

EPA New England
FY23 Brownfields
Grant Guidelines Webinar
ASSESSMENT GRANT SESSION
STATES AND TRIBES

WEDNESDAY OCTOBER 5TH | 9AM – 1PM

THURSDAY OCTOBER 6TH | 9AM – 1PM



Purpose of this Session

FY23 Brownfields **Assessment Grants for States and Tribes** Guidelines

Application Submission Process

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

Provide time 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

Provides funds to carry out Brownfield Assessment activities at eligible sites including:

- Developing inventories of brownfield sites
- Prioritizing sites
- Conducting community involvement activities
- Conducting planning
- Conducting site assessments
- Developing site-specific cleanup plans
- Developing reuse plans related to brownfield sites

Note: A portion of the Assessment Grant funding must be used to conduct site assessments. Assessment Grant funds may not be used to conduct cleanup activities.

Community-Wide	Coalition	States and Tribes
<p>Up to \$500,000 for hazardous substances and/or petroleum</p> <p>Note, for the purposes of this proposal, the cost of assessment activities on an individual site may not exceed \$200,000 per grant</p>	<p>Up to \$1,000,000 for hazardous substances and/or petroleum</p>	<p>Up to \$2,000,000 for hazardous substances and/or petroleum</p>
<p>No waiver of funding limit</p>	<p>No waiver of funding limit</p>	<p>Eligible sites may exceed \$200,000</p>
<p>Period of Performance is 4 years</p>	<p>Period of Performance is 4 years</p>	<p>Period of Performance is 5 years</p>
	<p>Entities that have an open Brownfields Multipurpose, Assessment, Revolving Loan Fund, or Cleanup Grant and entities that were awarded a MARC Grant that closed in 2015 or later, are not eligible to be a non-lead coalition member.</p>	<p>Applicants who received FY22 community assessment grant for states and tribes cannot apply for additional assessment funds.</p>

Section I.A

Description of Grant

Community-wide Assessment Grants for States and Tribes are available to:

- **States** (i.e., state agencies that are subject to the direct control of the governor or other elected executive officials such as environmental agencies, transportation agencies, health departments, parks and recreation departments, and departments of commerce); and
- **Tribes** (i.e., Indian tribes other than in Alaska; Intertribal Consortia comprised of eligible Indian tribes, Alaska Native Regional Corporations, Alaska Native Village Corporations, and the Metlakatla Indian Community).

NOTE: State and tribal universities and colleges are not eligible for Community-wide Assessment Grants for States and Tribes but may apply for other types of Assessment Grants if they are otherwise eligible (e.g., are exempt from taxation under section 501(c)(3) of the Internal Revenue Code).

Section I.A

Description of Grant



- Consistent with the direction on site limits in the Bipartisan Infrastructure Law, activities carried out at each approved, eligible site may exceed \$200,000.

Section I.B

Uses of Grant Funds

1. Direct Programmatic Costs (CFR Part 200, Subpart E)
 - Performance reporting
 - Environmental oversight
2. Local governments may use up to 10% of their grant (See [Health Monitoring](#) fact sheet).
 - Health monitoring of populations exposed to hazardous substances from a brownfield site; and
 - Monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance from a brownfield site.
3. Purchase Environmental Insurance.

Section III.B

Eligibility Information and Threshold Criteria

- All Threshold Criteria are pass/fail.
- You must pass these criteria to move forward in the competition.
- Responses must be included as an attachment to your narrative.
- **You MUST respond to all criteria. Failure to do so will result in elimination from the competition. Be careful here!**

Note: EPA may seek clarification of a response but if you did not respond, it is impossible to do so.

Section III.B

Threshold Criteria

1. Applicant Eligibility
2. Community Involvement
3. Target Areas and Priority Sites
4. Contractors and Named Subrecipients



Threshold Criteria

1. Applicant Eligibility

From the list in Section III.A., indicate your applicant type and provide information that demonstrates how you are an eligible entity for an Assessment Grant.

- For entities that are tribes or states, **affirm that the organization is eligible for funding.**
- **Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.**
- **If a tribe's reservation is included in an application submitted by an intertribal consortium, that tribal nation may not also submit an application for an FY23 Community-wide Assessment Grant or an FY23 Assessment Coalition Grant.**
- **Entities that were awarded an FY22 Community-wide Assessment Grant for States and Tribes are not eligible to apply for additional Assessment Grant funding.**



Threshold Criteria

2. Community Involvement

Provide information that demonstrates:

- How you intend to inform and involve the community and other stakeholders in the planning, implementation, and other brownfield assessment activities described in your application.
- This should be consistent with what you provide in the narrative section.



