



FY2017 Brownfields Grant Guidelines:

A Detailed Review of the Assessment and Cleanup Grant Guidelines

Call in: 1-866-299-3188

Code: 202 566 1817 #

- Introductions and Timeline
- General Overview
 - Types of Grants
 - Changes to the Guidelines
 - Proposal Submission Requirements
 - Tips & Resources
- Overview of Threshold Criteria
- Overview of Ranking Criteria
 - Community Need
 - Project Description & Feasibility of Success
 - Community Engagement & Partnerships
 - Project Benefits
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What Are We Doing Here?

The purpose of this training webinar is to assist applicants with understanding the Assessment and Cleanup Grant Guidelines and how to apply for the program grants.

Should any information provided in this presentation or by the presenters differ from the Guidelines, the language written in the Guidelines prevail.

For site-specific questions, please contact the Regional Brownfields Contact listed in Section VII. of the Guidelines.



Revolving Loan Fund Grants

A solicitation for new Revolving Loan Fund Grants will not be issued in FY 2017.

EPA expects to solicit requests from existing, high-performing RLF grantees through a Federal Register notice for supplemental funding in early 2017.




Anticipated FY 2017 Timeline

- **December 22, 2016:** Proposal submission deadline
- April – May 2017: Selections announced
- June – July 2017: Workplans and grant paperwork submitted
- July – Oct 2017: Grants awarded/funds become available

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





Types of Grants

	Assessment	Cleanup
Applicant Eligibility (see full list in Section III.A.)	Government, Quasi Government, Regional Council, Tribe	Government, Quasi Government, Regional Council, Tribe, Non-profit
Amount of funding available	 Community-wide <ul style="list-style-type: none"> Up to \$200,000 for hazardous substances, OR Up to \$200,000 for petroleum, OR Up to \$300,000 for a combination of hazardous substances AND petroleum (not to exceed \$200,000 for either type) Site-specific <ul style="list-style-type: none"> Up to \$200,000 or up to \$350,000 with a waiver Assessment Coalition <ul style="list-style-type: none"> Up \$600,000 	<ul style="list-style-type: none"> Up to \$200,000 per site Up to 3 sites totaling \$600,000
Cost share requirement	n/a	20% cost share
Period of performance	3 years	3 years
Common eligible grant activities	inventory, characterize, assess, reuse planning, cleanup planning, and conduct community involvement	cleanup activities, reuse planning, and community involvement



Changes to Guidelines

DUNS Number Verification 	“EPA will verify the Data Universal Number System (DUNS) number listed on the application is the correct DUNS number for the applicant’s organization. If the correct DUNS number is not included on the application, the application may be deemed ineligible.”
Submission Instructions	Revised language clarifies that not only must proposals be submitted by the submission deadline, but proposals must be <u>successfully received</u> by www.grants.gov by the submission deadline.
Streamlined Threshold Criteria	Consolidated, streamlined and reorganized all site-specific threshold information into Section III.C. (Assessment) and Section III.B. (Cleanup) to make it easier and clearer for applicants.
Ranking Criteria vs Evaluation Criteria	Per Agency requirements, the proposal submission instructions including what information applicants need to submit are now in Section IV. and the Evaluation Criteria (how the information in Section IV. will be evaluated) is in Section V.
Publishing a Community Notification Ad 	Cleanup applicants must publish (not just place) a community notification ad in the local newspaper or an equivalent means.

For a complete list of Guideline changes, please review the “Summary of FY17 Brownfields Assessment and Cleanup (AC) Grant Guidelines Changes” available at www.epa.gov/brownfields/summary-fy17-arc-grant-guideline-changes.



Submission Materials

Cover Letter
+
Narrative
+
Required
Attachments

Your
Proposal

+
Application for
Federal Assistance

Your
www.grants.gov
Application
Package



Requirements to Submit a Proposal

- Register in and learn how to submit a proposal via www.grants.gov.
 - ❑ Review the [Applicant Tools & Tips](#) on the www.grants.gov website.
 - ❑ Review the [Frequently Asked Questions](#) and [Grants.gov Tip Sheet](#).
- Use the correct DUNS number for your organization/department.
- Register in www.sam.gov **now**.
- Even if already registered in www.sam.gov, make sure the account is active and will be active by the deadline.
 - ❑ The account must be renewed annually by the E-Business Point of Contact (E-Biz POC).
- Ensure the **correct** Authorized Organization Representative (AOR) submits the proposal.
 - ❑ The AOR must be designated by the E-Biz POC.



