements
  - ✓ Where a release of PCBs is subject to remediation under TSCA
  - ✓ Receiving funds from the LUST trust fund



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

- e. Environmental Assessment Required for Cleanup Proposals
- A written ASTM E1903-11 or equivalent Phase II report (**draft is ok**) **must be completed** prior to proposal submission.
  - Describe the type of environmental assessment conducted and provide the date(s) of the ASTM E1903-11 or equivalent Phase II report(s).
  - Equivalent reports can include site investigations or remedial action plans developed for state cleanup programs. **See FAQ #69.**
  - **Do not attach assessment reports.**



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### Property Ownership Eligibility

- If the site is a hazardous substances site or a site where hazardous substances and petroleum are co-mingled, you must respond to questions **3.f-h**.
  - f. CERCLA §107 Liability
  - g. Enforcement or Other Actions
  - h. Information on Liability and Defenses/Protections



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### f. CERCLA §107 Liability

- Affirm that you are **not** potentially liable for contamination at your site:
  - ✓ As the current owner or operator and explain why.
  - ✓ An owner or operator at the time of disposal.
  - ✓ As a party that arranged for treatment or disposal.
  - ✓ As a party that accepted hazardous substances for transport to disposal or treatment.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### f. CERCLA §107 Liability

- Explain **how and why** you are eligible for one of the CERCLA liability protections or defenses (**See FAQs #74-77**):
  - ✓ Bona fide prospective purchaser
  - ✓ Innocent landowner
  - ✓ State or local government involuntary acquisition (tax foreclosure)



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### g. Enforcement or Other Actions

- Identify any ongoing or anticipated enforcement actions on your site.
- Describe any federal, state or local enforcement orders or inquiries.
- Information you provide may be verified and EPA may conduct an independent review of your responsibility for the contamination at this site.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h. Information on Liability and Defenses/Protections

- i. Information on the Property Acquisition
- ii. Timing and/or Contribution Toward Hazardous Substances Disposal
- iii. Pre-Purchase Inquiry
- iv. Post-Acquisition Uses
- v. Continuing Obligations



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h.i. Information on the Property Acquisition

1. Describe how you acquired the property;
2. Provide the date you acquired the property;
3. Describe the nature of your ownership (fee simple title);
4. Provide the name and identity of the party from whom you acquired ownership;
5. Describe all relationships you have or had with all prior owners or operators.





# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h.ii. Timing and/or Contribution Toward Hazardous Substances Disposal

- Identify whether all disposal of hazardous substances at the site occurred before you acquired the property **and** whether you caused or contributed to any release.
- Affirm that you have not arranged for the disposal of or have transported hazardous substances to the site.

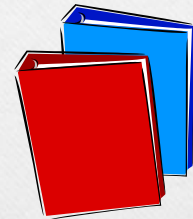


# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h.iii. Pre-Purchase Inquiry

1. Describe the types of site assessments performed.
  - ✓ **ASTM Phase I or AAI**
  - ✓ The dates of each assessment
  - ✓ The entity the assessments were completed for
2. Describe who performed the Phase I or AAI investigation and identify their qualifications to perform such work.
3. If your original Phase I was performed **more than 180 days prior to your acquisition** of the property, affirm that you conducted the appropriate updates.

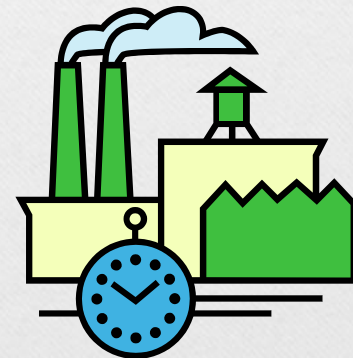


# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h.iv. Post-Acquisition Uses

- Describe all uses to which the property has been put since you acquired ownership.
- Provide a **time-line** of the names of all current and prior users during the time of your ownership, dates of all uses, details of all uses, and your relationship to all users.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h.v. Continuing Obligations

- Describe **in detail** the specific appropriate care that you exercised with respect to hazardous substances found at the site by taking reasonable steps to:
  1. Stop any continuing releases;
  2. Prevent any threatened future release; and
  3. Prevent or limit exposure to previous releases.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### h.v. Continuing Obligations

- Please confirm your commitment to:
  1. Comply with all land-use restrictions and institutional controls;
  2. Assist and cooperate with those performing cleanup including access;
  3. Comply with all information requests; and
  4. Provide all legally required notices.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### i. Petroleum Sites

- You must provide the information required in **Threshold Criterion 3.i** to your state contact as soon as possible so that they have sufficient time to make this determination.
- See **FAQ #78 - 86** for additional information.
- Also be sure to read **Appendix 1, Section 1.3.2** for information regarding petroleum site eligibility.
- Attach the state determination letter to your proposal.



# Threshold Criteria - Cleanup

## 3. Site Eligibility & Property Ownership Eligibility

### i. Petroleum Sites

- Information required for a petroleum site determination:
  - i. Current & Immediate Past Owners
  - ii. Acquisition of Site
  - iii. No Responsible Party for the Site
  - iv. Cleaned Up by a Person Not Potentially Liable
  - v. Relatively Low Risk
  - vi. Judgments, Orders, or Third Party Suits
  - vii. Subject to RCRA
  - viii. Financial Viability of Responsible Parties



# Threshold Criteria - Cleanup

## 4. Cleanup Authority and Oversight Structure

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### a. Describe how you will oversee the cleanup

- Indicate that you will enroll the site in your state response program.
- If you plan to procure a Qualified Environmental Professional (QEP) to oversee the cleanup of your site, explain how you will ensure they are in place before cleanup begins and that they will be acquired consistent with the applicable competitive procurement provisions (*See 2 CFR 200.317-326*).





# Threshold Criteria - Cleanup

## 4. Cleanup Authority and Oversight Structure

- b. Plan to acquire access to adjacent properties
  - Cleanup response activities often impact adjacent or neighboring properties. If this type of access is needed, provide your plan to acquire access to the relevant property.



# Threshold Criteria - Cleanup

## 5. Statutory Cost Share

- Applicants are required to provide a **20% cost share**.
- This is \$40,000 for a \$200,000 grant.
- Cost share must be in the form of a contribution of:
  - ✓ Money
  - ✓ Labor
  - ✓ Materials
  - ✓ Services from a non-federal source
- Cost share must be incurred for eligible and allowable cleanup costs.
- See **FAQ #24** for more information.



# Threshold Criteria - Cleanup

## 5. Statutory Cost Share

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- i. Describe your plans for meeting the cost share, including the sources of the funding and/or services.
  - ✓ Refer to **FAQ #16-18** for prohibited costs.
  - ✓ Refer to this link for additional information on providing your cost share:  
<http://www2.epa.gov/brownfields/cost-share-brownfields-and-land-revitalization-new-england>



# Threshold Criteria - Cleanup

## 5. Statutory Cost Share

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### ii. Cost Share Waiver

- ✓ If you are requesting a hardship waiver of the cost share, provide an explanation for the basis of your request as part of your proposal.
- ✓ This explanation must be **submitted on a separate page, titled “Hardship Waiver Request”**, as an attachment (**Attachment i**) to your proposal.
- ✓ If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.



# Threshold Criteria - Cleanup

## 6. Community Notification

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- You must provide the community with notice of your intent to apply for an EPA cleanup grant and an **opportunity to submit comments on your draft grant proposal**. You must provide a summary of the comments and your responses to those comments to EPA.
- You must do these activities **prior to submittal** of your proposal. **If you do not do them, you will be eliminated from the competition.**
- A draft Analysis of Brownfields Cleanup Alternatives (ABCA) **is required** (Attachment f).



