

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

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**Revolving Loan Fund  
Grant Presentation**

# Purpose of this Presentation

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



# RLF Grant Program Overview

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- Provides funding to make low-interest loans and/or subgrants for **cleanup activities** at brownfields sites.
- Up to **\$1 million** per separate eligible entity.
- Coalitions may apply – Please discuss your plans with [Joe Ferrari](#) (617-918-1105) before applying.
- Hazardous substances and/or petroleum within the same proposal.
- Up to 50% of grant amount may be used for cleanup subgrants (up to \$200,000 per property).
- Cost share requirement of 20%.
- Period of performance is **five years**.



# RLF Grant Program Overview

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- RLF Awards in FY2016
  - ✓ Page 2 of the RLF Grant Guidelines indicates that an estimated **12 new grant awards** are anticipated from this Request for Proposals.
  - ✓ This is a national number. The RLF Program is open to new applicants as well as existing RLF grantees. Now that new RLFs are on a biennial award cycle, the program will be very competitive this year.
  - ✓ Before you make the effort to prepare and submit a proposal, make sure you:
    - Have a qualified team and are committed to this program,
    - Have a wealth of potential borrowers, subgrantees and sites, and
    - Have a well defined strategy to implement this program.



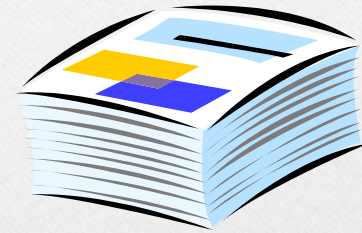
# Content & Form of Proposal Submission

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See Section IV.C – Pages 15-18

## 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: **RLF**
  - 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: Area you propose to serve (for coalitions: indicate all jurisdictions being covered)
- e. 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)

- f. Date Submitted: Date your proposal is submitted through [www.grants.gov](http://www.grants.gov)
- g. Project Period: Five (5) Years
- h. Population:
  - i. Provide population of your jurisdiction and, if a coalition proposal, the population of all your partners
  - ii. If not a municipal form of government, provide population of your target area and the jurisdiction to be covered
- i. 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 20-33.**
- ✓ **Pages over the 15-page limit will not be evaluated**
- ✓ 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
  - b. Letter from state or tribal environmental authority - Section III.B.3
  - c. Documentation of applicant eligibility if other than a city, county, state or tribe - Section III.B.1
  - d. Legal opinion establishing applicant has authority to (Section II.B.4):
    - 1) Access & secure sites
    - 2) Make loans and accept payments



# Content & Form of Proposal Submission

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## 3. Attachments (continued)

- e. Letters of commitment from **all** community organizations identified in the Community Engagement & Partnerships ranking criterion - **Section V.B.3**
- f. Documentation indicating leveraged funds - **Section V.B.2.c**
- g. Justification for cost share waiver, **if applicable** - **Section III.B.5**
- h. RLF coalition members letter(s) **if applicable to a coalition proposal** - **Section III.B.1**



# Proposal Review & Selection Process

## Section V.A – Pages 19-20

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- EPA intends use 50% of funds available to select “new applicants”
- New applicants are defined as:
  - ✓ Applicants who have never received an EPA Brownfields grant, or
  - ✓ Applicants who were awarded a brownfields grant that closed in 2007 or earlier.
- If you have an open grant or a grant that closed in 2008 or later, you are considered an “existing and recent recipient”.



# 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 - RLF

## Section III.B – Pages 11-14

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1. Applicant Eligibility
2. Description of Jurisdiction
3. Letter from the State or Tribal Environmental Authority
4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund
5. Statutory Cost Share



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



# Threshold Criteria - RLF

## 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





# Threshold Criteria - RLF

## 1. Applicant Eligibility

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### RLF Coalitions

- Describe how all coalition partners are eligible entities.
  - ✓ All separate legal entities (not two different State agencies)
  - ✓ All eligible applicants (no non-profits)
- Coalition Partner Letters
  - ✓ Make sure letters from coalition partners specifically state that they are a **coalition partner**.
  - ✓ Letter should include brief description of entities roles and participation in your RLF program.
  - ✓ Make sure **you attach these letters** (**Attachment h**) to your proposal.