Requirements to Submit a Proposal Cont'd

Complete the highlighted sections in the Application for Federal Assistance SF-424.

❑ **Box 18 - Estimated Funding**

Do not include Leveraged Resources discussed in Section IV.C.3.2.c.

❑ **Box 19 – Is Application Subject to Review By State Executive Order 12372 Process?**

Applicants must choose one of three options:

- This application was made available to the State under the Executive Order 12372 Process for review on (enter date).
- Program is subject to E.O. 12372 but has not been selected by the State for review.
- Program is not covered by E.O. 12372.

At the initial application submission phase, you are not required to provide a copy of your proposal to your state's Intergovernmental Review Office; regardless if option a. or b. apply.

Application for Federal Assistance SF-424		
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input type="checkbox"/> New	<input type="text"/>
<input type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify):
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	<input type="text"/>
* 3. Date Received:	4. Applicant Identifier:	
<input type="text"/>	<input type="text"/>	



Requirements to Submit a Proposal Cont'd

Recommendations:

- Make PDF files searchable by creating the PDF from its source document (e.g., a MS Word file). “Create PDF/XPS Document” feature, found under the Export Tab.
- If possible, combine all the required submission materials **into a single file** and submit that one file through www.grants.gov.
- Ensure the file name does not exceed 50 characters.



Grants.gov Notification Emails

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from www.grants.gov with the following subject lines:

1. GRANT##### Grants.gov Submission Receipt

Check status of application using the tracking number.

2. GRANT##### Grants.gov Submission Validation Receipt for Application

If the AOR did not receive either notification emails listed above, your proposal **did not transmit successfully**. Therefore, contact the www.grants.gov Help Desk (open 24/7; except federal holidays) at 1-800-518-4726.

Make sure to get a case number.



Grants.gov Notification Emails Cont'd

After the application package is retrieved out of the www.grants.gov system by EPA, the AOR should receive the following notification emails from www.grants.gov:

3. GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application
4. GRANT##### Grants.gov Agency Tracking Number Assignment for Application

Proposals that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.



Proposal Content & Form

- **Cover Letter** (2 pages)

Attach to Cover Letter:

- State Acknowledgement Letter
- Other Factors Checklist/Assessment Regional Priorities Form (in Appendix 3)

- **Narrative** (15 pages)

Excess pages will be removed and not reviewed.

- **Required Attachments**

Limit attachments to required/relevant documents and letters (i.e., threshold criteria, commitment letters from community organizations, etc.).

- 1" margins; 12 pt font; Times New Roman/Arial/Calibri font; no maps.

**See Section IV.C.3.
for details**



Proposal Content Tips

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



Proposal Content Tips Cont'd

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



Proposal Writing Resources



- Office of Brownfields & Land Revitalization Website

www.epa.gov/brownfields/apply-brownfields-grant-funding

- FY17 Summary of Brownfields AC Guidelines Changes
- Assessment Guidelines Checklist
- Cleanup Guidelines Checklist
- Frequently Asked Questions (FAQs)
- Grants.gov Tip Sheet

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



Technical Assistance to Brownfields (TAB) Contacts

https://www.epa.gov/sites/production/files/2015-11/documents/epa_tab_bifold_070715_508.pdf

