EPA New England
FY2017 Brownfields
Grant Guidelines Workshop

October 27, 2016 – Boston, MA

October 28, 2016 – Manchester, NH

November 1, 2016 – Providence, RI

November 2, 2016 – Portland, ME & Montpelier, VT

November 3, 2016 – East Hartford, CT

Purpose of the Workshop

- Provide an overview of the new Brownfields Grant Guidelines for FY2017.
- Review the application process and requirements.
- 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.

General Information

Southeast Vermont Transit MOOver Facility Ribbon Cutting | Wilmington, Vermont

Brownfields Definition

"... real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land."

Hazardous Substances
Petroleum Contamination
Asbestos & Lead Paint
Controlled Substances (e.g., Meth labs)
Mine-Scarred Lands
Other environmental contaminants

FY2016 Brownfields ARC Grant Awards

	Nation-Wide	New England
Proposals Received	496	103
Proposals Selected	156	47
Assessment	83	22
Cleanup	59	20
RLF	14	5
Total Funding	$55.27 Million	$15.79 Million

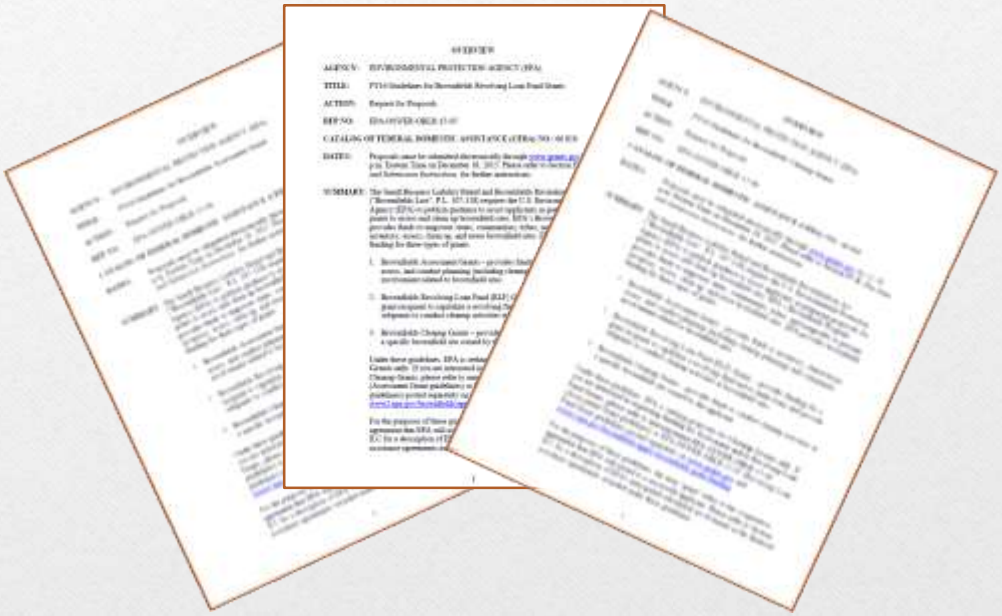
Brownfields Funding for FY2017

- In FY2017, EPA anticipates awarding 294 grants nationally for a total of $ 54 M:

  - ✓ 234 Assessment Grants - $ 42 M
  - ✓ 60 Cleanup Grants - $ 12 M
  - ✓ No RLF Grants this cycle

Proposal Guidelines

USE THIS YEAR'S GUIDELINES!



Proposal Guidelines

- **FY2017 ARC Proposal Announcement Page**
  - ✓ Assessment Guidelines
  - ✓ Cleanup Guidelines
- **FY2017 Summary of Changes**
- **FY2017 Assessment Guideline Checklist**
- **FY2017 Cleanup Guideline Checklist**
- **FY2017 ARC Frequently Asked Questions (FAQs)**
- **Grants.gov Tip Sheet for Applicants**

Additional Resources

- Technical Assistance to Brownfields (TAB)
  - ✓ New Jersey Institute of Technology (NJIT) at tab@njit.edu or 973-642-4165
  - ✓ Assistance from TAB is limited. Contact them to discuss available services.
- EPA National Outreach Session Webinar
  - ✓ **Tuesday, November 1st at 2pm ET**.
  - ✓ Participants can join the webinar via AdobeConnect at http://epawebconferencing.acms.com/fy17/ and/or phone (1-866-299-3188/ Conference Code: 202 566 1817).

Proposal Submission Information

Coffin's General Store | Portage Lake, Maine

Due Date & Submission Instructions

- Electronic Submissions **ONLY**
  - ✓ Proposals **must** be submitted electronically through www.grants.gov and must be **received** by **December 20, 2016** by **11:59 pm** Eastern Time.
  - ✓ Registration process for www.grants.gov can take up to 2 weeks or more. **Register ASAP**.
  - ✓ See **Appendix 2** of Proposal Guidelines for instructions and exceptions.
  - ✓ See **FAQs B.1-12** for more information.

