FY 2022 Brownfields Grant Guidelines

A Detailed Review of the Community-wide Assessment Grants for States and Tribes
The purpose of this training webinar is to assist applicants with understanding the Guidelines for Community-wide Assessment Grants for States and Tribes.

The Guidelines supersede any information provided in this presentation or by the presenters.

Applying for a Community-wide or Site-specific Assessment Grant, Revolving Loan Fund, or Cleanup Grant?

View the webinar recording from Oct 13, 2021, available on the Brownfields Program website soon.
Meet the Presenters

Susan Klein  
EPA Region 7

José Garcia  
EPA Region 9

Nicole Wireman  
EPA HQ, Office of Brownfields & Land Revitalization

Elyse Salinas

Jerry Minor-Gordon
Changes to the Guidelines

• In this presentation, text in magenta denotes information that is new/revised.

• For a complete list of changes, please review the “Summary of FY22 Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant Guidelines Changes” available at https://www.epa.gov/brownfields/mult-purpose-assessment-rlf-and-cleanup-marc-grant-application-resources.

The solicitations were re-issued on grants.gov on October 6. Please use the most recent version.
Community-wide Assessment Grants for States and Tribes

Who Can Apply?

- States.
- Indian tribe other than in Alaska; including Intertribal Consortia, comprised of eligible Indian tribes.
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community.

Key Features

- Identify at least 3 target areas and at least 5 priority sites in the application (at least 1 priority site in each target area).
- Target disadvantaged communities and communities that lack capacity to apply for and manage a grant.
- Recipients must assess a minimum of 10 sites throughout the period of performance.

Up to $2 million for 5 years
12-page narrative limit
Separate ranking list
## Accepted Applications

<table>
<thead>
<tr>
<th>Accepted Applications for Assessment Funding</th>
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<tbody>
<tr>
<td>Community-wide Assessment Grant</td>
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<tr>
<td>Site-specific Assessment Grant</td>
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<tr>
<td>Community-wide Assessment Grant for States and Tribes</td>
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<tr>
<td>• one application per tribe</td>
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<td>• one application per eligible state agency</td>
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<td>If EPA receives more than one application per state (regardless if the applications are submitted by different eligible state agencies), <strong>EPA will only select the highest-ranking application that qualifies for selection.</strong></td>
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## Accepted Applications for Remediation Funding

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<th>Accepted Applications for Remediation Funding</th>
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<tr>
<td>Cleanup Grant</td>
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<td>RLF Grant</td>
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EPA considers departments, agencies, or instrumentalities of the same state, tribal, or city governments to be the same applicant if they are supervised or controlled by the same elected/appointed executive (even if they have different unique entity identifiers, e.g., DUNS number).
Overview of What to Prepare

- **Narrative Information Sheet**
  - 3 pages, single-spaced.
  - Do NOT include a summary or overview of your narrative/project.
  - Place information on your organization’s letterhead.

- **Narrative**
  - 12 pages, single-spaced - **Excess pages will be removed and not reviewed.**

- **Required Attachments**
  - There are no attachments.

See Section IV.C. and IV.E. for details
Target Area and Priority Site

Community-wide Assessment Grant for States and Tribes applicants:
• List the target areas and the priority sites discussed in the Narrative (at least three target areas and at least five priority sites, with at least one priority site in each target area).

• State applicants only:
  o For each target area that is smaller than a city/town, list the census tract number(s) within the target area.
  o Provide the address of the priority sites proposed in the Narrative.

Geographic areas within Tribal jurisdictions are included as Justice40 communities. Therefore, tribal applicants do not need to respond this.
Narrative Information Sheet:
Letter from Tribal Environmental Authority

Alaska Native Regional Corporations and Alaska Native Village Corporations:

- Include a current letter acknowledging your specific application and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.

- State and Tribal environmental authorities do not need to provide a letter for themselves.

Do not use last year’s letter.

Attach letter to the Narrative Information Sheet.
EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual’s personal privacy (e.g., an individual’s salary, personal email addresses, etc.).

On the Narrative Information Sheet...Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state ‘n/a’ or ‘not applicable’ if application does not have confidential, privileged, or sensitive information.”