New Jersey Institute of Technology (NJIT) - Serves EPA Regions 1, 3 and 4

Colette Santasieri - 973-642-4165 - santasieri@njit.edu

Kansas State University (KSU) - Serves EPA Regions 5, 6, 7, and 8

Blase Leven - 785-532-0780 - baleven@ksu.edu

Center for Creative Land Recycling (CCLR) - Serves EPA Regions 2, 9 and 10

Sarah Sieloff - 415-398-1080 - sarah.sieloff@cclr.org



TABEZ: A Grant Writing Tool

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

www.tabez.org

The screenshot shows the TABEZ website interface. At the top, there is a purple header with the TAB logo (Technical Assistance to Brownfields) and navigation links: Home, About, Education, Online Tools, Resources, Services, Contact. A dropdown menu is open, showing 'TAB EZ' and 'BIT'. Below the header, the main content area is titled 'TABEZ' in green. On the left, there are two sections: 'In This Section:' with links to 'Grant Applications Home' and 'Start New Application'; and 'Quick Links:' with links to 'Sample Grant Applications', 'Tutorial', 'Definitions', 'Acronyms', 'All Assessment Helpful Hints', 'All Cleanup Helpful Hints', and 'Statistics/Census Information'. On the right, there is a section titled 'Grant Applications Home' with a breadcrumb 'Home > Grant Applications Home'. Below this is a 'My Grant Applications' section with a table for tracking applications. The table has columns for 'Application Name:', 'Owner:', and 'Last Contrib'. Below the table are two call-to-action buttons: 'START A NEW GRANT APPLICATION' and 'HOW DO I START A GRANT APPLICATION?'. At the bottom, there are two more call-to-action buttons: 'NEW GRANT APPLICATION' and 'HOW DO I START A GRANT APPLICATION?'. The bottom of the page is partially obscured by a green bar.

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



Questions & Progress Check

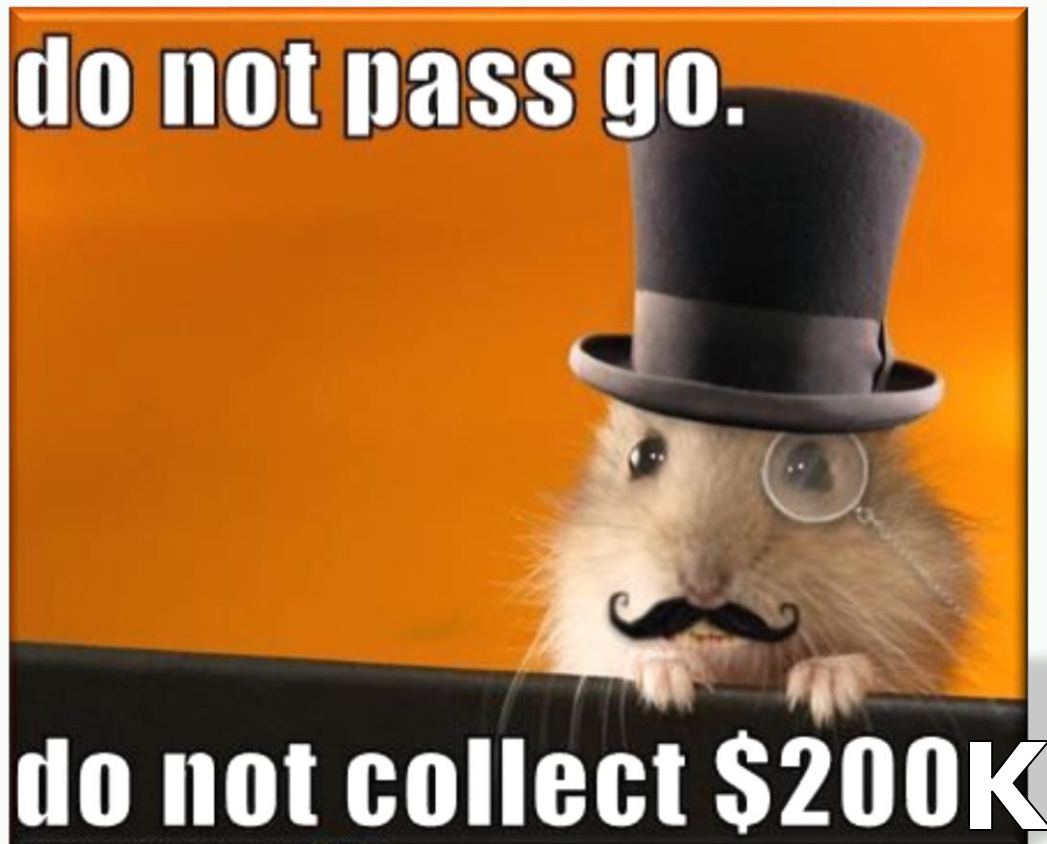


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Threshold Criteria Overview

Failing threshold means
you don't move forward!!





