EPA New England FY23 Brownfields Grant Guidelines

REVOLVING LOAN FUND GRANT WEBINAR

OCTOBER 5TH | 9AM - 1PM
OCTOBER 6TH | 9AM - 1PM
Microsoft Teams Webinar Tips

Make sure your **camera is off.**

Click on the "**Chat**" icon and enter your questions in the message box at the bottom.

Make sure **you are muted.**
Purpose of this Webinar

FY23 Brownfields Revolving Loan Fund Grant Guidelines

Application Submission Process

• Threshold Criteria
• Due Date & Submission Instructions
• Content & Form of Application Submission
• Narrative Information Sheet
• Ranking & Evaluation Criteria

Provide an opportunity for Q&A.

Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.
Section I.A
Description of Grant

• Up to $1 million per separate eligible entity or coalition.
• At least 50% of grant funds must be used for loans.
• Cost share is waived for FY23.
• Period of performance is five years.
• Subgrants are limited to $500,000 per site.
• Cannot apply for RLF Grant and Cleanup Grant this year.
Section I.A
Description of Grant

• Provides funding to make loans and subgrants for eligible brownfields cleanups and other eligible programmatic costs necessary to manage the RLF.

• RLF programs are designed to operate for many years beyond the period of performance of the grant. They require *long term* resource requirements, reporting and marketing.

• Recipients must commit to properly manage funds and program income generated by their RLF program which is important for program continuity and integrity.

• All recipients will be required to sign a Closeout Agreement (COA) which governs the use of program income as part of the grant award.

• The FY23 RLF COA Template and a fact sheet describing it are available under “RLF Closeout Resources” on the Brownfields Program website.
Section I.A
Description of Grant

Important features of the RLF Grants:

• Majority of program income is generated from the repayments of loans issued by the RLF program.

• Loan repayment terms can be short- or long-term, i.e., a few years to decades; hence, the program income can be generated over several years.

• Program income must be used in accordance with the terms and conditions of the cooperative agreement and may be retained and used after the end of the cooperative agreement in accordance with the recipients’ COA.
Section I.A
Description of Grant

RLF Coalition Grants

RLF Coalitions are comprised of one “lead” eligible entity that partners with one or more non-lead eligible entities. The lead eligible entity is the applicant that submits an application on behalf of the coalition members.

The non-lead members:
1. Must be separate legal entities from the lead entity and each other, and
2. Can cover the same geographic area but not have the same jurisdiction as other members.

• For example, different agencies within the same state government must be separate legal entities (e.g., report to different elected executives) and have different authorities within a shared geographic area to form a coalition.
• Another example is a city and a county can be members of the same coalition since they are separate legal entities with different jurisdictions within a geographic area.
Section I.A
Description of Grant

RLF Coalition Grants

• A Memorandum of Agreement (MOA) documenting the coalition’s site selection process must be in place prior to the expenditure and draw down of any funds that are awarded.

• The coalition members should identify and establish relationships necessary to achieve the project’s goal.

• A process for successful execution of the project’s goal, including a description and role of each coalition member, should be established along with the MOA.

• The purpose of the MOA is for coalition members to agree internally on the distribution of funds and the mechanisms for implementing the cleanup work.
Section I.B
Uses of Grant Funds

In addition to direct costs associated with the cleanup of a brownfields site, RLF funds may be used for:

1. Direct programmatic costs such as performance reporting and environmental oversight consistent with the requirements at 2 CFR 200, Subpart E.

2. Local governments may use up to 10% of grant funds for (see Health Monitoring fact sheet):
   a. Health monitoring of populations exposed to hazardous substances from brownfields sites.
   b. Monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance from a brownfield site.

3. A portion of grant funds can be used to purchase environmental insurance.
Section I.B
Uses of Grant Funds

Grant funds cannot be used for the payment of:

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

• 10 new grant awards are anticipated from this grant cycle nationally. Additional awards may be made if funds are available.

• Period of performance is 5 years.

• The Brownfields RLF Grant will be awarded in the form of a cooperative agreement. Cooperative agreements require the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients.

• To be reviewed more favorably, you should:
  o Have a qualified team who are committed to this program.
  o Have a wealth of potential borrowers, subgrantees, and sites.
  o Have a well-defined strategy to implement this program.
Section III.A
Who Can Apply

• General Purpose Unit of Local Government
• Land Clearance Authority or a quasi-governmental entity
• Government Entity Created by State Legislature
• Regional Council or Group of General Purpose Units of Local Government
• Redevelopment Agency that is chartered or otherwise sanctioned by a state
• State
Section III.A
Who Can Apply

- Indian Tribe other than in Alaska
- Nonprofit organization described in 501(c)(3) of the Internal Revenue Code
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or whose whole sole members are 501(c)(3) nonprofit organizations
- Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability partnerships whose sole members are 501(c)(3) nonprofit organizations
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986
Section III.B
Threshold Criteria

All Threshold Criteria are pass/fail. You MUST respond to all criteria.

Responses must be included as an attachment to your Narrative (does not count towards the 12-page limit).

Note: EPA may seek clarification of a response, if you did not respond, it’s impossible to seek clarification.

1. Applicant Eligibility
2. Demonstration of Previous RLF Grant Status
3. Description of RLF Boundaries
4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund
5. Contractors and Named Subrecipients (other than borrowers and site cleanup subgrantees)
Threshold Criteria

1. Applicant Eligibility

Provide information that demonstrates how you are an eligible applicant as specified in Section III.A.

- If you are a city, county, state, or tribe, affirm that you are an eligible entity.
- If you are a government entity other than a city, county, state or tribe, attach eligibility documentation such as resolutions, statutes, articles of incorporation, etc.
- For nonprofit organizations, or organizations comprised of nonprofit organizations, provide documentation as an attachment to the Narrative demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- For qualified community development entities, provide documentation as an attachment to the Narrative certifying the organization’s status.
- Only eligible entities who do not have or are not part of (i.e., a coalition member) an open cooperative agreement for a Brownfields RLF at the time of application may apply for funding in the FY23 competition.
Threshold Criteria

1. Applicant Eligibility

For RLF Coalitions

- Each non-lead coalition member must submit a signed letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition.