Information that is claimed as confidential, privileged, or sensitive will be redacted before release.
Tips for Writing the Narrative

- Read the entire Guidelines for the grant type for which you’re applying.
- Write as though the reader knows **NOTHING** about your community.
- Avoid using acronyms and technical/organizational jargon.
- Respond to the criterion where asked.
- Number pages and enumerate/identify the criterion.
- **Address ALL criteria. If a criterion doesn’t apply, state that and explain why.**
- The **quality** of the response is extremely important (see Evaluation Criteria in Section V.).
- Organize attachments, for example:
  - Attachment A: Threshold Criteria
  - Attachment B: Cleanup Grant Leveraging Commitment(s)
- Use the Application Checklist in Section IV.C. (do not submit with application).
- Readability is important! Advise 1” margins; 12 pts font; Times New Roman/Arial/Calibri font; no maps.
Application Writing Resources

- **Office of Brownfields & Land Revitalization Website**
  - FY22 Summary of Brownfields Guidelines Changes and Frequently Asked Questions
  - Brownfields Program Factsheets
    - Eligible planning activities (for Assessment Grants)
    - Health monitoring activities
    - Social distance engagement ideas
    - Renewable energy & energy efficient approaches in brownfields redevelopment

- **Upcoming Regional EPA Events** – See the file in the Chat

- **Technical Assistance to Brownfields (TAB) Communities Providers**

  ![Brownfields Grant Writing Tool](image)

  Learn More [HERE](#)

  **CLICK [HERE](#) TO REGISTER**
Application Writing Resources: Technical Assistance to Brownfields (TAB) Communities Providers

**University of Connecticut**
Serves EPA Regions 1
Nefeli Bompoti, Program Manager
Maria Chrysochoou, Program Director
860-486-0611, uconn-tab@uconn.edu

**New Jersey Institute of Technology (NJIT)**
Serves EPA Regions 2
Sean Vroom
973-596-6415, svroom@njit.edu

**West Virginia University Research Cooperation**
Serves EPA Regions 3
Carrie Staton
304-293-7071 – wvutab@mail.wvu.edu

**International City/County Management Association (ICMA)**
Serves EPA Regions 4
Clark Henry
910-386-1540 – chenry@icma.org

**Kansas State University (KSU)**
Serves EPA Regions 5, 6, 7, and 8
Blase Leven
785-532-0780, baleven@ksu.edu

**Center for Creative Land Recycling (CCLR)**
Serves EPA Regions 9 and 10
Jean Hamerman
646-712-0535, jean.hamerman@cclr.org
Your **www.grants.gov** Application Package

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424 A)
3. Preaward Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)
5. Project Narrative Attachment Form, as one file (if possible)
   include:
   - Narrative Information Sheet
   - Narrative (responses to ranking criteria)
   - Required Attachments

- A workplan is **not required** at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.
- Sample forms are available on the [Brownfields MARC Application Resources](http://www.grants.gov) webpage.
Exceptions to Applying through Grants.gov

Limited or No Access to Internet

▪ Must request a waiver at least 15 calendar days before the deadline
▪ EPA must approve the request
▪ See procedures in Appendix 1 of Guidelines

Operational Impacts Due to COVID-19

Email your request to Jerry Minor-Gordon (minor-gordon.jerry@epa.gov) by December 1, 2021, at 11:59 PM ET. Your request must include:

▪ an explanation of the COVID-19 related issue you are experiencing;
▪ the specific reason you are unable to submit the application through www.grants.gov; and
▪ the complete application.

There’s no guarantee EPA will approve the request.

Every effort must be made to complete all prerequisites in order to apply through www.grants.gov.
## Requirements to Submit an Application

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<th>ACCEPT</th>
<th>REJECT</th>
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| 9-digit DUNS number | • The correct DUNS number for your organization/department is listed on the Standard Form 424  
• The same DUNS number must be used on future applications | • Another organization’s/department’s DUNS number is listed on the Standard Form 424 |

| Active www.sam.gov account through December 1, 2021 | • Registered with the same, correct DUNS number  
• The account is active and matches the applying entity’s info | • Inactive/expired account  
• Account is being updated, but is in “processing” status |

| Active www.grants.gov account | • Associated with same, correct DUNS number | • Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account |

| Submission by the Authorized Organization Representative (AOR) | • Designated in Grants.gov by the E-business POC (listed in sam.gov)  
• Has a Grants.gov account  
• Submits the application in Grants.gov | • Someone other than the designated AOR submits the application |

### Resources:
- [Applicant FAQs](#) and [training videos](#) on the [www.grants.gov](http://www.grants.gov) website.
- Brownfields [Frequently Asked Questions](#) and [Grants.gov Tip Sheet](#).
The Application Has Been Submitted – Now What?

