

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FY21 GUIDELINES FOR BROWNFIELD MULTIPURPOSE (MP) GRANTS

ACTION: Request for Applications (RFA)

RFA NO.: EPA-OLEM-OBLR-20-05

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

DATE: The closing date and time for receipt of applications is **October 28, 2020**, 11:59 p.m. Eastern Time (ET). Applications must be submitted through www.grants.gov. Applications received after 11:59 p.m. ET on **October 28, 2020** 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. This guidance provides information on applying for Multipurpose Grants.

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of EPA's Solicitation Clauses at <https://www.epa.gov/grants/epa-solicitation-clauses> and the instructions outlined in [Section IV.B.](#) of this announcement.

Entities applying for a Fiscal Year 2021 (FY21) Multipurpose Grant may not apply for an FY21 Assessment Grant (EPA-OLEM-OBLR-20-06) or FY21 Cleanup Grant (EPA-OLEM-OBLR-20-07) that are posted separately on www.grants.gov.

Entities that were awarded an FY19 Multipurpose Grant (EPA-OLEM-OBLR-18-08) may not apply for an FY21 Multipurpose Grant under this solicitation.

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 FY21 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 (including a consultant) or subrecipient in your application, please carefully review [Section IV.H.](#) 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 applications received, availability of funds, and other applicable considerations.

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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, applications 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.

Multipurpose Grant funding must be used to conduct both assessment and cleanup activities, and to develop an overall plan for revitalization of the target area if a plan does not already exist. 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.

An applicant must be the sole owner of at least one brownfield site within their target area by **October 28, 2020**, 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 (for example, a nominee agreement or 99-year irrevocable lease). EPA will find applicants ineligible if they do not meet the ownership requirement by **October 28, 2020**. Refer to threshold criterion [Section III.B.4.](#) and FY21 [FAQs](#)¹ for additional information.

A Multipurpose Grant recipient may only expend grant funds for the remediation of a brownfield site it owns. 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. Grant recipients also will need to demonstrate they are not liable for any contamination at a brownfield site prior to expending grant funds for remediation of a brownfield site.

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 FY21 [FAQs](#).

For examples of grant project accomplishments across the country, please see the EPA [Brownfield Grant Recipients Success Stories](#).² For more information on a range of brownfield funding topics, please refer to the FY21 [FAQs](#).

I.B. Uses of Grant Funds

In addition to direct costs associated with the inventory, site prioritization, site reuse planning³, 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.

¹ The FY21 Brownfields Frequently Asked Questions (FAQs) are available at <https://www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants>.

² The Brownfield Grant Recipient Success Stories are available at <https://www.epa.gov/brownfields/brownfield-grant-recipient-success-stories>.

³ For more information on site reuse plans and examples of eligible planning activities, please refer to the FY21 [FAQs](#) and *Planning Program Fact Sheets* at <https://www.epa.gov/brownfields/information-eligible-planning-activities>.

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 the [Health Monitoring Fact Sheet](#)⁴) 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.
3. A portion of the Brownfields Grant may be used to purchase environmental insurance. (See the FY21 [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 FY21 [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](#).⁵ Awards made under this announcement will support Goal 1 – A Cleaner, Healthier

⁴ The Health Monitoring Fact Sheet is available at <https://www.epa.gov/brownfields/brownfields-public-health-and-health-monitoring>.

⁵ EPA's Strategic Plan is available at <https://www.epa.gov/planandbudget/fy-2018-2022-epa-strategic-plan>.

Environment, Objective 3 – Revitalize Land and Prevent Contamination of [EPA’s Strategic Plan](#). All applications 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.⁶ 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.](#)

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 application 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, 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.

⁶ 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>.

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.⁷

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 housing; local or first-source hiring of contractor or subrecipient employees provided the recipient does not impose geographic preferences for procurements in violation of 2 CFR 200.319(b); minority contracting pursuant to 40 CFR Part 33; 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 for an estimated amount of \$800,000 for each grant subject to the availability of funds, quality of applications, and other applicable considerations.