# Threshold Criteria - Cleanup

## 6. Community Notification

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- Analysis of Brownfields Cleanup Alternatives (ABCA)
  - ✓ Content requirements are in **FAQ #72**.
  - ✓ Make sure your alternatives include an evaluation of climate change resiliency.
  - ✓ An example ABCA template is available on our website to help you with this requirement.
  - ✓ The information in your ABCA should be coordinated with your response to **Ranking Criterion 2.a.ii – Proposed Cleanup Plan**.



# Threshold Criteria - Cleanup

## 6. Community Notification

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- Community Notification Activities
  - ✓ You must place an ad in your local newspaper or an equivalent means at least two weeks prior to the submittal date and no later than **December 4, 2015**. Your ad must:
    - Clearly indicate that a copy of this grant proposal, **including the draft ABCA**, is available for public review by indicating where it is located (e.g. town hall, library, website, etc.).
    - Indicate that you will accept comments on the **draft grant proposal** and how and to whom to send them.
    - Announce the date and time of a **public meeting** you will hold prior to submittal of this proposal.
  - ✓ Refer to **FAQ #6** for more information on acceptable community notification methods.



# Threshold Criteria - Cleanup

## 6. Community Notification

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- Applicants who are submitting more than one cleanup proposal may plan to have a single community notification ad and meeting. **BUT** all targeted communities must receive the notification.
- You must attach the following documents to your proposal:
  - ✓ A copy of the draft ABCA;
  - ✓ A copy of the ad (showing the date of publication) that demonstrates notification to the public and solicitation of comments;
  - ✓ The comments or a summary of the comments received;
  - ✓ Your response to the public comments; and
  - ✓ Meeting notes or summary from the public meeting.





# Threshold Criteria - Cleanup

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# Ranking Criteria

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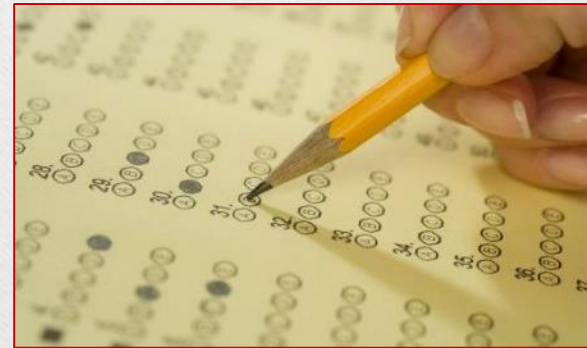


# Ranking Criteria - Cleanup

## Section V.B – Pages 29-40

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- Ranking Criteria are in **Section V.B – Pages 29-40** of the Cleanup Guidelines.
- There are **five** ranking criteria for a total of **105 points**.
- Make sure you answer all of the questions – many have more than one part.



# Ranking Criteria - Cleanup

105 Points

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1. Community Need (20 points)
2. Project Description & Feasibility of Success (30 points)
3. Community Engagement & Partnerships (15 points)
4. Project Benefits (20 points)
5. Programmatic Capability & Past Performance (20 points)



**Be sure to read the opening paragraphs for each criterion as it includes important information on how to respond.**



# Ranking Criteria - Cleanup

## 1. Community Need

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1. Community Need (20 points)
  - a. Targeted Community & Brownfields (8 points)
  - b. Impacts on Targeted Community (5 points)
  - c. Financial Need (7 points)
    - i. Economic Conditions (3 points)
    - ii. Economic Effects of Brownfields (4 points)



# Ranking Criteria - Cleanup

## 1. Community Need

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### What's the point?

- ✓ To capture the attention of the reviewer and get them on your side.
- ✓ This is not the place to discuss all of the community's good characteristics – **FOCUS ON THE BAD!**
- ✓ Proposals will be evaluated on the quality and extent to which you have presented a **compelling picture** of your brownfield(s) and the needs of your targeted community.
- ✓ This section provides the context for your project.



# Ranking Criteria - Cleanup

## 1. Community Need

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### What are we looking for?

- ✓ The needs defined provide the **foundation** of your later discussion of the brownfields project, planned community engagement and partnerships and the ways the project will ultimately benefit your targeted community.
- ✓ You must **identify your targeted community**, the community's brownfield issues and the impacts they have on the targeted community in which they are located.



# Ranking Criteria - Cleanup

## 1. Community Need

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### What are we looking for?

- ✓ This section should also present the environmental, health and/or welfare, and economic **challenges faced by the targeted community as related to its brownfields.**
- ✓ Proposals that target community(ies) that have significant socio-economic challenges and where assessment can help transform the community(ies).





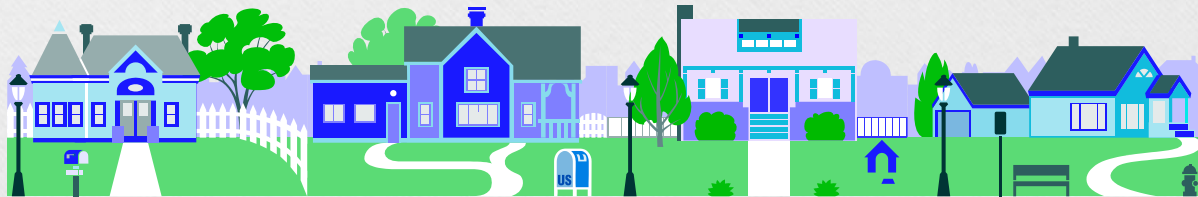
# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

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### a. Targeted Community & Brownfields (8 points)

- ✓ Targeted Community Description
- ✓ Demographic Information
- ✓ Description of Brownfields
- ✓ Cumulative Environmental Issues



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

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### Targeted Community Description

- Provide a brief description of your city, town, or geographic area including its **cultural and industrial history** to provide a context for your brownfields issues.



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

### Targeted Community Description

- You must **clearly identify** and describe your targeted community or communities and **keep them consistent** throughout your proposal. This will set the stage for the rest of the proposal.
- Your targeted community contains:
  - ✓ Signs of distress, blight or neglect
  - ✓ Known or potential brownfields sites
  - ✓ Sensitive or vulnerable populations
  - ✓ Need for cleanup and redevelopment
  - ✓ **Your property to be cleaned up**



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

---

### Demographic Information

- Use the table provided and use the national data as it is presented. **Do not change it!**
- Add additional columns and factors as it works for your proposal and statistics that are available to you.
- **Don't forget to cite the sources of your data!**
- **TIP:** See **FAQ #10** for resources on demographic information.



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

### Demographic Information

Sample Format for Demographic Information (supplement as appropriate)

	Targeted Community (e.g. Census Tract)	City/Town or County	Statewide	National
<b>Population:</b>				311,536,594 <sup>1</sup>
<b>Unemployment:</b>				5.3% <sup>2</sup>
<b>Poverty Rate:</b>				11.3% <sup>1</sup>
<b>Percent Minority:</b>				36.7% <sup>1</sup>
<b>Median Household Income:</b>				\$53,046 <sup>1</sup>
<b>Other:</b>				

<sup>1</sup>Data are from the 2009 - 2013 U.S. American Community Survey and are available on America FactFinder at [http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_13\\_5YR\\_DP03&src=pt](http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP03&src=pt) and [http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_13\\_5YR\\_DP05&prodType=table](http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP05&prodType=table)

<sup>2</sup>Data are from the Bureau of Labor Statistics and is available at [www.bls.gov](http://www.bls.gov)



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

---

### Description of Brownfields

- **Location, location, location!**
  - ✓ Describe your property to be cleaned up under this grant
  - ✓ Explain where the brownfields property to be cleaned up is in relation to your targeted community.
- Make the connection between this and other brownfields sites in your targeted community and their impacts.
- Be as **specific** as possible. If discussing sites other than the subject of this grant, use identified and/or potential sites as examples.



