



Understanding the FY 2013 ARC Grant Proposal Guidelines

Welcome to Region 4's Brownfields Assessment, Revolving Loan Fund, and Cleanup (ARC) Training Series

August 28, 2012

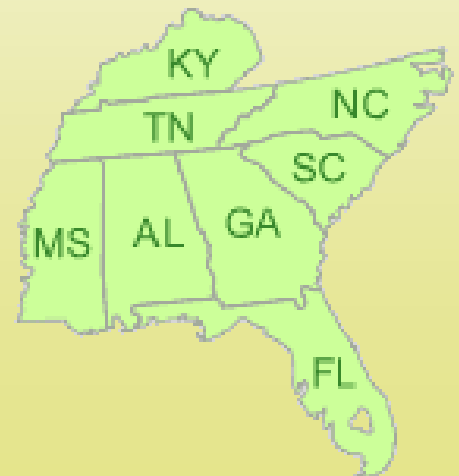
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Today's Topics

- 2.a. Project Description
- 2.b. i. Budget tracking,
ii. Outputs and outcomes,
iii. Leveraging
- 2.c. Programmatic Capability (ability to successfully manage a grant)

Reminder:

This year's RFP was released on _____, and proposals must be submitted by _____.



Points Breakdown

	Assessment	Revolving Loan Fund	Cleanup
1) Community Need	40	15	15
2) Project/Program Description and Feasibility of Success	100	55	50
3) Community Engagement and Partnerships	30	15	15
4) Project Benefits	30	15	20
TOTAL	200	100	100



2.a. Project Description

Describe the project you are proposing to be funded under this grant and how the project fits in with the targeted community's plans, including products or outputs from recent community planning processes. Specifically, describe your proposed inventory, assessment and/or cleanup planning activities in the context of your overall community planning efforts and your vision for revitalization in your community.

Key words from the prompt:

“targeted community’s plans”

“planning activities”

“overall community planning efforts”



Points: A: 20, R: 20, C: 10



Reviewers' comments: lower scores for Project Description section

Little connectivity with
community's project
specific issues

Unclear what the
applicant envisions
these BF sites turning
into.

Community plan is
mentioned/referenced, but
not described

TIP: Be clear and specific when discussing
your proposed project.

TIP: If requesting both hazardous substance
AND petroleum funding, be sure to mention
both in either the Community Need or Project
Description section.



Reviewers' comments: high scores for Project Description Section

Clear descriptions of each of the proposed projects. I especially like that outreach has already been performed and potential end uses identified

Even though they don't have a comprehensive plan, they still have a good vision of how they want to redevelop the area

A good project description will indicate how the proposed Brownfields project contributes or fits into an existing vision/plan for the community (project need not be formalized in writing).

A good project description will discuss any preliminary steps that have been taken, including: preliminary inventorying, outreach, requesting of site access, past visioning sessions, etc.



Section 2.b.i. Budget

Use a table format to identify specific tasks for which EPA funding will be used. Applicants requesting hazardous substance and petroleum funding in the same proposal must provide either two separate budget tables, or two separate line items within one budget table, that shows the planned petroleum and hazardous substance funded activities. Show the costs (by budget category) associated with each task. In addition to the budget table, describe each task in detail, including the basis for the estimated cost as well as the projected outputs where possible.

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					

¹Travel to brownfields-related training conferences is an acceptable use of these grant funds.
²EPA 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.
³Applicants must comply with the procurement procedures contained in 40 C.F.R. 31.36, or for not-profits, with 40 C.F.R. 30.40 through 30.48.

Points: A: 20, R: 5, C: 10



Budget Table (cont'd.....)

Possible tasks to list

Assessment Grants:

- programmatic support
- inventorying and prioritization
- outreach/public involvement
- assessment work
- cleanup planning (on Phase II sites)

Cleanup Grants:

- programmatic support
- cleanup (contractual costs), confirmatory sampling
- outreach/public record



Reviewers' comments: lower scores for Budget Section

applicant does not clearly
define the basis for the
line-item costs

Narrative descriptions are
limited in the amount of
information provided

**TIP: Show your work, even if making cost assumptions
(i.e., \$3,500 per Phase I, \$3,000 to prepare a QAPP)**



Reviewers' comments: high scores for Budget Section

They showed the costs associated with each task in table format and following paragraphs in detail

Cost assumptions presented and described - tasks described in detail, with projected outputs

Descriptions are provided for each task, including specific breakdown of costs

1. **Stick to the table format**
2. **Be aware of eligible and ineligible costs. See Section III of the FAQs:**
http://epa.gov/brownfields/proposal_guides/fy12_faqs.pdf
3. **Be consistent-make sure the proposed tasks match throughout Project Description, Budget table, and budget task descriptions.**



Section 2.b.ii – Tracking and Measuring

Describe your plan for tracking and measuring your progress towards achieving the expected short-term and long-term project outcomes and outputs.

