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Agency
Washington, DC 20460

Solid Waste and
Emergency Response
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www.epa.gov/brownfields/

The Brownfields Economic Redevelopment Initiative

Proposal Guidelines for Brownfields Assessment Demonstration Pilots

EPA's Brownfields Assessment Demonstration Pilots

Introduction

As a part of the Environmental Protection Agency's (EPA) Brownfields Economic Redevelopment Initiative, the Brownfields Assessment Demonstration Pilots are designed to empower States, communities, tribes, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely cleanup, and promote the sustainable reuse of brownfields. EPA has awarded cooperative agreements to States, cities, towns, counties, and Tribes for demonstration pilots that test brownfields assessment models, direct special efforts toward removing regulatory barriers without sacrificing protectiveness, and facilitate coordinated public and private efforts at the Federal, State, tribal and local levels. To date, the Agency has funded 226 Brownfields Assessment Pilots. Of those pilots, 169 are National Pilots selected under criteria developed by EPA Headquarters and 57 are Regional Pilots selected under EPA Regional criteria.

EPA expects to select up to 100 additional National assessment pilots by the end of May 1999. States, cities, towns, counties, and Federally recognized Indian tribes that have an interest in environmentally sound redevelopment of brownfields are invited to apply. EPA expects to select a discreet number of pilots specifically dedicated to Federally recognized Indian tribes. The Office of Solid Waste and Emergency Response (OSWER) will accept applications on a "rolling submissions" schedule. *The deadlines for the new applications for the 1999 assessment pilots are December 11, 1998, and March 22, 1999*. Applications must be post-marked or sent to EPA via registered or tracked mail by the stated application deadlines. **Previously unsuccessful applicants are advised that they must revise and resubmit their applications to be considered for the 1999 National assessment pilot competition.**

Background

Many sites across the country once used for industrial/commercial purposes have been abandoned or are under-used—some are contaminated, some are merely perceived to be contaminated. A report from the General Accounting Office (GAO: Community Development, Reuse of Urban Industrial Sites, June 1995, GAO/ RCED-95-172) finds that:

> "As states and localities attempt to redevelop their abandoned industrial sites, they have faced several obstacles, including the possibility of contamination and the associated liability for cleanup ... This situation is caused largely by federal and state environmental laws and court decisions that impose or imply potentially far-reaching liability. The uncertain liability has encouraged businesses to build in previously undeveloped non-urban areas—called 'greenfields'—where they feel more confident that no previous industrial use has occurred."

The National Environmental Justice Advisory Council (NEJAC) has likewise "determined that there exists a compelling need to address issues of economic development and revitalization of America's urban [and rural] communities." The NEJAC has requested that EPA:

> "Provide leadership in stimulating a new and vigorous national public discourse over the compelling need to develop strategies for ensuring healthy and sustainable communities in America's urban [and rural] centers and their importance to the nation's environmental and economic future."

EPA's Brownfields Initiative

EPA defines brownfields as abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. EPA's Brownfields Economic Redevelopment Initiative is an organized commitment to help communities revitalize such properties both environmentally and economically, mitigate potential health risks, and restore economic vitality to areas where brownfields exist. Experience gained from the brownfields assessment pilots, along with partnerships and outreach activities, is providing a growing knowledge base to help direct EPA's Brownfields Initiative. Successful brownfields redevelopment is proof that economic development and the environment can, and indeed, must co-exist.

EPA's efforts under the Brownfields Initiative can be grouped into four broad and overlapping categories:

- Providing grants for brownfields pilot projects;
- Clarifying liability and cleanup issues;
- Building partnerships and outreach among federal agencies, states, tribes, municipalities, communities, and other entities; and
- Fostering local job development and training initiatives.