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

---

### Description of Brownfields

- In addition to your site, include other **types** of brownfields and **potential contamination, number** of sites and, their **size** or **range** of sizes.
- Typical types of Brownfields sites:
  - ✓ Gas Stations, Dry Cleaners & Manufacturing Facilities
  - ✓ Old Mills, Tanneries & Abandoned Industrial Complexes
  - ✓ Over 15 parcels totaling 10 acres in the heart of the targeted community.
- Discuss any actual or perceived negative environmental impacts due to unsightly waterways; blighted industrial landscape and potential contamination (be specific to types in area) and concern for unknown risk to residents and their children.



# Ranking Criteria - Cleanup

## 1.a. Targeted Community & Brownfields

---

### Cumulative Environmental Issues

- Cumulative environmental issues are the sum of all the pollution-related concerns borne by the residents in your targeted communities. These are **in addition to your Brownfields sites**.
- Figure out what your cumulative environmental issues are and any environmental justice concerns. Every community has issues, **find and discuss yours**.
- Provide information or statistics highlighting the cumulative environmental issues in your targeted community.
  - ✓ Power plants
  - ✓ Incinerators
  - ✓ Other sources of air, water & land pollution
  - ✓ Industry
  - ✓ Congested Highways
  - ✓ Superfund sites





# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

### b. Impacts on Targeted Community (5 points)

- Impacts on Public Health or Welfare
- Threats to Health & Welfare of Sensitive Populations
- Disproportionate Impacts
- Impacts from Property to be Cleaned Up



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

---

### Impacts on Public Health or Welfare

- Discuss impacts from other projects/sites that are present in your target area.
- Discuss perceived impacts from the types of BFs in your targeted community. What sites have been identified, what contaminants might be there, and how they are impacting their community.
- Consider using a chart of types of sites, potential contaminants found, and impacts.



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

---

### Threats to Health & Welfare of Sensitive Populations

- Describe threats to sensitive populations in your targeted community such as children, pregnant women, minority or low-income communities, or other sensitive groups.
- Discuss the issues as they pertain to environmental exposures and brownfields.
- See **FAQ #90** – What is a sensitive population?
- **TIP:** Focus on the issues that support your story and are in your targeted community.



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

### Threats to Health & Welfare of Sensitive Populations

- **Health:** Include any health department statistics; communities near Brownfields; potential contamination pathways; active industry that is still a problem.
- What are some of the issues?
  - ✓ Cancer rates
  - ✓ Obesity
  - ✓ Blood lead levels
  - ✓ Asthma studies
  - ✓ Substandard housing
  - ✓ Limited access to health care



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

### Threats to Health & Welfare of Sensitive Populations

- **Welfare:** Include social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.
- What are some of the issues?
  - ✓ Blight
  - ✓ Abandoned properties
  - ✓ Community disinvestment
  - ✓ Burden on municipal services
  - ✓ Other impacts specific to your targeted community



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

---

### Threats to Health & Welfare of Sensitive Populations

- Use **existing data and available studies** that give information on health and welfare indicators. **Identify all information sources used.**
- Provide specific percentages of sensitive populations significant to your targeted community. **For example:** Does your targeted community skew towards an elderly population?
- Make a connection between your identified sensitive populations and environmental exposures, including brownfields.
- If you need help with this, contact your health department.
- Some data can be found at:
  - ✓ Envirofacts – [www.epa.gov/envirofw/](http://www.epa.gov/envirofw/)
  - ✓ EJ View – <http://www2.epa.gov/ejscreen>



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

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### Disproportionate Impacts

- A disproportionate impact is the high burden of environmental pollution often borne by low-income, minority, and other disadvantaged populations (i.e. potential Environmental Justice communities of concern).
- **TIP:** Figure out what the disproportionate impacts to your targeted community are.
  - ✓ Visit and observe your targeted community .
  - ✓ Check the EnviroMapper website  
<http://www2.epa.gov/emefdata/em4ef.home>
  - ✓ Examples: commuter bus maintenance and repair facility in a residential neighborhood, town dump, etc.



# Ranking Criteria - Cleanup

## 1.b. Impacts on Targeted Community

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### Impacts from Property to be Cleaned Up

- Describe how your property adversely impacts your targeted community.
  - ✓ Blight
  - ✓ Health risk
  - ✓ Vandalism
  - ✓ Disinvestment





# Ranking Criteria - Cleanup

## 1.c. Financial Need

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- c. Financial Need (7 points)
  - i. Economic Conditions (3 points)
  - ii. Economic Effects of Brownfields (4 points)



# Ranking Criteria - Cleanup

## 1.c. Financial Need

---

- i. Economic Conditions (3 points)
  - **Why do you need this funding? Why do you not have other sources of funds for your project?**
    - ✓ You're Broke!
    - ✓ You have redevelopment \$\$ but need cleanup \$\$.
  - Explain why you, **as the applicant**, are cash poor and why you need this grant.
  - Explain why you are unable to draw on other sources of funding for this work.



# Ranking Criteria - Cleanup

## 1.c. Financial Need

---

- i. Economic Conditions (3 points)
- Everyone is suffering from the economic downturn – **what makes your financial issues stand out?**
  - Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.
    - ✓ decrease in tax base
    - ✓ low income
    - ✓ properties in foreclosure
    - ✓ city spending cuts
    - ✓ state and city budget deficits
    - ✓ disasters
    - ✓ geographic issues
    - ✓ long-term unemployment and underemployed



# Ranking Criteria - Cleanup

## 1.c. Financial Need

### i. Economic Conditions (3 points)

- If you have had plant closures, natural disaster, or significant economic disruptions – discuss!

- ✓ Hurricanes
- ✓ Floods
- ✓ Snow storms
- ✓ Nor'easters
- ✓ Plant closures
- ✓ Fires
- ✓ Property foreclosures
- ✓ Infrastructure degradation



# Ranking Criteria - Cleanup

## 1.c. Financial Need

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### ii. Economic Effects of Brownfields (4 points)

- Discuss the **sad and awful** economic impact that **brownfields are causing** in your targeted community. Don't be shy, make the reviewer cry.
- Provide details that support the numbers in your demographic chart
  - ✓ Include how they show impact to your targeted communities
  - ✓ Any regional considerations that demonstrate economic need
    - Economic distress
    - Minority, single head of household, rent vs. own, crime rate, drop out rate, etc.
- **TIP: Remember...this a Brownfields grant!** Bring it back to the key economic impacts of your site and other Brownfields in your target community. **Identify all information sources.**



# Ranking Criteria - Cleanup

## 1.c. Financial Need

---

### ii. Economic Effects of Brownfields (4 points)

- Focus on the economic decline in your targeted community in the last few years at it relates to your **Brownfield sites**.
- Provide **specific examples** (the mill closed, the fish processing plant closed, closure of small businesses in your targeted area, etc).
  - ✓ Lost jobs and business opportunities
  - ✓ Deterioration of active properties
  - ✓ Moving out of business/industry
  - ✓ Depressed property values
  - ✓ Low income
  - ✓ Lack of Investment
  - ✓ Reduced tax base
  - ✓ Ongoing costs to secure vacant properties
- **TIP:** Be sure you are accounting for these things in the Other Factors Checklist in Appendix 3.



