

**EPA New England
FY2017 Brownfields
Grant Guidelines Workshop**

Assessment Grant Session

Purpose of this Session

- Provide an overview of the FY2017 Brownfields **Assessment Grant** Guidelines.
- Review the **Assessment Grant** proposal submission process, threshold criteria & ranking criteria.
- Provide an opportunity for Q&A.
- Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.




Assessment Overview

- To inventory, characterize, assess, conduct cleanup planning, and community involvement related to brownfield sites.
- Three types:
 - ✓ Community-Wide
 - ✓ Site-Specific (single site)
 - ✓ Assessment Coalition
- Period of performance is three years.



Assessment Application Options

 Community-Wide	Site-Specific	Coalition
Up to \$200,000 for hazardous substances or \$200,000 for petroleum or up to \$300,000 for both	Up to \$200,000 for hazardous substances or petroleum	Up to \$600,000 for hazardous substances and/or petroleum
No waiver of funding limit	May request a waiver for up to \$350,000	No waiver of funding limit
Maximum amount for each is \$200,000 . Maximum combined amount \$300,000	Maximum amount \$350,000	Maximum amount \$600,000
May also apply for a site-specific grant; may not apply as a member of a coalition	May also apply for a community-wide grant; may not apply as a member of a coalition	May not apply for an individual community-wide or site-specific grant or as part of another coalition



Content & Form of Proposal Submission

- List of all required items is located on **page 28**.
- Make sure you have included and attached all required and applicable items in www.grants.gov.
- See **FAQs B.1-12** for more information.

Assessment Grant Submission Checklist

<input checked="" type="checkbox"/>	Standard Form 424 – Section IV.C.1
<input checked="" type="checkbox"/>	Cover Letter (2-page limit) – Section IV.C.2
<input checked="" type="checkbox"/>	Cover Letter Attachments: <ul style="list-style-type: none">✓ Regional Priorities Form (Appendix 3) – Section IV.C.2.g✓ Other Factors Checklist (Appendix 3) – Section IV.C.2.g✓ Letter from State or Tribal Environmental Authority – Section IV.C.2.h



Content & Form of Proposal Submission

Assessment Grant Submission Checklist (continued)

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Narrative Proposal (Ranking Criteria) – Section IV.C.3 |
| <input checked="" type="checkbox"/> | Narrative proposal Attachments: <ul style="list-style-type: none">✓ Documentation of Committed Firm Leveraging Resources – Section IV.C.3.2.c✓ Letters of Commitment from All Community Organizations – Section IV.C.3.3.c.ii |
| <input checked="" type="checkbox"/> | Threshold Criteria – Section III.B <ul style="list-style-type: none">✓ Documentation of Applicant Eligibility (if applicable) – Section III.B.1✓ Letters of Commitment from Coalition Members (if applicable) – Section III.B.1✓ Property-Specific Determination (if applicable) – Section III.C.5✓ Petroleum Eligibility Determination (if applicable) – Section III.C.6.(b)✓ Justification for Waiver of \$200,000 Limit for Site-Specific Proposals (if applicable) – Section I.A.2 |



Content & Form of Proposal Submission

See Section IV.C – Pages 27 - 30



Proposal Content

1. Standard Form (SF) 424, Application for Federal Assistance (completed in www.grants.gov)
2. Cover Letter (2 Pages) + Required Attachments
3. Narrative Proposal/Ranking Criteria (15 Pages) + Required Attachments



Content & Form of Proposal Submission

1. Standard Form 424, Application for Federal Assistance

- This is automatically prompted in www.grants.gov and is required for submission.
- See **FAQs B.11-12** for assistance in filling out the SF424.

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	*2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision * Other (Specify):
*3. Date Received:	4. Applicant Identifier:
5a. Federal Entity Identifier:	5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
* a. Legal Name:	
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
d. Address:	
* Street:	
Street2:	
* City:	
County/Parish:	
* State:	
Province:	
* Country: USA - UNITED STATES	
* Zip / Postal Code:	
e. Organizational Unit:	
Department Name:	Division Name:



Content & Form of Proposal Submission

2. Cover Letter

- The Cover Letter identifies you as the applicant, what you are applying for, and provides your contact information.
- The Cover Letter shall not exceed **2 single-spaced pages**.
- A separate Cover Letter must be included for each proposal.
- The Cover Letter should be addressed to the Region 1 Brownfields Coordinator **Frank Gardner**. Address is found in **Section VII on page 56**.
- The Cover Letter must address all the requested items.



Content & Form of Proposal Submission

2. Cover Letter

- a. Applicant Identification: **Your entity's name & address**
- b. Funding Requested
 - i. Grant Type: **Assessment**
 - ii. Assessment Grant Type: **Community-Wide, Site-Specific, or Coalition**
 - iii. Federal Funds Requested: **\$_____ (and if waiver for site-specific proposal is being requested)**
 - iv. Contamination: **Hazardous Substances, Petroleum or Both – If both, provide a breakdown of each amount)**



Content & Form of Proposal Submission

2. Cover Letter

- c. Location: Area you propose to serve
- d. Property Information for Site-Specific Proposals: Provide property name & complete address (**for site-specific proposals only**). If Community Wide or Coalition, this is N/A.
- e. Contacts:
 - i. Project Director: Name & contact information for the person who is the main point of contact and will be managing this grant if selected
 - ii. Chief Executive/Highest Ranking Official: Name & Contact information for the Mayor, Chief Executive or President of your organization



Content & Form of Proposal Submission

2. Cover Letter

f. Population:

- i. Provide **population of your jurisdiction** and, if a **coalition proposal**, the **population of all your partners**.
- ii. If **not a municipal** form of government, provide **population of your target area**.
- iii. Affirm whether or not your jurisdiction is located within, or includes, a county experiencing “**persistent poverty**” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.



Content & Form of Proposal Submission

2. Cover Letter

- g. Regional Priorities Form/Other Factors Checklist: Complete checklist in **Appendix 3** and attach to your Cover Letter (not part of the 2-page limit).

Appendix 3 - Regional Priorities Form/Other Factors Checklist

Name of Applicant: _____

Regional Priorities Other Factor

If your proposed Brownfields Assessment project will advance the regional priority(ies) identified in Section I.E, please indicate the regional priority(ies) and the page number(s) for where the information can be found within your 15-page narrative. Only address the priority(ies) for the region in which your project is located. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal, it will not be considered during the selection process.

Regional Priority Title(s):

Page Number(s): _____



Content & Form of Proposal Submission

2. Cover Letter

h. Letter from the State or Tribal Environmental Authority



- ✓ Attach a current letter from your state or tribal environmental authority acknowledging that you plan to conduct **assessment activities** and apply for grant funds.
- ✓ If applying for multiple types of grants, you need to receive only one letter acknowledging the relevant grant activities. **However** you **must** provide the letter as an attachment to **each** proposal.
- ✓ General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.



Content & Form of Proposal Submission

2. Cover Letter

h. Letter from the State or Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information:
 - ✓ The grant(s) for which you are applying;
 - ✓ The site(s) for which you are applying, if site specific; and
 - ✓ To whom the letter should be addressed.



**You must get a new letter this year.
Do not use last year's letter.**



Content & Form of Proposal Submission

2. Cover Letter

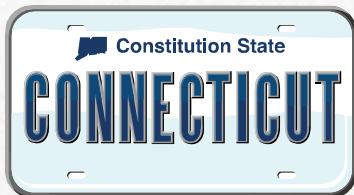
h. Letter from the State or Tribal Environmental Authority

- Please give your State Brownfields Program Contact at least 2 weeks before the grant submittal deadline to provide you the letter.
- For CT, information on how to request a letter is at:
http://www.ct.gov/deep/cwp/view.asp?a=2715&q=489004&deepNav_GID=1626%20-%20state#state.



Content & Form of Proposal Submission

State Brownfields Contacts



Mark Lewis (mark.lewis@ct.gov)

CT Department of Energy and Environmental
Protection

Office of Constituent Affairs & Land Management
Hartford, CT 06106-5127

860-424-3768



Nick Hodgkins (nick.hodgkins@maine.gov)

ME DEP, Brownfields Program

17 State House Station

Augusta, ME 04333-0017

207-592-0882

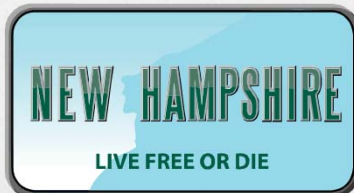


Content & Form of Proposal Submission

State Brownfields Contacts



Rodney Elliott (rodney.elliott@state.ma.us)
Massachusetts Department of Environmental Protection
Bureau of Waste Site Cleanup
One Winter Street, 2nd Floor
Boston, MA 02108
617-292-5523



Michael McCluskey
(michael.mccluskey@des.nh.gov)
NH Department of Environmental Services
Hazardous Waste Remediation Bureau
29 Hazen Drive - PO Box 95
Concord, NH 03302-0095
603-271-2183



Content & Form of Proposal Submission

State Brownfields Contacts



Cory DiPietro (cory.dipietro@dem.ri.gov)

RI DEM - Office of Waste Management
235 Promenade Street
Providence, RI 02908-5767
401-222-4700 Ext. 2030



Patricia Coppolino
(coppolino.patricia@vermont.gov)


VT Dept. of Environmental Conservation
1 National Life Drive – Davis 1
Montpelier, VT 05620-3704
802-249-5822



Content & Form of Proposal Submission

3. Narrative Proposal/Ranking Criteria

3. Narrative Proposal/Ranking Criteria (15 Pages)

- ✓ Includes responses to all Ranking Criteria found in **Section IV.C.3 on pages 30-40.**
- ✓  Evaluation Criteria (how your proposal will be evaluated and point scores) are now in **Section V.A on pages 42-59.**
- ✓ **Pages over the 15-page limit will not be evaluated.**
- ✓ You must include page numbers, criteria numbers and titles in your response.



Proposal Review & Selection Process

Section V.C – Page 50-51

- EPA expects to select at least 2 proposals from each region that address regional priorities in **Section I.F.**
- EPA intends use 50% of funds available to **select new applicants.**
- **New applicants** are defined as:
 - ✓ Applicants who have **never received** an EPA Brownfields grant, or
 - ✓ Applicants who were awarded a brownfields grant that **closed in 2008 or earlier.**
- If you have an open grant or a grant that closed in 2009 or later, you are considered an “existing and recent recipient”.



Threshold vs Ranking Criteria

- **Threshold Criteria** are pass/fail. You must meet all threshold criteria to be evaluated against the Ranking Criteria.
- **Ranking Criteria** contain questions with specific point values. Proposals will be evaluated based on the extent and quality to which the criteria are addressed.



Threshold Criteria



Threshold Criteria - Assessment

- Threshold Criteria are in **Section III.B & C** of the Assessment Grant Guidelines (pages 17-26).
- **Section III.B** contains the Threshold Criteria for all Assessment Grant proposals.
 1. Applicant Eligibility
 2. Community Involvement
- **Section III.C** contains the Additional Threshold Criteria for Site-Specific Proposals Only.



You must pass these criteria to move forward in the competition!



Threshold Criteria - Assessment

1. Applicant Eligibility

- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes



Threshold Criteria - Assessment

1. Applicant Eligibility

- If you are a **Municipality, State or Tribe**, describe how you are an eligible entity.
- If you are **Other Than** a municipality, state or tribe, attach eligibility documentation such as resolutions, statutes, articles of incorporation, etc.
- If you are a **Quasi-Governmental** or **Planning Commission** **and** a **Non-Profit**:
 - ✓ You must apply as **Regional Council** or **General Purpose Unit of Local Government**.
 - ✓ Non-Profits are **not** eligible for assessment grants.