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 decisions. EPA reserves the right to reject all applications and make no awards under this announcement or make fewer awards than anticipated.

⁷ For more information please visit www.epa.gov/environmentaljustice.

In appropriate circumstances, EPA reserves the right to partially fund applications 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 an application, will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, 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 Brownfields 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 includes:

- 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 the selection of proposed sites to verify sites 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 FY21 [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 partnership in which all general partners are 501(c)(3) nonprofit organizations or limited 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.

Note, individual entities, for-profit organizations, and nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible to receive Brownfields Grants.

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 are based on 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 applications that pass all the threshold criteria will be evaluated against the evaluation criteria in [Section V.A.](#) of this announcement.

Applicants may not submit multiple applications under this solicitation. Applicants who submit more than one application (i.e., submit applications for different projects) will be contacted by EPA prior to application review to determine which application(s) will be withdrawn.

Entities applying for an FY21 Multipurpose Grant may not apply for an FY21 Assessment Grant (EPA-OLEM-OBLR-20-05) or FY21 Cleanup Grant (EPA-OLEM-OBLR-20-07). Applicants that exceed the number and type of applications allowable will be contacted, prior to review of any of the applications by EPA, to determine which application(s) the applicant will withdraw from the competition.

Entities that were awarded an FY19 Multipurpose Grant (EPA-OLEM-OBLR-18-08) may not apply for an FY21 Multipurpose Grant under this solicitation.

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

EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about this announcement. For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information that is included in the application and/or consider information from other sources, including EPA files. Such communications shall not be used to correct application deficiencies or material omissions, materially alter the application or project proposed, or discuss changes to the applicant's responses to any evaluation or selection criteria.

In order to maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft applications, provide informal comments on draft applications, 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](#).⁸

Applications must substantially comply with the 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.

In addition, applications must be submitted through 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 application submission deadline. Applicants are responsible for following the submission instructions in [Section IV](#) and [Appendix 1](#) of this announcement to ensure that their application is submitted on time.

Applications received after the submission deadline will be considered late and deemed

⁸ 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>.

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 or relevant www.sam.gov system issues. An applicant's failure to timely submit their application through www.grants.gov because they did not timely or properly register in www.sam.gov or 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 in the application, the application may be deemed ineligible. Applicants need to ensure that the correct Authorized Organization Representative (AOR) and DUNS number of the entity that will receive the award and will be held accountable by EPA for the proper expenditure of funds are listed on the application.

Responses to each item below are required and must be included as an attachment to the Narrative that is included in the application 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 government 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 application.

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 **October 28, 2020**.

Entities liable for contamination on the site are not eligible for Brownfields Grant funding. 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\(k\)](#).⁹

5. **Use of Grant Funds**

Multipurpose Grant funding must be used to conduct both assessment and cleanup activities, and to develop an overall plan for revitalization of the target area if a plan does not already exist. Indicate on which page of the application information on your plan to conduct assessment and cleanup activities, and to develop an overall plan for revitalization of the target area, if a plan does not exist, can be found. If an overall plan for revitalization of the target area already exists, please state this in your response. Note, information that is referenced can be in the written narrative or the budget table.

6. **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 not for ineligible expenses and it must 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 FY21 [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](#).

⁹ *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. – APPLICATION SUBMISSION INFORMATION

IV.A. How to Obtain an Application Package

A copy of these guidelines can be obtained from the [EPA Brownfields Program](#) website¹⁰ or through www.grants.gov.

IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package¹¹ electronically to EPA through www.grants.gov. Applications must be received no later than 11:59 p.m. ET on **October 28, 2020**. 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.

Applications received after 11:59 p.m. ET on **October 28, 2020**, will not be considered for funding.

In order to submit an application through www.grants.gov, you must:

- Have an active DUNS number;
- Have an active System for Award Management (SAM) account in www.sam.gov;
- Be registered in 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 and is authorized to sign applications for federal assistance. Refer to [Appendix 1](#) for specific instructions on how to apply through www.grants.gov.