# Ranking Criteria - Cleanup

## 2. Project Description & Feasibility of Success

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2. Project Description & Feasibility of Success (30 points)
  - a. Project Description (15 points)
    - i. Existing Conditions (5 points)
    - ii. Proposed Cleanup Plan (10 points)
  - b. Task Descriptions & Budget Table (10 points)
  - c. Ability to Leverage (5 points)



# Ranking Criteria - Cleanup

## 2. Project Description & Feasibility of Success

---

### What is the purpose?

- To describe your project and how it will be implemented.
- To demonstrate the feasibility of your project.
- To describe the extent to which the grant will stimulate the availability of other cleanup and redevelopment funds for your site.
- To show that the majority of grant funds are being used toward environmental remediation.





# Ranking Criteria - Cleanup

## 2. Project Description & Feasibility of Success

---

### What are we looking for?

- To show how your project will further the targeted community's land use and revitalization **plans** or vision.
- To demonstrate a reasonable approach and methodology to achieve project goals.
- To provide a realistic basis for project costs.
- To provide a plan to track and measure project progress.
- To assure the reviewer that there are available and sufficient resources to ensure projects achieve cleanup and redevelopment goals.



# Ranking Criteria - Cleanup

## 2.a Project Description

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In preparing your Project Description, think about:

- ✓ What is the overall redevelopment vision for your targeted community?
- ✓ What eligible cleanup activities are needed to accomplish your project goals?
- ✓ What steps are necessary to implement your project?
- ✓ What deliverables/outputs will you produce?
- ✓ Who is involved in your project?
- ✓ **TIP:** Is your project going to benefit the people in the targeted community? Will your project integrate Equitable Development Principles or promote the Livability Principles?



# Ranking Criteria - Cleanup

## 2.a Project Description

---

### i. Existing Conditions (5 points)

- Tell the reader the story of your cleanup and redevelopment of the property.
- Describe the current conditions of your property including extent of contamination & current uses.
- Describe any buildings or structures.
- Describe the proposed redevelopment and reuse.
- How will the cleanup of your property encourage further revitalization of the overall community?
- Describe how your project aligns with your community's land use and revitalization plans or vision.

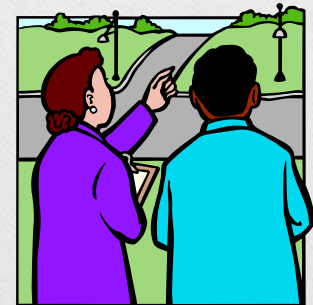


# Ranking Criteria - Cleanup

## 2.a Project Description

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- i. Existing Conditions (5 points)
  - Make the connection between the **Community Need** you described previously and what you want to accomplish through the cleanup and reuse of your property.
  - Demonstrate that your project is **integrated** into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.



# Ranking Criteria - Cleanup

## 2.a Project Description

---

### ii. Proposed Cleanup Plan (10 points)

- Describe your proposed cleanup plan and the cleanup methods being considered. **Make sure your response is consistent with the information presented in your ABCA.**
- Include any specific engineering or institutional controls.
- **Be sure to provide enough detail so the reader will get the idea that the project is going to happen!**



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

### Task Descriptions

- We recommend that Task 1 be identified as “**Cooperative Agreement Oversight**” and include such items as grant management, and your travel and supplies costs.
- The most common major tasks include:
  - ✓ Task 1 - Cooperative Agreement Oversight
  - ✓ Task 2 - Community Outreach & Engagement
  - ✓ Task 3 - Site-Specific Activities
  - ✓ Task 4 - Oversee Site Cleanup
- **TIP:** Majority of funds should be allocated towards site cleanup activities.
- **TIP:** Stick with four tasks



# Ranking Criteria - Cleanup

## 2.a Project Description

---

Examples of grant funded cleanup work:

- ✓ Procuring a Qualified Environmental Professional (QEP)
- ✓ Preparing Quality Assurance Project Plan (QAPP)
- ✓ Public meeting for ABCA
- ✓ State-required documents
- ✓ Procuring a cleanup contractor
- ✓ Other eligible cleanup activities that are needed to accomplish your project goals



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

---

### Task Descriptions

- Describe **EACH** task in detail, including the basis for the estimated costs of every value in your budget table(s).
- Include activities funded by other funding sources such as in-kind resources for this grant only.
- Do not include tasks for activities that are ineligible uses of funds. **See FAQs # 16-18.**
- Discuss how you plan to track and measure project results – outputs and outcomes.





# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

---

### Task Descriptions

- Examples:
  - ✓ Personnel costs – grant funded: Be precise in explaining what your personnel cost will be – who is doing what. Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
  - ✓ Personnel costs – in-kind resources: Include a statement that describes where the funds are coming from; e.g., town funds, organization budget. (not required to break down costs)



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

---

### Task Descriptions

- Examples (continued):
  - ✓ Travel costs – grant funded: 2 people to 1 Brownfields conference, estimate \$xx Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
  - ✓ Supplies – grant funded: Provide a list of supplies reflective of cost in table.
  - ✓ Contractual – grant funded: Estimate soil removal at \$xx/ton x 30 tons + placement of cap material = \$xx total contractual cost in task.



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

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### Task Descriptions

- Describe the specific activities that will be **covered by your Cost Share**.
  - ✓ Cost share activities must be eligible activities under the grant.
  - ✓ Are they in-kind services (police details, DPW assistance, supplies, personnel time to manage the grant, etc.)?
  - ✓ **Cash Money!** Provide the source, how much & for what task.
  - ✓ Are they **third party contributions** (from a developer, etc.)?



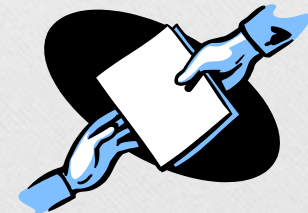
# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

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### Task Descriptions

- **100% Pass-Thru Concerns**
  - ✓ A 100% pass-thru award occurs when the recipient of an award proposes to subgrant or contract out 100% of the funds under the award to another organization to perform the work.
  - ✓ In order to alleviate concerns regarding this pass-thru action, we recommend that you fill out the budget by putting some costs into personnel, supplies, or travel.
  - ✓ **In essence, do not put all your dollars on the “Contractual” line.**



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

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### Task Descriptions

- **TIPS:**
  - ✓ **DO NOT** include any equipment costs.
  - ✓ **DO NOT** use the terms '**administrative**' or '**consultant**'.
  - ✓ If personnel & contractual costs are in the same task, describe activities associated with each cost (your part, their part). No double dipping.
  - ✓ Typical personnel related cooperative agreement oversight task costs are no more than 10% of funds requested. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.

# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

---

### Task Descriptions

- **TIPS:**
  - ✓ Don't forget to include projected **outputs** where possible for each task.
  - ✓ Provide a brief justification of proposed cleanup costs. **Make sure it is consistent with the information presented in your ABCA.**
  - ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions.**



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

### Sample Format for Cleanup Budget

Budget Categories	Project Tasks (\$) [programmatic costs only]				
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual					
Other (specify) _____					
Total Federal Funding (not to exceed \$200,000)					
Cost Share <sup>3</sup>					
<b>Total Budget:</b>					

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.