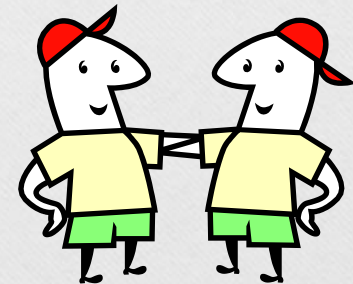
# Threshold Criteria - RLF

## 1. Applicant Eligibility

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### RLF Coalitions

- The applicant (**lead coalition member**) must have the broader jurisdiction.
  - ✓ **Example:** State/Planning Commission is applicant & cities/towns are coalition partners
- **Do not go looking for lots of coalition partners** – RLF competition is tough! Having several coalition partners does not necessarily strengthen your proposal.



# Threshold Criteria - RLF

## 2. Description of Jurisdiction

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- RLF grants are community-wide and/or jurisdiction wide.
- This does not preclude you from targeting specific communities or areas within your jurisdiction.
- You must provide a description of the boundaries of your jurisdiction such as:
  - ✓ The city limits of “The City of Utopia”
  - ✓ All cities and towns in “The State of New Hampshire”
  - ✓ All cities and towns in “The Southwest Regional Planning Commission”



# Threshold Criteria - RLF

## 3. Letter from State/Tribal Environmental Authority

- Provide a letter from your state or tribal environmental authority acknowledging that you plan to conduct or oversee assessment 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 - RLF

## 3. 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 - RLF

## 3. 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 - RLF

## 3. 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 - RLF

## 3. 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 - RLF

## 4. Oversight Structure & Legal Authority to Manage RLF

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### 4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund

- a. Describe How You Will Oversee Cleanups
- b. Provide Legal Opinions
  - 1) Legal Authority to Access & Secure Sites
  - 2) Legal Authority to Manage an RLF



# Threshold Criteria - RLF

## 4. Oversight Structure & Legal Authority to Manage RLF

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### 4.a. Describe How You Will Oversee Cleanups

- Indicate that you will require loan and/or subgrant recipients to enroll in your state's response program.
- If you plan to procure a Qualified Environmental Professional (QEP) to oversee the cleanup of your loan and/or subgrant sites, explain how you will ensure they are in place before cleanups begin and that they will be acquired consistent with the applicable competitive procurement provisions (2 CFR 200.317-326).



# Threshold Criteria - RLF

## 4. Oversight Structure & Legal Authority to Manage RLF

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### 4.b. Legal Opinions

Provide a legal opinion from your counsel that demonstrates:

- 1) You have legal authority to access and secure sites in the event of an emergency or default of loan or non-performance under a subgrant; **and**
- 2) You have the legal authority to perform the actions necessary to manage a revolving loan fund. At a minimum, legal authority must include the ability to:
  - ✓ Hold funds
  - ✓ Make loans & enter into loan agreements
  - ✓ Collect repayments



# Threshold Criteria - RLF

## 4. Oversight Structure & Legal Authority to Manage RLF

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### 4.b. Legal Opinions

- **Make sure your legal opinions cite the relevant state or local laws!** General statements that you have these authorities and/or capabilities are not adequate.
- **Make sure you attach (Attachment d) your counsel's legal opinion!**



# Threshold Criteria - RLF

## 5. Statutory Cost Share

- Applicants are required to provide a **20% cost share**.
- This is \$200,000 for a \$1,000,000 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 costs.
- See **FAQ #24** for more information.



# Threshold Criteria - RLF

## 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.
  - ✓ Explain how this will be passed on to your borrowers and subgrantees in the form of cleanup costs over and above the loan or subgrant amount.
  - ✓ 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 - RLF

## 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 g*) to your proposal.
- ✓ If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.



