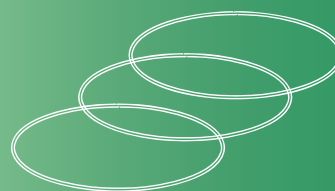


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# Brownfields Grants Workshop: Understanding the Proposal Guidelines

*USEPA Region 7  
August 14, 2007*



## What to expect ...

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- Discussion of types and amounts of EPA Brownfields grants
- Discussion of the general proposal and selection process
- Overview of threshold criteria
- Overview of ranking criteria
- Useful application preparation tips
- Q & A

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# General Information & Application Process





## FY2007 National Cooperative Agreement Funding

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- FY 2007 EPA will award \$70.7 M for ARC
  - 104(k) Assessment – 189 selected
  - 104(k) RLF – 13 selected
  - 104(k) Cleanup – 93 selected
- 104(k) Job Training – 12/\$2.3 M
- State & Tribal 128(a) - \$50 M

## FY2007 Funding to EPA Region 7

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- FY 2007 funding by program
  - Assessment: 9 selected/\$1.8 M
  - RLF: 1 selected/\$ 1 M
  - Cleanup: 6 selected\*/\$1.2 M  
(7 initially selected)
  - Job Training: 0 grants/\$0
- FY 2007 funding by state
  - IA - \$ 0.35 M
  - KS - \$1.01 M
  - MO - \$1.27 M
  - NE - \$0.6 M

## Brownfields Definition

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*“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”*

## “Hazardous Substances, Pollutants, and Contaminants”

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- Hazardous Substances
- Petroleum Contamination
- Asbestos, Lead Paint & Meth-Labs are eligible
- Other environmental hazards



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## The Competitive Grant Program



*Funding for assessment  
and cleanup of sites is  
awarded through an  
annual, national  
competition.*



## Application Process FY2008

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- August 2007 – Notice of Availability
- Oct 12 – Assessment, Revolving Loan Fund, and Cleanup (ARC) proposals due
- Sept 28 – Job Training Grant proposals due
- Spring 2008 – Announcement of Proposals selected to be funded

## Evaluation Process FY2008

(Tentative)

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- Regional Evaluation of Threshold Criteria Responses (pass/fail)
- National Panel Evaluations of the Ranking Criteria Responses
  - Region 7 will not rank proposals from our 4 States
- Headquarters Decision Official Selects the “Highest Ranking”
- Announcement: End of March 2008?

11

## Who Can Apply for Grant Funds

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- General Purpose Unit of Local Government (as defined under 40 CFR Part 31)
- State and Tribes
- Quasi-government entities (e.g., regional councils, redevelopment authorities, economic development agencies, etc.)
- Non-profits for direct cleanup grants only

Note: Private parties are eligible for loans from revolving loan funds granted to government entities.

12

## Applicant Eligibility

### *The applicant...*

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- Must be one of the entities on the eligible list for the grant type
- Must not be a Potentially Responsible Party (PRP) under CERCLA 107
- For petroleum sites – must not be “liable” for contamination
- Must not be debarred, suspended from applying for federal grant monies

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What kind of funding is available?



## Assessment Grant Program

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- Community wide or site specific (single site)
- \$200K hazardous substance (includes asbestos, lead paint, Meth labs, etc.)
- \$200K petroleum-only contamination
- No cost share
- Up to \$350K per property w/approved waiver
- No more than 2 applications/eligible entity
- Petroleum and hazardous substances must be separate proposals

15

## Brownfields Cleanup **Revolving Loan Fund** Grant Program

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- Up to \$1M per entity
- Coalitions may apply
- May give cleanup subgrants from loan fund, up to 40% of loan amount (up to \$200K per site)
- Hazardous substances, petroleum, & other environmental hazards
  - May be included in the same proposal
- Cost share of 20%



## Cleanup Grant Program

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- Up to \$200K per property
- Hazardous substances (includes asbestos, lead paint, Meth-labs, etc.) or petroleum-only contamination
  - May be included in the same proposal
- May apply for up to 3 properties; separate proposals for each property
- Non-profits may apply
- Cost share 20%
- MUST BE SOLE OWNER OF PROPERTY BY 06/30/08

