



FY16 Brownfields Guidelines: A Detailed Review of the Assessment, Revolving Loan Fund (RLF), and Cleanup (ARC) Grant Proposal Process

Webinar Call-in #

1-866-299-3188

Conference Code

2158144321#

<http://epawebconferencing.acms.com/r43go7wrd2u/> (No need to log in. Just sign in as a guest.)

Agenda – November 17, 2015

- Introductions
- Administrative
- Overview of Grant Types
- Proposal Guideline Tips
- Overview of Threshold Criteria
- Overview of Ranking Criteria
 - EPA Region 3 Webinars
November 19, 2015

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Region 3 Brownfields Coordinator
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Purpose



The purpose of this training webinar is to assist applicants with understanding the Assessment, Revolving Loan Fund (RLF), and Cleanup Grant (ARC) Guidelines so you can apply for the ARC grants.

Should any information provided in the following slides or by the presenter differ from the Guidelines, the language written in the Guidelines prevails.

Anticipated FY16 Timeline



- **December 18, 2015:** Proposals due (11:59 pm EST)
- April – May 2016: Selections announced
- June – July 2016: Workplans and grant paperwork submitted
- July – Sept 2016: Grants awarded/funds available

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

What are Brownfields?



- Property contaminated or potentially contaminated by hazardous substances, pollutants, contaminants, petroleum or controlled substances. Examples:
 - Abandoned gas stations
 - Abandoned commercial or industrial sites/factories
 - Dump sites
 - Mine-scarred land (strip mines, acid mine drainage, coal piles)
 - Illegal drug labs
 - Building contamination (lead paint/asbestos)
- Superfund NPL sites and federally owned land/facilities are **NOT** eligible Brownfields funding.
- Appendix 1 describes the different types of brownfield sites.

Who Can Apply?



Type of Applicant	Assessment	RLF	Cleanup
Local or Regional Governments (e.g. municipalities, counties, schools)	•	•	•
Quasi-governmental organizations authorized by state or local government (e.g. redevelopment authorities, economic development agencies, metropolitan planning organizations)	•	•	•
State agencies and Indian Tribes	•	•	•
Nonprofit organizations			•

Types of Grants



	Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (see full list in Section III.A)	Government, Quasi-Government, Regional Councils, Tribes	Government, Quasi-Government, Regional Councils, Tribes	Government, Quasi-Government, Regional Councils, Tribes, Non-Profits
Amount of funding available	<ul style="list-style-type: none"> Up to \$400,000 for Community-wide Up to \$200,000 or up to \$350,000 for Site-Specific Up to \$600,000 for a Coalition 	<ul style="list-style-type: none"> Up to \$1 M 	<ul style="list-style-type: none"> Up to \$200,000 per site Up to 3 sites totaling \$600,000
Cost share requirement	n/a	20% cost share	20% cost share
Period of performance	3 years	5 years	3 years
Common eligible grant activities	inventory, characterize, assess, reuse planning, cleanup planning, and conduct community involvement	provide loans and subgrants for cleanup, community involvement, and reuse planning	cleanup activities, reuse planning, and community involvement

Types of Grants



Assessment grants provide funding to inventory, characterize, assess, and conduct cleanup planning and community involvement related to brownfield sites.

Community-Wide

- Up to \$200,000 for hazsub and/or \$200,000 for petroleum
- No waiver of funding limit
- Maximum combined amount \$400,000
- Three (3) years
- May also apply for a site-specific grant; may not apply as a member of a coalition

Site-Specific

- Up to \$200,000 for hazsub or \$200,000 for petroleum
- May request a waiver for up to \$350,000
- Maximum combined amount \$350,000
- Three (3) years
- May also apply for a community-wide grant; may not apply as a member of a coalition

Coalition

- Up to \$600,000 for 3 or more eligible entities
- Assess minimum of 5 sites
- Maximum amount \$600,000
- May not apply for an individual community-wide or site-specific grant or as a part of another coalition
- Are meant to maximize grant funds across a broader area

Assessment Grant



Community-Wide Assessment Grants

- Most Flexible - No need to identify sites.
- Up to \$200,000 for hazardous substances contamination (including asbestos, lead paint, other environmental hazards) and/or up to \$200,000 for petroleum contamination.
- Applicants can submit **ONE** community-wide assessment proposal for \$200k hazardous substances and \$200k petroleum, for a combined total of \$400k, or submit **TWO** separate proposals for each contamination type if for different target communities.



