



North Carolina Brownfields Grant Workshop: Understanding the EPA Proposal Guidelines

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Agenda

- Brownfields Overview
- Types and Amounts of EPA Brownfields Grants
- Brownfields Competitive Grant Process
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- Useful Application Preparation Tips
- Additional Resources



Brownfields Overview





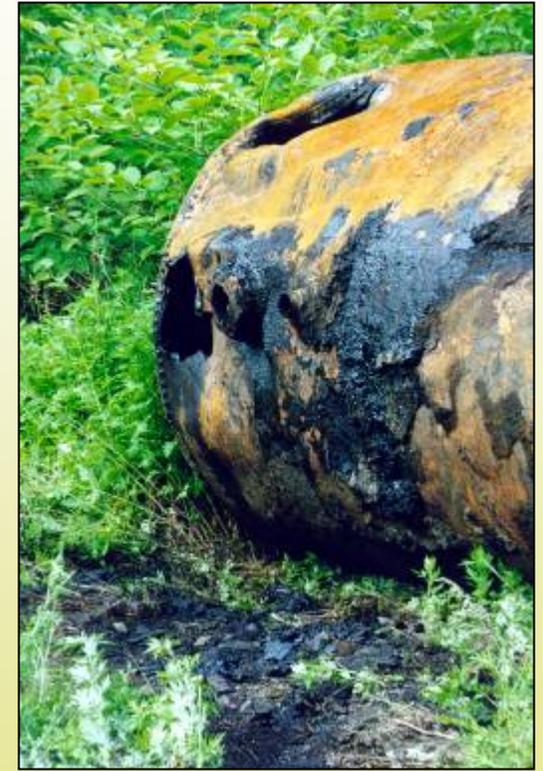
Brownfields Definition

“... 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.”



“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





Benefits of Brownfields Revitalization

- Increases local tax base
- Facilitates new job growth
- Utilizes existing infrastructure
- Takes development pressure off undeveloped land
- Prevents sprawl
- Supports cleaner air
- Reduces habitat destruction
- Many more





EPA's Investment in Brownfields Grants

- *Since 1995*, EPA has awarded 1,911 brownfields grants totaling 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.

