

## OVERVIEW

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** FY19 GUIDELINES FOR BROWNFIELDS MULTIPURPOSE (MP) GRANTS

**ACTION:** Request for Proposals (RFP)

**RFP NO.:** EPA-OLEM-OBLR-18-08

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.:** 66.818

**DATE:** The closing date and time for receipt of proposals is **January 31, 2019**, 11:59 p.m. Eastern Time (ET). Proposals must be submitted through [www.grants.gov](http://www.grants.gov). Proposals received after 11:59 p.m. ET on January 31, 2019 will not be considered. Please refer to the *Due Date and Submission Instructions* in [Section IV.B.](#) and [Appendix 1](#) for further instructions.

**SUMMARY:** The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Brownfields Utilization, Investment, and Local Development (BUILD) Act (P.L. 115-141), requires the U.S. Environmental Protection Agency (EPA) to publish guidance for grants to assess and clean up brownfield sites. EPA's Brownfields Program provides funds to empower states, communities, tribes, and nonprofit organizations to prevent, inventory, assess, clean up, and reuse brownfield sites.

Entities applying for Fiscal Year 2019 (FY19) Multipurpose Grants may not apply for FY19 Assessment Grants (EPA-OLEM-OBLR-18-06) or FY19 Cleanup Grants (EPA-OLEM-OBLR-18-07).

For the purposes of these guidelines, the term "grant" refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to [Section II.C.](#) for a description of EPA's anticipated substantial involvement in the cooperative agreements awarded under these guidelines.

EPA urges applicants to review the FY19 Brownfields Frequently Asked Questions (FAQs), which can be found at <https://www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants>.

In addition, prior to naming a contractor or subrecipient in your proposal, please carefully review [Section IV.G.](#) of these guidelines.

**FUNDING/AWARDS:** EPA anticipates awarding an estimated 10 Multipurpose Grants for an estimated \$800,000 per grant, subject to the quality of proposals received, availability of funds and other applicable considerations. EPA may expend up to 25% of the amount appropriated for Brownfield Grants on sites contaminated with petroleum.

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## **SECTION I. – FUNDING OPPORTUNITY DESCRIPTION**

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) was amended by the Small Business Liability Relief and Brownfields Revitalization Act in 2002 to include Section 104(k), which provides federal financial assistance authorities for brownfields revitalization, including grants for assessment, cleanup, and revolving loan funds. The Brownfields Utilization, Investment, and Local Development (BUILD) Act enacted in 2018 reauthorized EPA’s Brownfields Program and made additional amendments to CERCLA that affect EPA’s brownfield grant authorities, and ownership and liability provisions. (Note: References to CERCLA in this solicitation refer to CERCLA as amended by the 2002 Small Business Liability Relief and Brownfields Revitalization Act and the 2018 BUILD Act.)

A **brownfield site is defined** in CERCLA § 101(39) as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.

A critical part of EPA’s Brownfields Program is to ensure that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination have an opportunity to reap the benefits from brownfields redevelopment. EPA’s Brownfields Program has a rich history rooted in environmental justice and is committed to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

As described in [Section V.A.](#) of this announcement, proposals will be evaluated based on the extent to which the applicant demonstrates: a vision for the reuse and redevelopment of brownfield sites and a strategy for leveraging resources to help accomplish the vision; the environmental, social, health and economic needs and benefits of the target area; strong community engagement; reasonable and eligible tasks and appropriate use of grant funding; the capacity for managing and successfully implementing the cooperative agreement; and other factors.

### **I.A. Description of Grant**

Multipurpose Grants provide funding to carry out a range of eligible activities. Applicants can apply for up to \$800,000 per grant under this solicitation. Multipurpose Grant applicants should have the capacity to conduct a range of eligible activities, for example:

- Developing inventories of brownfield sites;
- Prioritizing sites;
- Conducting community involvement activities;
- Conducting environmental site assessments;
- Developing cleanup plans and reuse plans related to brownfield sites;
- Conducting cleanup activities on brownfield sites owned by the applicant; and
- Developing an overall plan for revitalization.

An applicant must be the sole owner of at least one brownfield site within their target area by January 31, 2019, where cleanup activities may be conducted. For the purposes of eligibility determinations in these guidelines only, the term “own” means fee simple title through a legal document (for example a recorded deed); unless EPA approves a different ownership arrangement. EPA will find applicants ineligible if they do not meet the ownership requirement by January 31, 2019. Refer to threshold criterion [Section III.B.4.](#) and FY19 [FAQs](#)<sup>1</sup> for additional information.

A Multipurpose Grant recipient may not expend any of the grant funds for the remediation of a brownfield site unless they own the brownfield site. The terms and conditions of Multipurpose Grants will require recipients to provide documentation of ownership for sites they intend to clean up with grant funds.

Multipurpose Grants require a \$40,000 cost share. The cost share, which may be in the form of a contribution of money, labor, material, or services, must be used for eligible and allowable costs under the grant, as described in the FY19 [FAQs](#).

For more information on a range of brownfield funding topics, please refer to the FY19 [FAQs](#).

## **I.B. Uses of Grant Funds**

In addition to direct costs associated with the inventory, site prioritization, site reuse planning<sup>2</sup>, community involvement, assessment, cleanup planning, and cleanup of a brownfield site, grant funds may be used for:

1. Direct costs associated with programmatic management of the grant, such as required performance reporting and environmental oversight.

All costs charged to Multipurpose Grants must be consistent with the requirements at 2 CFR Part 200, Subpart E.

2. A local government (as defined in 2 CFR § 200.64, *Local Government*, and summarized in [Section III.A.](#) of these guidelines and in the [Health Monitoring](#) fact sheet<sup>3</sup>) may use up to 10% of its grant funds for the following activities:
  - a. health monitoring of populations exposed to hazardous substances from a brownfield site; and
  - b. monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance from a brownfield site.

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<sup>1</sup> The FY19 Brownfields Frequently Asked Questions (FAQs) are available at <https://www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants>.

<sup>2</sup> For more information on site reuse plans and examples of eligible planning activities, please refer to the FY19 [FAQs](#) and *Planning Program Fact Sheets* at <https://www.epa.gov/brownfields/information-eligible-planning-activities>.

<sup>3</sup> The Health Monitoring fact sheet is available at <https://www.epa.gov/brownfields/brownfields-public-health-and-health-monitoring>.

3. A portion of the Brownfields Grant may be used to purchase environmental insurance. (See the FY19 [FAQs](#) for additional information on purchasing environmental insurance.)

**Grant funds cannot be used for the payment of:**

1. Direct costs for proposal preparation;
2. a penalty or fine;
3. a federal cost share requirement (for example, a cost share required by other federal funds);
4. administrative costs, including all indirect costs and direct costs for grant administration in excess of five (5) percent of the total amount of EPA grant funding, with the exception of financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation);
5. a response cost at a brownfield site for which the recipient of the grant or loan is potentially liable under CERCLA § 107;
6. a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the cleanup; or
7. unallowable costs (e.g., lobbying) under 2 CFR Part 200, Subpart E.

See the FY19 [FAQs](#) for additional information on ineligible grant activities and unallowable costs.

**I.C. EPA Strategic Plan Linkage**

The activities to be funded under this announcement support [EPA's FY 2018-2022 Strategic Plan](#).<sup>4</sup> Awards made under this announcement will support Goal 1 – Core Mission, Objective 3 – Revitalize Land and Prevent Contamination of [EPA's Strategic Plan](#). All proposals must be for projects that support the goal and objective.

**I.D. Measuring Environmental Results: Anticipated Outputs/Outcomes**

EPA requires that applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements.<sup>5</sup> Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goal and objective described above in [Section I.C.](#)

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<sup>4</sup> EPA's Strategic Plan is available at <https://www.epa.gov/planandbudget/fy-2018-2022-epa-strategic-plan>.

<sup>5</sup> EPA Order 5700.7, EPA's Policy for Environmental Results under EPA Assistance Agreements is available at <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>.