Site-Specific Assessment Grants

- Up to \$200,000 for petroleum or hazardous substances.
 - Can request up to \$350K per property with approved waiver. Must attach a one-page justification for the waiver request.
- Only 1 application per eligible entity allowed.
- There are site eligibility *Threshold Requirements*.
- Funding can be used for named site only. No substitutions allowed after the proposal has been submitted.

Assessment Grant



Coalition Assessment Grants

- Up to \$600,000 for hazardous substances and/or petroleum
- Fact Sheet http://www2.epa.gov/sites/production/files/2015-02/documents/acfs_062408.pdf
- Must be 3 or more eligible entities with different jurisdictions.
- Must assess a minimum of 5 sites.
- Must commit to sign a Memorandum of Agreement* (MOA) between all parties that details how the funds will be shared and decisions for the coalition will be made.
- *See example MOA template - <http://www2.epa.gov/sites/production/files/2015-02/documents/fy2009moa.pdf>*



How many to submit?

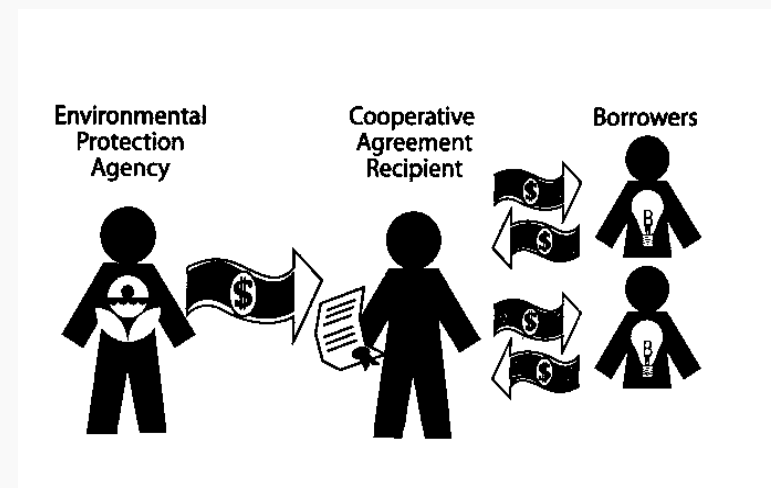
- Applicants can submit a combined community-wide assessment grant proposal (hazardous substances and petroleum) or two separate community-wide assessment grant proposals (for different target communities).
- Applicants can also apply for only one site-specific assessment grant.
- Coalition members are **NOT** eligible to apply for additional individual community-wide or site-specific assessment grants unless they withdraw from the coalition.

Revolving Loan Fund Grant



Purpose: To make low interest loans and subgrants to conduct cleanup activities – 12 will be awarded nationwide (estimate).

- Up to \$1M per eligible entity – combination of hazardous substances and petroleum funding
- Coalitions (of 2 or more eligible entities)
- **Cost share requirement of 20%**
- **Two lists 50% (new applicants and existing/former grantees).**



Revolving Loan Fund Grant



- Up to 50% of total RLF funds can be used for subgrants to clean up publicly-owned or non-profit owned sites.
 - Subgrants do not need to be paid back.
 - Maximum subgrant - \$200,000 per site.
 - **Subgrantee must own the site.**
- Private parties/developers are NOT eligible for subgrants, only loans.

Revolving Loan Fund Grant



- Applicant determines loan structure (interest rate, loan terms).
- An applicant awarded an RLF grant can loan money to itself, but not subgrant to itself.
- Inter-governmental loans and subgrants are allowed within a coalition.
- Loans paid back to the RLF can be re-loaned.

Cleanup Grant



Purpose: site-specific funding to pay for cleanup after assessment work is completed

- Up to \$200K per property for hazardous substances and/or petroleum contamination.
Examples:
 - Removing contaminated soil or underground tanks
 - Capping sites
 - Lead paint or asbestos removal
 - Groundwater treatment systems
 - Purchase environmental insurance

Cleanup Grant



Cleanup grants provide funding to carryout cleanup activities.

- Up to \$200,000 for three years
- Requires 20% cost share
- Applicant must be sole owner the site by December 18, 2015.
- Can submit up to three site-specific cleanup proposals
- A written ASTM E1903-11 or equivalent Phase II site assessment (a draft report is sufficient) must be completed prior to proposal submission.
- The applicant determines the boundaries of the site.