- An active Memorandum of Agreement may serve in place of the letters if it includes a description and the role of the coalition member *(Attach these documents to your application).*

Note: Documentation that is not included with the application will render that non-lead member ineligible from participating in the coalition, and potentially render the entire application ineligible if there is less than one non-lead member.
Threshold Criteria
2. Demonstration of Previous RLF Grant Status

If you have an open RLF Grant, you are not eligible to apply.

If you have previously been a recipient of a Brownfields RLF cooperative agreement or a non-recipient member of a coalition, provide the grant number and closeout date.

OR

Affirm that you have not had or been a part of a cooperative agreement for a Brownfields RLF in the past.
Threshold Criteria

3. Description of RLF Boundaries

Provide a description of the RLF’s geographic boundaries.

• EPA awards RLF Grants to clean up sites that are located within the geographic boundaries of the RLF’s operation as defined in the application. This does not preclude applicants from targeting developers in communities or areas outside the RLF boundaries in their marketing outreach, as long as the loans and subgrants are for cleaning up sites within the boundaries as defined in the application.

• Applicants must provide a description of the boundaries of their RLF operation (e.g., the city limits of The City of ABC).

Note: EPA recommends that applicants choose as large a boundary as is legally allowable since recipients cannot easily expand their RLF boundary after selection and award.

Note: 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.
Threshold Criteria
4. Oversight Structure & Legal Authority to Manage a RLF

a. Describe how you will oversee cleanup at sites.
   • Indicate that you will require loan & subgrant recipients to enroll in your state or tribal response program.
   • For MA & CT, describe the privatized program that uses LSPs/LEPs to oversee cleanups.
   • If you plan to procure a Qualified Environmental Professional (QEP) or legal services underwriting services to oversee the cleanup of your loan and/or subgrant sites, explain how you will ensure they are in place before activities begin and that they will be acquired consistent with the applicable competitive procurement provisions (2 CFR 200.317-326).
Threshold Criteria

4. Oversight Structure & Legal Authority to Manage a RLF

b. Provide a legal opinion from your counsel that demonstrates:
   • You have the legal authority to access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant.
   • You have the legal authority to perform the actions necessary to manage an RLF. At a minimum, legal authority must include the ability to hold funds, make loans, enter into loan agreements, and collect repayments.

Note: A legal opinion from counsel needs to cite the relevant state law(s) or local ordinance(s) and provide this as an attachment (does NOT count towards 12-page limit).
Threshold Criteria

5. Contractors and Named Subrecipients (other than borrowers and site cleanup subgrantees)

Contactors:

• EPA does not require or encourage applicants to procure contractors (including consultants) before the EPA cooperative agreement is awarded, but applicants may choose to do so.

• Applicants must disclose whether they have already selected a contractor that will be compensated with EPA funds made available under this RFA.

• Alternatively, state ‘n/a’ or ‘not applicable’ if a contractor has not been procured to conduct work proposed in this application.
Threshold Criteria
5. Contractors and Named Subrecipients (other than borrowers and site cleanup subgrantees) (Cont.)

Named Subrecipients:
- These requirements do not apply to 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.
- If the applicant names a specific subrecipient they must describe how that named subrecipient is eligible for a subaward.

- Alternatively, state ‘n/a’ or ‘not applicable’ if a subrecipient has not been named.
Section IV.B
Due Date & Submission Instructions

• Your Authorized Organization Representative (AOR) must submit your application via www.grants.gov.

• Applications must be received no later than 11:59 pm ET on November 22, 2022.

• In order to submit an application via www.grants.gov, you must:
  o Have an active System for Award Management (SAM) account in www.sam.gov and a Unique Entity Identifier (UEI) assigned by www.sam.gov;
  o Be registered in www.grants.gov, and have the E-Business Point of Contact designate an AOR in www.grants.gov.

Grants.gov is going down for maintenance November 20 and 21 (Saturday and Sunday) so it may be to the applicant’s benefit to submit their materials by the 19th instead of waiting until the 22nd.

Note: See Appendix 1 of the Guidelines for more details.
Section IV.B
Due Date & Submission Instructions

Helpful Tips:

• Make sure your organization’s information is consistent with EPA, UEI, and SAM.

• The registration process for www.sam.gov and www.grants.gov can take up to a month or more so register ASAP.

• Applications received after the due date will not be considered.

• Any issues with www.grants.gov submittals, follow the instructions in Appendix 1.
Section IV.C
Content & Form of Application Submission

Your application must:

• Be in English.
• Be typed, single-spaced, on letter sized paper (8 ½ x 11).
• Use standard Times New Roman, Arial or Calibri fonts with a 12-point font size.
• A list of all required items is located on page 21-22.
• Attach all required and applicable items to your application in www.grants.gov.
• Pages in excess of page limits will be removed and not evaluated.
• Limit number of attachments to Threshold Criteria and required items. No other attachments will be considered!
QUESTIONS?
Section IV.E  
Narrative/Ranking Criteria

- Ranking Criteria found on pages 25-36.
- Evaluation Criteria (how your application will be evaluated and point scores) are in Section V.A on pages 37-44.
- The Narrative shall not exceed **12 single-spaced pages**. Pages over the 12-page limit will not be evaluated.
- You must include page numbers, criteria numbers, and titles in your narrative.
- A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably.
- **If a criterion does not apply, clearly state this. Any criterion left unanswered may result in zero points given for that criterion.**
Section IV.E
Narrative/Ranking Criteria (190 points)

1. Project Area Description & Plans for Revitalization (45 points)

2. Community Need & Community Engagement (40 points)

3. Task Descriptions, Cost Estimates, & Measuring Progress (70 points)

4. Programmatic Capability & Past Performance (40 points)

Be sure to read each criterion carefully and make sure you respond to all sub-criteria.
Narrative/Ranking Criteria
1. Project Area Description & Plans for Revitalization (45 points)

a. Target Area & Brownfields (15 points)
   i. Overview of Brownfield Challenges and Description of Target Area (5 points)
   ii. Description of the Priority Brownfield Site(s) (10 points)

b. Revitalization of the Target Area (15 points)
   i. Reuse Strategy & Alignment with Revitalization Plans (10 points)
   ii. Outcomes & Benefits of Reuse Strategy (5 points)

c. Strategy for Leveraging Resources (15 points)
   i. Resources Needed for Site Reuse (10 points)
   ii. Use of Existing Infrastructure (5 points)
i. Overview of Brownfield Challenges and Description of Target Area

- Identify the geographic boundary(ies) where you are proposing to conduct eligible activities under this grant and discuss the brownfield challenges and their impacts. Provide a brief overview of how this grant will potentially help address those challenges and impacts.