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from www.grants.gov.

If the AOR did not receive notification emails or the application package did not transmit successfully, immediately contact the www.grants.gov Help Desk (open 24/7; except federal holidays) at 1-800-518-4726. Make sure to get a case number.

Applications that are not successfully submitted and ‘validated’ by the deadline will be considered late and will be rejected.
Anticipated FY22 Competition Timeline

- **December 1, 2021:** Application submission deadline
- **April – May 2022:** Selections announced
- **June – September 2022:** Workplans and grant paperwork finalized
- **September – October 2022:** Grants awarded/funds become available

The submission due date will not change, however, other dates listed above are subject to change.
Questions & Progress Check

Introductions and Timeline
General Overview

NEXT: Overview of Threshold Criteria

Overview of Ranking Criteria
- Project Area Description & Plans for Revitalization
- Community Need & Community Engagement
- Task Descriptions, Cost Estimates, & Measuring Progress
- Programmatic Capability & Past Performance

Wrap-up
Threshold Criteria Overview

Every application must clear the Threshold Requirements
### Threshold Criteria - Attach Responses to Application

**COMMUNITY-WIDE ASSESSMENT GRANT APPLICATIONS FOR STATES AND TRIBES**

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<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<td>Applicant Eligibility</td>
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<td>Community Involvement</td>
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<td>Named Contractors and Subrecipients</td>
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<tr>
<td>Target Areas and Priority Sites</td>
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**Current Assessment and Multipurpose Grant recipients do not need to meet the 70.00% draw down requirement.**
Applicant Eligibility

- Describe how you are an eligible entity (complete list in Section III.A.)
  - For entities that are *tribes or states*, affirm that the organization is eligible for funding.
  - Corporations: assert what Corporation they are and that they are established under the Alaska Native Claims Settlement Act (ANCSA).

**Reminder on Who Can Apply?**

- States.
- Indian tribe other than in Alaska; including Intertribal Consortia, comprised of eligible Indian tribes.
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community.
Community Involvement

- Applicants must identify how you will “inform and involve the community and other stakeholders.”
  - Tie this to your response to ranking criterion 2.b. Community Engagement.
  - Ranking criterion 2.b.iii. Incorporating Community Input now requests applicants to discuss “communication 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.”

- Community involvement efforts can be implemented using existing meetings.

If you are applying for Assessment Grant and Cleanup Grant funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Grant Community Notification process.
EPA does not require or encourage applicants to name procurement contractors (including consultants) or subrecipients in applications for Brownfields grant funding. However, if an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must comply with the following requirements even if the entity is referred to as a “partner” in the application.

Note – Successful applicants that do not name procurement contractors or subrecipients in their applications must also comply with the requirements, regardless if the contractor was procured before or after the EPA cooperative agreement is awarded.

Failure to demonstrate compliance with these requirements in the application will result in rejection of the application.
Named Contractors and Subrecipients (cont’d)

**Contractors.** Applicants, other than state applicants, that identify a procurement contractor(s) in their application where the amount of the contract will be more than the micro-purchase threshold in 2 CFR §200.320(a)(1) ($10,000 for most applicants) must demonstrate, in their application, how the contractor (including consultants) was selected in compliance with the fair and open competition requirements in 2 CFR Part 200 and 2 CFR Part 1500.

Describe the procurement procedures that were followed to hire the contractor(s) that is named in this application and include information on where and when the Request for Proposals/Request for Qualifications was posted. Alternatively, state ‘n/a’ or ‘not applicable’ if a contractor is not named in this application.

EPA provides guidance on complying with the competition requirements in the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements.](#)
Named Contractors and Subrecipients (cont’d)

Subrecipients. All applicants, including states, must demonstrate that the named subrecipient is eligible for a subaward in compliance with Appendix A of EPA’s Subaward Policy. This policy provides, among other things, that transactions between recipients and for-profit firms and individual consultants are procurement contracts rather than subawards when the transaction involves the acquisition of services from the firm or individual.