Cleanup Grant



- May apply for up to 3 properties: Separate proposals submitted for each property
- Applicant applying for both hazardous substances and petroleum cleanup grant funding at the same site must submit ONE proposal, which cannot exceed \$200,000
- Otherwise, sites can be hazardous substances or petroleum
- Nonprofits can apply!
- ***Cost share requirement of 20% - waiver a possibility***

Cleanup Grant



Requirements

- Applicant must have **FEE SIMPLE TITLE** to the property at time of proposal submission.
- Cleanup grants are site-specific – no site substitution is allowed.
- Written ASTM E1903-11 or equivalent Phase II site assessment report (draft is sufficient) must be completed **prior** to proposal submission.
- Community Notification must be completed **prior** to proposal submission. See slides 52-54.



What makes a good cleanup grant project?

- Property ownership in place
- Site is fully characterized – know full extent of the cleanup necessary
- Cleanup plan ready/cost estimates
- Other funding in place to complete the cleanup
- Redevelopment plan ready to go and funded for the site



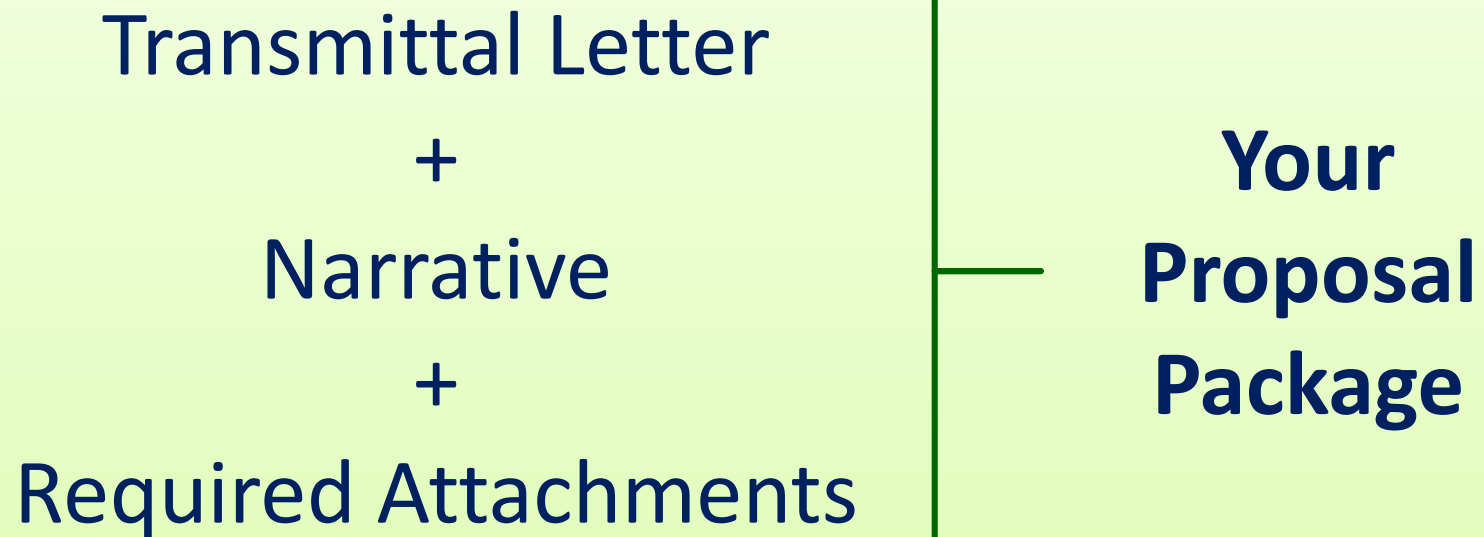
Changes to Guidelines



	FY 16
Proposal Submission	Proposals must be submitted via www.grants.gov . When sending a courtesy copy to Regional Brownfields Contact, it must be emailed.
Assessment Guidelines	Inclusion of Regional Priorities <ul style="list-style-type: none">• Each Region has at least one priority• Responses must be contained within the 15-page narrative proposal• Responses will be evaluated by the home region; similar to an Other Factor
Other Factors	Fewer considerations on the 'Other Factors' list and 'Other Factors Checklist'. Added one category: <i>"None of the Other Factors are applicable"</i>
Ranking Criteria Language	Revised language provides greater clarity to applicants.