Due Date & Submission Instructions

- To submit your proposal through www.grants.gov you must:
  1. Have an active DUNS Number (www.dnb.com),
  2. Have an active SAM account (www.sam.gov),
  3. Be registered in www.grants.gov,
  4. Be designated as your organization's Authorized Organization Representative (AOR) in www.grants.gov.

Due Date & Submission Instructions

- Regional Courtesy Copy (**Optional**)

  - ✓ Send an **email (PDF)** of your proposal to the EPA Regional Brownfields Contact. For New England:

    Frank Gardner
    R1Brownfields@epa.gov

  - ✓ Regional copy is **not** required and is **not** the official proposal submission.

Content & Form of Proposal Submission

- You must submit separate proposals with separate transmittal letters as appropriate.
- Pages in excess of page limits **will be** removed and not evaluated.
- **Obey page limits!**
  - ✓ **Transmittal Letter – 2 pages + Required Attachments**
  - ✓ **Narrative Proposal (Ranking Criteria) – 15 pages + Required Attachments**
  - ✓ Limit number of attachments to Threshold Criteria, required items and key support letters. See checklist in Guidelines. **No other attachments will be considered!**

Content & Form of Proposal Submission

- Proposals **must** be:
  - ✓ In English
  - ✓ Typed on letter sized paper (8 ½ x 11)
  - ✓ Use standard Times New Roman, Ariel or Calibri fonts with 12 point font size
  - ✓ 1 inch margins (readability is paramount!)

- Proposals **should not** include:
  - ✓ Color printing
  - ✓ Photos and graphics

Proposal Review Information

- Section V.A includes Evaluation Criteria NEW
  - ✓ This is how your responses to the Ranking Criteria will be evaluated and scored.
  - ✓ Pay close attention to these evaluation criteria when composing and reviewing your proposal.
  - ✓ We will cover these is detail in the Assessment & Cleanup Sessions.

Proposal Review Information

- Threshold Criteria are evaluated by the Region. You may be contacted to clarify information in your proposal.
- Ranking Criteria are scored by EPA staff.
- Regional staff will provide information to the national evaluation panels regarding the responses to the Programmatic Capability ranking criteria.
- HQ makes final determinations.
- Spring 2017 award announcement.

What's New

Oh no!!! They changed the guidelines again!!!

What's New
General

- Revolving Loan Fund Grants are **not** available this year.
- Your proposal **must** be submitted via www.grants.gov by your Authorized Organizational Representative.
- Evaluation Criteria are now in **Section V.A**.
- Targeted Community is now Target Area - You must define a specific target area or areas.
- Language for linking proposal activities to the HUD-DOT-EPA Partnerships has been updated.
- See **FAQs A.1.a-e** for a review of changes.

What's New
Eligibility & Threshold Criteria

- Definition of "local government" has been clarified to include organizations that are also non-profits.
- Submission of the State/Tribal letter is now part of the cover letter and not in the Threshold Criteria
- The DUNS number will be verified by EPA. If not correct, the proposal will be ineligible.

What's New
Proposal Submission Information

- A courtesy copy of your proposal is **not longer required** to be sent to the applicable EPA Region.
- Information on submitting your proposal via www.grants.gov has been updated.
- Submission Checklist has been updated.
- In the Cover Letter, you must indicate if your jurisdiction is located within a county experiencing "**persistent poverty**" where 20% or more of the population has lived in poverty over the past 30 years.

What's New
Assessment & Cleanup Guidelines

- Community Need
  - ✓ Targeted Community Description has been revised.
  - ✓ Use of census-based data for Demographic Information has been clarified.
  - ✓ Description of Brownfields has been revised.
  - ✓ Welfare Impacts need to be discussed.
  - ✓ Economic Effects of brownfields has been revised.

What's New
Assessment & Cleanup Guidelines

- Project Description & Feasibility of Success
  - ✓ Task Description language has been revised to include distinguishing between work you and your contractors will be performing.
  - ➢ Tracking & Measuring Progress has been moved to Programmatic Capability & Past Performance.

What's New
Assessment & Cleanup Guidelines

- Community Engagement & Partnerships
  - ✓ Opening paragraph for Partnerships with Community Organizations has been deleted.
  - ➢ Partnerships with Workforce Development Programs has been moved here from Project Benefits.

What's New
Assessment & Cleanup Guidelines

- Project Benefits
  - ✓ Health, Welfare & Environmental Benefits have been combined into one criterion.
  - ➢ A portion of the Policies, Planning & Other Tools has been moved to Project Description & Feasibility of Success.
  - ➢ Integrating Equitable Development or Livability Principles has been moved to Project Description & Feasibility of Success.
  - ✓ Economic or Other Benefits language has been combined and revised.