Describe how the named subrecipient is eligible for a subaward (e.g., is a nonprofit organization or unit of government). Alternatively, state ‘n/a’ or ‘not applicable’ if a subrecipient is not named.

Refer to EPA's Contracts and Subawards Solicitation Clause for additional guidance.
Target Areas and Priority Sites

- Applicants must propose at least:
  - three target areas
  - five priority sites, including at least one priority site in each target area

- Address this threshold criterion by providing a response to Section IV.D.4. in the Narrative Information Sheet.

- Note, if the application is selected for funding, the target areas and priority sites discussed in the Narrative will be incorporated into the workplan that is negotiated with EPA.

- Recipients must assess a minimum of 10 sites; therefore, additional priority sites may be selected throughout the period of performance.
Questions & Progress Check

- Introductions and Timeline
- General Overview
- Overview of Threshold Criteria

NEXT: Overview of Ranking Criteria

- Project Area Description & Plans for Revitalization
- Community Need & Community Engagement
- Task Descriptions, Cost Estimates, & Measuring Progress
- Programmatic Capability & Past Performance

- Wrap-up
# Ranking Criteria

Your application will be ranked ONLY IF YOU PASS THRESHOLD

<table>
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<th>Community-wide Assessment Grant for States and Tribes</th>
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<tr>
<td><strong>Project Area Description and Plans For Revitalization</strong></td>
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<td><strong>Community Need and Community Engagement</strong></td>
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<td><strong>Task Description, Cost Estimates, &amp; Measuring Success</strong></td>
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<tr>
<td><strong>Programmatic Capability and Past Performance</strong></td>
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- Criteria are further made up of sub-criteria.
- **A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably.**
- Provide the sub-criteria # in your application and follow it with a detailed response.
- Sub-criteria language and points may differ between grant types.

Review your responses to the Ranking Criteria in Section IV. against the Evaluation Criteria in Section V.
1. Project Area Description & Plans for Revitalization – Overview

Here is:
– my community and the target area;
– the brownfield issues and their impacts on the community;
– how this grant fits into the community’s revitalization plan;
– the anticipated outcomes and how the target area will benefit from revitalizing the brownfield sites; and
– the strategy to leverage resources to reuse the brownfield sites.
1. Project Area Description & Plans for Revitalization

**Target Area and Brownfields**

**Background and Description of Target Area**

- Describe the cultural and/or industrial background of the city(ies), town(s), or geographic area(s) targeted by the application that establishes the brownfield challenges and their impact.

- Within the city(ies), town(s), or geographic area(s), describe at least three specific area (or areas) where work will be performed.

- *State applicants only* – Additionally, indicate which target areas are in metropolitan statistical areas versus non-metropolitan statistical areas.

To determine if the target is in a metropolitan statistical area or non-metropolitan statistical area for the purposes of this criterion, go to [www.huduser.gov/portal/datasets/geotools.html](http://www.huduser.gov/portal/datasets/geotools.html).
1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont’d)

Description of the Priority Brownfield Site(s)

- Provide a brief overview of the brownfield sites in the target area.
  - Include information such as number, size, and environmental concerns.

- Identify and describe the priority brownfield sites.
  - Highlight at least five sites, including at least one site in each target area.
  - Include information such as past and current land uses, current site conditions (including structures), and potentially related environmental issues.
  - Describe why sites are a priority for assessment and reuse.
Revitalization of the Target Area

Reuse Strategy and Alignment with Revitalization Plans

- Describe:
  - The reuse strategy or projected reuse for the priority site(s).
  - How it aligns with and advances government's land use and revitalization plans or related community priorities.
1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area (cont’d)

Outcomes and Benefits of Reuse Strategy

- Describe the potential of the project or revitalization plans to stimulate economic development and/or facilitate non-economic benefits.
- If applicable, describe how the reuse of the priority site will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.
- Describe how the project/plan will benefit a disadvantaged community(ies).

Refer to the FAQs for examples of variables that define a disadvantaged community

Click here for information on Justice40

Click here for a factsheet on Renewable Energy and Energy–Efficient Approaches in Brownfield Redevelopment
1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Resources Needed for Site Reuse

- Describe:
  - Your eligibility for monetary funding from other resources.
  - How the grant will stimulate availability of additional funds for site assessment or remediation, and reuse.
  - Key funding resources that will be sought to support the completion of the assessment, remediation and/or reuse of the priority site(s).

