

Community Need

Review the proposal guidelines below, the EPA Writing Strategies Document, and pages 1- 6 of Duluth example with the following questions in mind:

- How well does the proposal address the EPA strategy advice?
- What are the strengths of the section?
- What could have been done better?

Community Need (45 Total Points)

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 targeted community (both outputs and outcomes). This section of your narrative should identify your targeted community, as well as 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 environmental, health and/or welfare, and economic challenges faced by the targeted community as related to its brownfields. 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 targeted community.

All proposals should demonstrate how the grant will serve a community(ies) to address or facilitate the identification and reduction of threats to the health or welfare of children, pregnant women, minority or low-income communities, or other sensitive populations; and/or will serve a community(ies) that is unable to draw on other sources of funding because of the small population or low income of the community.

Coalition proposals should demonstrate it 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.

Targeted Community Description (5 Points): 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 brownfield challenges. Within this geographic area, identify and describe the targeted community where you plan to perform assessment activities, such as a neighborhood, district, corridor, census tract or other locality around which your project will focus.

Demographic Information (5 Points): Provide demographic information about your targeted community including pertinent indicators of population, unemployment, poverty, minorities, and income such as those shown in the suggested table below, and clearly cite the sources of your data.

Brownfields (5 Points): Describe your brownfields, as well as their proximity to, and effect on your targeted community. Provide information about the nature and extent of your brownfields such as past land uses and site activities, potentially related environmental issues or contaminants, and current conditions. Discuss the real or perceived negative environmental impacts associated with the brownfields.

Cumulative Environmental Issues (5 Points): In addition to brownfields, provide a summary 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 which may be present.

Impacts on Targeted Community (15 Points): Describe how the issues discussed in this section have resulted in a disproportionate impact on the targeted community. Provide information describing the threats to health or welfare of sensitive populations such as children, pregnant women, minority or low-income communities, or other sensitive groups in the targeted community potentially subject to environmental exposures, including brownfields. Discuss the impacts the brownfields have on public health or welfare of your targeted community, such as:

- possible aggravation of public health issues, such as a greater than normal incidence of diseases or conditions (including cancer, asthma or birth defects) that may be associated with exposure to hazardous substances, pollutants or contaminants resulting from cumulative environmental conditions, including brownfields, or
- other impacts on the general health and/or welfare of the targeted community

Economic Conditions (5 Points): Describe why you, as an applicant, need this funding and are unable to draw on other sources of funding because of a small population, low income or other factors of the targeted community. Describe how local economic conditions may have been made worse due to industrial decline, plant closures, natural disasters, or other significant economic disruptions.

Economic Effects on Brownfields (5 Points): Elaborate on the demographic table above (Section V.B.1.a) and discuss the key economic effects (e.g. reduced tax base, lost jobs and business opportunities, depressed property values, ongoing costs to secure vacant properties, etc.) of the brownfields on the targeted community. Describe other economic effects associated with brownfields such as blight, property vacancy, community disinvestment, burden on municipal services etc. To the extent that this discussion may include quantitative estimates and statistics, clearly cite the sources of such data.

Project Description and Budget

Review the proposal guidelines below, the EPA Writing Strategies Document, and pages 6 - 10 of Duluth example with the following questions in mind:

- How well does the proposal address the EPA strategy advice?
- What are the strengths of the section?
- What could have been done better?

Project Description and Feasibility of Success (50 Total Points)

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.

Proposals will be evaluated on the quality and extent to which you demonstrate:

- How your project will further the targeted community's land use and revitalization plans or vision;
- a reasonable approach and methodology to achieve project goals;
- a realistic basis for project costs; and
- the availability of, and access to, sufficient resources to complete the project.

All proposals should demonstrate how the majority of grant funds are allocated for tasks directly associated with environmental site assessment.

