

FY 2022 Brownfields Grant Guidelines



A Detailed Review of the
Assessment, Revolving Loan Fund, and Cleanup (ARC) Grant Guidelines



Welcome!



The purpose of this training webinar is to assist applicants with understanding the Guidelines for

- Assessment Grants (Community-wide and Site-specific)
- Revolving Loan Fund Grants
- Cleanup Grants

For site-specific questions on eligibility, please contact the Regional Brownfields Contact listed in Section VII. of the Guidelines.

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

Applying for a Community-wide Assessment Grant for States and Tribes?

Join the webinar on Oct 14, 2021, at 2 PM ET via Zoom at

<https://usepa.zoomgov.com/j/1612567306>



Today's Agenda

- General Overview
 - Types of Available Grants
 - Changes to the Program/Guidelines
 - Application Submission Requirements
 - Tips & Resources
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- EPA Brownfield Program Contacts



Meet the Presenters



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Types of Available Grants

	Assessment Grants	Cleanup Grants	RLF Grants
Common Eligible Grant Activities	inventory, characterize & assess sites; revitalization planning; site-specific cleanup & reuse planning; community involvement	cleanup activities; reuse planning; community involvement	capitalize an RLF program; provide loans and subgrants to carry out cleanup activities
Applicant Eligibility (see full list in Section III.A.)	Government, Quasi Government, Regional Council, Tribe, Nonprofit Organization (501(c)(3)), Qualified Community Development Entity (45D(c)(1))		
	Nonprofit organizations not organized primarily for profit (e.g., 501(c)(6) organizations)		
Amount of Funding Available	Community-wide <ul style="list-style-type: none"> Up to \$500,000 Site-specific <ul style="list-style-type: none"> Up to \$200,000 or up to \$350,000 with a waiver Community-wide Assessment Grants for States and Tribes (will be covered in webinar on Oct 14)	Single-site <ul style="list-style-type: none"> Up to \$500,000 <u>per site</u> or up to \$650,000 with a waiver Multi-site <ul style="list-style-type: none"> Up to \$500,000 <u>per application</u> Applicants may submit 1 application	Community-wide <ul style="list-style-type: none"> Up to \$1,000,000 RLF Coalition <ul style="list-style-type: none"> Up to \$1,000,000 1 lead + 1 or more eligible partners
Cost share Requirement	n/a	20%	20%
Period of Performance	3 years for Community-wide/Site-specific	3 years	5 years
Anticipated # of Awards	92	26	8

Multipurpose Grants

A solicitation for Multipurpose Grants will not be issued in FY 2022.

EPA expects to issue the next solicitation for Multipurpose Grants in FY 2023.

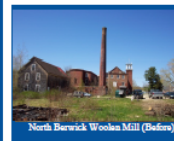
Important: This document is not a substitute for the EPA Brownfields Multipurpose Grant Proposal Guidelines located on the Brownfields Program website at www.epa.gov/brownfields.



EPA Brownfields Multipurpose Grants: Interested in Applying for Funding?

Here's what you need to know...

What Is EPA's Brownfields Program?



The U.S. Environmental Protection Agency's (EPA) Brownfields Program provides funds to empower states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields. EPA provides technical and financial assistance for brownfields activities through an approach based on four main goals: protecting human health and the environment, sustaining reuse, promoting partnerships, and strengthening the marketplace. Brownfields grants serve as the foundation of the Brownfields Program and support revitalization efforts by funding environmental assessment, cleanup, and environmental workforce and job training activities. Thousands of properties have been assessed and cleaned up through the Brownfields Program, clearing the way for their reuse.



A brownfield is defined as: real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The Brownfields Law further defines the term to include a site that is: "contaminated by a controlled substance; contaminated by petroleum or a petroleum product excluded from the definition of 'hazardous substance'; or mine-scarred land."

What Are Multipurpose (MP) Grants?

Multipurpose (MP) Grants provide funding to carry out a range of eligible assessment and cleanup activities with a proposed target area, such as a neighborhood, a number of neighboring towns, a district, a corridor, a shared planning area or a census tract.

A MP Grant applicant should have a 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;
- ✓ Carry out cleanup activities on brownfield sites owned by the applicant; and
- ✓ Developing an overall plan for revitalization.

How Much Funding Is Available?

- ✓ Applicants can apply for up to \$800,000.
- ✓ An applicant may request grant funds to carry out at least one Phase II environmental site assessment; one brownfield site cleanup; and an overall plan for revitalization of one or more brownfield sites, if there is not already a plan in place.
- ✓ Multipurpose Grants require a \$40,000 cost share, which may be in the form of a contribution of money, labor, material, or services, and must be for eligible and allowable costs.



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/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>.

Re-Issue of Solicitations	<ul style="list-style-type: none">• The solicitations were re-issued on grants.gov on October 6. Please use the most recent version.
Updates on Available Grant Types	<ul style="list-style-type: none">• EPA is not soliciting application for Assessment Coalition Grants.• New: Community-wide Assessment Grants for States and Tribes (and eligible native corporations in Alaska).
Eligible Applicants	<ul style="list-style-type: none">• Only entities that do not have, or are not a part of (i.e., a coalition member) an open RLF Grant may apply for an FY22 RLF Grant.• Entities that were selected for an FY19 and FY21 Multipurpose Grant may apply for an ARC Grant if they met the 70.00% draw down requirement by October 1, 2021.
New Threshold Criterion	<ul style="list-style-type: none">• All applicants must respond to the threshold criterion on contractors/subrecipients named in the application.
Point Distributions	<ul style="list-style-type: none">• Point distributions are updated for all grant types.