Do not duplicate sources discussed in 3.a., Description of Tasks/Activities and Outputs (all three grant types) and sources used to meet the cost share (RLF and Cleanup).
1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Use of Existing Infrastructure

- Describe how work performed under the grant will facilitate the use of existing infrastructure at the priority site and/or within the target area.

- If additional infrastructure needs or upgrades are key to the revitalization plans, describe the infrastructure needs/upgrades and funding resources that will be sought to implement that work.

Infrastructure includes buildings, roads, and power supplies, transportation lines, etc.
Questions & Progress Check

- Introductions and Timeline
- General Overview
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- Project Area Description & Plans for Revitalization
- **NEXT: Community Need & Community Engagement**
- Task Descriptions, Cost Estimates, & Measuring Progress
- Programmatic Capability & Past Performance
- Wrap-up
2. Community Need & Engagement – Overview

Here is:

– Why my small and/or low-income community is unable to fund brownfield activities.

– How this grant will help populations in the target area that have a high incidence of adverse health conditions and greater-than-normal incidence of diseases.

– How this grant will help promote environmental justice.

– How the community will be involved.

– The plan for communicating project progress.
2. Community Need & Engagement

Community Need

The Community’s Need for Funding

▪ Describe why the small and/or low-income community is unable to secure funding for brownfield activities.

▪ Describe how this grant will meet the needs of the small and/or low-income community.

▪ *State Applicants:* describe how funding will serve communities that do not have capacity to apply for and manage their own grant and would otherwise not have access to resources to address brownfield sites.
2. Community Need & Engagement

Community Need (cont’d)

Threats to Sensitive Populations (in the target area)

Applicants are encouraged to include data from EPA's EJSCREEN Tool (or other EJ-focused geospatial mapping tools) in the Narrative to help characterize and describe the target area(s) and its community(ies)/population(s).

Click here for a short demonstration on how to use EJSCREEN

See FAQ C.11. and screen shots in the Appendix of the FAQs

Click here for instructions, resources, and in-depth tutorials on how to use EJSCREEN
Community Need (cont’d)

Threats to Sensitive Populations (in the target area)

- Discuss how this grant and reuse strategy/projected site reuse(s) will:
  - Address the health or welfare of children, pregnant women, minority or low-income communities, or other sensitive populations and/or will facilitate the identification and reduction of threats to the health or welfare of such groups.
  - Address, or facilitate the identification and reduction of, threats to populations that suffer from greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with the brownfield sites.
  - Promote environmental justice and/or will support populations that disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.
2. Community Need & Engagement

Community Engagement

Project Involvement

- Identify the local organizations/entities/groups (i.e., project partners) that will be involved in the project.
- Discuss your plan to identify and engage future partners.

Project Roles

- Discuss:
  - the role each identified partner will play in the project
  - how partners will be involved in making decisions with respect to site selection, cleanup, and future reuse of the brownfield sites.

<table>
<thead>
<tr>
<th>Name of organization/entity/group</th>
<th>Point of contact (name, email &amp; phone)</th>
<th>Specific involvement in the project or assistance provided</th>
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<td>Add rows as needed</td>
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The local project partners may include community organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), as well as property owners, lenders, developers, and the general public.

- Involve different types of partners
- Involve partners that are relevant to your project plans.
- Do NOT include letters of support
2. Community Need & Engagement

Community Engagement (cont’d)

Incorporating Community Input

- Discuss plan for communicating progress to:
  - the local community
  - project partners
  - residents/groups in (or in close proximity to) the target area/site

- Include:
  - the frequency of communication
  - the communication method(s) (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)
  - how input will be solicited, considered, and responded to

Click here view the factsheet on Socially Distant Engagement Ideas
Questions & Progress Check

- Introductions and Timeline
- General Overview
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- Project Area Description & Plans for Revitalization
- Community Need & Community Engagement
- **NEXT: Task Descriptions, Cost Estimates & Measuring Progress**
- **Programmatic Capability & Past Performance**
- Wrap-up
3. Tasks, Costs, & Measuring Progress – Overview

Here is my step-by-step plan for implementing the brownfield project in the target area.

— What tasks need to be accomplished and when.

— Who's involved and who's the lead in implementing those tasks.

— How funding will be budgeted to pay for those tasks, and how we came up with those numbers.