What's New
Assessment & Cleanup Guidelines

- Project Benefits (continued)
  - Partnerships with Workforce Development Programs has been moved to Community Engagement & Partnerships.

- Programmatic Capability & Past Performance
  - Tracking & Measuring Progress has been moved here from Programmatic Capability & Past Performance.

What's New
Assessment Guidelines

- Eligibility & Threshold Criteria (Site-Specific Proposals)
  - ✓ Threshold information for Site-Specific Proposals has been consolidated in **Section III.C**.
  - ✓ You must now affirm that your site does not need a Property-Specific Determination, when applicable.
  - ✓ Threshold Criteria numbering has been consolidated/updated.

What's New
Assessment Guidelines

- Project Description & Feasibility of Success
  - ✓ Project Description has been revised to highlight Alignment with Revitalization Plans.
  - ✓ Project Timing & Site Selection have been combined into Timing & Implementation.
- Community Engagement & Partnerships
  - ✓ Opening paragraph for Partnerships with Government Agencies has been deleted.

What's New
Assessment Guidelines

- Point Distribution

Criterion	FY 2016	FY 2017
Community Need	**50**	**45**
Project Description & Feasibility of Success	**50**	**55**
Community Engagement & Partnerships	35	35
Project Benefits	25	25
Programmatic Capability	40	40
Total	**200**	**200**

What's New
Cleanup Guidelines

- Site Eligibility & Threshold Criteria
  - ✓ Cleanup Threshold Criteria have been revised.
  - ✓ Community Notification has been revised from "place" a notification ad to "publish" a notification ad.
  - ✓ The Analysis of Brownfields Cleanup Alternatives (ABCA) is now a Threshold requirement.

What's New
Cleanup Guidelines

- Project Description
  - ✓ Project Description has been revised to remove ABCA language and to include a new section "iii. Alignment with Revitalization Plans".
- Community Engagement & Partnerships
  - ✓ Partnerships with Government Agencies language has been revised.

What's New
Cleanup Guidelines

- Point Distribution

Criterion	FY 2016	FY 2017
Community Need	**20**	**15**
Project Description & Feasibility of Success	30	30
Community Engagement & Partnerships	**15**	**20**
Project Benefits	**20**	**15**
Programmatic Capability	20	20
Total	**105**	**100**

Regional Priorities - Assessment Only

- Regional Priorities
  - ✓ Region 1 priorities are identified in **Section I.F** on **page 11** of the guidelines.
    1. Assistance to communities that have limited in-house capacity to manage Brownfields Projects or
    2. Coordinated public funding for Brownfields
  - ✓ Think of this as a regional version of a special consideration. No points are assigned.
  - ✓ You need to address either or both and include information to support them in your proposal.

Appendix 3 - Assessment Only

Regional Priorities Form/Other Factors Checklist

Appendix 3 - Regional Priorities Form/Other Factors Checklist

Name of Applicant: _____

Regional Priorities Other Factor

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

Regional Priority Title(s):

_____

_____

Page Number(s): _____

Appendix 3 - Other Factors Checklist

Assessment Other Factors Checklist

Other Factor	**Page #**
None of the Other Factors are applicable.	
Community population is 10,000 or less.	
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
Targeted brownfield sites are impacted by mine-scarred land.	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	
Recent (2008 or later) significant economic disruption has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	
Applicant is one of the 24 recipients, or a core partner/implementation strategy party, of a "manufacturing community" designation provided by the Economic	

Appendix 3 - Other Factors Checklist

Assessment Other Factors Checklist

Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, **applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation** which demonstrate either designation as one of the 24 recipients, or relevant pages from a recipient's IMCP proposal which lists/describes the core partners and implementation strategy parties.	
Applicant is a recipient or a core partner of HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant funding or technical assistance that is directly tied to the proposed Brownfields project, and can demonstrate that funding from a PSC grant/technical assistance has or will benefit the project area. Examples of PSC grant or technical assistance include a HUD Regional Planning or Challenge grant, DOT Transportation Investment Generating Economic Recovery (TIGER), or EPA Smart Growth Implementation or Building Blocks Assistance, etc. To be considered, **applicant must attach documentation.**	
Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant.	

Appendix 3 - Other Factors Checklist

Cleanup Other Factors Checklist

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

Appendix 3 - Other Factors Checklist

Cleanup Other Factors Checklist

Applicant is one of the 24 recipients, or a core partner/implementation strategy party, of a "manufacturing community" designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, **applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation** which demonstrate either designation as one of the 24 recipients, or relevant pages from a recipient's IMCP proposal which lists/describes the core partners and implementation strategy parties.	
Applicant is a recipient or a core partner of HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant funding or technical assistance that is directly tied to the proposed Brownfields project, and can demonstrate that funding from a PSC grant/technical assistance has or will benefit the project area. Examples of PSC grant or technical assistance include a HUD Regional Planning or Challenge grant, DOT Transportation Investment Generating Economic Recovery (TIGER), or EPA Smart Growth Implementation or Building Blocks Assistance, etc. To be considered, **applicant must attach documentation.**	
Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant.	