Threshold Criteria Overview

ASSESSMENT PROPOSALS		CLEANUP PROPOSALS
Community-Wide and Coalition	Site-Specific	
Applicant Eligibility	Applicant Eligibility	Applicant Eligibility
Community Involvement	Community Involvement	Community Notification
		Site Ownership
	Basic Site Information	Basic Site Information
	Status and History of Contamination at the Site	Status and History of Contamination at the Site
	Brownfields Site Definition	Brownfields Site Definition
		Environmental Assessment Requirement
	Enforcement or Other Actions	Enforcement or Other Actions
	Sites Requiring a Property-Specific Determination	Sites Requiring a Property-Specific Determination
	Site Eligibility and Property Ownership Eligibility	Site Eligibility and Property Ownership Eligibility
		Cleanup Authority and Oversight
		Statutory Cost Share



Applicant Eligibility

- Describe how you are an eligible entity as specified in Section III.A., Who Can Apply?
 - For entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
 - (*Assessment only*) Assessment Coalitions must document how all coalition members are eligible entities. Attach letters from all coalition members in which they agree to be part of the coalition.
 - (*Cleanup only*) Non-profit organizations must attach documentation indicating nonprofit status.





Community Involvement (Assessment)

- Community involvement efforts can be implemented using existing meetings.
- Applicants must:
 - Identify how you will “intend to inform and involve the community and other stakeholders.”
 - Tie this to your “Engaging the Community” in Section IV..C.3.3.a.

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



Community Notification (Cleanup)

Attach draft ABCA to
your proposal

- Provide an opportunity for the community to submit comments on your proposal and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- **Publish** an ad (or equivalent) about intent to apply and notice of a public meeting.
- Notify the community at least **2 weeks prior to submission and no later than December 8, 2016.**
- Include in ad:
 - Date, time and location of meeting, and request for comments
 - Where proposal and draft ABCA are located (e.g. town hall library, website, etc.)
 - How the public can submit comments
- Host public meeting prior to proposal submission.





Site Ownership (Cleanup)

Cleanup applicants must own site by **December 22, 2016**.

Basic Site Information (Site-Specific Assessment & Cleanup)

Identify the name, address, and current owner of the site
Cleanup applicants: the date you plan to acquire the site.

Status and History of Contamination (Site-Specific Assessment & Cleanup)

Identify:

- whether this site is contaminated by petroleum or hazardous substances;
- the operational history and current use(s) of the site;
- environmental concerns, if known, at the site; and
- how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.



Brownfield Site Definition (Site-Specific Assessment & Cleanup)

Affirm that the site is:

- (a) not listed or proposed for listing on the National Priorities List;
- (b) not subject to orders under CERCLA; and
- (c) not subject to the jurisdiction, custody, or control of the U.S. government. (*Note: Land held in trust by the U.S. government for an Indian tribe is eligible for brownfields funding.*)



Environmental Assessment Requirement (Cleanup)

Cleanup Guidelines III.B.6.: A written ASTM E1903-11 or equivalent Phase II site assessment report (a draft report is sufficient) must be completed prior to proposal submission.

- Describe the type of environmental assessments conducted at your proposed site (do not attach assessment reports).
- Provide the date of the Phase II or equivalent report.

Enforcement or Other Actions (Site-Specific Assessment & Cleanup)

- Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site for which funding is sought.
- Describe any inquiries, or orders from government entities that the applicant is aware of regarding the responsibility of any party (including the applicant) for the contamination, or hazardous substances at the site, including any liens.



Sites Requiring a Property-Specific Determination (Site-Specific Assessment & Cleanup)

Certain types of sites require a property-specific determination in order to be eligible for funding.

- If your site requires a property-specific determination, then you **must attach the information** requested in the [Brownfields FAQs](#).
- If not required, **affirm that the site does not need a property-specific determination.**
- Please refer to Section III.C.5. in the Assessment Guidelines, Section III.B.8. in the Cleanup Guidelines or Appendix 1, Section 1.5. to determine whether your site requires a property-specific determination.
- Contact your Regional Brownfields Contact listed in Section VII. if you think your site requires a property-specific determination.