No Solicitation for Assessment Coalition Grants in FY22

However...

Entities applying for a Community-wide Assessment Grant that have flexible local laws to

- conduct assessments **beyond** their jurisdictional boundaries
- can formally partner with other interested parties through a Memorandum of Agreement
 - expand the scope of work beyond the applicant's boundaries
 - ensure site access

If selected for funding, the scope of work in the workplan will:

- outline the boundaries of the project
- describe any partnerships and access agreements
- explain how the grant funds will be spent

The agreement does **not** need to be submitted with the application, but must be in place **prior** to the expenditure of any funds that are awarded.



Eligible RLF Grant Applicants

- Only eligible entities who **do not have, or are not a part of (i.e., a coalition member), an open cooperative agreement** for a Brownfields RLF at the time of application may apply for an FY22 RLF Grant.

An “open” cooperative agreement is one in which the period of performance, as defined in 2 CFR § 200.1, has not yet ended. The period of performance is specified in EPA’s initial or amended “Notice of Award.”

- Grant recipients **with an open RLF cooperative agreement** will be given the opportunity to request funds through the annual supplemental funding process, which beginning in FY22 will include awarding funds as either a new grant or an amendment to the existing cooperative agreement.



<https://www.dreamstime.com/stock-photo-more-money-words-cash-stacks-piles-earn-greater-income-pay-hundred-dollar-bills-bundled-to-illustrate-wealth-profits-image40819540>

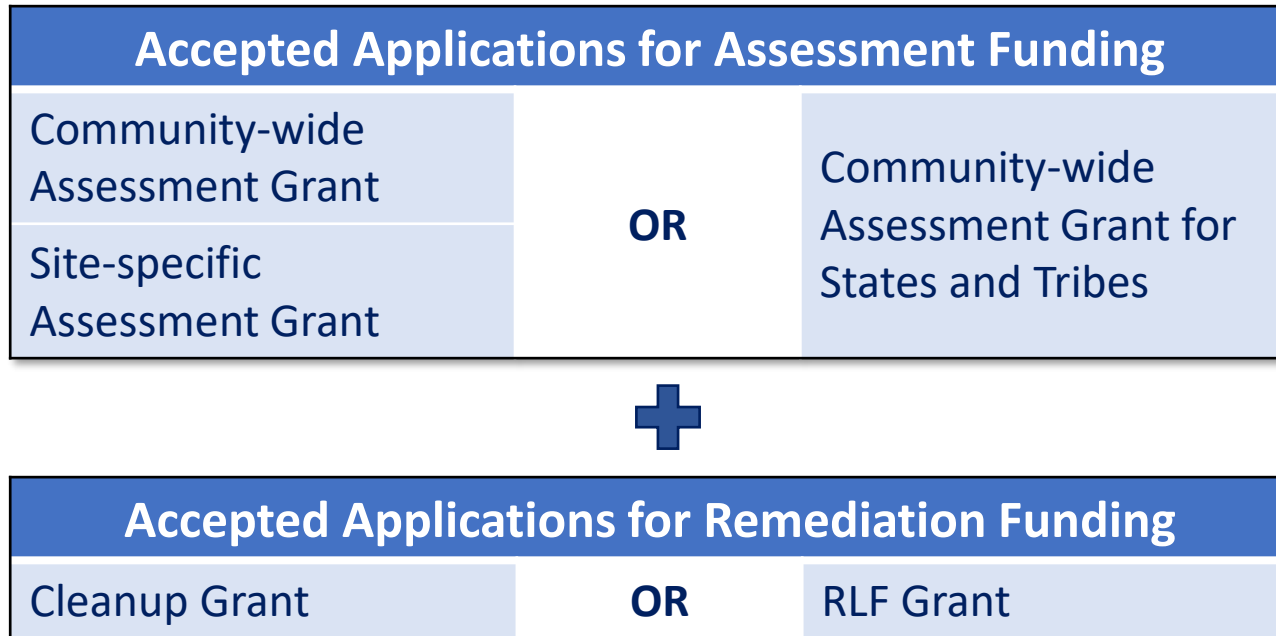
See additional details on criteria for a new grant on the [OBLR website](#)



Accepted Applications



<https://www.citywatchla.com/index.php/jay-bradley/11987-fork-in-the-road>



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

- 10 pages, single-spaced for Community-wide Assessment and Site-specific Assessment Grant applications.
- 10 pages, single-spaced Cleanup Grant applications.
- 12 pages, single-spaced for RLF Grant applications.

Excess pages will be removed and not reviewed.

**See Section
IV.C. and IV.E.
for details**

■ Required Attachments

- Limit attachments to required/relevant documents (i.e., threshold criteria, documentation of leveraged resources, etc.).