# Ranking Criteria

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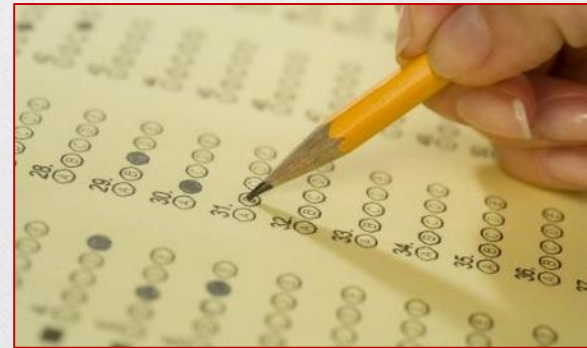


# Ranking Criteria - RLF

## Section V.B – Pages 20-33

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- Ranking Criteria are in **Section V.B – Pages 20-33** of the RLF Guidelines.
- There are **five** ranking criteria for a total of **100 points**.
- Make sure you answer all of the questions – many have more than one part.



# Ranking Criteria - RLF

100 Points

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1. Community Need (15 points)
2. RLF Program Description & Feasibility of Success (30 points)
3. Community Engagement & Partnerships (20 points)
4. Program Benefits (15 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 - RLF

## 1. Community Need

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1. Community Need (15 points)
  - a. Targeted Community & Brownfields (5 points)
  - b. Impacts on Targeted Community (5 points)
  - c. Financial Need (5 points)
    - i. Economic Conditions (3 points)
    - ii. Economic Effects of Brownfields (2 points)



# Ranking Criteria - RLF

## 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 program.



# Ranking Criteria - RLF

## 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 program, planned community engagement and partnerships and the ways the program 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.
- ✓ This section should also present the environmental, health and/or welfare, and economic **challenges faced by the targeted community as related to its brownfields.**



# Ranking Criteria - RLF

## 1. Community Need

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### What are we looking for?

- ✓ **Coalition Proposals:** How the grant will serve all coalition partners and communities.
- ✓ Proposals that target community(ies) that have significant socio-economic challenges and where your RLF program can help transform the community(ies).



# Ranking Criteria - RLF

## 1.a. Targeted Community & Brownfields

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### a. Targeted Community & Brownfields (5 points)

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



# Ranking Criteria - RLF

## 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 - RLF

## 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



# Ranking Criteria - RLF

## 1.a. Targeted Community & Brownfields

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### 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 - RLF

## 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
Population:				311,536,594 <sup>1</sup>
Unemployment:				5.3% <sup>2</sup>
Poverty Rate:				11.3% <sup>1</sup>
Percent Minority:				36.7% <sup>1</sup>
Median Household Income:				\$53,046 <sup>1</sup>
Other:				

<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 - RLF

## 1.a. Targeted Community & Brownfields

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### Description of Brownfields

- **Location, location, location!** Explain where the brownfields are within and in relation to your targeted community.
- Make the connection between the brownfields sites in your targeted communities and these impacts.
- Be as **specific** as possible. Use identified and/or potential sites as examples.
- **TIP:** Hazardous substances & Petroleum proposals **must** discuss both types of sites and contaminants (when requesting both in one proposal).



# Ranking Criteria - RLF

## 1.a. Targeted Community & Brownfields

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### Description of Brownfields

- Include the **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 - RLF

## 1.a. Targeted Community & Brownfields

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### 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 - RLF

## 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



# Ranking Criteria - RLF

## 1.b. Impacts on Targeted Community

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### Impacts on Public Health or Welfare

- Discuss impacts from past projects/sites that are still present in their target area.
- Discuss perceived impacts from the types of BFs in your targeted communities. What sites have been identified, what contaminants might be there, and how they are impacting their community.
- Using a chart of types of sites, potential contaminants found, and impacts.
- Make sure these sites carry through your proposal.





# Ranking Criteria - RLF

## 1.b. Impacts on Targeted Community

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### 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 - RLF

## 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 - RLF

## 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 - RLF

## 1.b. Impacts on Targeted Community

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### 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 - RLF

## 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 - RLF

## 1.c. Financial Need

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- c. Financial Need (5 points)
  - i. Economic Conditions (3 points)
  - ii. Economic Effects of Brownfields (2 points)



# Ranking Criteria - RLF

## 1.c. Financial Need

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- i. Economic Conditions (3 points)
- **Why do you need this funding? Why do you not have other sources of funds for your program?**
    - ✓ Need to provide cleanup funding for sites that banks or other traditional sources will not consider.
    - ✓ A number of sites are in the pipeline and are ready to for cleanup activities.
  - 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 program.