Threshold Criteria - Assessment

1. Applicant Eligibility

- **For Assessment Coalitions**
 - ✓ See **Section I.A.3** & **FAQs J.6-14** for more information.
 - ✓ Three or More Coalition Members must be:
 - Separate legal entities
 - Eligible applicants (no non-profits)
 - ✓ Coalition Member Letters must include:
 - A sentence documenting why you are an eligible entity.
 - Commitment agreeing to be part of coalition.
 - ✓ The best coalitions include a **strong lead candidate** and **2-3 partners** with specific targeted areas and projects.



Threshold Criteria - Assessment

2. Community Involvement

- Describe how you intend to **inform** and **involve** the community and other stakeholders during the planning, implementation and other brownfields assessment activities described in your proposal.
- **Tips**
 - ✓ Provide specific but concise information.
 - ✓ Summarize your Community Involvement Plan that you describe in the Ranking Criteria.



Threshold Criteria - Assessment

III.C Additional Threshold Criteria for Site-Specific Proposals Only

- Strong candidate sites should have broad community impacts and known redevelopment benefits.
- If you think you have that special site, email or call [Christine Lombard](#) (617-918-1305) to ensure that this is really the best strategy for your proposal.



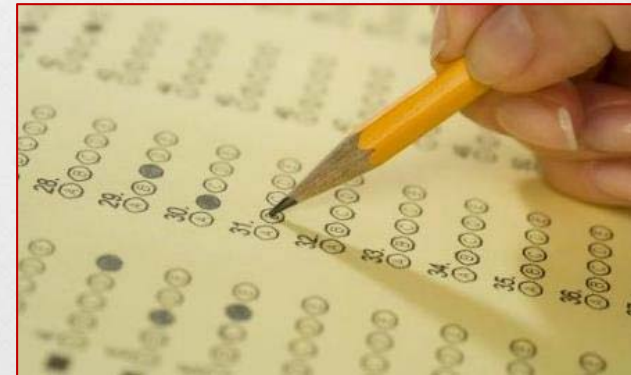
Ranking Criteria



Ranking Criteria - Assessment

3. Narrative Proposal/Ranking Criteria

- Ranking Criteria are in **Section IV.C.3 – Pages 30-40** of the Assessment Guidelines.
- There are **five** ranking criteria for a total of **200 points**.
- Make sure you answer all of the questions – many have more than one part.



Ranking Criteria - Assessment

200 Points

1. Community Need (45 points)
2. Project Description & Feasibility of Success (55 points)
3. Community Engagement & Partnerships (35 points)
4. Project Benefits (25 points)
5. Programmatic Capability & Past Performance (40 points)



Be sure to read the opening paragraphs for each criterion as it includes important information on how to respond.



Ranking Criteria - Assessment

1. Community Need

1. Community Need (45 points)
 - a. Target Area & Brownfields (15 points)
 - b. Welfare, Environmental, & Public Health Impacts (15 points)
 - c. Financial Need (15 points)



Ranking Criteria - Assessment

1. Community Need


- **Summary** 

This section of your proposal **provides the context for your project**. The needs defined in this section should provide the foundation of your later discussion of the brownfields project, planned community engagement and partnerships, and the ways the project will ultimately benefit your community.



Ranking Criteria - Assessment

1. Community Need

- **Evaluation Criteria** 
 - ✓ Demonstrates a **compelling picture of need** in the community, and specifically, the identified target area; and
 - ✓ **Makes a connection** between the public health, welfare, environmental, and economic challenges faced by the community and/or target area and the presence of brownfield sites and other cumulative environmental issues.
 - ✓ EPA anticipates selecting proposals from **communities experiencing significant socio-economic challenges** (e.g., high percent low-income, high percent poverty, increased health disparities).



Ranking Criteria - Assessment

1. Community Need

- **Evaluation Criteria** 
 - ✓ **Assessment Coalition Proposals** should demonstrate how the grant will serve coalition partners and communities that would otherwise not have access to resources to address brownfields. For example, a state or county may put together a coalition that includes small communities that do not have the capacity to apply for brownfields funding on their own.



Ranking Criteria - Assessment

1. Community Need

- **Tips – What is this about?**
 - ✓ Use this section to capture the attention of the reviewer and get them on your side.
 - ✓ This is not the place to discuss all of the community's good characteristics – **FOCUS ON THE BAD!**
 - ✓ Proposals will be evaluated on the quality and extent to which you have presented a **compelling picture** of your brownfield(s) and the needs of your target area.
 - ✓ This section provides the context for your project.



Ranking Criteria - Assessment

1. Community Need

- **Tips – What are we looking for?**
 - ✓ The needs defined provide the **foundation** of your later discussion of the brownfields project, planned community engagement and partnerships and the ways the project will ultimately benefit your targeted area/community.
 - ✓ You must **identify your target area/community**, the community's brownfield issues and the impacts they have on the targeted community in which they are located.
 - ✓ This section should also present the **welfare, environmental, public health, and economic challenges** faced by the target area/community as related to its brownfields.



Ranking Criteria - Assessment

1. Community Need

- **Tips – What are we looking for?**
 - ✓ **Coalition Proposals:** How the grant will serve all coalition partners and communities that would not have access to brownfields resources.
 - ✓ Proposals that target community(ies) that have **significant socio-economic challenges** and where assessment can help transform the community(ies).

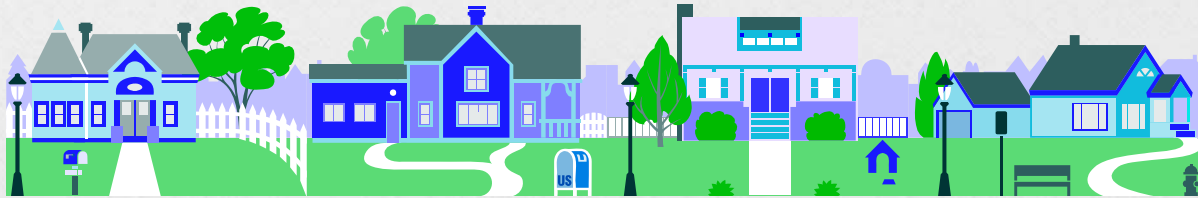


Ranking Criteria - Assessment

1.a. Target Area & Brownfields

1.a Target Area & Brownfields (15 points)

- i. Community & Target Area Descriptions (5 points)
- ii. Demographic Information & Indicators of Need (5 points)
- iii. Brownfields & Their Impacts (5 points)



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

i. Community & Target Area Descriptions (5 points)

- **Criterion** 

Include a **brief description** of your city, town, or geographic area to provide the reader some background on its **cultural and industrial history** that establishes the **context for your brownfields challenges**.

Within this larger geographic area, **identify** and **describe** a **specific area** where you **plan to perform assessment activities**; such as a neighborhood, district, corridor, census tract, or other locality. Depending on the scope and design of your project, **one or more target areas** may be presented.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

i. Community & Target Area Descriptions (5 points)

- **Evaluation Criteria** 

The **depth and degree of brownfield challenges** confronting your city/town/geographic area and the **specific area** where you plan to perform assessment activities.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

i. Community & Target Area Descriptions (5 points)

• **Tips**

- ✓ You must **clearly identify** and describe your targeted area/community or communities and **keep them consistent** throughout your proposal. This will set the stage for the rest of the proposal.
- ✓ Your targeted area/community contains:
 - Signs of distress, blight or neglect
 - Known or potential brownfields sites
 - Sensitive or vulnerable populations
 - Need for cleanup and redevelopment



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (5 points)

- **Criterion** 

Provide and compare **census-based demographic data** as requested in the table below. Use additional rows or text, as needed, to include other data or information, which **provide a compelling explanation for why you selected the target area**. Responses should clearly identify sources of information used.

- **Evaluation Criteria** 

How well the information provided **supports and demonstrates the compelling need of the community** based on demographic information on your target area(s) as compared to larger geographic areas (e.g. city, county, state, and national), and the validity of source(s) of information used.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (5 points)

Sample Format for Demographic Information (supplement as appropriate)

	Target Area (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				314,107,084 ¹
Unemployment:				5.0% ²
Poverty Rate:				15.6% ³
Percent Minority:				37.2% ¹
Median Household Income:				\$53,482 ³
Other:				

¹Data are from the 2014 American Community Survey data profile and are available on America FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP05&src=pt

²Data are from the Bureau of Labor Statistics (The Employment Situation – March 2016) and are available at www.bls.gov/news.release/pdf/empst.pdf

³Data are from the 2014 American Community Survey data profile and are available on America FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_14_5YR_DP03&src=pt



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

ii. Demographic Information & Indicators of Need (5 points)

• **Tips**

- ✓ Use the table provided and use the national data as it is presented.
Do not change it!
- ✓ Add additional columns and factors pertinent to your target area(s).
Use statistics that inform your story and are available to you.
Examples include:
 - Free/reduced lunch
 - Literacy/high school graduation
 - Crime
 - Elderly population
 - Declining population
 - Cultural population
- ✓ **Don't forget to identify the sources of your data!**
- ✓ See **FAQ C.9** for resources on demographic information.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

iii. Brownfields & Their Impacts (5 points)

- **Criterion** 

Describe the **actual brownfields sites** in your target area(s) and highlight sites that are a priority. Include information on the:

- brownfields' **proximity to residents** in the target area;
- **nature and extent** of your brownfields (such as past land uses and site activities, potentially related environmental issues or contaminants, and current conditions); and
- **real or perceived negative environmental impacts** associated with the brownfields.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

iii. Brownfields & Their Impacts (5 points)

- **Evaluation Criteria** 

The **impact of actual brownfields sites** in your target area(s), how these sites will be **prioritized**, and how well you **connected the impact** of the brownfield sites' proximity to residents in the target area, the **nature and extent** of the brownfields, and real or perceived negative environmental impacts associated with the brownfields to the community.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

iii. Brownfields & Their Impacts (5 points)

- **Tips**

- ✓ **Location, location, location!** Discuss your brownfield sites and explain where they are within and in relation to your target area.
- ✓ Make the connection between the brownfields sites in your target area and their impacts on that community/residents.
- ✓ Be as **specific** as possible. Use identified and/or potential sites as examples.
- ✓ You **must** discuss both Hazardous Substances & Petroleum sites and contaminants when requesting both in one proposal.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

iii. Brownfields & Their Impacts (5 points)

- **Tips**

- ✓ Include the **types** of brownfield sites and **potential contamination, number** of sites and, their **size** or **range** of sizes.
- ✓ Examples of actual Brownfields sites:
 - Gas Stations, Dry Cleaners & Manufacturing Facilities
 - Old Mills, Tanneries & Abandoned Industrial Complexes
 - Over 15 parcels totaling 10 acres in the heart of the targeted community.



Ranking Criteria - Assessment

1.a. Target Area & Brownfields

iii. Brownfields & Their Impacts (5 points)

- **Tips**

- ✓ Discuss any real or perceived negative environmental impacts due to:
 - unsightly waterways;
 - blighted industrial landscape and potential contamination (be specific to types in area); and
 - concern for unknown risk to residents and their children.



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

- b. Welfare, Environmental, & Public Health Impacts (15 points)
 - i. Welfare Impacts (5 points)
 - ii. Cumulative Environmental Issues (5 points)
 - iii. Cumulative Public Health Impacts (5 points)



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

i. Welfare Impacts (5 points)

- **Criterion** 

Discuss the **welfare issues experienced by the target area**. (For example: blight, safety concerns, lack of access to community services, lack of transportation services, etc.)