Threshold Criteria

3. Target Areas and Priority Sites

- Applicants must propose at least three target areas and at least five priority sites, including at least one priority site in each target area, in the Narrative.
- Address this threshold criterion by providing a response to Section IV.D.4. in the Narrative Information Sheet.
- On the Narrative Information Sheet, list each target area and the address of each priority site.

Note: If the application is selected for funding, recipients must assess a minimum of 10 sites; therefore, additional sites may be selected throughout the period of performance.

Threshold Criteria

4. Contractors and Named Subrecipients

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

4. Contractors and Named Subrecipients

Subrecipients:

- EPA does not require or encourage applicants to name a specific subrecipient(s) in the application for Brownfields Grant funding.
- All applicants, including states, that name a specific subrecipient in this application must demonstrate that the subrecipient is eligible for a subaward in compliance with Appendix A19 of [EPA's Subaward Policy for EPA Assistance Agreement Recipient](#).
- 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.**

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:
 - Have an active System for Award Management (SAM) account in www.sam.gov and a Unique Entity Identifier (UEI) assigned by www.sam.gov;
 - 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 20th and 21st (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.**

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 17**.
- 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!**

Section IV.D

Narrative Information Sheet

Logistics

- Do not exceed 3 single-spaced pages.
- Do not include a summary or overview of your project.
- Any pages over the page limit will not be considered.
- EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria.
- **Must be on your organization's official letterhead.**
- Narrative Information Sheet **must address** all of the requested items. If something is not applicable, provide a statement to indicate that it does not apply.

Section IV.D

Narrative Information Sheet

1. Applicant Identification

- Provide the applicant's name & full address

2. Funding Requested

- Indicate assessment grant type: Community Wide
- Amount you are requesting (must not exceed \$2,000,000)

3. Location

- Provide the a) city, b) county, and c) state or reservation, tribally owned lands, tribal fee lands, etc., of the community(ies) that you propose to serve

Section IV.D

Narrative Information Sheet

4. Target Area and Priority Site Property Information

- List the target areas and the priority sites discussed in the Narrative (at least three target areas and at least five priority sites, with at least one priority site in each target area).
- State applicants only:
 - For each target area that is smaller than a city/town, list the census tract number(s) within the target area. Please see the [FY23 FAQs](#) for guidance on how to find a census tract.
 - Provide the address of the priority sites proposed in the Narrative.

Section IV.D

Narrative Information Sheet

5. Contacts

- Your Project Director & Chief Executive/Highest Official
- Include email, phone number, mailing address

6. Population

- If you are a county/parish/borough, state, or regional organization that covers a geographic area with more than one city/town, provide the population of the city(ies)/town(s) in which each priority site/proposed site/target area is located.
- If you are a nonprofit organization exempt from taxation under section 501(c)(3) or qualified community development entity, provide the population of the city(ies)/town(s) in which each priority site/proposed site/target area is located.
- If you are a tribe, provide the number of tribal/non-tribal members affected.
- **Note:** Population data available at [census.gov](https://www.census.gov).

Section IV.D

Narrative Information Sheet

7. Other Factors Checklist

- Identify any of the items that apply to your project by entering the page number where the item appears in your narrative.
- Applicants claiming one or more of the other factors must provide a summary in the Narrative on the applicable other factor(s).
- If none of the Other Factors apply to your community/proposed project, please provide a statement to that effect.

Section IV.D

Narrative Information Sheet

8. Letter from the State or Tribal Environmental Authority
(N/A for states and tribes)

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.**

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QUESTIONS?

Point Breakdown

	Community Wide	States and Tribes	Coalition
Project Area Description and Plans for Revitalization	40	40	45
Community Need and Community Engagement	40	45	40
Task Descriptions, Cost Estimates, and Measuring Progress	50	50	50
Programmatic Capability and Past Performance	35	35	35
Total	165	170	170

Section IV.E

Narrative/Ranking Criteria

Logistics

- Any criterion left unanswered may result in a zero.
- Include page numbers, criteria numbers, and titles in narrative.
- Narrative **MUST NOT** exceed 12 single-spaced pages.
- Provide **FULL** detail for **EVERY** section.
- You will be **evaluated** on the level of detail you provide.