If you do not have the technical capability to apply electronically through 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, please refer to the procedures in [Appendix 1](#).

You should make every effort to complete the registration process in order to apply through www.grants.gov. However, if you are experiencing technical difficulties in applying through www.grants.gov because of operational or other issues related to COVID-19, you may request to submit the application by email. Email your request (which must include an explanation of the COVID-19 related issue you are experiencing and the specific reason you are unable to submit the application through www.grants.gov) and the complete application to Jerry Minor-Gordon (minor-gordon.jerry@epa.gov) by October 28, 2020 at 11:59 PM ET. Requests will be reviewed on a case-by-case basis. There is no guarantee EPA will accept the submission outside of

¹⁰ EPA Brownfields Program website is available at www.epa.gov/brownfields.

¹¹ Note, for the purposes of this competition, the "application package" includes the required federal forms available at www.grants.gov, as well as the Narrative Information Sheet, the Narrative and associated attachments.

www.grants.gov. Requests received after October 28, 2020 at 11:59 PM ET will not be reviewed or considered.

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Jerry Minor-Gordon (minor-gordon.jerry@epa.gov) and specify which application you want EPA to review.

IV.C. Content and Form of Application Submission

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

All application 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 Application Submission Checklist below outlines the documents to include in the application. Extraneous materials, including photos, graphics, and attachments not listed, will not be considered.

APPLICATION SUBMISSION CHECKLIST

<ul style="list-style-type: none">• Federal application materials required by www.grants.gov (see Appendix 1)
<ul style="list-style-type: none">• Narrative Information Sheet (2-page limit, single-spaced) (see Section IV.D.)
<ul style="list-style-type: none">• Narrative Information Sheet Attachment:<ul style="list-style-type: none">○ Letter from the state or tribal environmental authority (see Section IV.D.8.)
<ul style="list-style-type: none">• The Narrative, which includes responses to the ranking criteria (12-page limit, single-spaced) (see Section IV.E.)
<ul style="list-style-type: none">• Threshold Criteria Response (as an attachment(s)):<ul style="list-style-type: none">○ A statement of applicant eligibility if a city, county, state, or tribe (see Section III.B.1.)○ Documentation of applicant eligibility if other than a city, county, state, or tribe; e.g., resolutions, statutes, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section III.B.1.)○ Description of community involvement (see Section III.B.2.)○ Description of the target area where Multipurpose Grant funding will be used (see Section III.B.3.)○ An affirmative statement that the applicant owns a site, or sites, which meets the definition of a brownfield site (see Section III.B.4.)○ Indicate the page(s) on which you discuss your plan to use funding for both assessment and planning activities, and to develop an overall plan for revitalization of the target area. Alternatively, state if an overall plan of the target area already exists (see Section III.B.5.)○ Discussion on how the cost share will be met (see Section III.B.6.)

IV.D. Narrative Information Sheet

The Narrative Information Sheet must 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)
3. Location Provide the a) city, b) county, and c) state or reservation, tribally owned lands, tribal fee lands, etc., of the community(ies) that you plan to serve.
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.

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.

Other Factors	Page #
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 reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	
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.	

7. Letter from the State or Tribal Environmental Authority (not included in the two-page limit)

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 FY21 federal brownfields grant funds. Letters regarding applications from prior years are not acceptable.

If you are applying for multiple types of grants, you need to receive only one letter from your state or tribal authority acknowledging the relevant grant activities. However, you must provide a copy of this letter, as an attachment, with each of your applications. 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 include it in your application.

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 application. 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 demonstrates 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 reuse. Include information such as known contamination, past and current land uses, current site conditions (including structures), and potentially related environmental issues.

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 the 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 the priority brownfield site(s) 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.

Describe how the overall plan for revitalization will help spur economic growth within an Opportunity Zone.

If applicable, describe how the proposed project or revitalization plans will promote the sustainable reuse of existing buildings or structures.

If applicable, describe how the reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.

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. reuse of existing structures, redevelopment activities, demolition activities, etc., if needed) of the priority site(s).

