

**EPA New England
FY2017 Brownfields
Grant Guidelines Workshop**

Cleanup Grant Session

Purpose of this Session

- Provide an overview of the FY2017 Brownfields **Cleanup Grant** Guidelines.
- Review the **Cleanup Grant** proposal submission process, threshold criteria & ranking criteria.
- Provide an opportunity for Q&A.
- Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.



Cleanup Grant Program

Overview

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



Cleanup Grant Program

Hazardous Substances & Petroleum

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



Cleanup Grant Program

Property Ownership

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



Cleanup Grant Program

Cost Share





- Applicants must provide a **20% cost share** for cleanup grants. A \$200,000 cleanup grant will require a \$40,000 cost share.
- The cost share may be in the form of a contribution of money, labor, material or services and must be for **eligible and allowable** cleanup costs and **cannot** include administrative costs.
- Applicants may request a waiver of the cost share requirement. EPA will consider hardship waiver requests on a case-by-case basis.
- Instructions for applying for a waiver are on **Page 21-22** of the guidelines. This is an allowable attachment.



Content & Form of Proposal Submission

- List of all required items is located on [page 25](#).
- Make sure you have included and attached all required and applicable items in www.grants.gov.

Cleanup Grant Submission Checklist

	Standard Form 424 – Section IV.C.1
	Cover Letter (2-page limit) – Section IV.C.2
	Cover Letter Attachments: <ul style="list-style-type: none">✓ Other Factors Checklist (Appendix 3) – Section IV.C.2.g✓ Letter from State or Tribal Environmental Authority – Section IV.C.2.h
	Narrative Proposal (Ranking Criteria) – Section IV.C.3



Content & Form of Proposal Submission

Cleanup Grant Submission Checklist (continued)



Narrative Proposal Attachments:

- ✓ Documentation of Committed Firm Leveraging Resources – [Section IV.C.3.2.c](#)
- ✓ Letters of Commitment from All Community Organizations – [Section IV.C.3.3.c.ii](#)



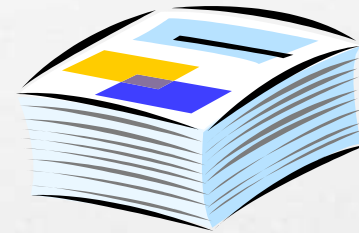
Documentation of all Threshold Criteria – [Section III.B](#)

- ✓ Documentation of Applicant Eligibility (if applicable) – [Section III.B.1](#)
- ✓ Documentation of Non-Profit Status (if applicable) – [Section III.B.1](#)
- ✓ Property-Specific Determination (if applicable) – [Section III.B.8](#)
- ✓ Petroleum Eligibility Determination (if applicable) – [Section III.B.9](#)
- ✓ Justification for Cleanup Cost Share Waiver (if applicable) – [Section III.B.11](#)
- ✓ Draft Analysis of Brownfields Cleanup Alternatives (ABCA) – [Section III.B.12](#)
- ✓ Documentation of Community Notification – [Section III.B.12](#)



Content & Form of Proposal Submission

See Section IV.C – Pages 25-27



Proposal Content

1. Standard Form (SF) 424, Application for Federal Assistance (completed in www.grants.gov)
2. Cover Letter (2 Pages)
3. Narrative Proposal/Ranking Criteria (15 Pages)



Content & Form of Proposal Submission

1. Standard Form 424, Application for Federal Assistance

- This is automatically prompted in www.grants.gov and is required for submission.
- See **FAQs B.11-12** for assistance in filling out the SF424.

The image shows a screenshot of the 'Application for Federal Assistance SF-424' form. The form is divided into several sections:

- 1. Type of Submission:** Includes radio buttons for 'Preapplication', 'Application', and 'Changed/Corrected Application'. It also has a section for '2. Type of Application' with radio buttons for 'New', 'Continuation', and 'Revision', and a text field for '3. Revision, enter appropriate letter(s)'. There are also fields for '* Other (SABs):'.
- 3. Date Received:** A text field.
- 4. Applicant Identifier:** A text field.
- 5a. Federal Entity Identifier:** A text field.
- 5b. Federal Award Identifier:** A text field.
- State Use Only:** Includes fields for '6. Date Received by State' and '7. State Application Identifier'.
- 8. APPLICANT INFORMATION:**
 - * a. Legal Name: A text field.
 - * b. Employer/Regular Identification Number (EIN/TIN): A text field.
 - * c. Organizational (DUNS): A text field.
- 9. Address:** Fields for '* Street 1', '* Street 2', '* City', 'County/Parish', '* State' (with a dropdown menu), 'Province', '* Country' (with a dropdown menu showing 'USA', 'UNITED STATES'), and '* Zip / Postal Code'.
- 10. Organizational Unit:** Fields for 'Department Name' and 'Division Name'.



Content & Form of Proposal Submission

2. Cover Letter

- The Cover Letter identifies you as the applicant, what you are applying for, and provides your contact information.
- The Cover Letter shall not exceed **2 single-spaced pages**.
- A separate Cover Letter must be included for each proposal.
- The Cover Letter should be addressed to the Region 1 Brownfields Coordinator **Frank Gardner**. Address is found in **Section VII on page 53**.
- The Cover Letter must address all the requested items.



Content & Form of Proposal Submission

2. Cover Letter

- a. Applicant Identification: Your entity's name & address
- b. Funding Requested
 - i. Grant Type: Cleanup
 - ii. Federal Funds Requested: \$_____ (and if waiver of cost share is being requested)
 - iii. Contamination: Hazardous Substances, Petroleum or Both
- c. Location: Where your property is located



Content & Form of Proposal Submission

2. Cover Letter

- d. Property Information: Property name & complete address
- 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

2. Cover Letter

f. Population:

- i. Provide population of your jurisdiction
- ii. If not a municipal form of government, provide population of your target area
- iii. Affirm whether or not your jurisdiction is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.



Content & Form of Proposal Submission

2. Cover Letter

- g. Other Factors Checklist: Complete checklist in **Appendix 3** and attach to your Cover Letter (not part of the 2-page limit).

Appendix 3 Cleanup Other Factors Checklist

Name of Applicant: _____

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.	
Target brownfield sites are impacted by mine-scarred land.	



Content & Form of Proposal Submission

2. Cover Letter

h. Letter from the State or Tribal Environmental Authority

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



Content & Form of Proposal Submission

2. Cover Letter

- h. Letter from the State or 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.



**You must get a new letter this year.
Do not use last year's letter.**



Content & Form of Proposal Submission

2. Cover Letter

- h. Letter from the State or Tribal Environmental Authority
- Please give your State Brownfields Program Contact at least 2 weeks before the grant submittal deadline to provide you the letter.
 - For CT, information on how to request a letter is at:
http://www.ct.gov/deep/cwp/view.asp?a=2715&q=489004&deepNav_GID=1626%20-%20state#state.



Content & Form of Proposal Submission

State Brownfields Contacts



Mark Lewis (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)

ME DEP, Brownfields Program

17 State House Station

Augusta, ME 04333-0017

207-592-0882



Content & Form of Proposal Submission

State Brownfields Contacts



Rodney Elliott (rodney.elliott@state.ma.us)
Massachusetts Department of Environmental Protection
Bureau of Waste Site Cleanup
One Winter Street, 2nd Floor
Boston, MA 02108
617-292-5523



Michael McCluskey
(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



Content & Form of Proposal Submission

State Brownfields Contacts



Cory DiPietro (cory.dipietro@dem.ri.gov)

RI DEM - Office of Waste Management

235 Promenade Street

Providence, RI 02908-5767

401-222-4700 Ext. 2030



Patricia Coppolino
(coppolino.patricia@vermont.gov)

VT Dept. of Environmental Conservation

1 National Life Drive – Davis 1

Montpelier, VT 05620-3704


802-249-5822



Content & Form of Proposal Submission

3. Narrative Proposal/Ranking Criteria

3. Narrative Proposal/Ranking Criteria (15 Pages)

- ✓ Includes responses to all Ranking Criteria found in **Section IV.C.3 on pages 27-37.**
- ✓  Evaluation Criteria (how your proposal will be evaluated and point scores) are now in **Section V.A on pages 39-46.**
- ✓ **Pages over the 15-page limit will not be evaluated**
- ✓ You must include page numbers, criteria numbers and titles in your proposal.



Threshold vs Ranking Criteria

- **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



Threshold Criteria - Cleanup

- Threshold Criteria are in **Section III.B on pages 11-23** of the Cleanup Grant Guidelines.
- The Cleanup Grant Guidelines have multiple Threshold Criteria. **Every year, applicants are removed from the competition because they missed responding to a question. Be careful here.**
- While EPA may seek clarification of a response, if you did not respond, it's impossible to seek clarification.



Threshold Criteria - Cleanup

Section III.B – Pages 11-23

1. Applicant Eligibility
2. Site Ownership
3. Basic Site Information
4. Status & History of Contamination at the Site
5. Brownfields Site Definition
6. Environmental Assessment Required for Cleanup Proposals
7. Enforcement or Other Actions
8. Sites Requiring a Property-Specific Determination
9. Site Eligibility & Property Ownership Information
10. Cleanup Authority & Oversight Structure
11. Statutory Cost Share
12. Community Notification

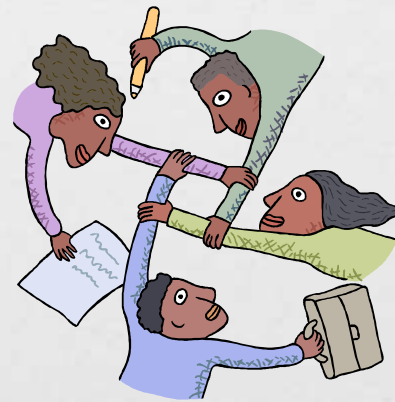
**You must
pass these
criteria to
move forward
in the
competition!**



Threshold Criteria - Cleanup

1. Applicant Eligibility

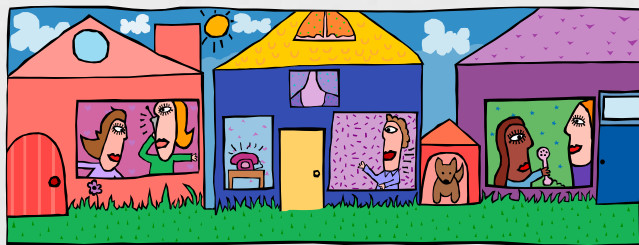
- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes
- Non-Profits



Threshold Criteria - Cleanup

1. Applicant Eligibility

- If you are a **Municipality, State or Tribe**, describe how you are an eligible entity.
- If you are **Other Than** a municipality, state or tribe, attach eligibility documentation such as resolutions, statutes, articles of incorporation, etc.
- If you are a **Non-Profit**, attach documentation indicating non-profit status.