- **Evaluation Criteria** 

The **amount or impact of welfare issues** experienced by the target area.



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

i. Welfare Impacts (5 points)

- **Tips**

- ✓ Include social negatives; blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lack of prosperity.

- ✓ What are some of the issues?

- Blight
- Abandoned properties
- Community disinvestment
- Burden on municipal services
- Other impacts specific to your targeted community



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

i. Welfare Impacts (5 points)

- **Tips**

- ✓ Discuss impacts from past projects/sites that are still present in your target area(s) especially if you have received prior funding.
- ✓ Discuss perceived impacts from the types of Brownfields in your targeted area(s). What sites have been identified, what contaminants might be there, and how they are impacting their community.
- ✓ Consider using a chart of types of sites, potential contaminants found, and impacts.
- ✓ Make sure these sites carry through your proposal.



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

ii. Cumulative Environmental Issues (5 points)

- **Criterion** 

In addition to the presence of brownfield sites discussed earlier, **provide a summary (using available information) of other various cumulative environmental issues** (e.g. siting of power plants, incinerators, industry, landfills, congested highways, or other sources of air, water and land pollution) or **other environmental justice concerns** (such as overburdening from existing sources of pollution) which may be present.

- **Evaluation Criteria** 

The **amount or impact of other various cumulative environmental issues** or **other environmental justice concerns** which may be present.



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

ii. Cumulative Environmental Issues (5 points)

- **Tips**

- ✓ Cumulative environmental issues are the sum of all the pollution-related concerns borne by the residents in your targeted areas. These are **in addition to your Brownfields sites**.
- ✓ Figure out what your cumulative environmental issues are and any environmental justice concerns. Every community has issues, **find and discuss yours**.



Ranking Criteria - Assessment

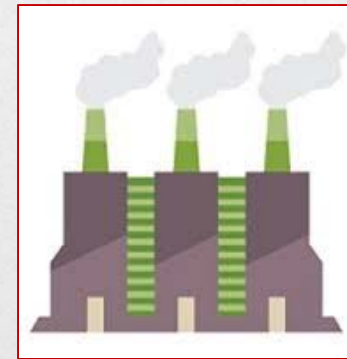
1.b. Welfare, Environmental, & Public Health Impacts

ii. Cumulative Environmental Issues (5 points)

• **Tips**

- ✓ Provide information or statistics highlighting the cumulative environmental issues in your targeted community.

- Power plants
- Incinerators
- Other sources of air, water & land pollution
- Industry
- Congested Highways
- Superfund sites



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (5 points)

- **Criterion** 

Discuss the **public health impacts** from cumulative sources and brownfield sites discussed earlier.

Provide information describing the **threats to sensitive populations** who are potentially subject to environmental exposures, including from brownfields. (Please refer to FAQs for information on sensitive populations at

https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf)



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (5 points)

- **Evaluation Criteria** 

The **amount or effect of public health impacts** from cumulative sources, including brownfield sites including **threats to sensitive populations** who are potentially subject to environmental exposures, including those from brownfields.



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (5 points)

• **Tips – Health Impacts**

- ✓ Include any health department statistics; communities near Brownfields; potential contamination pathways; active industry that is still a problem.

- ✓ What are some of the issues?

- Cancer rates
- Obesity
- Blood lead levels
- Asthma studies
- Substandard housing
- Limited access to health care



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (5 points)

- **Tips – Threats to Sensitive Populations**

- ✓ Describe **threats to sensitive populations** in your target area such as children, pregnant women, minority or low-income communities, or other sensitive groups.
- ✓ Discuss the issues as they pertain to **environmental exposures and brownfields**.
- ✓ See **FAQ O.4** – What is a sensitive population?
- ✓ **Focus on the issues that support your story and are in your targeted area(s).**



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (5 points)

- **Tips – Threats to Sensitive Populations**

- ✓ Use available information on health indicators that pertain to sensitive populations. **Identify all information sources used.** Do not include URLs in your proposal.
- ✓ Provide specific percentages of sensitive populations significant to your target area. **For example:** Does your target area skew towards an elderly population?
- ✓ Make a connection between your identified sensitive populations and environmental exposures, including brownfields.



Ranking Criteria - Assessment

1.b. Welfare, Environmental, & Public Health Impacts

iii. Cumulative Public Health Impacts (5 points)

- **Tips – Threats to Sensitive Populations**

- ✓ Some data can be found at:

- Envirofacts – www.epa.gov/envirofw/
- Environmental Justice Screening & Mapping Tool EJSCEEN – www.epa.gov/ejscreen



Ranking Criteria - Assessment

1.c. Financial Need

- c. Financial Need (15 points)
 - i. Economic Conditions (5 points)
 - ii. Economic Effects of Brownfields (10 points)



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

- **Criterion** 

Describe why **you, as the applicant, need this funding** and are **unable to draw on other sources of funding**. Explain how a small population, low income or other factors of the target area prevent you from funding this work.

Describe **how local economic conditions may have been made worse** due to industrial decline, plant closures, natural disasters, or other significant economic disruptions.



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

- **Evaluation Criteria** 

The **demonstrated need** of the applicant for this funding and their **inability to draw on other sources of funding** and how the **local economic conditions** may have been made worse due to significant economic disruptions.



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

- **Tips**

- ✓ **Discuss why you need this funding. Why do you not have other sources of funds for your project?**

- All existing grant funds have been expended or are committed to ongoing projects.
- A number of sites are in the pipeline and are ready for assessment activities.

- ✓ Explain why this grant fills a critical need for your overall brownfields project.



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

• Tips

- ✓ **RPCs/COGs** - discuss **your organization's** limited resources, as well as the limited resources of the municipalities in which your target area(s) are located.
- ✓ Identify fiscal conditions and/or population size that limit or draw resources away from brownfields redevelopment.
 - decrease in tax base
 - low income
 - properties in foreclosure
 - city spending cuts
 - state and city budget deficits
 - disasters
 - geographic issues
 - long-term unemployment and underemployed



Ranking Criteria - Assessment

1.c. Financial Need

i. Economic Conditions (5 points)

• **Tips – Economic Disruptions**

✓ If you have had plant closures, natural disaster, or significant economic disruptions – discuss!

- Hurricanes
- Floods
- Snow storms
- Nor'easters
- Plant closures
- Fires
- Property foreclosures
- Infrastructure degradation



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (10 points)

- **Criterion** 

Discuss the **key economic effects** of **the brownfields discussed earlier** on the target area (e.g. reduced tax base, lost business opportunities, depressed property values, burden on municipal services, etc.). To the extent that this discussion may include **quantitative estimates and statistics**, clearly cite the sources of such data.

- **Evaluation Criteria** 

The demonstrated **economic effects of the brownfields** on the target area and **the identification/validity of data sources used**.



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (10 points)

- **Tips**

- ✓ Discuss the **sad and awful** economic impact that **brownfields are causing** in your target area. Don't be shy, make the reviewer cry.
- ✓ Provide details that support these economic effects in your target area.



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (10 points)

- **Tips**

- ✓ Include any regional considerations that demonstrate economic need:
 - Economic distress
 - Minority, single head of household, rent vs. own, crime rate, drop out rate, etc.
- ✓ **Remember...this a Brownfields grant!** Bring it back to the key economic impacts of Brownfields in your target area.
Identify all information sources.



Ranking Criteria - Assessment

1.c. Financial Need

ii. Economic Effects of Brownfields (10 points)

- **Tips**

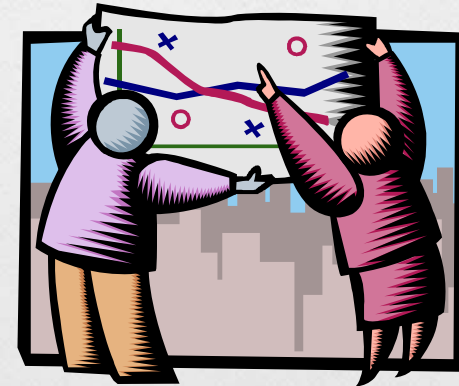
- ✓ Focus on the economic decline in your targeted community in the last few years as it relates to your **Brownfield sites**.
- ✓ Provide **specific examples** (the mill closed, the fish processing plant closed, closure of small businesses in your targeted area, etc).
 - Lost jobs and business opportunities
 - Deterioration of active properties
 - Moving out of business/industry
 - Depressed property values
 - Low income
 - Lack of Investment
 - Reduced tax base
 - Ongoing costs to secure vacant properties
- ✓ **Be sure you are accounting for these things in the Other Factors Checklist in Appendix 3.**



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

2. Project Description & Feasibility of Success (55 points)
 - a. Project Description, Timing & Implementation (30 points)
 - b. Task Descriptions & Budget Table (20 points)
 - c. Ability to Leverage (5 points)



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

- **Summary** 

This section of your proposal describes your project and how it will be implemented. This section should demonstrate the **feasibility of the project** you will fund with this grant and the extent to which the grant will **stimulate the availability of other funds** for environmental assessment or remediation, and the subsequent **reuse of the target area** in which the brownfield site(s) is located.

Refer to **Section VI.D.**, *Brownfields Programmatic Requirements*, to read EPA expectations of projects funded with Brownfields Assessment Grants.



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

- **Evaluation Criteria** 

Your proposal will be evaluated, as further described below, on the quality and extent to which you demonstrate:

- ✓ how your project will further the target community's land use and **revitalization plans or vision**;
- ✓ how your project will incorporate **equitable or sustainable practices**;
- ✓ a reasonable approach and methodology to **achieve project goals**, and expend funds in a timely and effective manner;
- ✓ a realistic **basis for project costs**; and
- ✓ the availability of, and access to, **sufficient resources** to bring the site(s) assessed under this grant to reuse.



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

- **Tips – What is the purpose?**
 - ✓ This section describes and defines your project and how you will implement it.
 - ✓ You need to demonstrate the feasibility of your project to be funded by this grant.
 - ✓ You need to show how your project will stimulate the availability of other assessment, cleanup and/or redevelopment funding.
 - ✓ You need to describe how you will incorporate equitable or sustainable practices.



Ranking Criteria - Assessment

2. Project Description & Feasibility of Success

- **Tips – What are we looking for?**
 - ✓ How your project will further the targeted community's land use and revitalization **plans or vision**.
 - ✓ A reasonable approach and methodology to achieve your project goals.
 - ✓ A realistic basis for your project costs and timeframe.
 - ✓ Availability of and access to sufficient resources to complete the project.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

- a. Project Description, Timing & Implementation (30 points)
 - i. Project Description & Alignment with Revitalization Plans (17 points)
 - ii. Timing & Implementation (13 points)



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

- **Criterion** 

Describe the project that will be funded under this grant, how it aligns with the target area's land use and revitalization plans, and how you will incorporate equitable development practices or sustainable practices, such as the HUD-DOT-EPA Livability Principles as described in Section I.E. of these guidelines.

Describe the redevelopment strategy, or projected redevelopment, for the property(ies) that will be assessed under this grant and how you will make use of existing infrastructure (water, sewer, transportation, etc.).



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Evaluation Criteria**

The **merits of the project** that will be funded under this grant, how well it **aligns with the target area's land use and revitalization plans**, and how well it **incorporates equitable development practices or sustainable practices** in a meaningful way.

