



Illinois
Environmental
Protection Agency

Bureau of Land
1021 North Grand Avenue East
Box 19276
Springfield, IL 62794-9276

MUNICIPAL BROWNFIELDS REDEVELOPMENT GRANT PROGRAM APPLICATION CHECKLIST

PUTTING TOGETHER A COMPLETE APPLICATION PACKAGE

- I. Application (General)**
- II. Background**
- III. Project Plan**
- IV. Organization & Management Plan of Grantee (Municipality)**
- V. Organization & Management Plan of Environmental Consultant &/or Planner**
- VI. Budget**

NOTE: All official application submittals must include *one (1) original proposal and two (2) copies* prepared in the format outlined herein. Completed applications should be submitted to:

Illinois Environmental Protection Agency
Office of Brownfields Assistance
Bureau of Land #24
1021 North Grand Avenue East
Springfield, IL 62794-9276

For more information:

Office of Brownfields Assistance
217-782-6761

				Y E S	N O	N A	Comments
I. Application (General)							
1.	Cover Sheet (Appendix A)?						
2.	Abstract?						
3.	Statement of Work?						
4.	Budget Summary (Appendix B) and Budget Breakdown (Section A, B, C, and D)?						

1. Cover Sheet (Appendix A)

- Must be completed in full and ***signed*** by an authorized municipal official(s).
- Total Amount Requested/Total Cost of Proposed Project
 - Total amount initially requested from Illinois EPA ***cannot*** exceed \$120,000.00
 - Total cost of proposed project is ***total overall costs*** related to the entire redevelopment project - if known (*not just grant-related activities/costs*)
- All external financing should be broken out as to source, amount and purpose of funds (*matching funds, costs to complete the proposed project, etc.*). **NOTE:** *This gets to the issue of "sustainability" of project proposals - looking for the financial commitment/capability required to see project through to completion.*
- Site-Specific Proposals - must include site name, owner and street address for each site targeted in grant proposal. Provide information pertaining to former site use and type(s) of contamination (*actual or suspected*) present.

2. Abstract

- Short, concise narrative (*150-300 words*) of the overall goals and objectives of the project proposal.

3. Statement of Work

Must include the following sections:

- Background
- Project Plan
- Organization & Management Plan of the Municipality
- Organization & Management Plan of Environmental Consultant/Planner

4. Budget Summary (Appendix B) and Budget Breakdown

		Y E S	N O	N A	Comments
II. Background					
1.	Negative effects/impacts Brownfields have had on the local community? (35 IAC Section 885.210(d)(1)(A))				
2.	Positive effects on local community of funding and implementation of proposed project? (35 IAC Section 885.210(d)(1)(A))				
3.	Background information on the applying municipality and proposed project? (MBRG Application Instructions Section 3.a.)				
4.	Discussion on local government involvement and planned additional involvement in the proposed project? (35 IAC Section 885.210(d)(1)(B))				
5.	Census Tract information? (MBRG Application Instructions Section 3.a.)				
6.	Anticipated long-term benefits described? (35 IAC Section 885.210(d)(1)(D))				
7.	Enterprise zone designation? (35 IAC Section 885.210(d)(1)(C))				
8.	Map designating Enterprise Zone? (35 IAC Section 885.210(d)(1)(C))				
9.	Sustainability -- discussion on funding mechanisms/strategies to fund entire project? (35 IAC Section 885.210(d)(1)(D))				
10.	Description of how the success of the project will be measured? (35 IAC Section 885.210(d)(1)(E))				
11.	A commitment by the grantee that the brownfields site for which grant funds will be expended shall be entered into the Site Remediation Program? (35 IAC Section 885.210(d)(1)(F))				
12.	Is the property municipally owned? (35 IAC Section 885.210(d)(1)(G))				
13.	If the property is NOT municipally owned, were the following items provided?				
	13a. Explanation of why grant funds are requested for privately held property? (35 IAC Section 885.210(d)(1)(G)(i))				
	13b. Discussion of anticipated benefit to municipality for expending grant funds at a privately held property? (35 IAC Section 885.210(d)(1)(G)(i))				

13c. Provided property ownership information? (35 IAC Section 885.210(d)(1)(G)(ii))				
13d. Provided tenant information, including tenant name, type of lease/rent and type of business? (35 IAC Section 885.210(d)(1)(G)(iii))				

All thirteen (13) of the above-referenced items and sub-items should be woven into the Background section of the application. In general, this section should summarize the historical aspects of community development, which may have led or contributed to the redevelopment issues at hand. Key items to be incorporated into this section are:

- Special/unique land use patterns (*either past or present*) that have led to brownfields in the community;
- Special zoning considerations;
- Long-term redevelopment plans/strategies implemented by the community - along with a general description of how the Municipal Brownfields Redevelopment Grant project is to tie into the overall plan;
- Internal financial incentives/mechanisms in place to fund the community redevelopment plan (*i.e. Enterprise Zone(s), TIF Districts, etc.*);
- External funding sources (*i.e. grants through other governmental entities, partnerships w/ developers, etc.*);
- Site-specific applications must include census tract data (*i.e. actual #s*) for each site - and indicate whether or not the tract is located in a minor civil division and a place that has been determined by the Department of Commerce and Economic Opportunity to contain a majority of households consisting of low and moderate-income persons;
- Projects with sites located in an Enterprise Zone must include a map of the designated area, which clearly depicts the specific site location(s);
- A discussion of the planned redevelopment goal or end-use of the property(ies) in question;
- A discussion of the commitment on the part of the municipality (*or some other party*) to enroll the site(s) in question into the Site Remediation Program - or follow through with the Leaking Underground Storage Tank Program, as applicable - to secure the type of "liability release" desired to enhance the marketability of the site(s).