# Ranking Criteria - RLF

## 1.c. Financial Need

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- i. Economic Conditions (3 points)
- **RPCs/COGs/States** - discuss your organization's limited ability, as well as the limited ability of the municipalities in which your targeted communities reside.
  - 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 - RLF

## 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 - RLF

## 1.c. Financial Need

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### ii. Economic Effects of Brownfields (2 points)

- Discuss the **sad and awful** economic impact that **brownfields are causing** in your targeted community(ies). 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 community(ies)
  - ✓ 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 Brownfields in your target community(ies). **Identify all information sources.**



# Ranking Criteria - RLF

## 1.c. Financial Need

### ii. Economic Effects of Brownfields (2 points)

- Focus on the economic decline in your targeted community(ies) 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 - RLF

## 2. RLF Program Description & Feasibility of Success

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2. RLF Program Description & Feasibility of Success (30 points)
  - a. Program Description & Marketing Strategy (15 points)
    - i. Program Description (10 points)
    - ii. Marketing Strategy (5 points)
  - b. Task Descriptions & Budget Table (10 points)
  - c. Ability to Leverage (5 points)



# Ranking Criteria - RLF

## 2. RLF Program Description & Feasibility of Success

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### What is the purpose?

- ✓ This section describes and defines your program and how you will implement it.
- ✓ You need to demonstrate the feasibility of your RLF program to be funded by this grant.
- ✓ You need to show how your project will stimulate the availability of other assessment, cleanup and/or redevelopment funding.



# Ranking Criteria - RLF

## 2. RLF Program Description & Feasibility of Success

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### What are we looking for?

- ✓ How your program will further the targeted community's land use and revitalization **plans** or vision.
- ✓ A reasonable approach and methodology to achieve your program goals.
- ✓ A realistic basis for your program costs.
- ✓ Sufficient funds and resources exist to complete the projects funded by loans and subgrants.



# Ranking Criteria - RLF

## 2. RLF Program Description & Feasibility of Success

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### What are we looking for?

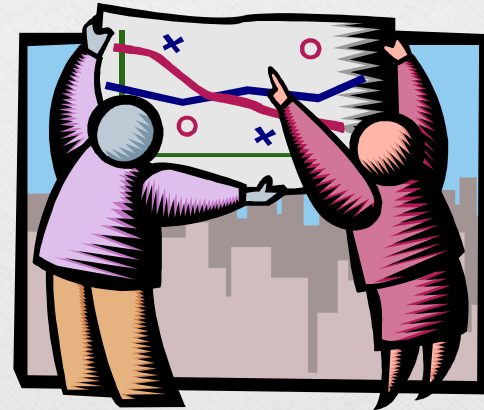
- ✓ You will allocate the majority of your grant funds to loans, subgrants, and cleanup related costs.
- ✓ 50% or more of the grant funds must go to loans and up to 50% for subgrants. Proposals with a higher loan pool percentage are more favorable.
- ✓ You have firm leveraging commitments to facilitate an effective program with a likelihood of completing projects.



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

- a. Program Description and Marketing Strategy (15 points)
  - i. Project Description (10 points)
  - ii. Marketing Strategy (5 points)





# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

---

### i. Program Description (10 points)

- Describe your RLF program, including a description of your loan & subgrant products.
- Make sure you incorporate all topics listed under this criterion.
- Make sure you highlight any related experience your organization has with loan programs, fund management, and leveraging for redevelopment projects.
- **Give the reviewer a strong impression that you can effectively manage an RLF program!**



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### i. Program Description (10 points)

- The eight topics under this criterion are:
  1. Alignment with community's land use & revitalization plans
  2. Competent team to ensure an effective program
  3. Selection of borrowers & subgrantees
  4. Structure and administration of loans & subgrants
  5. Reasonable and prudent lending practices
  6. Leveraged funding for projects
  7. Approach to encourage the revolving of funds during and after grant period
  8. Maximizing resources for lending and gap financing