- Within the geographic boundary(ies) discussed above, identify and describe the specific target area(s) where you plan to focus grant activities, such as a neighborhood, district, corridor, or census tract. *(Depending on the scope and design of your program, one or more target areas may be presented).*
Narrative/Ranking Criteria
1.a Target Area & Brownfields

i. Overview of Brownfield Challenges and Description of Target Area
For your overall area/community & target area(s):
  • Ensure that geographic boundaries and the specific target areas are clearly defined.
  • Discuss brownfields challenges and their impacts in the area of the geographic boundaries.
  • Discuss how this grant will potentially help address these challenges and impacts.
Narrative/Ranking Criteria

1.a Target Area & Brownfields

ii. Description of the Priority Brownfield Site(s)

• Provide an overview of the brownfield sites in the target area(s) with information such as number, size, and environmental concerns. Then, specifically highlight one or more sites that are a priority and discuss why the site(s) is a priority for cleanup and reuse. Include information such as past and current land uses, current site conditions (including structures), and potentially related environmental issues.

• You will be evaluated on:
  • The extent to which the response provides a clear overview of the brownfield sites in the target area(s).
  • The degree to which one or more sites are highlighted as a priority.
  • The degree to which the priority site(s) is clearly described.
  • The degree to which it is clear why the site(s) identified as a priority for cleanup and reuse has been selected.

See Past Property Uses May Result in a Brownfield Site.
Narrative/Ranking Criteria

1.b Revitalization of the Target Area

i. Reuse Strategy & Alignment with Revitalization Plans

• Describe the **reuse strategy**, or **projected reuse**, for the priority site(s) to be remediated in the target area(s); and

• Discuss **how the reuse strategy/projected reuse aligns with and advances the local government’s land use and revitalization plans or related community priorities.**
Narrative/Ranking Criteria
1.b Revitalization of the Target Area

i. Reuse Strategy & Alignment with Revitalization Plans
   • Reference your current land use and revitalization plans and say how your priority site(s) fits into and advances the overall community vision.
   • Describe the extent to which a reuse strategy/projected reuse is clearly identified for the priority brownfield site(s).
   • Describe the extent to which the reuse strategy/projected reuse clearly aligns with and advances the local government’s land use and revitalization plans or related community priorities.
Narrative/Ranking Criteria

1.b Revitalization of the Target Area

ii. Outcomes & Benefits of Reuse Strategy

- Describe the potential of the proposed project or revitalization plans to stimulate economic development in the target area(s) upon completion of the cleanup of the priority site(s) AND/OR

- How will this grant will facilitate the creation of, preservation of, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes in the target area(s)? If applicable, describe use of renewable energy sources as well.

- If the proposed project or revitalization plans may potentially cause the displacement of residents and/or businesses, describe the strategies and/or policies that will be implemented to minimize displacement. If it is not going to cause displacement, please state that.
Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources

i. Resources Needed for Site Reuse

- Describe access to **monetary funding** from other resources, and **how** the grant will stimulate the availability of additional funds for environmental site assessment or remediation, and subsequent reuse.

- Identify **potential key funding resources** that can be used to support the completion of the remediation, and/or reuse of the priority site(s).
  - Other grants
  - Historic tax credits
  - Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
  - State (State TBA, Tax Credits, RLF)
  - Local (TIF, Tax, Bond)
  - Private (Foundation, Investors, Donations)

**Note:** Do not duplicate sources discussed in 3.b. Description of Tasks/Activities and Outputs.
Narrative/Ranking Criteria
1.c Strategy for Leveraging Resources

i. Resources Needed for Site Reuse

• Your eligibility to obtain funds from other resources for project related costs.
• Discuss the funds you may already have for your project site(s).
• Discuss any funding you are considering applying for.

Clearly identify the sources of your funding. Convince the reviewer that you are aware of your funding options.

Note: Make sure you identify potential funding sources to support the cleanup and redevelopment at priority sites.
Narrative/Ranking Criteria
1.c Strategy for Leveraging Resources

ii. Use of Existing Infrastructure

- Describe how work performed under this grant will facilitate the use of existing infrastructure at the priority sites and/or within the target areas.
- If additional infrastructure needs or upgrades are key to the revitalization plans for the priority site(s), describe the infrastructure needs/upgrades and funding resources that will be sought to implement that work.
  - Water & Sewer, power, transportation, highspeed internet, buildings
  - How the existing and upgraded infrastructure works with your reuse plan?

Note: If you need additional/upgraded infrastructure, describe how you are going to get it.
QUESTIONS?
Narrative/Ranking Criteria

2. Community Need & Community Engagement (40 points)

a. Community Need (25 points)
   i. The Community’s Need for Funding (5 points)
   ii. Threats to Sensitive Populations (20 points)
      1) Health or Welfare of Sensitive Populations (5 points)
      2) Greater Than Normal Incidence of Disease & Adverse Health Conditions (5 points)
      3) Promoting Environmental Justice (10 points)

b. Community Engagement (15 points)
   i. Program Involvement (5 points)
   ii. Program Roles (5 points)
   iii. Incorporating Community Input (5 points)
Narrative/Ranking Criteria
2.a Community Need

i. The Community’s Need for Funding

• Describe how this grant will meet the needs of the community(ies) (i.e., the communities located within the geographic boundary(ies)) that has an inability to draw on other initial sources of funding to carry out environmental remediation and subsequent reuse in the target area(s) because of the small population and/or low-income of the community.

• Emphasize that the target community(ies):
  • Are of small population (10,000 or less) **AND/OR**
  • Have low-income residents.

Note: Must discuss communities that have a small population (10,000 people or less) and/or are low income to be evaluated favorably – if you do not have one of these, you will only earn up to 2 points for a 5-point question.
ii. Threats to Sensitive Populations

• Applicants are encouraged to use EPA's EJ Screen Tool (or other EJ-focused geospatial mapping tools) to gain a better understanding of the communities that may be adversely and disproportionately affected by environmental or human health harms and risks and that may potentially be underserved communities.

Include data from EPA's EJSCREEN Tool and CEJST to help characterize communities and populations.
Narrative/Ranking Criteria
2.a Community Need

ii. Threats to Sensitive Populations

1) Health or Welfare of Sensitive Populations

• Identify children, pregnant women, minority or low-income communities, OR other sensitive populations in the target area.

