FY2027

Helpful Hints for EPA Brownfields Community-wide Assessments for States and Tribes

TAB Technical Assistance to Brownfields | Kansas State University



Criteria CWAGST	Helpful Hints
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (40 POINTS) A common pitfall of this section is to write too much upfront and lose points in other sections: Be Concise: Start with a brief introduction for the overview that sets the context. Avoid lengthy explanations and plan to expand on the details throughout the grant narrative. This keeps the reader engaged and assists you with a "cohesive" grant narrative. Use Minimal Statistics in this section and compare and contrast data. For example, "City unemployment is 10% compared to county unemployment at 4%." Always provide sources for your statistics.	
Target Areas and Brownfields (20 points)	
1.a. Overview of Brownfield Challenges and Description of Target Areas (5 points)	Describe the location of your brownfields within the geographic boundary(ies) - (not to be confused with target area). Your geographic boundary(ies), which usually is the jurisdiction of the State or Tribe, will be larger than your target areas. When discussing brownfields challenges and their impacts within the geographic boundary **(why do you have these brownfields, why are they a problem, who is affected and how)**: ● Include background information on any brownfield challenges (e.g., loss of jobs, high unemployment, loss of tax base, etc.) ● Reference the estimated number of brownfields in the area so the reviewer can see the magnitude of your brownfield problem. ● Demonstrate cumulative impact of brownfields on surrounding communities and how residents are overburdened when compared to the county, region, or other large areas - see Cumulative Impacts Explained | US EPA. ● Focus on the brownfields challenges for the impacted community (blighted properties, higher crime rate, job loss, etc.) and **how this grant will help alleviate or address those challenges.** Search your State or Tribal environmental databases for evidence of known releases. Additional resources are also available in the *Brownfields Grant Research Links* Guidance Document. Support your statements by highlighting ***only key*** statistics (e.g. population loss over time, poverty, unemployment, job loss, etc.) that you present in subsection 4.C.2. Community Need and Community Engagement. The information you provide here should **support the statements** you make about revitalization goals and community need in the following sections of your application. ● With respect to the three (minimum) required target areas, make sure at least one target area is in a metropolitan area and another is in a non-metropolitan area. Clearly identify and describe your target areas. Include information on population size to inform the reviewer of the nature (urban or rural) of the communities. Provide a description based on physical surroundings. Examples include proximity to a known body of water, interstate(s), major industry (like a port), or known landmarks. Target areas cannot overlap.

1.b.Description of the Priority Brownfield Sites (10 points)	Provide a clear overview of the priority brownfield sites in each target area. *Note - a response that does not discuss at least five priority sites and at least one priority site in each target area will be evaluated less favorably. See Item J.20. in the **FY2027 FAQs** for more information.* When describing the priority property(ies) within the target areas: ● Clearly identify priority brownfield sites and describe in detail why they are a priority for assessment and subsequent reuse (significant environmental/health/community concerns, unsafe structures/property conditions, good redevelopment potential, etc.) and who determined them to be a priority (did the community have input?). ● Describe the location of the priority brownfield sites, e.g., center of town, outskirts, close to or near neighborhoods/schools, densely populated impoverished/minority neighborhoods, etc. ● What is the potential for **existing contaminants to impact surrounding residents, sensitive populations? waterways?** ● Indicate the previous property use(s) and how it is related to the contamination. Some examples as to why sites are a priority for assessment and subsequent reuse: • good redevelopment potential or part of a larger redevelopment project in the community • significant health impacts or potential exposure impacts to residents • community concern – Sites are in the midst of a neighborhood, proximal to schools or parks, and/or unsafe, unsecured, attract vagrants, etc. Review the Other Factors checklist in 6.C.1., p.40, and describe if any of those factors apply (i.e. is the site adjacent or near a body of water or federally designated floodplain, is the site impacted by mine-scarred lands, etc.). Bodies of water can be large or small and might include lakes, rivers, creeks, marshes, wetlands, or floodplains. Describe the extent of the brownfields problems including impacts to the health and well-being of people near the priority sites. Please see Section III, Environmental Information for Target Areas and Priority Sites in the *Brownfields Grant Research Links* Guidance Document. Do not include detailed demographic and health data here - refer the reader to the appropriate 4.C.2. subsection where this information is detailed.

