

# EPA Brownfield Grant Writing



Fall 2018

# What we will cover

- Intro to brownfields
- Grant timeline
- Overview of Types of Grants
- Changes to the Guidelines
- Resources
- Overview of Threshold Criteria
- Overview of Ranking Criteria
  - Community Need
  - Project Description & Feasibility of Success
  - Community Engagement & Partnerships
  - Project Benefits
  - Programmatic Capability & Past Performance
- Contacts

# If You Have Properties, What Do You Do?

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- Inventory
- Determine redevelopment potential
- Assess the property- ALWAYS BEFORE YOU BUY OR ARE GIFTED
  - Phase I before purchase-beware shelf life
  - Phase I not a confirmation of contamination
  - Phase II warranted depending on Phase I results
  - Liability management, grants
- Determine cleanup based on end use
- Identify and obtain funding
- Work with EEC on cleanup
- Redevelop according to cleanup plan and deed restrictions

# Bona Fide Prospective Purchaser (BFPP)

- Liability defense in CERCLA (Superfund Law)
- Grant eligibility based on not being a responsible party
- Fed gov. doesn't want to give someone money to clean up their own messes
- Environmental assessment (Phase I) prior to acquisition. Think house inspection.
- Gift or purchase- doesn't matter
- Local governments have some other exemptions as well (will cover later)

# Ky BF Program Services

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- Grant-writing assistance- workshops, grant review and grant review party
- Free assessment services
- Liability management guidance
- Information and project assistance
- Funding identification
- Revolving Loan Fund- Grant and Loans

# Why Brownfield Grant

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- Seed money for a redevelopment program
- Can be used to leverage other funding
- Can be part of an incentives package
- Make sites ready for redevelopment
- Assessment money is flexible- planning, multiple sites, community involvement, site investigation, health assessments, etc.
- Multipurpose grants take you from assessment to cleanup
- Help reach community objectives- affordable housing, mixed use development, new parks, waterfront revitalization, blight removal, etc.

# Is This Grant Right For Us?

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- Do we have a goal?
- Do we have the people and resources to carry out a project?
- Does the community support the effort?
- Are we willing to put in the effort?
- Think about these questions as we proceed today. Not now.....maybe later.
- Successful project=more federal brownfield funding



# Grant Writing for Brownfields



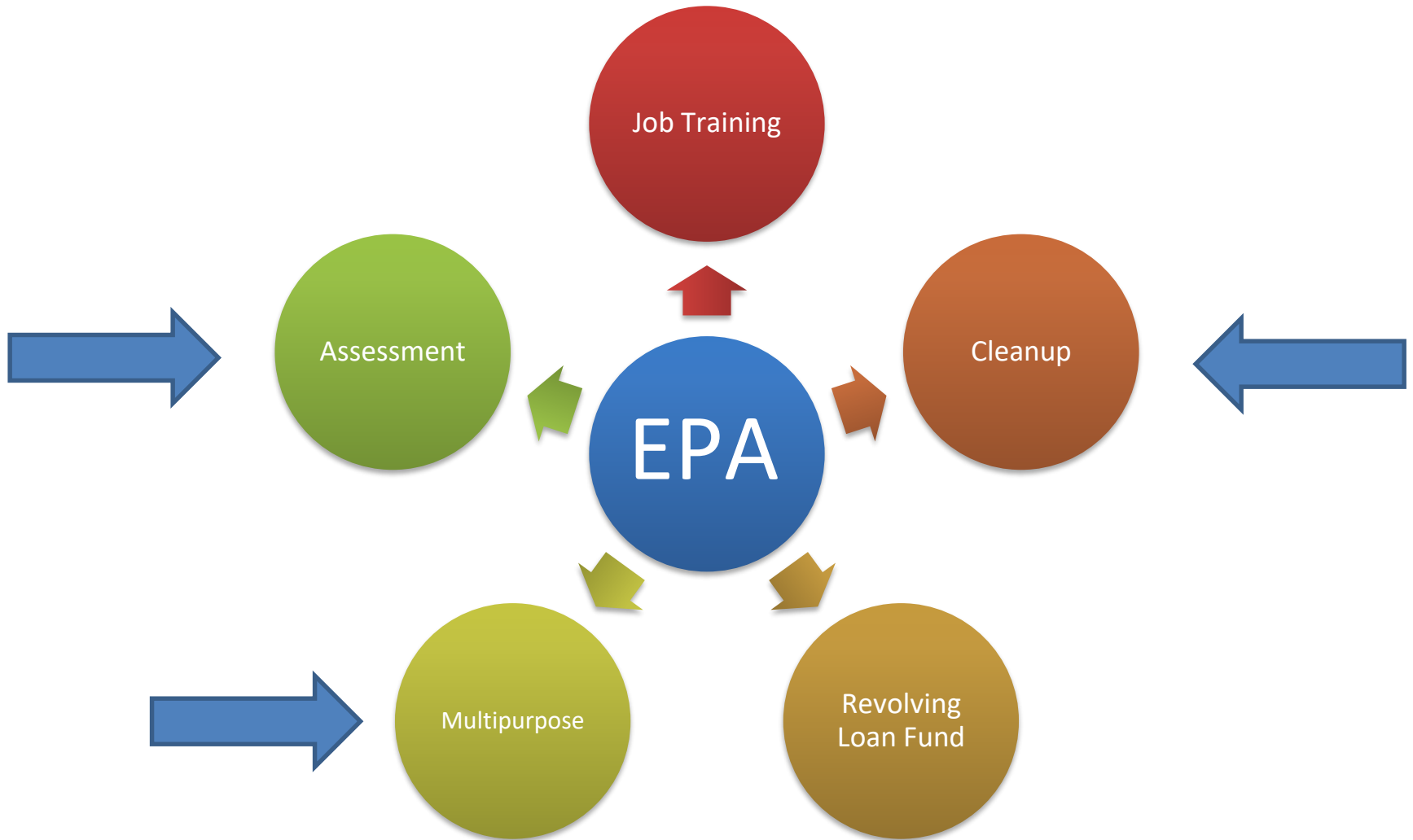
# Our purpose

- Understand the grant guidelines.
- **Guidelines will be different** due to federal legislation in March.
- This presentation is based on previous guidance and what we know about future guidance.

# Timeline for grants

- **Announcement in Oct/Nov**
- **Grants due Dec.**
- May –June 2019: Selections announced
- June –Aug. 2019: Work plans and grant paperwork submitted
- Sept. –Oct. 2019: Grants awarded/funds available

# Types of Grants



# Brownfields Competitive Grants

- Assessment Grants
  - Property-Specific
  - Community –Wide
  - Coalition
- Cleanup Grants
- Revolving Loan Fund Grants
- ~~Area Wide Planning Grants~~
- Multi-Purpose Grants **NEW!**
- Environmental Workforce Development and Job Training Grants

# Assessment Grant Program

Assessments grants can be used for:

- Brownfields Inventories / Prioritizing Sites
- Environmental Assessments (Phase I and II)
- Performing community engagement activities
- Preparing cleanup plans and/or end-use plan
- Travel and training

Who is eligible?