The brownfields assessment pilots (each funded up to $200,000 over two years) test cleanup and redevelopment planning models, direct special efforts toward removing regulatory barriers without sacrificing protectiveness, and facilitate coordinated environmental cleanup and redevelopment efforts at the federal, state, tribal, and local levels. These funds are to be used to bring together community groups, investors, lenders, developers, and other affected parties to address the issue of cleaning up sites contaminated with hazardous substances and preparing them for appropriate, productive use. The pilots serve as vehicles to explore a series of models for states and localities struggling with such efforts.

These pilots focus on EPA's primary mission—protecting human health and the environment. However, it is an essential piece of the nation's overall community revitalization efforts. EPA works closely with other federal agencies through the Interagency Working Group on Brownfields and builds relationships with other stakeholders on the national, tribal, and local levels to develop coordinated approaches for community revitalization.

Guidelines for the Preparation of Proposals

Funding for the brownfields assessment pilots is authorized under Section 104(d)(1) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, (CERCLA or Superfund), 42 U.S.C. 9604(d)(1). States (including U.S. Territories), political subdivisions (including cities, towns, counties), and Federally recognized Indian Tribes are eligible to apply. EPA welcomes and encourages brownfields projects by coalitions of such entities, but only a single eligible entity may receive a cooperative agreement. Cooperative agreement funds will be awarded only to a state, an officially recognized political subdivision of a state, or a federally recognized Indian Tribe .

Through a brownfields cooperative agreement, EPA authorizes an eligible state, political subdivision, or Indian Tribe to undertake activities under CERCLA section 104 . All restrictions on EPA's use of funding cited in CERCLA apply to brownfields assessment pilot cooperative agreement recipients. Brownfields demonstration pilot proposals should conform to the following guidelines:

- Pilot activities must be directed toward environmental response activities preliminary to cleanup, such as site assessment, site identification, site characterization, and site response or cleanup planning and design. "Site identification" in this case means the identification of sites at which such contamination may be an issue of concern. These activities can encompass administration, public/community involvement, or field work associated with site assessment, site identification, site characterization, and site remediation planning and design.

- Brownfields assessment pilot funds may be used to assess, identify, characterize, and plan response or plan cleanup activities at contaminated sites targeted for redevelopment. These funds may not be used to pay for development activities that are not CERCLA response activities (*e.g.*, construction of a new facility).

- Brownfields assessment pilot funds may be used for planning and/or studies regarding legal, fiscal, economic and other issues, so long as such plans and studies are necessary and appropriate to planning and directing an assessment or cleanup action.

- Brownfields assessment pilot funds may only be used at sites where there is release, or substantial threat of release, of a CERCLA hazardous substance, <u>or</u> there is a release, or substantial threat of release of a pollutant or contaminant which may present an imminent and substantial danger to the public health or welfare. In addition, funds may be used at sites where there is a reason to believe that a release has occurred or is about to occur (*e.g.* based on past historical uses).

- Brownfields assessment pilot funds may not be used for activities at any sites listed or proposed to be listed on CERCLA's National Priorities List or any areas undergoing a RCRA corrective action. If there are any other federal or state enforcement actions in place at a site proposed to be included in this pilot project, please describe (in the Implementation Planning section) the enforcement action, its environmental requirements, and how the brownfields project will supplement the environmental work required. If funds are proposed to be used at sites where a CERCLA response action is planned or completed or sites where a RCRA corrective action area is present on or adjacent to the property, the applicant should demonstrate that their assessment activities have been coordinated with the lead agency, demonstrate the need for additional assessment activities being proposed, and explain how the pilot assessment activities will complement the work already performed.

- Brownfields assessment pilot funds may not be used for actual cleanup or other response activities associated with such cleanups (*e.g.*, landscaping and ground-water extraction and treatment). Site cleanups should be carried out through other means, such as state voluntary cleanup programs, state government grants, state tax incentive programs, tribal funds, contributions from responsible parties, developers, or a loan from a federally funded revolving loan fund.