Project Description (10 Points): Describe the project that will be funded under this grant and how the project aligns with the targeted community's land use and revitalization plans. In addition to the description of the grant-funded assessment work, describe the redevelopment strategy or projected redevelopment for the property or properties that are assessed.

Project Management Approach (5 Points): Describe the project management approach which will be used to ensure completion within 3 years (address timing of contractor procurement, site selection, and site access).

Task Description (15 Points): List the tasks required to implement the proposed project. Describe the work that will take place under each task including grant-funded work and any supplemental work or services necessary to carry out the project that will be funded by sources other than this grant. Identify and enumerate specific outputs from the project, which may include, but are not limited to, Phase I environmental site assessments, Phase II environmental site assessments, site cleanup plans, area-wide plans, or site inventories.

Provide a cost estimate for each **grant-funded** task, which describes the basis for the estimated costs, and specifies costs by the budget categories shown in the table below. 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).

Budget Table (5 Points): Using the sample table format below, indicate how EPA grant funds will be used for the specific tasks described above. Specify the costs by budget category. Include **ONLY** EPA grant funds in this table. Applicants requesting hazardous substance 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 substance funds from petroleum funds. Task descriptions and budget estimates must distinguish hazardous substance funds from petroleum funds.

Budget Table (5 Points): Using the sample table format below, indicate how EPA grant funds will be used for the specific tasks described above. Specify the costs by budget category. Include **ONLY** EPA grant funds in this table. Applicants requesting hazardous substance 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 substance funds from petroleum funds. Task descriptions and budget estimates must distinguish hazardous substance funds from petroleum funds.

Community Engagement and Partnerships

Review the proposal guidelines below, the EPA Writing Strategies Document, and pages 10 -12 of Duluth example with the following questions in mind:

- How well does the proposal address the EPA strategy advice?
- What are the strengths of the section?
- What could have been done better?

Community Engagement and Partnerships (35 Total Points)

This section of your proposal demonstrates how you will inform and involve the community and other stakeholders during the planning and implementation of your project. Your responses to the criteria will also explain how your proposed community engagement plan will meet the needs of the targeted community identified in the Community Need (Section V.B.1) portion of your proposal and identify the stakeholders and partners necessary to achieve the benefits discussed in Project Benefits (Section V.B.4). Proposals will be evaluated on the

quality and extent to which your proposal demonstrates actions or plans to involve relevant stakeholders.

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;

Plan for Involving Targeted Community and Other Stakeholders and

Communicating Project Progress (15 Points): Discuss your plan for involving the targeted community 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).

Describe your plans for communicating the progress of your project, addressing the needs of the targeted community, to community members. The description should include a discussion of why the plans identified are appropriate for the targeted community.

Partnerships with Local/State/Tribal Environmental and Health Agencies (5

Points): Describe your current efforts and plans to initiate and develop new, or to access existing, partnerships with the following governmental entities, including a description of the role they would play to ensure your brownfields project is successful: your local/state/tribal environmental and health agencies as applicable to your state and local procedures – please briefly explain your local environmental oversight structure.

Partnerships with Other Relevant Federal, State and Local Governmental

Agencies (5 Points): Describe your current efforts and plans to initiate and develop new, or to access existing, partnerships with the following governmental entities, including a description of the role they would play to ensure your brownfields project is successful: other relevant federal, state, and local governmental agencies.

Partnerships with Community-Based Organizations (10 Points): Describe your current efforts and plans to initiate and develop partnerships with community organizations and discuss how they will be involved in the planning and implementation of your project.

- Include a description of each organization involved in your project.
- Describe the role and affirm commitments that each of these organizations will make in planning and implementation of the project. EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.

- Letters of Support - These letters should discuss the organization's support of the project, and describe and affirm their roles and the commitments they make to the planning and implementation of the project. The numbers of partners is not as important as the contributions of their organization.

Project Benefits

Review the proposal guidelines below, the EPA Writing Strategies Document, and pages 12 - 14 of Duluth example with the following questions in mind:

- How well does the proposal address the EPA strategy advice?
- What are the strengths of the section?
- What could have been done better?