For a complete list of guideline changes, please review the "FY16 Summary of FY16 Brownfields Assessment, RLF and Cleanup (ARC) Grant Guidelines Changes" document located on the Brownfields website www2.epa.gov/sites/production/files/2015-10/documents/summary_of_fy16_arc_grant_guideline_changes.pdf.

Proposal Content & Form



Proposal Guidelines



Proposal Content: (See IV.C.)

- Transmittal Letter – 2-page limit
- Narrative Proposal – 15-page limit
- Attachments – only the listed attachments and there's no page limit
- 1" margins; 12-point font; single-spaced; no maps
- Use page numbers and title your responses to threshold and ranking criteria per the headings.
- Appendix 3 (Other Factors Checklist) should be attached to the Transmittal Letter (doesn't count towards the 2-page limit).

Proposal Content & Form



- Include the Regional Priorities Form/ Other Factors Checklist (in Appendix 3) with the 2-page Transmittal Letter.
- Pages beyond the 15-page limit for the narrative (not including the 2-page Transmittal Letter or attachments) will be removed and not reviewed.
- Limit attachments to required/relevant documents and letters (i.e., state letter, commitment letters from community organizations, etc.) (see IV.C.3).
- 1” margins; 12 pt font; no maps.

Appendix 3
Regional Priorities Form/Other Factors Checklist

Name of Applicant: _____

Regional Priorities Other Factor

If your proposed Brownfields Assessment project will advance the regional priority(ies) identified in Section I.E, please indicate the regional priority(ies) and the page number(s) for where the information can be found within your 15-page narrative. Only address the priority(ies) for the region in which your project is located. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal, it will not be considered during the selection process.

Regional Priority Title(s): _____

Page Number(s): _____

Assessment Other Factors Checklist

Please identify (with an X) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
<i>None of the Other Factors are applicable.</i>	
Community population is 10,000 or less.	
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
Targeted brownfield sites are impacted by mine-scarred land.	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	
Recent (2008 or later) significant economic disruption has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	

Proposal Content Tips



- Read entire Proposal Guidelines! There are different guidelines for each grant type.
- Write as though the reader knows **NOTHING** about your community.
- Address **ALL** criteria – if a criterion doesn't apply, state that and explain why.
- It is not sufficient to simply respond to a criterion. The **quality** of the response is extremely important.
- Use the Proposal Checklists at the end of the Ranking Criteria section. (Do not submit with proposal.) (See V.D)

Proposal Content Tips



- Avoid using acronyms and technical/organizational jargon.
- Number your pages and enumerate the criterion to which you're responding.
- Determine which attachments are required for the type of funding for which you are applying. Organize attachments, for example:
 - Appendix A: Threshold Criteria
 - Appendix B: Leveraging Commitment(s)
 - Appendix C: Community Organization Letters

Proposal Content Tips



- ✓ Coordinate proposal sections
 - ✓ Discuss concept fully in one section then reference back, when applicable
 - ✓ Avoid redundancy while assuring sections are correlated – track with each other
- ✓ If something does not apply, say why
- ✓ Every point counts!!

Proposal Content Tips



- ✓ Reviewers do not know your community, region, or state
 - ✓ Avoid acronyms/jargon
 - ✓ Explain all unique local & state terms
- ✓ Write a good but brief summary of your project in the Transmittal Letter
- ✓ Make your proposal unique

Proposal Content Tips



- ✓ Do not lose momentum as you prepare proposal
- ✓ Details whenever possible; avoid excessive generalities
- ✓ Tell your community's story
- ✓ Quantify as much as possible - Use lots of numbers
- ✓ Have someone proofread your proposal
- ✓ Ensure you have incorporated FY16 changes if you are revising a past year's proposal!

Getting Your Proposal Started



- Contact State/EPA with eligibility questions **early on**.
- Contact partners for assistance in preparing and/or reviewing your proposal! Ask for letters of commitment from your community organizations.
- Contact State environmental authority for acknowledgment letter, and if applying for petroleum site, get the state petroleum eligibility determination letter.
- Set up public meeting and get meaningful public input (cleanup grants).

Mailing Instructions



Submit two copies of the complete application.