<sup>2</sup> 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 assessment grants.

<sup>3</sup> Applicants must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiation.

Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.



# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

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### Budget Table

- **TIPS:**
  - ✓ Use the table format provided in the guidelines to present your budget.
  - ✓ Make sure your Project Tasks in the table match your Task Descriptions described above.
  - ✓ Do not include any non-EPA funded costs including estimates of in-kind services.





# Ranking Criteria - Cleanup

## 2.b Task Descriptions & Budget Table

---

### Budget Table

- **TIPS:**
  - ✓ **Make sure you include your cost share.** Do not include more than the required 20% cost share in the budget table.
  - ✓ **Make sure the amounts add up!!!!!!!!!!!!!!**
  - ✓ If your proposal includes both hazardous substances and petroleum, **clearly differentiate both sources of funding in your budget.**



# Ranking Criteria - Cleanup

## 2.c Ability to Leverage

### c. Ability to Leverage (5 Points)

- Describe other sources of funding or resources you have or will be seeking to ensure successful revitalization of the site cleaned up with this grant.
- Include a good mix of resources:
  - ✓ Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
  - ✓ State (State TBA, Tax Credits, RLF)
  - ✓ Local (TIF, Tax, Bond)
  - ✓ Private (Foundation, Investors, Donations)



# Ranking Criteria - Cleanup

## 2.c Ability to Leverage

---

- For each resource:
  - ✓ **Identify** the organization and **type** of resource.
  - ✓ Describe **how** the funds will contribute to the success or performance of your proposed project such as cleanup and reuse planning, site cleanup activities, development, construction, demolition work, infrastructure, etc.
  - ✓ State the **amount**.
  - ✓ Indicate **status** of obtaining the resource
    - If secured, attach documentation.
    - **If not secured, explain the likelihood of obtaining funds during the grant period.**

# Ranking Criteria - Cleanup

## 2.c Ability to Leverage

---

- Discuss status of obtaining resources

### If funds are already secured

- ✓ **Attach documentation!** This is an allowed attachment to your proposal (**Attachment d**).
- ✓ The documentation should be from the source of the leveraged funds and should include what the resource is for and amount (if possible) – this should be consistent with your narrative.
- ✓ Make sure you check the appropriate box off on the Other Factors Checklist in **Appendix 3**.



# Ranking Criteria - Cleanup

## 2.c Ability to Leverage

---

- Discuss status of obtaining resources

### If funds are already secured

- ✓ Examples of firm commitments:
  - Other grant awards you have already received.
  - Commitments from developers ready to begin once site is cleaned up.
- ✓ **If documentation is missing – you may not receive full points.**
- ✓ **Letters that come in after the proposal due date will not qualify, so work on this right away!**



# Ranking Criteria - Cleanup

## 2.c Ability to Leverage

---

- Discuss status of obtaining resources

### If funds are not secured

- ✓ Provide **examples of past leveraging** successes from similar projects that achieved a community environmental or revitalization goal.
- ✓ Discuss your experience receiving this type of funding.
- ✓ Give an indication of the likelihood of obtaining funds during the grant period. **Make sure you do this – It is being missed.**
- ✓ Indicate if you've already applied for funding or if and when you plan to seek funding.



# Ranking Criteria - Cleanup

## 3. Community Engagement & Partnerships

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3. Community Engagement & Partnerships (15 points)
  - a. Plan for Involving Targeted Community... (5 points)
  - b. Partnerships with Government Agencies (5 points)
  - c. Partnerships with Community Organizations (5 points)



# Ranking Criteria - Cleanup

## 3. Community Engagement & Partnerships

---

### What's this all about?

- This section demonstrates how you will **inform** and **involve** the community and other stakeholders during the **planning and implementation** of your project.
- Explain how your proposed community engagement plan will **meet the needs** of the targeted community identified in the Community Need section.
- Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Project Benefits.





# Ranking Criteria - Cleanup

## 3. Community Engagement & Partnerships

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### What are we looking for?

- Actions or plans to effectively involve & inform the targeted community and stakeholders.
- Description of local/state/tribal environmental authority and their role in the cleanup of your site.
- Roles and responsibilities of relevant government partners.
- Roles and commitments of identified community organizations and their letters of commitment.



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

---

### 3.a Plan for Involving Targeted Community (5 points)

- For this criterion, you must discuss & describe:
  - ✓ Your plan for involving the Targeted Community
  - ✓ How you will seek out & consider concerns of local residents
  - ✓ How you will ensure that your cleanup is conducted in a manner that is protective
  - ✓ Your plan for communicating progress



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

---

### Your plan for involving the Targeted Community

- Consider all the types of partners listed in this criterion and show the plan/process for:
  - ✓ searching them out,
  - ✓ working with them as part of the grant, and
  - ✓ how you will get input from the community in cleanup decisions and reuse planning .



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

### Your plan for involving the Targeted Community

- Describe **your plans** for using the **appropriate means** to reach your targeted community such as:

Various Media	Public Meetings
Applicant's & partners' websites	Commit to number, frequency, or milestone
Press releases & other uses of print media	Select convenient location in the affected community
Social media	Schedule meetings for working public
Flyers	Coordinate with other community group meetings



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

---

### How you will seek out & consider concerns of local residents

- Describe how will you reach out to local residents and address their concerns about any disruption from your cleanup?
  - ✓ Direct outreach to residents and businesses around your site.
  - ✓ Make sure you have a contact person to address comments and concerns from community.



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

---

### How you will ensure that your cleanup is conducted in a manner that is protective

- Include the sensitive populations discussed in **Community Need** and a plan for their protection.
- Discuss the efforts your QEP will make to protect the public such as:
  - ✓ Operating under **health and safety plan**.
  - ✓ **Erecting signs** during project phases (with call in numbers for questions or concerns).
  - ✓ Dust control on and off site.
  - ✓ **Flag persons** protecting children and the public around heavy equipment operation.
  - ✓ Install temporary fencing during site activities, if appropriate.
- Discuss notices to the public and house-to-house notifications to neighbors adjacent to the site.



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

---

### Your plan for communicating progress

- Describe your plan for communicating progress to your community members
- Discuss why these methods are appropriate for your targeted community.
- Address **all potential** communication barrier(s).
  - ✓ Plans to translate materials (at meetings & literature)
  - ✓ Plans to accommodate cultural differences
  - ✓ Plans to accommodate those with hearing/reading impairments
  - ✓ Relate to demographic data provided in the **Community Need** section (the reviewer will remember)



# Ranking Criteria - Cleanup

## 3.a Plan for Involving Targeted Community

---

### Your plan for communicating progress

- **TIPS:**
  - ✓ You need to demonstrate a balance of all the methods listed above to ensure you are successful in reaching your targeted community.
  - ✓ Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community when the issue arises.





# Ranking Criteria - Cleanup

## 3.b Partnerships with Government Agencies

---

### b. Partnerships with Government Agencies (5 points)

- For this criterion, you must:
  - ✓ Identify & discuss the roles of your State or Tribal environmental agency
  - ✓ Identify & discuss the roles of your State or local health agency



# Ranking Criteria - Cleanup

## 3.b Partnerships with Government Agencies

### Identify & discuss the roles of your State or Tribal environmental agency

- The local environmental oversight structure in New England = the state environmental agencies.
- **Note:** MA and CT applicants need to describe their privatized programs to unfamiliar reviewers (define LSP/LEP and their role, cleanup completion documentation, liability protections, etc.).



