EPA Region 4 Brownfields Webinar: Assessment, Revolving Loan Fund, and Cleanup(ARC) Training Series Final ;   Project Benefits and Summary

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Conference call number :1-866-299-3188
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Points: A:30, R:15, C:20

Project Benefits - Under this criterion, proposals will be evaluated on the extent to which your project's anticipated outcomes meet 3 subcriteria:

- Promote general welfare through the improvement of the public health and safety, economy, and environment of the targeted community;

- Contribute to economic benefit and/or greenspace in the community;

- Contribute to your overall community "vision" for the revitalization of brownfield sites and reuse of current infrastructure; and

- To the extent possible, to focus this section on Livability Principles defined in Section 1.D. of the guidelines.
www.epa.gov/smartgrowth/partnership/index.html#livabilityprinciples

<u>Welfare and/or Public Health</u> - Describe the environmental, social, and/or public health benefits anticipated from the redevelopment of sites assessed and/or cleaned up under this grant.

- Clearly identify and discuss the project's anticipated outcomes
- Demonstrate that these outcomes will contribute to the overall community vision for revitalization.
- Discuss social and public health benefits of this revitalization.
- Describe efforts you have taken to integrate livability and equitable development principles (i.e. affordable housing, public transit, urban greening, etc.)
- Where applicable, discuss plan for community & sensitive populations protection from project contaminants
  - For Example: Signs, Fences, Dust Control

- **<u>Economic Benefits and/or Greenspace</u>** - 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
        - For Example: Non-Profit Reuse, Charitable Reuse, x number of acres created for Greenspace, Open Space, Developed Parks, Recreational, Preservation of Open Space on Urban Edge

Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

- Describe How the Grant *will help* Facilitate Infrastructure Reuse –Be Specific!
  - For Example: Water, Sewer, Electricity, Roads, Storm Drain, Public Transit, Building
- Describe How the Grant *will help* Facilitate Sustainable Reuse - Be Specific!
  - For Example: green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields, community character, transit, live/work

ARE YOU READY FOR A BROWNFIELDS GRANT

Have a Plan for an ongoing Brownfields Program

yes →

Contact Region-4So that we can get to know You.

yes →

Download our latest FAQ's @
http://www.epa.gov/brownfields/applicat.htm

yes →

Look over last years Terms and Conditions

If No ↓

Start now for next year!

- September XX, 2012: Guidelines available

- November XX, 2012: Proposals Due

- Spring 2013: Awards Announced

- May - June 2013: Work Plans and Grant Paperwork Submitted

- October 2013: Funds Available

- *(1) There is a decrease in the amount of funding from $1,000,000 to $600,000.*

- *(2) Describe any adverse audit findings associated with a state or federal grant.* ***Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement.***

- *(3) If you are a recipient or a core partner of a HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant that is directly tied to the project area, and can demonstrate that funding from a PSC grant has or will benefit the project area. To be considered**, applicant must attach documentation** which demonstrates this connection to a HUD-DOT-EPA PSC grant*

Remember the EPA Brownfields ARC grants prcess is very competitive and labor intensive.

We're looking for grantees who want to create a long-term community Brownfields program.

- <u>Proposal Guidelines</u> for FY 2013 ARC Grants and <u>Frequently Asked Questions</u> (FAQs) can be at are posted to the EPA Brownfields website at:

  - http://www.epa.gov/brownfields/applicat.htm

- ❖ **This training is *NO SUBSTITUTE* for reading and closely following the detailed Guidelines!**

To inventory, characterize, assess and conduct planning and community involvement related to brownfields sites.

Community Wide	Site Specific	Coalitions
Up to $200,000 for hazardous substances *and* $200,000 for petroleum addressing the same community.	Up to $200,000 for petroleum *or* hazardous substances (comingled)	Up to $ 600,000 per coalition. *Coalition Members can **NOT** apply for individual assessment funding.*
	May request a waiver for up to $350,000	Required to assess a minimum of 5 sites.
Maximum Combined Amount $400,000	Maximum Amount $350,000	Maximum Amount $ 600,000

