



EPA Region 4 Brownfields Grant Workshop: Understanding the Assessment Proposal Guidelines

October 2, 2008; 1 – 3 PM [EDT]





EPA Region 4 Speakers

Presenters

- Mike Norman, Brownfields Coordinator
- Olga Perry, Project Officer
- Nicole Bates, Project Officer
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* Contact information @

<http://www.epa.gov/region4/waste/bf/bfpilots.htm>

10/1/2008
2



Agenda – Assessment Grant Applicants

- Brownfields Overview
- Grant Types and Amounts
- Overview of Threshold Criteria
- Assessment Grant Threshold Criteria/Sub-Criteria
- Overview of Ranking Criteria
- Assessment Grant Ranking Criteria/Sub-Criteria
- Useful Application Preparation Tips & Resources

10/1/2008
3



Brownfields Overview





Brownfields Mission

- EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields.
- The Program provides financial and technical assistance for brownfield revitalization, including grants for:
 - Environmental Site Assessments
 - Site Cleanups
 - Job Training

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5



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.”



10/1/2008
6



“Hazardous Substances, Pollutants, and Contaminants”

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



10/1/2008
7



Benefits of Brownfields Revitalization

- Increases local tax base
- Promotes Jobs
- Utilizes existing infrastructure
- Brings real estate back into productive use
- Prevents sprawl
- Supports cleaner air
- Reduces environmental and health risks
- Improves quality of life and preserves cultural values

10/1/2008
8



Elements of Brownfields Revitalization

Determine
reuse goals
through a
visioning
process

Identify
brownfields

Prioritize
brownfields

Conduct
environmental
assessments

Leverage
funding
resources

Cleanup
and
revitalize to
productive
reuse

10/1/2008
9



EPA's Investment in Brownfields Grants

- Since 1995, EPA has awarded **1,911** brownfields grants total; more than \$595M.
- **This has helped:**
 - Assess more than 11,779 properties
 - Leverage more than \$11 billion in brownfields cleanup and redevelopment funding from the private and public sectors
 - Generate more than 48,238 jobs

10/1/2008
10



Types and Amounts of EPA Brownfields Grants

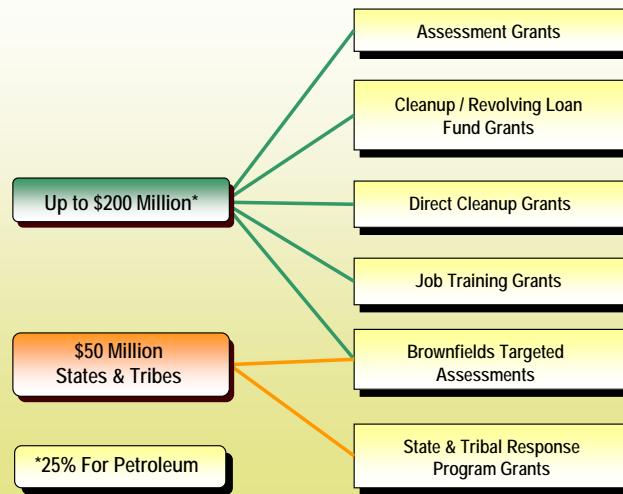


Five Mile Creek Greenway (Jefferson County, AL), an EPA grantee, won a prestigious Phoenix Award in 2007.

10/1/2008
11



Authorized Annual EPA Brownfields Funding



10/1/2008
12



Brownfields Assessment, Revolving Loan Fund, and Cleanup (ARC) Grants

- **A**ssessment: 3 Years
- **R**evolving Loan Fund (RLF): 5 Years
- **C**leanup: 3 Years
- ❖ Grant types listed above commonly referred to as **ARC** Grants!
 - Also referred to as:
 - 104(k) grants
 - Competitive brownfields grants
 - Pilots: out-of-date terminology

10/1/2008
13



Brownfields Competitive Grant Program

EPA Brownfields ARC grants are very competitive, yet attainable. Applicants should be prepared to put time and effort into constructing a winning proposal.



City of Louisville (KY) is awarded Assessment Grants, 2007.