The **redevelopment strategy**, or projected redevelopment, for the property(ies) that will be assessed under this grant and will make **use of existing infrastructure**.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

● **Tips**

- ✓ In preparing your Project Description, think about:
 - Overall **redevelopment vision** for your target area.
 - Your vision for the project funded by **this grant**.
 - Steps necessary to implement your project.
 - Make sure your project is going to benefit your target area.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips**

- ✓ Describe the **plan** you have for utilizing **this** funding.
 - Make the connection between **the target area** you described previously in **Community Need** and what you want to accomplish with this funding.
 - Specifically, describe how your project aligns with your vision for revitalization in your target area, such as **Community Master Plans, Results of Charrettes & Community Meetings.**
 - Demonstrate that your project is integrated into the target area's vision for revitalization so that it does not sound like you are operating in a vacuum.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Incorporating Equitable Development Practices**

- ✓ Describe the efforts you have taken to integrate **equitable development principles and outcomes** into the reuse of the sites and not displace residents historically affected by brownfields.
- ✓ Equitable development outcomes result from intentional strategies put in place to ensure that your targeted community not only participates in, but benefits from, the decisions that shape their neighborhood and region.
- ✓ Link back to the demographics in Community Need (e.g., low-income, minority populations).



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

● **Tips – Incorporating Equitable Development Practices**

✓ Here are some ideas on **Equitable Development**:

- Demonstrate awareness of gentrification and intent to minimize displacement.
- Include information on redevelopments with affordable housing.
- Include information on incentives to retain local businesses in mixed-use or commercial developments.
- Does reuse include community center or public space that benefits residents?



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Incorporating Equitable Development Practices**

- ✓ Here are some more ideas on **Equitable Development**:
 - Relation to master plans for transit oriented design or smart growth.
 - Describe partnerships with local community development corporations if you are working with them to redevelop sites.
 - Compliance with community design charrettes.
 - Are you maintaining access to community and natural resources through public walkways or park space?



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Incorporating Sustainable Practices**

- ✓ Describe the tools your community has in place to **foster and implement** sustainable practices.
- ✓ Examples must be **relevant** to your proposed project/sites and targeted reuse scenario(s).
- ✓ **Are you trying to foster mixed use development?**
 - Multi-use Zoning?
 - Is it part of your community's comprehensive plan?
 - An ordinance that facilitates the mixed reuse of brownfield properties and existing infrastructure?



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

● **Tips – Incorporating Sustainable Practices**

✓ **Are you trying to make your community more walkable and energy efficient?**

- Transit Oriented Development Plans?
- Energy Efficiency Incentives from utilities or government entities?
- Complete Street Planning? Requirements for Green Building Standards?



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Livability Principles**

1. Providing more transportation choices.
2. Promoting equitable, affordable housing.
3. Increasing economic competitiveness.
4. Supporting existing communities.
5. Leveraging federal investment.
6. Valuing communities and neighborhoods.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Livability Principles**

- ✓ **Do not just list the Livability Principles!** Discuss how you will incorporate the relevant principles. See **FAQ E.7**.
- ✓ You do not need to be part of a Partnership for Sustainable Communities (PSC) project to demonstrate that your brownfields project addresses the livability principles.
- ✓ If your targeted community is also a part of a PSC project, it should be mentioned here. Information on where PSC grants have been awarded can be found at:
<https://www.sustainablecommunities.gov/>



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Redevelopment Strategy**

- ✓ Describe your redevelopment strategy. Make the connection between the **Community Need** you described previously and what you want to accomplish with this funding.

Community Need/Issue	Proposed Redevelopment
Food desert	Neighborhood grocery store
Limited quality housing for low-income residence	Apts/housing units for low-income housing
High unemployment rate for skilled workers	Developing a manufacturing plant; hire local



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

i. Project Description & Alignment w/Revitalization Plans (17 points)

• **Tips – Reuse of Existing Infrastructure**

- ✓ Make sure you discuss how your projects will make use of existing infrastructure such as water, sewer, transportation.
- ✓ You may not know the actual sites to be assessed but you know the types of infrastructure in your target area(s). Discuss them.
- ✓ The more you know about the proposed end use of your sites, the better you can tell your story.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii. Timing & Implementation (13 points)

• **Criterion**

Describe the **timing and implementation of the key activities** listed below to ensure that **all grant funding will be expended within three years**, and describe **who will be responsible for implementing and completing the activities**.

- a) **Contractor procurement** (including the internal steps that must be taken within your organization and approvals from departments or elected officials).
- b) For ***community-wide proposals*** and ***assessment coalition proposals***, discuss the **development of site inventory** or site identification process, and **site prioritization and selection process**.

For ***assessment coalition proposals***, describe the **proposed governance structure** amongst your coalition partners which will be implemented **to prioritize and select sites to assess**.

- c) Obtaining and securing **site access**.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii. Timing & Implementation (13 points)

• Evaluation Criteria

The quality and reasonableness of your plan for the timely implementation of the key activities listed below to ensure that all grant funding will be expended within three years, and who will be responsible for implementing and completing the activities.

- a) Contractor procurement (including the internal steps that must be taken within your organization and approvals from departments or elected officials).
- b) For *Community-wide proposals* and *Assessment Coalition proposals*, the development of site inventory or site identification process, and site prioritization and selection process.

For *Assessment Coalition proposals*, a clear governance structure among your coalition partners which will be implemented to prioritize and select sites to assess.

For *Site-specific proposals*, the existing conditions of the property you plan to assess with this funding.

- c) Obtaining and securing site access.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii.a Contractor Procurement (3 points)

- **Tips**

- ✓ Discuss your **plans and process** for procuring a Qualified Environmental Professional (QEP) to perform assessment activities.
- ✓ Include the evaluation process, timing of this activity and who is responsible for the procurement effort.
- ✓ Do not tell us you have a QEP on board. You need to competitively procure your QEP after grant award.
- ✓ **Do not use the term “consultant”.**



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii.b Site Inventory, Prioritization & Selection (5 points)

- **Tips – For Community-Wide & Coalition Proposals**

- ✓ Discuss your **plans and process** for developing a site inventory or site identification in your target area.
- ✓ If you have had or currently have an active Brownfields Assessment Grant, you need to discuss why you need to inventory sites:
 - Need an updated list of sites
 - Need to revise or update your current list of sites



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii.b Site Inventory, Prioritization & Selection (5 points)

• **Tips – For Community-Wide & Coalition Proposals**

- ✓ Discuss your process for selecting sites:
 - Nomination forms
 - Recommendations from QEP
 - Site prioritization criteria
 - Requesting communities to propose sites
 - Prior site inventories
 - Internal decision making process



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii.b Site Inventory, Prioritization & Selection (5 points)

- **Tips – Coalition Proposals**

- ✓ Describe your proposed governance structure amongst you and your coalition partners.
- ✓ How will you act as the lead and what will each partner do to prioritize and select sites.
- ✓ You are required to assess at least **five** sites.



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii.b Site Inventory, Prioritization & Selection (5 points)

- **Tips – Site-Specific Proposals**

- ✓ Describe:

- Existing conditions of your property
- Anticipated levels of contamination
- Size and status of ownership of the property



Ranking Criteria - Assessment

2.a Project Description, Timing & Implementation

ii.c Obtaining & Securing Site Access (5 points)

- **Tips**

- ✓ Discuss obtaining access to sites
 - Have a draft access agreement
 - How you and your QEP are working with property owners to get access (not always easy)
 - If you already own any of the proposed sites, tell us
 - Do you have any access agreements in place, tell us



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

- b. Task Descriptions & Budget Table (20 points)
 - i. Task Descriptions (15 points)
 - ii. Budget Table (5 points)



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Criterion** 

List the **tasks** required to implement the proposed project, distinguishing between the **work you and your contractors will be performing**, under each grant-funded task. If any additional work or services are necessary to carry out the project that will be funded by **sources other than this grant**, such as in-kind staff hours, please discuss **how those tasks will be funded**.

Describe and enumerate **specific outputs** from the project, which may include, but are not limited to, site inventories, Phase I environmental site assessments, Phase II environmental site assessments, site cleanup plans, area-wide plans or community meetings. (Refer to **Section I.D.1** for an explanation of outputs.)



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Criterion** 

Provide a **cost estimate for each grant-funded task**. Describe the **basis for how each line item cost estimate was developed** under each budget category shown in the table below. Applicants requesting hazardous substance and petroleum funding in the same proposal **must distinguish hazardous substance related tasks from petroleum related tasks**. Where appropriate, **present unit costs and quantify work products** (e.g., Contractual Costs: Conduct Phase 1 assessments on five sites at a cost of \$2,500 each for a total of \$12,500). Explain any costs that appear to be atypical (i.e., unusually high or low).



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Criterion** 

Do not include tasks for activities that are ineligible uses of funds under EPA's Assessment Grant (e.g., land acquisition; building demolition that is not necessary to assess contamination at the site; building or site preparation; or administrative costs, such as indirect costs). Please refer to the Brownfields FAQs at https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQs, contact your Regional Brownfields Contact listed in **Section VII**.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Evaluation Criteria** 

All proposals will be evaluated on the extent to which the majority of grant funds are allocated for tasks directly associated with environmental site assessments.

Site-specific proposals will be evaluated on whether the amount of funding requested is needed for the proposed site.

Assessment coalition proposals will be evaluated to the extent the grant funds will address a **minimum of five sites** as well as sites located in each coalition member's jurisdiction.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Evaluation Criteria** 

How clearly you **demonstrate the activities and tasks support the overall narrative proposal** and are eligible under EPA's Assessment Grant Program, are a **reasonable approach** to implement the proposed project, and clearly explain and **distinguish between the work you and your contractors will be performing** under each grant-funded task. If any additional work or services are necessary to carry out the project that will be funded by sources other than this grant, how clearly you identify and discuss how those tasks will be funded.

The **quality of the specific project outputs**, how closely the **outputs correlate with the described project**, and how **likely the outputs will be achieved**.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Evaluation Criteria** 

How good your budget is and how efficiently you plan to use the grant funds. To the extent you present a realistic cost estimate for each **grant-funded** task, include a clear and reasonable basis for how each line item cost estimate was developed under each budget category shown in the budget table, **clearly distinguish between hazardous substances and petroleum funding when requested in the same proposal** (where appropriate), present unit costs and quantify work products, and explain any costs that appear to be atypical.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

• **Tips – Tasks**

- ✓ We recommend that Task 1 be identified as “**Cooperative Agreement Oversight**” and include such items as grant management, and your travel and supply costs.
- ✓ The most common major tasks include:
 - Task 1 - Cooperative Agreement Oversight
 - Task 2 - Community Outreach & Engagement
 - Task 3 - Phase I & II Site Assessment Activities
 - Task 4 - Site Reuse and Cleanup Planning



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

• **Tips – Tasks**

- ✓ Describe **EACH** task in detail, including the basis for the estimated costs of every value in your budget table(s).
- ✓ Include activities funded by other funding sources such as in-kind resources for this grant only.
- ✓ Do not include tasks for activities that are ineligible uses of funds. See **FAQs F.1-5**.
- ✓ **Stick to a total of 4 Tasks.**
- ✓ Majority of funds should be allocated towards site assessment activities.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Tips – Examples of Grant Funded Assessment Work**

- ✓ Procuring a QEP in compliance with competitive procurement procedures
- ✓ Working with property owners
- ✓ Describing access agreements
- ✓ Site eligibility approval for hazardous substance sites and petroleum sites (if applicable)
- ✓ Outreach activities you will implement during the grant



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Tips – Examples of Grant Funded Assessment Work**

- ✓ Conducting Phase I assessments in accordance with ASTM E1527-13 standards and complying with AAI
- ✓ Phase II assessments
- ✓ Cleanup and reuse planning activities
- ✓ Site enrollment into the state's voluntary cleanup program (if appropriate)
- ✓ **Note: Coalitions must assess a minimum of five sites.**