- State, local and tribal governments
- General purpose units of local governments
- Regional councils or redevelopment agencies
- Non-Profits **NEW!**

# Coalition Grants

If you are applying as a coalition identify:

- who will be part of the coalition,
- who will be the lead coalition member,
- who manage the cooperative agreement,
- who will be members and
- what each coalition member's role will be.

*Once all that is determined, document your agreement through a memorandum of understanding/agreement.*

# **Environmental Workforce Development and Job Training Grants**

Recruit, train, and place predominantly low-income and minority, unemployed and underemployed people living in areas affected by solid and hazardous waste.

Residents learn the skills needed to secure full-time, sustainable employment in the environmental field, including assessment and cleanup. These green jobs reduce environmental contamination and build more sustainable futures for communities.

# Assessment Funding Guide

(\*FY18 pending guidelines)

Community-Wide	Site-Specific	Coalition
Up to \$200,000 for hazardous substances <b>OR</b> up to \$200,000 for petroleum	Up to \$200,000 for hazardous substances or petroleum or combination	Up to \$600K 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 combined amount: \$300,000	Maximum amount \$350,000	Maximum amount \$600,000
May also apply for a site-specific grant	May also apply for a community-wide grant	Cannot apply community wide, site-specific, or as part of another coalition



# Cleanup Grant Program

Cleanup grants can be used for:

- Remediation (USTs, impacted soil, capping, groundwater)
- Reporting / Design Environmental oversight
- Monitoring institutional controls
- Health monitoring of targeted population
- Purchase Environmental Insurance

Who is eligible?

- Local Government
- States and Tribes
- Quasi-governmental entities
- 501(c)(3) Non-profit Organizations

# Cleanup Grant: Funding Guide

- Site specific funding to conduct cleanup after assessment work is completed
- May apply for up to 3 proposals (**multiple sites per proposal**)
- Up to **\$500,000?** per proposal (Hazardous substances and/or petroleum).
- Must have Phase II completed
- Applicant must own the property by the **date proposals are due**
- Cost share of 20% (can apply for a hardship waiver)
- Remediation will be ready to go by November 2019 OR will supplement ongoing cleanup

# Multipurpose Grant Program

- New Multipurpose Grant
- Piloted a few years go
- Assessment through Cleanup (Combined)
  - Minimum Eligibility: 1 Phase I, 1 Phase II, 1 Cleanup and 1 plan for revitalization
- May be up to \$1 million?
- Can be multiple sites, **MUST own 1 site**
- \$40,000 cost share (in-kind acceptable)
- Up to 10 Awards Nationally

**NEW!**

# Overview of EPA Brownfields Grants

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## *Feeling Lucky?*

In FY17 - \$54.3 Million awarded:

- 513 proposals submitted; 489 grant proposals evaluated **(27 failed threshold)**
- 199 out of 489 were selected for awards (40%)
  - 128 (out of 376) Assessment (34% success)
    - Region 4 = 25 out of 93 (26% success)
- 71 (out of 113) Cleanup (62% success)
  - Region 4 = 15 out of 18 (83% success)

The estimated budget for FY19 ?????

\$200 Million “authorized” but not “allocated”

most likely about \$80 Million for all grants



# **CHANGES TO GRANT GUIDELINES**

# Changes

- Most change since inception of the program
- We know about a few
- Don't know all the specifics
- Contact the program after the guidelines come out for guidance and support

# What's Different? *BUILD ACT*

## Key Changes from BUILD Act

For all Brownfields grantees (including states that apply for competitive grants)



### Bigger cleanup grants

Now up to \$500,000.



**Non-profits** can now apply for assessment and RLF grants, as well as LLCs and community development entities that are non-profit.



**Administrative costs** can be funded by up to 5% of the grant award.



### Multi-purpose grants

(assessment and cleanup combination) up to \$1M can be offered.



### Authorized new grant program

available to states to provide training, technical assistance or research for small communities (population  $\leq 15,000$ ). Maximum of \$20,000 per community.



**Publicly owned sites** acquired prior to Jan 11, 2002 can apply as long as the entity is not responsible for the contamination.



**New ranking criteria focusing on renewable energy** or energy efficiency projects and waterfront developments.



**More certainty of liability protection** for local or state governments that take control of contaminated sites. No longer has to be "involuntary" acquisition.



**For petroleum Brownfield sites**, removed the language and requirement that they be "of relatively low risk" in order to be eligible for funding.

# Guidelines

- 10 Page limit vs 15 last year
- Questions will resemble original CERCLA legislation and new BUILD Act
- May get rid of the “Christmas Ornaments” and get back to basics
- Criteria for energy and waterfront redevelopment
- May or may not require letters of commitment from partners



# New Criteria

- Waterfront redevelopment- rivers, lakes, streams, construction next to floodplains
- Energy Production- solar, wind, hydro but also energy efficient construction

# Funding Limits

- Limit for cleanup grants now \$500k
- No increase in the appropriation
- Fewer grants

# Who Can Apply

- Nonprofits now eligible for all grants
  - Nonprofit, LLCs and other organizations exempt from taxation under section 501(c)(3) of the Internal Revenue Code). All members must be 501(c)(3).
  - Qualified community development entity as defined in section 45D(C)(1) of the Internal Revenue Code.
- More competition for assessment
- Unsure of the landscape on this one

# Eligibility Changes

- State or local government that acquired property prior to Jan. 11, 2002 and did not cause or contribute to contamination may apply for cleanup funding.

# Eligibility Changes

Local Governments who acquired property via actions below and did not contribute to the contamination:

- Seizure or law enforcement activity
- Bankruptcy
- Tax delinquency
- Abandonment
- Other- property was acquired by virtue of the governments function as sovereign

# Congressional Support Letters

- EPA only evaluates guidance criteria
- Letters from members of Congress will not be considered during evaluation

# Administrative Costs

- You can now use up to 5% of the grant for administrative costs



# **Brownfield Grant Preparation**



# Project Preparation

- Work with community before you apply- establish relationships and communication pathways
- Determine your community's needs
- Begin forming partnerships
- Identify roles and responsibilities-internal and partner
- Identify sites and potential end uses

# First, prepare for the task

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- Review grant guidance
  - This presentation is based on FY16 grant guidance and what we know of FY18.
  - Get copies of successful grants (our website)
- Seek mentoring from grantees
- Subject to intergovernmental review- clearing house



# Get Started Early

<https://www.epa.gov/brownfields/getting-started-early-your-fy17-brownfields-assessment-or-cleanup-grant-proposal>

## Grant Tip PowerPoint

<http://dca.ky.gov/brownfields/General%20Grant%20Writing%20Resources/BFGGrantApplicationTips.pdf>

# Proposal Content

- Transmittal Letter- 2 pages
- Regional Priorities and Other Factor Checklist ??????
- Narrative-10 pages
- Required Attachments
  - Limit attachments to required/relevant documents and letters
  - 1” margins; 12 pt standard font; no binders; no maps.