Identify potential key funding resources that will be sought to support the completion of the assessment, remediation, and/or revitalization strategy of the priority site(s). (Do not duplicate sources discussed in *3.a. Description of Tasks/Activities and Outputs* 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 reuse in the target area because of the small population and/or low income of the community.

ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations

Identify children, pregnant women, minority or low-income communities, or other sensitive populations in the target area. Describe how this grant will address or facilitate the identification and reduction of threats to the health or welfare of such groups.

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

Describe how this grant will address or facilitate the identification and reduction of threats to 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) Disproportionately Impacted Populations

Describe how this grant will address or facilitate the identification and reduction of threats to populations in the target area that have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.

Please refer to the FY21 [FAQs](#) for information on welfare, sensitive populations, and environmental justice (also defined in [Section I.E.](#)).

b. Community Engagement

To conserve space, you may present information for 2.b.i. and 2.b.ii. in the same response and/or use the suggested table format below.

i. Project Involvement

Identify the local organizations/entities/groups that will be involved in, and provide assistance/information to you to assist in, the performance of the project.

Project involvement may be provided by a broad and diverse group of entities including, but not limited to, community organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), as well as property owners, lenders, developers, cities/towns within a regional organization's target area, and the general public.

ii. Project Roles

Describe the role each identified local organization/entity/group will have in the project including how it will be involved in making decisions with respect to site

selection, cleanup, and future reuse of the brownfield sites, including the priority site(s).

Sample Format for List of Organizations/Entities/Groups & Roles

Name of organization/entity/group	Point of contact (name, email & phone)	Specific involvement in the project or assistance provided
<i>Add rows as needed</i>		

iii. Incorporating Community Input

Discuss your plan to communicate project progress to the local community, the local organizations/entities/groups that will be involved in the project, and residents/groups in (or in closest proximity to) the target area, including the frequency and by what method(s) you will use (including methods that offer an alternative to in-person community engagement in the event of social distancing or other restrictions as a result of COVID-19) 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.

Cooperative agreements with successful applicants under this RFA will be subject to the administrative cost limitation described at CERCLA § 104(k)(5)(E). Successful applicants may only use up to 5% of the total amount of EPA funds for their own administrative costs (direct costs for grant administration and indirect costs). The limitation on administrative costs does not apply to otherwise allowable programmatic costs (including indirect costs) charged by procurement contractors. 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 FY21 [FAQs](#) for additional examples of eligible and ineligible uses of funds (including administrative costs). For questions not covered by the FY21 [FAQs](#), contact your Regional Brownfields Contact listed in [Section VII](#).

a. Description of Tasks/Activities and Outputs

Provide a list and description of the tasks/activities required to implement the proposed project. You may respond to this criterion using the sample format for each task/activity.

Sample Format for Tasks/Activities

Task/Activity:
i. Project Implementation <ul style="list-style-type: none"> ▪ Discussion of EPA-funded tasks/activities for the priority site(s): ▪ Non-EPA grant resources needed to carry out tasks/activities, if applicable:
ii. Anticipated Project Schedule:
iii. Task/Activity Lead:
iv. Outputs:

i. Project Implementation

- Discuss the EPA-funded tasks/activities that will take place to address the priority brownfield site(s) in the target area.

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/activities¹² may include reuse planning, the development of an area-wide plan, conducting market feasibility studies, evaluating infrastructure needs, etc.

- If applicable, identify tasks/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.

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

(Do not duplicate sources listed in *1.c.i. Resources Needed for Site Reuse* or sources used to meet the cost share.)

ii. Anticipated Project Schedule

Discuss the anticipated schedule and timing for the EPA-funded activities outlined above in *3.a.i. Program Implementation* during the 5-year period of performance.

iii. Task/Activity Lead

For each task/activity, identify the lead entity(ies) overseeing the various activities (i.e., the applicant, qualified environmental professional, or other identified entity). If an entity(ies) other than the applicant is the lead, explain why the lead entity(ies) (and not the applicant) is appropriate to oversee the activity(ies). *Note, the local health agency must be involved in health monitoring activities.*

iv. Outputs

Identify, and quantify as appropriate, the anticipated outputs/deliverables for each activity/task.