Property Ownership Eligibility – Hazardous Substance Sites (Site-Specific Assessment & Cleanup)

- Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes; and sites co-mingled with petroleum product where hazardous substances are the predominant contaminant.

1. Who contaminated it?

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

2. Who owns it?

3. How was it acquired?

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

- ## 4. What happened on the property after acquisition? What were the Continuing Obligations? Did owner ensure no further contamination has taken place since they received title?

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



Property Ownership Eligibility – Petroleum Sites

(Site-Specific Assessment & Cleanup)

- Sites contaminated with petroleum and petroleum product
- State or EPA will determine if site is eligible
- EPA will determine eligibility for Tribes
- Petroleum Eligibility Letter must be attached to proposal

1. **What's the level of risk?**

- Is the site relatively low risk?

2. **Who contaminated it?**

- Who are the current and previous owners?
- Current and previous owner must not be responsible for contamination.

3. **If current or previous owner is responsible...**

- Are they financially viable?

Petroleum determination should be done before submitting your application.





Cleanup Authority and Oversight Structure (Cleanup)

- Cleanup Oversight
 - Describe oversight plan
 - Indicate whether or not you plan to enroll in state or tribal voluntary program
 - If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup

- Property(s) Access Plan
 - Plan to obtain access to adjacent properties, if needed.



Statutory Cost Share (Cleanup)

A cost share, also known as a 'match', of 20% is required

- Match can be contribution of money, labor, materials, or services from a non-federal source
 - Only for an eligible and allowable expenses
 - HUD CDBG funds can be used as match

- Include the cost share amount on the SF 424 under block 18.b. "Applicant"

- Hardship Waivers can be requested
 - Approved on a limited basis
 - Must provide explanation as an attachment

**Do not exceed
20% match**



Other Required Attachment:

Letter from State or Tribal Environmental Authority

- Include a current letter acknowledging your specific proposal and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.
- State and Tribal environmental authorities do not need to provide a letter for themselves.

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

Attach letter to the Cover Letter.

Do not use last year's letter.

Do not substitute an enforcement letter from the state regarding a specific site action.



Questions & Progress Check

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Ranking Criteria

- Proposal must have passed Threshold Criteria to be considered for review and be “ranked”.

- 5 Ranking Criteria Sections
 1. Community Need
 2. Project Description & Feasibility of Success
 3. Community Engagement & Partnerships
 4. Project Benefits
 5. Programmatic Capability & Past Performance

- Each criterion is made up of sub-criteria
 - Answer each individually and enumerate each sub-criterion
 - Sub-criteria may be different per grant type and point totals vary

**200 points for
Assessment**

**100 points
for Cleanup**



Link Your Story Together

■ Community Need

- Here are the brownfields issues in my target area and who I'm trying to help with this grant.

■ Project Description & Feasibility of Success

- Here's my step-by-step plan for the grant, what I'm going to spend the money on, and where I'm going to get the rest of money to get to redevelopment.

■ Community Engagement & Partnerships

- Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made.

■ Project Benefits

- Here are the anticipated outcomes and my target area will benefit from redeveloping the brownfields sites.

■ Programmatic Capability & Past Performance

- Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.



1. Community Need

Clearly identify the **TARGET** area.

Target Area and Brownfields

- Provide information on your city, town, or geographic area to provide context of brownfield challenges
- Describe the specific area where work will be performed
- Provide and compare census-based demographic data and, as needed, include other data and information. (Use the sample table format to provide demographic information.)
- Describe the brownfield property(ies) to be addressed, its effect and proximity to residents in your target area.



1. Community Need

Welfare, Environmental, and Public Health Impacts

- Discuss welfare issues experienced by the target area.
- In addition to the brownfield sites, provide summary of other various cumulative environmental issues.
- Discuss the public health impacts from cumulative sources and the brownfield sites.
- Describe threats to sensitive populations who are potentially subject to environmental exposures, including from brownfields.

- ✓ Typical contamination
- ✓ Poverty rates, crime rates, etc.
- ✓ Environmental impact data (e.g. cancer and asthma rates)



1. Community Need

Financial Need

- Describe why you need this funding and are unable to obtain other funding sources.
- Describe how local economic conditions may have been made worse due to significant economic disruption.
- Describe the other economic effects associated with the brownfields and to the extent possible include quantitative data.