— How we will track and measure the project progress and results.
3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs

Project Implementation

- Discuss major tasks/activities that will occur during the grant period.
- A minimum of three target areas and five priority sites should be addressed in the proposal. There should be at least one priority site per target area discussed.
- Discuss EPA-funded tasks/activities to occur beyond priority sites or outside target areas.
- If applicable, identify tasks/activities that will be funded from other sources; such as in-kind resources or funding contributed by your organization.

Develop a list of the EPA-funded tasks/activities to implement the project.

Group them logically into 4-5 major tasks (that will coincide with the project tasks in the budget table).

Do not duplicate sources listed in 1.c.i. Strategy for Leveraging Resources.

Applications that include ineligible activities will be evaluated less favorably.
3. Tasks, Costs, & Measuring Progress

**Description of Tasks/Activities and Outputs (cont’d)**

*Project Implementation (cont’d)*

- Describe how additional target areas/sites will be identified for assessment.
- List the criteria that will be used to prioritize sites for selection.

**Applications will be potentially evaluated more favorably when site selection criteria considers:**

- Sites throughout the jurisdiction
- Target areas with disadvantaged communities
- *State applicants* – target areas with disadvantaged communities in metropolitan and non-metropolitan statistical areas

To determine if the target is in a metropolitan statistical area or non-metropolitan statistical area for the purposes of this criterion, go to [www.huduser.gov/portal/datasets/geotools.html](http://www.huduser.gov/portal/datasets/geotools.html).
3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs (cont’d)

Project/Program Implementation (cont’d)

Typical eligible tasks/activities may include:

- **Program Management (all)** – procuring a Qualified Environmental Professional, EPA reporting, financial and records management, internal progress meetings, etc.

- **Assessment related** – inventory work, site selection, securing site access, community engagement, Phase I and Phase II investigations, cleanup and reuse planning for a specific site, coordinated planning around multiple brownfield sites, etc.

Relate to target area/priority sites.
Establish time frame in schedule.
3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs (cont’d)

Anticipated Project Schedule
- Discuss the anticipated schedule and timing for the EPA-funded activities during the grant period.

Task/Activity Lead
- For each task, identify the lead entity overseeing the work.
- 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).
3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs (cont’d)

Outputs

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

Outputs may include, but are not limited to quarterly reports, site inventories, environmental site assessment reports, site cleanup plans, planning activity deliverables, number of community meetings, community involvement plans, cleanup plans, and final ABCAs.

Optional: Use table to present responses

<table>
<thead>
<tr>
<th>Task/Activity:</th>
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<tbody>
<tr>
<td>i. Project Implementation:</td>
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<tr>
<td>▪ Discussion of EPA-funded tasks/activities for the priority site(s):</td>
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<tr>
<td>▪ Discussion of EPA-funded tasks/activities for non-priority site(s):</td>
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<tr>
<td>▪ Non-EPA grant resources needed to carry out task/activity, if applicable:</td>
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<tr>
<td>ii. Anticipated Project Schedule:</td>
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<td>iii. Task/Activity Lead:</td>
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<td>iv. Output:</td>
<td></td>
</tr>
</tbody>
</table>
3. Tasks, Costs, & Measuring Progress

Cost Estimates

- You may use the sample table format to develop and present a budget for the tasks/activities previously described.
  - Only include EPA grant funds. Leveraged resources should not be included in the budget table.
  - Do not distinguish between hazardous substances funds from petroleum funds.

- Describe how cost estimates for each task were developed (per budget category).
  - Where appropriate, present costs per unit.
  - Breakout indirect and/or direct administrative costs, if applicable.
    - Administrative costs (direct costs and indirect costs) may not exceed 5% of the total EPA award.

On a $2,000,000 award, the 5% administrative costs would equal $100,000.
3. Tasks, Costs, & Measuring Progress

Cost Estimates (cont’d)

Development of Cost Estimates
The degree of clarity on how each cost was developed and the extent to which costs per unit are presented in detail.

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

Applications that include cost estimates that are not reasonable or realistic to implement the project/grant will be evaluated less favorably.

Assessment projects that allocate at least 60% of the funds to tasks directly associated with site-specific work (i.e., Phase I and Phase II environmental site assessments and site-specific cleanup planning) will be evaluated more favorably.

Administrative costs that exceed 5% of the total award amount will be evaluated less favorably.