Applicants are required to describe how funding will help EPA achieve environmental outputs and outcomes in their responses to the ranking criteria in [Section IV.E](#). Outputs and outcomes specific to each project will be identified as deliverables in the negotiated workplan if the proposal is selected for award. Recipients will be expected to report progress toward the attainment of expected project outputs and outcomes during the project performance period. Outputs and outcomes are defined as follows:

#### 1. Outputs

The term “outputs” refers to an environmental activity, effort and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period. The expected outputs for the grants awarded under these guidelines may include, but are not limited to, the number of brownfield sites identified in inventories, development of a site-specific reuse plan or an area-wide plan, number of Phase I and Phase II environmental site assessments, cleanup activities complete at one or more brownfield sites, and number of community meetings held and/or the number of underground storage tanks pulled.

#### 2. Outcomes

The term “outcomes” refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be qualitative or quantitative, and may not necessarily be achievable during the project period. Expected outcomes of Brownfield Grants include the number of jobs created and funding leveraged through the economic reuse of sites; the number of acres made ready for reuse; acres of greenspace created for communities; and the minimized exposure to hazardous substances and petroleum contamination.

### **I.E. Supporting Environmental Justice**

EPA defines environmental justice as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has this goal for all communities and persons across the nation. Environmental justice will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.<sup>6</sup>

Environmental justice can be supported through equitable development approaches *and* intentional strategies to ensure that low-income and minority communities not only participate in but also benefit from decisions that shape their neighborhoods and regions. There are many different approaches that promote equitable development, such as ensuring a mix of housing types across a range of incomes; access to fresh food; access to jobs; and access to local capital. Programs or policies can be put in place to help ensure creation or integration of affordable

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<sup>6</sup> For more information please visit [www.epa.gov/environmentaljustice](http://www.epa.gov/environmentaljustice).

housing; local or first-source hiring; minority contracting; inclusionary zoning (where a percentage of new housing is designated as affordable housing); healthy food retailers in places where they do not exist (e.g. food deserts); co-operative ownership models where local residents come together to run a community-owned, jointly owned business enterprise; rent control or community land trusts (to help keep property affordable for residents); supportive local entrepreneurial activities; and adherence to equal lending opportunities.

Applicants should discuss and provide specific examples of how the proposed Brownfields Multipurpose Grant project will address environmental justice challenges in [Section IV.E](#).

## **SECTION II. – AWARD INFORMATION**

### **II.A. What is the Amount of Available Funding?**

The estimated total funding available for Multipurpose Grants under this solicitation is approximately \$8 million and EPA anticipates awarding an estimated 10 Multipurpose Grants; subject to the availability of funds, quality of proposals, and other applicable considerations. EPA may expend up to 25% of the amount appropriated for Brownfield Grants on sites contaminated with petroleum.

In addition, EPA reserves the right to award additional grants under this competition should additional funding become available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated.

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. To maintain the integrity of the competition and selection process, EPA, if it decides to partially fund a proposal, will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award.

### **II.B. What is the Project Period for Awards Resulting from this Solicitation?**

The project period for Multipurpose Grants is up to five years.

### **II.C. Substantial Involvement**

The Brownfield Multipurpose Grant will be awarded in the form of a cooperative agreement. Cooperative agreements permit the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project include:

- close monitoring of the recipient's performance to verify the results;
- collaborating during the performance of the scope of work;

- in accordance with 2 CFR § 200.317 and 2 CFR § 200.318, as appropriate, review of proposed procurements;
- reviewing qualifications of key personnel (EPA will not select employees, or contractors including consultants, employed by the award recipient);
- reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
- reviewing sites to verify they meet applicable site eligibility criteria.

## **SECTION III. – ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA**

### **III.A. Who Can Apply?**

The following information indicates which entities are eligible to apply for a Multipurpose Grant.

- General Purpose Unit of Local Government. [For purposes of the EPA Brownfields Grant Program, a “local government” is defined as stated under 2 CFR § 200.64.: Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.]
- Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government.
- Government Entity Created by State Legislature.
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Indian tribe other than in Alaska. (The exclusion of Alaskan Tribes from Brownfields Grant eligibility is statutory at CERCLA § 104(k)(1)). Intertribal Consortia, comprised of eligible Indian tribes, are eligible for funding in accordance with EPA’s policy for funding intertribal consortia published in the Federal Register on November 4, 2002, at 67 Fed. Reg. 67181. This policy also may be obtained from your Regional Brownfields Contact listed in [Section VII.](#))
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following. For more information, please refer to the FY19 [FAQs.](#))
- Nonprofit organization described in section 501(c)(3) of the Internal Revenue Code.
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.

- Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.

### **III.B. Threshold Criteria for Multipurpose Grants**

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive a Multipurpose Grant. Threshold criteria are pass/fail and include certain requests for information identified below. The information you submit will be used by EPA solely to make eligibility determinations for Brownfield Grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions. Only those proposals that pass all the threshold criteria will be evaluated against the evaluation criteria in [Section V.A.](#) of this announcement.

**Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.**

If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about this announcement. For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information and/or consider information from other sources, including EPA files.

In order to maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in [EPA's Policy for Competition of Assistance Agreements](#).<sup>7</sup>

Applicants may not submit multiple proposals under this solicitation, nor may they submit a proposal for an FY19 Brownfields Assessment or Cleanup Grant. Applicants who submit more than one proposal will be contacted by EPA prior to proposal review to determine which one(s) will be withdrawn.

Proposals must substantially comply with the proposal submission instructions and requirements set forth in [Section IV.](#) of this announcement or they will be rejected. Pages exceeding the page limits described in [Section IV.C.](#) for the Narrative Information Sheet and the Narrative, and attachments not specifically required, will not be reviewed.

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<sup>7</sup> EPA Order 5700.5A1, *EPA's Policy for Competition of Assistance Agreements* is available at <https://www.epa.gov/grants/epa-order-57005a1-epas-policy-competition-assistance-agreements>.

In addition, proposals must be submitted through [www.grants.gov](http://www.grants.gov) as stated in [Section IV](#), and [Appendix 1](#) of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in [Appendix 1](#)) on or before the proposal submission deadline. Applicants are responsible for following the submission instructions in [Section IV](#), and [Appendix 1](#) of this announcement to ensure that their proposal is submitted in a timely manner.

Proposals received after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues. An applicant's failure to timely submit their proposal through [www.grants.gov](http://www.grants.gov) because they did not timely or properly register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) will not be considered an acceptable reason to consider a late submission.

EPA will verify that the Data Universal Number System (DUNS) number listed on the application is the correct DUNS number for the applicant's organization/department. If the correct DUNS number is not included on the application, the application may be deemed ineligible.

Responses to each item below are required and must be included as an attachment to the Narrative that is included in the proposal submitted to EPA. See [Section IV.C](#), for a complete list of required documents that must be submitted.

### **1. Applicant Eligibility**

Provide information that demonstrates how you are an eligible entity for a Multipurpose Grant as specified in [Section III.A](#), *Who Can Apply?*

- For entities that are cities, counties, tribes, or states, affirm that the organization is eligible for funding.
- For entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
- For nonprofit organizations, or organizations comprised of nonprofit organizations, provide documentation as an attachment to the Narrative demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- For qualified community development entities, provide documentation as an attachment to the Narrative certifying the organization's status.

### **2. Community Involvement**

Provide information that demonstrates how you intend to inform and involve the community and other stakeholders in the planning, implementation, and other brownfield activities described in your proposal.

### 3. **Target Area**

Identify one target area where you propose to conduct eligible activities, such as a neighborhood, a number of neighboring towns, a district, a corridor, a shared planning area or a census tract. The target area may not include communities that are located in distinctly different geographic areas.

### 4. **Affirmation of Brownfield Site Ownership**

To be eligible for Multipurpose Grant funding, an applicant must own a site(s) that meets the CERCLA § 101(39) definition of a brownfield. An applicant must own a brownfield site(s) within their target area where cleanup activities may be conducted by January 31, 2019.