1.c. Identification and Prioritization of Additional Sites (5 points)	Describe the selection process and prioritization criteria (immediate job creation, removal of contaminants to prevent exposure, motivated developer, etc.). Criteria should include consistency with the criteria used to prioritize the existing targeted brownfield sites. If you have not yet established brownfields inventories within the target areas, consider using some of your grant funds to do so. You can mention an existing or planned inventory as a way to identify additional sites. Consider describing how you will receive stakeholder input to identify additional sites. Will you have an online form where community members can nominate a site? Will you conduct outreach to commercial realtors and developers?
Revitalization of the Target Areas (10 points)	
1.d. Reuse Strategy and Alignment with Revitalization Plans (5 points)	Try to give the reviewer a strong sense reuse/redevelopment is likely to happen after the assessment and subsequent cleanup, if necessary, are completed. It is important to identify productive reuses for the priority sites, even if it is just speculative at this time. Are there existing community comprehensive plans, master plans, Comprehensive Economic Development Strategy (CEDs), or similar public documents for the target areas? If so, refer to these, including the document date, and explain how reuse plans for the priority sites are consistent. If there are no such formal plans, describe how the projects align with community priorities and how and when these priorities were established. Mention if updates to these plans are in process. Describe how the community has been involved with the development of comprehensive or master plans, reuse strategy, vision, or other reuse/revitalization decision-making efforts. The proposed reuse of the sites should align with solutions to the challenges presented in 4.C.1.a. Overview of Brownfield Challenges and Description of Target Areas.
1.e. Outcomes and Benefits of Reuse Strategy (5 points)	Link the outcomes and benefits of the projects, consistent with the issues described in 4.C.1.a. Overview of Brownfield Challenges and Description of Target Areas and 4.C.2. Community Need, to your target communities. • Provide specific anticipated outcomes and economic improvements, such as X% increase in tax base, number of jobs this project may create, etc. Specify how many acres of reusable land will be available if all sites get assessed and/or cleaned up. If you cannot be specific, provide a realistic estimate based on reliable resources. Review how EPA defines "Outcomes" in 3.A.4.ii., p.12. • If applicable, describe how the project preserves greenfields, creates or adds to a park, greenway, recreational property or other property used for non-profit purposes. Provide metrics such as X acres of new greenspace in a low-income neighborhood, X number of pocket parks in developed areas, X square miles protected from sprawl, etc. • If applicable, identify specific regulations, programs or policies that will provide long-term management and preservation of greenspace. This may include land use restrictions, zoning, easements, land trusts, and maintenance. If land use controls do not yet exist, discuss any efforts or plans to develop these. • If applicable, describe space for not-for-profit, governmental, or charitable organizations, including amount and type of space provided, and how these improve the livability of community.