- Brownfields assessment pilot funds may be used for public/community involvement activities to explain site selection, assessment, characterization, or cleanup planning activities at a site or set of sites. These activities should be directed toward obtaining more effective public involvement in decisions regarding environmental assessment and cleanup at affected sites. These funds may not be used for general education activities (*e.g.*, grants to schools for development of curriculum).

- Brownfields assessment pilot funds may not be used for job training of community members. Support for job training activities may be available through the Hazardous Material Training and Research Institute, EPA programs, other federal agency programs, and state, local, and tribal programs. However, specific training related to tasks to be conducted by the applicant under the grant are allowable (e.g., database training of grant personnel to create a site inventory would be allowable).

- Brownfields assessment pilot funds may not be used to support "lobbying" efforts of the grantee (*e.g.*, lobbying members of Congress, or lobbying for other federal grants, cooperative agreements, or contracts). Federal grant funds may not be used for fund-raising purposes.

- Brownfields assessment pilot funds may not be used for assessment, identification, characterization, or cleanup planning at sites contaminated by petroleum products, unless they are believed to be co-mingled with a hazardous substance, pollutant, or contaminant (*e.g.*, used oil).

- Brownfields assessment pilot funds may not be used to address, identify, characterize, or plan for the cleanup of products that are part of the structure of and result in exposure within residential buildings or business or community structures (e.g., interior lead-based paint or asbestos which results in indoor exposure).

- Brownfields assessment pilot funds may not be used to match any other federal funds without specific statutory authority.

Evaluation of the Proposals

The National brownfields assessment pilots are administered on a competitive basis. To ensure a fair selection process, evaluation panels consisting of EPA Regional and Headquarters staff and other federal agency representatives will evaluate the applications. The evaluation panels will assess how well the proposals meet the selection criteria outlined below.

Applications must be clear and decisive, strictly follow the criteria, and provide sufficient detail for the panels to compare the merits of each and decide which application best supports the intent of the pilot program. Vague descriptions and unnecessary redundancy may reduce the chance of a favorable rating. Applications providing the best evidence of a true need, a quality project, and appropriate use of funds will have the best chance of being recommended by the panels. **Applicants are strongly encouraged to contact and, if possible, meet with EPA Regional Brownfields Coordinators** (see contact list on page 19).

The panels' recommendations will be presented to EPA Senior Management for final selection. When a proposal is selected, applicants will receive a confirmation letter, and the appropriate EPA Regional Brownfields Coordinator and Regional Grants Specialist will be informed. The applicant then will be asked to submit a formal cooperative agreement application package. This package will include a formal work plan that describes the work to be performed, including a Quality Assurance Project Plan, a final budget, and the required certification forms. When an applicant is a county, municipality, or tribal consortium, an additional letter of support will be required from the appropriate state, Territory, or Indian Tribe as an attachment to the cooperative agreement. The EPA Regional Brownfields Coordinator and Regional Grants Specialist will work closely with the applicant to process and finalize the cooperative agreement package.

Applicants with proposals that are not selected will be informed in writing. An applicant may choose to revise the proposal for submittal by a future deadline announced by EPA at a later date.

EPA's goal is to select a broad array of assessment pilots that will serve as models for other communities across the nation. EPA seeks to identify applications that demonstrate the integration or linking of brownfields assessment pilots with other federal, state, tribal, and local sustainable development, community revitalization, and pollution prevention programs. Special consideration will be given to Federal Empowerment Zones and Enterprise Communities (EZ/ECs), communities with populations of under 100,000, and federally recognized Indian tribes.

Structure of the Proposal

Proposals for brownfields pilot projects should consist of the following sections:

• Cover Page	[1 page]
• Project Overview	[2 pages]
• Budget	[1 page]
• Responses to Evaluation Criteria	[up to 10 pages]
• Attachments (please provide a list)	[as appropriate; please provide a list]

Attachments should be kept to a minimum. Attachments that will be considered during proposal evaluation are letters of certification[1], commitment, support, or partnership from other government or private entities and maps. Examples of attachments that will not be considered during proposal evaluation include strategies or plans developed for other programs, advertising brochures, newspaper articles, statutes, and videotapes. Information in these types of attachments should be distilled and incorporated into the responses to criteria.