Threshold Criteria - Cleanup

2. Site Ownership

- You must be the **sole owner** of the property by the time you submit your proposal. The term “own” means fee simple title through a legal documents such as a recorded deed.
- This means that you **must own** the site by **December 20, 2016** and retain ownership until cleanup work funded by the grant is completed and the grant is closed out.
- **Affirm, in this criterion, that you own the site.**



Threshold Criteria - Cleanup

3. Basic Site Information

- Identify for your site:
 - a. The **name** of your site;
 - b. The **address** of your site;
 - c. The **current owner** of the site;
 - d. If you are not the current owner, the **date you plan to acquire ownership. Note: This date must be before the proposal due date of December 20, 2016.**



Threshold Criteria - Cleanup

4. Status & History of Contamination at the Site

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



Threshold Criteria - Cleanup

5. Brownfields Site Definition

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



Threshold Criteria - Cleanup

6. Environmental Assessment Required for Cleanup Proposals

- A written ASTM E1903-11 or equivalent Phase II report (**draft is ok**) **must be completed** prior to proposal submission.
- Describe the type of environmental assessment conducted and provide the date(s) of the ASTM E1903-11 or equivalent Phase II report(s).
- Equivalent reports can include site investigations or remedial action plans developed for state cleanup programs. **See FAQ L.1.**
- **Do not attach assessment reports.**



Threshold Criteria - Cleanup

7. Enforcement or Other Actions

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



Threshold Criteria - Cleanup

8. Sites Requiring a Property-Specific Determination

- See list on [page 14](#) in the guidelines and [Appendix 1, Section 1.5](#) to see if your site needs a property-specific determination.
- A property-specific determination describes how cleaning up your site will protect human health and the environment and either
 - ✓ Promote economic development, or
 - ✓ Enable the property to be used for parks, greenways, recreational or non-profit purposes.
- For information on how to prepare a property-specific determination, see [FAQs H.1-6](#).
- **The Property-Specific Determination is an attachment to your proposal.**



Threshold Criteria - Cleanup

8. Sites Requiring a Property-Specific Determination

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



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

- If your site is a **hazardous substances** site or a site where **hazardous substances and petroleum are co-mingled**, you must respond to the items in section **(a)**.
- If your site is a **petroleum** site, you must respond to the items in section **(b)**.
- If your site has both **hazardous substances** and **petroleum** contamination, you must respond to all items in sections **(a) & (b)**.



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

(a) Property Ownership Eligibility - Hazardous Substances Sites

- Read the supporting information on **pages 15-16** pertaining to property ownership and liability defenses.
- Respond to the following items:
 - 1) CERCLA §107 Liability
 - 2) Information on Liability & Defenses/Protections



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

1) CERCLA §107 Liability

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



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

1) CERCLA §107 Liability (continued)

- Explain **how and why** you are eligible for one of the CERCLA liability protections or defenses (**See FAQs M.1-4**):
 - ✓ Bona fide prospective purchaser
 - ✓ Innocent landowner
 - ✓ State or local government involuntary acquisition (tax foreclosure)



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2) Information on Liability & Defenses/Protections

- a. Information on the Property Acquisition
- b. Timing and/or Contribution Toward Hazardous Substances Disposal
- c. Pre-Purchase Inquiry
- d. Post-Acquisition Uses
- e. Continuing Obligations



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2.a. Information on the Property Acquisition

- i. Describe how you acquired the property;
- ii. Provide the date you acquired the property;
- iii. Describe the nature of your ownership (**fee simple title**);
- iv. Provide the name and identity of the party from whom you acquired ownership;
- v. Describe all relationships you have or had with all prior owners or operators.



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2.b Timing and/or Contribution Toward Hazardous Substances Disposal

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

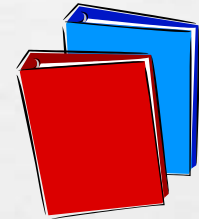


Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2.c Pre-Purchase Inquiry

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

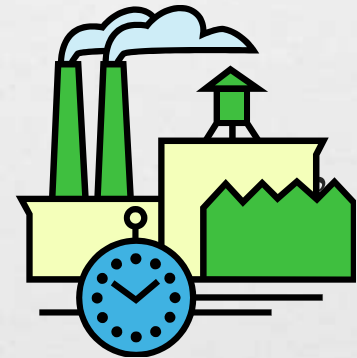


Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2.d Post-Acquisition Uses

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



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2.e Continuing Obligations

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



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

2.e Continuing Obligations (continued)

- Please confirm your commitment to:
 - i. Comply with all land-use restrictions and institutional controls;
 - ii. Assist and cooperate with those performing cleanup including access;
 - iii. Comply with all information requests; and
 - iv. Provide all legally required notices.



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

(b) Property Ownership Eligibility - Petroleum Sites

- Read the supporting information on **pages 18-19** and **Appendix 1, Section 1.3.2** pertaining to petroleum site eligibility.
- See **FAQs N.1-9** for additional information.
- You must submit the requested information to state Brownfields Coordinator to make the petroleum determination.
- Attach the state determination letter to your proposal.



Threshold Criteria - Cleanup

9. Site Eligibility & Property Ownership Eligibility

(b) Property Ownership Eligibility - Petroleum Sites

- 1) Information required for a petroleum site determination:
 - a. Current & Immediate Past Owners
 - b. Acquisition of Site
 - c. No Responsible Party for the Site
 - d. Cleaned Up by a Person Not Potentially Liable
 - e. Relatively Low Risk
 - f. Judgments, Orders, or Third Party Suits
 - g. Subject to RCRA
 - h. Financial Viability of Responsible Parties



Threshold Criteria - Cleanup

10. Cleanup Authority and Oversight Structure

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



Threshold Criteria - Cleanup

10. Cleanup Authority and Oversight Structure

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



Threshold Criteria - Cleanup

11. Statutory Cost Share

- Applicants are required to provide a **20% cost share**.
- This is \$40,000 for a \$200,000 grant.
- Cost share must be in the form of a contribution of:
 - ✓ Money
 - ✓ Labor
 - ✓ Materials
 - ✓ Services from a non-federal source
- Cost share must be incurred for eligible and allowable cleanup costs.
- See **FAQ G.4** for more information.



Threshold Criteria - Cleanup

11. Statutory Cost Share

- a. Describe your plans for meeting the cost share, including the sources of the funding and/or services.
- ✓ Refer to **FAQs F.1-5** for prohibited costs.
 - ✓ Refer to this link for additional information on providing your cost share:
<http://www2.epa.gov/brownfields/cost-share-brownfields-and-land-revitalization-new-england>



Threshold Criteria - Cleanup

11. Statutory Cost Share

b. Hardship 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 to your proposal.
- ✓ If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.



Threshold Criteria - Cleanup

12. Community Notification

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



Threshold Criteria - Cleanup

12. Community Notification

- Analysis of Brownfields Cleanup Alternatives (ABCA)
 - ✓ Content requirements are in **Section VI.D.3.a & FAQs L.4-5.**
 - ✓ Make sure your alternatives include an evaluation of climate change resiliency.
 - ✓ An example ABCA template is available on our website to help you with this requirement.
 - ✓ The information in your ABCA should be coordinated with your response to **Ranking Criterion 2.a.ii – Proposed Cleanup Plan.**



Threshold Criteria - Cleanup

12. Community Notification

- Community Notification Activities
 - ✓ You must place an ad in your local newspaper or an equivalent means at least two weeks prior to the submittal date and no later than **December 6, 2016**. Your ad must:
 - Clearly indicate that a copy of this grant proposal, **including the draft ABCA**, is available for public review by indicating where it is located (e.g. town hall, library, website, etc.).
 - Indicate that you will accept comments on the **draft grant proposal** and how and to whom to send them.
 - Announce the date and time of a **public meeting** you will hold prior to submittal of this proposal.
 - ✓ Refer to **FAQ C.5** for more information on acceptable community notification methods.



Threshold Criteria - Cleanup

12. Community Notification

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



Threshold Criteria - Cleanup



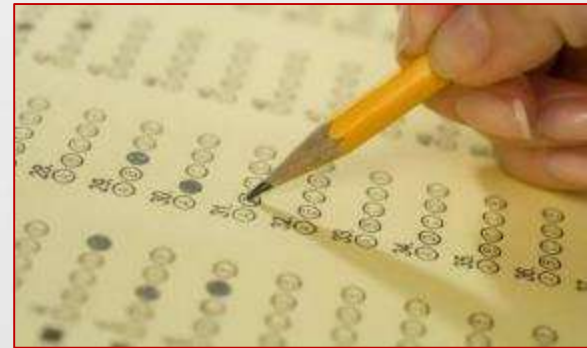
Ranking Criteria



Ranking Criteria - Cleanup

Section IV.C.3 – Pages 27-37

- Ranking Criteria are in **Section IV.C.3** of the Cleanup 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 - Cleanup

100 Points

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

1. Community Need

1. Community Need (15 points)
 - a. Target Community & Brownfields (7 points)
 - b. Welfare, Environmental, & Public Health Impacts (4 points)
 - c. Financial Need (4 points)



Ranking Criteria - Cleanup

1. Community Need


- **Summary** 

This section of your proposal provides the **context for your project**. The needs defined in this section should **provide the foundation of your later discussion** of the brownfields project, planned community engagement and partnerships, and the **ways the project will ultimately benefit your community** (both outputs and outcomes). This section of your narrative should describe your community, identify a target area within your community, discuss the impacts from brownfields and other environmental issues, and discuss the community's economic conditions and challenges.