Narrative Information Sheet: New Data Request

Data for
Justice40

Target Area and Priority Site

NEW

- Community-wide Assessment/RLF Grant applicants, other than tribes:
 - List the **target area(s)** discussed in the Narrative.
 - For each target area that is smaller than a city/town, list the **census tract number(s)** within the target area.
 - Provide the **address of the priority site(s)** proposed in the Narrative.

Geographic areas within Tribal jurisdictions are included as part of the Justice40 Initiative. Therefore, tribal applicants do not need to respond this.

Narrative Information Sheet:

Letter from State or Tribal Environmental Authority

- 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 substitute a letter from local or county oversight agencies.

Attach letter to the Narrative Information Sheet.

Do not use last year's letter.

Do not substitute an enforcement letter from the state regarding a specific site action.

Narrative Information Sheet: Certifying Confidential/Privileged Information

NEW

- EPA intends to post submitted applications on our website after the sections are announced in the spring 2022.



NEW

- 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.

**Review Section IV.G. for
more information**



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 Back Better'
FY22 EPA ARC Grant Webinar

Wednesday, October 20, 2021
11:30 am PST, 2:30 pm EST

Logos: CENTER FOR CREATIVE LAND RECYCLING, ICMA, NJIT, UCONN, TAB, KANSAS STATE UNIVERSITY, West Virginia University



TAB EZ
A BROWNFIELDS GRANT WRITING TOOL

KANSAS STATE UNIVERSITY

Brownfields Grant Writing Tool

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 – vvutab@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](#) 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

REQUIREMENT	ACCEPT 	REJECT 
9-digit DUNS number	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Another organization's/department's DUNS number is listed on the Standard Form 424
Active www.sam.gov account through December 1, 2021	<ul style="list-style-type: none"> Registered with the same, correct DUNS number The account is active and matches the applying entity's info 	<ul style="list-style-type: none"> Inactive/expired account Account is being updated, but is in "processing" status
Active www.grants.gov account	<ul style="list-style-type: none"> Associated with same, correct DUNS number 	<ul style="list-style-type: none"> Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account
Submission by the Authorized Organization Representative (AOR)	<ul style="list-style-type: none"> Designated in Grants.gov by the E-business POC (listed in sam.gov) Has a Grants.gov account Submits the application in Grants.gov 	<ul style="list-style-type: none"> Someone other than the designated AOR submits the application

Resources:

- ❑ [Applicant FAQs](#) and [training videos](#) on the www.grants.gov website.
- ❑ Brownfields [Frequently Asked Questions](#) and [Grants.gov Tip Sheet](#).



The Application Has Been Submitted – Now What?

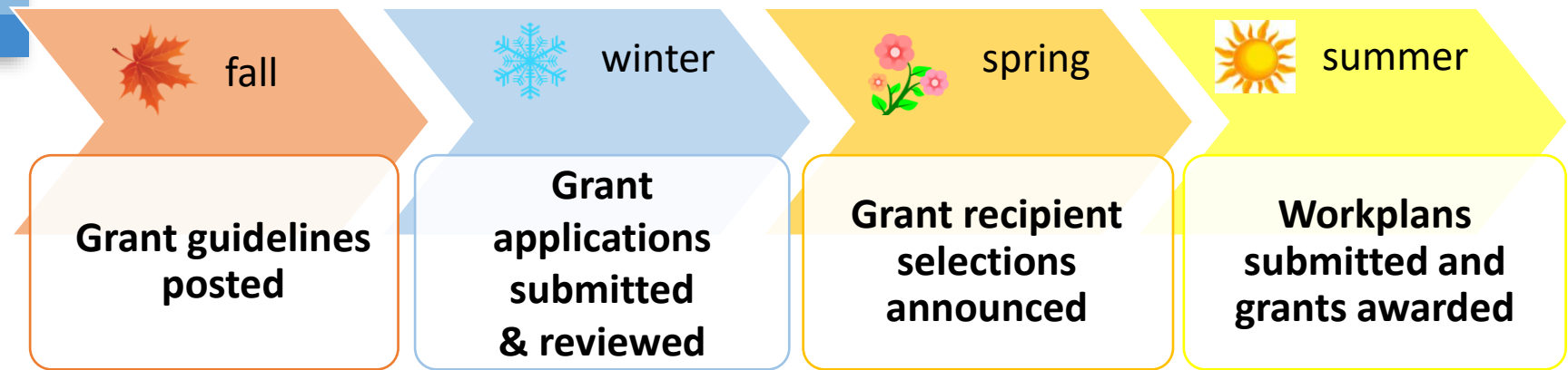
After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from www.grants.gov.

