



# **Region 10 Grants Workshop: Tips on Preparing Your 2005 Brownfields Grant Proposal**

# Summary of Last Years Competition

- Over 700 proposals; 265 funded
- \$75.4 million awarded nationally.
  - 155 assessment grants, totaling \$37.6 million.
  - 92 cleanup grants totaling \$16.9 million.
  - 18 revolving loan fund grants totaling \$20.3 million.

# Funding Available for This Grant Cycle

- The Brownfields law authorizes up to \$200 million for competitive Brownfields grants.
- In 2005, we currently estimate that \$75-100 million will be available for 200 grants.
- Amount of money to be distributed in each region is not pre-determined.
- National goals for each grant type.
- 25% of funds will be awarded for petroleum.

# Changes From Last Year

- Applications due November 12, 2004 [for Job Training grants, approx. December 1st]
- Some changes to ranking criteria and point allocations.
- Cover letter (2 page limit) required with all submissions. (page 15).
- Without exception, the affected community **MUST** be notified of the preparation of the Grant proposal and be given a reasonable opportunity to comment on it - prior community involvement related to project as a whole will **NOT** suffice.

# Changes, Continued

- Petroleum Determination provisions have changed slightly FY04. (See Appendix 3, Section 3.3.2, pgs 54-55).
- Assessment applicants may apply for up to 1 Haz Waste and 1 Petroleum Grant, each up to \$200k, but must submit separate proposals [chart pg 8]
- Assessment proposals for 1 site are “site-specific”; for more than 1 site “community-wide” [pg 6]
- Cleanup grant proposals must explain site assessment activities to date. At least ASTM Phase I site assessment must be completed prior to proposal submission (pgs 7 & 30).
- Cleanup grant applicants must own the property by the time of award and no later than **Sept 30, 2005** (pgs 10 & 38).

# Pre-application Assistance

- EPA Can Help With:
  - Applicant Eligibility Issues
  - Site Eligibility Issues
  - General Questions Related to Brownfields Program
- EPA Cannot:
  - Review or Comment on Draft Proposals
  - Discuss Answers to Ranking Criteria One-On-One
  - Hold Individual Meetings to Discuss Proposal Process

# Site and Applicant Eligibility

# Applicant Eligibility

<i>Type of Applicant</i>	<i>Assessment</i>	<i>RLF</i>	<i>Cleanup</i>
General Purpose Unit of Local Government <sup>2</sup>	?	?	?
Land Clearance Authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government	?	?	?
Government Entity Created by State Legislature	?	?	?
Regional Council or group of General Purpose Units of Local Government	?	?	?
Redevelopment Agency that is chartered or otherwise sanctioned by a state	?	?	?
State	?	?	?
Indian Tribe other than in Alaska <sup>3</sup>	?	?	?
Nonprofit organizations <sup>5</sup>			?

# Eligible Sites

- **Hazardous Substances, Contaminants, and Pollutants, Drug Labs, Mine-Scarred lands**
- **Examples include:**
  - Plating Shops
  - Landfills
  - Salvage Yards
  - Dry Cleaners
  - Illegal Drug Labs
  - Mine-Scarred Lands
- **Petroleum**
- **Examples include:**
  - Gas Stations
  - Fuel Terminals
  - Tank Farms
  - Oil Fields



# Site Eligibility

## *Petroleum and Hazardous Substance Sites Have Different Tests!*

- Hazardous
  - Cannot be CERCLA Potentially Responsible Party.
    - You may be a PRP for a hazardous substance site if you voluntarily took ownership of a site prior to January 11, 2002.
- Petroleum (CERCLA Liability Rules do not apply); State or EPA Must Determine per Guidelines Pages 53-55:
  - No viable responsible party.
  - Applicant cannot have caused or contributed.
  - Relatively low risk.

# Excluded Sites – Cannot Receive Grants

- ✓ Facilities listed (or proposed for listing) on the National Priorities List (NPL);
- ✓ Facilities subject to UAOs, court orders, AOs on consent, or judicial consent decrees issued or entered into by parties under CERCLA; and
- ✓ Facilities that are subject to the jurisdiction, custody or control of a department or agency of the United States government (except land held in trust for an Indian Tribe)

# Sites Not Eligible for Funding Without Property-specific Determination\*

- Facilities subject to **planned or ongoing removal actions** under CERCLA;
- Facilities subject to **federal actions or judicial decrees** under RCRA, OPA, TSCA or SDWA;
- Facilities subject to **TSCA PCB cleanup through EPA enforcement action**;
- Facilities receiving assessment / cleanup monies from the **LUST trust fund**;
- **Land disposal units** that have filed a **closure** notification under subtitle **C of RCRA**