17

## Other US EPA Brownfields Programs

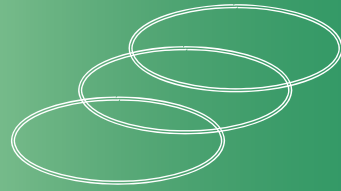
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- Brownfields Job Training Grant Program
  - Ina Square (913) 551-7357
- Targeted Brownfields Assessment Program
  - Ron King (913) 551-7568

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# Getting Started



## Proposal Planning

### Encourage your communities to...

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- Focus On Target Areas – Master Plans, Economic Zones, Main Street Programs
- Engage your community early and often
- Consider your project to be more than just the EPA funding
- Identify key partners and resources
- Investigate site ownership, access, and eligibility issues early
- Regional approaches – consider how your plan fits with your surrounding area (Coalitions/Planning Councils may apply)

20

## Good Basic Proposal Preparation Practices...

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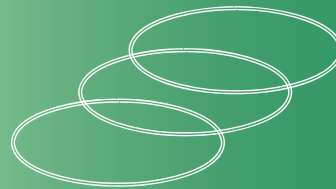
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- Read the entire guideline & follow directions!
- Address all criteria – if it doesn't apply; say so and explain why
- Be kind to the reviewers – minimize the use of acronyms and technical/cultural jargon
- Use “white space” and follow 18-page limit
- Use pictures & maps judiciously

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# Threshold Criteria



## Threshold Criteria – MUST PASS

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- Applicant Eligibility
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility
- \* Cost Share
- \* Cleanup Authority and Oversight Structure
- \*\* Legal Authority to Manage a Revolving Loan Fund

\* RLF and Cleanup Grant only

\*\* RLF only

23

## Threshold: Applicant Eligibility

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- Municipalities
- States and Tribes
- Quasi-governmental organizations
- Non-profit organizations that own the property (Cleanup Grants)
- Coalitions (Revolving Loan Funds)



## **Threshold: Letter from the State or Tribal Environmental Authority**

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- Attach a current letter from the State or Tribal environmental authority acknowledging that the applicant plans to conduct or oversee assessment and/or cleanup activities and to apply for grant funds.

## Threshold Criteria – MUST PASS

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- Applicant Eligibility
- Letter from the State or Tribal Environmental Authority
- **Site Eligibility and Property Ownership Eligibility**
- \* Cost Share
- \* Cleanup Authority and Oversight Structure
- \*\* Legal Authority to Manage a Revolving Loan Fund

\* RLF and Cleanup Grant only

\*\* RLF only

26

## Brownfields “Cycle”

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- 1. Assess property (EPA Grant)**
- 2. Acquire property (Bona Fide Prospective Purchaser liability protection)**
- 3. Cleanup property (EPA Grant)**
- 4. Reuse property (Greenspace/Private sector redevelopment)**

## Site Eligibility

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- For assessment, communities can apply on behalf of privately held sites.
- For cleanup cooperative agreements, property ownership must be in the hands of the applicant
- Private property owners cannot apply directly for cooperative agreement funds.
- Private property owners can apply for loans from an RLF for cleanup

## Site Eligibility (cont.)

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- Hazardous sites – applicant must not be liable for contamination on the property under CERCLA.
- Petroleum sites – State determinations that:
  - relatively low risk site
  - no viable, liable party
  - no RCRA 9003(h) corrective action order

## **Threshold:** Site and Property Ownership Eligibility CERCLA Liability

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- The Brownfields Law prohibits EPA from providing cooperative agreement funds to an entity that is considered potentially liable under CERCLA.
- CERCLA contains very broad liability provisions.
- Liability for site owners is highly dependent on **HOW** and **WHEN** the site was acquired.
- Therefore, site eligibility is dependent on **HOW** and **WHEN** the site was acquired.

30

## **Threshold:** Site and Property Ownership Eligibility CERCLA Liability

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- Most common acquisition scenarios:
  - Tax foreclosure
  - Eminent domain
  - Purchase or donation

## **Threshold:** Site and Property Ownership Eligibility CERCLA Liability

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Acquired by purchase or donation prior to  
1/11/02

- Must meet CERCLA exemptions to liability – e.g. tax sale, eminent domain, or “innocent landowner”
- For grants purposes only; appropriations bills allow the grant but don’t change the liabilities



## **Threshold:** Site and Property Ownership Eligibility CERCLA Liability

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### Acquired by purchase or donation after 1/11/02

- Eligible - If you meet definition of Bona Fide Prospective Purchaser (BFPP)
- “Gold Standard” for governments and for private developers in the redevelopment process