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

ASSESSMENT APPLICATIONS		CLEANUP APPLICATIONS	RLF APPLICATIONS
Community-Wide	Site-Specific		
Applicant Eligibility			
Community Involvement		Community Notification	
NEW Named Contractors and Subrecipients			
Expenditure of Previous Assessment Grant Funds			
NEW Expenditure of Multipurpose Grant Funds			
	Waiver of the \$200,000 Limit (if applicable)	NEW Waiver of the \$500,000 Limit (if applicable)	
		Previously Awarded Cleanup Grants	Demonstration of Previous RLF Grant Status
		Statutory Cost Share	
		Cleanup Authority and Oversight	Oversight Structure & Legal Authority
	Basic Site Information		Description of RLF Boundaries
		Site Ownership	
	Brownfield Site Definition		
	Status and History of Contamination at the Site		
		Required Environmental Assessment	
	Enforcement or Other Actions		
	Sites Requiring a Property-Specific Determination		
	Threshold Criteria Related to CERCLA/Petroleum Liability		

Applicant Eligibility

- Describe how you are an eligible entity (complete list in Section III.A.)
 - For entities that are cities, counties, tribes, or states, affirm that the organization is eligible for funding.
 - For entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
 - For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.
 - **RLF Coalitions** must document how all coalition members are eligible entities.

Attach a current *Memorandum of Agreement* or signed letters from all coalition members in which they agree to be part of the coalition.



An example
[MOA template](#) is available
on EPA's website

Community Involvement (Assessment)

- 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.

Community Notification (Cleanup)


Attach draft
ABCA(s) to your
application

- Provide an opportunity for the community (including persons with limited English proficiency and disabilities) to submit comments on your application and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- Publish an ad (or equivalent) about intent to apply and notice of a public meeting.
- Notify the community at least **14 calendar days before submitting the application** and **no later than November 17, 2021**, if the application is submitted on December 1, 2021.
- Include in ad:
 - Date, time, and location of meeting
 - Where the application/draft ABCA are located
 - How the public can submit comments
- Host the public meeting (in-person, virtually, and/or by teleconference) after the ad is published, but before submitting the application.

See full
requirements in
III.B.13. of the
guidelines and
additional
guidance in
[FAQ L.13.](#)

Expenditure of Assessment and Multipurpose Grant Funds

- Current EPA Assessment Grant recipients must draw down, and disburse, at least 70.00% of each Assessment cooperative agreement by **October 1, 2021**, before applying for a **Community-wide or Site-specific Assessment Grant**. (*Section III.B.4. in the Assessment RFA*)

 Current EPA Multipurpose Grant recipients must draw down, and disburse, at least 70.00% of each Multipurpose cooperative agreement by **October 1, 2021**, before applying for **Community-wide Assessment, Site-specific Assessment, RLF**, or **Cleanup Grant**.

- Attach a copy of a financial record displaying the amount of funds drawn down (e.g., a report from the Automated Standard Application for Payments (ASAP) or general ledger entries).

Otherwise: Affirm you do not have an active EPA Brownfields Assessment or Multipurpose Grant.

Demonstration of Previous RLF Grant Status (RLF)

Entities with an open cooperative agreement for a Brownfields RLF are not eligible to apply for funding under this solicitation.

If the applicant has previously been either a recipient of a Brownfields RLF cooperative agreement or a non-recipient member of a coalition that obtained RLF funding, provide the grant number and closeout date for the RLF cooperative agreement(s).

Alternatively, affirm that the applicant has not had, or been a part of, a cooperative agreement for a Brownfields RLF in the past.
(*Section III.B.2.*)

Previously Awarded Cleanup Grants (Cleanup)

Affirm that the proposed site(s) has not received funding from a previously awarded EPA Brownfields Cleanup Grant. (*Section III.B.2.*)

Required Cost Share (RLF & Cleanup)

A cost share - also known as a 'match'

- The cost share can be contribution of money, labor, materials, or services from a non-federal source
 - Only for an eligible and allowable expenses
 - ❖ Including administrative costs up to 5% of the total award amount
 - Must be incurred after grant selection is announced (and up to 90 days prior to award)
 - HUD CDBG funds can be used to meet the cost share
- A hardship may be requested by:
 - Approved on a limited basis
 - Must provide explanation as an attachment
 - Waiver requests are accepted from all RLF Grant applicants and the following Cleanup Grant applicants:
 - ❖ government entities with populations of 50,000 and fewer
 - ❖ tribes
 - ❖ nonprofit organizations

**Do not exceed
the required
match!**

**20% of
requested EPA
funds**



Named Contractors and Subrecipients

(other than RLF borrowers and site cleanup subgrantees)

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) (other than RLF borrowers and site cleanup subgrantees)

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)

(other than RLF borrowers and site cleanup subgrantees)

Subrecipients. **The following threshold requirement does not apply to subrecipients (borrowers and subgrantees) who will receive cleanup funding for specific brownfield sites. EPA will determine the eligibility for named borrowers and subgrantees if the RLF application is selected for funding.**

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.

Description of RLF Boundaries (RLF)

- EPA's RLF Grants can fund cleanup sites that are located within the geographic boundaries of the RLF's operation, as defined in the application.
- Applicants can target specific communities or areas outside of the RLF boundaries in their marketing and outreach.
- Applicants must provide a description of the RLF's geographic boundaries (e.g., the city limits of The City of ABC).

For RLF Coalitions, the lead applicant must have the governmental authority over coalition members (i.e., encompassing jurisdiction), and/or program capacity to ensure adequate program performance of coalition members, borrowers, and/or subgrantees, if warranted.



Oversight Structure & Legal Authority (RLF)

■ Cleanup Oversight

- Describe the oversight plan.
- Indicate if the loan/subgrant recipients will be required to enroll in state or tribal voluntary program.
- If enrollment isn't required, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup.