# Proposal Writing

- EPA Brownfield Website:

<https://www.epa.gov/brownfields/types-brownfields-grant-funding>

# Tools

- [EPA's Cleanups in My Community](#)- map cleanups by program
  - Identified brownfield sites
  - Manufacturing and industrial facilities (think industrial facilities that are in target areas because of historical land use or NIMBY)
  - Impaired Waters
- [Leveraging Guide](#) from EPA's Brownfield Program

# Technical Assistance to Brownfields (TAB) Contacts

Technical Assistance to Brownfields (TAB)-  
[New Jersey Institute of Technology](#)

Serves EPA Regions 1, 3 and 4

- Grant assistance
- Technical assistance
- Help manage projects
- Training and education

# TABEZ: A Grant Writing Tool

- Free tool to assist in preparing assessment & cleanup grant applications
- User friendly and accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful hints & support for every criteria
- Go to [www.tabez.org](http://www.tabez.org) and click on Online Tools and "TAB EZ". Register and you are on your way.



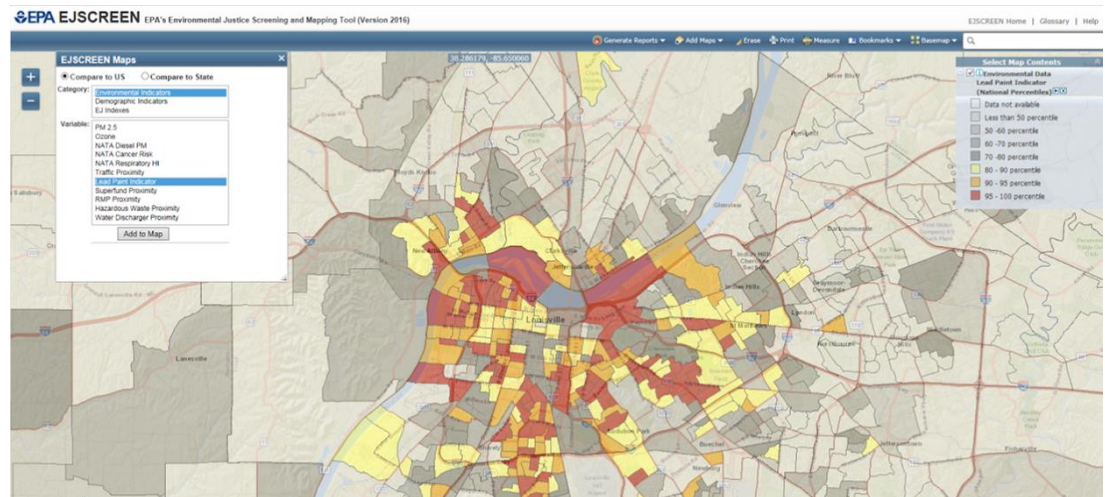


# EJ Screen

- **Environmental Justice-** fair treatment and meaningful involvement of all people regardless of race, color, national origin or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.
- Urban and rural problem.

# EJ Screen

- [Environmental justice mapping and screening tool](#)
  - Choose a geographic area
  - Provides demographic (age, low-income, minority) and environmental (particulate matter, lead, ozone) indicators as well as EJ indexes
  - Provides info on how to interpret that data and where the data comes from



# Toxics Info

- Agency for Toxic Substances & Disease Registry- [Toxic Substance Portal](#)
  - Provides information on common contaminants and health issues associated with them



# Threshold Criteria Overview

# Threshold is Pass/Fail

	Assessment	Cleanup	Multi-purpose
Applicant Eligibility	Government, Quasi Government, Regional Council, Tribes, <b>Non profits</b>	Government, Quasi Government, Regional Councils, Tribes, Non profits	Government, Quasi Government, Regional Councils, Tribes, Non profits
Site Eligibility and Property Ownership Eligibility	Applies to site-specific assessment applicants	<b>Applicants must own site by date of application</b>	<b>Must own one site in target area that can be addressed by the grant</b>
Cleanup Authority and Oversight Structure	N/A	Applicants must describe their cleanup authority and oversight structure	Applicants must describe their cleanup authority and oversight structure
Cost share requirement	N/A	20% cost share	40k cost share
Community involvement/notification	Applicants must discuss how they intend to inform and involve the community	<b>Community notification must occur at least 2 weeks prior to submission and no later than date in guidance</b>	Assume some kind of public notification plan or activity.
Other required attachments	<b>Letters from coalition members in which they agree to be a part of the coalition.</b>	Draft Analysis of Brownfields Cleanup Alternatives (ABCA)	??????

# Letter from State or Tribal Authority

- Include a CURRENT letter **acknowledging your specific proposal** and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.
- Don't substitute a letter from someone else
- Don't use last year's letter
- [Amanda.lefevre@ky.gov](mailto:Amanda.lefevre@ky.gov) or [herb.petitjean@ky.gov](mailto:herb.petitjean@ky.gov) can provide a letter

# Site Eligibility

**Step 1:** Talk to state program first

**Step 2:** Does the site have hazardous material/petroleum or a combination of the two?

**Step 3:** Has Due Diligence occurred?  
(Phase I **PRIOR** to purchase)

**Step 4:** Applicant did not cause or contribute to the contamination.

**Step 5:** No other major CERCLA, RCRA issues.

# Cost Share (Cleanup, Multipurpose)

- 20% Match for cleanup, \$40k for multipurpose
- Match can be contribution of money, labor, materials, or services from a non-federal source
  - Only for an eligible & allowable expense
  - HUD CDBG funds can be used as match
  - Hardship Waivers can be requested
  - Approved on a very limited basis
  - Must provide explanation as an attachment (see Section III.C.5.a.ii for guidance)



# Community Involvement (assessment)

Community involvement efforts can be implemented using existing meetings.