- **One Official Copy**

- Submit electronically via www.grants.gov

- Registration in www.grants.gov can take up to 2 weeks
So Register Early!

- Grants.gov tip sheet

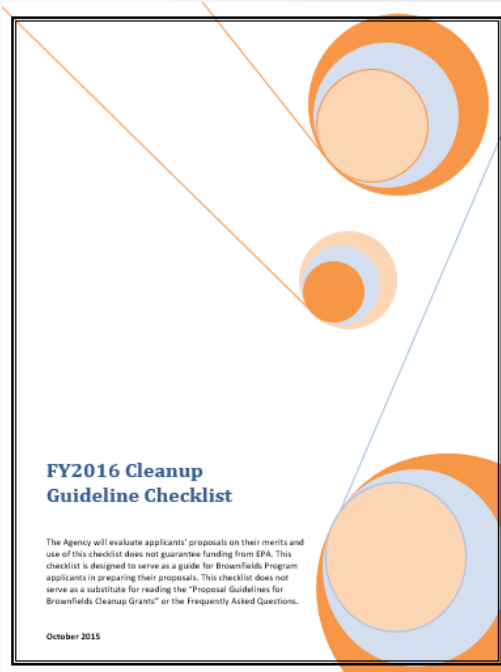
- http://www2.epa.gov/sites/production/files/2015-10/documents/grantsgov_tip_sheet.pdf



- **One Courtesy Copy**

- Email to the Regional Brownfields Contact for your region (Stolle.Tom@epa.gov)

Proposal Writing Resources



- **OBLR Website**

www2.epa.gov/brownfields/new-request-proposals-fy-2016-brownfields-assessment-revolving-loan-fund-and-cleanup

- Summary of Brownfields ARC Guidelines Changes
- Assessment Guidelines Checklist
- Cleanup Guidelines Checklist **NEW!**
- Frequently Asked Questions (FAQs)
- Grants.gov Tip Sheet **NEW!**

- **Technical Assistance to Brownfields (TAB)**
- **TAB EZ: A Grant Writing Tool**

Technical Assistance to Brownfields (TAB) Contact



New Jersey Institute of Technology (NJIT)

Serves EPA Regions 1 and 3

www.epa.gov/brownfields/pdfs/njit-fact-sheet-02-07-13.pdf

Colette Santasieri

973-642-4165

santasieri@njit.edu

www.njit.edu

TABEZ: A Grant Writing Tool



www.tabez.org

- Free tool to assist in preparing assessment & cleanup grant applications
- User friendly and accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful hints & support for every criteria

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

Threshold vs. Ranking



- **Threshold** – minimum eligibility requirements (pass/fail)
- **Ranking** – criteria for selecting proposals (the scoring of your proposal)
- * Applicants must pass Threshold Criteria to advance to the Ranking stage and be considered for funding.

Threshold Criteria Overview



**Failing threshold means
you will no longer be in the race!!**

Threshold Criteria



	Assessment	Revolving Loan Fund	Cleanup
Applicant Eligibility (see full list in Section III.A)	Governments, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profit
Acknowledgement from the State/Tribal authority	Include letter from the State or Tribal Environmental authority	Include letter from the State or Tribal Environmental authority	Include letter from the State or Tribal Environmental authority
Description of Jurisdiction	n/a	Applicants must describe the jurisdiction	n/a
Site Eligibility and Property Ownership Eligibility	Applies to site-specific assessment applicants		Applicants must own site by December 18, 2015
Cleanup Authority and Oversight Structure	n/a	Applicants must describe Oversight Structure and Legal Authority to Manage a RLF	Applicants must describe their cleanup authority and oversight structure
Cost share requirement	n/a	20% cost share	20% cost share
Community involvement/notification	Applicants must discuss how they intend to inform and involve the community		Community notification must occur at least 2 weeks prior to submission and no later than December 4, 2015
Other required attachments	Letters from coalition members in which they agree to be a part of the coalition	Letters from coalition members in which they agree to be a part of the coalition	Draft Analysis of Brownfields Cleanup Alternatives (ABCA)

Letter from State or Tribal Environmental Authority



- CURRENT letter **acknowledging your specific proposal** and your plans to apply for a grant/s to conduct assessment and/or cleanup activities. **Called a State Acknowledgement Letter.**
- If applying for multiple types of grants, you only need to submit **ONE** letter acknowledging the relevant grant activities. EACH proposal must have the letter as an attachment.
- State and Tribal Authorities do not need to provide a letter for themselves.