• Describe the health or welfare issues of such groups and discuss how this grant and reuse strategy/projected site reuse(s) will address those issues and/or will facilitate the identification and reduction of threats to the health or welfare of such groups.
Narrative/Ranking Criteria
2.a Community Need

ii. Threats to Sensitive Populations

1) Health or Welfare of Sensitive Populations

Potential Health Issues:

• Cancer, asthma, lead poisoning, asbestos related illness or birth defects.

Potential Welfare Issues:

• Blight, crime, vandalism, illegal dumping, people moving out, lack of neighborhood upkeep, lower education levels and lack of prosperity, abandoned properties, community disinvestment, and burden on municipal services.
Narrative/Ranking Criteria
2.a Community Need

ii. Threats to Sensitive Populations

2) Greater Than Normal Incidence of Disease & Adverse Health Conditions
   • Use available and relevant health statistics.
     • If health statistics are not available for your target community, explain how that lack of information impacts health and welfare of the community.
   • The potential contaminants and their health threats that may be connected to your site(s).
   • Link back to the issues you identified in the previous sections and how this grant will help to reduce these threats.
   • If populations in the target areas do not suffer from greater than the normal incidences of cancer, asthma, or birth defects your response will not earn more than 2 points.
   • See Environmental Contaminants Often Found at Brownfields Sites.
Narrative/Ranking Criteria
2.a Community Need

ii. Threats to Sensitive Populations

3) Promoting Environmental Justice

Discuss the EJ issues and how this grant and reuse strategy/projected site reuse(s) will promote EJ among the underserved populations in the target area(s).

• Increasing job opportunities
• Increasing access to services & health care
• Increasing public transportation
• Improving zoning issues
• Eliminating food deserts
• Providing educational opportunities

Note: Link back to the issues you identified in the previous sections and how this grant will help your underserved community.
Narrative/Ranking Criteria
2.b Community Engagement

i. Program Involvement

ii. Program Roles

iii. Incorporating Community Input

- Per the Ranking Criterion in Section IV.E.2.b, applicants may consolidate information for 2.b.i and 2.b.ii into one response.

- Use the sample chart on page 28 to respond to both items.

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

<table>
<thead>
<tr>
<th>Name of organization/entity/group</th>
<th>Point of contact (name, email &amp; phone)</th>
<th>Specific involvement in the program or assistance provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as needed
Narrative/Ranking Criteria

2.b Community Engagement

i. Program Involvement

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

• How will your identified project partners be involved in the site selection, cleanup & future reuse?

• Neighborhood groups, citizen groups, business organizations, community liaisons, lenders and RPCs, property owners, developers, cities/towns within a regional organization’s target area, and the general public.

• This is much more than just support, it’s active participation.

Note: You NEED consistency with the narrative!
Narrative/Ranking Criteria
2.b Community Engagement

ii. Program Roles

• Describe the role each identified local organization/entity/group will have in the program including how it will be involved in making decisions with respect to site selection, cleanup, **AND** future reuse of the brownfield sites, including the priority site(s).
  • Finding Sites
  • Community outreach
  • Reuse planning
  • Finding a potential developer

**RLF Coalition Applications** – Additionally, discuss how each non-lead coalition member will be engaged and informed throughout the program.

**Note:** You **NEED** consistency with the narrative!
Narrative/Ranking Criteria
2.b Community Engagement

iii. Incorporating Community Input

- Discuss your plan to communicate project progress to the local community, the local organizations/entities/groups that will be involved in the program, and residents/groups impacted by the sites, including the frequency.

- What method(s) you will use (including methods that offer an alternative to in-person community engagement in the event of social distancing or other restrictions as a result of COVID-19) and how input will be solicited, considered, and responded to.
Narrative/Ranking Criteria
2.b Community Engagement

iii. Incorporating Community Input

• How are your plans appropriate and effective for your targeted community?
• Look at the sensitive impacted populations that you described in 2.a.ii Threats to Sensitive Populations and consider how to accommodate them.
• How will you reach your community given the restrictions as a result of Covid-19? (See Socially Distant Engagement Ideas for options).
• Communicating progress to local community and the entities involved in the project.
• Detail how often and by what means you will communicate.

Note: You NEED consistency with the narrative!
Narrative/Ranking Criteria

3. Task Descriptions, Cost Estimates & Measuring Progress (70 points)

a. Program Description & Marketing Strategy (20 points)
   i. Program Management (5 points)
   ii. Revolution of the RLF Program (10 points)
   iii. Marketing Strategy (5 points)

b. Description of Tasks/Activities & Outputs (25 points)
   i. Program Implementation (10 points)
   ii. Identifying Additional Sites (5 points)
   iii. Anticipated Project Schedule (5 points)
   iv. Task/Activity Lead (5 points)
   v. Outputs

c. Cost Estimates (20 points)

d. Measuring Environmental Results (5 points)
Narrative/Ranking Criteria
3.a Program Description & Marketing Strategy

i. Program Management

Describe how your RLF program will:

- Build and maintain a competent team to ensure an effective program;
- Select borrowers/subgrantees and projects; and
- Structure and administer loans and subgrants, and facilitate financial underwriting.

Show that you understand the Environmental Cleanup Responsibilities and RLF Grant Requirements. Give the reviewer a strong impression that you can effectively manage an RLF program!
Narrative/Ranking Criteria
3.a Program Description & Marketing Strategy

i. Program Management
How you will **build and maintain a competent team** including:

- Project Manager – key to the success of your program.
- Financial Manager – ensures funds are managed appropriately.
- Fund Manager – administers loans & subgrants and provides financial underwriting.
- Qualified Environmental Professional (QEP) – provides oversight of cleanups (unless state does this for you) and provides technical assistance.
- Legal Assistance – helps to structure and review loans and subgrants.
Narrative/Ranking Criteria
3.a Program Description & Marketing Strategy

i. Program Management

How you will select projects and borrowers/subgrantees

• What is your selection process/criteria for projects, loans & subgrants including site and recipient eligibility?
• Who will be involved – RLF committee, community groups, and any public input into selection process?
• Are there any other current or potential sites in your target community(ies) to show you are ready to get your program going right away?
i. Program Management

How you will structure and administer loans and subgrants

- What is your loan/subgrant process:
  - Types of loan/subgrant products you will offer
  - How you will structure loans
  - Loan terms, rates, and potential amounts

- Ensure that your program is flexible and adaptable to the projects in your program and not be too rigid.
Narrative/Ranking Criteria
3.a Program Description & Marketing Strategy

i. Program Management

Your financial underwriting

• How will your Fund Manager assist you in determining loan/subgrantee financial viability and risk?