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.)

b. Cost Estimates

Describe how cost estimates for each task were developed (per budget category; including the cost share), and, where appropriate, present costs per unit. (*Per the evaluation criterion in [Section V.A.3.b.](#), responses will be evaluated against three sub-criteria.*)

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.

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

NEW - Do not distinguish between hazardous substances and petroleum funding requests. Provide budget information in one table.

Examples of costs per unit may include:

Task 1, Planning Activities

- *Contractual Costs*: 1 brownfield 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

Sample Format for Budget (do not change Budget Categories)

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Other (include subawards) (specify type) _____					
Total Direct Costs³						
Indirect Costs ³						
Total Federal Funding (not to exceed \$800,000)						
Cost Share (\$40,000) ⁴						
Total Budget (Total Direct Costs + Indirect Costs + Cost Share)						

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.
² 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.
³ Administrative costs (direct and/or indirect) for the MP Grant applicant itself cannot exceed 5% of the total EPA-requested funds.
⁴ Applicants must include the required \$40,000 cost share in the budget.

c. Measuring Environmental Results

Discuss how you plan to track, measure, and evaluate your progress in achieving project outputs, overall project results, and eventual project outcomes. (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

To conserve space, you may present information for 4.a.i. and 4.a.ii. in the same response.

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.

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

ii. Description of Key Staff

Provide a brief discussion of the key staff that will work together to successfully implement the grant, including their roles, expertise, qualifications, and experience.

iii. Acquiring Additional Resources

Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or subrecipients) per grant requirements to successfully complete the project. (Refer to [Section IV.H](#) 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 application 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) and discuss your history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting. 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.

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

Include whether you have made and have 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.

– 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” 8-point score for this factor. However, failure to indicate anything in response to this sub-criterion 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 above the required \$40,000. **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. Confidential Business Information

EPA recommends that you do not include confidential business information (CBI) in your application. However, if CBI is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. The agency protects competitive applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

IV.H. 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 application assistance and communications, can be found in the [EPA Solicitation Clauses](#).¹³ These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing applications 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 application 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 application may be assigned up to 170 points.

Criteria (Maximum Points per Criterion)
<u>1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (45 Points)</u>
Each application will be evaluated on the quality and extent to which it addresses the following:
1.a. Target Area and Brownfields (15 points)
<u>1.a.i. Background and Description of Target Area (5 points)</u>
The extent to which the brief description of the city, town, or geographic area provides background on its cultural and industrial history that demonstrates the brownfield challenges and the degree to which the challenges impact the community. The extent to which a specific target area is clearly defined.

¹³ EPA's Solicitation Clauses are available at www.epa.gov/grants/epa-solicitation-clauses.

1.a.ii. Description of the Priority Brownfield Site(s) (10 points)

- The degree to which one or more priority 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(s) for assessment, cleanup, and/or reuse. (5 points)
- The extent to which the description of the priority brownfield site(s) provides clear information such as known contamination, past and current land uses, current site conditions (including structures), and potentially related environmental issues. (5 points)

1.b. Revitalization of the Target Area (15 points)

1.b.i. Overall Plan for Revitalization (10 points)

If an overall plan for revitalization of brownfield sites within the target area already exists, the following items will be evaluated:

- 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). (5 points)
- The extent to which the brownfields revitalization plan(s) clearly aligns with, supports, and advances the local government's broader land use and revitalization efforts. (*Plans that include a clear vision for the use of revitalized properties may garner more points.*) (5 points)

– OR –

If an overall plan for revitalization of brownfield sites within the target area does not exist, the following items will be evaluated:

- The extent to which the proposed Multipurpose Grant activities will result in an overall plan for revitalization of brownfields sites with a feasible site reuse strategy for the priority brownfield site(s). (5 points)
- The extent to which the brownfields revitalization plan(s) will clearly align with, support, and advance the local government's broader land use and revitalization efforts. (*Plans that include a clear vision for the use of revitalized properties may garner more points.*) (5 points)

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

The degree to which the overall plan for revitalization will substantially stimulate economic and/or non-economic development in the target area upon completion of the cleanup of these properties, and the degree to which these outcomes correlate with the overall plan for revitalization.