\* Applicants' proposal must show that Brownfields funding will ensure protection of human health and the environment promote economic development or the creation, preservation or addition to parks, greenways, undeveloped property, other recreational property, or other property used for non-profit purposes

# Getting Started Writing Your Proposal

# Proposals – Key Points

- Eligible entities can submit multiple proposals.
- Grant types: Assessment, RLF, and Cleanup.
- Assessment: may apply for one hazardous substance grant, one petroleum, or one of each. Proposals may be site-specific or community-wide (for more than 1 site).
- Cleanup: may apply for up to FIVE grants, but each must have own proposal, cover letter, etc.
- Submit a separate proposal for each grant you are applying for – see pages 6 – 9.

# Basic Proposal Elements

- Cover Letter
- Applicant Information
- Threshold Criteria
  - Pass or Fail
- Ranking Criteria
  - Evaluated on point system
- Mandatory Attachments
  - State/Tribal Letter, Property Specific Determination, etc.

# Proposal Evaluation Criteria

# Cover Letter and Applicant Information

- Mandatory 2 page cover letter [pg15]
  - Separate 2 page letter with each proposal
  - Can be addressed to whomever you prefer [pg 12]
  - Provide brief overview of your project
  - Letter should be on your letterhead, signed by an official of your organization
- EPA will not seek clarification in this section

# Threshold Criteria

## Applicability by Grant Type

Grant Type →	Assessment	RLF	Cleanup
Applicant Eligibility	?	?	?
Community Notification	?	?	?
Letter from the State or Tribal Environmental Authority	?	?	?
Site Eligibility and Property Ownership Eligibility	?	?	?
Legal Authority to Manage Revolving Loan Fund		?	
Cleanup Authority and Oversight Structure		?	?
Cost Share		?	?

*Threshold*

## Applicant Eligibility (A,R,C)

- Ask EPA if you are unsure whether you (the applicant) or your site are eligible;
- Contact region to discuss ASAP – regional staff CAN review & give feedback on site & applicant eligibility

## *Threshold*

# Community Notification (A,R,C)

- Notify affected community ASAP and allow time for them to comment on your draft proposal.
- Describe how the community affected by the project was **specifically** notified and given opportunity to comment on **this grant proposal**.
- Relying on past community involvement activities to address this criterion is NOT acceptable community notification; your proposal will FAIL.
- Discuss past involvement in the ranking criteria under “community involvement”.

## *Threshold*

# Letter From State or Tribal Environmental Authority (A,R,C)

- Obtain letter from your State or Tribal Environmental Authority acknowledging this specific proposal while drafting proposal.
- Do not substitute letter from local or county oversight agencies or last year's State/Tribal letter;
- If applying for more than one grant/type, the State/Tribe can supply one letter for all grants; Attach letter to EACH proposal.
- If applying for Petroleum, letter should also address eligibility determinations (pgs 53-55).

*Threshold*

## Site Eligibility and Property Ownership

### Eligibility (A,R,C)

Different questions for:

- 1) Projects with specific sites and
- 2) Petroleum versus hazardous substance projects

For petroleum contaminated sites [pages 53-55]:

Contact State (ASAP) and request following determinations:

- Site is of relatively low risk.
- There is no viable responsible party.
- The funding will not be used by a party potentially liable, and.
- Site is not subject to a RCRA 9003(h) corrective action order.

*Note: Tribes should contact EPA for these determinations*

## *Threshold*

# Site Eligibility and Property Ownership

## Eligibility (A)

- Describe how access will be obtained at site if the applicant does not own the site -- include letter of intent to provide site access or an access agreement if possible.
- For community wide assessment proposals, describe types of sites you expect to find in project area (e.g. landfills, plating shops, salvage yards, gas stations).
- EPA will have to approve each site.

## *Threshold*

# Site Eligibility and Property Ownership

## Eligibility (C)

- For cleanup grants, at least a Phase 1 assessment must have been completed. Sites that are further along in assessment usually score higher.
- If further assessment is needed, demonstrate that it will be done by September 2005.
- Contact the state to find out if there are any enforcement issues at your site.
- Applicant must own site by Sept. 2005 – if site not yet in ownership, discuss how you will obtain it.

*Threshold*

## Cost Share (R,C)

- How will your cost-share be provided?
- Cash or In-Kind?
- Identify the source.
- Include cost share in proposal budget.
- If applying for a hardship waiver, be persuasive!