Ranking Criteria - Cleanup

1. Community Need

- **Evaluation Criteria** 
 - ✓ Demonstrates a compelling picture of need in the community, and specifically, the identified target area; and
 - ✓ Makes a connection between the public health, welfare, environmental, and economic challenges faced by the community and/or target area and the presence of brownfield sites and other cumulative environmental issues.
 - ✓ EPA anticipates selecting proposals from communities experiencing significant socio-economic challenges (e.g., high percent low-income, high percent poverty, increased health disparities).



Ranking Criteria - Cleanup

1. Community Need

- **Tips – What is this about?**
 - ✓ Use this section 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 area.
 - ✓ This section provides the context for your project.



Ranking Criteria - Cleanup

1. Community Need

- **Tips – What are we looking for?**
 - ✓ The needs you define provide the **foundation** of your later discussion of the brownfields project, planned community engagement and partnerships and the ways the project will ultimately benefit your targeted area/community.
 - ✓ You must **identify your targeted area/community**, the community's brownfield issues and the impacts they have on the targeted area/community in which they are located.



Ranking Criteria - Cleanup

1. Community Need

- **Tips – What are we looking for?**
 - ✓ This section should also present the **welfare, environmental, public health, and economic challenges** faced by the target area/community as related to its brownfields.
 - ✓ Proposals that target community(ies) that have **significant socio-economic challenges** and where cleanups can help transform the community(ies).



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields

- a. Target Community & Brownfields (7 points)
- ✓ Community & Target Area Descriptions
 - ✓ Demographic Information & Indicators of Need
 - ✓ Brownfields & Their Impacts



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Community & Targeted Area Descriptions

- **Criterion** 

Include a **brief description** of your city, town, or geographic area to provide the reader background on its **cultural and industrial history** that establishes the **context for your brownfield** challenges.

Within this larger geographic area, **identify** and **describe** the **specific area** where you **plan to perform cleanup activities**; such as a neighborhood, district, corridor, census tract, or other locality.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Community & Targeted Area Descriptions

- **Evaluation Criteria** 

The **depth and degree of brownfield challenges** confronting your city/town/geographic area and the **specific area** where you plan to perform cleanup activities.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Community & Targeted Area Descriptions

- **Tips**
 - ✓ 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.
 - ✓ Identify and describe the specific area where your cleanup site is located.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Community & Targeted Area Descriptions

- **Tips**

- ✓ You must **clearly identify** and describe your targeted community or communities and **keep them consistent** throughout your proposal. This will set the stage for the rest of the proposal.

- Your targeted community contains:


- Signs of distress, blight or neglect
- Known or potential brownfields sites
- Sensitive or vulnerable populations
- Need for cleanup and redevelopment
- **Your property to be cleaned up**




Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Demographic Information & Indicators of Need

- **Criterion** 

Provide and compare **census-based demographic data** as requested in the table below. Use additional rows or text, as needed, to include other data or information, which **provide a compelling explanation for why you selected the target area**. Responses should clearly identify sources of information used.
- **Evaluation Criteria** 

How well the information provided **supports and demonstrates the compelling need of the community** based on demographic information on your target area(s) as compared to larger geographic areas (e.g. city, county, state, and national), and the validity of source(s) of information used.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Demographic Information & Indicators of Need

Sample Format for Demographic Information (supplement as appropriate)

	Target Area (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				314,107,084 ¹
Unemployment:				5.0% ²
Poverty Rate:				15.6% ³
Percent Minority:				37.2% ¹
Median Household Income:				\$53,482 ³
Other:				

¹Data are from the 2014 American Community Survey data profile and are available on America FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&src=pt

²Data are from the Bureau of Labor Statistics (The Employment Situation – March 2016) and are available at www.bls.gov/news.release/pdf/empst.pdf

³Data are from the 2014 American Community Survey data profile and are available on America FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&src=pt



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Demographic Information & Indicators of Need

- **Tips**
 - ✓ Use the table provided and use the national data as it is presented.
Do not change it!
 - ✓ Add additional columns and factors pertinent to your target area(s). Use statistics that inform your story and are available to you. Examples include:
 - Free/reduced lunch
 - Literacy/high school graduation
 - Crime
 - Elderly population
 - Declining population
 - Cultural population
 - ✓ **Don't forget to identify the sources of your data!**
 - ✓ See **FAQ C.9** for resources on demographic information.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Brownfields & Their Impacts

- **Criterion** 

Describe the **brownfield property to be cleaned up under this grant, as well as its proximity to, and its adverse impact on the residents in the target area.** If there are other brownfield sites nearby which may also be effecting the target area, provide similar information about those brownfields as well in order to give the reader an **understanding of the overall brownfields challenges** being faced.

Provide information about the **nature and extent of your brownfield(s)** such as past land uses and site activities, potentially related environmental contaminants, and current conditions. Discuss the **real or perceived negative environmental impacts** associated with the brownfield(s).



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Brownfields & Their Impacts

- **Evaluation Criteria** 

The impact the brownfield property to be cleaned up under this grant and other nearby brownfield sites, how well you connected the impact of the brownfield sites' proximity to the residents in the target area, the nature and extent of your brownfield(s), potentially related environmental contaminants, current conditions, and real or perceived negative environmental impacts associated with the brownfield(s) to the community.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Brownfields & Their Impacts

- **Tips**
 - ✓ This section should provide an overall picture of the brownfields challenges in your target area.
 - ✓ Describe the property to be cleaned up by this grant.
 - ✓ Describe the proximity to and adverse impact on the residents in your target area.
 - ✓ Discuss any other brownfields sites and how they are impacting your target area.
 - ✓ Be as **specific** as possible. When discussing sites other than the subject of this grant, use identified and/or potential sites as examples.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Brownfields & Their Impacts

- **Tips**
 - ✓ Include the **types** of brownfield sites 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.



Ranking Criteria - Cleanup

1.a. Target Community & Brownfields (7 points)

Brownfields & Their Impacts

- **Tips**
 - ✓ Discuss any real or perceived negative environmental impacts such as:
 - Unsightly waterways;
 - Blighted industrial landscape and potential contamination (be specific to types in area); and
 - Concern for unknown risk to residents and their children.



Ranking Criteria - Cleanup

1.b. Welfare, Environmental, & Public Health Impacts

b. Welfare, Environmental, & Public Health Impacts (4 points)

- ✓ Welfare Impacts
- ✓ Cumulative Environmental Issues
- ✓ Cumulative Public Health Impacts



Ranking Criteria - Cleanup

1.b. Welfare, Environmental, & Public Health Impacts (4 points)

Welfare Impacts

- **Criterion** 

Discuss the **welfare issues experienced by the target area**. (For example: blight, safety concerns, lack of access to community services, lack of transportation services, etc.)
- **Evaluation Criteria** 

The **amount or impact of welfare issues** experienced by the target area.



Ranking Criteria - Cleanup

1.b. Welfare, Environmental, & Public Health Impacts (4 points)

Welfare Impacts

- **Tips**

- ✓ Include social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.

- ✓ What are some of the issues?

- Blight
- Abandoned properties
- Community disinvestment
- Burden on municipal services
- Other impacts specific to your targeted community



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Welfare Impacts

- **Tips**
 - ✓ Discuss impacts from past projects/sites that are still present in your target area(s) especially if you have received prior funding.
 - ✓ Discuss perceived impacts from the types of Brownfields in your targeted area(s). What sites have been identified, what contaminants might be there, and how they are impacting their community.
 - ✓ Consider using a chart of types of sites, potential contaminants found, and impacts.




Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Environmental Issues

- **Criterion** 

In addition to the presence of brownfield sites discussed earlier, **provide a summary (using available information) of other various cumulative environmental issues** (e.g. siting of power plants, incinerators, industry, landfills, congested highways, or other sources of air, water and land pollution) or other environmental justice concerns (such as overburdening from existing sources of pollution) which may be present.
- **Evaluation Criteria** 

The **amount of effect of public health impacts from cumulative sources**, including brownfield sites including **threats to sensitive populations** who are potentially subject to environmental exposures, including those from brownfields.



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Environmental Issues

- **Tips**
 - ✓ Cumulative environmental issues are the sum of all the pollution-related concerns borne by the residents in your target 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**.



Ranking Criteria - Cleanup

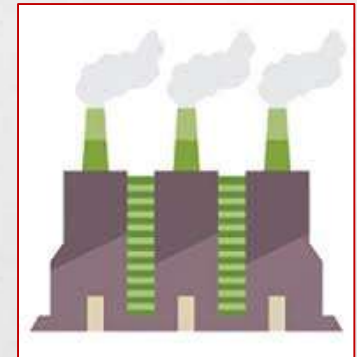
1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Environmental Issues

- **Tips**

- ✓ Provide information or statistics highlighting the cumulative environmental issues in your targeted community.

- Power plants
- Incinerators
- Other sources of air, water & land pollution
- Industry
- Congested highways
- Superfund sites



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Public Health Issues

- **Criterion** 

Discuss the public health impacts from cumulative sources and brownfield sites discussed earlier.

Provide information describing the threats to sensitive populations who are potentially subject to environmental exposures, including from brownfields. (Please refer to FAQs for information on sensitive population at

https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf.)



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Public Health Issues

- **Evaluation Criteria** 

The amount of effect of public health impacts from cumulative sources, including brownfield sites including threats to sensitive populations who are potentially subject to environmental exposures, including those from brownfields.



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Public Health Impacts

- **Tips – Health Impacts**

- ✓ Include any health department statistics; communities near Brownfields; potential contamination pathways; active industry that is still a problem.

- ✓ What are some of the issues?

- Cancer rates
- Obesity
- Blood lead levels
- Asthma studies
- Substandard housing
- Limited access to health care



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Public Health Impacts

- **Tips – Threats to Sensitive Populations**

- ✓ Describe **threats to sensitive populations** in your target area 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 O.4** – What is a sensitive population?
- ✓ **Focus on the issues that support your story and are in your targeted area(s).**



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Public Health Impacts

- **Tips – Threats to Sensitive Populations**
 - ✓ Use available information on health indicators that pertain to sensitive populations. **Identify all information sources used.** Do not include URLs in your proposal.
 - ✓ Provide specific percentages of sensitive populations significant to your target area. **For example:** Does your target area skew towards an elderly population?
 - ✓ Make a connection between your identified sensitive populations and environmental exposures, including brownfields.