The degree to which the overall plan for revitalization will help spur economic growth within an Opportunity Zone.

When applicable, the extent to which the proposed project or revitalization plans will promote the sustainable reuse of existing buildings or structures.

When applicable, the extent to which the reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy, or will incorporate energy efficiency measures. *Note: In order to potentially be able to receive the maximum points under this criterion, the proposed target area must either be in an Opportunity Zone or the proposed project/revitalization plan will help spur economic growth within an Opportunity Zone.*

1.c. Strategy for Leveraging Resources (15 points)

1.c.i. Resources Needed for Site Reuse (10 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 priority site(s). (5 points)
- The extent to which the potential key funding resources can be used to support the completion of the assessment, remediation, and/or revitalization strategy of the priority site(s). *(Note, a response may not earn full points if the applicant duplicates sources that are listed in 3.a. Description of Tasks/Activities and Outputs or sources used to meet the cost share.)* (5 points)

1.c.ii. Use of Existing Infrastructure (5 points)

The extent to which 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), the extent to which the applicant provides clear description of the infrastructure needs and the extent to which the identified funding resources that will be sought to implement the work are relevant to the project.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (35 Points)

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

2.a. Community Need (20 points)

2.a.i. The Community's Need for Funding (5 points)

The extent to which 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 reuse in the target area because of the small population and/or low income of the community.

2.a.ii. Threats to Sensitive Populations (15 points)

(1) Health or Welfare of Sensitive Populations (5 points)

The degree to which the sensitive populations within the target area are clearly identified, 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 (5 points)

The extent to which this grant will address or facilitate the identification and reduction of threats to populations in the target area 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. *(Note, projects that address greater-than-normal incidence of cancer, asthma, or birth defects will be reviewed more favorably.)*

(3) Disproportionately Impacted Populations (5 points)

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

2.b. Community Engagement (15 points)

Per the ranking criterion in [Section IV.E.2.b.](#), applicants may consolidate information for 2.b.i. and 2.b.ii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.

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

The degree to which the applicant identifies and describes local organizations/entities/groups that are relevant to the proposed project and the degree to which the local organizations/entities/groups represent different types of groups/organizations in the local community.

2.b.ii. Project Roles (5 points)

The degree to which each identified local organization/entity/group will have meaningful involvement in the project and the extent to which partners will be involved making decisions with respect to site selection, cleanup, and future reuse of the brownfield sites, including the priority site(s).

2.b.iii. Incorporating Community Input (5 points)

The extent to which the plan to communicate project progress to the local community, local organizations/entities/groups, and residents/groups in (or in closest proximity to) the target area will be effective and appropriate, and the extent to which their input will be solicited, considered, and responded to in a meaningful way. The extent to which the proposed methods offer an alternative to in-person community engagement in the event of social distancing or other restrictions as a result of COVID-19.

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

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

3.a. Description of Tasks/Activities and Outputs (25 points)

3.a.i. Project Implementation (10 points)

The degree to which the EPA-funded tasks/activities are eligible, specific, and appropriate to the goals of the proposed project, and the degree to which the response demonstrates a sound plan to address the priority brownfield site(s) in the target area.

When applicable, the extent to which other resources (e.g. in-kind resources) will bridge the gap between the EPA grant and tasks/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 1.c.i. Resources Needed for Site Reuse or sources used to meet the cost share.)*

3.a.ii. Anticipated Project Schedule (5 points)

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

3.a.iii. Task/Activity Lead (5 points)

The extent to which the lead entity(ies) for each task/activity is clearly identified and the extent to which the entity(ies) overseeing each task/activity is appropriate.

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

3.a.iv. Outputs (5 points)

The degree of quality of the specific outputs and the extent to which the outputs correlate with the proposed project.