To ensure fair and equitable evaluation of the proposals, please **do not** exceed the above, single-sided page limitations. There is no guarantee that pages submitted beyond the limitations will be reviewed by the evaluation panels and doing so could reduce your chances of a favorable rating. In addition, all materials included in the proposal (including attachments) must be printed on letter-sized paper (8½" by 11") and font sizes may be **no smaller** than 11 points. Please submit two copies of your application materials, including attachments, to EPA headquarters. In addition, please submit one copy of your application, including attachments, to your EPA Regional Brownfields Coordinator (list on p. 19).

Cover Page

This is intended to identify the brownfields pilot applicant and a point of contact for communication with EPA. This should be on a single page and in the format of your choice.

1. Project title: this should be as specific as possible.

2. Location: city, county, and state or reservation, tribally-owned lands, tribal fee lands, etc. of the pilot area.

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[1]Proposals from universities, port authorities, regional planning commissions, redevelopment agencies, etc. should include a letter from the state Governor or Attorney General (or, in the case of political subdivisions, from the Mayor or a resolution from the City Council) certifying that the applicant is an entity eligible to receive funds under CERCLA section 104(d), has the authority to enter into this agreement with the US EPA, and has the authority to carry out the work included in the application.

3. Population of the pilot area (for tribes, the number of tribal/non-tribal members affected).

4. Applicant identification: the name of the main implementor of the project (*e.g.*, state or local agency).

5. Project director: the name of the person who is responsible for the project proposal. We will contact this person if we need further information.

6. Mailing address of the project director.

7. Telephone/Fax/E-mail of the project director.

8. Name of the representative of the appropriate political subdivision (Mayor, County Executive, Tribal President, etc.) if different from the project director.

9. Mailing address of the representative of the appropriate political subdivision or tribal official if different from the project director.

10. Telephone/Fax/E-mail of the representative of the appropriate political subdivision or tribal official if different from the project director.

11. Date submitted: the date when the proposal is postmarked or sent to EPA via registered or tracked mail.

12. Project period: the project period must not exceed two years. When planning the project period, take into consideration that a final report is due at the end of the project.

13. Community background: statistics on the demographics and employment for the specific neighborhoods which comprise the target area of your pilot (i.e., poverty and unemployment rates). Please provide the source of the data presented.

14. Cooperative partners: give details of the individuals and organizations that have agreed to participate in the implementation of the project. Please note that funding to cooperative partners will be subject to compliance with 40CFR Part 31 and 40CFR Part 35, Subpart O.

Project Overview

The Project Overview is an important opportunity to briefly summarize the overall goals and objectives of a proposed pilot and your strategy/plan for achieving those goals and objectives. Some of the information you provide in the Project Overview will overlap with the selection criteria. Provide an overview of the following topics:

Background and Overall Goals

- Map of brownfields target area(s).

- The background section should be a description of the factual and historical context for the potentially affected site(s) and community (or communities).

- Discuss the ultimate target or goal of your overall brownfields effort. This may represent broader goals than those to be attained by an EPA brownfields pilot; however, it will provide an important context for understanding how EPA brownfields pilot funding might be used ***within the framework of a broader redevelopment strategy***. Goals should be specific, measurable, attainable, realistic, and within a time frame. Try to be as specific as possible in detailing the means for measuring success.

Project Specific Objectives

- Discuss the specific objectives of the EPA-funded aspects of your brownfields project. Please refer to the Guidelines (see page 4) when writing this section.

Project Strategy

- Describe the overall strategy for achieving the goals and objectives.