Clearly cite
statistical data.

Describe **YOUR** need.
Many applicants fail to
understand this criterion.



Useful Tips

- **Link Your Story Together: Community Need**
 - Here are the brownfields issues in my target area and who I'm trying to help with this grant.

- This section sets the stage for the rest of the proposal.

- Clearly describe the social and economic situation of your target area and your (the applicant's) financial constraints.

- Clearly identify a target area, explain needs of this community and the impacts of the brownfield sites on this community.



Useful Tips Cont'd

- Assessment Coalitions applicants: Provide information on all coalition partners and their respective target area.
- Connect impacts experienced by nearby community members to the brownfields sites and associated contaminants.
- Use existing available information to support claims.
- Connect the dots: explain/interpret the statistics.
- Cite data sources. Identify information sources used (e.g. 2010 census data, local reports, etc.)



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2. Project Description & Feasibility of Success (Assessment)

Assessment Project Description

1. Project Description

2. Timing and Implementation

1. Project Description and Alignment with Revitalization Plans

This is where you get to pitch your project! Describe:

- All the activities that will be conducted with the grant funds
- How the project aligns with your overall redevelopment plans
- How you will incorporate equitable development or sustainable practices
- The plans for redevelopment of your proposed properties
- How you will make use of existing infrastructure



2. Project Description & Feasibility of Success (Assessment)

2. Timing and Implementation

Describe how these three activities below will be implemented and executed in the three-year project period, and discuss who will be responsible for conducting these activities

- a) Contractor procurement
- b) Site Selections (varies by assessment grant type)

Community-wide proposals should discuss the development of a site inventory/site identification process, and sit prioritization and selection process.

Coalition proposals should demonstrate how the grant funds will address a minimum of five sites as well as sites located in each coalition member's jurisdiction.

Site-specific proposals should describe the existing conditions of the subject property.

- c) Obtaining and securing site access



2. Project Description & Feasibility of Success (Cleanup)

Cleanup Project Description

1. Existing Conditions
2. Proposed Cleanup Plan
3. Alignment with Revitalization Plans

1. Existing Conditions

- Describe: existing conditions of the property, extent of contamination, current uses and any buildings onsite

2. Proposed Cleanup Plan

- Describe proposed cleanup plan and methods. (*This description can use the same language as the draft ABCA.*)

3. Alignment with Revitalization Plans

- How the project aligns with your overall redevelopment plans
- How you will incorporate equitable development or sustainable practices
- The plans for redevelopment of your proposed properties
- How you will make use of existing infrastructure



2. Project Description & Feasibility of Success

Task Descriptions

This is the narrative that supports the budget table.

- List the tasks required to implement the project
- Distinguish between the work you and your contractors will perform
- Discuss if any additional work or services are needed to carry out the project
- Identify and enumerate specific project outputs
- Provide cost estimate and basis for each grant-funded task

Cleanup Applicants: Describe only eligible cost share activities



Assessment Budget – EXAMPLE

Label
Tasks



Budget Categories (programmatic costs only)	Project Tasks					
	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	Total
Personnel	20,000	10,000				30,000
Fringe Benefits						
Travel ¹	5,000					5,000
Equipment ²						
Supplies						
Contractual ³		15,000	30,000	100,000	20,000	165,000
Other (specify)						
Total	25,000	25,000	30,000	100,000	20,000	200,000

Task Description EXAMPLE - Task 1: Program Management

- **Personnel:** Community Planner - \$50/hour * 400 hours = \$20,000
- **Travel:** Attend 1 Regional Conference: \$1,000 + Nat'l Brownfield Conference: \$4,000 = \$5,000



Cleanup Budget – EXAMPLE

Budget Categories (programmatic costs only)	Project Tasks				
	Program Management	State Oversight	Cleanup	Community Outreach	Total
Personnel	20,000			5,000	25,000
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies	5,000				5,000
Contractual ³		10,000	155,000	5,000	170,000
Other (specify)					
Total	25,000	10,000	155,000	10,000	200,000
Cost Share⁴	10,000		20,000	10,000	40,000
Total Budget	35,000	20,000	175,000	20,000	240,000

Cost Share

Describe only eligible cost share activities



2. Project Description & Feasibility of Success

Ability to Leverage

- Describe other sources of funding or resources that you **have or may be seeking** to ensure the completion of the project and long-term revitalization of your brownfields site(s).
- Attach copies of documentation for any firm leveraged resources identified.
- If you don't have sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources.