# Ranking Criteria - Cleanup

## 3.b Partnerships with Government Agencies

### Identify & discuss the roles of your State or Tribal environmental agency

- Discuss the **key roles** this agency plays in your grant, and how you will work together during the various phases of cleanup work.
- Provide **specific details** on what they will do for you. For example:
  - ✓ Review cleanup plans
  - ✓ Review environmental reports
  - ✓ Provide technical expertise
  - ✓ Oversee cleanups
- Indicate definitive plans to enroll your site in the appropriate state/tribal voluntary cleanup program.



# Ranking Criteria - Cleanup

## 3.b Partnerships with Government Agencies

### Identify & discuss the roles of your State or local health agency

- Identify the **health agencies** in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- Discuss the services they can provide and the role they will play in your project during the various phases of cleanup work, including:
  - ✓ Information on known health risks and sensitive populations in your community
  - ✓ Asbestos, lead, mold, guano, etc.
  - ✓ Situations of identified immediate risks to human health
- **TIP:** At a minimum, most communities and every state have a health department that you can coordinate with.



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

- c. Partnerships with Community Organizations (5 points)
- For this criterion, you need to provide:
    - ✓ Community Organization Description & Role
    - ✓ Letters of Commitment



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

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### Community Organization Description & Role

- What are your current efforts and plans...?
  - ✓ For example: You have been in discussion with COs over the last few months about your brownfields site.
- How will they be involved in the planning & implementation?
  - ✓ This is much more than just support!
  - ✓ COs involvement should be **meaningful** and **specific**.



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

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### Community Organization Description & Role

- In your narrative you will:
  - ✓ Describe each CO
  - ✓ Indicate the **services** they will provide to your project
  - ✓ Affirm their commitment to your project
- Present them as partners and their assistance in the grant in terms of **commitments**.
- See **FAQ #8** for definition of a CO
- See **FAQ #9** for types of roles COs can perform



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

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### Community Organization Description & Role

- **TIP:** If not intuitive, explain what makes each organization a CO for your targeted community.
- **TIP:** The use of a chart can work well here to present your information. However, just putting in the name, address & phone number of the CO is not sufficient.
- **Note:** EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.





# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

### Letters of Commitment

- You must include, as a separate attachment (in **Attachment c**), a **Letter** from **EACH** CO listed in your narrative.
  - ✓ The letters will describe **project role and commitments** that the CO will make to your project.
  - ✓ Do **NOT** utilize form letters. Each letter should speak to the organization's view of your brownfields work.
  - ✓ **The commitments specified in the narrative should be identical to the commitments specified in the letters.**



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

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### Letters of Commitment

- How many key COs do you need? How many will get you the five points? **Contribution and relevance is key.**
- **Note:** Do not include letters from local government organizations, elected officials or the Mayor's office. They **are not** COs and you may lose points if you include them!
- **Note:** Letters must be addressed to the **applicant** and included in your proposal. Do not send letters to EPA!



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

### Some examples of COs:

- ✓ Environmental non-profits (i.e. rail to trail type organizations)
- ✓ Economic development organizations
- ✓ Community Development Corporations (CDCs)
- ✓ Social services providers
- ✓ Downtown development committees
- ✓ Chambers of Commerce
- ✓ Revitalization committees
- ✓ Affordable housing organizations
- ✓ Land trusts
- ✓ Neighborhood associations
- ✓ Regional economic strategy groups
- ✓ Health organizations
- ✓ Education institutions
- ✓ Historic and cultural organizations
- ✓ Churches



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

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### Some examples of what COs can do for your project:

- Participate on the cleanup project committee
- Become involved in the cleanup/reuse planning process
- Talk to their constituency about the site or the role of brownfields redevelopment in the targeted community
- Host public meetings
- Host design charrettes
- Help to post community outreach material on web and/or in newsletters
- Provide financial or legal advice
- Provide technical assistance



# Ranking Criteria - Cleanup

## 3.c Partnerships with Community Organizations

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### If there are no community organizations in your community

- Provide background information affirming the lack of such organizations and why.
- Demonstrate how the community is engaged and involved in your project, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.
- **TIP:** You have got to be kidding me! You have them.



# Ranking Criteria - Cleanup

## 4. Project Benefits

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### 4. Project Benefits (20 points)

- a. Health and/or Welfare & Environment (10 points)
  - i. Health and/or Welfare Benefits (5 points)
  - ii. Environmental Benefits (5 points)
- b. Environmental Benefits from Infrastructure Reuse / Sustainable Reuse (5 points)
  - i. Planning, Policies, and Other Tools (2 points)
  - ii. Integrating Equitable Development or Livability Principles (3 points)
- c. Economic and Community Benefits (5 points)
  - i. Economic or Non-Economic Benefits (3 points)
  - ii. Job Creation Potential (2 points)



# Ranking Criteria - Cleanup

## 4. Project Benefits

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**Don't forget to finish the story!**

In this criterion, you will explain how all of your welfare, public health, environmental, economic and non-economic benefits solve the problems you discussed in **Community Need**.

**This criterion is for all the good things that result from your project – not a rehash of the problems discussed in Community Need.**



# Ranking Criteria - Cleanup

## 4. Project Benefits

---

### What am I doing here?

- This section describes the anticipated long term benefits (**outcomes**) expected from your project **in context of the needs** discussed in Community Need and the broader planning efforts as discussed in Project Description.
- This is not the workplan – it's the vision!
- What will the welfare of your community look like?
- What will your environment look like?
- How will your community adverse health outcomes be improved?
- How do you envision your unemployment rate will change/drop?
- Can you quantify the potential results?
- What reuse is listed in the community's Master Plan?





# Ranking Criteria - Cleanup

## 4. Project Benefits

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### What are we looking for?

- The potential of your project
- The development plan for your project or project area
- Significant outcomes and benefits to the health, welfare, and environment of the community
- Environmentally sustainable redevelopment plans and equitable developments
- Stimulation of economic or non-economic benefits

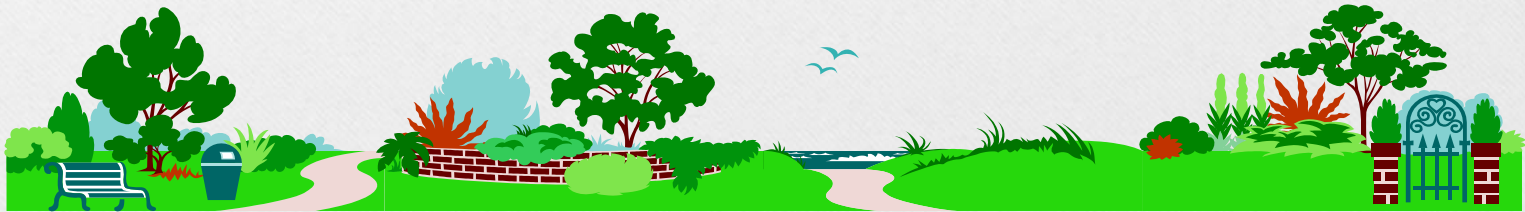


# Ranking Criteria - Cleanup

## 4.a Health and/or Welfare & Environment

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- a. Health and/or Welfare & Environment (10 points)
  - i. Health and/or Welfare Benefits (5 points)
  - ii. Environmental Benefits (5 points)



# Ranking Criteria - Cleanup

## 4.a Health and/or Welfare & Environment

---

- i. Health and/or Welfare Benefits (5 points)
  - Discuss the specific **Health** and/or **Welfare** benefits anticipated from the revitalization of the site cleaned up under this grant.
  - **Tip:** Go back to the **Community Need** section and make sure the specific health and/or welfare challenges are addressed as benefits and discussed as positive outcomes.