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Tips – Examples of Cost Estimates**

- ✓ Personnel costs – grant funded: Be precise in explaining what your personnel cost will be – who is doing what. Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
- ✓ Personnel costs – in-kind resources: Include a statement that describes where the funds are coming from; e.g., town funds, organization budget. (not required to break down costs)



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

• **Tips – Examples of Cost Estimates**

- ✓ Travel costs – grant funded: 2 people to 1 Brownfields conference, estimate \$xx Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
- ✓ Supplies – grant funded: Provide a list of supplies reflective of cost in table.
- ✓ Phase I Assessments – grant funded: Estimate 6 Phase Is at \$xx = \$xx.
- ✓ Phase II Assessment – grant funded: Estimate Phase II costs = \$xx total contractual in task.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Tips**

- ✓ **DO NOT** include any equipment costs.
- ✓ **DO NOT** use the terms '**administrative**' or '**consultant**'.
- ✓ If personnel & contractual costs are in the same task, describe activities associated with each cost (your part, their part).
- ✓ Typical personnel related cooperative agreement oversight task costs are no more than 10% of funds requested. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

i. Task Descriptions (15 points)

- **Tips**

- ✓ Don't forget to include projected **outputs** where possible for each task.
- ✓ Provide a brief justification of proposed Phase I and Phase II costs (e.g., past experience, from working with the state environmental professional).
- ✓ If applying for petroleum and hazardous substance funding, **clearly differentiate both sources of funding in your task descriptions.**



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

ii. Budget Table (5 points)

- **Criterion** 

The *table format below* can be used to present the *allocation of EPA grant funds to the specific tasks* described above. Specify the costs by budget category. **INCLUDE ONLY EPA GRANT FUNDS IN THIS TABLE.** Activities not supported by the grant (i.e. in-kind contributions) **should not** be included in the budget table.

Applicants requesting *hazardous substances and petroleum funding in the same proposal* must provide either two separate budget tables, or two separate line items within one budget table, which distinguish hazardous substances funds from petroleum funds.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

ii. Budget Table (5 points)

- **Criterion** 

Note: EPA encourages the use of the table format below and replacing the task number outlined in the table with the actual title of the task.

- **Evaluation Criteria** 

The budget table only includes eligible and allowable EPA Assessment Grant funds, clearly distinguishes any hazardous substances funds from petroleum funds (when appropriate), totals add up correctly, and correlates with work discussed in the Task Descriptions section.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

Sample Format for Assessment Budget

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

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 assessment grants.

Reminder: Administrative costs, such as indirect costs, of grant administration with the exception of financial and performance reporting costs are ineligible grant activities.



Ranking Criteria - Assessment

2.b Task Descriptions & Budget Table

ii. Budget Table (5 points)

- **Tips**

- ✓ Use the table format provided in the guidelines to present your budget.
- ✓ Make sure your Project Tasks in the table match the Task Descriptions described in 2.b.i above.
- ✓ Do not include any non-EPA funded costs including estimates of in-kind services.
- ✓ **Make sure the amounts add up!!!!!!!!!!**
- ✓ If you are submitting **one** proposal for both hazardous substances and petroleum, **clearly differentiate both sources of funding in your budget.**



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Criterion** 

Describe **other sources of funding or resources that you have, or may be seeking**, to ensure the successful revitalization of brownfields sites assessed with this grant. This should include **public or private resources** (beyond this grant) you expect to utilize to achieve the assessment, cleanup, and/or redevelopment needs of the brownfields sites. **Attach copies of any letters or documentation that substantiate firm commitments of leveraged funding.**

If you are **not yet able to identify sources** of leveraged funding needed for this project, then **provide a recent example** where you, or your project partners, have successfully leveraged resources to achieve an environmental or revitalization goal of your community (not necessarily on a brownfields site). See the Brownfields FAQs at https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf for more information on how to demonstrate leveraging commitments.



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Evaluation Criteria** 

The **amount and relevancy** to the assessment project of any leveraged funding. (Note, **firm leveraged funding that is very relevant to the assessment project will be evaluated more favorably** than potential leveraged funding or leveraged funding less relevant to the assessment project.)



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Tips**

- ✓ Describe other sources of funding or resources you have or will be seeking to ensure successful revitalization of sites assessed with this grant.
- ✓ Include a good mix of resources:
 - Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
 - State (State TBA, Tax Credits, RLF)
 - Local (TIF, Tax, Bond)
 - Private (Foundation, Investors, Donations)



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Tips – For Each Resource**
 - ✓ **Identify** the organization and **type** of resource.
 - ✓ Describe **how** the funds will contribute to the success or performance of your proposed project such as cleanup and reuse planning, site cleanup activities, development, construction, demolition work, infrastructure, etc.
 - ✓ State the **amount**.
 - ✓ Indicate **status** of obtaining the resource
 - If secured, attach documentation.
 - **If not secured, explain the likelihood of obtaining funds during the grant period.**



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Tips – If Funds are Already Secured**
 - ✓ **Attach documentation!** This is an allowable attachment to your proposal. See **FAQs E.8-9**.
 - ✓ The documentation should be **from the source of the leveraged funds** and should **include what the resource is for and amount** (if possible) – this should be consistent with your narrative.
 - ✓ Make sure you indicate this on the Other Factors Checklist in **Appendix 3**.



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Tips – If Funds are Already Secured**
 - ✓ Examples of firm commitments:
 - Other grant awards you have already received.
 - Commitments from developers ready to begin once site is assessed & cleaned up.
 - ✓ **If documentation is missing – you may not receive full points.**
 - ✓ **Letters that come in after the proposal due date will not qualify, so work on this right away!**



Ranking Criteria - Assessment

2.c Ability to Leverage (5 points)

- **Tips – If Funds are Not Secured**
 - ✓ Provide **examples of past leveraging** successes from similar projects that achieved a community environmental or revitalization goal.
 - ✓ Discuss your experience receiving this type of funding.
 - ✓ Give an indication of the likelihood of obtaining funds during the grant period. **Make sure you do this – It is being missed.**
 - ✓ Indicate if you've already applied for funding or if and when you plan to seek funding.



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

3. Community Engagement & Partnerships (35 points)
 - a. Engaging the Community (15 points)
 - b. Partnerships with Government Agencies (9 points)
 - c. Partnerships with Community Organizations (9 points)
 - d. Partnerships with Workforce Development Programs (2 points)



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

- **Summary** 

This section of your proposal explains how your proposed **community engagement plan** will **meet the needs of the community in the target area** identified in the Community Need (Section IV.C.3.1) portion of your proposal and **identifies the stakeholders and partners** necessary to achieve the benefits discussed in Project Benefits section (Section IV.C.3.4).



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

- **Evaluation Criteria**



Your proposal will be evaluated on the quality and extent to which it:

- ✓ demonstrates actions or plans to **effectively involve and inform the target community** and relevant stakeholders;
- ✓ identifies the **relevancy** of the local/state/tribal environmental authority to the project;
- ✓ identifies **roles** of other relevant governmental partnerships; and
- ✓ identifies the **relevant roles of community organizations** and **affirms their involvement** in the project through commitment letters.



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

- **Tips – What’s this all about?**

- ✓ This section demonstrates how you will **inform** and **involve** the community and other stakeholders during the **planning and implementation** of your project.
- ✓ Explain how your proposed community engagement plan will **meet the needs** of the targeted area/community identified in the Community Need section.
- ✓ Identify the stakeholders and partners necessary to **achieve the benefits** discussed in Project Benefits.



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

- **Tips – What are we looking for?**
 - ✓ Actions or plans to effectively involve & inform the targeted community and stakeholders.
 - ✓ Description of local/state/tribal environmental authority and their role in your assessment project.
 - ✓ Roles and responsibilities of relevant government partners.
 - ✓ Roles and commitments of identified community organizations and their letters of commitment.
 - ✓ Plans to promote local hiring or linking members of the community to potential Brownfields employment opportunities.



Ranking Criteria - Assessment

3. Community Engagement & Partnerships

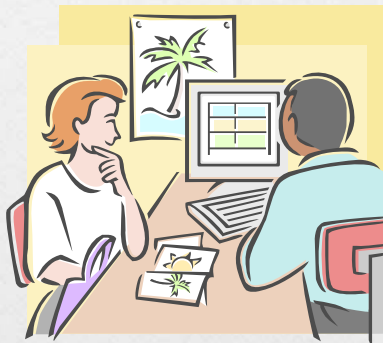
- **Tips – What are we looking for?**
 - ✓ **Community-Wide Proposals:** Describe how the whole community, not just local groups affected by your potential sites, has input into and will be engaged during your project.
 - ✓ **Site-Specific Proposals:** Describe efforts to involve and inform community directly affected by the site as well as the whole community.
 - ✓ **Coalition Proposals:** Describe how all communities in the coalition will provide input and be engaged throughout your project and how the engagement is tailored to the specific needs of the target area(s).



Ranking Criteria - Assessment

3.a Engaging the Community

- a. Engaging the Community (15 points)
 - i. Community Involvement Plan (10 points)
 - ii. Communicating Progress (5 points)



Ranking Criteria - Assessment

3.a Engaging the Community

i. Community Involvement Plan (10 points)

- **Criterion** 

Discuss your **plan for involving the community in the target area and other stakeholders** (such as neighborhood organizations, citizens groups, property owners, lenders, business organizations and developers) **in the planning and implementation of your project** (which may include project planning, site selection for assessments, cleanup decisions, and reuse planning).



Ranking Criteria - Assessment

3.a Engaging the Community

i. Community Involvement Plan (10 points)

• **Evaluation Criteria** 

Community-wide proposals should demonstrate how the **whole community**, not just localized groups directly affected by a site or sites, **has provided input** from the project inception and **will be engaged** throughout the project.

Site-specific proposals should discuss and demonstrate meaningful **efforts to involve and inform community groups** or representatives directly affected by the site, in addition to the broader community.



Ranking Criteria - Assessment

3.a Engaging the Community

i. Community Involvement Plan (10 points)

• Evaluation Criteria

Assessment coalition proposals should demonstrate how **all communities** addressed through this project have **provided input** from the beginning of the project, and will be **engaged and informed throughout the project**. Assessment Coalition proposals should demonstrate that the grant recipient will ensure that **community engagement is tailored specifically to the needs** of each target community and coalition member.

The **quality of your plan for involving the community and other stakeholders** in the target area in the planning and implementation of your project and **how effective it will be in achieving meaningful community engagement**.



Ranking Criteria - Assessment

3.a Engaging the Community

i. Community Involvement Plan (10 points)

• **Tips**

- ✓ Consider all the types of partners listed in this criterion and show the plan/process for:
 - searching them out,
 - working with them as part of the grant, and
 - how you will get input from the community on the site selection, cleanup decisions and reuse planning.
- ✓ **RPCs** and **COGs** need to include their local city/town governments as primary stakeholders and show how they work with them in this process.



Ranking Criteria - Assessment

3.a Engaging the Community

i. Community Involvement Plan (10 points)

• **Tips**

- ✓ Describe **your plans** for using the **appropriate means** to reach your targeted community such as:

Various Media	Public Meetings
Applicant's & partners' websites	Commit to number, frequency, or milestone
Press releases & other uses of print media	Select convenient location in the affected community
Social media	Schedule meetings for working public
Flyers	Coordinate with other community group meetings



Ranking Criteria - Assessment

3.a Engaging the Community

ii. Communicating Progress (5 points)

- **Criterion** 

Describe your **plans for communicating the progress** of your project to community members. Also, describe how the identified communication **plans are appropriate and effective** for the community(ies) in the target area(s).