Strategy for Leveraging Resources (10 points)	
1.f. Resources Needed for Site Reuse (5 points)	Use positive and active verbs, such as "we are working on...", "we will commit...", "we have applied for...". All leveraged funding should be easily identifiable including the source of the funding, activity being funded, and amount. Do not just list random funding received/sought, but make sure the reviewer can clearly see how it links to your assessment, future cleanup (if needed), and redevelopment project. It is important to note leveraging resources that have been secured and those that are pending or being sought (e.g., applied for a grant.) Applications which demonstrate some level of secured funding will be viewed more favorably. • Discuss eligibility and plans for leveraging funds from other sources in order to show commitment to reusing the property once it is assessed and any cleanup is accomplished. • If you have not already secured leveraged funding, demonstrate you have the ability to leverage funds and describe the ones you are pursuing. Describe possible local, state, federal, or regional resources. The more variety, the better. Local commitments are especially important. Think about what your communities or other partners can contribute and discuss it here. EPA targeted brownfields assessments (TBAs), completed or proposed, are examples of leveraging. Examples of funding resources include other federal funding (e.g. HUD, EDA, USDA, etc.), Opportunity Zone developer tax credits, State Tax Credits, local funds (such as tax increment financing zones), philanthropic foundations, and traditional private financing. ***See C.8. in the FY2027 FAQs for more leveraging information.***
1.g. Use of Existing Infrastructure (5 points)	Infrastructure refers to roads and utilities (sewer, water, electricity, broadband, etc.); transportation (bus, train or air); other energy and telecommunications, and even housing and business services needed to support redevelopment. Be as inclusive as possible. Note that EPA includes “buildings” as an example of infrastructure in the Guidelines; consider if buildings at your priority sites could have value for proposed reuses. Include information about the reuse of existing infrastructure at the priority site(s) or target area. Indicate if the infrastructure in place (water, sewer, electricity) was built for large capacity industrial or commercial activities and whether you believe it can be used for your proposed reuse. Describe the benefit of using existing infrastructure: • money and energy savings, reuse/recycling of materials, etc. • avoiding construction noise, dust and traffic associated with building new infrastructure. • preservation of history and culture of an area (applicable to preservation of historic buildings) • if applicable, explain how your project can/will lead to any sustainable reuse of buildings or structure If additional infrastructure is needed, discuss what is needed and the plan for how funding will be sought or provided. Please see the Infrastructure Evaluation (epa.gov) for discussion of infrastructure needed during brownfields redevelopment.

	The benefits of infrastructure upgrades while redeveloping brownfields may include: • energy efficient building construction (energy efficient lighting, heating, cooling, building materials), • replacement of lead pipes or updated septic or sewer systems, • connections to public drinking water sources for residential developments, • traffic and pedestrian safety features, and • mitigation of vehicle congestion and air pollution
2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (35 POINTS) This section focuses on community needs, especially communities within your geographic boundaries and target areas that cannot secure funding because of small populations and/or low income. Community needs should tie back to Section 4.C.1.a. Overview of Brownfield Challenges and Description of Target Areas.	
2.a. The Community's Need for Funding (5 points)	*Note: if the inability to draw on initial sources of funding is not due to the small population and/or low income of the community then your **response may only earn up to two points out of five points**.* Community is described as the city(ies), towns(s), or geographic area(s) targeted in the application. • With a focus on small population and/or low-income of the communities, explain the need for funds and how these communities will be served and benefit from these grant resources. • Identify what economic conditions, limited taxes, or other situations limit the funding available for addressing your brownfields sites. • Support your statements by highlighting **key** statistics (population loss over time, poverty, unemployment, job loss). • Explain why the community has no other source of funding for the proposed assessment or redevelopment planning activities. • Describe the economic impacts of your brownfields. For example: Did prospective employers back out because of environmental unknowns of the property they were looking at? Does the community have to pay for maintenance of the brownfield site(s)? Is there an increase in policing required because of the brownfields? How will this grant address these issues? ***Please see C.12.. in the FY2027 FAQs for additional examples and links to resources for demographic information.*** Also, please see Sections I. and IV.: "Demographic Information" and "Community Need and Economic Information" in the *Brownfields Grant Research Links* Guidance Document. Use statistics (with citations) to support your statements about small population, low income, or other relevant demographics that show need: • Review sales tax data or assessed valuations of property to identify downward trends that demonstrate brownfields have been a partial cause of financial impact to the target areas and made other funding from taxes unavailable.