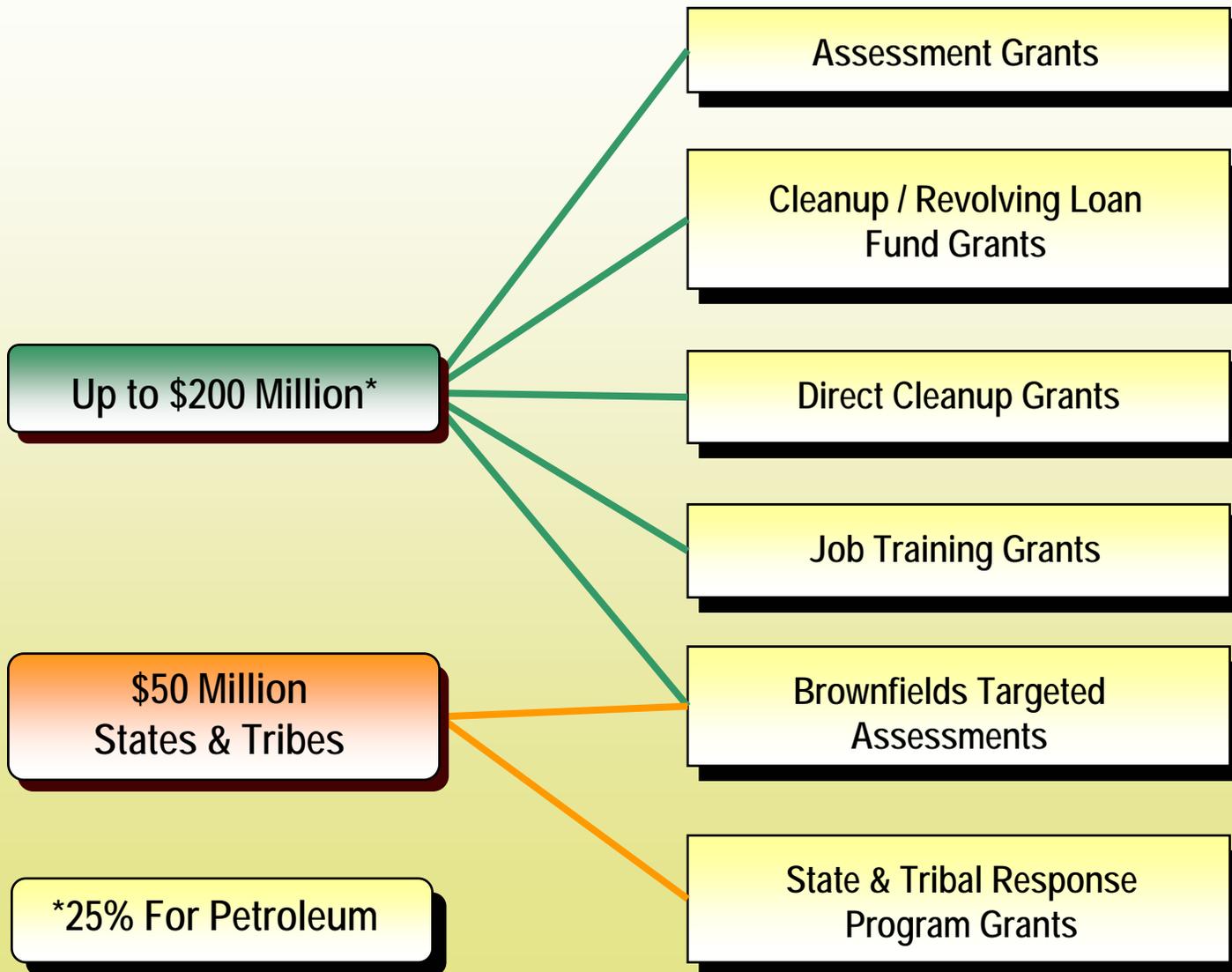


Types and Amounts of EPA Brownfields Grants





Authorized Brownfield Funding





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

- **A**ssessment
- **R**evolving Loan Fund (RLF)
- **C**leanup
- ❖ Grant types listed above commonly referred to as **ARC** Grants!



Brownfields Competitive Grant Program

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



FY2008 Brownfields ARC Grant Program

- EPA received over 845 proposals for funding
- Funded 314 grants nationally (\$74 million)
 - 194 assessment grants
 - 108 cleanup grants
 - 12 RLF grants
- Region 4
 - 104 proposals
 - 50 selected for funding
 - \$11.4 Million



FY2009 Application Timeline

- August 2008? – ARC Request for Proposals (RFP)
- November 2008? – Proposal Submission Deadline
- Spring 2009* – Approx. \$72 million awarded nationwide

**tentative*



Brownfields ARC Grants – Getting Started

- FY2009 Proposal Guidelines for ARC Grants are @:
 - www.epa.gov/brownfields/publications/Draft_assessments_grant_guidelines.pdf
 - www.epa.gov/brownfields/publications/Draft_revolving_loan_grant_guidelines.pdf
 - www.epa.gov/brownfields/publications/Draft_cleanup_grant_guidelines.pdfor @:
www.grants.gov
- ❖ This training is *NO SUBSTITUTE* for reading and closely following the detailed Guidelines!



Assessment Grant Program

- To inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites.
- **Community-wide**
- **Site-specific** (single site)
- **Assessment Coalition**



Assessment Grant Program

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.





Assessment Grant Program *(con't)*

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.*



Assessment Grant Program *(con't)*

NEW!

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.