• What is your process to assess and approve loans using the financial information from your potential borrowers?
ii. Revolution of the RLF Program

Describe how your RLF program will:

• Incorporate reasonable and prudent lending practices to encourage the funds to revolve and be sustained after the cooperative agreement is closed; and

• Be properly maintained and report outcomes and outputs to EPA so long as program income exists, even after the cooperative agreement has ended.

Note: This requires a long-term commitment of resources.
ii. Revolution of the RLF Program

• How to include reasonable and prudent lending practices?
• Discuss how your underwriting and lending practices will be based on sound practices to protect Federal funds. This includes:
  o Loan processing
  o Documentation
  o Loan approvals
  o Loan collections and servicing
  o Collateral protection and recovery actions
Narrative/Ranking Criteria
3.a Program Description & Marketing Strategy

ii. Revolution of the RLF Program

• How will your RLF program will be sustained after the cooperative agreement is closed?

• How to **ensure that grant funds revolve** during the grant and will be available for projects after grant closeout.
  ◦ Favor loans over subgrants.
  ◦ Provide loan and subgrant combinations instead of just subgrants.
  ◦ Combine funding from other sources with RLF loans.
  ◦ Encourage perspective subgrantees to seek EPA cleanup grants prior to providing RLF funds.
Narrative/Ranking Criteria
3.a Program Description & Marketing Strategy

iii. Marketing Strategy
Describe your program’s marketing strategy including:
• The types of applicants and projects you are targeting.
• Whether a potential borrower or subgrantee has expressed interest in a loan or subgrant for the priority brownfield site(s); and
• How will you market your program to ensure you reach other potential borrowers/subgrantees?
iii. Marketing Strategy

Consider the **types of applicants and projects you are targeting.**

- What is the target audience for marketing your program?
  - Cities/towns/nonprofits for subgrants
  - Developers for loans
- How did you decide your priority sites(s)? Will this approach work to attract additional sites?
- Are there other potential projects in your target areas(s)?
iii. Marketing Strategy

- **Who has already expressed interest in a loan or subgrant for the priority site(s)**
- Who have you already had contact with when discussing interest in your potential RLF program?
- Discuss the businesses, community partners, developers, etc. that have expressed interest in your potential RLF program.
- Connect interest to your priority sites that you have been discussing.
- **You would not be applying if there was no need in your community(ies)!**
iii. Marketing Strategy

• How will you **continue to market your program**?
  ◦ What will you do to market your program beyond the projects/applicants you have already identified?
  ◦ The RLF grant is 5 years (or longer if you seek and receive supplemental funds). How will you seek out new projects to fund with program income?
  ◦ You must convince the reviewer that you have a system to continuously seek out potential borrowers & subgrantees to sustain your program.
Narrative/Ranking Criteria
3.b Description of Tasks/Activities & Outputs

- Provide a list and description of the tasks/activities required to implement your proposed program.
- You may respond to all four parts of this criterion using the following format for each task/activity.

<table>
<thead>
<tr>
<th>Task/Activity:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Program Implementation</td>
<td></td>
</tr>
<tr>
<td>• Discussion of EPA-funded activities for the priority sites(s):</td>
<td></td>
</tr>
<tr>
<td>• Non-EPA grant resources needed to carry out task/activity, if applicable:</td>
<td></td>
</tr>
<tr>
<td>ii. Anticipated Project Schedule:</td>
<td></td>
</tr>
<tr>
<td>iii. Task/Activity Lead(s):</td>
<td></td>
</tr>
<tr>
<td>iv. Output(s):</td>
<td></td>
</tr>
</tbody>
</table>
i. Program Implementation

• Discuss the EPA-funded tasks/activities that will take place under this grant.

• If you plan to issue a subaward(s) in addition to loans/subgrants, indicate what tasks/activities or services will be provided.

• Ensure that your response demonstrates a sound plan to address the priority brownfield site(s) in the target area(s).
Narrative/Ranking Criteria
3.b Description of Tasks/Activities & Outputs

i. Program Implementation
   Examples of Eligible Activities:
   • Executing loans
   • Procuring a Qualified Environmental Professional
   • Submitting and obtaining approval of Quality Assurance Project Plans
   • Enrollment of sites in the State's Voluntary Cleanup Program
   • Certifying cleanup is complete
   • Coordination with the local health agency on health monitoring activities
Narrative/Ranking Criteria
3.b Description of Tasks/Activities & Outputs

i. Program Implementation

• If applicable, identify tasks/activities that are necessary to carry out the grant that will be contributed by sources other than the EPA grant, such as in-kind resources or funding contributed by your organization.

• When applicable, the extent to which other resources (e.g., in-kind resources) will bridge the gap between the EPA grant and tasks/activities necessary to bring the grant to successful completion.

Note: A response may not earn full points if the applicant duplicates sources that are listed in 1.c.i. Resources Needed for Site Reuse. Ineligible tasks will be evaluated less favorably.
Narrative/Ranking Criteria
3.b Description of Tasks/Activities & Outputs

• Identify Task 1 as “Program Management” and include such items as grant management, and your travel and supply costs. Below are the most common major tasks (Stick to 4):
  o Task 1 – Program Management
  o Task 2 - Cleanup Oversight
  o Task 3 – Cleanup
  o Task 4 – Community Outreach

Note: If applicable, use a separate column for administrative costs.