Note: Applicants may address this criterion by various means that show meaningful public engagement where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and Internet forums. Applicants must demonstrate how they will engage the community in the target area in meaningful ways to ensure success of the proposed project.



Ranking Criteria - Assessment

3.a Engaging the Community

ii. Communicating Progress (5 points)

- **Evaluation Criteria** 

The effectiveness and appropriateness of your plan and outreach methods in ensuring the community(ies) in the target area are aware and involved in the progress of the project.



Ranking Criteria - Assessment

3.a Engaging the Community

ii. Communicating Progress (5 points)

• **Tips**

- ✓ Describe your plan for communicating progress to your target area(s) community members.
- ✓ Discuss why these plans are appropriate for your targeted community.
- ✓ Address **all potential** communication barrier(s).
 - Plans to translate materials (at meetings & literature)
 - Plans to accommodate cultural differences
 - Plans to accommodate those with hearing/reading impairments
 - Relate to demographic data provided in the **Community Need** section (the reviewer will remember)



Ranking Criteria - Assessment

3.a Engaging the Community

ii. Communicating Progress (5 points)

- **Tips**

- ✓ You need to demonstrate a **balance of all the methods listed above** to ensure you are successful in reaching your targeted community.
- ✓ Make sure you are addressing the concerns and comments of the community.
- ✓ Even if you haven't encountered any communication barriers, state in your proposal that you **will accommodate** those members in the community when the issue arises.



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

- b. Partnerships with Government Agencies (9 points)
 - i. Local/State/Tribal Environmental Authority (5 points)
 - ii. Other Governmental Partnerships (4 points)



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority (5 points)

- **Criterion** 

Identify and provide information on the **agency which runs the relevant brownfields, voluntary cleanup or other similar program** at the local/state/tribal level (i.e., the environmental agency and/or health agency), and **describe the role they may play** to ensure your brownfields project is successful.

- **Evaluation Criteria** 

Whether or not you are **engaging and partnering with the agency** which runs the relevant brownfields, voluntary cleanup or other similar program at the local/state/tribal level, **what that engagement looks like** including their role and how the partnership will contribute to the success of your brownfields project.



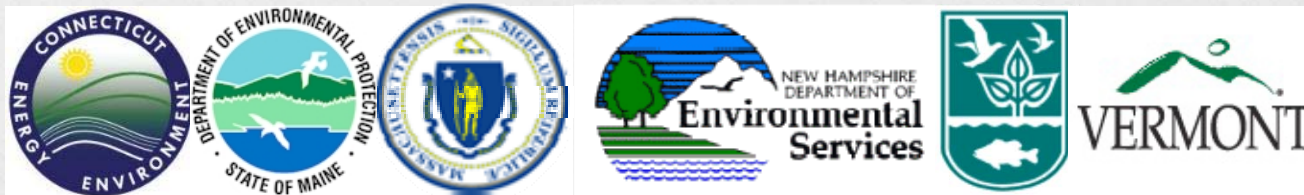
Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority (5 points)

- **Tips**

- ✓ The local environmental oversight structure in New England is via the state environmental agencies.
- ✓ **Note:** MA and CT applicants need to describe their privatized programs to unfamiliar reviewers (define LSP/LEP & their role, cleanup completion documentation, liability protections, etc.).



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

i. Local/State/Tribal Environmental Authority (5 points)

- **Tips**

- ✓ Discuss the **key roles** this agency will play in your project, and how you will work together during the various phases of assessment work.
- ✓ Provide **specific details** on what they will do for you. For example:
 - Approve site eligibility (petro)
 - Review environmental reports
 - Provide technical expertise
 - Participate on steering committee
- ✓ Indicate definitive plans to enroll site(s) in state/tribal voluntary cleanup program.



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

ii. Other Governmental Partnerships (5 points)

- **Criterion** 

Identify and provide **information on other relevant federal, state, and/or local governmental agencies** with which you will partner during your assessment project (e.g., DOT, HUD, a health agency), and **describe the role they may play** to ensure your brownfields project is successful.

- **Evaluation Criteria** 

Whether or not you are **engaging and partnering** with federal, state, and/or local governmental agencies that may be relevant to your assessment project, **what that engagement looks like** including their roles and how these partnerships will contribute to the success of your brownfields project.



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

ii. Other Governmental Partnerships (5 points)

- **Tips – Federal Partnerships**

- ✓ Discuss the role of other federal agencies such as:

- HUD
- EDA
- DOT
- USDA

- ✓ **Mention your working relationship with EPA.**

- ✓ If you are a beneficiary of a HUD/EPA/DOT partnership project, don't forget to mention your role and involvement.
Make sure you indicate this on the Other Factors Checklist.



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

ii. Other Governmental Partnerships (5 points)

• **Tips – State & Local Partnerships**

- ✓ Discuss the role other state agencies will play in your project.
 - Department of Transportation
 - Department Economic & Community Development
 - Regional Planning Commissions & Council of Government
- ✓ Discuss any organizational, municipal or local non-profit organizations that you can partner with.



Ranking Criteria - Assessment

3.b Partnerships with Government Agencies

ii. Other Governmental Partnerships (5 points)

• **Tips – Health Agencies**

- ✓ Discuss the health agencies in your area (they are different all over the country and the reviewer will need this overview to understand your situation).
- ✓ Include the **services they can provide** and the **role they will play** in your project during the various phases of assessment work, including:
 - Information on known health risks & sensitive populations in your target area
 - Asbestos, lead, mold, guano, etc.
 - Situations of identified immediate risks to human health
- ✓ At a minimum, most communities and every state have a health department that you can coordinate with.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

- c. Partnerships with Community Organizations (9 points)
 - i. Community Organization Description & Role (5 points)
 - ii. Letters of Commitment (4 points)



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

i. Community Organization Description & Role (5 points)

• **Criterion**

Include a **description of each community organization** involved in your project, as well as **their role in and commitments to** the planning and implementation of the project.

If there are no community organizations in your community, then state this and discuss how the community is engaged and will continue to be involved in your project.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

i. Community Organization Description & Role (5 points)

- **Criterion** 

Note: Community organizations **do not include** local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials. See FAQs at https://www.epa.gov/sites/production/files/2016-08/documents/fy17_faqs.pdf for more information about community organizations.

Note: The numbers of partners is not as important as the contributions and the relevance of their organization.

Note: EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

i. Community Organization Description & Role (5 points)

• **Evaluation Criteria**

Whether or not you are **engaging with community organizations that are relevant to the proposed project**, how varied and specific **their roles in and commitments** to the planning and implementation of the project, and how these partnerships will contribute to the success of your brownfields project.

If there are no community organizations in your community, whether or not the community is engaged and will continue to be involved in your project in a meaningful way.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

i. Community Organization Description & Role (5 points)

- **Tips**

- ✓ What are your current efforts and plans...?
 - For example: You have been in discussion with COs over the last few months about your brownfields program.
- ✓ How will they be involved in the planning & implementation?
 - This is much more than just support!
 - COs involvement should be **meaningful** and **specific**.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

i. Community Organization Description & Role (5 points)

• **Tips**

- ✓ In your narrative you will:
 - Describe each CO
 - Indicate the **services they will provide** to your project
 - **Affirm their commitment** to your project
- ✓ Present them as partners and their assistance in the grant in terms of **commitments**.
- ✓ See **FAQ C.7** for definition of a CO.
- ✓ See **FAQ C.8** for types of roles COs can perform.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

i. Community Organization Description & Role (5 points)

- **Tips**

- ✓ If not intuitive, explain what makes each organization a CO for your target area(s).
- ✓ The use of a chart can work well here to present your information. However, just putting in the name, address & phone number of the CO is not sufficient.
- ✓ EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Criterion** 

Attach to the proposal **current letters from all of the community organizations** you have discussed. These letters should discuss **their support for the project, and describe and affirm their roles and commitments** to the planning and implementation of the project.

If there are no community organizations in your community, then provide documentation to demonstrate that the community is engaged and will continue to be involved in your project. This can be done by attaching support or commitment letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Criterion** 

Note: Letters of commitment and supporting documentation must be addressed to the applicant and be included with the applicant's proposal package. Letters should not be sent directly to EPA.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Evaluation Criteria** 

Whether or not you attach **current letters from all of the relevant community organizations**, which discuss the **organization's support and affirms their roles in and commitments to** the planning and implementation of the project.

If there are no community organizations in your community, whether or not you clearly demonstrate how the community is engaged and will continue to be involved in your project by attaching documentation such as support letters from residents, letters from residents to the editors of local newspapers, attendance lists at public meetings concerning the project, comments from local citizens received on the plans and implementation of the project, etc. that clearly indicate their participation/engagement.



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Tips**

- ✓ You must include, as a separate attachment, a **Letter** from **EACH** CO listed in your narrative.
- ✓ The letters will describe **project role and commitments** that the CO will make to your project.
- ✓ Do **NOT** utilize form letters. Each letter should speak to the organization's view of your brownfields work.
- ✓ **The commitments specified in the narrative should be identical to the commitments specified in the letters.**



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Tips**

- ✓ How many key COs do you need? How many will get you the five points? **Contribution and relevance is key.**
- ✓ **Note:** Do not include letters from local government organizations, elected officials or the Mayor's office. They **are not** COs and you may lose points if you include them!
- ✓ **Note:** Letters must be addressed to the **applicant** and included in your proposal. Do not send letters to EPA!



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

- **Tips - If there are no COs in your community**

- ✓ Provide background information affirming the lack of such organizations and why.
- ✓ Demonstrate how the community is engaged and involved in your project, which can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.
- ✓ **You should be able to find some relevant COs in your target area(s)!!!**



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

• **Tips - Examples of COs**

- ✓ Environmental non-profits (i.e. rail to trail type organizations)
- ✓ Economic development organizations
- ✓ Community Development Corporations (CDCs)
- ✓ Social services providers
- ✓ Downtown development committees
- ✓ Chambers of Commerce
- ✓ Churches
- ✓ Revitalization committees
- ✓ Affordable housing organizations
- ✓ Land trusts
- ✓ Neighborhood associations
- ✓ Regional economic strategy groups
- ✓ Health organizations
- ✓ Education institutions
- ✓ Historic and cultural organizations



Ranking Criteria - Assessment

3.c Partnerships with Community Organizations

ii. Letters of Commitment (4 points)

• **Tips - Examples of what COs can do for your project**

- ✓ Participate on a steering committee
- ✓ Participate on a site selection committee
- ✓ Talk to their constituency about specific sites or the role of brownfields redevelopment in the target areas(s)
- ✓ Host public meetings
- ✓ Host design charrettes
- ✓ Become involved in the cleanup/reuse planning process
- ✓ Help to post community outreach material on web and/or in newsletters
- ✓ Provide financial or legal advice
- ✓ Assist with proposal preparation (no grant funds spent)
- ✓ Provide technical assistance (QEP, QA)



Ranking Criteria - Assessment

3.d Partnerships w/Workforce Development Programs (2 points)

- **Criterion** 

Describe planned efforts to **promote local hiring and procurement** or **link members of the community to potential employment opportunities** in brownfields assessment, cleanup, or redevelopment related to your proposed projects. Such efforts may include, but are not limited to, partnering with **local workforce development entities** or Brownfields job training grantees. A list of Brownfields job training grantees can be found at

cfpub.epa.gov/bf_factsheets/#_ga=1.179644452.1468935873.1432832844.