Cleanup Applicants

Specifically discuss the sources of funding associated with the potential revitalization of the site.



Useful Tips

- **Link Your Story Together: Project/Program Description & Feasibility of Success**
 - Here's my step-by-step plan for the grant, what I'm going to spend the money on, and where I'm going to get the rest of money to get to redevelopment.
- Describe the project/program clearly.
- Project/program description should correlate with the main points from the previous Community Need section.
- Proposed work should align with ongoing community revitalization efforts.
- Quantify any in-kind support.
- Discuss ability to leverage resources and demonstrate secured leveraged funding.
- If proposing health monitoring activities, ensure the appropriate health agency's role is outlined in the Task Description and funds are included in the budget.



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- Wrap-up**





3. Community Engagement & Partnerships

Engaging the Community

- Describe plan for involving affected community during the planning and implementation of your project.

Cleanup Applicants: Describe the plan for addressing residents' health, safety, and disruption concerns; and, protecting sensitive populations and nearby residents.

- Describe a plan for communicating progress to the community members.
 - How will you keep the community engaged?
 - Why is this the best approach?

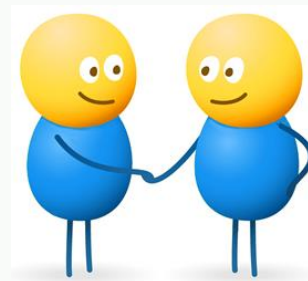


3. Community Engagement & Partnerships

Partnerships with Governmental Agencies

- Identify and provide information on:
 - local/state/tribal environmental agency which implements the brownfields program
 - other relevant governmental agencies
 - including the health agency if applicable
- Describe the role they will play in your project/program

Plans to enroll in the state/local/tribal voluntary response programs





3. Community Engagement & Partnerships

Partnerships with Community Organizations: Community Organization Description & Role

- Describe community organizations and their role in the planning and implementation.
- If no community organizations exist, the state this and demonstrate how the community has been and will continue to be engaged.



Target schools and colleges, churches, labor groups, environmental groups, cultural interest groups, civic groups, advocacy groups, community development organizations, chambers of commerce, etc.

Focus of this section is on community organizations, NOT governmental organizations, local municipal departments, or political members.

Involve partners that are relevant to your project plans.



3. Community Engagement & Partnerships

Partnerships with Community Organizations: Letters of Commitment

- Commitment letters should provide a sketch of the organization and their **specific** role in and contribution to project.
- Information in the letters should be consistent with information in the proposal.
- Include unique letters - not form letters.
- Don't wait until the last minute to request letters from partners.
- Letters should be addressed from the partner and to you (the applicant).
- Include letters in your proposal package. Do not send separate letters to EPA.

COMMITMENT MEANS
STAYING LOYAL TO
WHAT YOU SAID YOU
WERE GOING TO DO
LONG AFTER THE
MOOD YOU SAID IT IN
HAS LEFT YOU.



3. Community Engagement & Partnerships

Partnerships with Workforce Development Programs

- Describe any planned efforts to promote local hiring and procurement or to link members of the community to potential employment opportunities.





Useful Tips

- **Link Your Story Together: Community Engagement & Partnerships**
 - Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made.
- Be descriptive in how the community members will be engaged, and why your approach is appropriate and effective.
- Provide examples of previously successful approaches and methods used to engage the community.
- Demonstrate that you have already engaged the community in efforts discussed in the proposal.
- Describe how community input was solicited and incorporated into any decisions already made.
- Health monitoring, if proposed, should also be discussed in the community engagement activities.
- Find out if there are Brownfields job training grantees or workforce development programs in your area.