City of Miami is awarded Assessment Grants, 2007.

10/1/2008
14



FY2008 Competition Results

- Nationally, EPA received over 845 proposals for funding:
 - Selected 314 grants nationally (\$74M)
 - 194 assessment grants; 108 cleanup grants; 12 RLF grants
- For EPA Region 4, with 8 States/6 Federally Recognized Tribes, we received 104 proposals:
 - 50 proposals selected for funding (\$11.4M)
 - 48% success rate

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15



Estimated FY09 Timeline

- August 22, 2008: Guidelines available
- November 14, 2008: **Proposals Due**
- April - May 2009: Awards Announced
- April - June 2009: Work Plans and Grant Paperwork Submitted
- July - Oct 2009: Funds Available

10/1/2008
16



Brownfields ARC Grants – Getting Started

- FY2009 Proposal Guidelines for ARC Grants are @:
 - <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-07.pdf>
 - <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-08.pdf>
 - <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-09.pdf>
- or @:
www.grants.gov
- ❖ This training is *NO SUBSTITUTE* for reading and closely following the detailed Guidelines!

10/1/2008
17



Assessment Grant Program

- Inventory of sites
- Phase I & Phase II assessments
- Reuse, cleanup plans and community outreach
- Petroleum & Hazardous Substances combined into one application
- Can **ONLY** apply for 1 site-specific assessment grant & must have completed Phase I

NEW!

NEW!



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18

This grant has a 3-year term

Go through table - * guidelines not out.



Hazardous Substance Sites

Examples:

- **Plating Shops**
- **Landfills**
- **Salvage Yards**
- **Dry Cleaners**
- **Mine Scarred Lands**
- **Illegal Drug Labs**



*Includes sites that may be co-mingled with petroleum

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19



Petroleum Sites

Examples:

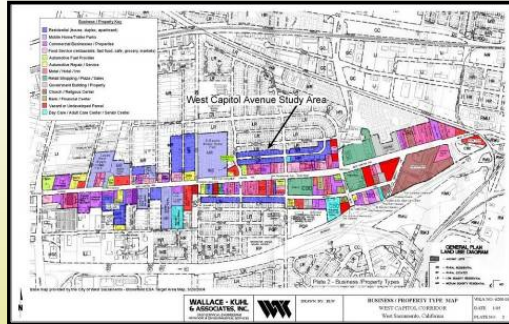
- Gas Stations
- Fuel Terminals
- Tank Farms
- Oil Fields
- Former Railroad Switching & Track Areas



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20



Community-Wide vs. Site-Specific Assessments



Community-Wide:
Study Area
(corridor and/or
redevelopment area)

Single Site-Specific:
Can apply for waiver
up to \$350k

10/1/2008
21



Assessment Grant Program

Details of Community-wide, Site-specific (single site) and Assessment Coalition Grants

1. Community-wide

- Up to \$200,000 for hazardous substance (including asbestos, lead paint, other environmental hazards, or up to \$200,000 for petroleum.
- Applicant can apply in **ONE community-wide assessment proposal** for \$200k Hazardous Substance and \$200k Petroleum, for a combined total of \$400k (combined into 1 application).



10/1/2008
22



Assessment Grant Program *(cont.)*

2. Site-Specific

- Up to \$200,000 for petroleum or hazardous substances (or comingled)
 - ✓ Up to \$350K per property with approved waiver.
 - ✓ No more than 1 application per eligible entity.
 - ✓ Site Eligibility and Property Ownership Eligibility *Threshold requirement.*

10/1/2008
23



Assessment Grant Program (*cont.*)



10/1/2008
24



3. Assessment Coalitions

- Up to \$1 million for hazardous substance and/or petroleum (e.g. \$500k hazardous, \$500k petroleum)
 - ✓ 3 or more eligible entities
 - ✓ Must assess a minimum of 5 sites
 - ✓ Coalition members are not eligible to apply for individual Community-wide or Site-specific Assessment grants in the year they apply as part of a coalition.