	• Define the targeted area populations to demonstrate the lack of tax base in small population areas. • If beneficial statistically, focus your census data and describe the adverse impact of brownfields on a subset of the population (ex. consider using census blocks rather than census tracts).
2.b.Health or Welfare of Sensitive Populations (5 points)	Sensitive populations are those likely to experience elevated health risks from pollution. This includes young children, the elderly, and pregnant women. However, there is no one definition of a sensitive population. Prior to writing this subsection, s***ee S.4. in the FY2027 FAQs for more information about sensitive populations.*** Additional information can be found in Section II. Health and Welfare of the Community in the *Brownfields Grant Research Links* Guidance Document. Include demographics on sensitive populations (children, elderly, or people with chronic conditions) in the target areas. If the sensitive populations statistics do not support your application favorably, focus on those statistics that reflect the sensitive nature of the community (lack of medical services, food desert, veterans population, etc.). Discuss the proximity of residential areas, hospitals, schools, daycare facilities, or elder care and assisted living facilities to brownfield sites. For communities with limited data, use any and all available information to provide a picture of the impact brownfields have on communities in target areas. Severity of health **or** welfare: • Include health effects in the community that are possibly directly or indirectly caused by contaminants present at the brownfield sites in the target area. This can include infant mortality rate, incidence of asthma and cardiovascular diseases, cancer, diabetes, low life expectancy, etc. • Do not forget mental health (depression may be linked to the presence of brownfields). • Is the brownfield site an attraction to crime or unsafe activities or located in an area of high crime? Will the project reduce these threats? Contact your local health department for any statistics that support your discussion. If the community has a Community Action Program (CAP) that serves sensitive populations, review their Community Needs Assessment. Local and Regional Hospitals also provide a Community Health Needs Assessment for communities. If data is not available at the target area level, explain how the data used (i.e. city or county level data) is representative of the target area. ***See C.12. in the FY2027 FAQs for more examples of health, welfare, environmental, and other demographic information that may help you provide information about your community, and C.13 for examples of health and/or welfare issues that may result from extreme weather and natural disasters.*** Additional information can be found in Section II. Health and Welfare of the Community in the *Brownfields Grant Research Links* Guidance Document.

	Describe how the grant funds will address these threats (i.e. if greenspace is created, correlate how it will promote outdoor recreation, exercise, etc. that will improve the health and welfare of these sensitive populations). Discuss how your project and associated reuse strategy will identify and mitigate human health risks, via removal of contaminants, prevention of pollution (via zoning, codes, etc.), and prevention of future brownfields through sustainable redevelopment. Include the addition of sidewalks or bike lanes that will provide pedestrian safety, better walkability, and transportation alternatives.
2.c. Greater Than Normal Incidence of Disease and Adverse Health Conditions (5 points)	Address cancer, asthma, and birth defects rates that may be associated with exposure to hazardous substances, pollutants, or contaminants known (or suspected) to exist in your target areas, particularly at the priority sites, if possible. If other statistics are elevated, such as diabetes, cardiovascular diseases, lower life expectancy, etc., mention it and make a potential connection with your brownfields. Work with the local or state health department to gather data on incidence of disease and adverse health conditions for your target areas. Use negative trends or disproportionate percentages to demonstrate negative health impacts in your target areas. Compare local data to regional, state, and federal statistics. ***In the FY2027 FAQs, see C.12. for Tools to locating this information for your Community and Section S.*** Other resources can be found in Section II. Health and Welfare of the Community in the *Brownfields Grant Research Links* Guidance Document. Describe how you have and/or will prioritize brownfields that contribute to impacts on residents who are already experiencing greater cumulative public health threats or greater than normal incidence of disease or adverse health conditions (i.e., if a community is potentially impacted by proximity to a power plant or heavily used highway, as well as proximity to brownfields, explain this situation and the urgency for alleviating impacts to their health, such as asthma or heart conditions). Indicate this grant will allow you to identify and address those issues for those residents impacted. Describe how the project and reuse strategy may help reduce or mitigate impacts to the health of the target population by assessing contaminants at the site which can lead to cleanup and redevelopment of the sites.
2.d. Disaster Preparedness (5 points)	Describe how this project will improve local resilience to extreme weather and natural disasters: • Projects may include upgrading stormwater controls to reduce local flooding in the target area, increasing local food production, providing landscaping with trees, or landscaping with climate-appropriate native plants and maximizing green space to minimize urban heat index, etc. • Review *Plan for Brownfields Redevelopment Success: Resilient Brownfields Planning* • See Section S "Brownfields, Public Health, Extreme Weather, and Natural Disasters" in the FY2027 FAQs for more information. Please refer to Section II Health and Welfare of the Community and Section V. Alignment with Sustainability and Resiliency *in Brownfields Grant Research Links* • See *Brownfield Grants as a Tool for Disaster Planning and Recovery* - www.cclr.org