Applicants eligible for Brownfields Grant funding cannot be liable for contamination on the site. Site eligibility related to liability is determined differently at sites contaminated with hazardous substances than for sites contaminated by petroleum or petroleum product.

**Eligibility determinations for site-specific assessment and cleanup activities will be made by EPA after the award of the grant throughout the project period.**

**Affirm that you own a site that meets the CERCLA § 101(39) definition of a brownfield and is:** a) not listed (or proposed for listing) on the National Priorities List; b) not subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA; and c) not subject to the jurisdiction, custody, or control of the U.S. government. (Note: Land held in trust by the U.S. government for an Indian tribe is eligible for funding.) For more information on sites eligible for Brownfields Grant funding, please see the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#).<sup>8</sup>

### 5. **Required Cost Share**

Multipurpose Grant recipients are required to provide a \$40,000 cost share. The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source. If the cost share is in the form of a contribution of labor, material, or other services, it must be incurred for an eligible and allowable expense under the grant and otherwise comply with 2 CFR 200.306. Eligible and allowable expenses may include administrative costs borne by the recipient or a third party to meet its cost share obligation; including indirect costs, subject to the 5% limit on administrative costs. See the FY19 [FAQs](#) for more information on the cost share requirement.

**Demonstrate how you will meet the \$40,000 cost share requirement.** Note, this discussion may be the same as the response to *Description of Tasks and Activities* in Section [IV.E.3.a](#).

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<sup>8</sup> *Information on Sites Eligible for Brownfields Funding CERCLA § 104(k)* is available at <https://www.epa.gov/brownfields/information-sites-eligible-brownfields-funding-under-cercla-ss-104k>.

## SECTION IV. – PROPOSAL SUBMISSION INFORMATION

### IV.A. How to Obtain an Application Package

A copy of these guidelines can be obtained from the [EPA Brownfields Program](#) website<sup>9</sup> or through [www.grants.gov](http://www.grants.gov).

### IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package<sup>10</sup> electronically to EPA through [www.grants.gov](http://www.grants.gov). Applications must be received no later than 11:59 p.m. ET on January 31, 2019. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov).

Applications received after 11:59 p.m. ET on January 31, 2019, will not be considered for funding.

In order to submit an application through [www.grants.gov](http://www.grants.gov), you must:

- Have an active DUNS number;
- Have an active System for Award Management (SAM) account in [www.sam.gov](http://www.sam.gov);
- Be registered in [www.grants.gov](http://www.grants.gov); and
- Be designated as your organization's AOR.

The registration process for all the above items **may take a month or more to complete.**

The electronic submission of your application must be made by the AOR of your institution who is registered with [www.grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance. Refer to [Appendix 1](#) for specific instructions on how to apply through [www.grants.gov](http://www.grants.gov).

If you do not have the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of limited or no Internet access which prevents you from being able to upload the required application materials to [www.grants.gov](http://www.grants.gov), please refer to the procedures in [Appendix 1](#).

### IV.C. Content and Form of Application Submission

The proposal must stand on its own merits based on the responses to the relevant ranking criteria in [Section IV.E](#).

All proposal materials must be in English. The Narrative Information Sheet and the Narrative must be typed, single-spaced, on letter-sized (8.5 x 11-inch) paper, and should **use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size.** The checklist below

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<sup>9</sup> EPA Brownfields Program website is available at <http://www.epa.gov/brownfields>.

<sup>10</sup> Note, for the purposes of this competition, the "application package" includes the required federal forms available at [www.grants.gov](http://www.grants.gov), as well as the Narrative Information Sheet, the Narrative and associated attachments.

outlines the documents to include in the proposal. Extraneous materials, including photos, graphics, and attachments not listed, will not be considered.

<input checked="" type="checkbox"/> Federal application materials required by <a href="http://www.grants.gov">www.grants.gov</a> (see <a href="#">Appendix 1</a> )
<input checked="" type="checkbox"/> Narrative Information Sheet (2-page limit, single-spaced) (see <a href="#">Section IV.D.</a> )
<input checked="" type="checkbox"/> Narrative Information Sheet Attachment: <ul style="list-style-type: none"> <li>○ Letter from the state or tribal environmental authority (see <a href="#">Section IV.D.8.</a>)</li> </ul>
<input checked="" type="checkbox"/> The Narrative, which includes the responses to ranking criteria (12-page limit, single-spaced) (see <a href="#">Section IV.E.</a> )
<input checked="" type="checkbox"/> Threshold Criteria Response (as an attachment(s)): <ul style="list-style-type: none"> <li>○ A statement of applicant eligibility if a city, county, state, or tribe (see <a href="#">Section III.B.1.</a>)</li> <li>○ Documentation of applicant eligibility if other than city, county, state, or tribe; documentation of 501(c)(3) tax-exempt status or qualified community development entity (see <a href="#">Section III.B.1.</a>)</li> <li>○ Description of community involvement (see <a href="#">Section III.B.2.</a>)</li> <li>○ Description of the target area where Multipurpose Grant funding will be used (see <a href="#">Section III.B.3.</a>)</li> <li>○ An affirmative statement that the applicant owns a site, or sites, which meets the definition of a brownfield site (see <a href="#">Section III.B.4.</a>)</li> <li>○ Discussion on how the cost share will be met (see <a href="#">Section III.B.5.</a>)</li> </ul>

#### IV.D. Narrative Information Sheet

The Narrative Information Sheet shall only address the information below and shall not exceed two, single-spaced pages. Any pages submitted over the page limit will not be considered. EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria. Each Narrative Information Sheet must be on the applicant’s official letterhead.

1. Applicant Identification Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and be accountable to EPA for the proper expenditure of funds.
2. Funding Requested
  - a. Grant Type Indicate “Multipurpose”
  - b. \$\_\_\_\_\_ (Include requested amount; must not exceed \$800,000)
  - c. Contamination Indicate “Hazardous Substances,” “Petroleum,” or “Hazardous Substances and Petroleum”. **Note:** If both, provide a breakdown of the amount of funding you are requesting by contaminant type (e.g., \$500,000 hazardous substances and \$300,000 petroleum).
3. Location Provide the a) city, b) county, and c) state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields property(ies).

4. Contacts

- a. Project Director Provide the name, phone number, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main point of contact for the project and should be the person responsible for the project’s day-to-day operations. The Project Director may be contacted if other information is needed.
- b. Chief Executive/Highest Ranking Elected Official Provide the name, phone number, email address, and mailing address of the applicant’s Chief Executive or highest ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization’s Executive Director or President. These individuals may be contacted if other information is needed.

5. Population

- If you are a city/town, provide the population of your jurisdiction.
- If you are a county/parish/borough, state, or regional organization that covers a geographic area with more than one city/town, provide the population of the city/town in which each priority site/proposed site/target area is located.
- If you are a nonprofit organization exempt from taxation under section 501(c)(3) or qualified community development entity, provide the population of the city/town in which the project is located.
- If you are a tribe, provide the number of tribal/non-tribal members affected.

Population data can be found at [www.census.gov](http://www.census.gov).

6. Other Factors Checklist

Please identify which of the below items apply to your community/proposed project. If none of the Other Factors are applicable to your community/proposed project, please provide a statement to that effect.

<b>Other Factors</b>	<b>Page #</b>
Community population is 10,000 or less.	
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
The priority brownfield site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
The priority site(s) is in a federally designated flood plain.	
The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.	

At least 20% of the overall project budget will be spent on eligible site reuse or area-wide planning activities for priority brownfield site(s) within the target area.	
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7. Letter from the State or Tribal Environmental Authority

For an applicant other than a state or tribal environmental authority, attach a current letter from the appropriate state or tribal environmental authority acknowledging that the applicant plans to conduct assessment and cleanup activities and is planning to apply for FY19 federal brownfields grant funds. Letters regarding proposals from prior years are not acceptable.

You must provide a copy of this letter as an attachment to this proposal. Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) are not acceptable. Coordinate early with your state or tribal environmental authority in order to allow adequate time for you to obtain the acknowledgment letter and attach it to your proposal.