Summary of Assessment Applicant Options

An applicant applying for an assessment grant can do the following combinations:

- up to 3 grant proposals (2 community-wide not to exceed \$400k and 1 site-specific not to exceed \$350k)
- OR
- 1 grant as part of a coalition not to exceed \$1 M if not applying for individual assessment funds

| Community Wide | Site Specific | Coalitions |
|--|--|--|
| Up to \$200,000 for hazardous substances <i>and</i> \$200,000 for petroleum addressing the same community. | Up to \$200,000 for petroleum <i>or</i> hazardous substances (comingled) | Up to \$1 million per coalition. <i>Coalition Members can NOT apply for individual assessment funding.</i> |
| | May request a waiver for up to \$350,000 | |
| Maximum Combined Amount \$400,000 | Maximum Amount \$350,000 | Maximum Amount \$1 million |

10/1/2008
26



Success Story: Assessment Grant

Jackson, Mississippi

Before: Sims Dry-Cleaners

After: Local Police Station



2008
27

-Canyon Creek (2004-2007): Located in Ouray County, CO the project assessed 231 mining claims over approximately 2,200 acres. (*Assessment Grant*)

-Resulted in transfer of numerous claims to public ownership

-10 claims with greatest envi impact IDed and sampled in advance of cleanup efforts



Other EPA Brownfields Programs

Brownfields Job Training Grant Program

- www.epa.gov/brownfields/job.htm

Targeted Brownfields Assessment (TBA) Program*

- www.epa.gov/brownfields/tba.htm

** Non-grant program that provides direct
EPA assessment assistance to communities*

10/1/2008
28



Overview of Assessment Grant Threshold Criteria

*Rock Hill (SC) Benefited from Brownfields
Assessment Grant (2003) and Cleanup Grant (2005)*





Threshold Criteria – Must Pass

- **Threshold Criteria** developed for Assessment grants to:
 - Ensure applicants are eligible to receive assessment grants
 - Increase likelihood of grantee success
 - Relatively simple for Community-Wide applicants (0.25 -1 page); more complex for Site-Specific applicants (1-4 pages)
- **Applicant Responses to Threshold Criteria**
 - Region can assist preparations to some extent (site eligibility)
 - Regional Review
 - Pass/Fail
 - Must Pass All
 - Failure Means - the proposal will not be competed in the national competition

10/1/2008
30



Assessment Grant Threshold Criteria – Must Pass

- Applicant Eligibility
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility (Site-specific Assessment)

10/1/2008
31



Applicant Eligibility (Assessment Applicants)

- All applicants must describe how they are an eligible entity in order to receive an Assessment Grant(s).
- Eligible entities are:
 - General Purpose Unit of Local Government (as defined under 40 CFR Part 31)
 - States and Tribes
 - Quasi-government entities (e.g., regional councils, redevelopment authorities, economic development agencies, etc.)

10/1/2008
32



Coalition Applicants

- Three or More Coalition Members (Assessment Only);
All Separate Legal Entities
 - All Eligible Applicants
- Include in proposal:
- Documentation that all members are eligible entities
 - Coalition Members' Letters agreeing to be part of Coalition



Letter from State or Tribal Environmental Authority (Assessment Applicants)

- Provide 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.
- If you are applying for multiple types of grant program activities, submit only one letter acknowledging the relevant grant activities. *However, you must provide the letter as an attachment to EACH proposal.*
- Provide your state/tribal environmental authority sufficient notice.

**Except for State or Tribal Environmental Authority applicants*

10/1/2008
34



Site and Property Ownership Eligibility (Only Site-Specific Assessment)

- The Brownfields Law prohibits EPA from providing grant funds to an entity that is considered potentially liable under CERCLA Section 107.
- 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.

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35



Site and Property Ownership Eligibility (Only Site-Specific Assessment) (cont.)

Sites That Are *NOT* Eligible

- Property on, or proposed for listing on, the National Priorities List
- Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees
- Property subject to the jurisdiction, custody, or control of the U.S. government*

**Lands held in Trust by the U.S. Government
are generally eligible for funding*

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36



Site and Property Ownership Eligibility (Only Site-Specific Assessment) (cont.)