# Ranking Criteria - Cleanup

## 4.a Health and/or Welfare & Environment

### i. Health and/or Welfare Benefits (5 points)

- Example anticipated **Health Benefits**
  - ✓ Elimination of health threats from direct contact, inhalation, and indoor vapor intrusion of site contaminants
  - ✓ Asthma reduction due to improved air quality (diesel emissions)
  - ✓ Lower blood lead level
  - ✓ Drinking supply protection or restoration



# Ranking Criteria - Cleanup

## 4.a Health and/or Welfare & Environment

---

### i. Health and/or Welfare Benefits (5 points)

- Example anticipated **Welfare Benefits**
  - ✓ A better quality of life
  - ✓ Blight reductions
  - ✓ People moving back
  - ✓ Crime reduction
  - ✓ Greater care of property appearances



# Ranking Criteria - Cleanup

## 4.a Health and/or Welfare & Environment

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### ii. Environmental Benefits (5 points)

- Discuss the specific **Environmental** benefits anticipated from the revitalization of site cleaned up under this grant.
- **Tip:** Go back to the **Community Need** section and make sure the specific environmental challenges are addressed as benefits.



# Ranking Criteria - Cleanup

## 4.a Health and/or Welfare & Environment

---

### ii. Environmental Benefits (5 points)

- Example anticipated **Environmental Benefits**
  - ✓ Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target areas).
  - ✓ Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality).



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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- b. Environmental Benefits from Infrastructure Reuse / Sustainable Reuse (5 points)
  - i. Planning, Policies, and Other Tools (2 points)
  - ii. Integrating Equitable Development or Livability Principles (3 points)





# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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- i. Planning, Policies, and Other Tools (2 points)
  - Describe the tools your community has in place to **foster and implement** sustainable development.
  - Examples must be **relevant** to your proposed project/sites and targeted reuse scenario(s).
    - ✓ Are you considering Green & Sustainable Remediation Techniques?
      - Soil recycling
      - Building material reuse
      - No idle policy



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

---

### i. Planning, Policies, or Other Tools (2 points)

✓ **Are you trying to foster mixed use development?**

- Multi-use Zoning?
- Is it part of your community's comprehensive plan?
- An ordinance that facilitates the mixed reuse of brownfield properties and existing infrastructure?

✓ **Are you trying to make your community more walkable and energy efficient?**

- Transit Oriented Development Plans?
- Energy Efficiency Incentives from utilities or government entities?
- Complete Street Planning? Requirements for Green Building Standards?



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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### ii. Integrating Equitable Development **or** Livability Principles (3 points)

- Notice the “**or**” here. You only have to respond to one.
- Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of the sites and not displace residents historically affected by brownfields.
- Equitable development outcomes result from intentional strategies put in place to ensure that your targeted community not only participates in, but benefits from, the decisions that shape their neighborhood and region.
- **TIP:** Link back to the demographics in **Community Need** (e.g., low-income, minority populations).



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

---

### ii. Integrating Equitable Development **or** Livability Principles (3 points)

- Here are some ideas on **Equitable Development**:
  - ✓ Demonstrate awareness of gentrification and intent to minimize displacement.
  - ✓ Include information on redevelopments with affordable housing.
  - ✓ Include information on incentives to retain local businesses in mixed-use or commercial developments.
  - ✓ Does reuse include community center or public space that benefits residents?



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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### ii. Integrating Equitable Development **or** Livability Principles (3 points)

- Here are some more ideas on **Equitable Development**:
  - ✓ Relation to master plans for transit oriented design or smart growth.
  - ✓ Describe partnerships with local community development corporations if you are working with them to redevelop sites.
  - ✓ Compliance with community design charrettes.
  - ✓ Are you maintaining access to community and natural resources through public walkways or park space?



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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### ii. Integrating Equitable Development **or** Livability Principles (3 points)

- **Livability Principles**

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Increase economic competitiveness.
4. Support existing communities.
5. Leverage federal investment.
6. Value communities and neighborhoods.



# Ranking Criteria - Cleanup

## 4.b Enviro Benefits from Infrastructure Reuse/Sustainable Reuse

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### ii. Integrating Equitable Development **or** Livability Principles (3 points)

- **TIP:** Do not just list the Livability Principles. Discuss how your project integrates them.
- **TIP:** You do not need to be part of a Partnership for Sustainable Communities (PSC) project to demonstrate that your brownfields project addresses the livability principles.
- **TIP:** If your targeted community is also a part of a PSC project, it should be mentioned here. Information on where PSC grants have been awarded can be found at:  
<https://www.sustainablecommunities.gov/>



# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

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- c. Economic and Community Benefits (5 points)
  - i. Economic or Other Benefits (3 points)
  - ii. Job Creation Potential (2 points)





# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

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### i. Economic or Other Benefits (3 points)

- Notice the “**or**” here. You only have to respond to one.
- **TIP:** If you have discussed both economic and non-economic challenges in your proposal, you should address **both types of benefits**.
- Be sure these **benefits reflect the needs** of your targeted community. Refer back to the **Community Need** section.
- Even if specific reuse plans may not be evident, describe the **potential benefits** based on the vision of your overall story and what your community needs.



# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

### i. Economic or Other Benefits (3 points)

- **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of the site cleaned up under this grant.
- Make every effort to **provide quantitative estimates**.
  - ✓ Number and types of jobs
  - ✓ Taxes (Property, Sales, Income)
  - ✓ Property values
  - ✓ Other benefits resulting from area-wide economic development



# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

### i. Economic or Other Benefits (3 points)

- **Non-economic benefits** associated with sites to be reused for greenspace and other not-for-profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers.
- Greenspace Reuse
  - ✓ Recreational space & parks
  - ✓ Rails to trails
  - ✓ Wetlands, greenspace & open space
  - ✓ Greenspace components in commercial and industrial redevelopment
  - ✓ Preservation of open space on urban edge



# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

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### i. Economic or Other Benefits (3 points)

- **Non-Profit & Charitable Reuse**

- ✓ Affordable housing
- ✓ Community Center
- ✓ Local Governmental



- **TIP:** Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.

# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

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- ii. Job Creation Potential: Partnerships with Workforce Development Programs (2 points)
- Identify if your community has any **Local Hiring Ordinance** in place.
  - Can you include local hiring language in your **procurement documents** (does not have to be specific to cleanup field work)?
  - Coordinate with Regional Workforce Investment Boards to promote job opportunities that arise from Brownfields funding.
  - Coordinate with **ONE STOP Career Centers and/or Colleges** in your community.



# Ranking Criteria - Cleanup

## 4.c Economic and Community Benefits

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- ii. Job Creation Potential: Partnerships with Workforce Development Programs (2 points)
- Discuss the role the workforce development organization(s) will play in your project.
    - ✓ Make yourself familiar with your local job training program(s), EPA or other.
    - ✓ Refer to brownfields toolbox for information on EPA funded Job Training Programs at [www.brownfields-toolbox.org](http://www.brownfields-toolbox.org)
    - ✓ We want to see that you are making the connections between job training graduates and the contractors you will be hiring.
  - If there are no job training programs in your immediate area, **say so**, and describe efforts to link members of the community to potential employment opportunities related to your proposed project.