## Bona Fide Prospective Purchaser Exemption

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- Can purchase property with knowledge of contamination
- Must have bought property after January 11, 2002
- All disposal of hazardous substances must occur prior to acquisition of the property

## Bona Fide Prospective Purchaser Exemption (cont.)

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- To qualify for the BFPP liability limitations, landowners must:
  - Meet TWO threshold criteria
  - Satisfy FIVE continuing obligations
  - BFPP is subject to “Windfall Liens”
  - More detail in “Common Elements” guidance and “Windfall Lien” guidance from EPA

## Bona Fide Prospective Purchaser Exemption – Two Threshold Criteria

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(prior to purchase)

- Cannot be a Potentially Responsible Party (PRP) or affiliated with a PRP
- Must conduct “All Appropriate Inquiry” into environmental conditions

## Bona Fide Prospective Purchaser Exemption – FIVE Continuing Obligations

(after purchase)

1. Comply with Land Use Restrictions and Institutional Controls
2. Take “Reasonable Steps” to prevent further releases
  - Groundwater remediation is not required
  - Potential for Comfort Letter defining steps – fact driven

37

## Bona Fide Prospective Purchaser Exemption – FIVE continuing obligation

(after purchase)

- Provide cooperation, assistance and access
- Comply with information requests and administrative subpoenas
- Provide legally required notices

## Bona Fide Prospective Purchaser Exemption – All Appropriate Inquiry

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- Until November 1, 2006, four standards: The final regulation, ASTM Phase I Environmental Site Assessment E1527-00, ASTM E1527-97 or ASTM E1527-05
- After November 1, 2006, two standards: The final regulation and ASTM E1527-05

## **Threshold:** Site and Property Ownership Eligibility **Cleanup Questions**

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1. Site name, address, history, concerns
2. Property-specific determination
- If applying for petroleum, skip to bottom*
3. How did site become contaminated
4. How much assessment completed to date
5. Identify known enforcement actions
6. Acquisition questions including due care
7. Confirm commitment to due care (tentative)
8. Petroleum questions

40



## **Threshold:** Site and Property Ownership Eligibility **Cleanup: Useful tips**

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### ✓ Question 2:

- Need for property specific determinations very limited.
- EPA must approve.

### ✓ Question 4

- At a minimum, a PHASE I is required.
- Should have enough assessment completed to describe cleanup plan and estimated costs.

41

## **Threshold:** Site and Property Ownership Eligibility Cleanup: **Useful tips**

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### ✓ Question 5:

- Contact state to find out if there are any enforcement actions against prior owners.
- If there are enforcement actions, discuss status and how they fit into overall plan for the site.
- Make an effort to get the information – applicant shouldn't assume EPA or the State will do the leg work here.
- Focus of this question is on what the applicant knows about the liability of prior owners. The next question will focus on the applicant's own liability.

42

**Threshold: Site and Property Ownership Eligibility**  
Cleanup Question #6 – The applicant must...

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- 6a. Describe how you acquired and date, or discuss acquisition plan.
- 6b. Describe if disposal occurred before you acquired.
- 6c. Describe inquiry into previous ownership.
- 6d. Describe uses since your acquisition.
- 6e. Describe if you are potentially liable, or affiliated.
- 6f. Identify if you have any relationship with a potentially liable entity.
- 6g. Describe the **(reasonable)** steps taken with regard to the hazardous substances.
- 6h. Confirm commitment to due care.

43

## Threshold: Site and Property Ownership Eligibility Cleanup Question #6 (cont.): Useful tips

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### ● Acquisition

- ✓ If you do not own the site, describe plan for acquiring.
- ✓ If you do not own before 6/30/2007, you will not receive grant.
- ✓ Ownership demonstrated by Fee Simple Title
  - Warranty deed v. quit claim deed
  - Title company ownership report & encumbrances
- ✓ If not sure, call and discuss.

## Threshold: Site and Property Ownership Eligibility Cleanup Question #7: Useful tips

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### ● Due Care...