Cleanup Grant Program

To carry out cleanup activities at brownfield sites

- Up to $200K per property
- Must own site at time of application
- Hazardous substances or petroleum contamination
- May apply for up to *3* properties: <u>Separate proposals for each property</u>
- Non-profits may apply
- Cost share requirement of 20% (May request a hardship waiver)
- Phase II must be completed (Threshold Criteria)
- **Must make ABCA available for public comment with proposal**
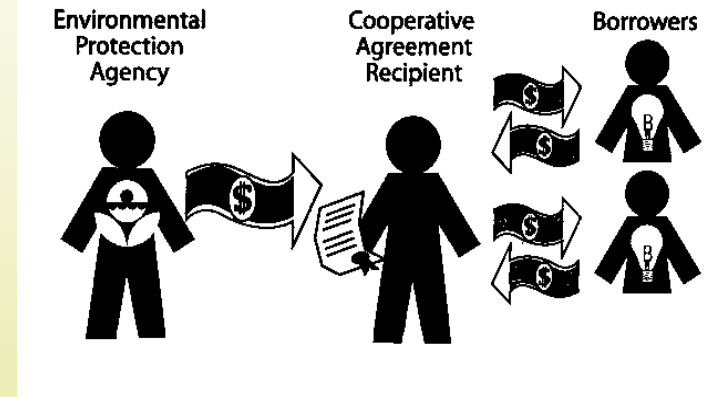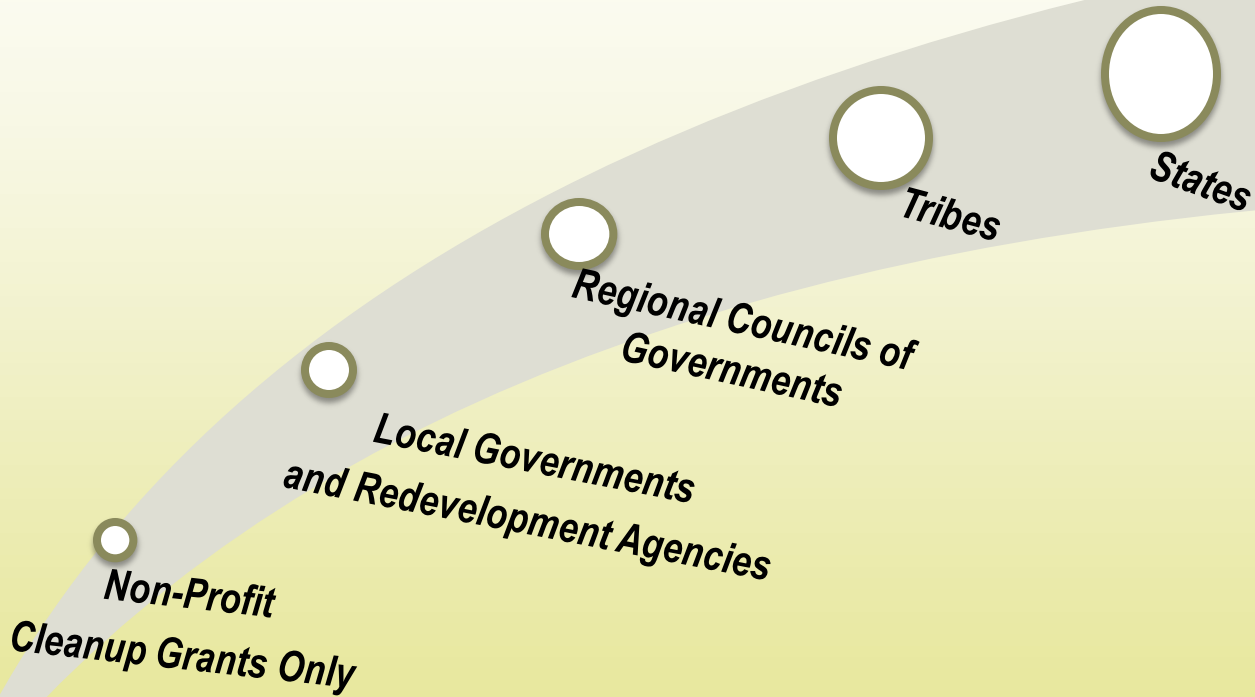- **Draft ABCA must be submitted with proposal**

To make low interest loans and subgrants to carry out <u>cleanup activities</u> at brownfields properties