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

1. Alignment with community's land use & revitalization plans
  - ✓ Make the connection between your **targeted community(ies)** you described in **Community Need** and what you want to accomplish with this funding.
  - ✓ Specifically, describe how your program aligns with your vision for revitalization in your targeted community(ies), such as:
    - Community land use and revitalization plans
    - Results of charrettes
    - Community meetings
    - Demonstrate that your program is integrated into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### 2. Competent team to ensure an effective program

- ✓ Discuss how you have the appropriate staff to effectively operate your program and/or the systems in place to acquire them
- ✓ Make sure you cover the most important roles:
  - ✓ Program Manager
  - ✓ Fund Manager
  - ✓ Qualified Environmental Professional
  - ✓ Legal Advisor
- ✓ **For coalitions:** Discuss your governance structure and how you will all work together to implement and maintain a successful program
- ✓ **TIP:** Use past brownfields redevelopment experience and successes to highlight your capabilities.



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### 3. Selection of borrowers & subgrantees

- ✓ Discuss your selection process/criteria for projects, loans & subgrants including site and recipient eligibility.
- ✓ Discuss any groups, committees, and public input into selection process.
- ✓ Provide information on any current or potential sites in your target community(s) to show you are ready to get your program up and running right away.



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### 4. Structure and administration of loans & subgrants

- ✓ Describe your loan/subgrant administration process:
  - Types of loan/subgrant products you will offer
  - How you will structure loans
  - Loan terms, rates, and potential amounts
- ✓ Discuss your planned financial underwriting
  - Who will be your Financial Manager and how will they assist you in determining loan/subgrantee financial viability and risk?
- ✓ **TIP:** Make sure you remain flexible and adaptable to the projects in your program and not be too rigid.



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### 5. Reasonable and prudent lending practices

- ✓ Discuss how your program will incorporate reasonable and prudent lending practices.
- ✓ Who will be your Financial Manager and how will they assist you in determining loan/subgrantee financial viability and risk?

### 6. Leveraged funding for projects

- ✓ Discuss how you will ensure that all redevelopment costs are in place for your projects.
- ✓ Is your RLF funding part of an overall package for cleanup & redevelopment?
- ✓ Will the developer be required to have commitments for redevelopment funds before you issue a loan or subgrant?



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

7. Approach to encourage the revolving of funds during and after grant period
  - ✓ Discuss how you will ensure that grant funds revolve and will be available for projects after grant closeout.
  - ✓ **TIP:** This means you will be favoring loans over subgrants.
8. Maximizing resources for lending and gap financing
  - ✓ Discuss any other resources, especially from private sources, that you have or will utilize for your program.
  - ✓ Discuss how you will use your program to provide gap funding to complete projects, especially in high-risk areas and vulnerable communities.





# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### ii. Marketing Strategy (5 points)

- Describe your RLF program's marketing strategy
- Make sure you include:
  - ✓ The types of applicants and projects you are targeting
  - ✓ What you have already done to gauge interest and market your program
  - ✓ Projects and/or borrowers/subgrantees you have already identified for your program
  - ✓ How you will continue to market your program

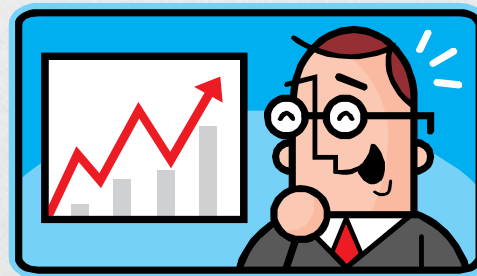


# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

### ii. Marketing Strategy (5 points)

- Make sure the types of applicants and projects you are targeting **match the needs** and potential projects in your targeted community(ies).
- What are their individual needs? How will you market your program to these groups?
  - Private developers
  - Municipalities
  - Non-profits



# Ranking Criteria - RLF

## 2.a Program Description and Marketing Strategy

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### ii. Marketing Strategy (5 points)

- Discuss how you have or will market your program to potential properties/applicants within your target community(ies).
- Explain sources of your information - Brownfield inventories, state lists, redevelopment areas, etc.
- TIP: You must convince the reviewer that you have a system to continuously seek out potential borrowers & subgrantees to sustain your program.