Appendix 3 - Other Factors Checklist

Partnerships for Sustainable Communities (PSC)

- You do not have to be the direct grantee to indicate on the special considerations checklist that you are part of a PSC project.
- You may check this box if you are a partner or a beneficiary of a PSC grant.
- Documentation of this may be a section of a workplan indicating your partnership, a preferred sustainability status letter from HUD, or a letter from a PSC grantee affirming benefits to your targeted community.
- If you have questions whether or not you can check this box, contact Jessica Dominguez at dominguez.jessica@epa.gov.

Appendix 3 - Other Factors Checklist

What to Do

- Make sure you put the page number(s) next to the factors you are addressing in your proposal. **Be kind to your reviewer!**

- If none of these factors are applicable to you, make sure you check off the first box – None of the Other Factors are Applicable.

SAM & DUNS (Section VI.G)

- **All applicants** must be registered in the System for Award Management (SAM).
  - ✓ SAM information is located at: https://www.sam.gov/portal/public/SAM/.
  - ✓ Make sure you are **active in SAM before submitting your proposal.**
  - ✓ You must maintain an **active registration** during the application, award and grant time frames.
- All applicants must have a Data Universal Numbering System (DUNS) number.
  - ✓ DUNS information is located at http://www.dnb.com/.

Proposal Submission Information

Developing a Winning Strategy for Your Grant Proposal

Developing a Winning Strategy for Your Grant Proposal

- How does this funding fit into your revitalization plans for a target area to help the community in need?

Rail Corridor | Lawrence, MA

Community-Derived Redevelopment Plans should be the Foundation of Your Proposal

- The best strategy narrows your plans to a finite focused area (or areas), and identifies actual brownfields sites and shows how this funding can make an impact.

- Individuality happens simply by describing reality
  - ✓ Actual Revitalization Plans
  - ✓ Actual Neighborhoods
  - ✓ Actual Brownfields Sites
  - ✓ Actual Conditions & Issues
  - ✓ Actual Partners
  - ✓ Actual other funding they intend to pursue
  - ✓ Actual Goals
- Each section of the proposal needs to connect with this story and play out as a unified project.

Questions to Ask in Developing Your Proposal "Building Your Story"

- Where is economic and community planning happening?
- What are the actual brownfields sites there, and highlight a priority catalyst site that can be a key driver for further redevelopment?
- What does the nearby neighborhood "in need" look like and how do you describe them (culturally, economically, what are the struggling with)?
- What are the visual and underlying environmental impacts of the brownfields properties in or near the neighborhood?
- What are your redevelopment plans and how to they match the needs of the neighborhood (affordable housing, recreational space, mixed-use redevelopment, manufacturing jobs, etc.)?

Questions to Ask in Developing Your Proposal "Building the Resources and Team to Implement the Plan"

- What is your funding strategy to move the site(s) to cleanup and redevelopment?
- What other public partners and funding resources will you need to secure to continue moving the site(s) to redevelopment and accomplish your plans?
- What stakeholders and community partners are a good fit to help the brownfields project in your target area?
- What results and changes will you achieve from redeveloping these sites according to your plans?

Link Your Redevelopment Plan Together in Each of the Sections and Tie that to Brownfields and the Community

- **Community Need**
  - ✓ Here is the distinct area we are focusing on, the neighborhood being impacted, the actual brownfields we want to work on, and the real or perceived negative impacts: welfare, environmental, health and economic issues that exist.
- **Project Description & Feasibility of Success**
  - ✓ Here is how our project aligns with the community-based revitalization plans for the target area, and how it incorporates sustainability through equitable development and livability principles; this is where the project starts, the budget and tasks we developed to complete the project and or plan to get the rest of funding to get to redevelopment.

Link Your Redevelopment Plan Together in Each of the Sections and Tie that to Brownfields and the Community

- **Community Engagement & Partnerships**
  - ✓ Here is our multifaceted community engagement plan to gather input into our plans, and here are the governmental and local partners who will play a key role in helping us to successfully complete this project.
- **Project Benefits**
  - ✓ If we achieve our revitalization goals, here are community benefits that could be realizes in terms of welfare, environment, health, economic and non-economic.
- **Programmatic Capability**
  - ✓ Here is our project "team" and our demonstrated ability to successfully manage this grant and track the measurable results we are trying to achieve.