Project Benefits (30 Total Points)

This section of your proposal describes the anticipated outcomes and benefits expected from your project in the context of the needs you demonstrated in the Community Need (Section V.B.1), the broader planning efforts as discussed in the Project Description (Section V.B.2), including sustainable redevelopment and the near-term efforts to support sustainable environmental practices in the community. It will also describe how the outcomes of this assessment work will contribute to the community plan for the revitalization of brownfields sites.

Proposals will be evaluated on the quality and extent to which they demonstrate the potential of the project, or the development plan for the project area to, realize significant outcomes and benefits to the health/welfare and environment of the community, facilitate environmentally sustainable redevelopment planning, and stimulate economic or non-economic benefits.

Note that most of these sub-criteria present an either/or option for response – allowing some portion of each sub-criteria to apply to all applicants.

Health and/or Welfare and Environment (10 Points): Describe the health and/or welfare and environmental benefits anticipated from this grant (or broader project). Describe how these benefits will address the health and/or welfare and environmental challenges in the Community Need (Section V.B.1).

Programmatic Capability and Past Performance

Review the proposal guidelines below, the EPA Writing Strategies Document, and pages 14 - 15 of Duluth example with the following questions in mind:

- How well does the proposal address the EPA strategy advice?
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- What could have been done better?

Programmatic Capability and Past Performance (40 Total Points)

This section of your proposal demonstrates that your organization (“the applicant”) has programmatic capability (experience, knowledge and resources, or ability to obtain them) 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. Proposals will be evaluated on the quality and extent to which your proposal demonstrates the ability of your organization to successfully manage and complete the project, considering your programmatic and administrative capacity, plans for measuring and reporting your outputs and outcomes, and your past and/or current performance under federally and/or non-federally funded assistance agreements (past and current).

Programmatic Capability (24 Points): 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.

Audit Findings (2 Points): 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.

Currently or Has Ever Received an EPA Brownfields Assessment, Revolving Loan Fund, or Cleanup Grant (14 Points): Identify and provide information regarding each of your current and most recent EPA Assessment, Revolving Loan Fund or Cleanup 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 following:

1. Compliance with grant requirements [7 Points]:

Discuss your compliance with the work plan, schedule and terms and conditions. Include whether you have made, or are making, sufficient progress towards achieving the expected results of the grant in a timely manner? If you are not, please explain why. What corrective measures did you take, or are you taking, and how did you document and communicate them? Discuss your history of timely and acceptable quarterly performance and technical reporting, as well as, ongoing Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting.

2. Accomplishments [7 Points]:

Describe the accomplishments and specific outputs of your grant-funded program. Discuss whether these outputs and outcomes were accurately reflected in ACRES at the time of this proposal submission, and if not, please explain why?

Planning, Policies, Ordinances or Other Tools (5 Points): Describe how your community is using planning, policies, ordinances or other tools to foster and implement sustainable redevelopment. Provide examples which may be pertinent to the proposed project such as using existing infrastructure, green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy.

Example of Efforts to Integrate Equitable Development or Livability Principles (5 Points): Provide one example of efforts you have taken in your planning to integrate equitable development or livability principles for cleanup and revitalization of brownfields, such as improved transportation choices, affordable housing, and other considerations.

Economic Benefits or Other non-Economic Benefits (5 Points): Discuss economic benefits, such as increased employment and expanded tax base, through the redevelopment of sites assessed under this grant. Be as specific as possible; OR, discuss other non-economic benefits associated with sites to be reused for greenspace or other not-for-profit activities. Examples may include areas redeveloped for uses such as parks, recreation areas, greenways, environmental buffers and other not-for-profit, governmental or charitable organization spaces libraries, schools, health centers, community centers, fire stations, etc.

Planned Efforts to Promote Local Hiring and Procurement (5 Points): Describe any 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.