Take note of the evaluation criteria in Section V. of the Guidelines
Cost Estimates – EXAMPLES

- **Prog. Mgmt/Personnel:** $24,000 - 480 hrs. Planner/Finance avg rate - $50/hr (per quarter est: 10-hrs EPA reporting/records management, 10-hrs. Monthly progress meetings, and 20-hrs site-specific and community engagement work). Additional hours required will not be charged to the grant.

- **Travel:** 2 people to attend Nat’l Brownfield Conference: $3,600 (per person: $500 airfare, 4 nights hotel $800, 4 days per diem and incidentals $500)

- **Phase I Environmental Site Assessments:** $150,000 (30 sites at $5,000/site)

- **Phase II Environmental Site Assessments:** $1,125,000 (5 sites at $75,000/site; 5 sites at $150,000/site)

- **Site-Specific Cleanup Planning:** $40,000 (finalize 4 ABCAs at $1,000/each, prepare 4 Remedial Action Plan at $5,000/each; 4 stormwater management design plans at $3,000/each; State fee for entering VCP $4,000)
## Assessment Grant Application Budget – EXAMPLE

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Project Tasks</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Cleanup Planning</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(programmatic costs only)</td>
<td>Program Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$180,000</td>
<td></td>
<td></td>
<td></td>
<td>$260,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$20,000</td>
<td></td>
<td></td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td>Travel</td>
<td>$30,000</td>
<td></td>
<td></td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$8,000</td>
<td></td>
<td></td>
<td></td>
<td>$8,000</td>
</tr>
<tr>
<td>Contractual</td>
<td>$72,000</td>
<td>$400,000</td>
<td>$1,020,000</td>
<td>$140,000</td>
<td>$1,632,000</td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct</td>
<td>$230,000</td>
<td>$160,000</td>
<td>$400,000</td>
<td>$1,020,000</td>
<td>$1,950,000</td>
</tr>
<tr>
<td>Total Indirect</td>
<td>$40,000</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Total Federal (Direct + Indirect)</td>
<td>$270,000</td>
<td>$170,000</td>
<td>$400,000</td>
<td>$1,020,000</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

- **Label Tasks**

Can charge up to 5% of the total award amount for administrative costs (direct costs for grant administration + indirect costs).

Costs must be classified as direct or indirect consistently and may not classify the same cost in both categories.

Includes the up to 5% for administrative costs

Should match SF-424 and SF-424A
3. Tasks, Costs, & Measuring Progress

Measuring Environmental Results: Anticipated Outputs/Outcomes

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

Tracking tools to consider

- Software products
- Progress reporting
- Scheduled team progress meetings
- Contractor support

Tracking your accomplishments - the big picture

- Status on leveraging other critical funding
- Strides toward accomplishing redevelopment vision plans
Questions & Progress Check

Introductions and Timeline
General Overview
Overview of Threshold Criteria
Overview of Ranking Criteria
Project Area Description & Plans for Revitalization
Community Need & Community Engagement
Task Descriptions, Cost Estimates, & Measuring Progress

NEXT: Programmatic Capability & Past Performance

Wrap-up
4. Programmatic Capability & Past Performance
– Overview

Applicants should:
– Demonstrate ability to successfully manage the grant and produce the measurable results discussed in the application.
– Describe the organizational structure and key staff.
– Highlight past performance on Brownfield Grants, federal or non-federal grants.

Adhere to the total page limits:
❖ 12 pages for CW Assessment Grant for States/Tribes applications
4. Programmatic Capability & Past Performance

Programmatic Capability

Organizational Capacity

- Explain your organization’s capacity to for carrying out the programmatic, administrative, and financial requirements of the project and grant.

Organizational Structure

- Explain how your team will be structured to ensure the grant will be carried out successfully.

Description of Key Staff

- Discuss key staff that will work together to successfully implement the grant.

Acquiring Additional Resources

- Discuss the systems in place to acquire any additional expertise and resources.