	If you have considered any measures that will improve local resilience to extreme weather events and natural disasters, facilitate the use of renewable energy, or improve energy efficiency as part of the reuse strategy, mention it in this section and include the page number in your Other Factors Checklist.
Community Engagement	
2.e.Project Involvement (5 points)	Use the suggested table provided in 4.C.2., p.19, in the Guidelines for information in 2.e. and 2.f., or use a format that is legible and includes the information on the table provided. This clearly and concisely provides the information requested by EPA and will facilitate the review for those reviewing your application. Partners should be local organizations that are relevant and have a key interest, commitment, and role in the proposed project. For example, if your projected reuse is housing, then a strong partner may be one with relevant expertise in housing. ● If a community is small or remote enough that no local community organizations exist, make sure you explain this situation, but also indicate how your community is engaged with the project. Your local Chamber of Commerce, citizen groups, environmental organizations, etc., qualify as community organizations. Schools, Churches and youth groups in the community also qualify. ● Identify community partners for each Target Area. ● Include a diverse list of partners *covering multiple aspects* of your project. Try to include organizations such as local citizen groups, environmental groups, developer groups, chamber(s) of commerce, and property owners, as well as governmental/public entities supporting brownfield redevelopment such as the local health department, local community college or university, local and regional economic development agencies and local brownfield and environmental departments. ***See E.4, E.5, and E.6 in the FY2027 FAQs for more information about roles partners may play in the grant process.***
2.f. Project Roles (5 points)	Letters of Commitment from your partners are not required. ● Diversify your partnerships by covering multiple aspects of your project to include at least one community-based and/or community liaison representing residents directly affected by work in each of the Target Areas. For example, there may be state organizations, governmental departments, health departments, local organizations and businesses, nonprofit organizations, community groups, etc. ● Clearly explain each organization's role, even if it seems obvious. Remember the EPA reviewer may be from another area of the country and unfamiliar with local organizations. ● Sometimes quality is better than quantity when it comes to partnerships. ● If a community is small or remote and no local community organizations exist, address this in this section and show how your community is engaged with someone such as your local Chamber of Commerce, citizen groups, environmental organizations, schools, etc. who may be considered as an acceptable substitute for community organizations in this unusual situation.

	• Have your partners review and provide input on your application! EPA may randomly check up on partners to ensure they are fully aware and knowledgeable of their role in the project. • Meet with and discuss your application with your potential partners early.
2.g. Incorporating Community Input (5 points)	Develop a clear, complete and robust community engagement program. See KSU TAB "Community Engagement Process".pdf and U.S. EPA: Capacity Building Through Effective Meaningful Engagement, Some examples of involving the affected/target community include: • Holding public meetings (preferably in the Target Area(s)) where the progress/result of the assessment project is explained, engaging the community up front in site selection/prioritization and with re-use planning for the sites and target areas. • In addition to public meetings, web sites, social media, newspaper, and newsletters are mechanisms you can use to provide updates to the community and ask for feedback/comments. • Indicate if you already have a process or community engagement plan you've successfully used in your community. Explain how your methods are appropriate for your community (i.e., most of your community members work during the day so you schedule your meeting in the evening when more are available to attend; you offer childcare to encourage parents to attend, etc). • Address any language barriers within your targeted community. If needed, plan to provide translation services (for meeting invitations, meetings, documents). If all of your community speaks English, then be sure to mention this so the reviewer doesn't think you've missed this aspect. • Address the needs of sensitive populations - for example, provide ADA accessible meeting space if your targeted community consists of a high percentage of seniors. • Consider various methods of reaching and receiving feedback from sensitive populations, such as remote videoconferences, radio, street fairs, surveys, etc. • Make sure your community engagement includes soliciting input from the community and responding to the input, not just updating them on site progress.
3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS (45 points)	
Description of Tasks/Activities and Outputs ***Prior to beginning the draft of this section, please read the introductory narrative on p.32 of the Guidelines for important information!***	
3.a. Project Implementation (10 points)	If possible, use the provided Sample Format for Tasks/Activities, found in 4.C.3., p.20, of the Guidelines. List and describe the tasks necessary to complete for your project to be successful. Multiple activities may be grouped under one task. For example, the task "Project Management" may include contractor procurement, reporting, etc. Your tasks/activities should represent a sound and efficient plan for performing the overall project. Ensure that each task includes information on the task lead, anticipated outputs, estimated cost, and start and end dates. Review ***Section G "Use of Grant Funds" in the FY2027 FAQs to become familiar with activities which can be funded by your grant.***