Applicants must:

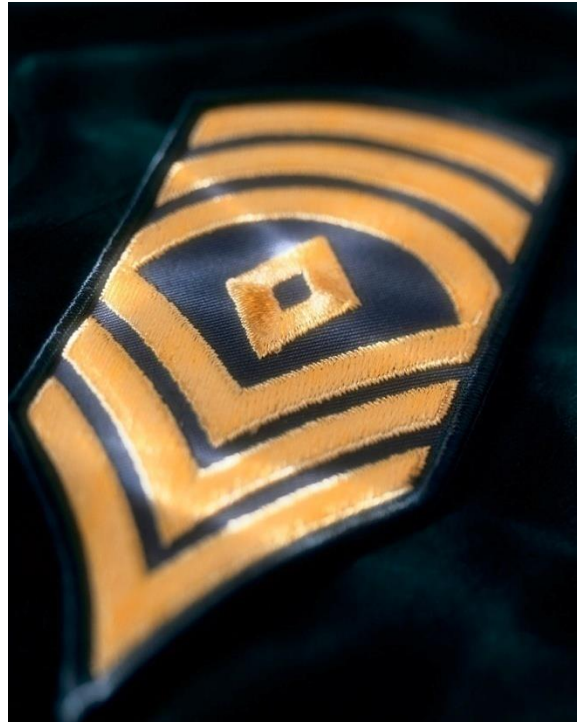
- identify how they “**intend** to inform and involve the community and other stakeholders.”
- tie this to their “Plan for Involving Targeted Community & Other Stakeholders” and “Communicating Project Progress” in Section V.B.3.a.

Note: If applicant is also applying for cleanup funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Community Notification process.

# Community Notification (Cleanup)

- Provide an opportunity for the community to submit comments on your proposal and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- Place an ad (or equivalent) about intent to apply and notice of a public meeting.
- Notify the community at least **2 weeks prior to submission and no later than the date specified in guidance.**
- Include in ad:
  - Date, time and location of meeting, and request for comments
  - Where proposal and draft ABCA are located (e.g. town hall library, website, etc.)
  - How the public can submit comments
- Host public meeting prior to proposal submission.

# Ranking Criteria



# Ranking Criteria

- Proposal must have passed Threshold Criteria to be considered for review and be “ranked”.
- **5 Ranking Criteria Sections**
  1. Community Need
  2. Project Description & Feasibility of Success
  3. Community Engagement & Partnerships
  4. Project Benefits
  5. Programmatic Capability/Past Performance (although reviewed as threshold on regional level)
- Each criterion is made up of sub-criteria
  - Answer each individually and enumerate each sub-criterion
  - Sub-criteria may be different per grant type and point totals vary

# Link Your Story Together

- **Community Need**
  - Here are the sites and the brownfield related issues in my targeted community and who I'm trying to help with this grant.
- **Project Description & Feasibility of Success**
  - Here's my step-by-step plan to address the brownfield site/sites causing the issues in my community, what I'm going to spend the money on, and where I'm going to get the rest of money to get to redevelopment.
- **Community Engagement & Partnerships**
  - Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made about the sites that impact them.
- **Project Benefits**
  - Here are the anticipated outcomes and how my targeted community will benefit (health, welfare, economic and non-economic) from redeveloping the brownfields sites.
- **Programmatic Capability**
  - Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.



# Community Need

# Grants that Work for YOU and Appeals to the EPA

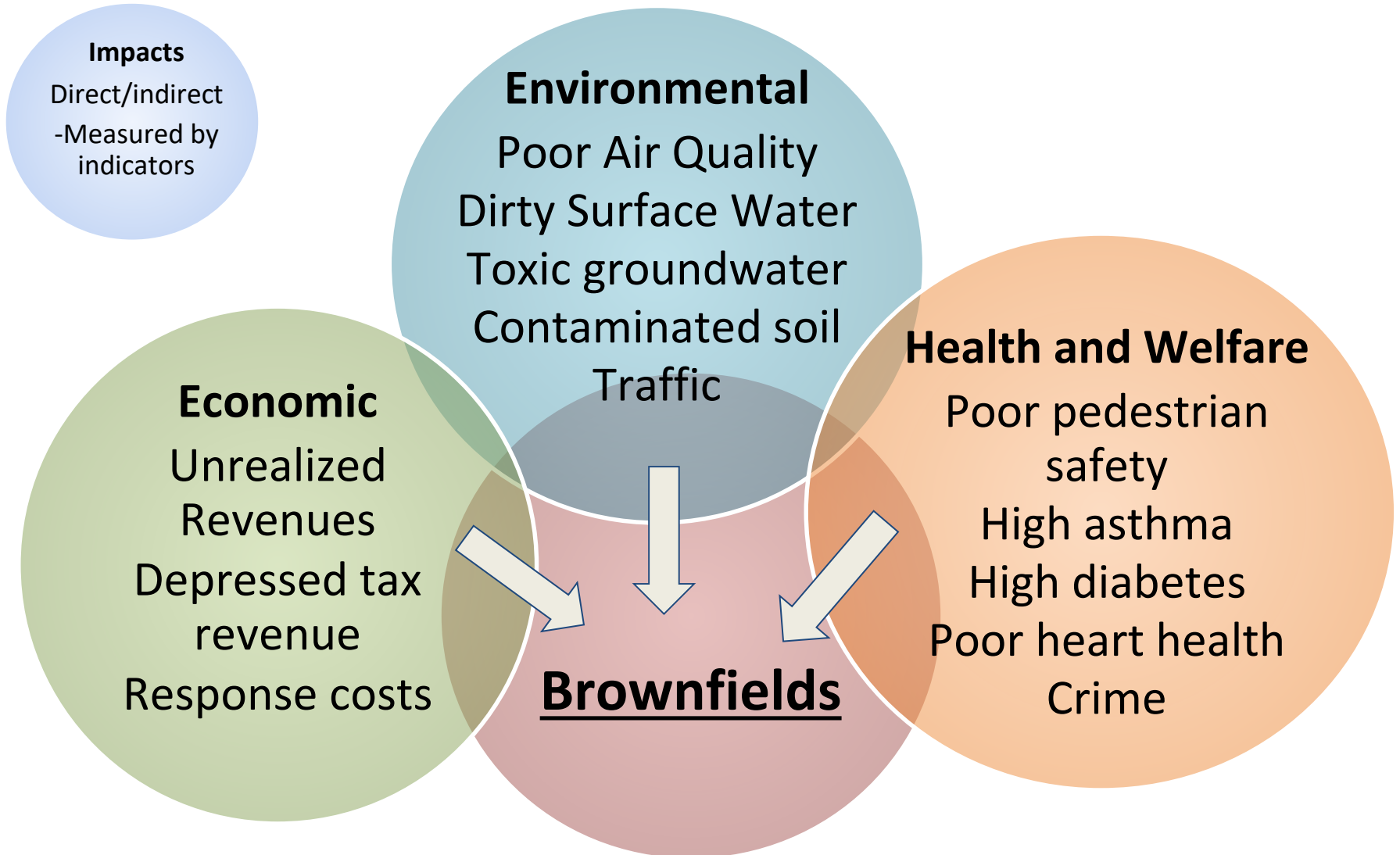
## **What is your story?**

Develop a specific focus to your grant program that is based on the unique needs of your community – *generic doesn't get funded*