- ✓ Specifically address commitment to all four. If the condition does not apply now, indicate that a commitment to comply if it becomes relevant
  - Identify and indicate compliance with Land Use Restrictions and Institutional Controls; if there are none
  - Assist/cooperate with cleanup, provide access
  - Comply with info. requests & administrative subpoenas
  - Provide legally required notices

## Threshold: Site and Property Ownership Eligibility Cleanup Question #7 – Petroleum: Background

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- Brownfields law requires the State or EPA to determine if petroleum sites are eligible
- The eligibility determination for petroleum sites is different than that for a hazardous substance site
- The petroleum site determination is based on if:
  - site is of “relatively low risk”;
  - there is “no viable responsible party” capable of performing the cleanup;
  - funding will be used by a party not potentially liable; and
  - site is not subject to a corrective action order under RCRA 9003(h).

## Threshold: Site and Property Ownership Eligibility Cleanup Question #7 – Petroleum (cont.)

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- 7. Provide the following information (tentative)
  - 7a. Identify current & immediate past owners
  - 7b. Acquisition: describe how you acquired (or discuss acquisition plan)
  - 7c. No RP: Did current or immediate past owner contaminate, were reasonable steps taken identify when petroleum contamination occurred
  - 7d. Cleaned up by non-RP: Did current owner contaminate, were reasonable steps taken identify when petroleum contamination occurred
  - 7e. Relatively Low Risk: compared to other sites in state
  - 7g. Judgments, Orders or 3<sup>rd</sup> Party Suites:
  - 7h. Subject to RCRA: 9003(h) of Solid Waste Disposal Act
  - 7i. Financial Viability of RPs: whether current and immediate past owners financially capable

47

## Threshold Criteria – MUST PASS

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- Applicant Eligibility
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility
- \* Cleanup Authority and Oversight Structure
- \*\* Legal Authority to Manage a Revolving Loan Fund
- \* Cost Share
  - \* RLF and Cleanup Grant only
  - \*\* RLF only



## **Threshold: Cleanup Authority and Oversight Structure**

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- (Cleanup and RLF) Describe how you will oversee the cleanup at the site. Indicate whether you plan to enroll in a state or tribal voluntary response program.
- (Cleanup-only) Provide your plan to obtain access to adjacent or neighboring properties, if necessary.
- (RLF-only) Provide legal opinion stating your authority to access and secure sites in the event of an emergency or loan default.

49

## **Threshold: Legal Authority to Manage a Revolving Loan Fund**

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- Provide an opinion from your legal counsel that demonstrates your legal authority to perform the actions necessary to manage a revolving loan fund.
- Legal authority must include the ability to hold funds, make loans, enter into loan agreements, and collect repayments.

## Threshold Criteria – MUST PASS

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---

- Applicant Eligibility
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility
- \* Cleanup Authority and Oversight Structure
- \*\* Legal Authority to Manage a Revolving Loan Fund
- \* **Cost Share**
  - \* RLF and Cleanup Grant only
  - \*\* RLF only

## Threshold: Cost Share

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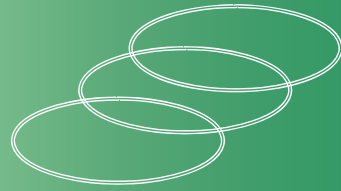
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- Cleanup and RLF grant recipients are required to provide a 20% cost share. This cost share is calculated as 20% of the total federal funds awarded. The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source.
  - If contribution is labor, material, or other services, it must be incurred for an eligible and allowable expense under the grant and during the performance period of the grant.
  - Applicants may petition for a hardship waiver.

52

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# Ranking Criteria



## Ranking Criteria

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- Assessment – 132 possible points
- RLF – 150 possible points
- Cleanup – 127 possible points

## Ranking Criteria

- **Budget (10 pts)**
- Community need (15 pts)
- Site Selection Process (6 pts assessment only)
- Sustainable Reuse of Brownfields (12 pts)
- Creation and/or Preservation of Greenspace/Open Space (5 pts)
- Pre-Award Community Notification (12 pts)
- On-Going Community Involvement (16 pts)
- Reduction of Threats to Human Health & Environment (26 pts – assessment, 27 pts - cleanup)
- Leveraging Additional Resources (10 pts)
- Business Plan (24 pts – RLF only)
- Programmatic Capability (20 pts)

## **Ranking: Budget – These items are applicable to all the grant programs (10 pts)**

Explain each of your tasks. Utilize clear and precise task descriptions. Don't use acronyms like "ESA" - spell it all out.

- Never use the word "administrative" to describe a task. Use "program oversight" or something similar.
- In the sample budget format provide a detailed description and narrative for each task.
- Provides specifics such as the number of assessments you plan to conduct
- Explain and justify equipment and/or supply budget items.