	Be realistic with your tasks and number of outputs. For instance, if you know a priority site requires a complex site investigation to be able to develop an ABCA, then consider that in your budget. Avoid listing outputs that will ultimately be unattainable based on the budget (i.e. high number of Phase I and Phase II ESAs). Keep in mind if you are awarded a grant, the Cooperative Agreement and Workplan that follows will be based on your application. If a key activity associated with your project is not going to be included in your budget, explain why. For example, if another part of your organization or project partners will be taking care of community involvement activities as an in-kind contribution and is not charging this to the grant, note that. Similarly, explain if administrative costs will be covered by another source of funding, such as 128(a). Otherwise, reviewers may wonder how key activities will get accomplished and think you've failed to include key information. Subawards may be conveyed to eligible entities, such as nonprofits, local government, etc. However, note EPA will review less favorably any subaward involving aspects of the administrative requirements of the grant. For more information on subawards, see Grants Policy Issuance (GPI) 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients | US EPA If applicable, indicate the process you will use to determine which entities will receive participant support costs, the reason, and the method of providing the assistance.
3.b. Anticipated Project Schedule (5 points)	Describe the anticipated project schedule by months or quarters - not calendar years. For example: "Community engagement activities will begin in the 2nd Quarter of the First Year" or "Public meetings providing updates on the cleanup will occur semi-annually in Years 2, 3, and 4." Include a timeline/schedule of milestones demonstrating how you will complete the proposed activities within 5 years. Have aggressive yet realistic milestones. • Include all key activities in your schedule (i.e. procuring a Qualified Environmental Professional, inventory work, site access, community engagement, site selection, Phase Is, Phase IIs, cleanup planning, etc.). Include anticipated dates for key events such as procurement of contractors, etc. Do not use vague timeframes like "ongoing: for all tasks." Explain any activities that will occur beyond the priority sites, the timing for these, and why they need to occur in order to have a successful project. Some activities may occur prior to the Grant award date. ***See G.8 and G.9 in the FY2027 FAQs for more information about pre-award costs***
3.c. Task/Activity Lead (5 points)	Identify activity leads that are qualified for the roles they will be performing.
3.d. Outputs (5 points)	List and briefly describe outputs. Be realistic on the outputs and the budget. If possible, consult with someone knowledgeable about costs for environmental tasks. **Outputs are work products that are measurable** and will be done on a set schedule or by a set date. For example, an output could be "conduct 3 community meetings" or "complete 10 Phase I assessments".

	Correlate outputs with project objectives. If you proposed completing 5 Phase lls, then you should have 5 Phase II reports at the end of the grant. Review how EPA defines "Outputs" in 3.A.4.i., on p.12 of the Guidelines.
3.e. Cost Estimates (15 points)	Use the budget sample table provided on p.20 of the Guidelines. It will clearly and concisely present your budget in a way that will facilitate review by the EPA reviewer. Do not change the "Budget Categories" in the table, as these are the standard federal budget categories. If a budget category is not relevant, then leave it blank, but do not delete. Tasks: • Label each Project Task in the Table; do not name them Task 1, Task 2, etc. Please note EPA has added "Administrative Costs" as a Task in the sample table. Add additional Tasks in the budget table as necessary, but total no more than 4 Tasks if possible. Example: Phase I and Phase II tasks can be bundled into one task: Assessment. • Link the budget amounts to specific tasks/activities that you described in Section 4.C.3.a. If you said you were going to procure a contractor to perform the Phase I and II assessments, then make sure the budget table includes those costs (typically under Program Management). Costs: • Make sure it is clear to the reviewer how you calculated and arrived at the costs for each budget item. • Capital equipment over $10,000 is considered "equipment" and will require EPA Project Officer approval. It is unlikely an equipment purchase is needed for an assessment grant. Equipment less than $10,000 is categorized as "supplies." • Be specific about supplies (less than $10,000); do not just state "miscellaneous supplies." Examples include: markers, pens, post-it notes, ink for printing, and name tags for public meetings. • Double check your proposed budget only includes eligible costs . • At least 60% of the budget should be directly associated with Phase I and II environmental site assessments and site-specific cleanup planning. • Cost estimates included that are not reasonable or realistic to implement the grant will be evaluated less favorably. Be clear and detailed on how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) and the extent to which costs per unit are presented in detail. DO NOT include leveraged funding in the budget table. Check/re-check your MATH! Your budget needs to add up correctly. Cross reference costs outlined in the Budget Table with costs described for each Task for accuracy. Avoid easy ways to lose points: • *What's the source of the costs? Provide rationale for the values.*