# Ranking Criteria - RLF

## 2.b Task Descriptions & Budget Table

### b. Task Descriptions & Budget Table (10 points)

- Task Descriptions
- Budget Table



# Ranking Criteria - RLF

## 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 - Making Loans & Subgrants
  - ✓ Task 4 - Site Cleanup Activities
- **TIP:** Majority of funds should be allocated towards loans & subgrants to include site cleanup activities.
- **TIP:** Stick with four tasks



# Ranking Criteria - RLF

## 2.a Project Description

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### Examples of grant funded RLF work:

- ✓ Procuring a Fund Manager, Qualified Environmental Professional (QEP), and Legal Advisor
- ✓ Marketing your program
- ✓ Community Involvement activities
- ✓ Costs associated with making loans & subgrants
- ✓ Other eligible RLF activities that are needed to accomplish your program goals



# Ranking Criteria - RLF

## 2.b Task Descriptions & Budget Table

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### 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 program results – outputs and outcomes.



# Ranking Criteria - RLF

## 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 - RLF

## 2.b Task Descriptions & Budget Table

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### 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.
  - ✓ Loans & Subgrants – grant funded: x loans (50%) + subgrants (50%) = Total loan/subgrant pool.



# Ranking Criteria - RLF

## 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 (legal review of loan documents, 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 - RLF

## 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 - RLF

## 2.b Task Descriptions & Budget Table

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### Task Descriptions

- **TIPS:**
  - ✓ Don't forget to include projected **outputs** where possible for each task.
  - ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions.**



# Ranking Criteria - RLF

## 2.b Task Descriptions & Budget Table

### Sample Format for RLF Budget

Funding Type	Budget Categories	Project Tasks (\$) [programmatic costs only]				
		[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Hazardous Substance Funds (HS)	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Loans (must be at least 50% of the amount requested)					
	Subgrants					
	Other (specify) _____					
	<b>Subtotal:</b>					



# Ranking Criteria - RLF

## 2.b Task Descriptions & Budget Table

### Sample Format for RLF Budget

Petroleum Funds (P)	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Loans (must be at least 50% of the amount requested)					
	Subgrants					
	Other (specify) _____					
	<b>Subtotal:</b>					
Federal Funding Subtotal (HS + P)						
Cost Share <sup>3</sup>						
Total Budget						
<p><sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.</p> <p><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.</p> <p><sup>3</sup> Applicants must include the cost share in the budget even if applying for a cost share waiver.</p> <p>Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.</p>						



# Ranking Criteria - RLF

## 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 - RLF

## 2.b Task Descriptions & Budget Table

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### Budget Table

- **TIPS:**
  - ✓ **Make sure you include your cost share.** Do not include more than the required 20% cost share in the budget table.
  - ✓ RLF funding can be utilized for both loans and subgrants. Loans must constitute at least **50%** of your budget. Make sure your Loans line items add up to 50% of your request.
  - ✓ **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 - RLF

## 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 sites 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 - RLF

## 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 program 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 - RLF

## 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 f**).
- ✓ 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 - RLF

## 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 - RLF

## 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 - RLF

## 3. Community Engagement & Partnerships

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3. Community Engagement & Partnerships (20 points)
  - a. Plan for Involving Targeted Community... (7 points)
  - b. Partnerships with Government Agencies (6 points)
  - c. Partnerships with Community Organizations (7 points)



# Ranking Criteria - RLF

## 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 program.
- Explain how your proposed community engagement plan will **meet the needs** of the targeted community(ies) identified in the Community Need section.
- Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Project Benefits.