Should be an intersection of:

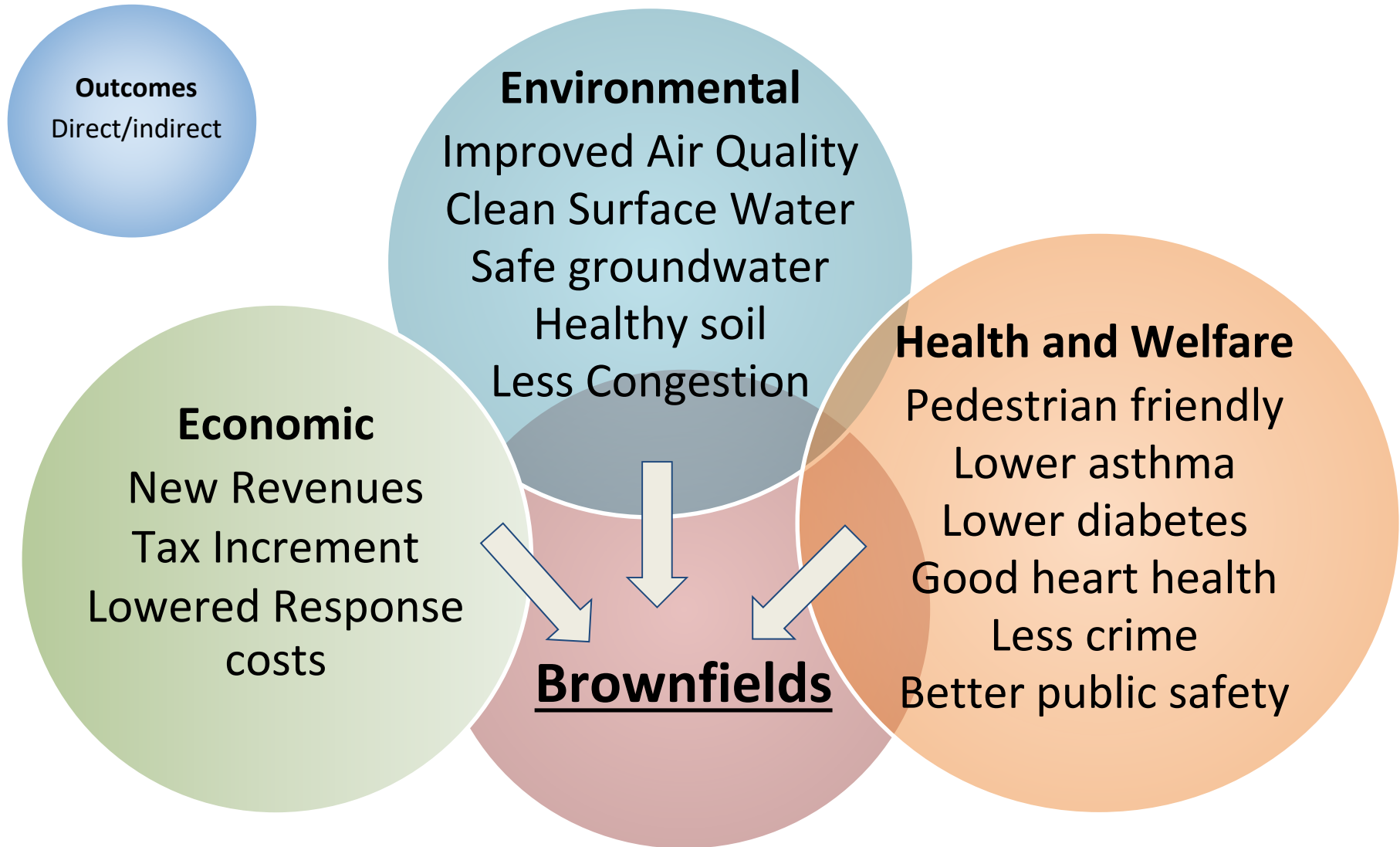
- Community Needs
- Community Benefits

# Telling the story- what's there and how do sites impact my community?





# Telling the story- how will addressing the sites impact my community?



# Community Need

## Targeted Community and Brownfields

### Clearly Identify Your Target Community!!!!

- Provide information on your city, town, or geographic area to provide context of brownfield challenges and the demographics of the targeted community.
- Use the ~~required~~ sample table format to provide demographic information (link to info sources included). **NEW!**

## Description of Brownfields-

- Describe the brownfield property(ies) to be addressed and proximity to and effect on your targeted community.

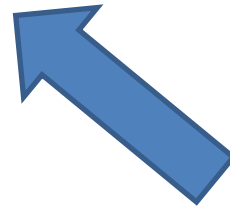
# Sample Stat Table

	Bracken	% of Total Pop	Fleming	% of Total Pop	Lewis	% of Total Pop	Mason	% of Total Pop	Robertson	% of Total Pop	United States
Total Population	8,279		13,792		14,092		16,800		2,266		281,421,906
White	8,161	98.57%	13,467	97.64%	13,933	98.87%	15,237	90.70%	2,236	98.68%	76.00%
Black	67	0.81%	249	1.81%	41	0.29%	1,059	6.30%	2	0.09%	13.00%
American Indian/Alaska Native	89	0.18%	9	0.07%	38	0.10%	38	0.27%	0	%	1.00%
Asian	0	0.00%	0	0.00%	0	0.00%	70	0.45%	11	0.49%	4.00%
Native Hawaiian/other Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1.00%
Hispanic or Latino	7	0.08%	107	0.78%	54	0.38%	231	1.38%	16	0.71%	13.00%
Low Income	888	10.73%	2,539	18.41%	3,943	27.98%	2,750	16.42%	487	21.49%	13.00%
Elderly (over 65)	492	5.94%	744	5.39%	784	5.56%	1,036	6.17%	156	6.88%	13.00%
Disabled (over 5 years or age)	3,818	46.12%	58.95	42.74%	4,851	34.42%	7,560	45.00%	922	40.69%	11.00%

Assessment Coalitions Applicants: Provide information on all coalition partners and their respective targeted communities.

# Description of Community and Brownfields

- Summarize some of the info in the chart
- Describe other general brownfield sites, industries that may be within your target area.
- What are the **real or perceived** negative environmental impacts?
  - contamination
  - ground water
  - air quality issues
  - sprawl
  - impaired urban runoff
  - stormwater issues
- **Proximity**- how do your brownfields and people interact- on purpose or accidentally?



While you may not have proof of direct causality, you make the assumption that the contaminants are present and have typical impacts.

# Cumulative Impacts of Brownfields

- Provide summary of other various cumulative environmental issues:
  - Power plants, incinerators, etc.

What other industries and activities may have been located in this area because of its past use or current state?