Key Tracking Mechanisms:

- ACRES databases – EPA’s system for tracking site-specific information
- Quarterly and annual reports to EPA (required for Brownfields grants)
- Any other internal system for measuring progress and results

“Outputs” are work products and may include: number of sites identified, number of sites assessed, number of community meetings held, etc.

“Outcomes” are results, effects or consequences and may include: funding/jobs leveraged, number of acres/sites ready for reuse, etc.

Points: A: 10, R: 5, C: 5



Reviewers' comments: lower scores for this Section (Measuring and Tracking)

How does applicant plan
to measure progress?

No mention of how
project will be tracked

No mention of ACRES, or
quarterly or annual reporting

*For more on outcomes and outputs, see the FAQ's, item I.E
<http://epa.gov/brownfields/applicat.htm>*



Reviewers' comments: higher scores for this Section (Measuring and Tracking)

I like the focus on results such as community awareness

Will track private investment, contributions, greenspace created, land ready for reuse

Will report on intermediate outcomes, fund leveraging, job creation, contamination minimized, etc.

A strong response to this criteria will list both outputs and outcomes, along with your mechanism(s) to track and report on progress towards meeting these goals.



Section 2.b.iii – Leveraging

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities. Specifically, describe how these funds will be used to contribute to the performance and success of the proposed project. This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal and local governments. Describe the amount(s) and type(s) of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during the grant, the strength of the leveraging commitment and the specific role the leveraged resources will play to support the proposed activities. Attach letters or other documentation from sources, if applicable, indicating additional funds/resources are committed to the project.

Points: A: 10, R: 5, C: 5



Reviewers' comments: lower scores for Leveraging Section

There is no discussion of the anticipated amounts and types of additional funds, or how it would be utilized

no estimation of dollars available, no guarantee of receipt of funds , no letters of support from sources, no state funds explored

proposal should discuss the likelihood or progress towards of obtaining additional funds and any steps taken already

Make sure you list something--manpower, in-kind contributions, technical support, other grants or funding sources, etc.



Reviewers' comments: higher scores for Leveraging Section

Several potential sources are discussed, including a portion of applicant's budget

Applicant discussed tax incentives, State funding, private organizations

Excellent leveraging ideas including efforts from the local, state and federal level

Tip: this is your chance to be creative! Leveraging is a broad term and can capture many different types of support. Solid commitments are best but potential funding (i.e. public or private grants) are also OK.



Programmatic Capability

i. Describe the management system you will have in place to direct activities under the grant. **Include a description of your project manager and staff and a discussion of their expertise, qualifications, and experience. Discuss the means you will use to retain project leadership or recruit qualified staff should employee turnover occur. Describe the system(s) you have in place to acquire additional expertise and resources required to perform the proposed project. If you intend to contract for the necessary expertise, describe the system you have in place to acquire that expertise. Please note you must comply with Section IV.F before naming a contractor (including individual consultants) as project partners.**

*Respond to all criteria in the prompt

*Most grantees will subcontract for technical work

*Procurement must follow Federal standards

<http://www.epa.gov/ogd/recipient/procurement.htm>

*Name key personnel and list their qualifications

Points: A: 40, R: 20, C: 20



Programmatic Capability (cont'd....)

ii. Describe any adverse audit findings. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems. **Or, please affirm that you have not had any adverse audit findings.**

TIP: If you've never received assistance/grants, or have never been audited, then say so.

iii. Past performance

1. **Currently has or has received EPA Brownfield grants in the past**
2. **Has not received Brownfield grants, but have received other Federal or non-Federal grants**
3. **Have not received any Federal or non-Federal assistance/grants**

***List grant amounts, accomplishments, time frames, whether goals and commitments were met**

***If you have never received any grants, you will receive a neutral score (i.e. 6 of 12)**



Wrap-Up and Other Resources

Other resources:

1. <http://epa.gov/brownfields/applicat.htm> guidelines and FAQs
2. <https://www.tabez.org> assistance with Brownfields grant writing
(note: currently reflects 2011 guidelines-be sure the criteria is up-to-date)
3. <http://www.epa.gov/region4/rcra/bflr/index.html> EPA Region 4's Brownfields team
4. <http://clu-in.org/live/archive/> search for “brownfields” or “brownfields guidelines” to find training sessions/information from other Regional offices
5. http://epa.gov/brownfields/proposal_guides/FY12-Assessment-Guideline-Checklist.pdf checklist of items