Ranking Criteria - Cleanup

1.b. Environmental, Public Health & Welfare Impacts (4 points)

Cumulative Public Health Impacts

- **Tips – Threats to Sensitive Populations**
 - ✓ Some data can be found at:
 - Envirofacts – www.epa.gov/envirofw/
 - Environmental Justice Screening & Mapping Tool EJSSCREEN – www.epa.gov/ejscreen



Ranking Criteria - Cleanup

1.c. Financial Need

c. Financial Need (4 points)

i. Economic Conditions (2 points)

ii. Economic Effects of Brownfields (2 points)



Ranking Criteria - Cleanup

1.c. Financial Need

i. Economic Conditions (2 points)

- **Criterion** 

Describe why you, as the applicant, **need this funding** and are **unable to draw on other sources of funding**. Explain how a small population, low income or other factors of the target area prevent you from funding this work.

Describe **how local economic conditions may have been made worse** due to industrial decline, plant closures, natural disasters, or other significant economic disruption.



Ranking Criteria - Cleanup

1.c. Financial Need

i. Economic Conditions (2 points)

- **Evaluation Criteria** 

The **demonstrated need** of the applicant for this funding and their **inability to draw on other sources of funding** and how the **local economic conditions may have been made worse** due to significant economic disruptions.



Ranking Criteria - Cleanup

1.c. Financial Need

i. Economic Conditions (2 points)

- **Tips**

- ✓ **Discuss why you need this funding. Why do you not have other sources of funds for your project?**

- Your project is not economically feasible without help.

- You have redevelopment \$\$ but need cleanup \$\$.

- ✓ Explain why this grant fills a critical need for your overall brownfields project.



Ranking Criteria - Cleanup

1.c. Financial Need

i. Economic Conditions (2 points)

- **Tips**

- ✓ Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.

- decrease in tax base
- low income
- properties in foreclosure
- city spending cuts
- state and city budget deficits
- disasters
- geographic issues
- long-term unemployment and underemployed



Ranking Criteria - Cleanup

1.c. Financial Need

i. Economic Conditions (2 points)

- If you have had plant closures, natural disasters, or significant economic disruptions – discuss!
 - ✓ Hurricanes
 - ✓ Floods
 - ✓ Snow storms
 - ✓ Nor'easters
 - ✓ Plant closures
 - ✓ Fires
 - ✓ Property foreclosures
 - ✓ Infrastructure degradation



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Criterion** 

Discuss the **key economic effects of brownfields discussed earlier on the target area** (e.g. reduced tax base, lost business opportunities, depressed property values, burden on municipal services etc.). To the extent that this discussion may include **quantitative estimates and statistics**, clearly cite the sources of such data.

- **Evaluation Criteria** 

The **demonstrated economic effects of the brownfields** on the target area and the **identification/validity of data sources** used.



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Tips**

- ✓ Discuss the **sad and awful** economic impact that **brownfields are causing** in your targeted community. Don't be shy, make the reviewer cry.
- ✓ Provide details that support these economic effects in your target area.



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Tips**

- ✓ Include any regional considerations that demonstrate economic need:
 - Economic distress
 - Minority, single head of household, rent vs. own, crime rate, drop out rate, etc.
- ✓ **Remember...this a Brownfields grant!** Bring it back to the key economic impacts of your site and other Brownfields in your target area. **Identify all information sources.**



Ranking Criteria - Cleanup

1.c. Financial Need

ii. Economic Effects of Brownfields (2 points)

- **Tips**

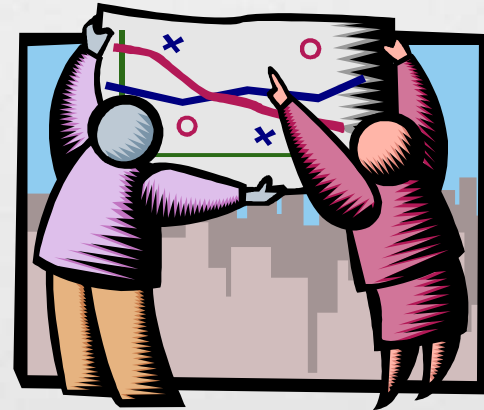
- ✓ Focus on the economic decline in your targeted community in the last few years as it relates to your **Brownfield sites**.
- ✓ Provide **specific examples** (the mill closed, the fish processing plant closed, closure of small businesses in your targeted area, etc).
 - Lost jobs and business opportunities
 - 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
- ✓ **Be sure you are accounting for these things in the Other Factors Checklist in Appendix 3.**



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

2. Project Description & Feasibility of Success (30 points)
 - a. Project Description (18 points)
 - b. Task Descriptions & Budget Table (7 points)
 - c. Ability to Leverage (5 points)



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

- **Summary** 

This section of your proposal **describes your project** and **how it will be implemented**. This section should demonstrate the feasibility of the project you will fund with this grant and the extent to which the grant will stimulate the availability of other funds for additional cleanup and the subsequent reuse of the site and the target area in which the site is located.



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

- **Evaluation Criteria** 

Your proposals will be evaluated, as further described below, on the quality and extent to which it demonstrates:

- ✓ how your project will further the target community's land use and revitalization plans or vision;
- ✓ how your project will incorporate equitable or sustainable practices;
- ✓ a reasonable approach and methodology to achieve project goals, and expend funds in a timely and effective manner;
- ✓ a realistic basis for project costs; and
- ✓ the availability of, and access to, sufficient resources to bring the site(s) cleaned up under this grant to reuse.



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

- **Tips – What is the purpose?**
 - ✓ This section describes and defines your project and how you will implement it.
 - ✓ You need to demonstrate the feasibility of your project to be funded by this grant.
 - ✓ You need to show how your project will stimulate the availability of other cleanup and redevelopment funding.
 - ✓ You need to show that the majority of grant funds are being used toward environmental remediation.
 - ✓ You need to describe how you will incorporate equitable or sustainable practices.



Ranking Criteria - Cleanup

2. Project Description & Feasibility of Success

- **Tips – What are we looking for?**
 - ✓ How your project will further the targeted community's land use and revitalization **plans** or **vision**.
 - ✓ A reasonable approach and methodology to achieve project goals.
 - ✓ A realistic basis for project costs and timeframe.
 - ✓ Availability of and access to sufficient resources to complete the project.



Ranking Criteria - Cleanup

2.a Project Description

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



Ranking Criteria - Cleanup

2.a Project Description

2.a Project Description (18 points)

- i. Existing Conditions (3 points)
- ii. Proposed Cleanup Plan (10 points)
- iii. Alignment with Revitalization Plans (5 points)



Ranking Criteria - Cleanup

2.a Project Description

i. Existing Conditions (3 points)

- **Criterion** 

Describe the **existing conditions of the subject property**; including the extent of contamination, current uses and any buildings or structures on the site.

- **Evaluation Criteria** 

The **depth and degree of the existing conditions** of the subject property including extent of contamination, current uses and any buildings or structures on the site.



Ranking Criteria - Cleanup

2.a Project Description

i. Existing Conditions (3 points)

- **Tips**

- ✓ Describe the current conditions of your property including extent of contamination & current uses.
- ✓ Describe any buildings or structures.



Ranking Criteria - Cleanup

2.a Project Description

ii. Proposed Cleanup Plan (10 points)

- **Criterion** 

Describe the **proposed cleanup plan** and cleanup methods that are being considered; such as contaminated soil removal, treatment, or containment. *Note: This description can use the same language as submitted in the draft ABCA attachment.*

- **Evaluation Criteria** 

The **merits of the proposed cleanup plan** and cleanup methods that are being considered.



Ranking Criteria - Cleanup

2.a Project Description

ii. Proposed Cleanup Plan (10 points)

- **Tips**

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



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Criterion** 

Describe how **cleanup of the property aligns with the target area's land use and revitalization plans**, and how you will **incorporate equitable development practices or sustainable practices**, such as the HUD-DOT-EPA Livability Principles as described in Section I.E. of these guidelines.

Describe the **redevelopment strategy**, or **projected redevelopment**, of the subject property, including specific redevelopment plans which are already in place. Also discuss how you will make use of **existing infrastructure** (water, sewer, transportation, etc.).



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Evaluation Criteria** 

How well the **cleanup** of the property aligns with the target area's land use and revitalization plans, and how you will incorporate equitable development practices or sustainable practices in a meaningful way.

The **redevelopment strategy**, or **projected redevelopment**, of the subject property, including specific redevelopment plans which are already in place, and how you will make use of **existing infrastructure**.



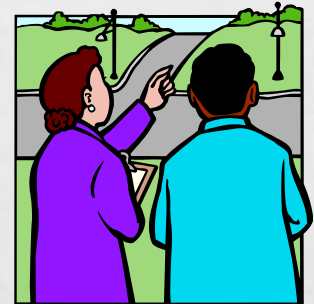
Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Land Use & Revitalization Plans**

- ✓ Describe how your project aligns with your community's land use and revitalization plans or vision.
- ✓ How will the cleanup of your property encourage further revitalization of the overall community?
- ✓ Describe the proposed redevelopment and reuse.
- ✓ Demonstrate that your project is **integrated** into the community's vision for revitalization so that it does not sound like you are operating in a vacuum.



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Incorporating Equitable Development Practices**
 - ✓ Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of your site and not displace residents historically affected by brownfields.
 - ✓ Equitable development outcomes result from intentional strategies put in place to ensure that your targeted community not only participates in, but benefits from, the decisions that shape their neighborhood and region.
 - ✓ Link back to the demographics in Community Need (e.g., low-income, minority populations).



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Incorporating Equitable Development Practices**

- ✓ Here are some ideas on **Equitable Development**:

- Demonstrate awareness of gentrification and intent to minimize displacement.
- Include information on affordable housing if it is part of your redevelopment plans.
- Include information on incentives to retain local businesses in mixed-use or commercial developments.
- Does reuse include community center or public space that benefits residents?



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Incorporating Equitable Development Practices**

- ✓ 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 your site.
- Compliance with community design charrettes.
- Are you maintaining access to community and natural resources through public walkways or park space?