Authority

- Describe the legal authority—for example, state, tribal, or municipal Superfund or voluntary action/cleanup authorities or other local, state, Territorial, or Tribal authority—available for identifying, assessing, and cleaning up the brownfields sites that will be part of the EPA-funded aspects of your project.

Budget

- Provide a proposed budget for your project. The budget should show the distribution of the demonstration pilot funds, including cost estimates for each of the proposed pilot activities. A clear and concise budget is a critical element of the package. A significant portion of the budget should be for site specific activities (e.g., site assessment, design, and cleanup planning), while administrative costs should be kept to a minimum. In cases where site specific activities are not planned, the applicant must clearly explain why this project does not incorporate site specific activities and provide a detailed project plan and budget for the other planned tasks. Each task should be explained in the Value Added by Federal Support section of your proposal. The following is a suggested format for your budget:

	Project Tasks				
Budget Categories	Task 1	Task 2	Task 3	Task 4	Total
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Total					

Evaluation Criteria

Your response to each of the following criteria will be the primary basis on which EPA selects or rejects your proposal for one of the pilots. The proposal evaluation panels will review the proposals carefully and assess each response based on how well it addresses each criterion. If a particular criteria is not relevant to your proposal, please acknowledge and explain why it does not apply.

1. Problem Statement and Needs Assessment

(4 points out of 20)

The purpose of this section is to show clear links between your community's brownfields and measurable environmental, economic, and social impacts. This section should present a ***"big picture"*** *view by not only describing the problem (environmentally, economically and culturally), but also providing evidence of commitments of support from outside resources and how the proposed Brownfields project impacts the overall community and other revitalization efforts.*

Effect of Brownfields on your Community or Communities

- Define your community or communities. This definition will be assumed to apply throughout your response to the criteria unless otherwise noted.

- Characterize the impact of brownfields on your community (or communities) by describing their extent (size, number, location) and providing specific evidence of their economic and environmental impacts. Maps and demographic data can be provided as evidence of such impacts. If applicable, identify areas around or near your proposal that are current Brownfields pilots and describe the jurisdictional entity that received Brownfields funding in the past (i.e. county, city, state). Describe how your proposal is distinct from other brownfields pilot projects in the area.

- Describe the process by which brownfields site(s) have been or will be identified. If specific site(s) have not been selected yet, describe the process by which the selection will take place.

Value Added by Federal Support

- Explain how you will use the EPA funding provided through the cooperative agreement to advance your overall brownfields goals and objectives.

- Describe other EPA assistance (technical, legal, enforcement, risk communication, pollution prevention) that might be beneficial to your program.

- Describe other EPA grants and/or cooperative agreements that you are currently receiving and whether those funds are related to the Brownfields pilot.

- Demonstrate how this cooperative agreement will leverage additional resources, support, or assistance for addressing brownfields. Describe additional local, state, tribal, or federal sources of technical, financial, or regulatory support that you intend to access and how an EPA pilot may help gain that support. Evidence can be documented through letters of support. *(Brownfields assessment pilot funds may be used in conjunction with other programs to develop creative solutions to sustainable development issues as long as the brownfields pilot funds themselves are used in accordance with the authorities and limitations described in these guidelines).*

2. Community-Based Planning and Involvement

(6 points out of 20)

This section is integral to the Brownfields philosophy and pilot development. The purpose of this section is twofold: 1) to demonstrate that the application has been developed with community involvement and support, and 2) to clearly identify how the community will be involved throughout the project by the development of a detailed Community Involvement Plan and Environmental Justice Plan. The applicant's response to this section should take into consideration the specific community involvement needs of their community.

EPA believes that early community involvement in the development of the proposal and throughout the project is necessary and critical to the success of a pilot. The review panel will give preference to projects where there is concrete evidence of early community involvement and a strong commitment to involve the community throughout the project. Examples of community support which EPA evaluates include letters of support and agreements between the applicant and interested community groups.