Keep Your Story Clear and Consistent

"What facets of your Plans can you highlight"

Project Description

- Assess sites for elderly housing
- Target west side district in downtown
- Address blight
- Maximize accessibility for senior citizens.

Community Need

- High elderly population
- Blighted downtown

Community Engagement

- Engage senior community and downtown businesses.
- Partner with Elderly support organizations, senior citizen groups, and chamber of commerce

Project Benefits

- Housing & services for elderly community.
- Remove blight; revitalize downtown;
- Walkability to local stores and food; nearby greenspace

Keep Your Story Clear and Consistent

"What facets of your Plans can you highlight"

Project Description

- Cleanup 3 parcels for community gardens, farmers market and after school program
- Site near schools & residential neighborhood

Community Need

- Diverse, multi-lingual community
- Densely populated area
- High asthma & drop out rates

Community Engagement

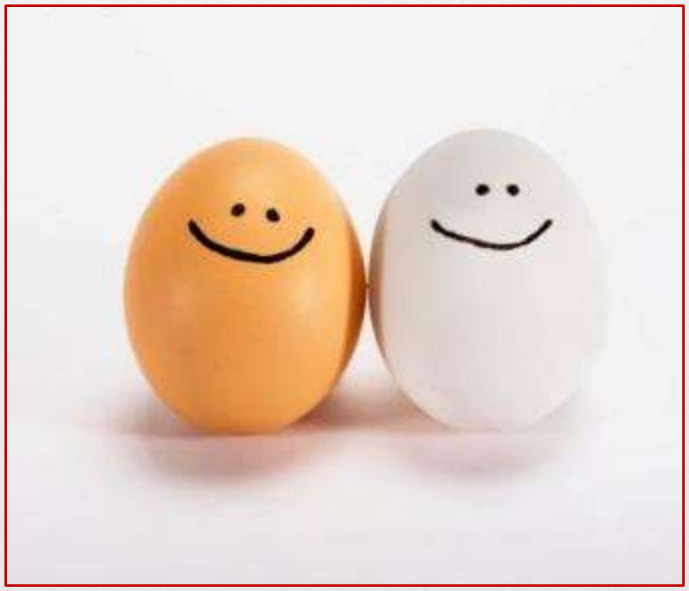
- Engage local residents and students in primary language
- Partner with PTA, local college, farmers market assn.

Project Benefits

- Education in safe urban gardening
- Remove blight; create greenspace; after school support
- Create positive environment for residents and families

Structuring Your Proposal

- Your job is to engage the reader through real-life imagery in your target area and clear objectives that show a well thought out plan.
- This is who we want to help get the funding.



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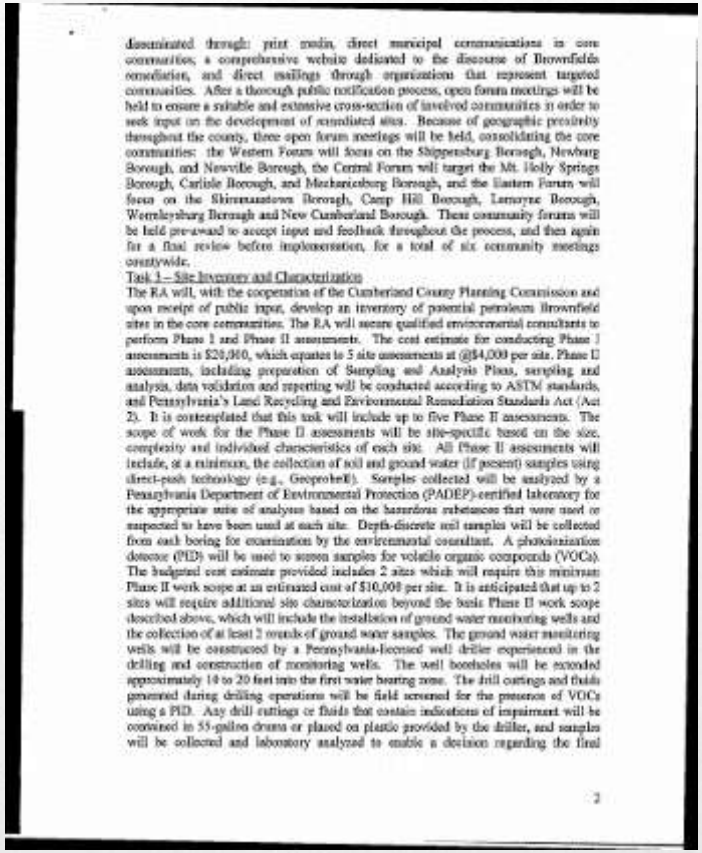