The letter from the state or tribal authority does not count towards the two-page limit for this section.

**IV.E. Narrative/Ranking Criteria**

The Narrative (including citations) shall not exceed 12 single-spaced pages. Any pages submitted over the page limit will not be evaluated.

The Narrative must include clear, concise, and factual responses to all ranking criteria and sub-criteria below. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the proposal. If a criterion does not apply, clearly state this. **Any criterion left unanswered may result in zero points given for that criterion.** Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria.

**1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION**

**a. Target Area and Brownfields**

i. Background and Description of Target Area

Include a brief description of your city, town, or geographic area to provide background on its cultural and industrial history that establishes your brownfield challenges and their impact on the community.

Identify and describe the specific target area where you plan to perform eligible activities, such as a neighborhood, a number of neighboring towns, a district, a corridor, a shared planning area or a census tract.

ii. Description of the Priority Brownfield Site(s)

Describe one or more priority brownfield site(s) in the target area and discuss why the site(s) may be a candidate for assessment, cleanup, and/or redevelopment activity. Characterize known contamination, past and current land uses, current site conditions (including structures), and potentially related environmental issues.

If applicable, describe whether the priority site(s) is located adjacent<sup>11</sup> to a body of water or is in a federally designated flood plain.

Note: A recipient of a Multipurpose Grant may not expend any grant funds for the remediation of a brownfield site unless they own the brownfield site and are not responsible for the contamination.

## **b. Revitalization of the Target Area**

### **i. Overall Plan for Revitalization**

If an overall plan for revitalization of brownfield sites within the target area already exists, describe how the proposed Multipurpose Grant activities align with that plan. Explain the extent to which a feasible site reuse strategy already exists for at least one of the priority brownfield site(s) to be addressed under the grant. Discuss how the brownfields revitalization plan(s) aligns with and supports the local government's broader land use and revitalization efforts.

If an overall plan for revitalization of brownfield sites within the target area does not exist, describe how the activities performed using Multipurpose Grant funds will result in an overall plan for revitalization of brownfield sites, including a feasible site reuse strategy for each brownfield site addressed under the grant. Discuss how your brownfields revitalization plan(s) will align with and support the local government's broader land use and revitalization efforts.

### **ii. Outcomes and Benefits of Overall Plan for Revitalization**

Describe the potential of the overall plan for revitalization to stimulate economic development in the target area upon completion of the cleanup of these properties, and/or how the grant will facilitate the creation of, preservation of, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes.

If applicable, describe how the redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.

## **c. Strategy for Leveraging Resources**

### **i. Resources Needed for Site Reuse**

Describe the applicant's eligibility for monetary funding from other resources and how the grant will stimulate the availability of additional funds for environmental assessment or remediation, and subsequent reuse (e.g. demolition, redevelopment activities, etc.) of the priority site(s).

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<sup>11</sup> The border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them.

Identify potential key funding resources that will be sought for use in the assessment, remediation, and/or revitalization strategy for the priority site(s). (Do not duplicate sources discussed in *Description of Tasks and Activities* or sources used to meet the cost share).

ii. Use of Existing Infrastructure

Describe how this grant will facilitate the use of existing infrastructure at the priority site(s) and/or within the target area.

If additional infrastructure needs are key to the revitalization plans for the priority site(s), describe the infrastructure needs and funding resources that will be sought to implement that work.

## 2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

### a. **Community Need**

i. The Community's Need for Funding

Describe how this grant will meet the needs of the community that has an inability to draw on other initial sources of funding to carry out environmental assessment or remediation, planning activities, and subsequent redevelopment of the target area because of the small population and/or low income of the community.

ii. Threats to Sensitive Populations

Describe how this grant will address or facilitate the identification and reduction of threats to:

(1) Health or Welfare of Sensitive Populations

The health or welfare of children, pregnant women, minority or low-income communities, or other sensitive populations in the target area.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

Populations in the target area that suffer from a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum.

(3) Economically Impoverished/Disproportionately Impacted Populations

Populations in the target area that are economically impoverished and/or disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.

Please refer to the FY19 [FAQs](#) for information on sensitive populations and environmental justice.

**b. Community Engagement**

i. Community Involvement

Identify the local community partners that will be involved in the project, and describe the role each identified partner will have in the project and how it will be involved in making decisions with respect to site selection, cleanup, and future redevelopment of the priority brownfield sites. *See suggested table format below.*

The local community partners may include community organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), as well as property owners, lenders, developers, and the general public.

**Sample Format for List of Project Partners**

Partner Name	Point of contact (name, email & phone)	Specific role in the project
<i>Add rows as needed</i>		

ii. Incorporating Community Input

Discuss your plan to communicate project progress to the local community, including the frequency and by what method(s) you will use and how input will be solicited, considered, and responded to.

**3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

The \$40,000 cost share must only include costs associated with eligible activities under the grant.

*Local government applicants* may use up to 10% of the total grant award for health monitoring activities. The health monitoring activities must be associated with brownfield sites at which at least a Phase II environmental site assessment is conducted and is contaminated with hazardous substances. Partnership with the local health agency is required. Please review the [Health Monitoring](#) fact sheet for more information.

Administrative costs (direct costs for grant administration and indirect costs) may not exceed 5% of the total requested EPA funds. Note that EPA considers costs for performance and financial reporting to be allowable programmatic costs that are not subject to the 5% limitation. Costs must be classified as direct or indirect consistently and applicants may not classify the same cost in both categories.

Do not include activities that are ineligible uses of funds under EPA’s Multipurpose Grant (e.g., land acquisition; building demolition that is not necessary to assess or remediate contamination at the site; building construction).

Please refer to the FY19 [FAQs](#) for additional examples of eligible and ineligible uses of funds (including administrative costs). For questions not covered by the FY19 [FAQs](#), contact your Regional Brownfields Contact listed in [Section VII](#).

**a. Description of Tasks and Activities**

Provide a list of tasks/activities required to implement the proposed project. For each task/activity, identify the lead entity(ies) overseeing the various activities (i.e., the applicant, qualified environmental professional, or other identified entity).

- Discuss the EPA-funded activities that will take place to address the priority brownfield site(s) in the target area and the anticipated schedule for those activities during the 5-year period of performance.
- Discuss how the required \$40,000 cost share will be met.
- If applicable, identify tasks and/or activities that are necessary to carry out the grant that will be contributed by sources other than the EPA grant; such as in-kind resources or funding contributed by your organization. (For example, the applicant does not charge the EPA grant for salary dollars and therefore contributes its own resources to carry out programmatic oversight activities or grant administration. Do not duplicate sources listed in *Resources Needed for Site Reuse* or sources used to meet the cost share.)

Typical eligible general tasks/activities may include cooperative agreement oversight, procuring a Qualified Environmental Professional, securing site access, community engagement, site selection, and coordination with the local health agency on health monitoring activities, etc.

Eligible assessment tasks/activities may include inventory work, Phase I and Phase II investigations, and cleanup planning at a specific site, etc.

Eligible cleanup activities may include remediation, submitting and obtaining approval of Quality Assurance Project Plan, enrollment of site in the State's Voluntary Cleanup Program, certifying cleanup is complete, etc.

Eligible planning tasks/activities<sup>12</sup> may include reuse planning, the development of an area-wide plan, conducting market feasibility studies, evaluating infrastructure needs, etc.

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<sup>12</sup> For more information on eligible planning activities, review the *Planning Program Fact Sheets* at <https://www.epa.gov/brownfields/information-eligible-planning-activities>.

**b. Cost Estimates and Outputs**

You may use the sample table format below to present how you plan to allocate grant funds for tasks/activities described in [Section IV.E.3.a.](#) by budget category. Replace the task number heading in the sample table with the actual title of the task.