Existing Local Commitment

- Provide evidence of your community's or communities' interest in brownfields problems. Describe your efforts to involve community-based organizations in developing this proposal. Provide a list of the community-based organizations involved and a contact person, phone number, and brief description of the organization's activities and representation. These organizations may include, but are not limited to, local citizen groups, environmental organizations, civic organizations, local business groups and institutions, educational institutions, and local labor organizations. (EPA will conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project).

- Describe your efforts to develop partnerships at the local, state, and tribal level with other stakeholders to ensure appropriate and sustainable cleanup and redevelopment of brownfields. Stakeholders may include affected public authorities, citizens, potentially responsible parties, current owners, potential future owners, chambers of commerce, lending institutions, developers, labor groups, and other organizations interested in brownfields cleanup and redevelopment.

- Describe the progress that your community has made in the assessment, cleanup, and revitalization of brownfields.

- Describe creative solutions that your community has made in areas of master-planning, pollution prevention, and sustainable development, and describe how these solutions link to brownfields.

- Describe how your project will address the environmental and public health priorities of the impacted community which is the target area of your proposal.

Community Involvement Plan

- Describe your plans for ensuring the future, long-term involvement of your communities. Describe existing or proposed processes for actively seeking and using their input. Describe how affected communities will be involved in the selection of sites for the brownfields pilot, future land-use decisions, and site ownership decisions.

- Discuss any special communication needs of under-represented communities and how you plan to meet those needs, including plans for communicating in languages indigenous to the community. Describe the expertise available in your area that you might access, such as risk communication specialists, environmental professionals, community colleges, translators, technical associations, and other community-based organizations.

Environmental Justice Plan

- Environmental justice seeks to rectify the disproportionately high burden of environmental pollution that is often borne by low income, minority, and other disadvantaged communities. Describe how these communities have participated in the development of your brownfields plans and will continue participating in their implementation.

- Describe your plans for ensuring that affected disadvantaged populations benefit environmentally and economically (directly or indirectly) from the assessment, cleanup, and reuse of brownfields as proposed in your application. Describe how you plan to ensure that environmental risks to disadvantaged communities are not increased during assessment and cleanup or as a result of redevelopment.

- Describe other steps you have taken or plan to take (outside of the brownfields program) to achieve an appropriate level of environmental quality in disadvantaged communities near brownfields.

3. Implementation Planning
(6 points out of 20)

Based upon the results of pilots to date, EPA believes that the successful pilots are those which have stakeholder support and a comprehensive plan for all steps of the redevelopment process. The purpose of this section is to show that you have a plan which incorporates the critical elements of a successful project. For example, your comprehensive plan should include a discussion of site selection, site assessment, community involvement, financing cleanup, finding a developer, and transferring ownership.

Government Support

- Provide evidence of support from state, tribal and local environmental, economic development, and health agencies (including local health departments). Evidence of support can be documented through letters from these agencies.

Site Selection and Environmental Site Assessment Plan

- Describe the process by which brownfield site(s) have been or will be identified. Identify sites or areas in which site assessments will be conducted. If specific sites have not been selected yet, describe the process by which the selection will take place.

- If specific sites are proposed, describe whether the proposed sites are publicly or privately owned and whether the current owner caused or contributed to the release of a hazardous substance. The applicant shall explain why pilot funds are necessary for the site. EPA will generally approve expenditures for site activities where the property is publicly held. If the property is privately held and if the current property owner has caused or contributed to the release of a hazardous substance and the owner cannot or does not plan to conduct the site activities, the applicant should explore reimbursement mechanisms with the private site owner(s).[2] (Any fees or other monetary reimbursement that the recipient receives in connection with this cooperative agreement are governed by the program income regulations at 40 CFR 35.290 and 40 CFR 31.25.) For all other privately held sites, EPA will consider the site circumstances and public benefits to the proposed site activities. EPA will make a case by case decision with respect to proposed site activities in the brownfields pilot projects. The fundamental concept of "polluter pays," upon which all the EPA cleanup initiatives are based, applies to the Brownfields Initiative.