disseminated through: print media, direct municipal communications in core communities, a comprehensive website dedicated to the discourse of Brownfields remediation, and direct mailings through organizations that represent targeted communities. After a thorough public notification process, open forum meetings will be held to ensure a suitable and extensive cross-section of involved communities in order to seek input on the development of remediated sites. Because of geographic proximity throughout the county, three open forum meetings will be held, consolidating the core communities: the Western Forum will focus on the Shippensburg Borough, Newburg Borough, and Newville Borough, the Central Forum will target the Mt. Holly Springs Borough, Carlisle Borough, and Mechanicsburg Borough, and the Eastern Forum will focus on the Shiremanstown Borough, Camp Hill Borough, Lemoyne Borough, Wormleysburg Borough and New Cumberland Borough. These community forums will be held pre-award to accept input and feedback throughout the process, and then again for a final review before implementation, for a total of six community meetings countywide.

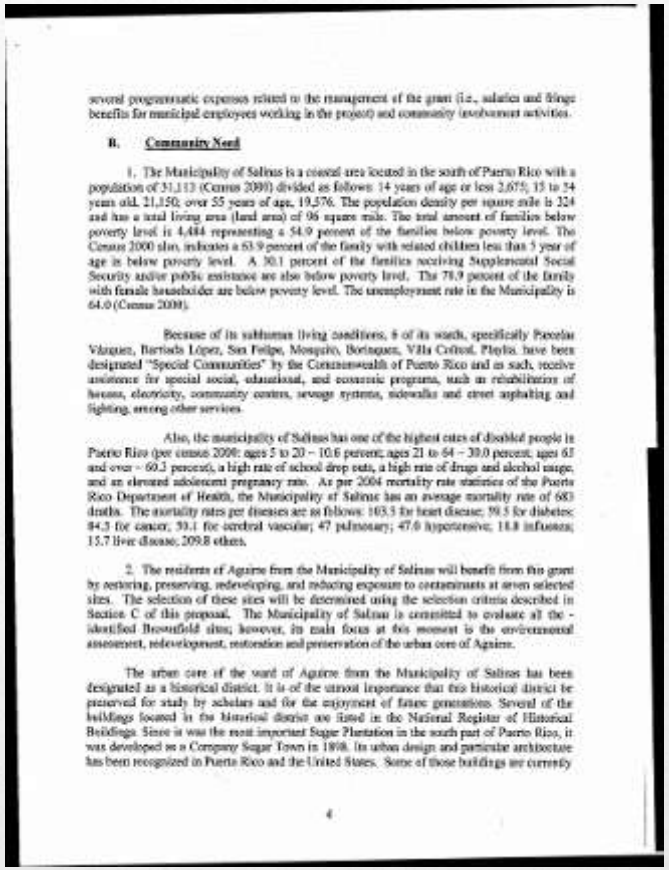
Task 1 – Site Inventory and Characterization

The RA will, with the cooperation of the Cumberland County Planning Commission and upon receipt of public input, develop an inventory of potential petroleum Brownfield sites in the core communities. The RA will secure qualified environmental consultants to perform Phase I and Phase II assessments. The cost estimate for conducting Phase I assessments is $20,000, which equates to 5 site assessments at @$4,000 per site. Phase II assessments, including preparation of Sampling and Analysis Plans, sampling and analysis, data validation and reporting will be conducted according to ASTM standards, and Pennsylvania's Land Recycling and Environmental Remediation Standards Act (Act 2). It is contemplated that this task will include up to five Phase II assessments. The scope of work for the Phase II assessments will be site-specific based on the size, complexity and individual characteristics of each site. All Phase II assessments will include, at a minimum, the collection of soil and ground water (if present) samples using direct-push technology (e.g., Geoprobe®). Samples collected will be analyzed by a Pennsylvania Department of Environmental Protection (PADEP)-certified laboratory for the appropriate suite of analytes based on the hazardous substances that were used or suspected to have been used at each site. Depth-discrete soil samples will be collected from each boring for examination by the environmental consultant. A photoionization detector (PID) will be used to screen samples for volatile organic compounds (VOCs). The budgeted cost estimate provided includes 2 sites which will require this minimum Phase II work scope at an estimated cost of $10,000 per site. It is anticipated that up to 2 sites will require additional site characterization beyond the basic Phase II work scope described above, which will include the installation of ground water monitoring wells and the collection of at least 2 rounds of ground water samples. The ground water monitoring wells will be constructed by a Pennsylvania-licensed well driller experienced in the drilling and construction of monitoring wells. The well boreholes will be extended approximately 10 to 20 feet into the first water bearing zone. The drill cuttings and fluids generated during drilling operations will be field screened for the presence of VOCs using a PID. Any drill cuttings or fluids that contain indications of impairment will be contained in 55-gallon drums or placed on plastic provided by the driller, and samples will be collected and laboratory analyzed to enable a decision regarding the final

2

- Don't let this be your first impression.
- Don't let your message get lost in the small print.
- Can the **Reviewer** easily locate important information (first read and <u>looking back later on</u>)?