- **Hazardous Substance Sites**
 - EPA is the Decision Maker
 - Applicant cannot be Potentially Liable (CERLCA)
- **Petroleum Sites**
 - State is the Decision Maker (Except for Tribes)
 - State Petroleum Eligibility Letter
 - Request Early
 - Different From State Acknowledgement Letter
 - Attach to the Proposal

10/1/2008
37



Site and Property Ownership Eligibility (Only Site-Specific Assessment) (cont.)

- **Ownership Eligibility -- Overview**
 - Owner is Liable Unless Exemption Applies
 - Common Liability Exemptions/Defenses:
 - Involuntary; Bona Fide Prospective Purchaser; Innocent Landowner; Contiguous Property Owner
- If Exemption Applies, Your Site is Eligible!



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38



Site and Property Ownership Eligibility (Only Site-Specific Assessment) (cont.)

- **Ownership Eligibility – Details** (*Call EPA re: Any Questions*)
- Most common acquisition scenarios:
 - **Involuntary acquisition**
 - Tax foreclosure
 - Eminent domain
 - *Involuntary acquisition = property is eligible for brownfields grants*
 - **Voluntary acquisition**
 - Purchase
 - Donation
 - Voluntary acquisition = Must meet a CERCLA defense:
 - Bona Fide Prospective Purchaser (BFPP)
 - Innocent Land Owner
 - Contiguous Property Owner

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39



Site and Property Ownership Eligibility (Only Site-Specific Assessment) (cont.)

- **Ownership Eligibility – Details (con't)**
- **Bona Fide Prospective Purchaser (BFPP)**
 - Not Responsible For Contamination
 - Not Affiliated With Responsible Party
 - Jan 11, 2002, Criteria Not Applicable For Grant Purpose
 - Other Continuing Obligations
- **All Appropriate Inquiry**
 - ASTM E1527 Phase I Environmental Site Assessment
 - Prior To Acquisition
 - Current

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40



Site and Property Ownership Eligibility (Only Site-Specific Assessment) *(cont.)*

- **Ownership Eligibility – Details *(cont.)***
- **What All Appropriate Inquiry Standard Applies?**
 - Depends On When Site Was Acquired
 - After Nov 1, 2006, ASTM E1527-05
 - Nov 1, 2005 - Nov 1, 2006, ASTM E1527-97, 00, or 05
 - May 31, 1997 - Nov 1, 2005, ASTM E1527-97 or 00
 - Before May 31, 1997, Case Specific
 - Totality of Information About Purchase & Price
 - Commonly Known Information
 - Site Visit Record
 - Etc...

10/1/2008
41



Site and Property Ownership Eligibility (Only Site-Specific Assessment) (cont.)

- **Petroleum Sites Only**
- **Non-Tribal*** petroleum site applicants must provide answers to the petroleum threshold questions to the appropriate state contact in sufficient time for them to make an eligibility determination.
- **State** review based on statutory requirements to determine whether the site is:
 - Relative Low Risk,
 - No Viable Responsible Party,
 - Applicant Not Responsible Party, and
 - No RCRA Corrective Action.

**Tribal applicants submit their petroleum threshold answers to EPA with their proposal.*

10/1/2008
42



Overview of Assessment Ranking Criteria





Ranking Criteria

- Proposal must pass “Threshold Criteria” to be “Ranked.”



4 Ranking Criteria Sections for ARC Applicants:

1. Community Need
2. Project Description and Feasibility of Success
3. Community Engagement and Partnerships
4. Project Benefits

10/1/2008
44



Ranking Criteria *(con't)*

- Each criterion is made up of Sub-criteria.
 - Answer each individually!
 - Sub-criteria may be the same or different per Ranking Criterion per Grant Type!
 - Sub-criteria point totals may vary per Ranking Criterion per grant type.
- Total possible points for each grant type is 100.



1. Community Need (Page 24)

Health, Welfare, and Environment - Provide information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites in your targeted community.