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Incorporating Sustainable Practices**

- ✓ Describe the tools your community has in place to **foster and implement** sustainable practices.
- ✓ Examples must be **relevant** to your proposed project/site and targeted reuse scenario.
- ✓ **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?



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Incorporating Sustainable Practices**

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

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



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Livability Principles**

1. Providing more transportation choices.
2. Promoting equitable, affordable housing.
3. Increasing economic competitiveness.
4. Supporting existing communities.
5. Leveraging federal investment.
6. Valuing communities and neighborhoods.



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Livability Principles**

- ✓ **Do not just list the Livability Principles!** Discuss how you will incorporate the relevant principles. See **FAQ E.7**.
- ✓ 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.
- ✓ If your targeted community is also a part of a PSC project, it should be mentioned here. Information on where PSC grants have been awarded can be found at:
<https://www.sustainablecommunities.gov/>



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Redevelopment Strategy**

- ✓ Describe your redevelopment strategy. Make the connection between the **Community Need** you described previously and what you want to accomplish with this funding.

Community Need/Issue	Proposed Redevelopment
Food desert	Neighborhood grocery store
Limited quality housing for low-income residence	Apts/housing units for low-income housing
High unemployment rate for skilled workers	Developing a manufacturing plant; hire local



Ranking Criteria - Cleanup

2.a Project Description

iii. Alignment with Revitalization Plans (5 points)

- **Tips – Reuse of Existing Infrastructure**

- ✓ Make sure you discuss how your project will make use of existing infrastructure such as water, sewer, transportation.
- ✓ You may not know all the details of your redevelopment plan now but you know the types of infrastructure in your target area(s). Discuss them.
- ✓ The more you know about the proposed end use of your site, the better you can tell your story.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table

b. Task Descriptions & Budget Table (7 points)

- Task Descriptions
- Budget Table



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Criterion** 

List the **tasks** required to implement the proposed project, distinguishing between the **work you and your contractors will be performing**, under each grant-funded task. If any additional work or services are necessary to carry out the project that will be funded by **sources other than this grant**, such as in-kind staff hours, please discuss **how those tasks will be funded**.

Describe and enumerate **specific outputs** from the project, which may include, but are not limited to, cleanup plans, community involvement plans, final Analysis of Brownfields Cleanup Alternative documents, administrative records, and cleanup completion report or letter. (Refer to **Section I.D.1**. for an explanation of outputs.)



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Criterion** 

Provide a **cost estimate for each grant-funded task**. Describe the **basis for how each line item cost estimate was developed** under each budget category shown in the table below. Applicants requesting hazardous substance and petroleum funding in the same proposal **must distinguish hazardous substance related tasks from petroleum related tasks**. Where appropriate, **present unit costs and quantify work products** (e.g., Contractual Costs: five tank pulls at a cost of \$13,000 per tank for a total of \$65,000). Explain all costs, especially those costs that might appear to be atypical (i.e., unusually high or low).



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Criterion** 

Discuss the **specific activities and tasks that will be covered by the cost share**. Cost share activities must be eligible activities under the grant. (Note: The cost share is calculated as 20 percent of the total federal cleanup funds requested.)

Do not include tasks for activities that are ineligible uses of funds under EPA's Cleanup Grant (e.g., land acquisition; building demolition that is not necessary to cleanup contamination at the site; or administrative costs, such as indirect costs). Please refer to the Brownfields FAQs at https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQs, contact your Regional Brownfields Contact listed in **Section VII**.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Evaluation Criteria** 

How clearly you **demonstrate the activities and tasks support the overall narrative proposal** and are eligible under EPA's Cleanup Grant Program, are a **reasonable approach** to implement the proposed project, and clearly explain and **distinguish between the work you and your contractors will be performing** under each grant-funded task. If any additional work or services are necessary to carry out the project that will be funded by sources other than this grant, how clearly you identify and discuss how those tasks will be funded.

The **quality of the specific project outputs**, how closely the **outputs correlate with the described project**, and how **likely the outputs identified will be achieved**.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Evaluation Criteria** 

How good your budget is and how efficiently you plan to use the grant funds. To the extent you present a realistic cost estimate for each **grant-funded** task, include a clear and reasonable basis for how each line item cost estimate was developed under each budget category shown in the budget table, **clearly distinguish between hazardous substances and petroleum funding when requested in the same proposal** (where appropriate), present unit costs and quantify work products, and explain any costs that appear to be atypical.

Demonstrated **how the cost share will be met** for eligible activities.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Tips - Tasks**
 - ✓ We recommend that Task 1 be identified as “**Cooperative Agreement Oversight**” and include such items as grant management, and your travel and supplies costs.
 - ✓ The most common major tasks include:
 - Task 1 - Cooperative Agreement Oversight
 - Task 2 - Community Outreach & Engagement
 - Task 3 - Site-Specific Activities
 - Task 4 - Oversee Site Cleanup



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Tips – Tasks**
 - ✓ 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 F.1-5**.
 - ✓ **Stick to a total of 4 Tasks.**
 - ✓ Majority of funds should be allocated towards cleanup activities.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Tips – Examples of Grant Funded Cleanup Work**
 - ✓ Procuring a Qualified Environmental Professional (QEP)
 - ✓ Preparing Quality Assurance Project Plan (QAPP)
 - ✓ Public meeting for ABCA
 - ✓ State-required documents
 - ✓ Procuring a cleanup contractor
 - ✓ Other eligible cleanup activities that are needed to accomplish your project goals.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

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



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

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



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

- **Tips – Cost Share**

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

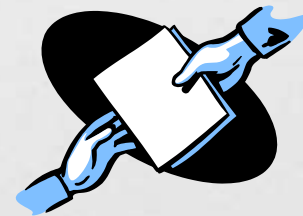


Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

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



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

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).
 - ✓ Typical personnel related cooperative agreement oversight task costs are no more than 10% of funds requested. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Task Descriptions

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



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Budget Table

- **Criterion** 

The table format below can be used to present the allocation of EPA grant funds to the specific tasks described above. Specify the costs by budget category. **INCLUDE ONLY EPA GRANT FUNDS AND REQUIRED COST SHARE IN THIS TABLE.** Activities not supported by the grant **should not** be included in the budget table.

Applicants requesting a combination of hazardous substances and petroleum funding in the same proposal may present combined total figures in this table. The relative breakdown/proportions of the two types of funding can be explained via footnotes. Alternately, applicants may choose to provide two separate budget tables, or two separate line items within one budget table, which distinguish hazardous substances funds from petroleum funds.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Budget Table

- **Criterion** 

Note: EPA encourages the use of the table format below and replacing the task number outlined in the table with the actual title of the task.

- **Evaluation Criteria** 

The budget only includes eligible and allowable EPA Cleanup Grant funds, clearly distinguishes any hazardous substances funds from petroleum funds (when appropriate), and totals add up totals correctly, and correlates with work discussed in the Task Descriptions section.



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Sample Format for Cleanup Budget

Budget Categories	Project Tasks (\$) [programmatic costs only]				Total
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	
Personnel					
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies					
Contractual					
Other (specify) _____					
Total Federal Funding (not to exceed \$200,000)					
Cost Share (20% of requested federal funds) ³					
Total Budget:					

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

² 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 cleanup grants.

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

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



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Budget Table

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



Ranking Criteria - Cleanup

2.b Task Descriptions & Budget Table (7 points)

Budget Table

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



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

- **Criterion** 

Describe **other sources of funding or other resources that you have, or may be seeking**, to ensure the successful cleanup of the brownfield site. Similarly discuss the sources of funding associated with the potential revitalization of the site. Leveraged funds may include any **public or private resources** beyond this grant. **Attach copies of any letters or documentation that substantiate firm commitments of leveraged funding.**

If you are **not yet able to identify sources** of leveraged funding needed for this project, then **provide a recent example** where you or your project partners have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a brownfields site). See the Brownfields FAQs at https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf for more information on how to demonstrate leveraging commitments.



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

- **Criterion** 

Note: Leveraging commitments are not the **cost share** match and should not be included in your budget table.

- **Evaluation Criteria** 

The **amount and relevancy** to the cleanup project of any leveraged funding and sources associated with the potential redevelopment of the site. (Note, **firm leveraged funding that is very relevant to the cleanup project will be evaluated more favorably** than potential leveraged funding or leveraged funding less relevant to the cleanup project.)



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

- **Tips**

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



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

- **Tips – For Each Resource**

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



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

- **Tips – If Funds are Already Secured**
 - ✓ **Attach documentation!** This is an allowable attachment to your proposal. **See FAQs E.8-9.**
 - ✓ The documentation should be **from the source of the leveraged funds** and should **include what the resource is for and amount** (if possible) – this should be consistent with your narrative.
 - ✓ Make sure you check the appropriate box off on the Other Factors Checklist in **Appendix 3.**



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

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



Ranking Criteria - Cleanup

2.c Ability to Leverage (5 points)

- **Tips - If Funds are Not Secured**
 - ✓ Provide **examples of past leveraging** successes from similar projects that achieved a community environmental or revitalization goal.
 - ✓ Discuss your experience receiving this type of funding.
 - ✓ Give an indication of the likelihood of obtaining funds during the grant period. **Make sure you do this – It is being missed.**
 - ✓ Indicate if you've already applied for funding or if and when you plan to seek funding.



Ranking Criteria - Cleanup

3. Community Engagement & Partnerships

3. Community Engagement & Partnerships (20 points)
 - a. Engaging the Community (8 points)
 - b. Partnerships with Government Agencies (5 points)
 - c. Partnerships with Community Organizations (5 points)
 - d. Partnerships with Workforce Development Programs (2 points)



Ranking Criteria - Cleanup

3. Community Engagement & Partnerships

- **Summary** 

This section of your proposal explains how your proposed **community engagement plan** will **meet the needs of the community in the target area** identified in Community Need (Section IV.C.3.1.) portion of your proposal and **identifies the stakeholders and partners** necessary to achieve the benefits discussed in the Project Benefits section (Section IV.C.3.4.).