■ Legal Authority to Manage an RLF

- Attach a letter from counsel with a legal opinion (citing relevant laws) on:
 - ❑ Legal authority to access sites
 - ❑ Legal authority to hold funds/ make loans/accept payments etc.



Cleanup Authority and Oversight Structure

(Cleanup)

- Cleanup Oversight
 - Describe the oversight plan.
 - Indicate if you plan to enroll in state or tribal Voluntary Cleanup Program.
 - If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup.
- Adjacent Property(s) Access Plan
 - Plan to obtain access to adjacent properties, if needed.

Waiver of the Funding Limits

(Site-Specific Assessment & Cleanup)

Site-specific Assessment Grant Applicants

- May request up to \$350,000 for a single site.
- Waiver must be based on the anticipated level of contamination, size, or status of ownership of the site
- Attach a **one-page** justification for the waiver request and cite all sources for data provided. Additional pages will not be considered. (*See III.C.7.*)

Cleanup Grant Applicants

NEW

- Applicants that plan to address one brownfield site may request up to \$650,000.
- Attach a justification for the waiver request, **up to two pages**, that includes information which demonstrates:
 - ✓ the applicant's need for additional funding (above \$500,000),
 - ✓ readiness to begin and complete the project in the 3 years, and
 - ✓ secured resources that will facilitate completion of the project/reuse.
- EPA will consider requests on a case-by-case basis and intends to approve such requests on an extremely limited basis. (*See III.B.15.*)

Successful applicants will be notified at the time of the grant announcement if their waiver was approved.



Site Ownership (Cleanup)

By **December 1, 2021**:

- **Cleanup Grant applicants** must own site(s) listed in the application.
 - Fee simple title through a legal document (recorded deed)...
 - ...unless EPA approves a different ownership agreement (for example, a nominee agreement or 99-year irrevocable lease)
 - **Talk with EPA NOW to make sure the arrangement will be approved**
-

Basic Site Information (Site-Specific Assessment & Cleanup)

Identify the name, address, and current owner of the site.

Status and History of Contamination

(Site-Specific Assessment & Cleanup)

Identify:

- whether this site is contaminated by hazardous substances and/or petroleum;
 - the operational history and current use(s) of the site;
 - environmental concerns, if known, at the site; and
 - how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.
-

Brownfield Site Definition

(Site-Specific Assessment & Cleanup)

Affirm that the site is:

- not listed or proposed for listing on the National Priorities List;
- not subject to orders under CERCLA; and
- 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 brownfields funding.*)



Environmental Assessment Requirement (Cleanup)

[See FAQ L.15.](#)

A written ASTM E1903-19 or equivalent Phase II environmental site assessment report (a draft report is sufficient) must be completed prior to application submission. (*Cleanup Grant guidelines III.B.8.*)

- Describe the type of environmental assessments conducted at your proposed site (do not attach assessment reports).
- Provide the date of the Phase II or equivalent report.

Enforcement or Other Actions (Site-Specific Assessment & Cleanup)

Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site...

...by describing any inquiries, or orders from government entities regarding the responsibility of any party (including the applicant) for the contamination, or hazardous substances at the site, including any liens.

Alternatively, affirm there are no known ongoing or anticipated environmental enforcement or other actions.



Sites Needing Property-Specific Determination (Site-Specific Assessment & Cleanup)

Certain types of sites require a property-specific determination in order to be eligible for funding (rare cases).

- Refer to Section III.C.5. in the Assessment Guidelines, Section III.B.10. in the Cleanup Guidelines, or Section 1.5. of the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#) to determine whether your site requires a property-specific determination.
- Contact your Regional Brownfields Contact listed in Section VII. if you think your site requires a property-specific determination.
- If your site requires a property-specific determination, then you **must attach the information** requested in the [Brownfields FAQs](#).
- If not required, **affirm that the site does not need a property-specific determination.**

Threshold Criteria Related to CERCLA/Petroleum Liability (Site-Specific Assessment & Cleanup)



**Which Type of Site
Contamination?**

**Petroleum Sites
(Slide 51)**

Hazardous Substance Sites

Defense to CERCLA Liability

**i. Exempt from
CERCLA
(Slides 44-47)**

**ii. Publicly owned sites
acquired prior to 1/11/02
(Slide 48)**

**iii. Landowner
Liability Defenses
(Slides 49-50)**

Threshold Criteria Related to CERCLA Liability

(Site-Specific Assessment & Cleanup)

Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes; and sites co-mingled with petroleum product where hazardous substances are the predominant contaminant.

i. **Exemptions to CERCLA Liability**

1. Site Is Not Owned by the Applicant (*Assessment Grants only*)
2. Indian Tribes
3. Alaska Native Villages and Alaska Native Corporations
4. Property Acquired under Certain Circumstances by State and Local Government

ii. **Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002**

iii. **Defenses to CERCLA Liability (e.g., the bona fide prospective purchaser defense)**



Threshold Criteria Related to CERCLA Liability

(Site-Specific Assessment only)

i. Exemptions to CERCLA Liability

1. Site Is Not Owned by the Applicant

- Did the applicant cause or contribute to the contamination?
- What's your relationship with the owner?
- How will you gain access to the site?