# Ranking Criteria - RLF

## 3. Community Engagement & Partnerships

---

### What are we looking for?

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





# Ranking Criteria - RLF

## 3.a Plan for Involving Targeted Community

---

### 3.a Plan for Involving Targeted Community (7 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 the cleanups funded by this grant are conducted in a manner that is protective
  - ✓ Your plan for communicating progress



# Ranking Criteria - RLF

## 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 - RLF

## 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(ies) 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 - RLF

## 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 the cleanups funded by this grant.
  - ✓ Direct outreach to residents and businesses around your sites.
  - ✓ Make sure you have a contact person to address comments and concerns from community.



# Ranking Criteria - RLF

## 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 the QEPs/cleanup contractors 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 sites.



# Ranking Criteria - RLF

## 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(ies).
- 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 - RLF

## 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(ies).
  - ✓ 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 - RLF

## 3.b Partnerships with Government Agencies

---

### b. Partnerships with Government Agencies (6 points)

- Local/State/Tribal Environmental Authority
- Other Governmental Partnerships





# Ranking Criteria - RLF

## 3.b Partnerships with Government Agencies

### Local/State/Tribal Environmental Authority

- 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 - RLF

## 3.b Partnerships with Government Agencies

### Local/State/Tribal Environmental Authority

- 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 - RLF

## 3.b Partnerships with Government Agencies

### Other Relevant Governmental Partnerships

- Discuss the role of other federal agencies such as:

- ✓ HUD
- ✓ DOT
- ✓ EDA
- ✓ USDA



- Discuss the role other state agencies will play in your program.
- **Mention your working relationship with EPA.**
- If you are a beneficiary of a HUD/EPA/DOT partnership project, don't forget to mention your role and involvement. Make sure you check the box in the Other Factors Checklist.

# Ranking Criteria - RLF

## 3.b Partnerships with Government Agencies

---

### Other Relevant Governmental Partnerships

- **Health Agencies**

- ✓ You may need to discuss the health agencies in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- ✓ Include the services they can provide and the role they will play in your program during any relevant cleanup projects, 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 - RLF

## 3.c Partnerships with Community Organizations

- c. Partnerships with Community Organizations (7 points)
- For this criterion, you need to provide:
    - ✓ Community Organization Description & Role
    - ✓ Letters of Commitment



# Ranking Criteria - RLF

## 3.c Partnerships with Community Organizations

---

### 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 program.
- 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 - RLF

## 3.c Partnerships with Community Organizations

---

### Community Organization Description & Role

- In your narrative you will:
  - ✓ Describe each CO
  - ✓ Indicate the **services** they will provide to your program
  - ✓ Affirm their commitment to your program
- 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 - RLF

## 3.c Partnerships with Community Organizations

---

### Community Organization Description & Role

- **TIP:** If not intuitive, explain what makes each organization a CO for your targeted community(ies).
- **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 - RLF

## 3.c Partnerships with Community Organizations

### Letters of Commitment

- You must include, as a separate attachment (in **Attachment e**), a **Letter** from **EACH** CO listed in your narrative.
  - ✓ The letters will describe **project role and commitments** that the CO will make to your program.
  - ✓ 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 - RLF

## 3.c Partnerships with Community Organizations

---

### Letters of Commitment

- How many key COs do you need? How many will get you the seven 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 - RLF

## 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 - RLF

## 3.c Partnerships with Community Organizations

---

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

- Participate on the RLF program committee
- Become involved in the cleanup/reuse planning process
- Talk to their constituency about the sites or the role of brownfields redevelopment in the targeted community(ies)
- 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 - RLF

## 3.c Partnerships with Community Organizations

### **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 - RLF

## 4. Program Benefits

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### 4. Program Benefits (15 points)

- a. Health and/or Welfare & Environment (7 points)
- b. Environmental Benefits from Infrastructure Reuse / Sustainable Reuse (4 points)
  - i. Planning, Policies, and Other Tools (2 points)
  - ii. Integrating Equitable Development or Livability Principles (2 points)
- c. Economic and Community Benefits (4 points)
  - i. Economic or Other Benefits (2 points)
  - ii. Job Creation Potential (2 points)



# Ranking Criteria - RLF

## 4. Program 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 program – not a rehash of the problems discussed in Community Need.**