3.b. Cost Estimates (25 points)

Per the ranking criterion in [Section IV.E.3.b.](#), applicants will consolidate information for 3.b.i. – 3.b.iii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.

3.b.i. Development of Cost Estimates (10 points)

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.

3.b.ii. Application of Cost Estimates (5 points)

The extent to which each proposed cost is reasonable and realistic to implement the project and clearly correlates with the proposed tasks/activities.

3.b.iii. Funds Allocated Toward Site-specific Work (5 points)

The degree to which grant funds are allocated for tasks/activities 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.)

3.b.iv. Eligibility of Cost Share Activities (5 points)

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

3.c. Measuring Environmental Results (5 points)

The extent to which the plan and mechanism to track, measure and evaluate progress in achieving expected project outputs, overall project results, and eventual project outcomes are reasonable, appropriate, and correlate with information previously presented in the application.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (35 Points)

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

4.a. Programmatic Capability (20 points)

Per the ranking criterion in [Section IV.E.4.a.](#), applicants may consolidate information for 4.a.i. and 4.a.ii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.

4.a.i. Organizational Structure and Experience (10 points)

- The degree to which the team will be structured to ensure the timely and successful expenditure of funds to complete all technical, administrative, and financial requirements of the project and grant. (5 points)
- The extent to which the organization has past experience working with the local community to successfully assess, clean up, and reuse sites. (5 points)

4.a.ii. Description of Key Staff (5 points)

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

4.a.iii. Acquiring Additional Resources (5 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 (15 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 (15 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 (5 points)

The extent to which meaningful accomplishments (including specific outputs and outcomes) were achieved 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 application submission.

(2) Compliance with Grant Requirements (10 points)

- The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior grant(s), and the extent to which there is a demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.

The degree to which progress was made (and reported on), or is 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. (5 points)

- 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 application. The likelihood that all grant funds under the current/prior grant(s) will be 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 period of performance. (5 points)

– OR –

4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 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 (5 points)

The extent to which a similar past federal or non-federal assistance agreement(s) is identified (in terms of size, scope, and relevance to the proposed project).

The extent to which meaningful project accomplishments (including specific outputs and outcomes) were achieved under the assistance agreement(s), including specific measures of success for the project supported by each type of agreement received.

(2) Compliance with Grant Requirements (10 points)

The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s), and the extent to which there is a demonstrated history of timely and acceptable reporting, as required by the awarding agency/organization.

The degree to which progress was made (and reported on), or is 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.

– OR –

4.b.iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 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 8 points. Applicants that fail to indicate anything in response to this sub-criterion may result in zero points.)*

V.B. Other Factors and Considerations

In making the final selections 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 reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures; 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
- whether the applicant’s project is located in an IRS-designated Opportunity Zone.

V.C. Review and Selection Process

Timely submitted applications will initially be reviewed by the EPA Regional Office which covers the location of the project to determine compliance with the applicable threshold criteria for Multipurpose Grants ([Section III.B.](#)). All applications 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 applications 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 Headquarters Selection Official, who is responsible for further consideration of the applications and final selection of grant recipients. Applications 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 [EPA's Solicitation Clauses](#). These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing applications 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 2021. 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 application 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., a 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

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 application 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.

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.

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 on the [Grant Competition Dispute Resolution Procedures](#) website. Copies of these procedures may also be requested by contacting the Regional Brownfields Contact listed in [Section VII](#) of this announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