*Threshold*

## Cleanup Authority and Oversight Structure (R,C)

- Use of a state Voluntary Cleanup Program is encouraged. Please indicate in your application whether you plan to enter a State Voluntary response program for cleanup after submitting your application.

# Ranking Criteria Applicability by Grant Type

<b>Grant Type →</b>	<b>Assessment</b>	<b>RLF</b>	<b>Cleanup</b>
<b>Proposal Budget</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Community Need</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>Site Selection Process</b>	<b>5</b>	<b>5</b>	<b>na</b>
<b>Sustainable Reuse of Brownfields</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Creation and/or Preservation of Greenspace/Open Space (or other non-profit use)</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Community Involvement</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>Reduction of Threats to Human Health and the Environment</b>	<b>20</b>	<b>20</b>	<b>25</b>
<b>Leveraging of Additional Resources</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Ability to Manage Grants</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Description of Target Market for RLF Loans and Subgrants; also Business Plan</b>	<b>na</b>	<b>20</b>	<b>na</b>

## *Ranking*

# Budget (A,R,C)

- Budgets with unreasonable costs or a high percentage in management costs typically receive lower scores.
- Include only direct costs (see Appendix 2).
- Show distribution of funds by task and category, and describe each task after budget chart. Helpful to explain what personnel and/or contractors will do.
- Include and explain use of 20% cost share with cleanup and RLF budgets. Try to consolidate cost share in 1 or 2 tasks.
- Separate budgets required for petroleum and hazardous waste if applying for both in one cleanup proposal [Assessment proposals cannot combine hazardous and petroleum]

## *Ranking*

# Community Need (A,R,C)

- Include recent demographic info and cite the source. Explain discrepancies (for ex., if stats for city differ from the stats for your neighborhood, explain).
- Make a strong, persuasive case for why your community really needs Brownfields funding.
- If your project is in one neighborhood, discuss the benefit to your entire community.
- Discuss the impact of Brownfields on your community and how the community will benefit from the grant. Think environmental, economic, social, etc.

## *Ranking*

# Site Selection Process (A)

- Keep in mind EPA's Brownfields Program goals when describing your prioritization efforts:
  - Sustainable redevelopment
  - Protection of human health and the environment
  - Job creation.
  - Economic revitalization.
  - Providing for or protecting green and open spaces.
- Discuss how the community has had/will have input into this process (reviewers looking for this).
- Answer the access question.

## *Ranking*

# Sustainable Reuse of Brownfields (A,R,C)

- Describe your overall larger vision and then explain how your project fits in.
- Demonstrate an understanding of the goals of Brownfields redevelopment (sustainable development, protection of human health and the environment, job creation, economic revitalization, providing for or protecting green and open spaces, etc.)
- Be clear, concise, and specific articulating your vision.
- Explain if/how existing infrastructure will be reused
- Relate your answers to your project and your targeted community. Think cradle to grave.
- Focus on economics, the environment, social aspects, etc.<sup>31</sup>

## *Ranking*

# Creation and/or Preservation of Greenspace / Open Space / Non-Profit Uses (A,R,C)

- Describe how cleanup and redevelopment will help relieve pressure to develop greenfields or provide for the creation of open space/greenspace in other areas of your community (that may not be directly related to your project).
- Explore ways to incorporate green and/or open space into your project / proposal.
- Describe plans for non-profit uses such as child care centers, clinics, elder care facilities or other non-profit activities.

## *Ranking*

# Community Involvement (A,R,C)

- Demonstrate that your project is tied to a mix of stakeholders from the target area, including local and non-governmental organizations, and discuss how they were involved in the project to date and specifically in developing this proposal.
  - Exhibit connections with various stakeholders who can support your cleanup and redevelopment efforts.
  - Describe your plan for meaningfully involving the community in your target area that is affected by the site or the proposed assessment, cleanup, and redevelopment.
- Discuss the stakeholders and organizations involved in your project. How are they involved in decision making?

» *Continued on next slide*

## *Ranking*

# Community Involvement (A,R,C)

- Provide clear plan for communicating progress of project to the community (i.e., translations of spoken and print material, hours of meetings, communications media, etc.).
- If appropriate, describe multiple approaches to inform your community about progress of project such as press releases, web sites, public access TV, etc.
- List must include community-based organizations (church groups, environmental groups, civic organizations, business groups, etc.). Provide contact info if possible.
- Involve your targeted community in proposal development & future project decision making, and tell EPA about it!