Ranking Criteria - Assessment

3.d Partnerships w/Workforce Development Programs (2 points)

- **Evaluation Criteria** 

Whether or not you have a **meaningful plan to promote local hiring and procurement** or **link members of the community to potential employment opportunities** in brownfields assessment, cleanup, or redevelopment related to your proposed projects.



Ranking Criteria - Assessment

3.d Partnerships w/Workforce Development Programs (2 points)

- **Tips**

- ✓ Identify if your community has any **Local Hiring Ordinances** in place.
- ✓ Can you include local hiring language in your **procurement documents** (does not have to be specific to assessment field work)?
- ✓ Coordinate with Regional Workforce Investment Boards to promote job opportunities that arise from Brownfields funding.
- ✓ Coordinate with **ONE STOP Career Centers and/or Colleges** in your community.
- ✓ See **FAQ P.3** for more information.



Ranking Criteria - Assessment

3.d Partnerships w/Workforce Development Programs (2 points)

- **Tips**

- ✓ Discuss the role the workforce development organization(s) will play in your project.
 - Make yourself familiar with your local job training program(s), EPA or other.
 - Refer to brownfields toolbox for information on EPA funded Job Training Programs at www.brownfields-toolbox.org
 - We want to see that you are making the connections between job training graduates and the contractors you will be hiring.
- ✓ If there are no job training programs in your immediate area, **say so**, and describe efforts to link members of the community to potential employment opportunities related to your proposed projects.



Ranking Criteria - Assessment

4. Project Benefits

4. Project Benefits (25 points)
 - a. Welfare, Environmental, & Public Health Benefits (13 points)
 - b. Economic & Community Benefits (12 points)



Ranking Criteria - Assessment

4. Project Benefits

- **Summary** 

This section of your proposal describes the **anticipated outcomes and benefits** expected from your project in the context of the needs you discussed in the Community Need section (Section IV.C.3.1).

- **Evaluation Criteria** 

Your proposal will be evaluated on the quality and extent to which it:

- ✓ demonstrates the potential of the project, or the development plan for the project area, to realize significant outcomes and benefits to the public health, welfare and environment of the community;
- ✓ contributes to the community plan for the revitalization of brownfields sites; and
- ✓ stimulates economic or non-economic benefits.



Ranking Criteria - Assessment

4. Project Benefits

- **Tips - Don't forget to finish the story!**
 - ✓ In this criterion, you will explain how all of your welfare, environmental, public health, economic, and non-economic benefits solve the problems you discussed in **Community Need**.
 - ✓ **This criterion is for all the good things that result from your project – not a rehash of the problems discussed in Community Need.**



Ranking Criteria - Assessment

4. Project Benefits

- **Tips - What am I doing here?**
 - ✓ This section describes the anticipated long term benefits (**outcomes**) expected from your project **in context of the needs** discussed in Community Need and the broader planning efforts as discussed in Project Description.
 - ✓ This is not the work plan – it's the vision!
 - ✓ What will the welfare of your community look like?
 - ✓ What will your environment look like?



Ranking Criteria - Assessment

4. Project Benefits

- **Tips - What am I doing here?**
 - ✓ How will your community adverse health outcomes be improved?
 - ✓ How do you envision your unemployment rate will change/drop?
 - ✓ Can you quantify the potential results?
 - ✓ What reuse is listed in the community's revitalization plans?



Ranking Criteria - Assessment


4. Project Benefits


- **Tips - What are we looking for?**
 - ✓ The potential of your project.
 - ✓ The development plan for your target area(s).
 - ✓ Significant outcomes and benefits to the health, welfare, and environment of the community(ies).
 - ✓ Environmentally sustainable redevelopment plans and equitable developments.
 - ✓ Stimulation of economic or non-economic benefits.



Ranking Criteria - Assessment

4.a Welfare, Environmental, & Public Health Benefits (13 points)

- **Criterion** 

Describe the **future welfare, environmental, and public health benefits** anticipated from this grant (or broader project), and how these benefits will address the **challenges and sensitive populations** discussed in the Community Need section of your narrative (Section IV.C.3.1.).
- **Evaluation Criteria** 

The **quality and extent of future welfare, environmental, and public health benefits** anticipated from this grant (or broader project), including **how the benefits address challenges and sensitive populations** you discussed in the Community Need section of your narrative.



Ranking Criteria - Assessment

4.a Welfare, Environmental, & Public Health Benefits (13 points)

- **Tips**

- ✓ Discuss the specific **Welfare, Environmental,** and **Public Health** benefits anticipated from the revitalization of sites assessed under this grant.
- ✓ Go back to the **Community Need** section and make sure the specific welfare, environmental, and health challenges are addressed here in terms of their anticipated benefits from redevelopment activities.
- ✓ See **FAQ P.1** for information on benefits.



Ranking Criteria - Assessment

4.a Welfare, Environmental, & Public Health Benefits (13 points)

- **Tips - Example Anticipated Welfare Benefits**

- ✓ A better quality of life
- ✓ Blight reductions
- ✓ People moving back
- ✓ Crime reduction
- ✓ Greater care of property appearances



Ranking Criteria - Assessment

4.a Welfare, Environmental, & Public Health Benefits (13 points)

- **Tips - Example Anticipated Environmental Benefits**
 - ✓ Understanding the nature and extent of contamination at your sites.
 - ✓ Cleaner sites through removal and stabilization of site contaminants (highlight industry or broad contaminants in your target areas).
 - ✓ Improved air, surface water, groundwater, and soil quality in your target community (highlight local terrain, greenspace and rivers to add sense of reality).



Ranking Criteria - Assessment

4.a Welfare, Environmental, & Public Health Benefits (13 points)

- **Tips - Example Anticipated Public Health Benefits**

- ✓ Elimination of health threats from direct contact, inhalation, and indoor vapor intrusion of site contaminants
- ✓ Asthma reduction due to improved air quality (diesel emissions)
- ✓ Lower blood lead levels
- ✓ Drinking supply protection or restoration



Ranking Criteria - Assessment

4.b Economic & Community Benefits (12 points)

- **Criterion** 

Relative to challenges identified in the Community Need section and your project proposed in the Project Description Section, discuss **potential outcomes and the economic benefits, non-economic benefits, and other community benefits** (be specific and provide **quantitative estimates** when possible), which may be achieved through the redevelopment of sites assessed under this grant, and **how these benefits align with community revitalization plans.**

*Economic benefits may include: increased employment and expanded tax base.
Non-economic and community benefits may include: areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers and other not-for-profit, governmental or charitable organization spaces.*



Ranking Criteria - Assessment

4.b Economic & Community Benefits (12 points)

- **Evaluation Criteria** 

The quality of the **specific project outcomes**, whether they include **quantitative and qualitative measures**, how well they **address the challenges identified in the Community Need section**, how closely the **outcomes correlate with the described project**, and how likely the **outcomes identified will be achieved through the redevelopment of sites** assessed under this grant.



Ranking Criteria - Assessment

4.b Economic & Community Benefits (12 points)

- **Tips**

- ✓ Be sure these **benefits reflect the needs** of your target areas(s). Refer back to the **Community Need** section.
- ✓ Even if specific reuse plans may not be evident, describe the **potential benefits** based on the vision of your overall story and what your community needs.



Ranking Criteria - Assessment

4.b Economic & Community Benefits (12 points)

- **Tips - Economic Benefits**

- ✓ **Economic benefits**, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant.
- ✓ Make every effort to provide **quantitative** estimates.
 - Number and types of jobs
 - Taxes (Property, Sales, Income)
 - Property values
 - Other benefits resulting from area-wide economic development



Ranking Criteria - Assessment

4.b Economic & Community Benefits (12 points)

• **Tips – Non-Economic Benefits**

✓ **Non-economic benefits** associated with sites to be reused for greenspace and other not-for-profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers.

✓ **Greenspace Reuse**

- Recreational space & parks
- Rails to trails
- Wetlands, greenspace & open space
- Greenspace components in commercial and industrial redevelopment
- Preservation of open space on urban edge



Ranking Criteria - Assessment

4.b Economic & Community Benefits (12 points)

- **Tips – Non-Profit & Charitable Benefits**

- ✓ **Non-Profit & Charitable Reuse**

- Affordable housing
- Community Center
- Local Governmental




- ✓ Remember that economic revitalization can be guided to include greenspace and community benefits, and conversely, greenspace and non-profit reuse can spur economic benefits.



Ranking Criteria - Assessment

5. Programmatic Capability & Past Performance

5. Programmatic Capability & Past Performance (40 points)
 - a. Audit Findings (2 points)
 - b. Programmatic Capability (23 points)
 - c. Measuring Environmental Results: Anticipated Outputs/Outcomes (5 points) 
 - d. Past Performance & Accomplishments (10 points)



Ranking Criteria - Assessment

5. Programmatic Capability & Past Performance

- **Summary** 

This section of your proposal demonstrates that your organization (“the applicant”/lead coalition member) has **programmatic capability (experience, knowledge and resources, or ability to obtain them)** and a reasonable approach necessary to **ensure successful completion** of all required aspects of this project and grant as discussed in the previous section of your proposal and Section VI. of these guidelines.



Ranking Criteria - Assessment

5. Programmatic Capability & Past Performance

● Evaluation Criteria

In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.

Your proposal will be evaluated on the quality and extent to which it demonstrates:

- ✓ resolution of any audit findings;
- ✓ the ability of your organization (as the applicant/lead coalition member) to successfully manage and complete the project, considering your programmatic and administrative capacity;
- ✓ a reasonable plan to track and measure project progress; and
- ✓ successful performance under past and/or current federally and/or non-federally funded assistance agreements.



Ranking Criteria - Assessment

5. Programmatic Capability & Past Performance

- **Tips – What are we looking for?**
 - ✓ Your organization has the experience, knowledge and resources necessary to ensure successful completion of all required aspects of your project and this grant.
 - ✓ Your programmatic and grant management capacity.
 - ✓ Your plan for measuring and reporting your outputs and outcomes.
 - ✓ Your past and/or current performance on awarded grants and/or assistance agreements.



Ranking Criteria - Assessment

5.a Audit Findings (2 points)

- **Criterion** 

Describe any **adverse audit findings**. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds), please **describe how you have corrected, or are correcting, the problems**. If you have not, please affirm that **you have not had any adverse audit findings**. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. (***Failure to address this section may result in zero points for this factor.***)

- **Evaluation Criteria** 

Whether the applicant has **any adverse audit findings** and how they **have corrected, or are correcting, the problems**.



Ranking Criteria - Assessment

5.a Audit Findings (2 points)

- **Tips**

- ✓ If you have **no adverse audit** findings
 - Affirm that you do not have any by stating this in your response.
- ✓ If you **have adverse audit** findings
 - Describe the adverse audit findings.
 - Describe any past grant management issues and how you are correcting or have corrected them.
- ✓ **Final reminder - If you have no adverse audit findings tell us that! See FAQ E.11. Be sure to respond to this criterion or you will receive zero points!**



Ranking Criteria - Assessment

5.b Programmatic Capability (23 points)

- **Criterion** 

Describe the **organizational structure** you will utilize to ensure the **timely and successful expenditure of funds** and **completion of all technical, administrative and financial requirements** of the project and grant. Include a **brief discussion of the key staff** including their roles, expertise, qualifications and experience.

Describe the **system(s)** you have in place to **appropriately acquire any additional expertise and resources** (e.g. contractors or subawardees) required to successfully complete the project. Please refer to Section IV.E. regarding contractors and subawards.



Ranking Criteria - Assessment

5.b Programmatic Capability (23 points)

- **Evaluation Criteria** 

How efficient and effective the organizational structure is you will utilize to ensure the timely and successful expenditure of funds, your ability to complete all technical, administrative and financial requirements of the project and grant and the roles, expertise, qualifications, and experience of key staff.