- Brownfields Effect On Target Community
 - Type, Number, Size, Location Of Sites
 - Typical Contamination
- Sensitive Population In Community
 - For example: minorities, children, and women of child-bearing age
- Disproportionate Environmental Impact Data
 - For example: Cancer Studies, Asthma, Blood Lead Levels

The majority of Assessment applications are Community-wide. Clearly identify your TARGET community!



Identify information sources used (e.g., 2000 Census Data, local reports, etc.)

10/1/2008
46



1. Community Need *(cont.)*

Financial Need - *Describe the economic impact of brownfields on the targeted community. Demonstrate the economic needs of the targeted community's residents.*

- Provide rates of poverty, household income, unemployment rate, and other widely available demographic information (Provide Examples)
 - ★ • Use current and relevant data sources
 - Use Table Format
 - Compare to State and National Data
- Discuss the impact of closed factories, i.e. number of jobs lost, property tax impacts, etc.
- Provide factors explaining why other financial resources are NOT available for assessment of brownfields
 - For Example: Fiscal Condition, Population Size, Limited Available Resources

URGENT!

Identify All Information Sources!

10/1/2008
47



1. Community Need *(cont.)*

Sample Table:

| 2000 | Targeted Community | State | USA |
|----------------------------------|--------------------|-------------------|---------------|
| Household income | \$37,130 | \$44,667 | \$41,994 |
| Per capita income | \$16,976 | \$22,168 | \$21,587 |
| Persons below poverty | 11.6% | 10.5% | 12.4% |
| Cities within Targeted Community | Poverty Rate | Unemployment Rate | Median Income |
| City | 12.2% | 22.5% | 32,246 |
| City | 16.5% | 31.5% | 32,273 |
| City | 21.8% | 39.8% | 24,313 |
| City | 20.8% | 26.1% | 30,972 |

Citation: U.S. Census Bureau 2000, Summary File 3

10/1/2008
48

WE ARE MISSING THE SOURCE!!!!



2. Project Description /Feasibility of Success (Page 24)

Project Description

- Describe project activities
- Illustrate plan is a reasonable approach
- Demonstrate there are sufficient resources **and** capability to complete project in a timely manner
- ★ • **For Community-wide Assessments:** Allocate majority of activities (and funding) funds for site assessments (versus inventory activities)
- ★ • **For Assessment Coalitions** – discuss plans for assessing a minimum of five sites (requirement).
- Refer to Section VI.E., *Brownfields Programmatic Requirements*, to read EPA's expectations of projects funded with brownfields assessment grants.

10/1/2008
49



2. Project Description/Feasibility of Success

(cont.)

Budget

- Table (**USE Sample Format for Budget**)
- Narrative
 - (Describe Each Task (Please No Acronyms e.g. ESA - spell it all out)
 - Provide quantitative outputs (e.g., 5 Phase I Assessments, 2 Phase II Assessments) and associated costs where possible
- Equipment Costs
 - It is always useful (and strongly suggested) to explain and justify equipment and/or supply budget items. Equipment is generally expected for cleanup applicants only. Supplies < \$5,000.
- Mention 10% Health Monitoring Task, if applicable
- Know Cost Eligibility (**Administrative Cost Ban**, Purpose Of Grant)
 - Never use the word “administrative” to describe a task. Use “program development” or something similar.

10/1/2008
50



2. Project Description/Feasibility of Success Assessment Budget

Sample Format for Budget

| Budget Categories | Project Tasks | | | | |
|---------------------------|---------------|----------|----------|----------|-------|
| (programmatic costs only) | [Task 1] | [Task 2] | [Task 3] | [Task 4] | Total |
| Personnel | | | | | |
| Fringe Benefits | | | | | |
| Travel ¹ | | | | | |
| Equipment ² | | | | | |
| Supplies | | | | | |
| Contractual ³ | | | | | |
| Other (specify) _____ | | | | | |
| Total: | | | | | |

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

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for RLF grants.

³ 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.

10/1/2008
51



2. Project Description/Feasibility of Success

(cont.)