## *Ranking*

# Reduction of Threats to Human Health and the Environment (A,R,C)

- Discuss how threats will actually be identified/reduced and estimate this qualitatively. Cleanup proposals should be as specific as possible.
- For example, discuss:
  - Media contaminated (soil, water, etc.)
  - Population exposed (elderly, children, etc.)
  - Exposure routes (ingestion, inhalation, etc.), and esp. for cleanup proposals, how they will be addressed or eliminated by cleanup
  - Types of contaminants (VOCs, metals, etc.)
  - Health impacts of these contaminants (cancer, asthma, etc.).
  - How risks or exposure during cleanup will be minimized
- Include steps you have taken or will take to involve your state or local environmental authority and your local public health dept. in the cleanup and reuse/redevelopment of your property.

## *Ranking*

# Leveraging of Additional Resources (A,R,C)

- **Estimate the cost of your project** as best you can [if possible, for cleanup and reuse].
- Describe your current sources of funding for cleanup and construction activities (including staff time and in-kind resources).
- Identify sources of funding that you **may seek in the future** to fund site cleanup and the construction of the re-use project.

*Ranking*

## Ability to Manage Grants (A,R,C)

- If you have not managed federal grants in the past, describe other similar experience you have managing funds, working within budgets, regular reporting, etc.
- Describe staff involved in grant management.
- Current grantees must provide information for #3 - #5.

## *Ranking*

# Description of Target Market and Business Plan for RLF Loans and Subgrants <sup>(R)</sup>

- Identify likely sites and borrowers, if possible. How will you market your program to these different groups?
- Describe if you will make subgrants and discuss the criteria you will use when reviewing subgrant requests.
- Will subgrants be tied to loans?

## *Ranking*

# Description of Target Market and Business Plan for RLF Loans and Subgrants <sup>(R)</sup>

- Explain your business plan, especially the revolving part of the loan program.
- Describe your understanding of the financial and environmental management tasks. Consider having business plan written or reviewed by someone with revolving loan fund experience.
- Apply for the RLF only if you fully intend to set up a long-term revolving loan program.

# Errata: Errors in EPA's Proposal Guidelines

- Cleanup Grantees **MUST** have ownership by September 30, 2005 [some versions said 2004, incorrectly]

# General Suggestions

# General Suggestions

## *Format*

- Read guidelines carefully, follow the format, and answer all questions & sub-questions.
- If a criterion IS NOT applicable please explain “why” – **never leave anything blank.**
- Follow criteria format. When responding to criteria, write the criteria title and number(s) in bold type.
- Number all pages, including the attachments.
- Include header or footer on each page noting applicant and project title.
- Reviewers will be from other parts of the country and WILL NOT know anything about your community or project that is not in your proposal.

# General Suggestions

## *Planning Nuts and Bolts*

- Focus on target areas (Master Plans, Economic Zones, Main Street Programs).
- Engage your community early and often.
- Consider your project “cradle to grave.”
- Identify key partners and resources.
- Investigate site ownership, eligibility, and access issues early.
- Consider how your project fits surrounding area (your larger community, your region, etc.).

# General Suggestions

## *Planning*

- If applying for an assessment grant, describe how you are planning to complete site cleanup activities, if the site is found to be contaminated and requires cleanup.
  - What sources of funds could be used?
  - Will the applicant market the site and look to a developer to complete site cleanup?
  - What are the planned or possible re-uses of the property once it has been cleaned up?

# General Suggestions

*And Don't Forget . . . . .*

- Give yourself sufficient time to write your proposal.
- Be specific, stay on point without being overly detailed.
- Look for inconsistencies and conflicting information or statements.
- Thoroughly review your proposal before submitting it.

# To Do Now...

- Contact EPA with eligibility/threshold questions.
- Begin community outreach.
- Draft proposal and ask the community, project partners, etc. to review and provide comments.
- Contact relevant environmental and health authorities.
- Obtain your State/Tribal letter.

# Approximate Grant Competition Timeline

- November 12, 2004 – Proposals due
- November 2004 to March 2005 – Proposals Reviewed by Ranking Panels
- March/April 2005 – Successful Proposals Announced
- May – July 2005 – Grant Forms Submitted and Workplans Negotiated
- September 2005 – Grants Awarded

# Useful Info For Applicants

- For more information on applying for Brownfields grants, to read FAQs, or to view other helpful information, visit:
  - EPA Headquarters Website
    - <http://www.epa.gov/brownfields/applicat.htm#pg>
  - EPA Region 10 Website
    - <http://www.epa.gov/region10/>
    - Look up “Brownfields” in the index
- Filename for this Presentation: 2005 Grants Outreach

# State Contacts

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