		Y E S	N O	N A	Comments
III. Project Plan					
1.	Description of all components and phases of the proposed project? (35 IAC Section 885.210(d)(2)(A))				
2.	Description of planned or proposed tasks to be performed by parties involved? (35 IAC Section 885.210(d)(2)(B))				
3.	Schedule of the work plan by tasks, including specific activities and events? (35 IAC Section 885.210(d)(2)(C))				
4.	Detailed explanation of all anticipated expenses covered by the grant? (35 IAC Section 885.210(d)(2)(D))				
5.	Discussion of costs NOT covered by the grant, but anticipated to achieve the stated long-term project goals and measures? (35 IAC Section 885.210(d)(2)(D))				
6.	Letters of agreement showing the applicant is authorized to act on behalf of or in lieu of the owner or operator of the site? (35 IAC Section 885.210(d)(2)(E))				
7.	Letters of agreement from contractors and/or subcontractors involved in or responsible for components of the proposed project? (35 IAC Section 885.210(d)(2)(F))				
8.	Map(s) indicating location of the proposed project and areas affected by the proposed project? (35 IAC Section 885.210(d)(2)(G))				
9.	Designation of total acreage of the brownfields site? (35 IAC Section 885.210(d)(2)(H))				
10.	Location of brownfields site by latitude and longitude? (35 IAC Section 885.210(d)(2)(I))				
11.	Photographs of proposed project site(s)? (MBRG Application Instructions Section 3.b.)				

All eleven (11) of the above-referenced items must be accounted for in the Project Plan section of the application. In general, for site-specific projects, this section should summarize all site characterization/sampling activities planned for each target site as part of the grant agreement. Key items to be incorporated into this section are:

- A very ***brief*** description of any previous Phase I/Phase II investigation activities, if any, carried out at the site(s) in question;
- A description of the type of No Further Remediation (NFR) letter (*i.e. liability release*) being sought by the municipality - focused vs. comprehensive - for each target site;
- A detailed description of the site characterization/sampling activities planned for each target site (*number and general location of soil borings/monitoring wells, sampling parameters, etc.*), ***which corresponds to the type of liability release being sought***;
- A description of the tasks to be performed by all subcontractors and specialty services;
 - A schedule of the work plan by tasks - including specific activities and events - that can be cross-referenced to in subsequent quarterly reports and reimbursement requests (*to track the progress of the grant project - see attached for example*);
 - ***Project Plan Work Schedules should reflect enrollment into the Site Remediation Program (SRP) prior to invasive Phase II activities being performed at the site.***
- A description of all anticipated expenses sufficient to justify the corresponding budget.
- Letters of agreement or other documentation demonstrating that the applicant has either a) secured ownership or legal control of the property(ies) in question (*through previous/current property transactions, tax delinquent acquisitions, condemnation proceedings, etc.*); or b) obtained a commitment from the appropriate entity to allow access to the site(s) in question;
- Letters of agreement or other documentation from all contractors/subcontractors secured for the project;
- Map(s) depicting location(s) of the site(s) in question - along with the areas affected by the proposed project;
- Photographs of the site(s) and adjacent area in question (*not required - but **highly recommended***).

		Y E S	N O	N A	Comments
IV. Organization and Management of Grantee (Municipality)					
1.	Name of project manager and a description of their previous experience? (35 IAC Section 885.210(d)(3)(A))				
2.	Names of other (key personnel) project team members and a description of their job titles, work assignments and experience? (35 IAC Section 885.210(d)(3)(B))				
3.	Documentation showing resource commitment by the grantee? (35 IAC Section 885.210(d)(3)(C))				
	3a. Evidence of relevant experience of all (key personnel) project team members? (35 IAC Section 885.210(d)(3)(C)(i))				
	3b. Proposed allocation of resources, both capital and labor, to the project? (35 IAC Section 885.210(d)(3)(C)(ii))				
4.	Key personnel project team names, telephone numbers, fax numbers, and e-mail addresses? (35 IAC Section 885.210(d)(3)(D))				

All four (4) of the above-referenced items and sub-items must be accounted for in the Organization and Management Plan of the Municipality section of the application. In general, this section should summarize the organizational structure of the municipality as it pertains to the commitment and ability of the grantee to successfully administer all components and phases of the project. Key items to be incorporated into this section are:

- Names, job title(s) and relative experience of the designated project manager and all other municipal team members - along with a description of their responsibilities relative to execution of the grant project (**NOTE: All key personnel identified in this section must be accounted for in the budget proposal.**);
- Resource commitment by the grantee - evidence that adequate staffing and budgetary allowances have been dedicated to complete the project;
- Contact list outlining the names, titles, street and e-mail addresses, and phone/fax numbers of municipal project managers and key staff from the environmental consultant/planner.