Assessment Applicant Options

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

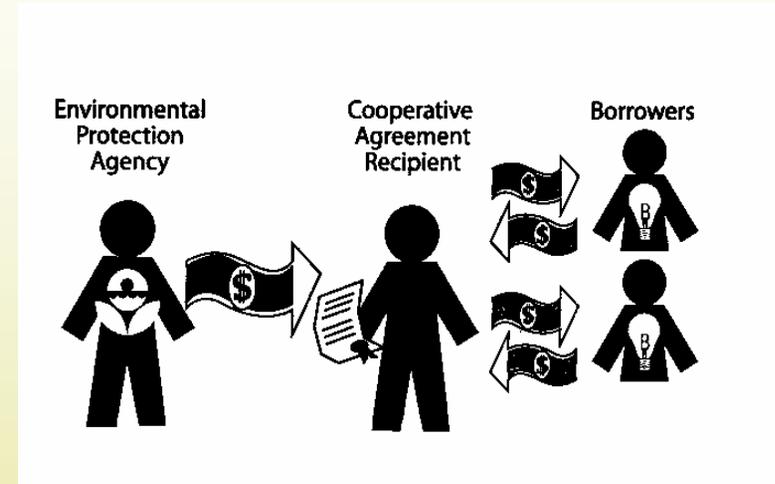
- up to 3 grant proposals (2 community-wide not to exceed \$400k and 1 site-specific not to exceed \$350k)
OR
- 1 grant as part of a coalition not to exceed \$1 M if not applying for individual assessment funds

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



Revolving Loan Fund Grant Program

- To make low interest loans to carryout cleanup activities at brownfields properties.
- Up to \$1M per eligible entity
- Coalitions may apply
- (Minimum) 60% loans
- (Maximum) 40%-cleanup subgrants
- Cost share requirement of 20%
- Nonprofit organization are not eligible to apply.





Cleanup Grant Program

- To carry out cleanup activities at brownfield sites
- Up to \$200K per property
- Hazardous substances or petroleum contamination
- May apply for up to 3 properties: Separate proposals for each property
- Applicant applying for both hazardous substance and petroleum cleanup grant funding at the same site must submit ONE proposal, which cannot exceed \$200,000
- Non-profits may apply
- Cost share requirement of 20%
-  Community Notification (Threshold Criteria Only)
- *Must have FEE SIMPLE TITLE* by June 30, 2009



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*



Overview of ARC Threshold Criteria





Threshold Criteria – Must Pass

- Applicant Eligibility (ARC)
- Letter from the State or Tribal Environmental Authority (ARC)
- Site Eligibility and Property Ownership Eligibility (Site-specific Assessment and Cleanup Only)
- Cost Share (RLF and Cleanup Only)
- Legal Authority to Manage a Revolving Loan Fund (RLF Only)
- Description of Jurisdiction (RLF Only)
- Cleanup Authority and Oversight Structure (RLF & Cleanup Only)
- Community Notification (Cleanup Only)



Applicant Eligibility (ARC Applicants)

- All applicants must describe how they are an eligible entity in order to receive an ARC 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.)
 - **501(c)(3) Non-profits (Cleanup Grants Only)**



Applicant Eligibility (*con't*)

(RLF/Assessment Applicants Only)

Coalition Applicants

- Three or More Coalition Members (Assessment Only);
Two or More Coalition Members (RLF 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



Applicant Eligibility (*con't*)

(Cleanup Applicants Only)

- **Site Ownership**
 - *Must have FEE SIMPLE TITLE* by June 30, 2009.



Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

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*



Site and Property Ownership Eligibility (Site-Specific Assessment and Cleanup Applicants Only) *(con't)*

- **Hazardous Sites**
 - EPA Is Decision Maker
 - Applicant Can Not Be Potentially Liable (CERLCA)
- **Petroleum Sites**
 - State Is Decision Maker (**Except for Tribes**)
 - State Petroleum Eligibility Letter
 - Request Early
 - Unique From State Acknowledgement Letter
 - Proposal Attachment



Site and Property Ownership Eligibility

(Site-Specific Assessment and Cleanup Applicants Only) (con't)

- **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:
 - Relatively 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.*



Site and Property Ownership Eligibility (*con't*) (Cleanup Applicants Only)

- Requires an AAI compliant Phase I is complete.



Requires an ASTM E1903-97 or equivalent Phase II site assessment report completed prior to proposal submission in order to best describe cleanup plan and estimated costs.

- Region 4 suggestion: Complete all assessment and characterization before applying for a cleanup grant!