Break Up Your Proposal into Manageable Parts



several programmatic expenses related to the management of the grant (i.e., salaries and fringe benefits for municipal employees working in the project) and community involvement activities.

B. Community Need

1. The Municipality of Salinas is a coastal area located in the south of Puerto Rico with a population of 31,113 (Census 2000) divided as follows: 14 years of age or less 2,675; 15 to 34 years old, 21,150; over 55 years of age, 19,576. The population density per square mile is 324 and has a total living area (land area) of 96 square mile. The total amount of families below poverty level is 4,484 representing a 54.9 percent of the families below poverty level. The Census 2000 also, indicates a 63.9 percent of the family with related children less than 5 year of age is below poverty level. A 30.1 percent of the families receiving Supplemental Social Security and/or public assistance are also below poverty level. The 78.9 percent of the family with female householder are below poverty level. The unemployment rate in the Municipality is 64.0 (Census 2000).

Because of its subhuman living conditions, 6 of its wards, specifically Parcelas Vázquez, Barriada López, San Felipe, Mosquito, Borinquen, Villa Colosal, Playita, have been designated "Special Communities" by the Commonwealth of Puerto Rico and as such, receive assistance for special social, educational, and economic programs, such as rehabilitation of houses, electricity, community centers, sewage systems, sidewalks and street asphalting and lighting, among other services.

Also, the municipality of Salinas has one of the highest rates of disabled people in Puerto Rico (per census 2000: ages 5 to 20 – 10.6 percent; ages 21 to 64 – 30.0 percent; ages 65 and over – 60.3 percent), a high rate of school drop outs, a high rate of drugs and alcohol usage, and an elevated adolescent pregnancy rate. As per 2004 mortality rate statistics of the Puerto Rico Department of Health, the Municipality of Salinas has an average mortality rate of 683 deaths. The mortality rates per diseases are as follows: 103.5 for heart disease; 59.5 for diabetes; 84.3 for cancer; 30.1 for cerebral vascular; 47 pulmonary; 47.0 hypertensive; 18.8 influenza; 15.7 liver disease; 209.8 others.

2. The residents of Aguirre from the Municipality of Salinas will benefit from this grant by restoring, preserving, redeveloping, and reducing exposure to contaminants at seven selected sites. The selection of these sites will be determined using the selection criteria described in Section C of this proposal. The Municipality of Salinas is committed to evaluate all the identified Brownfield sites; however, its main focus at this moment is the environmental assessment, redevelopment, restoration and preservation of the urban core of Aguirre.

The urban core of the ward of Aguirre from the Municipality of Salinas has been designated as a historical district. It is of the utmost importance that this historical district be preserved for study by scholars and for the enjoyment of future generations. Several of the buildings located in the historical district are listed in the National Register of Historical Buildings. Since it was the most important Sugar Plantation in the south part of Puerto Rico, it was developed as a Company Sugar Town in 1898. Its urban design and particular architecture has been recognized in Puerto Rico and the United States. Some of those buildings are currently

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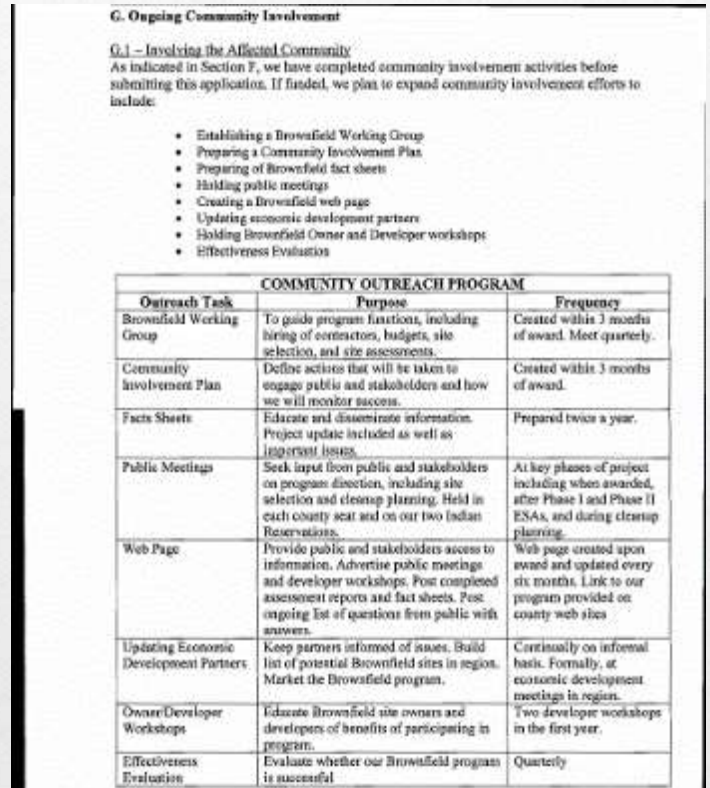