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 [EPA's Solicitation Clauses](#). These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing applications 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
EPA Region 1 Dorrie Paar Paar.Dorrie@epa.gov Phone: (617) 918-1432	CT, ME, MA, NH, RI, VT	5 Post Office Square Suite 100, Mail code: OSRR7-2 Boston, MA 02109-3912
EPA Region 2 Alison Devine Devine.Alison@epa.gov Phone: (212) 637-4158	NJ, NY, PR, VI	290 Broadway; 25th Floor New York, NY 10007
EPA Region 3 Gianna Rosati Rosati.Gianna@epa.gov Phone: (215) 814-3406	DE, DC, MD, PA, VA, WV	1650 Arch Street Mail Code 3LD50 Philadelphia, PA 19103
EPA Region 4 Brian Gross Gross.Brian@epa.gov Phone: (404) 562-8604	AL, FL, GA, KY, MS, NC, SC, TN	Atlanta Federal Center 61 Forsyth Street, S.W. 10th FL Atlanta, GA 30303-8960
EPA Region 5 Matt Didier Didier.Matthew@epa.gov Phone: (312) 353-2112	IL, IN, MI, MN, OH, WI	77 West Jackson Boulevard Mail Code SB-5J Chicago, IL 60604-3507
EPA Region 6 Paul Johnson Johnson.Paul@epa.gov Phone: (214) 665-2246	AR, LA, NM, OK, TX	1201 Elm Street Suite 1200 Dallas, TX 75270-2162
EPA Region 7 Jonathan Harrington Harrington.Jonathan@epa.gov Phone: (913) 551-7894	IA, KS, MO, NE	11201 Renner Blvd Lenexa, KS 66219
EPA Region 8 Melisa Devincenzi Devincenzi.Melisa@epa.gov Phone: (303) 312-6377	CO, MT, ND, SD, UT, WY	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129
EPA Region 9 Noemi Emeric-Ford Emeric-Ford.Noemi@epa.gov Phone: (213) 244-1821	AZ, CA, HI, NV, Pacific Island Territories	75 Hawthorne Street, SFD6-1 San Francisco, CA 94105
EPA Region 10 Terri Griffith Griffith.Terri@epa.gov Phone: (206) 553-8511	AK, ID, OR, WA	1200 Sixth Avenue, Suite 155 Mailstop: ECL-133 Seattle, WA 98101

Appendix 1 Grants.gov Application Submission Instructions

A. Requirements to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through www.grants.gov under this funding opportunity based on the www.grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through 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, the applicant must contact OMS-ARM-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 Durand
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 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.

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 31st of the calendar

year in which the exception was approved (e.g., if the exception was approved on March 1, 2020, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2020). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31st of that calendar year. Applicants must request a new exception from required electronic submission through www.grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2020, with a submission deadline of January 15, 2021, the applicant would need a new exception to submit through alternative methods beginning January 1, 2021.

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 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, go to 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, 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 unique entity identifier (e.g., DUNS number) 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 and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on www.grants.gov, www.sam.gov, and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through www.grants.gov and whose unique entity identifier (e.g., DUNS number) 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 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, 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. Go to www.grants.gov and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-20-05**, 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 using the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](https://www.grants.gov/web/grants/applicants/workspace-overview.html) 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 **no later than October 28, 2020, 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 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. Budget Information for Non-Construction Programs (SF-424A)
3. Preaward Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)
5. Project Narrative Attachment form – attach the Narrative Information Sheet, the Narrative, and required attachments as one file, if possible. See [Section IV.C](#) for details on the required content and the associated page limits.

Note: A workplan is not required under this announcement. Applicants that are selected for funding will negotiate the workplan with EPA before the cooperative agreement is awarded.

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from 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 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 system by EPA, the AOR should receive the following notification emails from 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 will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from www.grants.gov) within 30

days of the application deadline, please contact Jerry Minor-Gordon at 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 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 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 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. It is essential to allow sufficient time to ensure that your application is submitted to www.grants.gov BEFORE the due date.** The 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 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 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) 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 or relevant 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 or 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, it is essential to call 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 representative by calling 606-545-5035. Be sure to obtain a case number from www.grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to 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 due to electronic submission system issues or unforeseen exigent circumstances, send an email message to minor-gordon.jerry@epa.gov prior to the application deadline. The email message must document the problem and include the www.grants.gov case number as well as the entire application in PDF format as an attachment.
- c. www.grants.gov rejection of the application package: If a notification is received from 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) 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 and attach the entire application in PDF format.

Please note that successful submission through www.grants.gov or via email does not necessarily mean your application is eligible for award.