• DO NOT include any equipment costs.
• DO NOT use the term ‘consultant’.
• Make sure your activities DO NOT include ineligible uses of funds.
• Do not allocate more than 10% of funds toward personnel costs. If your estimate of these costs is higher than 10%, explain why and who is doing what to justify your costs.
• Describing any additional funding you will provide, such as in-kind services (e.g. personnel), that will help carry out this grant.
Sample Format for Budget (do not change Budget Categories)

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Project Tasks ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Task 1)</td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
</tr>
<tr>
<td>Other (include subawards) (include subawards and specific participant support costs such as stipends) (specify type)</td>
<td></td>
</tr>
</tbody>
</table>

Total Direct Costs:  
Indirect Costs:  
Total Budget (Total Direct Costs + Indirect Costs)  

- Travel to brownfields-related training conferences is an acceptable use of these grant funds.  
- EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for Brownfields Grants.  
- Administrative costs (direct and/or indirect) for the Assessment Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

Note: In the budget table only include costs to be covered by EPA grant funds. Leveraged resources should not be included in the budget table.
## RLF Grant Application Budget EXAMPLE

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Project Tasks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Management</td>
<td>Cleanup</td>
</tr>
<tr>
<td>Personnel</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>$4,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Other: Loans (must be at least 50% of the total award amount)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan &amp; Subgrant Pool</td>
<td>$510,000</td>
<td></td>
</tr>
<tr>
<td>Other: Subgrants</td>
<td></td>
<td>$400,000</td>
</tr>
<tr>
<td>Total Direct</td>
<td>$13,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>Total Indirect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budget</td>
<td>$13,000</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

- **Label Tasks**
- **Includes up to 5% for administrative costs**
- **No Cost Share Requirement!**
- **Must match SF-424 and SF-424A**

---

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

- **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.**
ii. Identifying Additional Sites

• Describe how additional sites will be identified for eligible activities throughout the geographic boundary(ies) (identified in 1.a.i. Overview of Brownfield Challenges and Description of Target Area) in the event that grant funds remain after addressing the target area(s)/priority site(s) discussed in the Narrative.

• Identify the criteria that will be used to prioritize additional sites for selection, including criteria that consider underserved communities.

• Must use the same criteria used to select initial sites to select additional sites beyond the named target areas.
 iii. Anticipated Project Schedule

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

Make sure to:

- Name milestones and show that they expand over the 5-year period.
- Ensure the schedule milestones are detailed and achievable.
- Demonstrate the likelihood that the activities will be completed within the 5-year period.
- DO NOT use phrases like "throughout the period of performance."
Narrative/Ranking Criteria
3.b Description of Tasks/Activities & Outputs

iv. Task/Activity Lead

• For each task/activity, identify the lead entity(ies) overseeing the various activities (i.e., the applicant, qualified environmental professional, or other identified entity).

• If an entity(ies) other than the applicant is the lead, explain why the lead entity(ies) (and not the applicant) is appropriate to oversee the activity(ies).

Note: The local health agency must be involved in health monitoring activities.

Note: Applicant should be involved in all tasks.
Narrative/Ranking Criteria
3.b Description of Tasks/Activities & Outputs

v. Outputs

Identify, and quantify as appropriate, the anticipated outputs/deliverables for each task/activity (see Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes).

- Loans and subgrants awarded
- Cleanup plans
- Community involvement plans
- Final Analysis of Brownfield Cleanup Alternatives (ABCA) documents
- Administrative records
- Cleanup completion reports or letters
Narrative/Ranking Criteria
3.c Cost Estimates

• Provide information on how cost estimates for each task were developed per budget category, including direct administrative costs (if applicable) and indirect administrative costs (if applicable).

• Present costs per unit where appropriate.
Narrative/Ranking Criteria
3.c Cost Estimates

• How was each cost estimate (including direct and/or indirect administrative costs, if applicable) developed?
• Present costs per unit in detail!
• Your experience with previous grants or discussion with QEPs for good estimates of project costs.
• What your anticipated loans/subgrant amounts will be based on priority site(s) and target area(s).
• You may use the sample table format from the guidelines to present how you plan to allocate grant funds for tasks/activities described in Section IV.E.3.b. by budget category. Replace the task number heading in the sample table with the actual title of the task.
Narrative/Ranking Criteria
3.c Cost Estimates

Examples of Cost Estimates:

- **Personnel costs:** Be precise in explaining what your personnel cost will be. Project Manager at $xx/hr times xx hours = $xx. Describe what each person is going to do.
- If applicable, identify any in-kind personnel resources that you are contributing to the project.
- **Travel costs:** 2 people to 1 Brownfields conference, estimate $xx Airfare/lodging/per diem for each = $xx; $xx set aside for local travel (estimate xx miles at $0.55/mile).
- **Supplies:** Provide a list of supplies and their estimated costs reflective of cost in table.
- **Loans & Subgrants:** x loans @ $xx (minimum 50% of grant funding) + x subgrants @ $xx = Total loan/subgrant pool.
Narrative/Ranking Criteria
3.d Measuring Environmental Results

Discuss your plan and mechanism to track, measure, and evaluate progress in achieving expected project outputs, overall project results, and eventual project outcomes. (Definitions of outputs and outcomes are provided in Section I.D.)
Narrative/Ranking Criteria
3.d Measuring Environmental Results

- A reasonable plan to track, measure, and evaluate your project progress via:
  - ACRES
  - Quarterly Reporting
  - Work Plans/Project Schedule
- Do **YOU** have a system in place to monitor progress and detect problems or delays?
- How project goals will be achieved in an efficient manner.
- See Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes.
- Eventual program incomes should be consistent with the narrative.
QUESTIONS?
Narrative/Ranking Criteria
4. Programmatic Capability & Past Performance (35 points)

a. Programmatic Capability (20 points)
   i. Organizational Capacity (5 points)
   ii. Organizational Structure (10 points)
   iii. Description of Key Staff (5 points)
   iv. Acquiring Additional Resources (5 points)

b. Past Performance & Accomplishments (15 points)
   i. Currently Has or Previously Received an EPA Brownfields Grant (15 points)
   ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)
   iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 points)

Note: Response must be from the applicant’s perspective.
Narrative/Ranking Criteria
4.a Programmatic Capability

i. Organizational Capacity
Discuss the applicant’s organizational capacity for carrying out and managing the programmatic, administrative, and financial requirements of the program and grant.

Note: To conserve space, you may present information for 4.a.i. – 4.a.iii. in the same response.
Narrative/Ranking Criteria
4.a Programmatic Capability

ii. Organizational Structure

• Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completion of all technical, administrative, and financial requirements of the program and grant.

• RLF Coalition Applications – Additionally, describe the proposed governance/decision-making structure among your coalition members.
iii. Description of Key Staff

• Provide a brief discussion of the key staff that will work together to successfully administer the grant and RLF program.