	• *Unit costs in the wrong area, not in Cost Estimates* • *Indirect costs were not fully explained.* • *Break down costs per unit. For example- hours x rate = $$* • *Include details on how costs are developed, with rates for personnel.* • *If you include any supply costs, specifically identify the supplies.* Be realistic! Do not request unrealistic amounts of money for a task. The reviewer wants to see you plan to use the funding prudently and efficiently. At the same time, include what you actually think it will cost based on past assessment work in your area. For example, if you live in an area where costs generally run high, explain this and the reason why in your basis of cost statement.
3.f. Plan to Measure and Evaluate Environmental Progress and Results (5 points)	Outputs are work products that are measurable and will be done on a set schedule or by a set date. Make sure outputs correlate with the proposed project and are likely to be achieved in the 5-year grant period. For example, an output could be "conduct 3 community meetings" or “complete 15 Phase I assessments” or "finalize the ABCA." Outcomes are results from carrying out the grant, such as jobs created and funding leveraged through the economic reuse of sites; acres made ready for reuse; acres of greenspace created for communities; infrastructure investments leveraged, and the minimized exposure to hazardous substances and petroleum contamination. Systems to Track Outputs and Outcomes: • Specify personnel and mechanisms, such as project management software or spreadsheets, to track your anticipated project schedule. • Examples of tracking, measuring, and evaluating are the use of quarterly and annual reports, progress tracking software, team meetings to evaluate progress and make corrections where necessary, ACRES entries, etc. • Most outcomes are realized after the grant closes out. Describe how you will continue to report outcomes after closeout (i.e. send photos of groundbreaking, provide progress reports, etc.) • Mention how you will monitor progress and implement corrective actions as necessary to get back on track, if necessary.
4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (35 points)	
Programmatic Capability (20 points) To conserve space, consider consolidating information for 4.a. - 4.c. into one response.	
4.a. Organizational Capacity (5points)	Describe your organization's experience with grants, programs, and tasks of similar scale and function. Provide information that will give the reviewer confidence your organization has the experience and capacity to manage all facets (programmatic, administrative, and financial) of this grant and oversee grant tasks/.activities. Describe the tools and procedures (i.e. internal audits, management software, etc.) that ensure operational and programmatic success. Outline past grants/projects of similar scale and purpose that your organization has successfully completed.