Cost Share (Cleanup and RLF Only)

- Cleanup and RLF **Grant Recipients** are required to provide a 20% cost share (e.g., \$200,000 Grant has \$40,000 Match)
 - Just A **Plan** Required
 - Do Not Exceed Requirement Amount
 - Know Difference Between Leveraging and Match
- **No Federal Funds For Match**
 - 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, materials or other services, it must be incurred for an eligible and allowable expense.
- Hardship Waivers Can Be Requested
- **Cost Share Can Be Passed To Borrower (RLF Only)**



Community Notification (Cleanup Applicants Only)



- Cleanup Applicants Only must provide the community with notice of its intent to apply for an EPA brownfields grant and an opportunity to submit comments by:
 - ✓ Placing an ad (or equivalent) in your local newspaper that covers the area targeted by your proposal at least two weeks prior to the submittal date.
 - ✓ Clearly communicating that a copy of the grant proposal is available for public review by indicating in your ad where the draft proposal is located (e.g. town hall library, website).



Community Notification (Cleanup Applicants Only) *(con't)*

- ✓ Indicating that you will accept comments on the draft proposal.
- ✓ Stating the date and time of a public meeting that you must hold prior to proposal submission.
- ❖ Applicants who are submitting more than one proposal may plan to have a single community notification ad and meeting. However, all targeted communities must receive the notification and be provided an opportunity to comment on the proposal(s) relevant to their community.



Description of Jurisdiction (RLF Only)

Provide a description of jurisdictional boundaries

- e.g. “the city limits of The City of ABC”



Overview of ARC Ranking Criteria





Ranking Criteria

- Proposal must have passed the “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



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 (ARC Applicants)

- Community Need - Under this criterion, ARC proposals will be evaluated on:
 - Applicant's description of the health, welfare, and environmental impacts of Brownfields, *and*
 - Financial needs of the targeted community as it is affected by the presence of brownfields.
- ❖ *Responses should clearly identify the sources of information used in this section.*



2. Project Description/Feasibility of Success (ARC Applicants)

- Project Description and Feasibility of Success - Under this criterion, proposals will be evaluated on Applicant's ability to Demonstrate:
 - Reasonable approach to the project
 - Sufficient resources to complete the project, and
 - Capability to complete the project in a timely manner.



Proposals that budget the majority of grant funds for conducting site assessments 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.



Refer to Section VI.E., *Brownfields Programmatic Requirements*, to read EPA expectations of projects funded with brownfields assessment grants.



2. Project Description/Feasibility of Success (ARC Applicants) *(con't)*

- *ALL ARC Applicants must describe the project they are proposing to be funded.*
- For Cleanup Proposals, Also Describe
 - *Proposed Cleanup Plan*
 - Institutional and/or Engineering Controls, and
 - Site Reuse Plans



3. Community Engagement and Partnerships (ARC Applicants)

- **Community Engagement and Partnerships** - Under this criterion, proposals will be evaluated on:
 - *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.



4. Project Benefits (ARC Applicants)

- **Project Benefits** - Under this criterion, proposals will be evaluated on the extent to which your project's anticipated outcomes:
 - Promote general welfare through the improvement of the public health and safety, economy, and environment of the targeted community; and
 - Contribute 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 .*



Useful Application Preparation Tips





Encourage Good Basic Proposal Prep

- Read entire *NEW* Guidelines and follow directions.
- Get mentoring from prior grantees (listed @ www.epa.gov/brownfields/bfwhere.htm)
- Write as though the reader knows **NOTHING** about your community.
- Address *all* criteria – *if it doesn't apply say so and explain why.*
-  Use the Proposal *Check Lists* at the end of the Ranking Criteria section.
- Avoid using acronyms and technical/organizational jargon



Encourage Good Basic Proposal Prep *(con't)*

- Use “white space” and obey *18* page limits (not including the 2-page cover letter)!
- 1” margins; 12 pt font; no binders; **NO COLOR.**
- Limit attachments to required and relevant documents and letters.
 - Avoid maps and photos.



Encourage Good Basic Proposal Prep *(con't)*

- Contact State/Tribe/EPA with eligibility questions **early**.
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum.
- Set up public meeting and get meaningful public input.



Additional Resources and Final Questions





Additional Training

Grant Writing Tips and Tricks

September 10, 2008

October 2, 2008



For More Information

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Final Questions?