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



Do **not** use a previous year's letter.

Description of Jurisdiction

(RLF)



EPA will only award RLF grants on a community-wide and jurisdiction-wide basis.

This allows for the use of grant funds throughout the jurisdiction, as defined by the applicant in its proposal.

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

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



Sites NOT eligible for funding include:

- Sites proposed or listed on the National Priorities List (Superfund)
- Facilities subject to orders under CERCLA
- Facilities that are subject to the jurisdiction, custody or control of the US government (except land held in trust for Indian Tribes)

Site Eligibility

(Site-Specific Assessment & Cleanup Only)



Hazardous Substance Sites

- Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine-scarred land wastes.
- EPA will determine if site is eligible based on responses to Threshold criteria.

Co-mingled Sites

- Sites with both types of contamination are considered hazardous substance sites.
(Explain)

Petroleum Sites

- State will determine if site is eligible. Make request early.
- Petroleum Eligibility Letter is prepared by state. Attach it to your proposal.
- Different from a State Acknowledgement Letter



Determination should be done before submitting your proposal.

Property Ownership Eligibility – Hazardous Substance Sites

(Site-Specific Assessment & Cleanup)



**Applicant must not
be responsible for
contamination.**

1. Who owns it?

2. How was it acquired?

- Did purchase include due diligence (all appropriate inquiry/Phase I)?
- Tax foreclosure, abandonment, or other government proceeding?

**Cleanup applicants must own
site by December 18, 2015.**

3. Who Contaminated it?

- If applicant, in most cases the site is not eligible.

4. Continuing Obligations: What happened on the property after acquisition (due diligence)?

- Did owner ensure no further contamination has taken place since they received title?

Site Eligibility and Property Ownership

Eligibility - Hazardous Substance



Site-Specific Assessment and Cleanup Only. Generally, applicant must not be responsible for the contamination. Need to answer the following site questions:

1. Who owns it?

- Applicant
- Private Party

2. How was it Acquired?

- Did purchase include all appropriate inquiry (AAI/Phase I)?
- Tax foreclosure, abandonment, or other government proceeding?

3. Who Contaminated it?

- If applicant, in most cases the site is not eligible.
- Is there another Potential Responsible Party?

4. Continuing Obligations: What happened on the property after acquisition (due diligence)?

- Property vacant, fenced?
- Leased to operator?

Site Eligibility and Property Ownership

Eligibility - Hazardous Substance



- To be eligible for an EPA brownfields grant to address contamination at brownfield properties, eligible entities must demonstrate that they are not liable under CERCLA for the contamination at the site.

What is AAI?

(Hazardous Substances)



- All Appropriate Inquiries (AAI) is the process of conducting due diligence or a Phase I Environmental Site Assessment to determine:
 - prior uses and property ownership
 - assess property conditions that may be indicative of releases or threatened releases of hazardous substances
- For purposes of obtaining a CERCLA liability protection, the owner must have conducted AAI prior to acquiring the property. AAI is typically met by conducting a Phase I environmental site assessment using the ASTM E1527-13 (or ASTM E2247-08) standard practice.

Property Ownership Eligibility

(Hazardous Substances) AAI requirements - Updates



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

Property Ownership Eligibility

(Hazardous Substances) AAI requirements



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

Property Ownership Eligibility

(Hazardous Substances) AAI requirements



- Guidance Documents
- CERCLA Liability and Local Government Acquisitions and Other Activities
<http://www2.epa.gov/sites/production/files/documents/local-gov-liab-acq-fs-rev.pdf>
- EPA Brownfields Grants, CERCLA Liability, and All Appropriate Inquiries
<http://www2.epa.gov/sites/production/files/2014-08/documents/aaicerclafs.pdf>
- Revitalizing Contaminated Sites: Addressing Liability Concerns (The Revitalization Handbook)
<http://www2.epa.gov/sites/production/files/2014-06/documents/revitalization-handbook-2014-cleanup-enforcement.pdf>



Property Ownership Eligibility -

Petroleum Sites

(Site-Specific Assessment and Cleanup Only) Site

- The site is of “relatively low risk” compared with other “petroleum-only” sites in the state.
- There is no viable responsible party.
- The site will not be assessed, investigated, or cleaned up by a person that is potentially liable for cleaning up the site.
- The site must not be subject to a corrective action order under the Resource Conservation and Recovery Act (RCRA) §9003(h).