• Specifically, 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, as described in the Program Management (Section IV.E.3.a.).
Narrative/Ranking Criteria
4.a Programmatic Capability

iv. Acquiring Additional Resources

• Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g., contractors or subrecipients) required to successfully complete projects and carry out the program.

Refer to Section IV of EPA’s Solicitation Clauses regarding the difference between contractors and subrecipients.
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments (15 points)

i. Currently Has or Previously Received an EPA Brownfields Grant (15 points)

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

iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 points)

You must respond to only one of these criteria. Be careful which one you respond to!
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

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

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

• If you have never received any type of federal or non-federal assistance agreements, please indicate this in response to item iii.
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

i. Currently Has or Previously Received an EPA Brownfields Grant
  • Identify and provide information regarding each of your current and/or most recent EPA Brownfields Grants.
  • Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information in the following questions.
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

i. Currently Has or Previously Received an EPA Brownfields Grant Accomplishments

• Describe the accomplishments (including specific outputs and outcomes) achieved under the current/most recent grant(s) (no more than three), including at a minimum, the number of sites assessed and/or cleaned up.

• Discuss whether these outputs and outcomes were accurately reflected in ACRES at the time of this application submission. If not, please explain why.
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

i. Currently Has or Previously Received an EPA Brownfields Grant

1) Accomplishments

   • Look in ACRES for your past accomplishments.
   • Are your current/prior grant(s) accomplishments up to date in ACRES? **If not, fix it.**
   • What are some of the key site accomplishments you could highlight?
   • **Include number of sites assessed and/or cleaned up.**
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

i. Currently Has or Previously Received an EPA Brownfields Grant

2) Compliance with Grant Requirements

• Discuss your compliance with the workplan, schedule, and terms and conditions under the current/most recent grant(s) (no more than three).

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

• Include whether you have made and have reported on, or are making and reporting on, progress towards achieving the expected results of the grant in a timely manner.

  • If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented, and communicated.
i. Currently Has or Previously Received an EPA Brownfields Grant

2) Compliance with Grant Requirements

• For all open EPA Brownfields Grants, indicate the grant period (start and end date), if there are funds remaining, and the plan to expend the funds by the end of the Period of performance as defined in 2 CFR § 200.1.

• For all closed EPA Brownfields Grants (including RLF Grants that closed without a Closeout Agreement), indicate if there were funds remaining when the grant closed, the amount of remaining funds, and a brief explanation of why the funds were not expended.
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

i. Currently Has or Previously Received an EPA Brownfields Grant

2) Compliance with Grant Requirements
   • How have you complied with your current/prior grant(s) workplan, schedule and T&Cs?
   • Check in with your Project Officer to make sure reporting is up to date.
   • If you are behind in your reports, then get them done ASAP!
   • Update your quarterly report submissions and do your ACRES data input!
ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

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

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

1) Purpose & Accomplishments

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

• Discuss the project accomplishments (including specific outputs and outcomes and measures of success) achieved under the current/most recent assistance agreement(s).
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

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

2) Compliance with Grant Requirements

• Describe your compliance with the workplan, schedule, and terms and conditions under the current/most recent assistance agreement(s).

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

• Include whether you have made and have reported on, or are making and reporting on, progress towards achieving the expected results of the agreement in a timely manner.
  o If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented, and communicated.
Narrative/Ranking Criteria
4.b Past Performance & Accomplishments

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

- Affirm that your organization never received any type of federal or non-federal assistance agreement (grant or cooperative agreement).

  OR

- Discuss how your organization has recently received an assistance agreement but has not had an opportunity to demonstrate compliance with the award requirements.

Note: Applicants that indicate that they do not have a history of performing assistance agreements will receive an 8-point score for this factor.

However, failure to indicate anything in response to this sub-criterion may result in zero points.
QUESTIONS?
Section IV.D
Narrative Information Sheet

• The Narrative Information Sheet identifies you as the applicant, what you are applying for, and provides your contact information.

• The Narrative Information Sheet shall not exceed 3 single-spaced pages and must be on your organization’s official letterhead.

• The Narrative Information Sheet must address all requested items.

• Do not include a summary or overview of your narrative/project.

• EPA does not consider information in the narrative information sheet to be responses to the ranking criteria.
Section IV.D
Narrative Information Sheet

1. Applicant Identification: Your entity’s name & full address

2. Funding Requested
   a. Grant Type: “Individual RLF” or “RLF Coalition”
   b. Federal Funds Requested:
      $______ (requested amount; must not exceed $1,000,000)

3. RLF geographic boundaries:
   a. Your City
   b. Your County
   c. Your State or Reservation, Tribally owned lands, Tribal fee lands, etc.

For RLF Coalitions – List all the non-lead members and describe the geographic areas to be covered by the coalition members under the application.

Note: Refer to the "Description of RLF Boundaries" slide.
Section IV.D
Narrative Information Sheet

4. Target Area and Priority Site Information:
   Applicants, other than tribal governments:
   • 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. (Please see the FAQs to learn how to find a census tract).
   • Provide the address of the priority site(s) proposed in the Narrative.

5. Contacts
   • Project Director: Name & contact information (including phone, email, and mailing address) for the person who is the main point of contact and will be managing this grant if selected
   • Chief Executive/Highest Ranking Official: Name & Contact information (including phone, email, and mailing address) for the Mayor, Chief Executive or President of your organization
Section IV.D
Narrative Information Sheet

6. Population:
   • For Cities or Towns: Provide the population of your jurisdiction
   • For County/State/Regional Organizations/RLF Coalitions: Provide the population of the city/town for each priority site/proposed site/target area
   • For Nonprofit or Community Development Entities: Provide the population of the city/town where your project is located
   • For Tribes: Provide number of Tribal/non-Tribal members affected

Note: Population data is available at www.census.gov.
Section IV.D
Narrative Information Sheet

7. Other Factors Checklist: **Identify items below that apply to your community.** If none of these factors are applicable to you, **provide a statement to indicate that they do not apply.**

<table>
<thead>
<tr>
<th>Other Factors</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community population is 10,000 or less.</td>
<td></td>
</tr>
<tr>
<td>The applicant is, or will assist, a federally recognized Indian Tribe or United States territory.</td>
<td></td>
</tr>
<tr>
<td>The priority brownfield site(s) is impacted by mine-scarred land.</td>
<td></td>
</tr>
<tr>
<td>The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them.)</td>
<td></td>
</tr>
<tr>
<td>The priority site(s) is in a federally designated flood plain.</td>
<td></td>
</tr>
<tr>
<td>The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.</td>
<td></td>
</tr>
<tr>
<td>The reuse of the priority site(s) will incorporate energy efficiency measures.</td>
<td></td>
</tr>
<tr>
<td>The target area(s) is located within a community in which a coal-fired power plant has recently closed (2011 or later) or is closing.</td>
<td></td>
</tr>
</tbody>
</table>
Section IV.D
Narrative Information Sheet

8. Letter from the State or Tribal Environmental Authority *(not included in the 3-page limit)*
   
   • Attach a current letter from your state or Tribal environmental authority acknowledging that you plan to conduct **RLF activities** and apply for **FY23** grant funds.
   