## Ranking: Budget (continued)

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- Show in-kind and cost share
- Local governments may utilize up to 10% of the grant for the following (must be included as a separate budget task):
  - monitoring the health of populations;
  - monitoring and enforcement of any institutional control;
  - other related program development and implementation activities

# Ranking: Budget (Assessment Grant Program)

Sample Format for Budget

Budget Categories	Project Tasks				
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>					
Other (specify) _____					
<b>Total</b>					

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for assessment grants.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

# Ranking: Budget (Cleanup Grant Program)

Sample Format for Budget

Budget Categories (programmatic costs only)	Project Tasks				Total
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	
Personnel					
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual <sup>3</sup>					
Other (specify) _____					
<b>Total</b>					
<b>Cost Share</b>					

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

## Ranking Criteria

- Budget (10 pts)
- **Community need (15 pts)**
- **Site Selection Process (6 pts – assessment only)**
- **Sustainable Reuse of Brownfields (12 pts)**
- **Creation and/or Preservation of Greenspace/Open Space (5 pts)**
- **Pre-Award Community Notification (12 pts)**
- **On-Going Community Involvement (16 pts)**
- Reduction of Threats to Human Health & Environment (26 pts – assessment, 27 pts - cleanup)
- Leveraging Additional Resources (10 pts)
- Business Plan (24 pts – RLF only)
- Programmatic Capability (20 pts)

## **Ranking: Community Need (15 pts)**

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- Provide a detailed description of the targeted community that the project(s) will benefit
- Explain how the targeted community will benefit from this grant
- Characterize the impact of brownfields on your community

## Ranking: Community Need Useful Tips

### Sub-Criterion # 1: Detailed description of community

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- ✓ Applicant needs to work to gain the sympathy of the reviewer due to the terrible conditions (environmental, social, economic, etc.) in their community(ies).
  - This criteria asks for demographics; be sure to identify the source for your information.
  - Use statistics to tell your story; don't assume that "everyone" knows about your community.

## **Ranking: Site Selection Process Assessment Only (6 pts) Sub-Criteria**

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1. Describe how sites were/will be selected and what site selection criteria were/will be developed. Also describe how you will determine site eligibility under the statute.
2. Describe past or planned inventory, prioritization efforts or other activities.
3. If conducting assessment on privately owned, discuss access.

63

## Ranking: Sustainable Reuse of Brownfields (12 pts)

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- Describe how the grant will support the following three Sub-Criteria:
  1. Prevent pollution and reduce resource consumption
  2. Promote economic benefits
  3. Promote a vibrant community characterized by mixed-use, appropriate density, housing choice and walkability



## Ranking: Sustainable Reuse of Brownfields/ Development Potential - Useful Tips

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- ✓ Be sure to develop a separate answer to address each subcriterion.
- ✓ Provide specifics on social, economic, and environmental improvements and relate to community in response to criterion A.
  - results in x% increase in tax revenues, x number of jobs
  - results in removal of x tons of contaminated soils
  - results in development of x acres of green space in a poor neighborhood
- ✓ Provide specifics on plans, regulations, policies, and programs that will help achieve these goals.
- ✓ Regional planning commissions - make an effort to tie back to local planning documents, local master plans.

65

**Ranking: Creation and/or Preservation of Greenspace/Open Space for Nonprofit Purpose (5 pts)**

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- Describe the extent to which the grant would facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, recreational property, or other property used for nonprofit purposes.
  - Be sure to identify specific regulations, programs or policies that will provide long-term management of such properties and assure preservation.

66

**Ranking: Creation and/or Preservation of Greenspace/Open Space or Nonprofit Purpose** **Useful Tips**

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- ✓ If the application is community-wide, this is a good criteria as a factor in the site selection process.
- ✓ By default, if you're redeveloping brownfields, you're likely preserving greenspace.
- ✓ If the focus of the application is on economic redevelopment, are you helping to preserve greenfields? If so, tell us about it.
- ✓ Can any of your efforts be tied to anti-sprawl concepts?