4.b. Organizational Structure (5 points)	Describe your organization's structure and departments' roles that will support management of this grant. For example, highlight existing capacity in key functions (technical, administrative, project management, financial, etc.). Focus on the key aspects of the organizational structure that will help support this grant. For example, if there is a dedicated outreach group that will lead community engagement activities, indicate this. If there is a financial group with procurement expertise that will support fiscal and procurement activities, mention it.
4.c. Description of Key Staff (5 points)	Include information highlighting staff availability, roles, expertise, qualifications, and experience. Include staff education, years of experience, or other similar projects managed. • At a minimum, include the project manager role, technical contact, decision maker(s), procurement expert, etc. • Communicate how the level of expertise/qualifications/experience of your key staff will result in timely and successful expenditure of funds as you complete all technical, administrative and financial requirements of the grant. Discuss contingency plans in case key staff retire, get promoted, etc. Do you have an immediate replacement? If so, who?
4.d. Acquiring Additional Resources (5 points)	Present a plan for acquiring any additional resources (subrecipients and contractors) you will need for successful completion of the proposed project. • Describe your organization's system(s) to appropriately acquire any additional expertise and resources (i.e., contractors or subrecipients) required to successfully complete the project. • If contractors are needed, state that you will follow required competitive Procurement Standards in 2 CFR 200.317-326 when hiring contractors. For more information see Brownfields Grants: Guidance on Competitively Procuring a Contractor (epa.gov)
Past Performance and Accomplishments 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.	
4.e. Currently Has or Previously Received an EPA Brownfields Grant That Closed in 2016 or Later (15 points) (Targeted Brownfields Assessments, Area-Wide Planning Grants, Environmental Workforce Development & Job Training Grants, and subawards from another Brownfields Grant recipient are not qualifiers for 4.e.)	
4.e.(1) Accomplishments (5 points)	For recipients of an EPA Brownfield Assessment, Cleanup, Revolving Loan Fund, Multipurpose or 128(a) Grants, use the three most recent grants, and specify the grant number, grant type, year received and period of performance, and amount of grant: • Describe the successful completion of the tasks associated with previous grants. Remember the EPA reviewer will likely be from another area of the country and unfamiliar with the project.

	• Highlight the number of sites that were assessed and/or cleaned up. For sites that have been assessed or cleaned up with these grant funds and are now back into productive use, describe their impacts on the surrounding community (jobs created, tax revenue, etc. • Describe progress toward achieving the expected outputs and outcomes.
4.e.(2) Compliance with Grant Requirements (10 points) *This criterion is broken into 2 parts* EPA is likely to check if your reports were submitted as outlined in the cooperative agreement, and accomplishments were reported and reflected in ACRES.	
Part 1 Compliance (5 points.)	• Clearly indicate your compliance with the workplan, schedule and terms and conditions of the previous grants. • Explain any deviation(s) from the work plan and schedule, and reporting related to past/current brownfield grants.
Part 2 Compliance (5 points.)	• For open grants, indicate any amount unspent and reasons for not spending the entire amount, and issues and how these are being resolved, i.e. those funds are either already committed to ongoing eligible activities or will be expended by the end of the grant. If the grant is closed and there were remaining funds, then provide a reasonable explanation for why that happened. If there were any deviations, describe the measures taken to correct them.
4.f. Has Not Received an EPA Brownfield Grant but has Received Other Federal or Non-Federal Financial Assistance Agreements That Closed in 2016 or Later (15 points)	
4.f. (1) Purpose and Accomplishment (5 points)	• Describe the granting entity, amount, activity funded, years of performance, and details of the award. • Describe the history of managing these grants, i.e. federal, state, local, foundation, etc. and accomplishments of that grant. • If possible, highlight a grant that has an environmental scope or is similar to an EPA Brownfields grant. • Describe the scope, outputs, outcomes, and other measures of success under those grants.
4.f. (2) Compliance (10 points)	• Describe progress toward achieving the expected outputs and outcomes within the schedule. • Confirm the accomplishments are reflected in the required reports. • If applicable, provide a reasonable explanation for not achieving any grant objectives and measures that were takes to remedy the situation.
4.g. No or Limited Financial Assistance Agreements (8 points) If you find yourself in this category, it's okay. Include a statement your organization has never received any type of federal or non-federal assistance agreement. If your community recently received a grant that has not been completed or not enough time has elapsed to conduct reporting or produce outputs or outcomes, explain here, and provide information on the granting agency, amount, purpose, period of performance, and any other relevant information.	


TAB
REGION 1

CENTER FOR CREATIVE
LAND RECYCLING
RECLAIM. CONNECT. TRANSFORM.

TAB
Technical Assistance
to Brownfields
KANSAS STATE
UNIVERSITY

NJIT
TAB
TECHNICAL
ASSISTANCE TO
BROWNFIELD
COMMUNITIES

MID - ATLANTIC
TAB
TECHNICAL ASSISTANCE TO
BROWNFIELDS COMMUNITIES