Leveraging - *If you determine that additional work (e.g., assessment and/or cleanup) may be required, describe the Funding or resources (public and private) you have **or will seek** to complete the additional work.*

- Describe **Any Gap In Overall Project Funding**
 - Assessment,
 - Cleanup Planning,
 - Cleanup, and
 - Reuse
- Describe **ALL** Possible Gap Funding Sources
- Provide Examples Of **Past Leveraging**

10/1/2008
52



2. Project Description/Feasibility of Success

(cont.)

Programmatic Capability – *All Applicants must clearly demonstrate your ability to manage a grant and oversee the work (i.e. demonstrate **sufficient resources** to complete the project and a **capability** to complete the project in a timely manner).*

- **Prior** Brownfields Grantee
 - Past Grant(s) Management & Performance
 - Funding Expenditure
 - Compliance
 - Accomplishments
 - Adverse Audit Findings
 - Corrective Action For Past Grant Management Issue

10/1/2008
53



2. Project Description/Feasibility of Success (cont.)

Programmatic Capability (cont.)

- **Not a Prior** Brownfields Grantee
 - Plan For Management & Performance
 - In-House or Plan For Expertise Acquisition
 - Prior Three Years Grant Management
 - Federal, State, Foundations
 - Adverse Audit Findings
 - Corrective Action For Past Grant Management Issue

10/1/2008
54



3. Community Engagement and Partnerships (Page 27)

Overview

- Describe plan for engaging targeted community in this grant proposal & project to be funded under this grant;
- Demonstrate extent to which you have identified and established partnerships to achieve the project's goals; and
- Ensure support letters provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project.

10/1/2008
55



3. Community Engagement and Partnerships *(cont.)*

Community Engagement

- Describe your Plan For Community Involvement:
 - Site Selection Criteria
 - Cleanup Planning Process
 - Site Reuse Planning
 - Describe your Project Progress Reporting Plan to the Community
 - How will you keep community informed, how will they be able to provide comments?
 - Discuss how you Plan to Address any language barriers
 - Describe **Past** Community Involvement
- ★ Create An Aggressive And Detailed Plan

10/1/2008
56



3. Community Engagement and Partnerships

Partnerships

- Describe efforts and/or plans to develop partnerships with **both** local environmental and health agencies
 - Plan for partnerships
 - Past efforts toward partnerships
 - Demonstrate knowledge of State programs
 - Indicate plans to enroll in State or Tribal voluntary response programs

10/1/2008
57

ADEQ local and HEALTH ORGANIZATION



3. Community Engagement and Partnerships *(cont.)*

Community-Based Organizations - *Provide a **description of, and role of, the key community-based organizations involved in your project.***

- Describe Organizations
 - Describe Role In Project
 - Describe Any Commitments By Organizations
 - Support Letter From EACH Organization
 - Proposal Attachment
 - Must Describe Role & Commitments
 - “Grass roots” organizations
 - Community-based organizations are NOT your congress persons or other elected officials. It is NOT the Mayor’s office.
 - Support Letters **REQUIRED** for entities referenced in the narrative.
- ❖ EPA will focus on the unique contributions and strength of partnerships, instead of the number of letters an applicant submits.

10/1/2008
58



4. Project Benefits (*Page 28*)

Overview - *Proposals will be evaluated on the extent to which your project's anticipated outcomes:*

- **Promotes** general welfare through the improvement of the public health and safety, local economy, and environment of the targeted community; and
 - **Contributes** to your overall community “vision” for the revitalization of brownfield sites.
- ❖ *Consideration will be given to how public health issues are addressed during the project, the anticipated benefits of redevelopment, and the incorporation of sustainable practices .*

10/1/2008
59



4. Project Benefits *(cont.)*

Welfare and/or Public Health - *Describe the environmental, social, and/or public health benefits anticipated from the redevelopment of sites assessed and/or cleaned up under this grant. Communicate all benefits including:*

- Direct & Indirect from Assessment, Cleanup, and/or Site Reuse (e.g., Reduction of Exposure Pathways, Reduced Crime & Environmental Risk & Blight)
- Plan for Community & Sensitive Populations Protection from Project Contaminants (e.g., Posting Signs, Fences, Dust Control)