- If the property is privately owned at the time of the activities, please include an Access Agreement or a letter of support from the land owner in the Attachments of your application or describe your plans for obtaining access for conducting the site activities.

- If sites are proposed, describe the specific site assessment activities that will be conducted on your site(s). If your project involves more than one site, describe the activities for each site and the number of sites undergoing the various phases of site assessment. In addition to site assessment, describe any other cleanup planning activities (i.e. cost estimating, remedial design planning) that will be conducted on your site(s)

- Describe your plans to ensure the use of quality environmental sampling and analysis procedures necessary for sound environmental assessments of brownfields. Describe your

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[2]The cost sharing reimbursement mechanism can be reimbursement for fees for service, in kind services, reduction in the purchase price of the property, a commitment to pay for, or conduct, cleanup activities or other compensation arrangement which are commensurate with the value provided by the assessment activities to be funded under the cooperative agreement with the EPA monies. EPA will treat any cost-sharing as program income, and the applicant would be authorized to supplement its Brownfields program with any such private funds.

plans for accessing the technical environmental expertise in your state, tribe, or region. Describe your plans for ensuring implementation of appropriate health and safety measures during on-site activities.

Reuse Planning and Proposed Cleanup Funding Mechanisms

- Briefly describe your plans for soliciting interest in the site(s), planning a new use for the site(s), and/or securing a developer for the site(s). If appropriate, explain the anticipated role of a future developer in conducting any necessary cleanup of the property.

- Demonstrate the link between your brownfields assessment program and the eventual cleanup of contaminated areas by identifying potential sources of funds for cleanup. Funding sources may include potentially responsible parties, potential purchasers, financial institutions, state, tribal, and local funding programs, or other federal grants (funds from an EPA brownfields assessment pilots cannot be used for site cleanup activities). Describe commitments of cleanup funding from these and other sources. Evidence of support from these parties can be demonstrated through letters from their organizations.

Flow of Ownership Plan

- Describe the anticipated flow of ownership of brownfields properties throughout the process of assessment, cleanup, and redevelopment. Potential scenarios for transferring ownership may include a direct transfer of ownership to a private purchaser or interim ownership by a public authority, court-appointed trustee, lessor, tribal re-acquisition, or bankruptcy authority. Describe commitments or interest from potential future owners. Evidence of commitments or interest from these parties can be demonstrated through letters of support.

- Describe the problems, particularly with respect to liability, associated with the ownership scenario that you anticipate. Describe how you plan to address these problems, including through partnerships with stakeholders, such as chambers of commerce, business groups and institutions, and lending institutions.

4. Long-Term Benefits and Sustainability

(4 points out of 20)

Applicants should demonstrate how this project will support an effective, long-term approach to redevelopment. The planning and practice of brownfields redevelopment efforts should be guided by the concept of sustainable development, defined as the capacity to meet the needs of the present without compromising the ability of future generations to meet their own needs. The success of the above efforts should be measured by program evaluation and result indicators.

Long-Term Benefits

- Describe the local barriers that you will face in revitalizing brownfields. Describe the technical and managerial methods, particularly innovative methods, that you plan to implement to address these barriers and facilitate brownfields cleanup and reuse. Document

how the brownfields pilot will increase program capacity, community involvement, and regional partnerships that will remain in place beyond the EPA pilot term. Describe how this project can serve as a model for others to use in addressing barriers to revitalizing brownfields.

Sustainable Reuse

- Describe specific methods that you plan to use to promote sustainable reuse of brownfields. Describe how these methods would protect and restore the quality of the natural environment, improve the quality of life for the community, and broaden the prospects for future generations. Specific methods could include: zoning and permitting processes that incorporate environmental quality and equity; reuse and/or recycling of existing buildings, infrastructure, and on-site materials; "green" building design and construction; the development of eco-industrial parks; local workforce training and development; and other pollution prevention methods.