- No infrastructure investment resulting in environmental issues
- Environmental justice

# Impacts on Targeted Community

- Discuss the disproportionate impacts the brownfields have on **public health** and/or **welfare** and environment of your targeted community
- Describe health, welfare or environmental challenges in your community:
  - Cancer, cardiovascular issues, prevalence of smoking and drug use, diabetes, premature death, asthma
  - Use a chart for stats.
- If you are writing a cleanup grant you will talk about how the ***specific*** site impacts your community.

# Other Potential Impacts on Targeted Community

- Easily accessible health care not available
- Meth labs and drugs
- People using impacted water for food or recreation
- No greenspace for exercise contributing to obesity, diabetes, etc.
- No grocery stores so people can buy fresh, healthy food- food deserts are both urban and rural.
- Uncontrolled access to sites- places where kids break into or where nefarious activities may take place
- Educational issues
- Transportation issues

# Use a table

- You can use a table to provide much of the information but make sure you provide an explanation in the narrative

Site Name	Contaminants	Immediate and long term Health Issues	Proximity to target Community/Resources	Proposed End use if known
Coswell Cogs	PAHs, TCE	Cancer, nerve damage, kidney damage, reproductive issues	Residences within 500 feet, retirement home across the street, 20 yards from Kentucky River	Possible skate park pending other funding
Zippy Dry Cleaners	PCEs or Perc	Headaches, dizziness, neurological issues (memory, attention, vision)	Residences within 500 feet and school across the street, within 3 blocks of the river which is a state identified impacted waterway	Will be part of new retail development as outlined in city redevelopment plan.
Fred's Filling and Service State	Lead, PAHs, BTEX	Cancer, nerve damage, kidney damage, reproductive issues	Located with residential block of the target population, next to assisted living facility	Retail
Larry's Hardware	Lead, asbestos	Nervous system issues, blood pressure increases, reproductive issues, miscarriage, brain and kidney damage, lung scarring and cancer	Residential within a block, daycare next door, park within a block	To be determined but the property is encompassed in the city redevelopment plan.



# Community Financial Need

**Describe YOUR need. Most applicants fail to adequately address this.**

## Economic Conditions

- Describe why you need this funding and are unable to obtain other funding sources- low tax base, small population, persistent poverty, other economic issues
- Are resources being used for immediate concerns, but this is needed ?
- Describe how local economic conditions may have been made worse due to significant economic disruption- plant closures, natural disasters, etc.

## Economic Effects of Brownfields

- Elaborate on the demographic table and discuss the key economic effects (e.g. reduced tax base, etc.)
- Describe the other economic effects associated with the brownfields (blight, property vacancy, community disinvestments, burden on municipal services, etc.) and to the extent possible include quantitative data
- **Clearly site statistical data**



# Project Description

# Project Description

## 1. Project Description

This is where you get to pitch your project!

- Describe the activities that will be conducted with the grant funds-
  - Assessment- outreach, community planning, inventory, site selection, assessments, redevelopment support, etc.
  - Cleanup- talk about site situation, outreach, cleanup plan and proposed redevelopment
  - Give a good description of all stages of the project
- How the project aligns with your overall redevelopment plans-
  - How are the sites you identified in community need part of that?
  - How is the cleanup part of the plan?
  - What are the plans for those sites and others? What will they be?
  - How is that larger strategy and this grant related?

## 2. Project Description

- Describe how the activities will be completed in the three-year project period
- Address the timing of key project activities
  - Contractor procurement
  - Site selection
  - Cleanup timeline
  - Securing site access
- Discuss who will be responsible for conducting these activities- decision panels, consultants, etc.
- How will you engage the community (*brief here*)

# 2. Project Description-(Cleanup)

## 1. Existing condition of the property

- Contamination
- Current uses
- Buildings onsite
- Proposed redevelopment of the property
- How project aligns with community's revitalization plans

## 2. Proposed cleanup plan

- Cleanup plan and methods consistent with the **draft Analysis of Brownfield Cleanup Alternatives (ABCA)**
- Draft ABCA -required as an attachment

# Task Description/Budget Table

## Task Description

Provide a budget table and narrative to support:

- List the tasks required to implement the project
- Provide cost estimate and basis for each grant-funded task- how did you arrive at your number?

# Assessment Budget –EXAMPLE

Budget Categories (programmatic costs only)	Project Tasks					
	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	Total
Personnel	20,000	10,000				30,000
Fringe Benefits						
Travel <sup>1</sup>	5,000					5,000
Equipment <sup>2</sup>						
Supplies						
Contractual <sup>3</sup>		15,000	30,000	100,000	20,000	165,000
Other (specify)						
<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>30,000</b>	<b>100,000</b>	<b>20,000</b>	<b>200,000</b>

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> 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.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

## Task Description EXAMPLE - Task 1: Program Management

- **Personnel:** Community Planner - \$50/hour \* 400 hours = \$20,000
- **Travel:** Attend 1 Regional Conference: \$1,000 + Nat'l Brownfield Conference: \$4,000 = \$5,000

# Cleanup Budget –EXAMPLE

Budget Categories	Project Tasks				
	Program Management	State Oversight	Cleanup	Community Outreach	Total
(programmatic costs only)					
Personnel	20,000			5,000	25,000
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies	5,000				5,000
Contractual <sup>3</sup>		10,000	155,000	5,000	170,000
Other (specify) _____					
<b>Total</b>	<b>25,000</b>	<b>10,000</b>	<b>155,000</b>	<b>10,000</b>	<b>200,000</b>
<b>Cost Share<sup>4</sup></b>	<b>10,000</b>		<b>20,000</b>	<b>10,000</b>	<b>40,000</b>
<b>Total Budget</b>	<b>35,000</b>	<b>20,000</b>	<b>175,000</b>	<b>20,000</b>	<b>240,000</b>

**Cost Share**

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> 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.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.  
<sup>4</sup> Applicants must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in preaward negotiations.

- Don't include cost share that exceeds 20% requirement. Put this in leveraging section.