G. Ongoing Community Involvement

G.1 – Involving the Affected Community

As indicated in Section F, we have completed community involvement activities before submitting this application. If funded, we plan to expand community involvement efforts to include:

- Establishing a Brownfield Working Group
- Preparing a Community Involvement Plan
- Preparing of Brownfield fact sheets
- Holding public meetings
- Creating a Brownfield web page
- Updating economic development partners
- Holding Brownfield Owner and Developer workshops
- Effectiveness Evaluation

COMMUNITY OUTREACH PROGRAM		
Outreach Task	**Purpose**	**Frequency**
Brownfield Working Group	To guide program functions, including hiring of contractors, budgets, site selection, and site assessments.	Created within 3 months of award. Meet quarterly.
Community Involvement Plan	Define actions that will be taken to engage public and stakeholders and how we will monitor success.	Created within 3 months of award.
Facts Sheets	Educate and disseminate information. Project update included as well as important issues.	Prepared twice a year.
Public Meetings	Seek input from public and stakeholders on program direction, including site selection and cleanup planning. Held in each county seat and on our two Indian Reservations.	At key phases of project including when awarded, after Phase I and Phase II ESAs, and during cleanup planning.
Web Page	Provide public and stakeholders access to information. Advertise public meetings and developer workshops. Post completed assessment reports and fact sheets. Post ongoing list of questions from public with answers.	Web page created upon award and updated every six months. Link to our program provided on county web sites
Updating Economic Development Partners	Keep partners informed of issues. Build list of potential Brownfield sites in region. Market the Brownfield program.	Continually on informal basis. Formally, at economic development meetings in region.
Owner/Developer Workshops	Educate Brownfield site owners and developers of benefits of participating in program.	Two developer workshops in the first year.
Effectiveness Evaluation	Evaluate whether our Brownfield program is successful	Quarterly

Bear Paw Development Corporation
Community-Wide, Hazardous substance Assessment Grant Proposal

Page 9 of 15

Organize Your Response

- Number your pages.
- Break out and number each part of each criterion separately, and **bold** or <u>underline</u> titles for easy navigation (e.g., **2.a.i Project Description**).
- Address all criteria as they appear in the guidelines (Never Skip Anything!).
- Brainstorm with others for creative answers and reduce repetition.

Organize Your Response

- Answer multi-question criteria in the order they appear.
- Use key words from the question to alert the reviewer that "here's the answer".
- Recognize High Point Criteria and fight for every point. Balance the depth of responses with point value.
- Edit for value and individuality, and minimize blah general overview.

Other Items to Consider

- Minimize the use of acronyms and technical/cultural jargon.
- Use positive verbs: "we are working" or "we will commit."
- Ensure that your budget request in your transmittal letter actually matches your budget table.
- If different people write different sections, insure the proposal reads coherently and follows the theme.
- Choose someone outside of the group for a fresh opinion.
- This workshop is ***NO SUBSTITUTE*** for reading and closely following the detailed Guidelines!

Organize Your Attachments

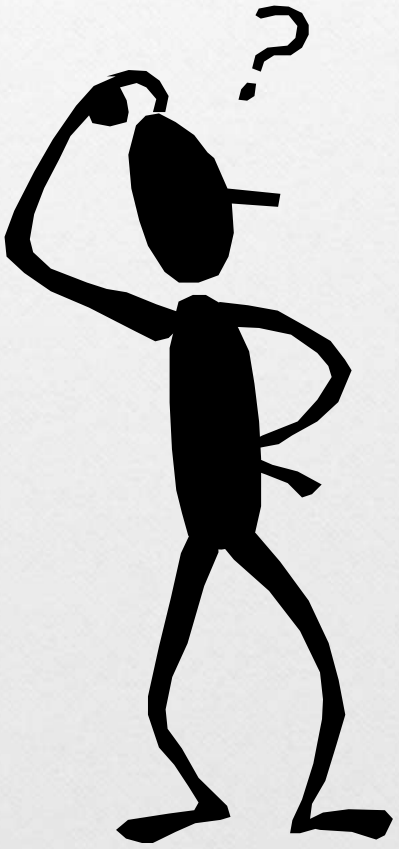
- Organize your attachments by including a separate cover page for appendices. For example:

  Appendix A – Threshold Criteria

  Appendix B – Leveraging Commitment(s)

  Appendix C – Community Organization Letters

- Determine which attachments are required for the type of funding for which you are applying.

Developing a Winning Strategy for Your Grant Proposal

QUESTIONS?