# Ranking Criteria - RLF

## 4. Program 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 - RLF

## 4. Program Benefits

---

### What are we looking for?

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



# Ranking Criteria - RLF

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

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- a. Health and/or Welfare & Environment (7 points)
- Health and/or Welfare Benefits
  - Environmental Benefits



# Ranking Criteria - RLF

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

---

### Health and/or Welfare Benefits

- Discuss the specific **Health** and/or **Welfare** benefits anticipated from the revitalization of the sites 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 - RLF

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

### Health and/or Welfare Benefits

- 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 - RLF

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

---

### Health and/or Welfare Benefits

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



# Ranking Criteria - RLF

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

---

### Environmental Benefits

- Discuss the specific **Environmental** benefits anticipated from the revitalization of sites 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 - RLF

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

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### Environmental Benefits

- 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 - RLF

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

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- b. Environmental Benefits from Infrastructure Reuse / Sustainable Reuse (4 points)
  - i. Planning, Policies, and Other Tools (2 points)
  - ii. Integrating Equitable Development or Livability Principles (2 points)





# Ranking Criteria - RLF

## 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(ies) has/have in place to **foster and implement** sustainable development.
  - Examples must be **relevant** to your proposed projects/sites and targeted reuse scenario(s).
    - ✓ Are you considering Green & Sustainable Remediation Techniques?
      - Soil recycling
      - Building material reuse
      - No idle policy



# Ranking Criteria - RLF

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

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### 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 - RLF

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

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### ii. Integrating Equitable Development **or** Livability Principles (2 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(ies) 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 - RLF

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

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### ii. Integrating Equitable Development **or** Livability Principles (2 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 - RLF

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

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### ii. Integrating Equitable Development **or** Livability Principles (2 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 - RLF

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

### ii. Integrating Equitable Development **or** Livability Principles (2 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 - RLF

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

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### ii. Integrating Equitable Development **or** Livability Principles (2 points)

- **TIP:** Do not just list the Livability Principles. Discuss how your program 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 - RLF

## 4.c Economic and Community Benefits

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- c. Economic and Community Benefits (4 points)
  - i. Economic or Other Benefits (2 points)
  - ii. Job Creation Potential (2 points)





# Ranking Criteria - RLF

## 4.c Economic and Community Benefits

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### i. Economic or Other Benefits (2 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 - RLF

## 4.c Economic and Community Benefits

### i. Economic or Other Benefits (2 points)

- **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of the sites 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 - RLF

## 4.c Economic and Community Benefits

### i. Economic or Other Benefits (2 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 - RLF

## 4.c Economic and Community Benefits

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### i. Economic or Other Benefits (2 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 - RLF

## 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(ies) has/have 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(ies).



# Ranking Criteria - RLF

## 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 program.
    - ✓ 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 program.



# Ranking Criteria - RLF

## 5. Programmatic Capability & Past Performance

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 - RLF

## 5. Programmatic Capability & Past Performance

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### 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 - RLF

## 5.a Programmatic Capability

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

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

- Describe your program 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 - RLF

## 5.a Programmatic Capability

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

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

- Specifically discuss how key program roles will work together to achieve program goals.
  - ✓ Program Manager
  - ✓ Financial Manager
  - ✓ QEPs
  - ✓ Legal Advisor
- **Coalitions:** Discuss your overall organization and how all partners will work together for program success



# Ranking Criteria - RLF

## 5.a Programmatic Capability

### 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.
  - ✓ Financial Manager
  - ✓ QEPs
  - ✓ Legal Advisor



# Ranking Criteria - RLF

## 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 - RLF

## 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 - RLF

## 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 - RLF

## 5.c Past Performance & Accomplishments

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- 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 - RLF

## 5.c Past Performance & Accomplishments

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### 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 - RLF

## 5.c Past Performance & Accomplishments

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### 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 - RLF

## 5.c Past Performance & Accomplishments

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### 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 - RLF

## 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 - RLF

## 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 - RLF

## 5.c Past Performance & Accomplishments

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- 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 - RLF

## 5.c Past Performance & Accomplishments

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### 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 - RLF

## 5.c Past Performance & Accomplishments

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### 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 - RLF

## 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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