**Sample Format for Budget (do not change Budget Categories)**

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
<b>Direct Costs</b>	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Other (include subawards) (specify type) _____					
<b>Total Direct Costs<sup>3</sup></b>						
Indirect Costs <sup>3</sup>						
<b>Total Federal Funding</b> (not to exceed \$800,000)						
<b>Cost Share</b> (\$40,000) <sup>4</sup>						
<b>Total Budget</b> (Total Direct Costs + Indirect Costs + Cost Share)						

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfield Grants.  
<sup>3</sup> Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.  
<sup>4</sup> Applicants must include the required \$40,000 cost share in the budget.

**Only include EPA grant funds and the required cost share in this table.** Leveraged resources should not be included in the budget table.

If you are requesting hazardous substances and petroleum funding, provide either two separate budget tables, or two separate line items within one budget table, which distinguish hazardous substances funds from petroleum funds.

Describe how costs for each task were developed (per budget category; including the cost share), and, where appropriate, present costs per unit and the anticipated outputs/deliverables.

Examples of costs per unit may include:

**Task 1, Planning Activities**

- *Contractual Costs*: 1 brownfields economic market analysis = \$20,000
- *Supplies*: Room rental for 6 community meetings at \$250/meeting = \$1,500

**Task 2, Phase I Environmental Site Assessments**

- *Personnel Costs*: 20 hours at average rate of \$50/hr = \$1,000
- *Contractual Costs*: 5 Phase I site assessments at average cost of \$3,500 = \$17,500

**Task 3, Tank Removal**

- *Personnel Costs*: 20 hours at average rate of \$50/hr = \$1,000
- *Contractual Costs*: 5 tank pulls at cost of \$13,000 per tank pull = \$65,000

Outputs may include, but are not limited to, site prioritization, assessment and/or cleanup plans, community involvement plans, brownfields site-specific and area-wide reuse plans, final Analysis of Brownfield Cleanup Alternatives (ABCA) documents, administrative records, and cleanup completion report or letter. (Refer to [Section I.D.](#) for an explanation of outputs.)

**c. Measuring Environmental Results**

Discuss how you plan to track, measure, and evaluate your progress in achieving these project outputs, overall project results, and eventual project outcomes to ensure the grant funds are expended in a timely and efficient manner. (Definitions of outputs and outcomes are provided in [Section I.D.](#))

**4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**

**Provide responses for the organization that is applying for funding (i.e., the applicant).**

**a. Programmatic Capability**

**i. Organizational Structure and Experience**

Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completion of all technical, administrative and financial requirements of the project and grant. Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience.

Describe your organization's experience in working with the local community to successfully assess, clean up, and reuse sites in the past.

ii. Acquiring Additional Resources

Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or subrecipients) required per grant requirements to successfully complete the project. (Refer to [Section IV.G](#) regarding the difference between contractors and subrecipients.)

**b. Past Performance and Accomplishments**

If you have ever received an EPA Brownfields Assessment, Cleanup, Area-Wide Planning, Revolving Loan Fund Grant, and/or 128(a) Grant, please respond to **item i.** below. (Do not include information on Targeted Brownfields Assessments, Environmental Workforce Development & Job Training Grants, and subawards from another Brownfields Grant recipient.)

If you have never received an EPA Brownfields Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement), please respond to **item ii.** below.

If you have never received any type of federal or non-federal assistance agreements, please indicate this in response to **item iii.** below.

i. Currently Has or Previously Received an EPA Brownfields Grant

Identify and provide information regarding each of your current and/or most recent EPA Brownfields Grant(s) (no more than three). Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the items listed below.

(1) Accomplishments

Describe the accomplishments (including specific outputs and outcomes) of the current/prior grant(s), including at a minimum, the number of sites assessed and/or cleaned up. Discuss whether these outputs and outcomes were accurately reflected in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) at the time of this proposal submission; and if not, please explain why.

(2) Compliance with Grant Requirements

Discuss your compliance with the workplan, schedule, and terms and conditions under the current/prior grant(s). Include whether you have made and have reported on, or are making and reporting on, progress towards achieving the expected results of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented and communicated.

Discuss your history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.

For all open EPA Brownfields Grant(s) indicate the grant period (start and end date), if there are funds remaining, and the plan to expend funds by the end of the grant period.

For all closed EPA Brownfields Grant(s), indicate if there were funds remaining when the grant closed, the amount of remaining funds, and a brief explanation of why the funds were not expended.

– OR –

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

Identify and describe each of your current and/or most recent federally and non-federally funded assistance agreements (no more than three) *that are most similar in size, scope, and relevance to the proposed project*. Demonstrate how you successfully managed the agreement(s), and successfully performed all phases of work under each agreement by providing the following information.

(1) Purpose and Accomplishments

Describe the awarding agency/organization, amount of funding, and purpose of the assistance agreement(s) you have received.

Discuss the accomplishments (including specific outputs and outcomes) of the project supported by these assistance agreement(s), including specific measures of success for the project supported by each type of agreement received.

(2) Compliance with Grant Requirements

Describe your compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s). Include whether you have made and reported on, or are making and reporting on, progress towards achieving the expected results of the agreement in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented and communicated.

Discuss your history of timely and acceptable reporting, as required by the awarding agency/organization.

– OR –

iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements

Affirm that your organization never received any type of federal or non-federal assistance agreement (grant or cooperative agreement). (*Applicants that indicate that they do not have a history of performing assistance agreements will receive a “neutral” 3-point score. However, failure to indicate anything in response to this subcriterion may result in zero points.*)

## IV.F. Leveraging

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third-party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources and their source must be identified in the Narrative. Leveraged funds and resources may take various forms as noted below.

**While voluntary cost share is generally a form of leveraging it will not be considered under this solicitation.** Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to cover costs or provide contributions to support the project when a cost share is not required. Under this solicitation, applicants should not propose a voluntary cost share. **EPA will not consider or evaluate any proposed voluntary cost share.**

**Leveraging.** Leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third-party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's Narrative. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their Narrative. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500.

## IV.G. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found in the [EPA Solicitation Clauses](#).<sup>13</sup> These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII](#) to obtain the provisions.

## SECTION V. – NARRATIVE REVIEW INFORMATION

### V.A. Evaluation Criteria

If your proposal passes the threshold eligibility review (see [Section III.B.](#)), the information you provide in response to [Section IV.E.](#) (Narrative/Ranking Criteria) will be evaluated per the criteria below and scored by a national evaluation panel. Your proposal may be assigned up to 100 points.

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<sup>13</sup> EPA's Solicitation Clauses are available at [www.epa.gov/grants/epa-solicitation-clauses](http://www.epa.gov/grants/epa-solicitation-clauses).

**Criteria (Maximum Points per Criterion)**

**1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (30 Points)**

Each proposal will be evaluated on the quality and extent to which it addresses the following:

**1.a. Target Area and Brownfields (12 points)**

**1.a.i. Background and Description of Target Area (6 points)**

The extent to which the description provides context of the brownfield challenges and the degree to which the challenges impact the community.

The extent to which a specific target area is clearly defined and the degree to which the project scope is conducive to carrying out the proposed project for the amount of funding being requested.

**1.a.ii. Description of the Priority Brownfield Site(s) (6 points)**

The degree to which the brownfield site(s) in the target area are described and the degree to which it is clear why the priority site(s) may be candidate for assessment, cleanup, and/or redevelopment activity. The extent to which the description of the priority brownfield site(s) provides clear information on the land uses, current site conditions, and potentially related environmental issues.

When applicable, the extent to which the proposed site(s) is adjacent to a body of water or is in a federally designated flood plain.

**1.b. Revitalization of the Target Area (10 points)**

**1.b.i. Overall Plan for Revitalization (5 points)**

If an overall plan for revitalization of brownfield sites within the target area already exists, the extent to which an overall plan for revitalization is clearly identified for the priority brownfield site(s), and the extent to which the plan aligns with the proposed Multipurpose Grant activities and includes a feasible site reuse strategy for the priority brownfield site(s). The extent to which the plan clearly aligns with and advances the local government's land use and revitalization plans. *Plans that include a clear vision for the use of revitalized properties may garner more points.*

– OR –

If an overall plan for revitalization of brownfield sites within the target area does not exist, the extent to which the proposed Multipurpose Grant activities will result in an overall plan for revitalization with a feasible site reuse strategy for the priority brownfield site(s), and the extent to which the plan will clearly align with and advance the local government's broader land use and revitalization plans. *Plans that include a clear vision for the use of revitalized properties may garner more points.*

**1.b.ii. Outcomes and Benefits of Overall Plan for Revitalization (5 points)**

The degree to which the proposed project(s) will substantially stimulate economic and/or non-economic development in the target area, and the degree to which these outcomes correlate with the revitalization plan.