- Up to $1M per eligible entity
- Coalitions may apply
- (Minimum) 50% loans
- (Maximum) 50%-cleanup
- Cost share requirement of 20%
- Nonprofit organizations are <u>not</u> eligible to apply

Non-Profit
Cleanup Grants Only

Local Governments
and Redevelopment Agencies

Regional Councils of
Governments

Tribes

States

Assessment Grant	Revolving Loan Fund Grant	Cleanup Grant
1. Applicant Eligibility	1. Applicant Eligibility	1. Applicant Eligibility
2. Letter From the State or Tribal Environmental Authority	2. Description of Jurisdiction	2. Letter From the State or Tribal Environmental Authority
3. Site Eligibility and Property Ownership Eligibility (Site Specific Proposal)	3. Letter From the State or Tribal Environmental Authority	3. Site Eligibility and Property Ownership Eligibility
	4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund	4. Cleanup Authority and Oversight Structure
	5. Cost Share	5. Cost Share
		6. Community Notification

Position matters!

Some things to think about before you apply:

- Do you have grant manager that will be on broad for 3-5 years?
- Do you know your vision for your community?
- How have you involved your community?
- Do you have political support?
- Can you get access to properties you want to assess?

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

Assess your capacity to manage a Brownfields Grant

- Do you have the ability to contract/manage Environmental Consultants

- Do you have a financial and accounting system to manage a budget, draw down funds, make payments and report accomplishments

❑ Brownfields Grants typically provide:

- Limited Funding
- 3 – 5 year performance period

EPA Wants Successful Grantees:

- To Continue to grow their Brownfields Programs through
  - ✓ Additional EPA grants
  - ✓ Other federal grant programs
  - ✓ Partnerships
  - ✓ On to Redevelopment

Convey this in your proposal!

Threshold Criteria Summary

Requirement	Grant Type		
	Assessment	RLF	Cleanup
1) Applicant Eligibility	X	X	X
2) Letter from State or Tribal Authority	X	X	X
3) Site/Property Ownership Criteria	Site specific only		X
4) Cost Share		X	X
5) Legal Authority to Manage an RLF		X	
6) Cleanup Authority and Oversight Structure		X	X
7) Description of Jurisdiction		X	
8) Community Notification **Draft ABCA**			X

- **Threshold Criteria** developed for ARC grants to:
  - Ensure applicants are eligible to receive assessment, cleanup and RLF grants.
  - NOTE: Proposal MUST substantially comply with instructions and requirements in the guidelines

- **Applicant Responses to Threshold Criteria**
  - Regional Review
    - <u>Pass/Fail</u>
    - <u>Must Pass All</u>
    - Failure means the proposal will not be competed in the national competition.

- All Responses to Threshold Criteria-Must Be included as an <u>attachment to the proposal</u>

- Analysis of Brownfields Cleanup Alternatives (ABCA)-<u>Draft Document Must Be Included</u> (Cleanup Grants Only)

- Contact EPA with eligibility questions **NOW.**

- Request State/Tribe letters **early**.

- If applying for petroleum, contact State for site eligibility determination **early**.

- Before submittal, look at the checklist in each proposal types to ensure that you have included all the required documents in your package!

- *For Cleanup only* - set up public meeting and get meaningful public input.
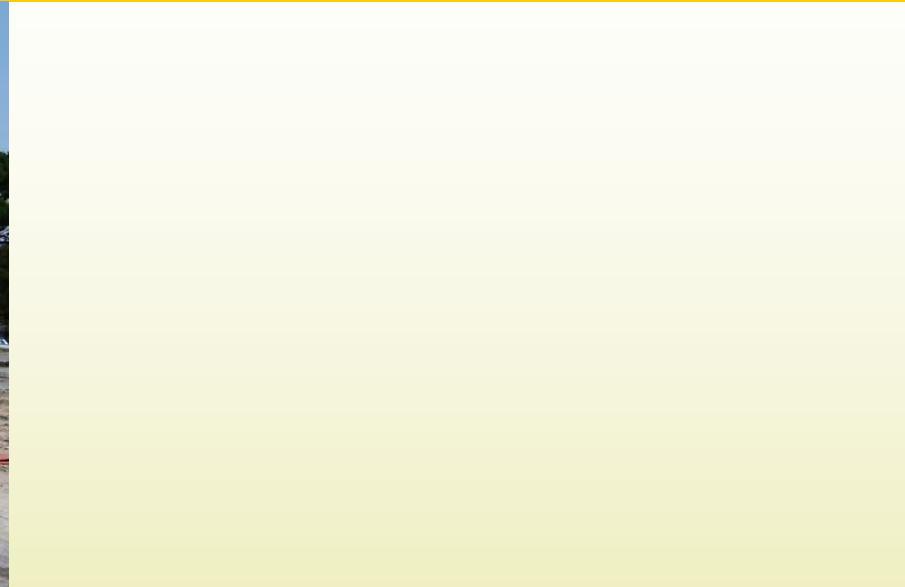
- Proposal must have passed the "Threshold Criteria" to be "Ranked."