Threshold Criteria Related to CERCLA Liability (Site-Specific Assessment & Cleanup)

i. Exemptions to CERCLA Liability (cont'd)

2. Indian Tribes

Indian tribes are exempt from demonstrating that they meet the requirements of a CERCLA liability defense to be eligible for a Brownfields Grant.

- **Affirm the applicant is an Indian tribe.**

3. Alaska Native Village Corporations and Alaska Native Regional Corporations

Acquired title to property under the Alaska Native Claims Settlement Act.

How and when was the property acquired?

- **Did you cause or contribute to the contamination?**

Threshold Criteria Related to CERCLA Liability

(Site-Specific Assessment & Cleanup)

i. Exemptions to CERCLA Liability (cont'd)

4. Property Acquired under Certain Circumstances by State and Local Government

Acquired title to a property by:

- Seizure or in connection with law enforcement activity;
- Bankruptcy;
- Tax delinquency; or
- Abandonment.

- How and when was the property acquired?
- Did you cause or contribute to the contamination?
- Did you arrange for the disposal/transportation of contamination?

Threshold Criteria Related to CERCLA Liability

(Site-Specific Assessment & Cleanup)

ii. **Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002** (state or local governments only)

Public entities that acquired property prior to January 11, 2002.

Eligible even if the entity does not qualify as a bona fide prospective purchaser.

- **How and when was the property acquired?**
- **Did the applicant cause or contribute to the contamination?**
- **Did you arrange for the disposal/transportation of contamination?**

Threshold Criteria Related to CERCLA Liability

(Site-Specific Assessment & Cleanup)

iii. **Landowner Defenses to CERCLA Liability**

1. Asserting a bona fide prospective purchaser (BFPP) defense (the most common defense).

Property acquired after January 11, 2002.

- How and when was the property acquired?
- What environmental due diligence was performed before acquisition?
- Did you arrange for the disposal/transportation of contamination?
- What happened on the property after acquisition? What steps were taken to stop and prevent future releases?

Threshold Criteria Related to CERCLA Liability

(Site-Specific Assessment & Cleanup)

iii. **Landowner Defenses to CERCLA Liability**

2. Non-public entities that acquired property prior to January 11, 2002 may be eligible for a Brownfields Grant.
 - **How and when was the property acquired?**
 - **What environmental due diligence was performed before acquisition? Was it customary at the time?**
 - **Did you arrange for the disposal/transportation of contamination?**
 - **What happened on the property after acquisition? What steps were taken to stop and prevent future releases?**

Threshold Criteria Related to Petroleum Liability

(Site-Specific Assessment & Cleanup)

Sites contaminated with petroleum and petroleum product.

- State environmental agency (or EPA) will determine if the site is eligible.
- EPA will determine eligibility for Tribes.
- Petroleum Eligibility Letter must be attached to application.

– **Who contaminated it?**

Who are the current and previous owners?

Current AND previous owner must not be responsible for contamination.

– **If current or previous owner is responsible...**

Are they financially viable?

Petroleum determination should be completed before submitting your application.



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



Reminder: Criteria for Community-wide Assessment Grant for States and Tribes will be discussed on Oct 14, 2021, at 2 PM ET via Zoom at <https://usepa.zoomgov.com/j/1612567306>

Ranking Criteria

Your application will be ranked
ONLY IF YOU PASS THRESHOLD

	Assessment	RLF	Cleanup
Project Area Description and Plans For Revitalization	40 pts	45 pts	50 pts
Community Need and Community Engagement	40 pts	40 pts	40 pts
Task Description, Cost Estimates, & Measuring Success	45 pts	70 pts	60 pts
Programmatic Capability and Past Performance	35 pts	35 pts	30 pts
Total	160 pts	190 pts	180 pts

- ❖ 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, town, or geographic area targeted by the application that establishes the brownfield challenges and their impact.
- Within the city, town, or geographic area, describe the specific area (or areas) where work will be performed.



Depending on the scope and design of your project, one or more target areas may be presented.

Clarity of the target area description will be scored

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.
- Identify and describe the priority/proposed brownfield sites.
 - **Assessment:** Describe the priority site(s); describe why it is a priority for assessment and reuse.
 - **RLF:** Describe the priority site(s); describe why it is a priority for cleanup and reuse.
 - **Cleanup:** Describe the property(ies) targeted for cleanup and known site contamination.



1. Project Area Description & Plans for Revitalization

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** local government's land use and revitalization plans **or related community priorities**.

+Cleanup:


- If applicable, how the reuse takes into account that the proposed site is in a federally designated flood plain.
- How public and project partners were involved in the development of the reuse strategy/projected reuse.



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.
-  If applicable, 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.
- **+Assessment/RLF:** Key funding resources that will be sought to support the completion of the assessment/remediation and/or reuse of the priority site(s).
- **+Cleanup:** Describe funding that has been secured and attach documentation that substantiates the commitment(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
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- ☐ 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.



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

2. Community Need & Engagement

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.



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.