When applicable, the extent to which the proposed project(s) will facilitate renewable energy or energy efficiency improvement projects.

**1.c. Strategy for Leveraging Resources (8 points)**

**1.c.i. Resources Needed for Site Reuse (5 points)**

The extent to which the applicant is eligible for monetary funding from other sources, and the extent to which the grant will stimulate the availability of additional funds for environmental assessment or remediation, and subsequent reuse of the proposed site(s).

The relevancy and degree to which the identified funding resources will substantially advance the current state of the proposed site(s) toward completed remediation and/or revitalization. The degree to which attached documentation substantiates secured commitments discussed in the Narrative.

The extent to which the identified potential funding resources will advance the current state of the priority site(s) toward completed assessment, remediation, and/or revitalization. *(Note, a response may not earn full points if the applicant duplicates sources that are listed in Description of Tasks and Activities or sources used to meet the cost share.)*

**1.c.ii. Use of Existing Infrastructure (3 points)**

The extent to which this grant will facilitate the use of existing infrastructure for the proposed site(s) and/or within the target area.

If additional infrastructure needs are key to the revitalization plans for the proposed site(s), the extent to which the identified resources are relevant to the project.

**2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (20 Points)**

Each proposal will be evaluated on the quality and extent to which it addresses the following:

**2.a. Community Need (12 points)**

**2.a.i. The Community's Need for Funding (3 points)**

The degree to which the community that will benefit from this grant is of small population and/or is low-income, and the extent to which either of these characteristics limit the community's ability to obtain initial funding to carry out environmental assessment or remediation, planning activities, and subsequent redevelopment.

**2.a.ii. Threats to Sensitive Populations (9 points)**

(1) Health or Welfare (3 points)

The severity of the health or welfare issues experienced by the sensitive populations in the target area, and the extent to which this grant will address or facilitate the identification and reduction of those threats.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions (3 points)

The degree to which populations in the target area(s) suffer from a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum. The extent to which this grant will address or facilitate the identification and reduction of those adverse health conditions.

(3) Economically Impoverished/Disproportionately Impacted Populations (3 points)

The degree to which populations in the target area are economically impoverished and/or disproportionately share the negative environmental consequences resulting from industrial, governmental and/or commercial operations or policies, and the extent to which this grant will address or facilitate the identification and reduction of those threats.

**2.b. Community Engagement (8 points)**

2.b.i. Community Involvement (5 points)

The degree to which each entity is a local community partner and the degree to which each community partner is relevant to the proposed project. The degree to which each identified community partner will have meaningful involvement in the site selection, assessment, cleanup, and future redevelopment of the priority brownfield site(s).

2.b.ii. Incorporating Community Input (3 points)

The extent to which the plan will be effective and appropriate to communicate project progress, and the extent to which community input will be solicited, considered, and responded to in a meaningful way.

**3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**  
**(35 Points)**

Each proposal will be evaluated on the quality and extent to which it addresses the following:

**3.a. Description of Tasks and Activities (15 points)**

Project Implementation (8 points)

The extent to which tasks and activities are eligible.

The degree to which the tasks/activities are specific and appropriate to the goals of the proposed project, and the degree to which the response demonstrates an ability to conduct the range of eligible activities that will meet the needs of the brownfield site(s) in the proposed target area.

The degree to which the tasks/activities will result in at least one Phase II environmental site assessment, one brownfield site cleanup, and an overall plan for revitalization of one or more brownfield sites, if there is not already a plan in place. *Note, projects that will result in at least one Phase II environmental site assessment, one brownfield site cleanup, and an overall plan for revitalization of one or more brownfield sites, if there is not already a plan in place will be reviewed more favorably.*

The extent to which the scheduled milestones are achievable, and the likelihood the activities will be completed within the 5-year period of performance.

When applicable, the extent to which other resources (e.g. in-kind resources) will bridge the gap between the EPA grant and activities necessary to bring the grant to successful completion. *Note, a response may not earn full points if the applicant duplicates sources that are listed in Resources Needed for Site Reuse or sources used to meet the cost share.*

Task/Activity Lead (4 points)

The extent to which the entity overseeing each task/activity is appropriate and the degree to which the applicant will direct grant activities.

When applicable, the degree to which the local health agency is involved in health monitoring activities.

Cost Share (3 points)

The extent to which the entire cost share will be met with eligible activities.

**3.b. Cost Estimates and Outputs (15 points)**

Cost Estimates (10 points)

The extent to which each proposed cost is eligible, appropriate, reasonable, and realistic to implement the project. The degree to which costs clearly correlate with the proposed tasks and activities.

The degree of clarity on how each cost (including the cost share) was developed and the extent to which costs per unit are presented in detail.

When applicable, the degree to which hazardous substance and petroleum funds are distinguished.

The degree to which grant funds are allocated for tasks directly associated with site-specific work, including site assessments, remediation, and associated tasks. *Note, projects that allocate at least 70% of the funds for tasks directly related to site-specific work, including site assessments, remediation, and associated tasks (with at least \$200,000 designated for tasks directly associated with site remediation) will be reviewed more favorably.*

Outputs (5 points)

The quality of the specific outputs and the extent to which the outputs correlate with the proposed project, the extent to which the minimum required Multipurpose Grant deliverables will be achieved, and the likelihood the outputs will be achieved within the 5-year period of performance.

**3.c. Measuring Environmental Results (5 points)**

The extent to which the plan and mechanism to track, measure and evaluate project progress in achieving expected outputs, outcomes, and results are reasonable and appropriate. The degree to which the applicant can easily identify when the project is or is not on schedule.

The degree to which the approaches, procedures, and/or controls demonstrate the applicant's readiness to achieve the project goals in an efficient manner, including the minimum required deliverables as well as additional deliverables proposed by the applicant.

**4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (15 Points)**

Each proposal will be evaluated on the quality and extent to which it addresses the following:

**4.a. Programmatic Capability (9 points)**

4.a.i. Organizational Structure and Experience (5 points)

The degree to which the applicant's organization has the programmatic and administrative capacity to successfully manage and complete the grant within the 5-year period of performance.

The degree of efficiency and effectiveness of the organizational structure to ensure the timely and successful expenditure of funds to complete all technical, administrative and financial requirements of the grant.

The degree of expertise, qualifications, and experience of key staff that will result in the successful administration of the grant.

The extent to which the organization has past experience working with the local community to successfully assess, clean up, and reuse sites.

4.a.ii. Acquiring Additional Resources (4 points)

The degree to which the applicant's organization has the ability to acquire any additional expertise and resources (e.g. contractors or subrecipients) required to successfully complete the project.

**4.b. Past Performance and Accomplishments (6 points)**

*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.b.i. Currently Has or Previously Received an EPA Brownfields Grant (6 points)

The degree to which there is demonstrated ability to successfully manage the grant based on current/past EPA Brownfields Grant(s) and the extent to which the applicant successfully performed all phases of work under the grant.

(1) Accomplishments (3 points)

The quality of the accomplishments (including specific outputs and outcomes) under current/prior grant(s), including at a minimum, the number of sites assessed and/or cleaned up, and the extent to which outputs and outcomes were accurately reflected in ACRES at the time of this proposal submission.

(2) Compliance with Grant Requirements (3 points)

The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior grant(s), and the degree to which progress was made (and reported on), or was being made, towards achieving the expected results of the grant(s) in a timely manner. If expected results were not being reported on, the extent to which the measures taken to correct the situation were reasonable and appropriate or there is an adequate explanation for lack of reporting.

A demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.

The extent to which funds from any open EPA Brownfields Grant(s) are committed to ongoing eligible grant activities or will support the tasks/activities described in this proposal. The likelihood of all grant funds under the current/prior grant(s) being expended by the end of the period of performance.

For all closed EPA Brownfield Grants, the extent to which there is a reasonable explanation of why funds remained when the grant closed, and the degree to which the applicant made every effort to spend the remaining funds within the grant period of performance.

– OR –

4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (6 points)

The degree to which the applicant demonstrates its ability to successfully manage the grant and perform all phases of work under the grant based on current/prior federal or non-federal assistance agreements.

(1) Purpose and Accomplishments (3 points)

The extent to which similar past federal or non-federal assistance agreement(s) is identified (in terms of size, scope, and relevance to the proposed project) and the degree to which sufficient information is provided to make that determination.

The quality of the accomplishments (including specific outputs and outcomes) of the project supported by the assistance agreement(s), including specific measures of success for the project supported by each type of agreement received.

(2) Compliance with Grant Requirements (3 points)

The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s), and the degree to which progress was made (and reported on), or was being made, towards achieving the expected results of the agreement(s) in a timely manner. If expected results were not achieved, the extent to which the measures taken to correct the situation were reasonable and appropriate.

A demonstrated history of timely and acceptable reporting, as required by the awarding agency/organization.

– OR –

4.b.iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (3 points)

The extent to which it is clearly affirmed that the organization never received any type of federal or non-federal assistance agreement. [These applicants will receive a “neutral” score of 3 points.]

## **V.B. Other Factors and Considerations**

In making the final selection from among the most highly ranked applicants, EPA’s Headquarters Selection Official may consider the factors below as appropriate. Applicants should provide a summary in the Narrative on the applicable other factors and note the corresponding page number in the Other Factors Checklist (located in the [Narrative Information Sheet](#)). Other factors include:

- Whether the community population is 10,000 or less;
- whether the applicant is a federally recognized Indian tribe or United States territory or whether the project is assisting a tribe or territory;
- whether the priority brownfield site(s) is impacted by mine-scarred land;
- whether the priority site(s) is adjacent to a body of water;
- whether the priority site(s) is in a federally designated flood plain;
- whether redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects; and
- whether at least 20% of the overall project budget will be spent on eligible site reuse or area-wide planning activities for priority brownfield site(s) within the target area.

Additionally, EPA’s Headquarters Selection Official may take the following considerations into account when making final selections:

- fair distribution of funds between urban and non-urban areas;

- whether the applicant’s jurisdiction is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates;
- the distribution of funds among EPA’s ten Regions and among the states and territories;
- compliance with the up to 25% statutory petroleum funding allocation; and
- whether the applicant’s project is located in an IRS-designated Opportunity Zone.

### **V.C. Review and Selection Process**

Timely submitted proposals will initially be reviewed by the appropriate EPA Regional Office to determine compliance with the applicable threshold criteria for Multipurpose Grants ([Section III.B.](#)). All proposals that pass the threshold criteria review will be evaluated by national evaluation panels. The national evaluation panels will be comprised of EPA staff and potentially other federal agency representatives chosen for their expertise in the range of activities associated with the brownfield assessments and cleanups. Eligible proposals will be evaluated based on the criteria described in [Section V.A.](#) and a ranking list of applicants will be developed.

The Office of Brownfields and Land Revitalization (OBLR) will provide the list to the Selection Official, who is responsible for further consideration of the proposals and final selection of grant recipients. Proposals will be selected for award based on their evaluated point scores, the availability of funds, and, as appropriate, the other factors and considerations described in [Section V.B.](#)

### **V.D. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found in the [EPA Solicitation Clauses](#). These and the other provisions in [EPA’s Solicitation Clauses](#) are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII.](#) to obtain the provisions.

## **SECTION VI. – AWARD ADMINISTRATION INFORMATION**

### **VI.A. Award Notices**

Applicants who fail the threshold eligibility requirements will be notified within 15 calendar days of EPA’s determination of ineligibility. EPA will notify applicants who are not selected for award based on the evaluation criteria and other considerations within 15 calendar days of EPA’s final decision on selections for this competition.

EPA anticipates notification to successful applicants will be made via telephone, email, or postal mail by late Spring 2019. The notification will be sent to the Project Director and Chief Executive/Highest Ranking Elected Official listed in the Narrative Information Sheet in [Section](#)

IV.D. This notification, which informs the applicant that its proposal is selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Regional Grants Management Official for regional awards. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through email or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., workplan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

### **VI.B. Administrative and National Policy Requirements**

1. Funding will be awarded as a cooperative agreement. The applicants who are selected for award will work with an EPA Project Officer to finalize the required federal proposal package and to negotiate the cooperative agreement workplan. It is EPA's expectation that the selected applicants will complete the award process within six months of the announcement.
2. Approved cooperative agreements will include terms and conditions (including any applicable Davis Bacon requirements) that will be binding on the recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 2 CFR § 200.328.
3. An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively, and make sufficient progress towards completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.

### **VI.C. Reporting Requirements**

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within 30 days after each reporting period. The reporting period (i.e., quarterly, annually) is identified in the terms and conditions of the cooperative agreement. These reports cover work status, work progress, difficulties encountered, an accounting of financial expenditures, preliminary data results, anticipated activities, and any changes in key personnel involved with the project. Site-specific accomplishments are reported on Property Profile Forms and can be submitted electronically to EPA's ACRES reporting system. Information provided in the quarterly reports and submitted in ACRES helps EPA monitor the community's progress with implementing their project and also directly supports the continuation of the Brownfields Program by highlighting measurable site-specific accomplishments to the public and Congress.

At the end of the cooperative agreement, a final project report also is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, and any other resources leveraged during the project and how they were used.

#### **VI.D. Brownfield Programmatic Requirements**

Brownfield Grant recipients must comply with all applicable federal and state laws to ensure that the assessment and cleanup protect human health and the environment. Brownfield Grant recipients also must comply with the program's technical requirements, which may include, but are not limited to, requirements for Quality Assurance requirements, historic properties or threatened and endangered species, all appropriate inquiries, environmental cleanup responsibilities, sufficient progress, collection of post-grant information, and protections of nearby and sensitive populations. For additional information on these requirements, please review the [Brownfield Programmatic Requirements](#).

#### **VI.E. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found in the [EPA Solicitation Clauses](#). Copies of these procedures may also be requested by contacting the Regional Brownfields Contact listed in [Section VII](#).

#### **VI.F. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found in the [EPA Solicitation Clauses](#). These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII](#) to obtain the provisions.