# Ranking Criteria - Cleanup

## 5. Programmatic Capability & Past Performance

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5. Programmatic Capability & Past Performance (20 points)
  - a. Programmatic Capability (12 points)
  - b. Audit Findings (2 points)
  - c. Past Performance and Accomplishments (6 points)



# Ranking Criteria - Cleanup

## 5. Programmatic Capability & Past Performance

---

### What are we looking for?

- Your organization has the experience, knowledge and resources necessary to ensure successful completion of all required aspects of your project and this grant.
- Your programmatic and grant management capacity.
- Your plan for measuring and reporting your outputs and outcomes.
- Your past and/or current performance on awarded grants and/or assistance agreements.





# Ranking Criteria - Cleanup

## 5.a Programmatic Capability

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### 5.a Programmatic Capability (12 points)

#### **Describe the organizational structure you will utilize ...**

- Describe your project management **team** and how they will manage this grant.
- Provide details on staff expertise, qualifications and experience.
- Name names on who will be involved with this grant and point out other expertise you can draw on in your organization.



# Ranking Criteria - Cleanup

## 5.a Programmatic Capability

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### 5.a Programmatic Capability (12 points)

**Describe the system(s) you have in place to appropriately acquire any additional expertise and resources ...**

- Describe your methods of acquiring needed expertise and resources through competitive procurement.
  - ✓ QEPs
  - ✓ Remediation Contractors



# Ranking Criteria - Cleanup

## 5.b Audit Findings

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### 5.b Audit Findings (2 points)

- Describe any adverse audit findings.
- Describe any past grant management issues and how you are correcting or have corrected them.
- **If you have no adverse audit findings tell us that! Be sure to respond to this criterion or you will receive zero points!**



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

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- c. Past Performance and Accomplishments (6 points)
  - i. Currently or Has Ever Received an EPA BF Grant (6 points)
    - 1. Compliance with Grant Requirements (3 points)
    - 2. Accomplishments (3 points)
  - ii. Has Not Received an EPA BF Grant but has Received Other Federal or Non-Federal Assistance Agreements (6 points)
    - 1. Purpose and Accomplishments (3 points)
    - 2. Compliance with Grant Requirements (3 points)
  - iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 points)



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

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- If you have ever received an EPA brownfields grant (including Assessment, Cleanup, Revolving Loan Fund, and 128(a) grants), respond to **5.c.i**
- If you have never received an EPA Brownfields grant, but have received other federal or non-federal assistance agreements, respond to **5.c.ii**
- If you have never received any type of federal or non-federal assistance agreements, respond to **5.c.iii**



**You must respond to one of these criteria.  
Be careful which one you respond to!**

# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

- i. Currently or Has Ever Received an EPA BF Grant (6 points)
  - Provide information on each of your current and most recent EPA Brownfields grant(s) **but not more than five**.
  - Discuss how you have successfully **managed** and **performed all phases of work** on your EPA Brownfields grants.



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

### i.1 Compliance with Grant Requirements (3 points)

- Discuss your compliance with:
  - ✓ Following the Work Plan
  - ✓ Staying on Schedule & meeting milestones
  - ✓ Complying with Terms and Conditions
- If not, discuss:
  - ✓ What corrective measures you took or are taking.
  - ✓ How the corrective measures were documented and communicated



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

### i.1 Compliance with Grant Requirements (3 points)

- Discuss timely reporting/submission of:
  - ✓ Quarterly reports
  - ✓ Ongoing ACRES reporting
  - ✓ Phase I & II reports, cleanup work plans, etc.
- Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**





# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

### i.1 Compliance with Grant Requirements (3 points)

- If you have an open Brownfields grant(s), discuss your need for additional funding
- For your **open** Brownfields grant(s)
  - ✓ Provide dates of your grant (start and end date)
  - ✓ Provide the current remaining balance
  - ✓ Discuss your plan to expend remaining funds in a timely manner



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

### i.1 Compliance with Grant Requirements (3 points)

- For your **closed** Brownfields grant(s)
  - ✓ Tell us if you had an unexpended balance at the end of your grant and the amount
  - ✓ Explain why all funds were not expended



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

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### i.2 Accomplishments (3 points)

- Describe your success with the EPA Brownfields funding.
- Discuss the specific outputs & outcomes of your grants
  - ✓ Number of sites assessed and/or cleaned up
  - ✓ Phase Is & IIs, Cleanup Plans, Loans & Subgrants
  - ✓ Outreach activities
- **TIP:** Look in ACRES for your past accomplishments.
- Discuss that you reported accomplishments to EPA in ACRES at the time of proposal submission.



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

- ii. Has Not Received an EPA BF Grant but Has Received Other Federal or Non-Federal Assistance Agreements (6 points)
- Provide information on each of your current and most recent federal and/or non-federal grant(s) **but not more than five.**
  - Select grants that are similar in size, scope & relevance to your proposed project.



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

### ii.1 Purpose & Accomplishments (3 points)

- Discuss how you have successfully **managed** and **performed all phases of work** on your federal and/or non-federal grants.
- For each grant, provide information on:
  - ✓ Awarding agency/organization
  - ✓ Amount of funding
  - ✓ Purpose of grant
  - ✓ Specific accomplishments including outputs and outcomes
  - ✓ Measures of success for projects



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

---

### ii.2 Compliance With Grant Requirements (3 points)

- Demonstrate how you have successfully managed and performed all phases of work under these grants.
  - ✓ Compliance with grant requirements and making sufficient progress
    - Following the Work Plan
    - Staying on Schedule & meeting milestones
    - Complying with Terms and Conditions
  - ✓ If not, what corrective measures did you take?
- Discuss history of **timely** and **acceptable** reporting for these grants as required by the awarding agency/organization.



# Ranking Criteria - Cleanup

## 5.c Past Performance & Accomplishments

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iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 points)

- If you have never received any type of federal or non-federal grant, say so in order to receive the 3 points.
- **If you do not respond, you will not receive the 3 points!**



# What To Do Now?

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- Draft your proposal!
- Contact your Community Organizations and get your letters!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Get new State acknowledgement letter!
- Contact your State if applying for a site-specific petroleum site!
- Make sure your [www.SAM.gov](http://www.SAM.gov) registration is active.
- Register for [www.grants.gov](http://www.grants.gov) if you are not already registered.
- **Use THIS year's guidelines!!**





# Web Resources

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- [FY2016 ARC Proposal Guidelines Page](#)
  - ✓ [Assessment](#)
  - ✓ [Revolving Loan Fund](#)
  - ✓ [Cleanup](#)
- [FY2016 ARC Frequently Asked Questions \(FAQs\)](#)
- [FY2016 Summary of Changes](#)
- [FY2016 Assessment Guideline Checklist](#)
- [FY2016 Cleanup Guideline Checklist](#)
- [Grants.gov Tip Sheet for Applicants](#)



# Web Resources

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- [EPA Land Revitalization Projects and Construction and Demolition \(C&D\) Recycling](#)
- [EPA Brownfields Information](#)
- [EPA Region 1 Brownfields Information](#)
- [SmartE-Online Sustainable Management Approaches and Revitalization Tools](#)
- [TAB EZ Grant Writing Tool](#)
- [Brownfields Toolbox](#)
- [NJIT TAB Program](#)



# Questions & Answers

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