How good and efficient is the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or sub-awardees) required to successfully complete the project.



Ranking Criteria - Assessment

5.b Programmatic Capability (23 points)

- **Tips – Organizational Structure**

- ✓ Describe your **project management team** and how they will manage this grant.
- ✓ Discuss who will do what task or function to accomplish your project.
- ✓ Provide details on staff expertise, qualifications and experience.
- ✓ Name names on who will be involved with this grant and point out other expertise you can draw on in your organization.



Ranking Criteria - Assessment

5.b Programmatic Capability (23 points)

- **Tips – Systems in place to acquire expertise**
 - ✓ Describe your organization's contracting methods to acquire needed expertise and resources through competitive procurement.
 - Qualified Environmental Professional (QEP)
 - Legal assistance for access agreements



Ranking Criteria - Assessment

5.c Measuring Environmental Results (5 points)

- **Criterion** 

Discuss how you plan to track, measure and evaluate your progress in achieving project outcomes, outputs and project results. (Refer to Section I.D.1. for an explanation of outputs.)

- **Evaluation Criteria** 

Whether you have a reasonable plan to track, measure and evaluate your progress in achieving project outcomes, outputs and project results.



Ranking Criteria - Assessment

5.c Measuring Environmental Results (5 points)

- **Tips**

- ✓ Describe a reasonable plan to track, measure, and evaluate your project progress.
 - Quarterly Reporting
 - Work Plans
- ✓ Include anticipated outputs, outcomes, and project results.
- ✓ **Don't forget ACRES!**



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

- d. Past Performance & Accomplishments (10 points)
 - i. Currently or Has Ever Received an EPA Brownfields Grant (10 points)
 - ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)
 - iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)



You must respond to only one of these criteria. Be careful which one you respond to!



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

- **Criterion** 

If you have ever received an EPA brownfields grant (including Assessment, Cleanup, Revolving Loan Fund, and 128(a) grants; but excluding Targeted Brownfields Assessments, Area-Wide Planning grants, and Environmental Workforce Development & Job Training grants, and subawards from another Brownfield grantee), please respond to **item i.** below.

If you have never received an EPA Brownfields Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement), please respond to **item ii.** below.

If you have never received any type of federal or non-federal assistance agreements, please indicate this in your response **item iii.** below.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

- **Tips**

- ✓ Make sure you respond to the correct criterion.
- ✓ You must choose the criterion based on **your** organization's grant history.
- ✓ **If you have not received any grants, you must respond to item iii or will receive zero points!**



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i. Currently or Has Ever Received an EPA BF Grant (10 points)

● **Summary** 

Identify and provide information regarding each of your current and most recent EPA brownfields grant(s) (but no more than five). Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the items listed below.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

- i. Currently or Has Ever Received an EPA BF Grant (10 points)
 1. Accomplishments (5 points)
 2. Compliance with Grant Requirements (5 points)



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.1 Accomplishments (5 points)

- **Criterion** 

Describe the **accomplishments** (including specific outputs and outcomes) of your grant funded program, including at minimum, the **number of sites assessed and/or cleaned up**. Discuss whether these **outputs and outcomes** were accurately reflected in the **Assessment, Cleanup and Redevelopment Exchange System (ACRES)** at the time of this proposal submission, and **if not, please explain why**.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.1 Accomplishments (5 points)

- **Evaluation Criteria** 

The quality of the **accomplishments** (including specific outputs and outcomes) of **your grant funded program**, including at minimum, the **number of sites assessed and/or cleaned up**, and whether these **outputs and outcomes were accurately reflected in the Assessment, Cleanup and Redevelopment Exchange System (ACRES)** at the time of this proposal submission, and **if not, why**.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.1 Accomplishments (5 points)

- **Tips**

- ✓ Describe your success with the EPA Brownfields funding.
- ✓ Discuss the specific outputs & outcomes of your grant(s).
 - Number of sites assessed and/or cleaned up
 - Phase Is & IIs, Cleanup Plans, Loans & Subgrants
 - Outreach activities
- ✓ Look in ACRES for your past accomplishments.
- ✓ Discuss how you reported accomplishments to EPA in ACRES and are up to date as of the time you submitted your proposal.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Criterion** 

Discuss your **compliance with the work plan, schedule and terms and conditions**. Include whether you **have made, or are making, progress towards achieving the expected results of the grant in a timely manner**. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented and communicated.

Discuss your **history of timely and acceptable quarterly performance and grant deliverables, as well as, ongoing ACRES reporting**.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Criterion** 

Please explain your **need for additional funding**. Additionally, for all **open EPA Brownfields grant(s)** indicate the **grant period** (start and end date), if there are **funds remaining**, and the **plan to expend funds** by the end of the grant period.

For all **closed EPA Brownfields grant(s)**, indicate if there were **funds remaining** at the time of closure, the **amount of remaining funds** and a **brief explanation of why the funds were not expended**.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Evaluation Criteria** 

Your **compliance with the work plan, schedule and terms and conditions**, and whether you have **made, or are making, progress towards achieving the expected results** of the grant in a timely manner. If you did not achieve expected results, whether or not your explanation was reasonable and appropriate corrective measures were taken to correct the situation.

Demonstrated history of **timely and acceptable quarterly performance and grant deliverables**, as well as, ongoing ACRES reporting.

Demonstrated need for additional funding and a reasonable **plan to expend any existing funds** by the end of the grant period.

For all **closed EPA Brownfields grant(s)**, how accurately you indicate if there were **funds remaining** at the time of closure, the **amount of remaining funds** and whether or not you provided a **reasonable explanation** of why the funds were not expended.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Tips – Compliance**

- ✓ Discuss your compliance with:

- Following the Work Plan
- Staying on schedule & meeting milestones
- Complying with Terms and Conditions

- ✓ If not, discuss:

- What corrective measures you took or are taking.
- How the corrective measures were documented and communicated.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Tips - Reporting**

- ✓ Discuss timely reporting/submission of:

- Quarterly reports
- Ongoing ACRES reporting
- Phase I & II reports



- ✓ Check with your Project Officer. **If you owe us reports, go home and get them done! Update your quarterly report submissions and do your ACRES data input!**



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Tips – Need for Additional Funds**
 - ✓ If you have an open Brownfields grant(s), discuss your need for additional funding
 - ✓ For your **open** Brownfields grant(s)
 - Provide dates of your grant (start and end date)
 - Provide the current remaining balance
 - Discuss your plan to expend remaining funds in a timely manner



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

i.2 Compliance with Grant Requirements (5 points)

- **Tips – Closed Grants**

- ✓ For your **closed** Brownfields grant(s):
 - Tell us if you had an unexpended balance at the end of your grant and the amount.
 - Explain why all funds were not expended.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

- ii. Has Not Received an EPA BF Grant but Has Received Other Federal or Non-Federal Assistance Agreements (10 points)

- **Summary** 

Identify and describe **each of your current and/or most recent federally and non-federally funded grants (no more than five) that are most similar in size, scope, and relevance to the proposed project.** Demonstrate how you **successfully managed the grant(s), and successfully performed all phases of work** under each grant by providing the following information.

- **Evaluation Criteria** 

Demonstrated **ability to successfully manage federal or non-federal grant(s), and the performance of all phases of work** under each grant.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

- ii. Has Not Received an EPA BF Grant but Has Received Other Federal or Non-Federal Assistance Agreements (10 points)
 1. Purpose & Accomplishments (5 points)
 2. Compliance with Grant Requirements (5 points)



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

ii.1 Purpose & Accomplishments (5 points)

- **Criterion** 

Describe the **awarding agency/organization**, amount of funding, and purpose of the grant(s) you have received.

Discuss the **accomplishments** (including specific outputs and outcomes) of the project supported by these grants, including **specific measures of success** for the project supported by each type of grant received.

- **Evaluation Criteria** 

How **similar in size, scope and relevant** the past federal or non-federal grants identified are and whether sufficient information was provided to make that determination.

The **quality of the accomplishments** (including specific outputs and outcomes) of the project supported by these grants, including **specific measures of success** for the project supported by each type of grant received.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

ii.1 Purpose & Accomplishments (5 points)

- **Tips**

- ✓ For each grant, provide information on:

- Awarding agency/organization
- Amount of funding
- Purpose of grant
- How you have successfully managed and performed all phases of work
- Specific accomplishments including outputs and outcomes
- Measures of success for projects



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (5 points)

- **Criterion** 

Describe your **compliance with the work plan, schedule and terms and conditions**. Include whether you made, or are making, **progress towards achieving the expected results** of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures effective, were documented and communicated.

Discuss your **history of timely and acceptable reporting**, as required by the awarding agency/organization.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (5 points)

- **Evaluation Criteria** 

Your **compliance with the work plan, schedule and terms and conditions**, and whether you have made, or are making, **progress towards achieving the expected results** of the grant in a timely manner. If you did not achieve expected results, whether or not your explanation was reasonable and appropriate corrective measures were taken to correct the situation.

Demonstrated history of **timely and acceptable reporting**, as required by the awarding agency/organization.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

ii.2 Compliance With Grant Requirements (5 points)

- **Tips**

- ✓ Demonstrate how you have successfully managed and performed all phases of work under these grants.
- ✓ Compliance with grant requirements and making sufficient progress
 - Following the Work Plan
 - Staying on schedule & meeting milestones
 - Complying with Terms and Conditions
- ✓ If not, what corrective measures did you take?
- ✓ Discuss history of **timely** and **acceptable** reporting for these grants as required by the awarding agency/organization.



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

- **Criterion** 

Affirm that your organization has never received any type of federal or non-federal assistant agreement (grant). *(Failure to indicate anything in response may result in zero points for this factor.)*

- **Evaluation Criteria** 

Whether you affirm that your organization has never received any type of federal or non-federal assistant agreement (grant).



Ranking Criteria - Assessment

5.d Past Performance & Accomplishments

iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

- **Tips**

- ✓ If you have never received any type of federal or non-federal grant, **say so** in order to receive the 5 points.

- ✓ **If you do not respond, you will not receive the 5 points!**



What To Do Now?

- Draft your proposal!
- Contact your Community Organizations and get your letters!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Get new State acknowledgement letter!
- Contact your State if applying for a site-specific petroleum site!
- Make sure your www.SAM.gov registration is active.
- Register for www.grants.gov if you are not already registered.
- **Use THIS year's guidelines!!**



Web Resources

- [FY2017 EPA Brownfields Proposal Guidelines Page](#)
 - ✓ [Assessment Guidelines](#)
 - ✓ [Cleanup Guidelines](#)
- [FY2017 Summary of Changes](#)
- [FY2017 Assessment Guideline Checklist](#)
- [FY2017 Cleanup Guideline Checklist](#)
- [FY2017 Frequently Asked Questions \(FAQs\)](#)
- [Grants.gov Tip Sheet for Applicants](#)



Web Resources

- [EPA Brownfields Information](#)
- [EPA Region 1 Brownfields Information](#)
- [SmartE-Online Sustainable Management Approaches and Revitalization Tools](#)
- [TAB EZ Grant Writing Tool](#)
- [Brownfields Toolbox](#)
- [NJIT TAB Program](#)
- [US Climate Resilience Toolkit](#)



Questions & Answers





SAVE THE DATE!

Join us in Pittsburgh ♦ December 5-7, 2017



Photo courtesy of EPA

2017 NATIONAL BROWNFIELDS TRAINING CONFERENCE

Pittsburgh ♦ David L. Lawrence Convention Center ♦ December 5-7, 2017