- <u>4 Ranking Criteria Sections</u> for ARC Applicants:

  1. Community Need

  2. Project Description and Feasibility of Success

  3. Community Engagement and Partnerships

  4. Project Benefits

- Each Criteria has Subcriteria

	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**

Points: A:40, R:15, C:15

- <u>Community Need</u> - Under this criterion, all ARC proposals have 2 subcriteria:
  - Health, Welfare, and Environment
  - Financial Need

❖ *Responses should clearly identify the information sources .*

❖ *Provide an overview of the **targeted community's** history*

❖ *Define the targeted community and include the **number** of brownfields in the **targeted community***

- Community Need works with Project Benefits

- A strong proposal beginning can be the rising tide that floats subsequent sections (first impressions count!)

- Use the comparative demographics chart provided in the guidelines.

- Be sure to link the target community to the sites as well as provide health data showing impacts from cummulative environment/lifestyle issues.

- Accommodate both the detailed reviewer and the big picture reviewer.

- Exceed criteria. ex: strategic planning

Points: A:100, R:55, C:50

- <u>Project Description and Feasibility of Success</u> - This criterion has three sub-criteria.

  - Project/Program Description
  - Budget for EPA Funding and Potential to Leverage Other Funding (now includes tracking)
  - Programmatic Capability

Reminder:
- Assessment grants have 200 total points
- Cleanup grants have 100 total points
- This year's RFP was released on xxx, and proposals must be submitted by xxx

ALL Applicants <u>must</u> describe the project/program they are proposing.

<u>Project/Program Description - Assessment</u>
- Discuss how this project fits in with the targeted community's master plan or goals. What is the context for this grant in the overall vision?
- Proposals that budget the majority of grant funds for environmental work (actual Pahse Is, Phase IIs, and ABCAs) will be viewed more favorably than those that focus on inventory or planning activities.
- For coalitions, you must assess a minimum of five sites under the grant.
- Only include eligible expenses. For eligible uses of grant funds refer to Section 1.B of the guidelines.

ALL Applicants <u>must</u> describe the project/program they are proposing.

<u>Program Description – Revolving Loan Fund</u>
- Discuss how this funding fits in with the targeted community's existing brownfield redevelopment program. What is the context for this grant in the overall program and community vision?
- Discuss your proposed RLF program (administration, loan products leveraging)
- Discuss envisioned applicants and specific sites if you already have some.
- Discuss marketing plan for the RLF.
- Discuss RLF team structure (manager, QEP, and others)
- Only include eligible expenses. For eligible uses of grant funds refer to Section 1.B of the guidelines .

- *ALL Applicants <u>must</u> describe the project/program they are proposing.*

- *<u>Project/Program Description - Cleanup</u>*
- *Discuss the condition of the existing property and the proposed or projected redevelopment including the potential reuse.*
- *Describe previous activities to investigate, secure, stabilize, and cleanup the site.*
- *Describe the proposed cleanup plan, including, if applicable, specifice engineering and institutional controls (e.g. planned restrictions on property use)*
- *Only include eligible expenses. For eligible uses of grant funds refer to Section 1.B of the guidelines.*

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.

[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.

- Make sure your budget is clear and includes specific defined tasks.
- Justify amounts being allocated to each task and budget category.
- Be realistic – the average Phase I costs $2000-$6000 and Phase IIs can vary from $20,000->$200,000 ($200K max per site)
- Budget should include both a *table* and *narrative* justifying project costs per budget category

- **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
  - Attach documentation indicating committed funds.