Measures of Success

- Describe how assessment, cleanup, and revitalization of brownfields will spur additional beneficial activity in nearby locations, how site assessment will benefit the community, and whether a direct health or environmental threat will be mitigated.

- Describe an on-going evaluation process that will assess the management of the pilot and achievement of goals. Describe how an on-going evaluation will be accomplished.

- Describe your plans for measuring success in achieving your brownfields pilot goals. Describe baseline measures that you have developed or plan to develop for the measures of success. Please ensure that your measures of success are specific and linked to the process, direct results, and overall goals established for your pilot project. Measures of success may include municipal coordination; number of sites identified; number of sites assessed; number of sites prepared for redevelopment; environmental indicators; economic indicators; social indicators; institutionalized environmental or communication processes; increased availability of previously unavailable facilities, such as parks or recreation areas; or other indicators of a successful brownfields program.

- Describe any reports or other deliverables you plan to provide to EPA as documentation of your project's progress and success.

Schedule for Selecting National Brownfields Assessment Pilots

To accommodate the interest of states, cities, towns, counties, Territories, and Indian Tribes in applying for EPA Headquarters' brownfields assessment pilots, the Office of Solid Waste and Emergency Response will accept applications on a "rolling submission" schedule. Detailed activity time lines corresponding to each application deadline are outlined below. *For assistance with your brownfields assessment pilot applications, please call your Regional Brownfields Coordinator (see list on page 19).*

Activity Timeline for December 11, 1998, Applications

December 11, 1998	Deadline for applications for first round of EPA 1999 awards.
January 1999	Panels evaluate applications.
February 1999	Announcement of first round of EPA 1999 awards.

Activity Timeline for March 22, 1999, Applications

March 22, 1999	Deadline for applications for second round of EPA 1999 awards.
April 1999	Panels evaluate applications.
May 1999	Announcement of second round of EPA 1999 awards.

The applications must be post-marked or sent to EPA via registered or tracked mail by the stated application deadlines* to:

U.S. Environmental Protection Agency
OSWER Outreach and Special Projects Staff (5101)
401 M Street, SW
Room SE 385
Washington, DC 20460

*Applications postmarked after December 11, 1998, will be considered in the second round of competition.

EPA Regional Brownfields Coordinators

If you have questions regarding the application, you may call EPA's Superfund Hotline at 1-800-424-9346 or your Regional representative presented below:

Regions and States		Address and Phone Number
EPA Region 1 **John Podgurski**	**CT, ME, MA, NH, RI, VT**	John F. Kennedy Federal Building One Congress Street Boston, MA 02203 Phone (617) 918-1209 Fax (617) 918-6209
EPA Region 2 **Larry D'Andrea**	**NJ, NY, PR, VI**	290 Broadway 18th Floor New York, NY 10007 Phone (212) 637-4314 Fax (212) 637-4360
EPA Region 3 **Tom Stolle**	**DE, DC, MD, PA, VA, WV**	1650 Arch Street (3HS33) Philadelphia, PA 19103-2029 Phone (215) 814-3129 Fax (215) 814-5518
EPA Region 4 **Mickey Hartnett**	**AL, FL, GA, KY, MS, NC, SC, TN**	Atlanta Federal Center 61 Forsyth Street Atlanta, GA 30303 Phone (404) 562-8661 Fax (404) 562-8628
EPA Region 5 **Jim Van der Kloot**	**IL, IN, MI, MN, OH, WI**	77 West Jackson Boulevard Chicago, IL 60604-3507 Phone (312) 353-3161 Fax (312) 886-7190
EPA Region 6 **Stan Hitt**	**AR, LA, NM, OK, TX**	First Interstate Bank Tower at Fountain Pl. 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733 Phone (214) 665-6736 Fax (214) 665-6660
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