Ranking Criteria - Cleanup

3. Community Engagement & Partnerships

• **Evaluation Criteria**

Your proposal will be evaluated on the quality and extent to which it:

- ✓ demonstrates actions or plans to **effectively involve and inform residents, community groups or representatives** directly affected by the site, as well as **other relevant stakeholders**;
- ✓ demonstrates **sensitive populations and nearby residents will be protected during the cleanup**;
- ✓ identifies how **partnership with the state/tribal environmental authority** will ensure the **cleanup is protective of human health and the environment**, or if not applicable, explains how they will ensure the cleanup is protective;
- ✓ identifies roles of other **relevant governmental partnerships**, including **health agencies** if applicable; and
- ✓ identifies the **relevant roles of community organizations** and **affirms their involvement** to the project through commitment letters.



Ranking Criteria - Cleanup

3. Community Engagement & Partnerships

- **Tips – What’s this all about?**
 - ✓ This section demonstrates how you will **inform** and **involve** the community and other stakeholders during the **planning and implementation** of your project.
 - ✓ Explain how your proposed community engagement plan will **meet the needs** of the targeted area/community identified in the Community Need section.
 - ✓ Explain how **sensitive populations will be protected** during cleanup.
 - ✓ Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Project Benefits.



Ranking Criteria - Cleanup


3. Community Engagement & Partnerships

- **Tips – What are we looking for?**
 - ✓ Actions or plans to effectively involve & inform the targeted community and stakeholders.
 - ✓ Description of local/state/tribal environmental authority and their role in the cleanup of your site.
 - ✓ Roles and responsibilities of relevant government partners.
 - ✓ Roles and commitments of identified community organizations and their letters of commitment.
 - ✓ Plans to promote local hiring and linking community members with brownfields related employment.



Ranking Criteria - Cleanup


3.a Engaging the Community (8 points)

- **Criterion** 
 - ✓ Discuss your **plan for involving the community in the target area and other stakeholders** (such as neighborhood organizations, citizen groups, borrowers, and developers) **in the planning and implementation of your project** (which may include project planning, cleanup decisions and reuse planning).
 - ✓ Discuss how you will **seek out and consider concerns that local residents may have** with regard to health, safety, and community disruption potentially posed by the proposed cleanup activities.



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Criterion** 
 - ✓ Describe how you will ensure the proposed cleanup activities are conducted in a manner that is protective of the sensitive populations and nearby residents identified earlier.
 - ✓ Describe your plan for communicating the progress of your project to community members. Also, describe how the identified communication plans are appropriate and effective for the community(ies) in the target area(s).



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Criterion** 

Note: Applicants may address this criterion by various means that show **meaningful public engagement** where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and Internet forums. Applicants must demonstrate how they will **engage the community** in the target area in meaningful ways to ensure success of the proposed project.



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Evaluation Criteria** 

The quality of your plan for involving the community and other stakeholders in the target area in the planning and implementation of your project and how effective it will be in achieving in meaningful community engagement.

The effectiveness of your plan to seek out and consider concerns that local residents may have with regard to health, safety, and community disruption potentially posed by the proposed cleanup activities.



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Evaluation Criteria** 

Your approach to ensure the proposed cleanup activities are conducted in a manner that is protective of the sensitive populations and nearby residents identified earlier.

The effectiveness and appropriateness of your plan and outreach methods in ensuring the community(ies) in the target area are aware and involved in the progress of the project.



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Tips**

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



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

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



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Tips - Plan for Involving the Targeted Community**
 - ✓ Describe **your plans** for using the **appropriate means** to reach your targeted community such as:

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



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

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



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

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



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Tips – Plan for Communicating Progress**

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



Ranking Criteria - Cleanup

3.a Engaging the Community (8 points)

- **Tips – Plan for Communicating Progress**
 - ✓ You need to demonstrate a **balance of all the methods listed above** to ensure you are successful in reaching your targeted community.
 - ✓ Make sure you are addressing the concerns and comments of the community.
 - ✓ Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community when the issue arises.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies (5 points)

- **Criterion** 

Identify and provide information on the agency which runs the relevant brownfields, voluntary cleanup or similar program at the local/state/tribal level (i.e., the environmental agency and/or health agency), and describe the role they may have in ensuring your cleanup meets applicable standards or otherwise is protective of human health and the environment. If applicable, discuss the roles the state or local health agencies may play in your project.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies (5 points)

- **Evaluation Criteria** 

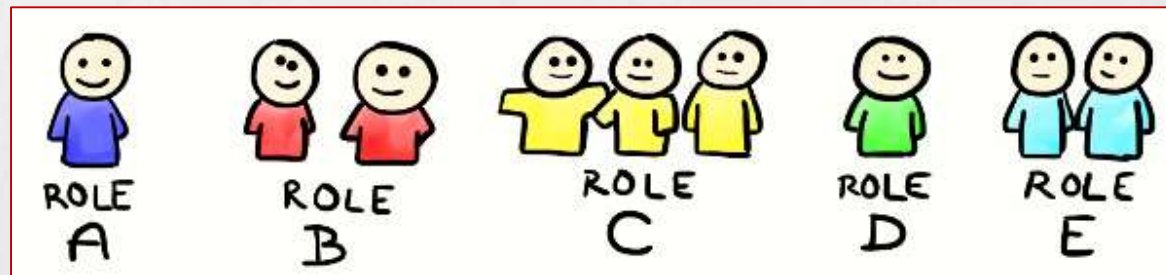
Whether or not you are **engaging and partnering with the agency** which runs the relevant brownfields, voluntary cleanup or other similar program at the local/state/tribal level and, if applicable, the **state or local health agencies**, what that engagement looks like including **their role** and **how the partnership will contribute to the success** of your brownfields project, and ensure it meets applicable standards.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies (5 points)

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



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies (5 points)

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



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies (5 points)

- **Tips - State or Tribal Environmental Agency**

- ✓ Discuss the **key roles** this agency will play in your project, and how you will work together during the various phases of cleanup work.
- ✓ Provide **specific details** on what they will do for you. For example:

- Review cleanup plans
- Review environmental reports
- Provide technical expertise
- Oversee cleanups



- Indicate definitive plans to enroll your site in the appropriate state/tribal voluntary cleanup program.



Ranking Criteria - Cleanup

3.b Partnerships with Government Agencies (5 points)

- **Tips - State and Local Health Agencies**

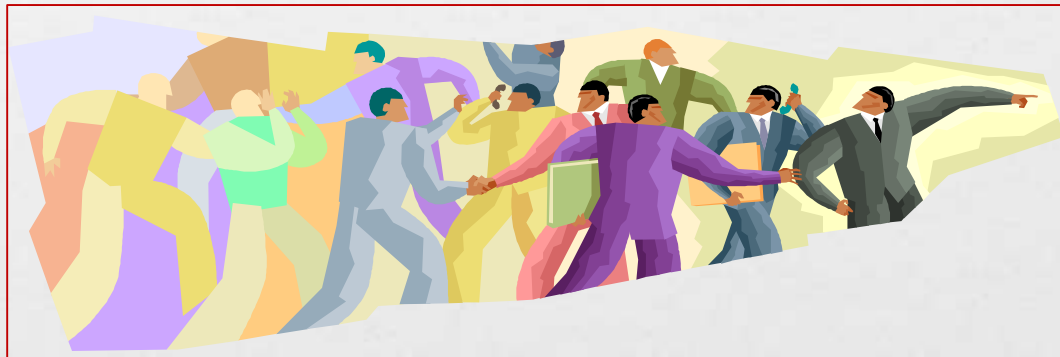
- ✓ Identify the **health agencies** in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- ✓ Discuss the **services they can provide** and the **role they will play** in your project during the various phases of cleanup work, including: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



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations

- c. Partnerships with Community Organizations (5 points)
- Community Organization Description & Role
 - Letters of Commitment



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Community Organization Description & Role

- **Criterion** 

Include a **description of each community organization** involved in your project, as well as **their role in and commitments** to the planning and implementation of the project.

If there are no community organizations in your community, then state this and discuss how the community is engaged and will continue to be involved in your project.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Community Organization Description & Role

- **Criterion** 

Note: Community organizations do **not** include local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials. See FAQs at https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf for more information about community organizations.

Note: The numbers of partners is not as important as the contributions and the relevance of their organization.

Note: EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Community Organization Description & Role

- **Evaluation Criteria** 

Whether or not you are **engaging with the community organizations** that are relevant to the proposed project, how varied and specific **their roles in and commitments** to the planning and implementation of the project, and how these partnerships will contribute to the success of your brownfields project.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Community Organization Description & Role

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



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Community Organization Description & Role

- **Tips**
 - ✓ In your narrative you will:
 - Describe each CO
 - Indicate the **services they will provide** to your project
 - **Affirm their commitment** to your project
 - ✓ Present them as partners and their assistance in the grant in terms of **commitments**.
 - ✓ See **FAQ C.7** for definition of a CO.
 - ✓ See **FAQ C.8** for types of roles COs can perform.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Community Organization Description & Role

- **Tips**
 - ✓ If not intuitive, explain what makes each organization a CO for your targeted community.
 - ✓ 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.
 - ✓ EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

- **Criterion** 

Attach to the proposal **current letters from all of the community organizations** you have discussed. These letters should discuss **their support for the project, and describe and affirm their roles and commitments** to the planning and implementation of the project.

If there are no community organizations in your community, then provide documentation to demonstrate that the community is engaged and will continue to be involved in your project. This can be done by attaching support or commitment letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

- **Criterion** 

Note: Letters of commitment and supporting documentation must be addressed to the applicant and be included with the applicant's proposal package. Letters should not be sent directly to EPA.

Subawards to Community Organizations: If you intend to fund a community organization with a subaward, please review Section IV.F. carefully.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

- **Evaluation Criteria** 

Whether or not you **attach current letters from all of the relevant community organizations**, which **discuss the organization's support and affirm their roles in and commitments** to the planning and implementation of the project.

If there are no community organizations in your community, whether or not you clearly demonstrate how the community is engaged and will continue to be involved in your project by attaching documentation such as support letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc.