Questions & Progress Check



- Introductions and Timeline
- General Overview
- Overview of Threshold Criteria
- Overview of Ranking Criteria
 - Community Need
 - Project Description & Feasibility of Success
 - Community Engagement & Partnerships
 - NEXT: Project Benefits**
 - Programmatic Capability & Past Performance**
- Wrap-up**



4. Project Benefits

Welfare, Environmental, and Public Health Benefits

Describe:

- Future welfare, environmental, and public health benefits anticipated from this grant, and
- How these benefits will address challenges mentioned in the Community Need section.





4. Project Benefits

Economic and Community Benefits

- Discuss potential outcomes and the economic benefits, non-economic benefits, and other community benefits which may be achieved through the redevelopment of sites addressed under this grant.
- Discuss how these benefits align with community revitalization plans.

Benefits should be relative to challenges identified in the Community Need section and your project proposed in the Project Description section.

Be specific and provide quantitative estimates when possible.



Useful Tips

- **Link Your Story Together: Project/Program Benefits**
 - Here are the anticipated outcomes and my target area will benefit from redeveloping the brownfields sites.
- ***Carry themes from beginning to end of the proposal!***

Discuss benefits expected from targeting resources towards addressing any themes/target areas/community issues identified in the Community Need and Financial Need sections.
- Associate the project/program benefits with needs of the community and the community's vision for revitalization.
- Be as specific as possible when describing anticipated benefits. Quantify economic benefits.





Questions & Progress Check

- Introductions and Timeline
- General Overview
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 - Community Engagement & Partnerships
 - Project Benefits
 - NEXT: Programmatic Capability & Past Performance**
- Wrap-up**





5. Programmatic Capability & Past Performance

Audit Findings

- Address adverse audit findings
 - Applicant must state that there is no adverse audit



Programmatic Capability

- Demonstrate ability to manage grant and oversee the proposed work
- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner

Measuring Environmental Results: Anticipated Outputs/Outcomes

- Discuss your plan to track, measure and evaluate progress.



5. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

Applicants who **are past/present** Brownfields grantees

– OR –

Applicants who **are not past/present** Brownfields grantees but have received other federal/non-federal assistance agreements

– OR –

Applicants who **have never received** federal or non-federal assistance agreements



5. Programmatic Capability & Past Performance

Accomplishments & Compliance with Grant Requirements

~ Past/present Brownfields Grantees (Assessment, Cleanup, RLF, 128(a)) ~

(Excludes Targeted Brownfields Assessments, Area-Wide Planning and Environmental Workforce Development & Job Training Grantees, and subawards from Brownfield grants.)

■ Describe:

- Accomplishments (specific outputs and outcomes) on the most recent five grants
- Compliance with workplan, schedule, and terms and conditions
- Corrective action for past grant management issues
- Discuss history of timely and acceptable reporting of deliverables, including ACRES
- Funding expenditure and need for additional funding



5. Programmatic Capability & Past Performance

Purpose and Accomplishments & Compliant with Grant Requirements

~ Applicants who are not past/present Brownfields grantees ~

■ Describe:

- The awarding agency/organization, amount and purpose of funding
- Accomplishments (specific outputs and outcomes) of projects in similar scope and no more than five
- Compliance with workplan, schedule, and terms and conditions
- Corrective action for past grant management issues
- Discuss history of timely and acceptable reporting



5. Programmatic Capability & Past Performance

Purpose and Accomplishments & Compliant with Grant Requirements

~ Applicants who have never received federal or non-federal assistance agreements ~

- Affirm that your organization has never received any type of federal or non-federal assistance agreements
- Will receive a neutral score

Useful Tip

- **Link Your Story Together: Programmatic Capability & Past Performance**
 - Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.

**Respond to the correct
Past Performance & Accomplishments
criterion**



Questions & Progress Check

- Introductions and Timeline
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- Overview of Ranking Criteria
 - Community Need
 - Project Description & Feasibility of Success
 - Community Engagement & Partnerships
 - Project Benefits
 - Programmatic Capability & Past Performance
- NEXT: Wrap-up**





Regional Brownfields Contacts

Contacts are listed
in Section VII. of the
Guidelines.

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EPA Region 6 - Paul Johnson Johnson.Paul@epa.gov (214) 665-2246	AR, LA, NM, OK, TX
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Brownfields2017
SUSTAINABLE COMMUNITIES START HERE



ICMA
Leaders at the Core of Better Communities

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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.