## SECTION VII. – EPA REGIONAL BROWNFIELD PROGRAM CONTACTS

EPA Regional Contact and States		Address
<b>EPA Region 1</b> Frank Gardner <a href="mailto:Gardner.Frank@epa.gov">Gardner.Frank@epa.gov</a> Phone: (617) 918-1278	<b>CT, ME, MA,                      NH, RI, VT</b>	5 Post Office Square Suite 100, Mail code: OSRR7-2 Boston, MA 02109-3912
<b>EPA Region 2</b> Lya Theodoratos <a href="mailto:Theodoratos.Lya@epa.gov">Theodoratos.Lya@epa.gov</a> Phone: (212) 637-3260	<b>NJ, NY, PR, VI</b>	290 Broadway; 18th Floor New York, NY 10007
<b>EPA Region 3</b> Felicia Fred <a href="mailto:Fred.Felicia@epa.gov">Fred.Felicia@epa.gov</a> Phone: (215) 814-5524	<b>DE, DC, MD,                      PA, VA, WV</b>	1650 Arch Street Mail Code 3HS51 Philadelphia, PA 19103
<b>EPA Region 4</b> Wanda Jennings <a href="mailto:Jennings.Wanda@epa.gov">Jennings.Wanda@epa.gov</a> Phone: (404) 562-8682	<b>AL, FL, GA,                      KY, MS, NC,                      SC, TN</b>	Atlanta Federal Center 61 Forsyth Street, S.W. 10th FL Atlanta, GA 30303-8960
<b>EPA Region 5</b> Matt Didier <a href="mailto:Didier.Matthew@epa.gov">Didier.Matthew@epa.gov</a> Phone: (312) 353-2122	<b>IL, IN, MI, MN,                      OH, WI</b>	77 West Jackson Boulevard Mail Code SB-5J Chicago, IL 60604-3507
<b>EPA Region 6</b> Paul Johnson <a href="mailto:Johnson.Paul@epa.gov">Johnson.Paul@epa.gov</a> Phone: (214) 665-2246	<b>AR, LA, NM,                      OK, TX</b>	1445 Ross Avenue Suite 1200 (6SF-VB) Dallas, TX 75202-2733
<b>EPA Region 7</b> Whitney Bynum <a href="mailto:Bynum.Whitney@epa.gov">Bynum.Whitney@epa.gov</a> Phone: (913) 551-7735	<b>IA, KS, MO, NE</b>	11201 Renner Blvd Lenexa, KS 66219
<b>EPA Region 8</b> Melisa Devincenzi <a href="mailto:Devincenzi.Melisa@epa.gov">Devincenzi.Melisa@epa.gov</a> Phone: (303) 312-6377	<b>CO, MT, ND,                      SD, UT, WY</b>	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129
<b>EPA Region 9</b> Noemi Emeric-Ford <a href="mailto:Emeric-Ford.Noemi@epa.gov">Emeric-Ford.Noemi@epa.gov</a> Phone: (213) 244-1821	<b>AZ, CA, HI, NV,                      Pacific Island                      Territories</b>	75 Hawthorne Street, SFD6-1 San Francisco, CA 94105
<b>EPA Region 10</b> Terri Griffith <a href="mailto:Griffith.Terri@epa.gov">Griffith.Terri@epa.gov</a> Phone: (206) 553-8511	<b>AK, ID, OR, WA</b>	1200 Sixth Avenue, Suite 155 Mailstop: ECL-133 Seattle, WA 98101

## Appendix 1 Grants.gov Application Submission Instructions

### A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through [www.grants.gov](http://www.grants.gov) under this funding opportunity based on the [www.grants.gov](http://www.grants.gov) instructions in this announcement. If an applicant does not have the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of limited or no Internet access which prevents them from being able to upload the required application materials to [www.grants.gov](http://www.grants.gov), the applicant must contact [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov) or the address listed below in writing (e.g., by hard copy, email) at *least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

**Mailing Address:**

OGD Waivers  
c/o Jessica Durand  
USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., N.W.  
Mail Code: 3903R  
Washington, DC 20460

**Courier Address:**

OGD Waivers  
c/o Jessica Duran  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
Rm # 51278  
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization name and DUNS number
- Organization's contact information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of 1) limited Internet access or 2) no Internet access which prevents them from being able to upload the required application materials through [www.grants.gov](http://www.grants.gov).

EPA will only consider alternate submission exception requests based on the two reasons stated above and will provide a timely response to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding application content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31<sup>st</sup> of the calendar

year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2018). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31<sup>st</sup> of that calendar year. Applicants must request a new exception from required electronic submission through [www.grants.gov](http://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2018, with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Regional Brownfields Contact listed in [Section VII](#). Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

## **B. Submission Instructions**

The electronic submission of your application must be made by the Authorized Organization Representative (AOR) of your institution who is registered with [www.grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance. For more information on the registration requirements that must be completed in order to submit an application through [www.grants.gov](http://www.grants.gov), go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with [www.grants.gov](http://www.grants.gov), please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number (e.g., unique entity identifier) and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through [www.grants.gov](http://www.grants.gov) and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [www.grants.gov](http://www.grants.gov), [www.sam.gov](http://www.sam.gov), and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through [www.grants.gov](http://www.grants.gov) and whose DUNS number (e.g., unique entity identifier) is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through [www.grants.gov](http://www.grants.gov), you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

You may also be able to access the application package for this announcement by searching for

the opportunity on [www.grants.gov](http://www.grants.gov). Go to [www.grants.gov](http://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-18-08**, or the CFDA number that applies to the announcement (**CFDA 66.818**), in the appropriate field and click the “Search” button.

Please note: All applications must now be submitted through [Grants.gov](http://Grants.gov) using the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](http://Grants.gov Workspace Overview Page) at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

**Application Submission Deadline:** Your organization’s AOR must successfully submit your complete application package electronically to EPA through [www.grants.gov](http://www.grants.gov) **no later than January 31, 2019, 11:59 p.m. ET**. Please allow for enough time to successfully submit your application materials and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the [www.grants.gov](http://www.grants.gov) application package that you downloaded using the instructions above.

**Application Materials:** The following forms and documents are required under this announcement.

1. Application for Federal Assistance (SF-424)
2. Narrative Information Sheet, the Narrative, and required attachments. See [Section IV.C.](#) for details on the required content and the associated page limits – use the Project Narrative Attachment form to submit the documents (as one file, if possible).

**Note:** Under future competitions, applicants will be expected to submit a full application package which will include additional forms such as the Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), Preaward Compliance Review Report (EPA Form 4700-4), and EPA Key Contacts (Form 5700-54).

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from [www.grants.gov](http://www.grants.gov) with the following subject lines:

1. **GRANT##### Grants.gov Submission Receipt**
2. **GRANT##### Grants.gov Submission Validation Receipt for Application**

If the AOR did not receive either notification emails listed above, contact the [www.grants.gov](http://www.grants.gov) Help Desk at 1-800-518-4726. The Help Desk is open 24/7 (except federal holidays).

After the application package is retrieved out of the [www.grants.gov](http://www.grants.gov) system by EPA, the AOR should receive the following notification emails from [www.grants.gov](http://www.grants.gov):

3. **GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application**
4. **GRANT##### Grants.gov Agency Tracking Number Assignment for Application**

Applications submitted through [www.grants.gov](http://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [www.grants.gov](http://www.grants.gov)) within 30 days of the application deadline, please contact Jerry Minor-Gordon at [minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov). Failure to do so may result in your application not being reviewed.

### C. Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application: The application package must be transferred to [www.grants.gov](http://www.grants.gov) by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to [www.grants.gov](http://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [www.grants.gov](http://www.grants.gov) BEFORE the due date.** The [www.grants.gov](http://www.grants.gov) support desk operates 24 hours a day, seven days a week, except federal holidays.

A successful transfer will end with an on-screen acknowledgment. For documentation purposes, print or screen capture this acknowledgment. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

**Note: [www.grants.gov](http://www.grants.gov) issues a “case number” upon a request for assistance.**

3. Transmission difficulties: If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [www.grants.gov](http://www.grants.gov) by the deadline date and time, follow the guidance below. EPA will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) with the FON in the subject line. If you are unable to email, contact Jerry Minor-Gordon by phone at 202-566-1817. Be aware that EPA will only consider accepting applications that were unable to transmit due to [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit timely because they did not properly or timely register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.
  - a. If you are experiencing problems resulting in an inability to upload the application to [www.grants.gov](http://www.grants.gov), it is essential to call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Be *sure* to obtain a case number from

[www.grants.gov](http://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated to [www.grants.gov](http://www.grants.gov), such as extreme weather interfering with Internet access, contact Jerry Minor-Gordon (202-566-1817).

- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [www.grants.gov](http://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to [minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov) prior to the application deadline. The email message must document the problem and include the [www.grants.gov](http://www.grants.gov) case number as well as the entire application in PDF format as an attachment.
- c. [www.grants.gov](http://www.grants.gov) rejection of the application package: If a notification is received from [www.grants.gov](http://www.grants.gov) stating that the application has been rejected for reasons other than late submittal promptly send an email to Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by [www.grants.gov](http://www.grants.gov) and attach the entire application in PDF format.

Please note that successful submission through [www.grants.gov](http://www.grants.gov) or via email does not necessarily mean your application is eligible for award.