If the QEP is a contractor (including individual consultants) named in the application, refer to the threshold requirement on demonstrating compliance with competitive procurement procedures.
4. Programmatic Capability & Past Performance

**Past Performance & Accomplishments**

Three categories from which to choose:

Applicants who currently have/previously received a Brownfields Grant

– OR –

Applicants who have not received a Brownfields Grant but have received other federal/non-federal assistance agreements

– OR –

Applicants who have never received federal or non-federal assistance agreements
Accomplishments & Compliance with Grant Requirements

Past/present Brownfield Grant recipients

<table>
<thead>
<tr>
<th>BF Grants to Include</th>
<th>BF Grants/Resources to Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Multipurpose Grants</td>
<td>• Area-wide Planning Grants</td>
</tr>
<tr>
<td>• Assessment Grants</td>
<td>• Environmental Workforce Development &amp; Job Training Grants</td>
</tr>
<tr>
<td>• RLF Grants</td>
<td>• Activities conducted under a Targeted Brownfield Assessment</td>
</tr>
<tr>
<td>• Cleanup Grants</td>
<td>• Subawards issued from a Brownfields Grant</td>
</tr>
<tr>
<td>• 128(a)/STRP Grants</td>
<td></td>
</tr>
</tbody>
</table>

- Describe (for no more than three recent grants):
  - Accomplishments (specific outputs and outcomes)
  - Compliance with the workplan, schedule, and terms and conditions
  - History of timely and acceptable reporting of deliverables, including ACRES!!
  - Corrective action for past grant management issues (on any grant)
  - Plans to expend all remaining funds in open grants/explanation of why there were leftover funds on closed grants
  - Assessment Grant recipients, what percentage of the most recent Assessment Grant funds were spent on direct assessment tasks/activities
4. Programmatic Capability & Past Performance

**Purpose and Accomplishments & Compliance with Grant Requirements**

Applicants who are not past/present Brownfield Grant recipients, but have received other federal or non-federal assistance agreements

- Describe (for no more than three recent/relevant/similar grants):
  - The awarding agency/organization, amount and purpose of funding
  - Accomplishments (specific outputs and outcomes)
  - Compliance with the workplan, schedule, and terms and conditions
  - History of timely and acceptable reporting
  - Corrective action for past grant management issues
Affirmative Statement of Not Receiving Assistance Agreements

Applicants who have never received federal or non-federal assistance agreements

- Affirm that your organization has never received any type of federal or non-federal assistance agreements
- Will receive a neutral score

Respond to the correct Past Performance & Accomplishments criterion
Questions & Progress Check

- Introductions and Timeline
- General Overview
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- Project Area Description & Plans for Revitalization
- Community Need & Community Engagement
- Task Descriptions, Cost Estimates, & Measuring Progress
- Programmatic Capability & Past Performance

NEXT: Wrap-up
Regional Brownfield Contacts for Assessment Grant Questions

**Headquarters**
Jerry Minor-Gordon-English
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Washington, DC 20460

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minor-gordon.jerry@epa.gov

<table>
<thead>
<tr>
<th>REGIONAL CONTACTS &amp; STATES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPA Region 1 – Christine Lombard</strong></td>
<td><a href="mailto:Lombard.Chris@epa.gov">Lombard.Chris@epa.gov</a></td>
<td>(617) 918-1305</td>
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<tr>
<td><strong>EPA Region 2 – Alison Devine</strong></td>
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<td>(212) 637-4158</td>
</tr>
<tr>
<td><strong>EPA Region 3 – Gianna Rosati</strong></td>
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<td>(215) 814-3406</td>
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<td>(404) 562-9870</td>
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<td><strong>EPA Region 5 – Brittney Nadler</strong></td>
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<td>(312) 886-5740</td>
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<td>(214) 665-9749</td>
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<td>(913) 551-7786</td>
</tr>
<tr>
<td><strong>EPA Region 8 – Melisa Devincenzi</strong></td>
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<td>(303) 312-6377</td>
</tr>
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<td>(213) 244-1821</td>
</tr>
<tr>
<td><strong>EPA Region 10 – Terri Griffith</strong></td>
<td><a href="mailto:Griffith.Terri@epa.gov">Griffith.Terri@epa.gov</a></td>
<td>(206) 553-8511</td>
</tr>
</tbody>
</table>
Thanks for Joining Us!!

- A **copy of today’s presentation** is available on the *Brownfields MARC Grant Application Resources* webpage at [https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources](https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources).

- The **recording of the presentation** will be available in the coming weeks. Please check the *Brownfields MARC Grant Application Resources* webpage for updates.

[Click Here to Join the Brownfields Program Listserv](#)