67

## Ranking: Pre-Award Community Notification (12 pts) Sub-Criteria

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1. Describe how the targeted community(ies) will be notified of your proposed plans should your proposal be selected for funding. Describe the means by which you will notify the community(ies). Be specific about how you will make the grant proposal available for review and comment.
2. Explain why the notification method described above is the most appropriate to reach your targeted community. Provide details about languages used, type of media used, etc.
3. How long of a comment period do you propose? What forms of outreach will you employ to encourage review and comment?
4. What are your plans for addressing comments received?

## Ranking: On-Going Community Involvement (16 pts) Sub-Criteria

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1. Discuss the plan for involving the local community in cleanup decisions or reuse planning. Include activities that have already occurred.
2. Describe efforts to develop partnerships at the local or state level to ensure appropriate and sustainable cleanup and redevelopment of brownfields.
3. Describe how you will communicate the progress of your project to citizens, including meeting bilingual needs or other efforts to reach targeted community as well as broader community.
4. Provide a list of the community-based organizations involved, contact information, and a brief description of the organization's activities and representation.

69

## Ranking: On-Going Community Involvement Useful Tips

- ✓ Sub-Criterion #4 - List must include 'community-based organizations' (i.e., church groups, environmental groups, civic organizations, business groups)
- ✓ List all of the organizations involved in the project.
- ✓ Include a brief description of their *role* in the project.
- ✓ Make sure that your community partners have been given a chance to review and have input on your written proposal.

70

## Ranking: On-Going Community Involvement Useful Tips (cont.)

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- ✓ Community notification vs. community engagement. Discuss not only how to inform the community, but also how to involve them in the decision-making process.
- ✓ Support letters NOT required, but they don't hurt. Quality more important than quantity. They should be current and specifically relevant.

## Ranking Criteria

- Budget (10 pts)
- Community need (15 pts)
- Site Selection Process (6 pts assessment only)
- Sustainable Reuse of Brownfields (12 pts)
- Creation and/or Preservation of Greenspace/Open Space (5 pts)
- Pre-Award Community Notification (12 pts)
- On-Going Community Involvement (16 pts)
- **Reduction of Threats to Human Health & Environment (26 pts – assessment, 27 pts - cleanup)**
- **Leveraging Additional Resources (10 pts)**
- Business Plan (24 pts – RLF only)
- Programmatic Capability (20 pts)

72



Ranking: Reduction of Threats to Human Health and the Environment  
(HH&E) Sub-Criteria (26 pts assessment/27 pts cleanup)

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1. How and to what extent will funds will be used to identify and address/facilitate the identification and/or reduce threats to human health and the environment within the target area.
2. Describe whether you are working with your state/tribal and local public health department.
3. Describe proposed cleanup plan for the site and the estimated costs to complete the cleanup. (Cleanup only)

73

## Ranking: Reduction of Threats to Human Health and the Environment - Useful tips

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### Assessment

- ✓ Be as specific as possible about the types of contamination present at your sites and the potential risk to human health and/or the environment.
- ✓ Discuss how the project Community will mitigate human health risk identified in your response to Criterion B, Community Need
- ✓ Provide an example of a project you've successfully completed with the State VCP and/or local health department if possible
- ✓ Don't attach environmental reports – summarize pertinent information in the proposal.

## **Ranking: Leveraging of Additional Resources (10 pts) Sub-Criteria**

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1. Identify the funds (e.g. general revenues, Tax Incremental Financing (TIF), staff time/in-kind) that your agency/organization has committed or will commit to meet the needs described above.
2. Demonstrate ability to leverage funds and describe all other sources to ensure project success.
3. **RLF only (Sub-Criterion # 1 ) - Program requires dedicated PM and staff (minimum 50% of one staff person for multiple years) Explain how you will meet this need.**

75

## Ranking Criteria

- Budget (10 pts)
- Community need (15 pts)
- Site Selection Process (6 pts assessment only)
- Sustainable Reuse of Brownfields (12 pts)
- Creation and/or Preservation of Greenspace/Open Space (5 pts)
- Pre-Award Community Notification (12 pts)
- On-Going Community Involvement (16 pts)
- Reduction of Threats to Human Health & Environment (26 pts – assessment, 27 pts - cleanup)
- Leveraging Additional Resources (10 pts)
- **Business Plan (24 pts – RLF only)**
- Programmatic Capability (20 pts)

## **Ranking: Business Plan – Revolving Loan Fund Program (24 pts) Sub-Criteria**

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1. Describe your business concept and main loan/subgrant product(s) you will offer...and how the balance of projected loans and subgrants will promote the long-term availability of the RLF.
2. Present your market analysis and define target market. Detail the types of borrowers and subgrantees.
3. Describe your process for selecting projects. Include how you will develop project selection criteria and ensure that site, subgrantee and borrower eligibility are in accordance with the Brownfields Law.
4. Present the management and operational teams that will oversee the work under this grant, including qualifications of staff and institutions.