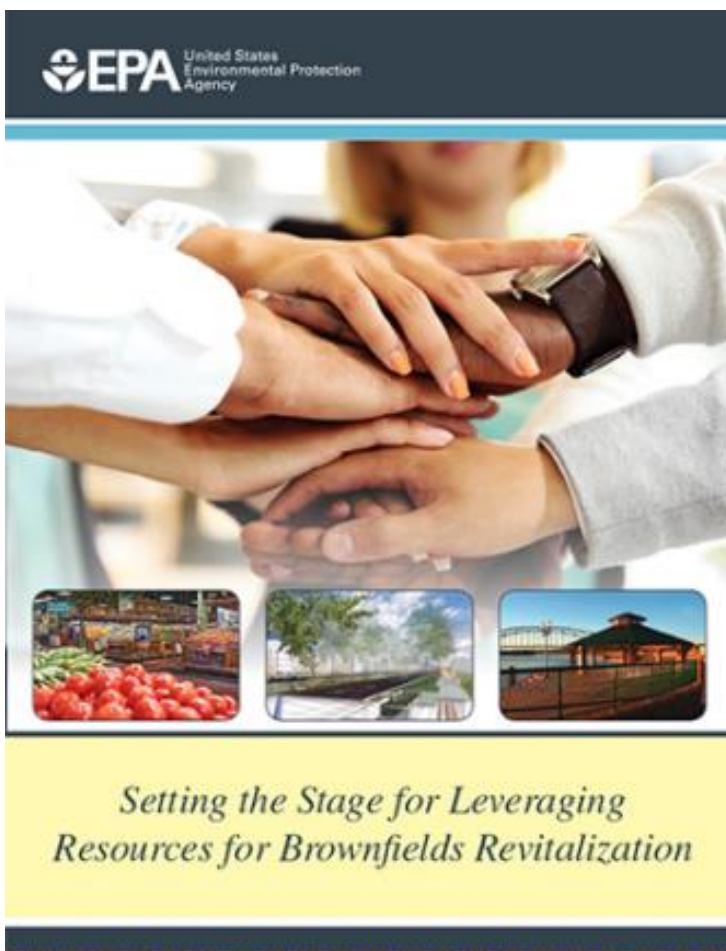
## 2. Project Description-

### Ability to Leverage

- Describe other sources of funding or resources that you **have or may be seeking** to ensure the completion of the project and long-term revitalization of your brownfields site(s).
- Attach copies of documentation for any firm leveraged resources identified.
- If you don't have sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources.

- If you provide in-kind services in the leveraging section, break them down like you would in the budget. What are they getting for \$10,000 in in-kind services?
- If you can tie leveraged dollars back to a specific site listed earlier, you can detail it here.
- Only grants with firm leveraging commitments get full points here.

# Setting the Stage for Leveraging Resources for Brownfields



[https://www.epa.gov/sites/production/files/2016-04/documents/final\\_leveraging\\_guide\\_document\\_4-19-16.pdf](https://www.epa.gov/sites/production/files/2016-04/documents/final_leveraging_guide_document_4-19-16.pdf)

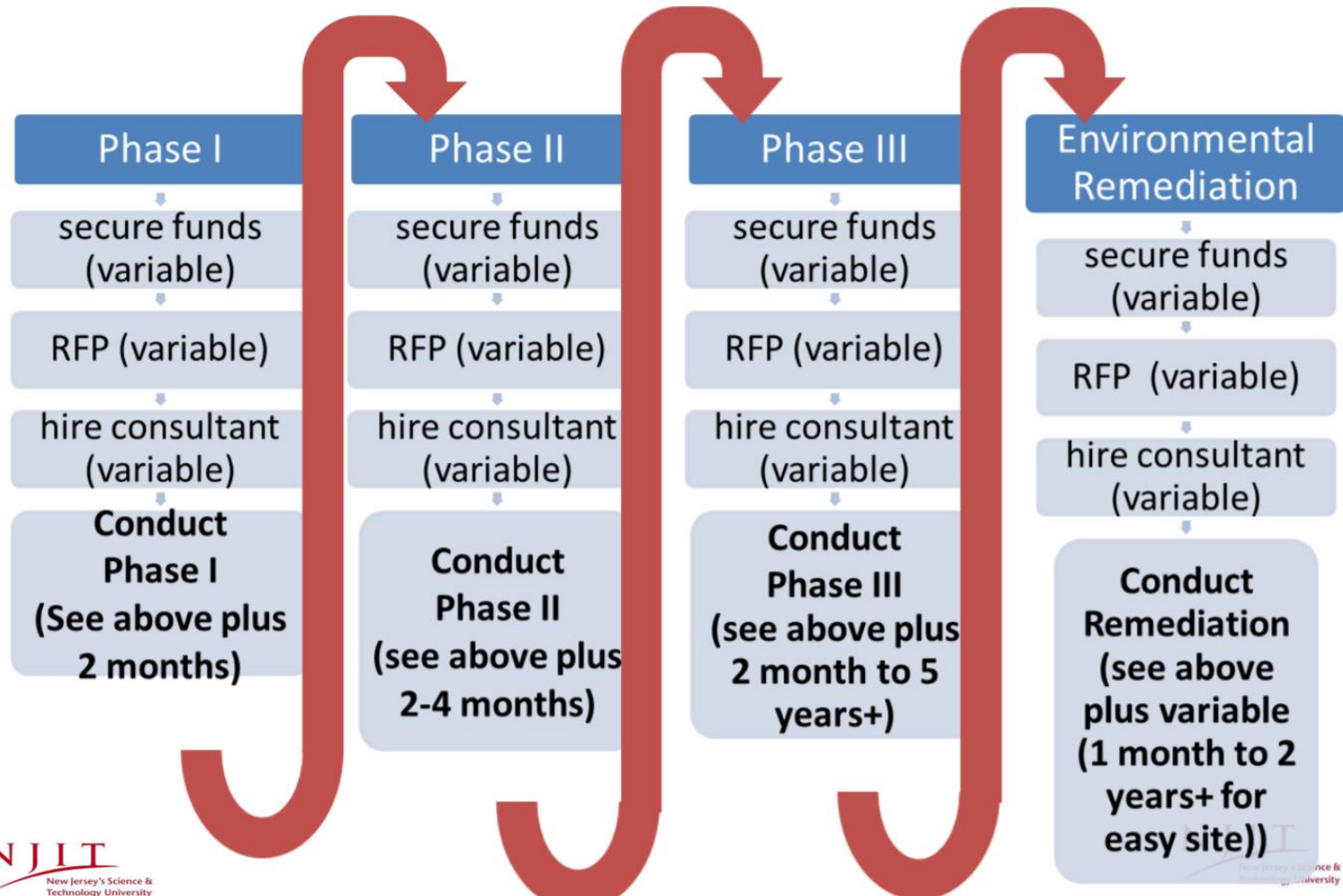


# **Community Engagement and Partnerships**

# Who is typically involved?



# Steps in the Brownfield Redevelopment Process



# Community Engagement & Partnerships

## Community Involvement Plan

- Describe plan for involving affected community during site selection criteria, cleanup and site reuse planning. Have you already done outreach that you can mention? How do you get input?

**Cleanup Applicants:** Describe plan for: addressing residents' health, safety, and disruption concerns; and, protecting sensitive populations and nearby residents.

## Communicating Progress

- Describe a plan for reporting progress to the targeted community
  - How will you keep the community engaged, how will they be able to provide comments?
  - Why is this the best approach?
  - How will feedback be incorporated into project?