   • If you are applying for multiple types of grants, you need only one letter. **However, you must** provide the letter as an attachment to each application.
   
   • General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.
Section IV.D
Narrative Information Sheet

8. Letter from the State or Tribal Environmental Authority
   • To request a letter from your State Brownfields Program Contact, please email the following information:
     o The grant(s) for which you are applying;
     o To whom the letter should be addressed.

Note: You must get a new letter this year. Do not use last year’s letter.
Section IV.D
Narrative Information Sheet

8. Letter from the State or Tribal Environmental Authority

- Please give your State Brownfields Program Contact at least 2 weeks before the grant submittal deadline to provide you the letter.
- For **CT**, go to [How to Request a State Letter from CT DEEP](#)
- For **VT**, when requesting your letter via email, please include in the subject line “State Letter for EPA Brownfields Grant.”
Section IV.D
Narrative Information Sheet

8. Letter from the State or Tribal Environmental Authority

Mark Lewis (mark.lewis@ct.gov)
CT Department of Energy and Environmental Protection
Remediation Division
Hartford, CT 06106-5127
O 860-424-3768
C 860-952-9715

Nick Hodgkins (nick.hodgkins@maine.gov)
ME DEP, Brownfields Program
17 State House Station
Augusta, ME 04333-0017
207-592-0882
Section IV.D
Narrative Information Sheet

8. Letter from the State or Tribal Environmental Authority

David Foss (david.foss@state.ma.us)
Massachusetts Department of Environmental Protection
Bureau of Waste Site Cleanup
1 Winter Street
Boston, Massachusetts 02108

Michael McCluskey (michael.mccluskey@des.nh.gov)
NH Department of Environmental Services
Hazardous Waste Remediation Bureau
29 Hazen Drive - PO Box 95
Concord, NH 03302-0095
603-271-2183
Section IV.D  
Narrative Information Sheet  

8. Letter from the State or Tribal Environmental Authority  

**Kelly J. Owens** *(kelly.owens@dem.ri.gov)*  
RI DEM - Office of Land Revitalization and Sustainable Materials Management  
235 Promenade Street  
Providence, RI 02908-5767  
401-222-2797 Ext. 77108

**Sarah Bartlett** *(sarah.bartlett@vermont.gov)*  
VT Dept. of Environmental Conservation  
1 National Life Drive – Davis 1  
Montpelier, VT 05620-3704  
802-249-5641
Section IV.D
Narrative Information Sheet

9. Releasing Copies of Applications
   • 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 the application does not have confidential, privileged, or sensitive information.
   • As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the submitter.
QUESTIONS?
What To Do Now?

Use FY23 guidelines!!

• Draft your application

Contact -
  o EPA with eligibility questions
  o Partners for assistance in preparing and/or reviewing your application

Get -
  o New State acknowledgement letter

Make sure -
  o Your www.SAM.gov registration is active; and
  o Register now for www.grants.gov if you are not already registered.
  o Check in with your Project Officer to make sure reporting is up to date.
  o If you owe us reports, get them done ASAP! Update your quarterly report submissions and do your ACRES data input!
Regional Courtesy Copy *(Requested)*

We request you to send an email *(PDF)* of your application to the EPA Regional Brownfields Contact. For New England:

- Dorrie Paar
- paar.dorrie@epa.gov

The Regional courtesy copy is not the official application submission.
Additional Resources

- **EPA National Outreach Webinar**

- Past Webinars can be found on website for review
  - September 29, 2022, at 2:00 pm
    - Multipurpose Grant funding
    - Community-wide Assessment Grant funding
    - Assessment Coalition Grant funding
    - Community-wide Assessment Grants for States and Tribes funding
  - October 4, 2022, at 2:00 pm
    - Cleanup grant Funding

- Upcoming Grant Guideline Outreach Webinars:
  - October 6, 2022, at 2:00 pm
    - RLF Grant Funding

Check the [national brownfields application resource page](https://example.com) for webinar presentation, recording and Q&A.
UCONN Technical Assistance to Brownfields (TAB) Provider

• UCONN’s interdisciplinary team will provide technical assistance to municipalities and non-profits, create a continuing education program, and conduct community engagement and outreach in communities across New England.

• UCONN TAB’s free grant proposal critique services
  o Deadline for submitting your draft proposal to UCONN for 1st round of review is October 25, 2022.
  o Deadline for submitting your draft proposal to UCONN for 2nd round of review is November 8, 2022.

• Fill out the form and upload your draft narrative to UCONN’s website: https://tab.program.uconn.edu/epa-grant-review-submission/#

• Check out the following links for more information:
  • Newsletter - https://mailchi.mp/ef9ad0916b9f/uconn-tab-april-2022-newsletter-9077437?e=df4a7a7b74
  • Website - https://tab.program.uconn.edu/
  • UCONN is a resource, NOT the EPA
Grant Guidelines

• FY2023 MARC Proposal Announcement Page
  • FY2023 Multipurpose Grant
  • FY2023 Community-wide Assessment Grant
  • FY2023 Assessment Coalition Grant
  • FY2023 Community-wide Assessment Grants for states and tribes
  • FY2023 Revolving Loan Fund Grant
  • FY2023 Cleanup Grant

• FY2023 Frequently Asked Questions (FAQs)

• FY2023 Summary of Changes

• FY2023 Sample Federal Forms

• Grants.gov Tip Sheet

• Eligible Planning Activities
Web Resources

• EPA Brownfields Page
• EPA Region 1 Brownfields Page
• UCONN TAB Program
• Build Act Summary
• Cleanups in My Community
• Environmental Data
  • MyEnvironment
  • CEJST
  • EJScreen
QUESTIONS?