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

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



Incorporating Community Input

-
- ENGAGEMENT COMMUNITY KNOWLEDGE STANDARDS DIRECT MORAL RESEARCH UNIVERSITY PARADIGM ETHICAL VOLUNTEERING UNDERSTOOD

[Click here](#) view the factsheet
on Socially Distant
Engagement Ideas

Questions & Progress Check



- ☐ Introductions and Timeline
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- ☒ **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

- **All Grant Types**

- *Local government applicants* may use up to 10% of the total grant award for health monitoring activities.
- Administrative costs (direct costs and indirect costs) may not exceed 5% of the total award amount.

If EPA awards \$500,000 to an applicant, the applicant's cost share is \$100,000 (20%) and the total award amount is \$600,000.

Therefore, the 5% cap for administrative costs is based on the \$600,000 total award amount and equals \$30,000.

- **RLF and Cleanup Grant Applications**

- 20% cost share.

3. Tasks, Costs, & Measuring Progress (Cleanup)

Proposed Cleanup Plan

- Outline the cleanup plan(s) proposed for the site(s).
- Briefly describe the contaminated media to be addressed, cleanup method(s) and disposal requirements.

This description can use the same language as submitted in the draft Analysis of Brownfields Cleanup Alternatives (ABCA) attachment (or attachments if applying for multiple sites).

Ensure the Cleanup Plan description is included in the Narrative and not just in the attached draft ABCA(s).

3. Tasks, Costs, & Measuring Progress (RLF)

Program Description and Marketing Strategy

Program Management

Describe how your program will:

- build and maintain a competent team to ensure an effective program
- select borrowers/subgrantees and projects
- structure and administer loans and subgrants, and facilitate financial underwriting

Revolution of the RLF Program

Describe how your program will:

- incorporate reasonable and prudent lending practices to encourage the funds to revolve **and be sustained after the cooperative agreement is closed**
- be properly maintained and report to EPA so long as program income exists, even after grant is closed



3. Tasks, Costs, & Measuring Progress (RLF)

Program Description and Marketing Strategy (cont'd)

Marketing Strategy

Describe your program's marketing strategy including:

- the types of applicants and projects you are targeting
- whether a potential borrower/subgrantee has expressed interest
- how you will market your program to ensure you reach other potential borrowers/subgrantees



3. Tasks, Costs, & Measuring Progress

- i. Project/Program Implementation
- ii. Anticipated Project Schedule
- iii. Task/Activity Lead
- iv. Outputs

Description of Tasks/Activities and Outputs

Project/Program Implementation

- Discuss major tasks/activities that will occur during the grant period.
- **Assessment/RLF:** If anticipated, discuss EPA-funded tasks/activities to occur beyond priority sites or outside target area(s).
- 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/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.
- RLF related – issue and execute loans and subgrants, cleanup and reuse planning, community engagement, cleanup oversight, etc.
- Cleanup related – cleanup and reuse planning, community engagement, cleanup oversight, site cleanup, etc.
- Health Monitoring – coordination with the local health agency on health monitoring activities.

**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).

Remember, the local health agency must be involved in health monitoring activities.

**See review EPA's
[Health Monitoring Fact Sheet](#)
for more information.**

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

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

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 [and the required cost share]** → Leveraged resources should not be included in the budget table.
 - Do not distinguish between hazardous substances funds from petroleum funds in the budget table.
 - If applicable for Cleanup Grants, distinguish requested funds for each site.
- 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.
 - **RLF/Cleanup:** Describe how the cost share was developed.

*Interim General Budget
Development Guidance for
Applicants and Recipients of EPA
Financial Assistance*

3. Tasks, Costs, & Measuring Progress

Take note of the evaluation criteria in Section V. of the Guidelines

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.

Eligibility of the Cost Share (RLF and Cleanup)

The extent to which the entire cost share will be met by an eligible source(s) and will be used for eligible and allowable expenses.

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.

RLF projects that allocate at least 50% of the total award amount to provide loans for the cleanup of eligible brownfield sites and associated eligible programmatic costs will be evaluated more favorably.

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

Cost Estimates – EXAMPLES

- **Prog. Mngmt/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)
- **Cleanup Cost Share:** Providing clean fill \$7,100 (est. 500 cu. yd. fill @ \$10/cu.yd. = \$5,000; three 8-hr days DPW equipment operator @ \$25/hr= \$600; 1-week front loader rental @ \$1,500/week); etc.
- **Site-Specific Cleanup Planning:** \$10,000 (finalize ABCA \$1,000; prepare Remedial Action Plan \$5,000; stormwater management design plans \$3,000; State fee for entering VCP \$1,000)

Assessment Grant Application Budget – EXAMPLE

Budget Categories (programmatic costs only)	Project Tasks					Label Tasks
	Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Total
Personnel	\$45,000	\$20,000				\$65,000
Fringe Benefits	\$5,000					\$5,000
Travel	\$7,500					\$7,500
Equipment						
Supplies		\$2,000				\$2,000
Contractual		\$18,000	\$100,000	\$255,000	\$35,000	\$408,000
Other (specify)						
Total Direct	\$57,500	\$40,000	\$100,000	\$255,000	\$35,000	\$487,500
Total Indirect	\$10,000	\$2,500	\$0	\$0	\$0	\$12,500
Total Federal (Direct + Indirect)	\$67,500	\$42,500	\$100,000	\$255,000	\$35,000	\$500,000