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60



4. Project Benefits *(cont.)*

Economic Benefits and/or Greenspace - *Explain how the grant will produce Economic and/or Non-Economic Benefits:*

- Describe All Direct Economic Benefits to be Accomplished by Your Project – Be Specific!
 - For Example: Expected results in **x% increase** in tax revenues, **x number** of jobs, **x% increase** in property values
- Describe All Other Non-Economic Benefits to be produced by this grant:
 - For Example: Non-Profit Reuse, Charitable Reuse, **x number of acres** created for Greenspace, Open Space, Developed Parks, Recreational, Public Safety, Preservation of Open Space on Urban Edge

10/1/2008
61



4. Project Benefits *(cont.)*

Environmental Benefits from Infrastructure Reuse/ Sustainable Reuse - *Describe How the Assessment Grant will help Facilitate Infrastructure Reuse – **Be Specific!***

- For Example: Water, Sewer, Electricity, Roads, Storm Drain, Public Transit, Building
- Describe How the Assessment Grant *will help* Facilitate Sustainable Reuse - **Be Specific!**
- For Example: Green Building, Energy Efficiency, LEED Certification, Building Renovation, Innovative Storm Water Controls, Construction & Demolition Recycling, Green Cleanup, Community Character, Conserve Resources, Transit, Live/Work, Other Smart Growth Principles

10/1/2008
62



4. Project Benefits *(cont.)*

Project Outcomes

- Describe your plan for tracking and measuring your progress toward achieving the expected project goals! Outcomes need to be quantitative.
- Examples: # of Sites Assessed; # Sites Cleaned-up; # of Jobs Created; # of Cleanup Dollars Leveraged; # of Redevelopment Dollars Leveraged via the Economic Reuse of Sites; # Acres Greenspace; etc.

10/1/2008
63



Useful Application Preparation Tips





Good Proposal Preparation

- Tell your story that tracks with the criteria:
 1. Community Need
 2. Project Description and Feasibility of Success
 3. Community Engagement and Partnerships
 4. Project Benefits
- Be consistent and ensure that responses to each criterion supports the responses to others.
- Example: Project Benefits in Criterion #4 should serve the target community identified in Criterion #1.

10/1/2008
65



Good Proposal Preparation *(cont.)*

- Use Grant-Writing Tools at <http://www.clu-in.org/conf/tio/r4bfgrantwriting/resource.cfm>:
 - **“Success Tips” Tool**; this includes extensive ideas on responding to the 4 Ranking Criteria Sections, as well as general suggestions.
 - **“Section Length” Tools**; this simple calculator will effectively guide you on allocating page lengths for the 4 Sections and 12 Subsections. Based upon score weighting factors.

10/1/2008
66



Good Proposal Preparation *(cont.)*

- Read entire *NEW* guidelines – 3 different booklets.
- Review any FY08 unsuccessful proposal feedback from your Region 4 Project Officers.
- Get mentoring from prior grantees (listed at www.epa.gov/brownfields/bfwhere.htm).
- Your State Brownfields office, regional planning districts, and the Technical Assistance to Brownfields Communities (TAB) program may provide assistance or feedback.
- Address *all* criteria – *if it does not apply, say so and explain why*.

10/1/2008
67



Good Proposal Preparation *(cont.)*



Use the proposal *check-lists* at the end of the ranking criteria section.

- Write as though the reader knows **NOTHING** about your community, and paint a picture with words.
- Avoid using acronyms and technical or organizational jargon.
- Since you are limited in space, you may cross-reference information within the same proposal.

10/1/2008
68



Good Proposal Preparation *(cont.)*

Formatting

- Responses must include the criteria number and title, but should not restate the entire text.
- Obey 18-page limit (not including the 2-page cover letter). Use “white space”!
- 1” margins; 12 point font; no binders; NO COLOR copies.
- Limit attachments to required and relevant documents and letters (e.g., State Letter and Community Letters of Support).
- Avoid photos and graphics.