# Community Engagement & Partnerships

## Partnerships with Governmental Agencies

- Describe efforts/plans to develop partnerships with:
  - local/state/tribal environmental agency which implements the brownfields program (us)
  - other relevant governmental agencies-HUD, Transportation, etc.
    - Include a health agency, if possible

***Describe the role they will play in your project/program***

- Address the following:
  - Planned and past efforts to forge partnerships



Better to have actual partnerships than a plan for partnerships.



# Community Engagement & Partnerships

## Partnerships with Community Organizations

- Describe your current efforts and plans to initiate and develop partnerships with community organizations
- Describe community organizations involved in your project and **what their role is** in the project. Get commitment letters that are unique-*not form letters*.
- Commitment letters should provide a sketch of the organization and their **specific role in & contribution** to project.

Target schools and colleges, churches, labor groups, environmental groups, cultural interest groups, civic groups, advocacy groups, community development organizations, chambers of commerce, etc.

Focus of this section is on community organizations, NOT governmental organizations, local municipal departments, or political members.

Involve partners that are relevant to your project plans.

# Community Engagement

- **Passive** community engagement *will not do* for this grant.
- **Active involvement** and representation should be sought.
  - Are you forming a brownfield committee?
  - Are you involving grass roots organizations?
  - Are you holding visioning sessions?
- **Community Meeting vs Community Forum**

Know the difference between *engaging* the public and *informing* the public



# Project Benefits

# 4. Project Benefits

## Health and/or Welfare, and Environmental Benefits

Describe:

- Health and/or welfare, and environmental benefits anticipated from this grant
- Environmental Benefits from this grant
- How these benefits will address challenges mentioned in the Community Need section.
  - Decrease direct exposure to contaminants mentioned in need section, improve water quality and potential exposure to carcinogens, improve air quality that impacts asthma, decrease the number of attractive nuisance properties, decrease crime, improve access to food and veg through neighborhood gardens

# Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

- Describe how your community or organization's policies, ordinances, planning or other tools encourage sustainable redevelopment? (think sustaining jobs, protecting resources and public health, and strengthening quality of life.)
- Describe your approach to integrate equitable development practices **or** livability principles.

# How does your project.....

- Provide transportation choices
- Provide equitable/affordable housing
- Increase economic competitiveness
- Support existing communities
- Leverage federal investment
- Reuse infrastructure
- Improve access to greenspace and recreational areas
- Improve access to healthy food
- Improve air and water quality
- Provide greener, healthier homes, buildings and schools

# 4. Project Benefits

## Economic or Community Benefits

Describe:

- The economic and/or non-economic (environmental and public use) benefits anticipated from this grant:
  - Employment, increase in tax base, increased investment
  - Recreation areas, environmental buffers, nonprofit and governmental uses of properties, health centers
- How these benefits will address challenges mentioned in the Community Need section.
- Any planned efforts to promote local hiring and procurement or to link members of the community to potential employment opportunities.

# Useful Tips

- Associate the project benefits with needs of the community and the community's vision for revitalization.
- Be as specific as possible when describing anticipated benefits. Quantify economic benefits.





# Useful Tips (cont'd)

***Carry themes from beginning to end of the proposal!***

- Discuss benefits expected from targeting resources towards addressing any themes/target areas/community issues identified in the Community Need and Financial Need sections.

<u>Target Area</u>	<u>Redevelopment Benefits</u>
Salvage Yard/ Factory	Waste/junk materials will be removed and recycled as applicable. Hazardous building materials (e.g. asbestos and lead-based paint) will be identified and abated, and buildings will be demolished. Underground storage tanks will be removed. Soil and groundwater contamination will be identified and cleanup begun to address potential vapor intrusion, inhalation, and direct contact concerns for area Hispanic residents. The sites will be redeveloped with low income housing and trails that connect to the Pretty Postcard Trail. Potentially contaminated storm water will be eliminated, protecting nearby Crummy Creek.
Former Township Dump	Waste materials will be removed and impacted soil will be identified and removed or capped to prevent future direct contact or particulate inhalation exposures. The site will be redeveloped with a community center and trails that connect to the Scenic Park and Historically Significant Trail. Potentially contaminated storm water will be eliminated, protecting the Smelly River.
Downtown Dry Cleaners	The full extent of the chlorinated solvent contaminated groundwater will be determined. If needed, groundwater cleanup will begin, and additional vapor extraction or barrier systems will be installed in area buildings, protecting residents and visitor from inhalation exposures. Downtown buildings then can safely be converted to mixed-use commercial / residential use.
Downtown Gas Stations	Underground storage tanks will be removed. Impacted soil will be identified and removed, and potentially impacted groundwater will be remediated to prevent future inhalation and vapor intrusion concerns. The sites will be redeveloped with mixed use development.



**Programmatic Capability/  
Past Performance**

# 5. Programmatic Capability/ Past Performance

## Programmatic Capability

- Demonstrate ability to manage grant and oversee the proposed work
- How will your organizational structure be used to ensure timely and successful expenditure of funds
- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner
- Who are your key staff, their expertise and qualifications
- How will you acquire additional expertise if needed (consultant)

## Audit Findings

- Address adverse audit findings
  - If you have had problems in the past how have they been addressed
  - Applicant must state that there is no adverse audit in proposal

# 5. Programmatic Capability/ Past Performance

## Past Performance & Accomplishments

Three categories from which to choose:

Applicants who are past/present Brownfields grantees

– OR –

Applicants who are not past/present Brownfields grantees but have received other federal/non-federal assistance agreements

– OR –

Applicants who have never received federal or non-federal assistance agreements

# 5. Programmatic Capability/ Past Performance

## Past Performance & Accomplishments

- Past/present Brownfields (Assessment, Cleanup, RLF, 128(a)) grantees describe:
  - Past grant(s) management & performance
  - Funding expenditure
  - Compliance
  - Accomplishments
  - Corrective action for past grant management issue

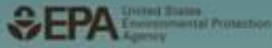
# 5. Programmatic Capability/ Past Performance

- Applicants who are not past/present Brownfields grantees describe:
  - Grant Management & Performance
    - Federal, State, Foundations (current/recent)
    - Projects similar in scope and no more than five
    - Purpose & Accomplishments
    - Compliance
    - Corrective action for past grant management issue

# 5. Programmatic Capability/ Past Performance

## Past Performance & Accomplishments

- Applicants who have never received federal or non-federal assistance agreements
  - Must affirm that your organization has never received any type of federal or non-federal assistance agreements
  - Will receive a neutral score



## 2017 Brownfields Federal Programs Guide



[https://www.epa.gov/sites/production/files/2017-06/documents/final\\_2017\\_bf\\_fed\\_guide\\_5-8-17.pdf](https://www.epa.gov/sites/production/files/2017-06/documents/final_2017_bf_fed_guide_5-8-17.pdf)



# **KY Brownfield Redevelopment Program**

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Questions???