## Ranking Criteria

- Budget (10 pts)
- Community need (15 pts)
- Site Selection Process (6 pts assessment only)
- Sustainable Reuse of Brownfields (12 pts)
- Creation and/or Preservation of Greenspace/Open Space (5 pts)
- Pre-Award Community Notification (12 pts)
- On-Going Community Involvement (16 pts)
- Reduction of Threats to Human Health & Environment (26 pts – assessment, 27 pts - cleanup)
- Leveraging Additional Resources (10 pts)
- Business Plan (24 pts – RLF only)
- **Programmatic Capability (20 pts)**

78

## Ranking: Programmatic Capability (25 pts) Sub-Criteria

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1. Describe your ability to manage this grant and oversee the work, or describe the system(s) you have in place to acquire the requisite expertise.
2. Describe your history of managing federal funds... any adverse audit findings...special “high risk” terms and conditions...

## Ranking: Programmatic Capability Useful Tips

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- ✓ Sub-Criterion #1: Use this criteria to identify key staff who will manage the brownfields work and their past experience.
- ✓ Describe your procurement process and cost tracking systems you have in place for federal and state grants.
- ✓ Highlight past successes with EPA and state grants
- ✓ Sub-Criterion #2: Respond specifically to “adverse audit findings” and “high risk terms and conditions”.

80



## Ranking: Programmatic Capability Sub-Criteria (cont.)

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3. If you are, or have been, a recipient of an EPA Brownfields cooperative agreement(s), provide information regarding your compliance with quarterly progress reports, brownfields reporting measures, and annual financial status reporting.
4. If you are a current recipient of an EPA Brownfields cooperative agreement(s), indicate the year of award and the amount of funds remaining.
5. If you are a current recipient of an EPA Brownfields cooperative agreement(s), highlight significant accomplishments generated through the use of the funds.

## Key Steps for Applicants...

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- Draft your proposal!
- Contact State/Tribe/EPA with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum!
- Set up public meeting!
- Put notice in paper!
- Get State acknowledgement letter!

## For Additional Information...

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- **FY08 Competition & Threshold Issues:** Alma Moreno Lahm at 913-551-7380 or [moreno-lahm.alma@epa.gov](mailto:moreno-lahm.alma@epa.gov)
- **Assessment:** Connie Thigpen at 913-551-7414 or [thigpen.connie@epa.gov](mailto:thigpen.connie@epa.gov)
- **Cleanup:** Deborah Kennedy at 913-551-7628 or [kennedy.deborah@epa.gov](mailto:kennedy.deborah@epa.gov)
- **RLF:** Jim Seiler at 913-551-7773 or [seiler.jim@epa.gov](mailto:seiler.jim@epa.gov)

## State Contacts

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- Iowa Department of Natural Resources
  - Mel Pins
    - 514-281-8489 or [mel.pins@dnr.state.ia.us](mailto:mel.pins@dnr.state.ia.us)
- Kansas Department of Health and Environment
  - Doug Doubek
    - 785-291-3246 or [ddoubek@kdhe.state.ks.us](mailto:ddoubek@kdhe.state.ks.us)
- Missouri Department of Natural Resources
  - Jim Belcher
    - 573-751-5537 or [jim.belcher@dnr.mo.gov](mailto:jim.belcher@dnr.mo.gov)
- Nebraska Department of Environmental Quality
  - Charlene Sundermann
    - 402-471-6411 or [charlene.sundermann@ndeq.state.ne.us](mailto:charlene.sundermann@ndeq.state.ne.us)

84

## **All Day Brownfields Grant Workshop:** *Improving Your Brownfields Grant Proposal*

August 15 – Olathe, Kansas  
August 22 – Des Moines, Iowa  
September 12 – Salina, Kansas

Register at [region7workshop@sra.com](mailto:region7workshop@sra.com) or contact  
Nicole Clarke (SRA-contractor) at  
(724) 746-3924

# Thank You

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After viewing the links to additional resources, please complete our online feedback form.

**Thank You**

[Links to Additional Resources](#)