- **<u>Programmatic Capability</u>** – **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).

- Who will be the project manager – describe this person's experience and qualifications.

- Describe other staff and their experience and qualifications.

- Discuss how you will retain these people and plan for acquiring additional expertise if necessary.

- Discuss past Grant Performance (if you have had an EPA Brownfields grant follow guideline 1 and if you have received other grants but not an EPA Brownfield grant follow guideline 2, state clearly if you have never had a grant to receive a "neutral" score)

- Discuss adverse audits and if none, state this.

Points: A:30, R:15, C:15

Community Engagement and Partnerships - Under this criterion, proposals will be evaluated on 3 sub-criteria:

- *Applicant's* plan for engaging the targeted community in the project to be funded under this grant;

- *Extent* to which the applicant has identified and established relationships with the partners necessary to achieve the project's goals; and

- *Extent* to which the support letters provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project.

<u>Community-based Organizations</u> - 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
  - Commitment Letter From EACH Organization
    - Proposal Attachment
    - Must Describe Role
    - Must Describe Commitments
- Community-based organizations are NOT your congress persons or other elected officials. It is NOT the Mayor's office.
- Commitment Letters Required – describe role CBO will play and don't use a form letter

*EPA will focus on the unique contributions and strength of partnerships, instead of the sheer number of letters an applicant submits.

<u>Community Engagement</u> - Describe your Plan For Community Involvement:

- Discuss how community will be involved in site selection and reuse planning

- Discuss plan for communicating the project progress to the citizens.

- Demonstrate that plan is tailored to the needs of the targeted community.

- Address Any Language Barriers – **whether or not a need**

- **Partnerships** - Describe your efforts and/or plans to develop partnerships with:

  - Both Local Environmental and Health Agencies

  - Local community groups

  - Past Efforts Toward Partnerships

  - Show Knowledge Of State Programs

  - Indicate Plan To Enroll In State Programs

  - Local job training programs (if none describe efforts to link members of the community to potential brownfields employment related to the project)

- Proposed public meetings should focus on project planning and decision-making.

- Letters of support should be original and describe what the organization will do for the project and match what is stated in the proposal (do not include boilerplate letters).

- Should have organizational diversity. If none exists, state this.

- Sometimes there is overlap on support and leveraging.

- Respond specifically to all criteria
- Project Benefits in Criterion # 4 should serve the target community identified in Criterion #1.
- Incorporate "Livability Principles".
- Pay attention to guideline language when it says "…evaluated more favorably".

- Contact EPA early for applicant/site eligibility questions.

- Request State/Tribe letters early.

- If applying for petroleum funds, contact State for site eligibility determination ASAP.

- Note - since the proposal deadline is after a holiday weekend, States may have an early deadline for acknowledgement letters/eligibility determinations.

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

- For cleanup grants remember to publicize the proposal **AND** draft ABCA by November 14th.

- Avoid using acronyms and technical or organizational jargon.

- Since you are limited in space, you may cross-reference information within the same proposal - but always address full criteria description in the appropriate section.

- <u>Other resources</u>:

1. *http://epa.gov/brownfields/applicat.htm* for guidelines and FAQs

2. *https://www.tabez.org* assistance with 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 and content from 2011 guidelines

Sending in Proposals

- Proposals may be sent through the U.S. Postal Service, commercial delivery service, or www.grants.gov

- Only <u>one method</u> should be used for the submission of the original, complete proposal package.

- Proposals sent through the U.S. Postal Service or via a commercial delivery service must be postmarked by the due date.

- Proposals submitted electronically must be received at www.grants.gov by 11:59 p.m. Eastern Time on the due date (note registration required well before due date).

General Information and Threshold Questions -

Philip Vorsatz, Brownfields Coordinator
vorsatz.philip@epa.gov; 404-562-8789

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

- ***Alabama Department of Environmental Management***
  Larry Bryant
  334-279-7771; jlb@adem.state.al.us
  http://www.adem.state.al.us/programs/land/brownfields.cnt

- ***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

- ***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/pages/default.aspx

- ***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

Questions?