				Y E S	N O	N A	Comments
V. Organization and Management of Environmental Consultant and/or Planner							
1.	Previous project management experience and other pertinent experience and capabilities of the <u>environmental consultant</u> and/or <u>environmental planner</u> ? (35 IAC Section 885.210(d)(4)(A))						
2.	Names of key environmental consultant personnel and a description of their job titles, work assignments and experience? (35 IAC Section 885.210(d)(4)(B))						
3.	Detailed description of the task(s) the consultant is to perform in the proposed project? (35 IAC Section 885.210(d)(4)(C))						
4.	Relevant experience of all environmental consultant personnel involved? (35 IAC Section 885.210(d)(4)(D))						
5.	Statement that work will be performed as outlined in the application work plan approved as part of the application, including adherence to the work schedule? (35 IAC Section 885.210(d)(4)(E))						
6.	Copy of the consultant's current normal and customary billing rates? (35 IAC Section 885.210(d)(4)(F))						
7.	Relevant experience of all subcontractors to be used? (35 IAC Section 885.210(d)(4)(G))						
8.	Copy of the subcontractor(s) signed formal bid? (35 IAC Section 885.210(d)(4)(G))						

All eight (8) of the above-referenced items must be accounted for in the Organization and Management Plan of the Environmental Consultant or Planner section of the application. In general, this section should summarize the organizational structure of the consulting firm as it pertains to the commitment and ability of the consultant to successfully organize, administer, and complete the project as specified in the proposal. Key items to be incorporated into this section are:

- A description of the previous project management or other related experience and capabilities of the Environmental Consultant or Planner (*i.e. qualifications package, resumes, etc.*);
- Names of key environmental consultant personnel - principal, project manager and all other consulting team members - along with a description of their responsibilities relative to execution of the grant project (**NOTE: All key personnel identified in this section must be accounted for in the budget proposal.**);
- Contact list outlining the names, titles, e-mail addresses, and phone/fax numbers of key staff involved with the project (*in addition to a mailing address for the company*);

- A description of the task(s) the consultant is to perform relative to the grant proposal
(NOTE: Anything pertaining to such tasks not covered in the Project Plan section of the application should be expounded upon here - must be detailed enough to account for the costs outlined in the budget.);
- A description of the subcontracting firms secured for the project listing their experience and responsibilities;
- A copy of the subcontractors' signed formal bid.

		Y E S	N O	N A	Comments
VI. Budget					
1.	Grant amount requested and a budget summary? (35 IAC Section 885.210(d)(5))				
2.	Personnel service budget? (35 IAC Section 885.210(d)(5)(A))				
3.	Equipment budget? (35 IAC Section 885.210(d)(5)(B))				
4.	All other direct costs budget? (35 IAC Section 885.210(d)(5)(C))				
5.	Contractor and subcontractor budget? (35 IAC Section 885.210(d)(5)(D))				

All five (5) of the above-referenced items must be accounted for in the Budget section of the application. In general, this section should summarize all project oversight and activity costs. Line item costs outlined in the budget forms should be detailed enough to allow for easy cross-reference back to the overall project proposal. Costs for each line item estimate should be attributed to either the match or grant amount columns - and the totals carried over to the total cost column. Key items to be incorporated into this section are:

1. Budget Summary Estimate Page

- Applicant's match should be broken down into Monetary vs. In-Kind Services columns;
- Check to be sure that Applicant's Match vs. Grant Dollars costs match up with the figures reflected on the budget breakdown sheets;
- Check to be sure that Total Costs add up for **both rows and columns**;
- Check to be sure that Percentage of Total figures are rounded properly, accurate and add up to the required 70/30 split;
- Check for any transcription/typing errors prior to submitting the official application package.

2. Personnel Services Budget

- All key personnel should be listed by name ***and*** title;
- All key personnel for whom costs have been attributed to in this section ***must*** be accounted for in the Organization and Management Plan of both the Municipality and the Environmental Consultant/Planner as appropriate.

3. Equipment Budget

- All equipment items must be assigned a purchase price or rate (*i.e. hourly, daily, weekly, etc.*).

4. All Other Direct Costs Budget

- Costs must be described in reasonable enough detail to link their necessity back to the project proposal;
- All such costs must be assigned a purchase price or rate (*i.e. hourly, daily, weekly, etc.*);
- ***Enrollment and oversight costs associated with the Site Remediation Program should be included in this section.***

5. Contractors & Subcontractors Budget

- ***All*** contractors/subcontractors providing professional services to the project must be broken down by firm and key staff assigned.
- All firms for which costs have been attributed to in this section ***must*** be accounted for in the Organization and Management Plan of the Municipality and/or Environmental Consultant.