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

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



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

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



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

- **Tips – 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.
 - ✓ **You should be able to find some relevant COs in your target area(s)!!!**



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

- **Tips - Examples of COs:**

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



Ranking Criteria - Cleanup

3.c Partnerships with Community Organizations (5 points)

Letters of Commitment

- **Tips – Examples of what COs can do for your project:**
 - ✓ Participate on the cleanup project committee
 - ✓ Become involved in the cleanup/reuse planning process
 - ✓ Talk to their constituency about the site or the role of brownfields redevelopment in the targeted community
 - ✓ Host public meetings
 - ✓ Host design charrettes
 - ✓ Help to post community outreach material on web and/or in newsletters
 - ✓ Provide financial or legal advice
 - ✓ Provide technical assistance



Ranking Criteria - Cleanup

3.d Partnerships with Workforce Development Programs (2 Points)

- **Criterion** 

Describe planned efforts to **promote local hiring and procurement** or **link members of the community to potential employment opportunities** in brownfields assessment, cleanup, or redevelopment related to your proposed projects. Such efforts may include, but are not limited to, partnering with **local workforce development entities** or Brownfields job training grantees. A list of Brownfields job training grantees can be found at

cfpub.epa.gov/bf_factsheets/#_ga=1.179644452.1468935873.1432832844.



Ranking Criteria - Cleanup

3.d Partnerships with Workforce Development Programs (2 Points)

- **Evaluation Criteria** 

Whether or not you have a meaningful plan to promote local hiring and procurement or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects, etc. that clearly indicate their participation/engagement.



Ranking Criteria - Cleanup

3.d Partnerships with Workforce Development Programs (2 Points)

- **Tips**
 - ✓ Identify if your community has any **Local Hiring Ordinances** 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.
 - ✓ See **FAQ P.3** for more information.



Ranking Criteria - Cleanup

3.d Partnerships with Workforce Development Programs (2 Points)

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



Ranking Criteria - Cleanup

4. Project Benefits

4. Project Benefits (15 points)
 - a. Welfare, Environmental, & Public Health Benefits (8 points)
 - b. Economic and Community Benefits (7 points)



Ranking Criteria - Cleanup

4. Project Benefits

- **Summary** 

This section of your proposal describes the **overall outcomes and benefits expected from your project** in the context of the needs you discussed in the Community Need section (Section IV.C.3.1.).

- **Evaluation Criteria** 

Your proposal will be evaluated on the quality and extent to which it:

- ✓ demonstrates the potential of the project, or the development plan for the project area, to realize significant outcomes and benefits to the public health, welfare and environment of the community;
- ✓ contributes to the community plan for the revitalization of brownfields sites; and
- ✓ stimulates economic or non-economic benefits.



Ranking Criteria - Cleanup

4. Project Benefits

- **Tips – Don't forget to finish the story!**
 - ✓ In this criterion, you will explain how all of your welfare, environmental, public health, economic and non-economic benefits solve the problems you discussed in **Community Need**.
 - ✓ **This criterion is for all the good things that result from your project – not a rehash of the problems discussed in Community Need.**



Ranking Criteria - Cleanup

4. Project Benefits

- **Tips – 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?



Ranking Criteria - Cleanup

4. Project Benefits

- **Tips – What am I doing here?**
 - ✓ 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 revitalization plans?



Ranking Criteria - Cleanup


4. Project Benefits


- **Tips – What are we looking for?**
 - ✓ The potential of your project.
 - ✓ The development plan for your target area(s).
 - ✓ Significant outcomes and benefits to the health, welfare, and environment of the community.
 - ✓ Environmentally sustainable redevelopment plans and equitable developments.
 - ✓ Stimulation of economic or non-economic benefits.



Ranking Criteria - Cleanup

4.a Welfare, Environment, & Public Health Benefits (8 points)

- **Criterion** 

Describe the **future welfare, environmental, and public health benefits** anticipated from this grant (or broader project), and **how these benefits will address the challenges and sensitive populations** discussed in the Community Need section of your narrative (Section IV.C.3.1.).
- **Evaluation Criteria** 

To the **quality and extent of future welfare, environmental, and public health benefits** anticipated from this grant (or broader project), including **how the benefits address challenges and sensitive populations** you discussed in the Community Need section of your narrative.



Ranking Criteria - Cleanup

4.a Welfare, Environmental, & Public Health Benefits (8 Points)

- **Tips**
 - ✓ Discuss the specific **Welfare, Environmental,** and **Public Health** benefits anticipated from the revitalization of the site to be cleaned up under this grant.
 - ✓ Go back to the **Community Need** section and make sure the specific welfare, environmental, and health challenges are addressed here in terms of their anticipated benefits from redevelopment activities.
 - ✓ See **FAQ P.1** for information on benefits.



Ranking Criteria - Cleanup

4.a Welfare, Environmental, & Public Health Benefits (8 Points)

- **Tips - Example Anticipated Welfare Benefits**

- ✓ A better quality of life
- ✓ Blight reductions
- ✓ People moving back
- ✓ Crime reduction
- ✓ Greater care of property appearances



Ranking Criteria - Cleanup

4.a Welfare, Environmental, & Public Health Benefits (8 Points)

- **Tips - Example Anticipated Environmental Benefits**
 - ✓ Discuss the specific **Environmental** benefits anticipated from the revitalization of site cleaned up under this grant.
 - ✓ Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target area).
 - ✓ Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality).



Ranking Criteria - Cleanup

4.a Welfare, Environmental, & Public Health Benefits (8 Points)

- **Tips - 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 levels
 - ✓ Drinking supply protection or restoration



Ranking Criteria - Cleanup

4.b Economic & Community Benefits (7 points)

- **Criterion** 

Relative to challenges identified in the Community Need section and your project proposed in the Project Description section, discuss **potential outcomes and the economic benefits, non-economic benefits, and other community benefits** (be specific and provide **quantitative estimates** when possible), which may be achieved from the implementation of this grant, and **how these benefits align with community revitalization plans.**

Economic benefits may include: increased employment and expanded tax base. Non-economic and community benefits may include: areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers and other not-for-profit, governmental or charitable organization spaces.



Ranking Criteria - Cleanup

4.b Economic & Community Benefits (7 points)

- **Evaluation Criteria**



The quality of the specific project outcomes, whether they include quantitative and qualitative measures, how well they address the challenges identified in the Community Need section, how closely the outcomes correlate with the described project, and how likely the outcome(s) identified will be achieved from the implementation of this grant.



Ranking Criteria - Cleanup

4.b Economic & Community Benefits (7 points)

- **Tips**
 - ✓ Be sure these **benefits reflect the needs** of your target areas(s). Refer back to the **Community Need** section.
 - ✓ Describe the **potential benefits** based on the vision of your overall story and what your community needs.



Ranking Criteria - Cleanup

4.b Economic & Community Benefits (7 points)

- **Tips - Economic Benefits**

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



Ranking Criteria - Cleanup

4.b Economic & Community Benefits (7 points)

- **Tips – Non-Economic Benefits**

- ✓ **Non-economic benefits** associated with sites to be reused for greenspace and other not-for-profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers.

- ✓ **Greenspace Reuse**

- Recreational space & parks
- Rails to trails
- Wetlands, greenspace & open space
- Greenspace components in commercial and industrial redevelopment
- Preservation of open space on urban edge



Ranking Criteria - Cleanup

4.b Economic & Community Benefits (7 points)

- **Tips – Non-Profit & Charitable Benefits**

- ✓ Non-Profit & Charitable Reuse

- Affordable housing
- Community Center
- Local Governmental



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



Ranking Criteria - Cleanup

5. Programmatic Capability & Past Performance

5. Programmatic Capability & Past Performance (20 points)
 - a. Audit Findings (2 points)
 - b. Programmatic Capability (10 points)
 - c. Measuring Environmental Results: Anticipated Outputs/Outcomes (2 points)
 - d. Past Performance and Accomplishments (6 points)



Ranking Criteria - Cleanup

5. Programmatic Capability & Past Performance

- **Summary** 

This section of your proposal demonstrates that your organization (“the applicant”) has **programmatic capability** (experience, knowledge and resources, or ability to obtain them) and a reasonable approach necessary to **ensure successful completion** of all required aspects of this project and grant as discussed in the previous section of your proposal and Section VI. of these guidelines.



Ranking Criteria - Cleanup

5. Programmatic Capability & Past Performance

- **Evaluation Criteria**



In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.

Your proposal will be evaluated on the quality and extent to which it demonstrates:

- ✓ resolution of any audit findings;
- ✓ the ability of your organization (as the applicant) to successfully manage and complete the project, considering your programmatic and administrative capacity;
- ✓ a reasonable plan to track and measure project progress; and
- ✓ successful performance under past and/or current federally and/or non-federally funded assistance agreements.



Ranking Criteria - Cleanup


5. Programmatic Capability & Past Performance


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



Ranking Criteria - Cleanup

5.a Audit Findings (2 points)

- **Criterion** 

Describe any **adverse audit findings**. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds), please **describe how you have corrected, or are correcting, the problems**. If you have not, please affirm that you have not had any adverse audit findings. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. (***Failure to address this section may result in zero points for this factor.***)
- **Evaluation Criteria** 

Whether the applicant has **any adverse audit findings** and how they **have corrected, or are correcting, the problems**.



Ranking Criteria - Cleanup

5.a Audit Findings (2 points)

- **Tips**

- ✓ If you have **no adverse audit** findings
 - Affirm that you do not have any by stating this in your response.
- ✓ If you **have adverse audit** findings
 - Describe the adverse audit findings.
 - Describe any past grant management issues and how you are correcting or have corrected them.
- ✓ **Final reminder - If you have no adverse audit findings tell us that! See FAQ E.11. Be sure to respond to this criterion or you will receive zero points!**



Ranking Criteria - Cleanup

5.b Programmatic Capability (10 points)

- **Criterion** 

Describe the **organizational structure** you will utilize to ensure the **timely and successful expenditure of funds** and **completion of all technical, administrative and financial requirements** of the project and grant. Include a **brief discussion of the key staff** including their roles, expertise, qualifications and experience.

Describe the **system(s)** you have in place to **appropriately acquire any additional expertise and resources** (e.g. contractors or subawardees) required to successfully complete the project. Please refer to Section IV.E. regarding contractors and subawards.