Should match SF-424 and SF-424A

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

Cleanup Grant Application Budget – EXAMPLE


Budget Categories	Project Tasks				
	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Total
(programmatic costs only)					
Personnel	\$20,000	\$5,000			\$25,000
Fringe Benefits					
Travel					
Equipment					
Supplies	\$5,000				\$5,000
Contractual		\$5,000	\$15,000	\$450,000	\$470,000
Other (specify)					
Total Direct	\$25,000	\$10,000	\$15,000	\$450,000	\$500,000
Total Indirect	\$0	\$0	\$0	\$0	\$0
Total Federal (Direct + Indirect)	\$25,000	\$10,000	\$15,000	\$450,000	\$500,000
Cost Share	\$10,000	\$10,000	\$0	\$80,000	\$100,000
Total Budget	\$35,000	\$20,000	\$15,000	\$530,000	\$600,000

Cost Share

Describe only eligible cost share activities

Don't exceed the required cost share

RLF Grant Application Budget – EXAMPLE

Budget Categories	Project Tasks				
(programmatic costs only)	Program Management	Cleanup Oversight	Cleanup	Community Outreach	Total
Personnel	\$12,000	\$9,000	\$3,000	\$4,500	\$28,500
Fringe Benefits	\$4,000	\$3,000	\$1,000	\$1,500	\$9,500
Travel	\$1,000	\$1,000		\$2,000	\$4,000
Supplies	\$3,000				\$3,000
Contractual	\$5,000	\$30,000		\$4,000	\$39,000
Loans (must be at least 50% of the total award amount)	 <div data-bbox="763 649 1130 778"> Loan & Subgrant Pool </div>		\$500,000		\$500,000
Subgrants			\$400,000		\$400,000
Other (specify) - Legal	\$6,000	\$3,000	\$6,000	\$1,000	\$16,000
Total Direct	\$31,000	\$46,000	\$910,000	\$13,000	\$1,000,000
Total Indirect					
Total Federal	\$31,000	\$46,000	\$910,000	\$13,000	\$1,000,000
Cost Share⁴	\$15,000	\$15,000	\$170,000	\$0	\$200,000
Total Budget	\$46,000	\$61,000	\$1,080,000	\$13,000	\$1,200,000

At least 50% of the requested funds must be used to make loans!

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



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- ☒ **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:

- ❖ **10 pages for Community-wide and Site-specific Assessment Grant applications**
- ❖ **10 pages for Cleanup Grant applications**
- ❖ **12 pages for RLF Grant applications**

4. Programmatic Capability & Past Performance

Programmatic Capability

NEW

Organizational Capacity – ASSESSMENT ONLY

- Explain your organization's capacity 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.
- **RLF Coalitions:** Describe the proposed governance/decision-making structure among your coalition members.



Description of Key Staff

- Discuss key staff that will work together to successfully implement the grant.
- **RLF:** Discuss the roles, expertise, qualifications, and experience of the financial and/or program manager, Qualified Environmental Professional (QEP), and other team members that will work together to successfully implement your program.

4. Programmatic Capability & Past Performance

Programmatic Capability (cont'd)

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

4. Programmatic Capability & Past Performance

Accomplishments & Compliance with Grant Requirements

Past/present Brownfield Grant recipients

BF Grants to Include	BF Grants/Resources to Exclude
<ul style="list-style-type: none">• Multipurpose Grants• Assessment Grants• RLF Grants• Cleanup Grants• 128(a)/STRP Grants	<ul style="list-style-type: none">• Area-wide Planning Grants• Environmental Workforce Development & Job Training Grants• Activities conducted under a Targeted Brownfield Assessment• Subawards issued from a Brownfields Grant

- 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

4. Programmatic Capability & Past Performance

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

Contacts for each
grant type are
listed in Section VII.
of the Guidelines

Headquarters


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REGIONAL CONTACTS & STATES	
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EPA Region 2 – Alison Devine Devine.Alison@epa.gov (212) 637-4158	NJ, NY, PR, VI
EPA Region 3 – Gianna Rosati Rosati.Gianna@epa.gov (215) 814-3406	DE, DC, MD, PA, VA, WV
EPA Region 4 – Sara Janovitz Janovitz.Sara@epa.gov (404) 562-9870	AL, FL, GA, KY, MS, NC, SC, TN
EPA Region 5 – Brittney Nadler Nadler.Brittney@epa.gov (312) 886-5740	IL, IN, MI, MN, OH, WI
EPA Region 6 – Denise Williams Williams.Denise@epa.gov (214) 665-9749	AR, LA, NM, OK, TX
EPA Region 7 – Susan Klein R7_Brownfields@epa.gov (913) 551-7786	IA, KS, MO, NE
EPA Region 8 – Melisa Devincenzi Devincenzi.Melisa@epa.gov (303) 312-6377	CO, MT, ND, SD, UT, WY
EPA Region 9 – Noemi Emeric-Ford Emeric-Ford.Noemi@epa.gov (213) 244-1821	AZ, CA, HI, NV, Pacific Island Territories
EPA Region 10 – Terri Griffith Griffith.Terri@epa.gov (206) 553-8511	AK, ID, OR, WA

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



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