- Cleanup Oversight
 - Describe oversight plan
 - Indicate if the loan/subgrant recipients will be required to enroll in state or tribal voluntary program
 - If enrollment isn't required, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup
- Legal Authority to Manage a RLF
 - Letter from applicant's counsel with a legal opinion
 - Attach to proposal
 - Legal authority to access sites
 - Legal authority to hold funds/make loans/accept payments etc.
 - Opinion must cite relevant laws

Cleanup Authority & Oversight Structure (Cleanup)



- Cleanup Oversight
 - Describe oversight plan
 - Indicate whether or not you plan to enroll in state or tribal voluntary program
 - If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup
- Property(s) Access Plan
 - Plan to obtain access to adjacent properties, if needed.

Cost Share (RLF & Cleanup)



- 20% Match Required
 - Match can be contribution of money, labor, materials, or services from a non-federal source
 - Only for an eligible and allowable expense
 - HUD CDBG funds can be used as match
 - Hardship Waivers can be requested
 - Approved on a limited basis
 - Must provide explanation as an attachment



Do not exceed
20% match

Community Notification (Cleanup Proposal)



- Provide community with notice of intent to apply for a Brownfields grant.
- Provide an opportunity for the community to submit comments to your proposal by:
- Placing a community notification ad in your local newspaper or an equivalent means that you use to communicate to the targeted community(ies).
- Ad must be published at least two weeks prior to proposal submission. Two weeks from the proposal due date **(December 4, 2015)** would be the last day for publication.



Applicants who are submitting more than one proposal may have a single community notification ad and meeting. However, all targeted communities **must** receive the notification and be provided an opportunity to comment on the proposal(s) relevant to their community.

Community Notification (Cleanup Proposal)



- Ad must reference a public meeting (date and time) that must be held prior to proposal submittal to discuss the draft grant proposal and the draft Analysis of Brownfield Cleanup Alternatives (ABCA).
- Please note that the draft ABCA submitted as part of the proposal is intended as a brief preliminary document. A suggested outline, with information that the ABCA must contain, can be found at FAQs #72 and #73. We also have a template on our website.
- Draft Proposal and Draft ABCA must be available for public review and comment and the ad must state where they are located (e.g., town hall, library, website).

Community Notification (Cleanup Proposal)



- Attach the following to your cleanup proposal:
 - A copy of the draft ABCA.
 - A copy of the ad (or equivalent) that demonstrates notification to the public and solicitation for comments on the proposal(s).
 - The comments or a summary of the comments received.
 - Your response to the public comments.
 - Meeting notes or summary from the public meeting(s).

Community Involvement

(Assessment)



Community involvement efforts can be implemented using existing meetings.

Applicants must:

- identify how they “**intend** to inform and involve the community and other stakeholders.”
- tie this to their “Plan for Involving Targeted Community & Other Stakeholders” and “Communicating Project Progress” in Section V.B.3.a.

Note: If applicant is also applying for cleanup funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Community Notification process.

Other Required Threshold Attachments



- **Assessment and RLF Proposals**
 - Coalitions must document how all coalition members are eligible entities.
 - All coalition members must submit a letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition.
- **Cleanup Proposals**
 - Draft Analysis of Brownfields Cleanup Alternatives (ABCA)

Disclaimers



- EPA staff cannot provide individual assistance with proposals. However, if you have general questions about the Brownfields program or the Threshold Criteria, then that's allowed.
- This is a competitive grants process. Following today's tips will not guarantee your proposal will be funded.
- Read the Guidelines completely.

Still Need More Information?



- **Call Region 3's Brownfields Coordinator - Tom Stolle, 215-814-3129, stolle.tom@epa.gov**
- **EPA Headquarters Brownfields Website (Proposal Guidelines, proposal checklists, FAQs, etc.)**
<http://www2.epa.gov/brownfields/new-request-proposals-fy-2016-brownfields-assessment-revolving-loan-fund-and-cleanup>
- **EPA Region 3's Brownfields website – Materials for Brownfields Grants (PowerPoint presentations, ABCA example, state contacts, TABEZ, etc.)**
<http://www2.epa.gov/brownfields/brownfields-and-land-revitalization-delaware-maryland-pennsylvania-virginia-west>