Ranking Criteria - Cleanup

5.b Programmatic Capability (10 points)

- **Evaluation Criteria** 

How efficient and effective the organizational structure is you will utilize to ensure the timely and successful expenditure of funds, your ability to complete all technical, administrative and financial requirements of the project and grant and the roles, expertise, qualifications, and experience of key staff.

How good and efficient is the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or sub-awardees) required to successfully complete the project.



Ranking Criteria - Cleanup

5.b Programmatic Capability (10 points)

- **Tips – Organizational Structure**

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



Ranking Criteria - Cleanup


5.b Programmatic Capability (10 points)


- **Tips – Systems in place to acquire expertise**
 - ✓ Describe your organization's contracting methods to acquire needed expertise and resources through competitive procurement.
 - Qualified Environmental Professional (QEP)
 - Remediation Contractors



Ranking Criteria - Cleanup

5.c Measuring Environmental Results (2 points)

- **Criterion** 

Discuss how you plan to track, measure and evaluate your progress in achieving project outcomes, outputs and project results. (Refer to Section I.D.1. for an explanation of outputs.)
- **Evaluation Criteria** 

Whether you have a reasonable plan to track, measure and evaluate your progress in achieving project outcomes, outputs and project results.



Ranking Criteria - Cleanup

5.c Measuring Environmental Results (2 points)

- **Tips**
 - ✓ Describe a reasonable plan to track, measure, and evaluate your project progress.
 - Quarterly Reporting
 - Work Plans
 - ✓ Include anticipated outputs, outcomes, and project results.
 - ✓ **Don't forget ACRES!**



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

- d. Past Performance & Accomplishments (6 points)
 - i. Currently or Has Ever Received an EPA Brownfields Grant (6 points)
 - ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (6 points)
 - iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 points)



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



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

- **Criterion** 

If you have ever received an EPA brownfields grant (including Assessment, Cleanup, Revolving Loan Fund, and 128(a) grants; but excluding Targeted Brownfields Assessments, Area-Wide Planning grants, and Environmental Workforce Development & Job Training grants, and subawards from another Brownfield grantee), please respond to **item i.** below.

If you have never received an EPA Brownfields Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement), please respond to **item ii.** below.

If you have never received any type of federal or non-federal assistance agreements, please indicate this in your response **item iii.** below.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

- **Tips**
 - ✓ Make sure you respond to the correct criterion.
 - ✓ You must choose the criterion based on **your** organization's grant history.
 - ✓ **If you have not received any grants, you must respond to item iii or will receive zero points!**



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i. Currently or Has Ever Received an EPA BF Grant (6 points)

• **Summary** 

Identify and provide information regarding each of your current and most recent EPA brownfields grant(s) (but no more than five). Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the items below.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

- i. Currently or Has Ever Received an EPA BF Grant (6 points)
 - 1. Accomplishments (3 points)
 - 2. Compliance with Grant Requirements (3 points)



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.1 Accomplishments (3 points)

- **Criterion** 

Describe the **accomplishments** (including specific outputs and outcomes) of your grant funded program, including at minimum, the **number of sites assessed and/or cleaned up**. Discuss whether these **outputs and outcomes were accurately reflected in the Assessment, Cleanup and Redevelopment Exchange System (ACRES)** at the time of this proposal submission, and **if not, please explain why**.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.1 Accomplishments (3 points)

- **Evaluation Criteria** 

The quality of the **accomplishments** (including specific outputs and outcomes) of **your grant funded program**, including at minimum, the **number of sites assessed and/or cleaned up**, and whether these **outputs and outcomes** were accurately reflected in the **Assessment, Cleanup and Redevelopment Exchange System (ACRES)** at the time of this proposal submission, and **if not, why**.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.1 Accomplishments (3 points)

- **Tips**

- ✓ Describe your success with the EPA Brownfields funding.
- ✓ Discuss the specific outputs & outcomes of your grant(s).
 - Number of sites assessed and/or cleaned up
 - Phase Is & IIs, Cleanup Plans, Loans & Subgrants
 - Outreach activities
- ✓ Look in ACRES for your past accomplishments.
- ✓ Discuss how you reported accomplishments to EPA in ACRES and are up to date as of the time you submitted your proposal.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (3 points)

- **Criterion** 

Discuss your **compliance with the work plan, schedule and terms and conditions**. Include whether you **have made, or are making, progress towards achieving the expected results of the grant in a timely manner**. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented and communicated.

Discuss your **history of timely and acceptable quarterly performance and grant deliverables, as well as, ongoing ACRES reporting**.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (3 points)

- **Criterion** 

Please explain your **need for additional funding**. Additionally, for all **open EPA Brownfields grant(s)** indicate the **grant period** (start and end date), if there are **funds remaining**, and the **plan to expend funds** by the end of the grant period.

For all **closed EPA Brownfields grant(s)**, indicate if there were **funds remaining** at the time of closure, the **amount of remaining funds** and a **brief explanation of why the funds were not expended**.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (3 points)

- **Evaluation Criteria**



Your **compliance with the work plan, schedule and terms and conditions**, and whether you have **made, or are making, progress towards achieving the expected results** of the grant in a timely manner. If you did not achieve expected results, whether or not your explanation was reasonable and appropriate corrective measures were taken to correct the situation.

Demonstrated history of **timely and acceptable quarterly performance and grant deliverables**, as well as, ongoing **ACRES** reporting.

Demonstrated **need for additional funding** and a reasonable **plan to expend any existing funds** by the end of the grant period.

For all **closed EPA Brownfields grant(s)**, how accurately you indicate if there were **funds remaining** at the time of closure, the **amount of remaining funds** and whether or not you provided a **reasonable explanation** of why the funds were not expended.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Tips – Compliance**

- ✓ Discuss your compliance with:

- Following the Work Plan
- Staying on schedule & meeting milestones
- Complying with Terms and Conditions

- ✓ If not, discuss:

- What corrective measures you took or are taking.
- How the corrective measures were documented and communicated.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (3 points)

- **Tips - Reporting**

- ✓ Discuss timely reporting/submission of:

- Quarterly reports
- Ongoing ACRES reporting
- Phase I & II reports



- ✓ Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (3 points)

- **Tips – Need for Additional Funds**

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



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (3 points)

- **Tips – Closed Grants**

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



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

- ii. Has Not Received an EPA BF Grant but Has Received Other Federal or Non-Federal Assistance Agreements (6 points)

- **Summary**



Identify and describe **each of your current and/or most recent federally and non-federally funded grants (no more than five) that are most similar in size, scope, and relevance to the proposed project.** Demonstrate how you **successfully managed the grant(s), and successfully performed all phases of work** under each grant by providing the following information.

- **Evaluation Criteria**



Demonstrated **ability to successfully manage federal or non-federal grant(s), and the performance of all phases of work** under each grant.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

- ii. Has Not Received an EPA BF Grant but Has Received Other Federal or Non-Federal Assistance Agreements (6 points)
 1. Purpose & Accomplishments (3 points)
 2. Compliance with Grant Requirements (3 points)



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

ii.1 Purpose & Accomplishments (3 points)

- **Criterion**



Describe the **awarding agency/organization**, amount of funding, and purpose of the grant(s) you have received.

Discuss the **accomplishments** (including specific outputs and outcomes) of the project supported by these grants, including **specific measures of success** for the project supported by each type of grant received.

- **Evaluation Criteria**



How **similar in size, scope and relevant** the past federal or non-federal grants identified are and whether sufficient information was provided to make that determination.

The **quality of the accomplishments** (including specific outputs and outcomes) of the project supported by these grants, including **specific measures of success** for the project supported by each type of grant received.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

ii.1 Purpose & Accomplishments (3 points)

- **Tips**

- ✓ For each grant, provide information on:

- Awarding agency/organization
- Amount of funding
- Purpose of grant
- How you have successfully managed and performed all phases of work
- Specific accomplishments including outputs and outcomes
- Measures of success for projects



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (3 points)

- **Criterion** 

Describe your **compliance with the work plan, schedule and terms and conditions**. Include whether you made, or are making, **progress towards achieving the expected results** of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures effective, were documented and communicated.

Discuss your **history of timely and acceptable reporting**, as required by the awarding agency/organization.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (5 points)

- **Evaluation Criteria**



Your compliance with the work plan, schedule and terms and conditions, and whether you have made, or are making, progress towards achieving the expected results of the grant in a timely manner. If you did not achieve expected results, whether or not your explanation was reasonable and appropriate corrective measures were taken to correct the situation.

Demonstrated history of timely and acceptable reporting, as required by the awarding agency/organization.



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (3 points)

- **Tips**

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



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

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

- **Criterion** 

Affirm that your organization has never received any type of federal or non-federal assistant agreement (grant). (*Failure to indicate anything in response may result in zero points for this factor.*)

- **Evaluation Criteria** 

Whether you affirm that your organization has never received any type of federal or non-federal assistant agreement (grant).



Ranking Criteria - Cleanup

5.d Past Performance & Accomplishments

iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

- **Tips**

- ✓ 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?

- 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 registration is active.
- Register for www.grants.gov if you are not already registered.
- **Use THIS year's guidelines!!**



Web Resources

- [FY2017 EPA Brownfields Proposal Guidelines Page](#)
 - ✓ [Assessment Guidelines](#)
 - ✓ [Cleanup Guidelines](#)
- [FY2017 Summary of Changes](#)
- [FY2017 Assessment Guideline Checklist](#)
- [FY2017 Cleanup Guideline Checklist](#)
- [FY2017 Frequently Asked Questions \(FAQs\)](#)
- [Grants.gov Tip Sheet for Applicants](#)



Web Resources

- [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](#)
- [US Climate Resilience Toolkit](#)



Questions & Answers



 **Brownfields 2017**
SUSTAINABLE COMMUNITIES START HERE



ICMA
Leaders at the Core of Better Communities

SAVE THE DATE!

Join us in Pittsburgh ♦ December 5-7, 2017

With pre-conference programming on December 4th



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2017 NATIONAL BROWNFIELDS TRAINING CONFERENCE

Pittsburgh ♦ David L. Lawrence Convention Center ♦ December 5-7, 2017

Visit www.brownfields2017.org for more information.