10/1/2008
69



Good Proposal Preparation *(cont.)*

- Selectively use **bolding**, underlining, and *italics* for emphasis
- Before mailing:
 - Assure all required documents and letters are attached and match proposal type
 - Be sure letters have current dates
- Check for copying errors; avoid missing pages

10/1/2008
70



Good Proposal Preparation *(cont.)*

- Contact EPA with eligibility questions **NOW**.
- Request State/Tribe letters **early**.
- If applying for petroleum, contact State for site eligibility determination **early**.
- Contact partners for assistance in preparing and/or reviewing your proposal!

10/1/2008
71



Additional Resources and Final Questions





EPA Region 4 Brownfields Contacts

Mike Norman, Brownfields Coordinator
norman.michael@epa.gov; 404-562-8792

Brian Holtzclaw, Outreach Coordinator
Holtzclaw.brian@epa.gov, 404-562-8684

* Contact information for entire Brownfields Team is @
<http://www.epa.gov/region4/waste/bf/bfpilots.htm>

10/1/2008
73



State Brownfield Leads in Region 4

- ***Alabama Department of Environmental Management***
Larry Bryant
334-279-7771; jlb@adem.state.al.us
http://www.adem.state.al.us/LandDivision/Brownfields/brownfields_home.htm
- ***Florida Department of Environmental Protection***
Kim Walker
850-245-8934; kim.walker@dep.state.fl.us
www.dep.state.fl.us/waste/categories/brownfields/default.htm
- ***Georgia Department of Natural Resources***
Madeleine Kellam
404-656-7802; madeleine_kellam@dnr.state.ga.us
www.gaepd.org/Documents/hwb.html

10/1/2008
74



State Brownfield Leads in Region 4

- **Kentucky Department for Environmental Protection**
Herb Petitjean
502-564-0323; herb.petitjean@ky.gov
Amanda LeFevre
502-564-0323; amanda.lefevre@ky.gov
www.dca.ky.gov/brownfields
- **Mississippi Department of Environmental Quality**
Jere “Trey” Hess, P.E.
601-961-5654; Trey_Hess@deq.state.ms.us
<http://www.brownfields.ms>
- **North Carolina Department of Environment and Natural Resources**
Bruce Nicholson
919-508-8417; Bruce.nicholson@ncmail.net
<http://www.ncbrownfields.org>

10/1/2008
75



State Brownfield Leads in Region 4

- **South Carolina Department of Health and Environmental Control**
Robert Hodges
803-896-4069; hodgesrf@dhec.sc.gov
www.scdhec.gov/environment/lwm/html/brownfields.htm
- **Tennessee Department of Environment and Conservation**
Andy Shivas
615-532-0912; andy.shivas@state.tn.us
Paula Larson
615-532-0926; paula.larson@state.tn.us
<http://www.state.tn.us/environment/dor/voap>
- **EPA Technical Assistance to Brownfield Communities (TAB) Program --
Enterprise Corporation of the Delta**
Dee Jones
1-866-843-3358; BFHelp@ecd.org
<http://www.ecd.org/TABProgram.html>

10/1/2008
76



Web-Based Resources

- **FY09 ARC Proposal Guidelines** -- www.epa.gov/brownfields
- **FY09 ARC Frequently Asked Questions (FAQ)** – <http://www.epa.gov/brownfields/publications/fy2009faqs.pdf>
- **Fact sheet on changes to Brownfields ARC grant guidelines** – http://www.epa.gov/brownfields/publications/arc_factsheet.pdf
- **Fact sheet on Brownfield Assessment Coalitions** – http://www.epa.gov/brownfields/publications/acfs_062408.pdf
- **EPA Land Revitalization Projects and Construction and Demolition (C&D) Recycling** - <http://www.epa.gov/epaoswer/non-hw/debris-new/factsheet.htm>
- **Regional Information On-Line** – www.epa.gov/region4/waste/bf
- **Headquarters Information On-Line** - www.epa.gov/brownfields
- **SmartE On-line Sustainable Management Approaches and Revitalization Tools** - www.smarte.org

10/1/2008
77



Final Questions?