Section IV.E

Narrative/Ranking Criteria (175 points)

1. Project Area Description & Plans for Revitalization (45 points)
2. Community Need & Community Engagement (45 points)
3. Task Descriptions, Cost Estimates, & Measuring Progress (50 points)
4. Programmatic Capability & Past Performance (35 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

- a. Target Area & Brownfields
 - i. Overview of Brownfields Challenges and Description of Target Area
 - ii. Description of the Priority Brownfield Site(s)
- b. Revitalization of the Target Area
 - i. Reuse Strategy & Alignment with Revitalization Plans
 - ii. Outcomes & Benefits of Reuse Strategy
- c. Strategy for Leveraging Resources
 - i. Resources Needed for Site Reuse
 - ii. Use of Existing Infrastructure

Narrative/Ranking Criteria

1.a Target Area & Brownfields

- i. Overview of Brownfields Challenges and Description of Target Area
 - Identify the geographic boundary(ies) where you are proposing to conduct eligible activities under this grant.
 - 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.

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

Narrative/Ranking Criteria

1.a Target Area & Brownfields



- **State/territory applicants only** – Additionally, indicate which target areas are in metropolitan statistical areas versus non-metropolitan statistical areas.
 - To determine if the target is in a metropolitan statistical area or non-metropolitan statistical area for the purposes of this criterion, go to www.huduser.gov/portal/datasets/geotools.html).
- Applicants from American Samoa, Delaware, District of Columbia, Guam, **Massachusetts**, New Jersey, Northern Mariana Islands, Rhode Island, and the U.S. Virgin Islands: Include a statement that state/territory only has a metropolitan statistical area(s) or does not have a metropolitan statistical area. Additionally, indicate which target areas have higher versus lower population densities (**See [FY23 FAQ J.17](#) for additional information**).

Narrative/Ranking Criteria

1.a Target Area & Brownfields

ii. Description of Priority Brownfield Sites

- Provide an overview of the brownfield sites in the target areas with information such as number, size, and environmental concerns.
- Then, specifically highlight **at least five sites** that are a priority, including at least one site in each target area.
- Discuss why the sites are a priority for assessment and reuse. Include information such as past and current land uses, current site conditions (including structures), and potentially related environmental issues.
- See [Past Property Uses May Result in a Brownfield Site.](#)



Note: Applicants that do not discuss at least one priority site in each target area or do not discuss at least five priority sites will be evaluated less favorably.

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 sites to be assessed in the target areas.
- Discuss how the reuse strategy/projected reuse aligns with and advances the local government's land use and revitalization plans or related community priorities.

Note: If plans are older, explain if they are being updated and the work associated with this application will be consistent with the updated plans.





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 the grant will facilitate the creation of, preservation of, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes in the target area(s).
- If applicable, describe how the reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.
- **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.**

Narrative/Ranking Criteria

1.b Revitalization of the Target Area

ii. Outcomes & Benefits of Reuse Strategy

- Renewable energy ideas include- See [Energy-Efficient Approaches to Redevelopment](#).
- Explain which of these are part of your reuse strategies and *how* they will help your targeted community.
- Given the type of community being served (e.g., urban, rural, tribal, etc.), the degree to which the proposed project or revitalization plans will potentially stimulate economic and/or non-economic development in the target area(s) upon completion of the cleanup of the priority site(s).

Note: These outcomes should clearly correlate with reuse strategy and projected site reuse(s).



Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources

i. Resources Needed for Site Reuse

- Describe your access to monetary funding from other resources and how the grant will stimulate the availability of additional funds for environmental site assessment, remediation, **AND** subsequent reuse.
- **Identify potential key funding resources** that will be sought to support the completion of the assessment, remediation, and/or reuse strategy (e.g., demolition activities, redevelopment activities, etc.) at the priority sites.

Note: Do not duplicate sources discussed in 3.a. Description of Tasks/Activities and Outputs.

Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources

i. Resources Needed for Site Reuse

- **Examples of potential resources:**
 - 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)



Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources

ii. Use of Existing Infrastructure

- Water & Sewer
- Power
- Transportation
- High Speed Internet
- How the existing infrastructure works with your reuse plan.
- If you need additional/upgraded infrastructure, make sure you describe how you are going to get it.



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QUESTIONS?

Narrative/Ranking Criteria

2. Community Need & Community Engagement (45 points)

a. Community Need (30 points)

i. The Community's Need for Funding (10 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. Project Involvement (5 points)

ii. Project 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.
- Additionally, describe how this funding will serve communities or tribal communities that do not have the capacity to apply for and manage their own Brownfields Grant and would otherwise not have access to Brownfield Grant resources to address brownfield sites.
- 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.

Narrative/Ranking Criteria

2.a Community Need

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

- Discuss 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 section 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

- Describe the environmental justice issues and how they affect underserved populations in the target areas. Further, discuss how this grant and reuse strategy/projected site reuse(s) will promote environmental justice among the underserved populations in the target areas. Environmental justice is defined in Section I.E.
- 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. Project Involvement
- ii. Project 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 25** to respond to both items.

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

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

Narrative/Ranking Criteria

2.b Community Engagement



i. Project 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 project. This includes community-based organizations and/or **community liaisons** representing residents directly affected by the project work in the target areas.
- Project involvement may be provided by a broad and diverse group of entities including, but not limited to, community-based organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), as well as **community liaisons**, property owners, lenders, developers, cities/towns within a regional organization's target area, entities that are a part of a formal partnership agreement (e.g., through an MOA), and the general public.

Narrative/Ranking Criteria

2.b Community Engagement

i. Project Involvement

- 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. Project 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.

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

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 affected community's 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!

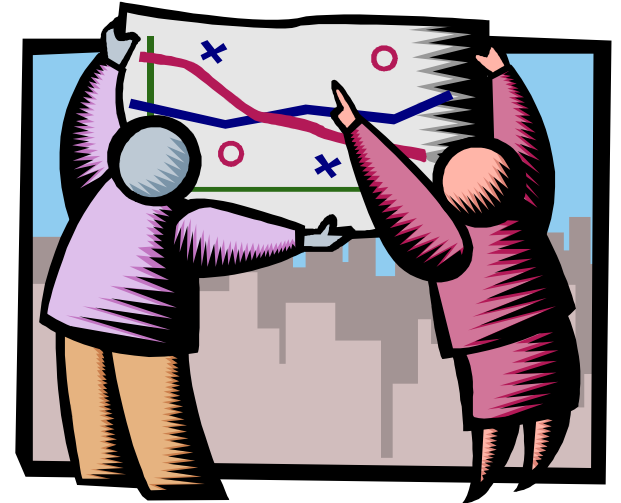
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QUESTIONS?

Narrative/Ranking Criteria

3. Task Descriptions, Cost Estimates & Measuring Progress (50 points)

- a. Description of Tasks/Activities & Outputs (30 points)
 - i. Project Implementation (10 points)
 - ii. Identifying Additional Sites (5 points)
 - iii. Anticipated Project Schedule (5 points)
 - iv. Task/Activity Lead (5 points)
 - v. Outputs (5 points)
- b. Cost Estimates (15 points)
- c. Measuring Environmental Results (5 points)



Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

- Provide a list and description of the tasks/activities required to implement the proposed project.
- You may respond to all four parts of this criterion using the following format for each task/activity. See **page 26 of the Guidelines**.

Task/Activity:

i. Project Implementation

- EPA-funded tasks/activities:
- Non-EPA grant resources needed to carry out task/activity, if applicable:

ii. Anticipated Project Schedule:

iii. Task/Activity Lead(s):

iv. Output(s):

Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

i. Project Implementation

- Discuss the EPA-funded tasks/activities that will take place under this grant.
- If you plan to issue a subaward(s), indicate what tasks/activities or services will be provided.
- If you plan to include participant support costs in your project to pay for activities associated with a community liaison(s), describe the process you will follow for determining the amounts of the allowable stipend(s), procedures for accounting for participant support cost payments (including receipts), and documenting that the costs are allowable and do not duplicate other support provided through other Federal, state, tribal, or local programs.



Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

i. Project Implementation

- Typical eligible tasks/activities may include:
 - Cooperative agreement oversight
 - Procuring a Qualified Environmental Professional
 - Inventory work
 - Community engagement including using participant support costs associated with **up to one** community liaison per target area (see Section I.B. for details)
 - Site selection
 - Securing site access
 - Phase I and Phase II environmental site assessments
 - Cleanup planning at a specific site (including developing an ABCA)
 - Coordination with the local health agency on health monitoring activities

Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

i. Project Implementation

- Planning tasks/activities may include:
 - Reuse planning
 - The development of an area-wide plan
 - Conducting market feasibility studies
 - Evaluating infrastructure needs
 - **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.

Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

i. Project Implementation

- DO NOT:
 - Include ineligible tasks/activities in your response.
 - Plan to use grant funds to support more than one community liaison per target area.
 - Do not duplicate sources listed in 1.c.i. Resources Needed for Site Reuse.

Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

ii. Identifying Additional Sites

- Describe how additional sites will be identified for eligible activities throughout the geographic boundary(ies) identified in **Section 1.a.i.**
- If grant funds remain after addressing the target areas/priority sites discussed in the Narrative, identify the criteria that will be used to prioritize additional sites for selection, including criteria that consider underserved communities.
 - Further, an application from a State entity/territory will be evaluated on the extent to which the prioritization criteria that will be used to select additional sites consider sites in metropolitan and non-metropolitan statistical areas.
 - Applications from Massachusetts and Rhode Island will be evaluated on the extent to which the prioritization criteria that will be used to select additional sites consider sites in areas with higher and lower population densities.

Narrative/Ranking Criteria

3.a Description of Tasks/Activities & Outputs

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.
 - 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.a 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.a 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**).
 - Quarterly Reports
 - Site Inventories
 - Phase I & Phase II Assessment Reports
 - Site Cleanup Plans
 - Analysis of Brownfield Cleanup Alternatives (ABCA)
 - Area-wide Plans or Community Meetings

Note: Provide specific numbers.

Narrative/Ranking Criteria

3.b 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.
- Only include costs to be covered by EPA grant funds in this table. Leveraged resources should not be included in the budget table.

Narrative/Ranking Criteria

3.b 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.b Cost Estimates

- **Examples of Cost Estimates**

- Travel costs – grant funded: 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 – grant funded: Provide a list of supplies and their estimated costs reflective of cost in table.
- Phase I Assessments – grant funded: Estimate x number of Phase Is at \$xx each = \$xx total contractual in task.
- Phase II Assessments – grant funded: Estimate x number of Phase IIs at \$xx each = \$xx total contractual in task.
- Area-wide Planning - grant funded: Estimate one area-wide plan at \$xx total contractual in task.

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):
 - **Task 1** – Program Management
 - **Task 2** - Cleanup Oversight
 - **Task 3** – Cleanup
 - **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.



Narrative/Ranking Criteria

3.b Cost Estimates

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Other (include subawards) (include subawards and specific participant support costs such as stipends) (specify type) _____					
Total Direct Costs ³						
Indirect Costs ³						
Total Budget (Total Direct Costs + Indirect Costs)						

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfields Grants.

³ Administrative costs (direct and/or indirect) for the Assessment Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

Community-wide
Coalition
States/Tribes

Assessment Grant Application Budget EXAMPLE

Includes up to 5% for administrative costs

Label Tasks

Subawards and participant support costs belong on separate lines in Other category

Must must SF-424 and SF-424A

Budget Categories	Project Tasks						Total
	Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Administrative Costs	
Personnel	\$38,000	\$5,000				\$8,000	\$51,000
Fringe Benefits	\$5,000						\$5,000
Travel	\$7,000						\$7,000
Equipment							
Supplies		\$2,000					\$2,000
Contractual		\$13,000	\$100,000	\$245,000	\$35,000		\$393,000
Other (subaward)		\$20,000					\$20,000
Other (participant support costs)		\$10,000					\$10,000
Total Direct	\$50,000	\$50,000	\$100,000	\$245,000	\$35,000	\$8,000	\$488,000
Total Indirect	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
Total Federal (Direct + Indirect)	\$50,000	\$50,000	\$100,000	\$245,000	\$35,000	\$20,000	\$500,000

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.

Narrative/Ranking Criteria

3.c 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 via:
 - ACRES
 - Quarterly Reporting
 - Work Plans/Project Schedule
- How project goals will be achieved in an efficient manner.
- See **Section I.D** for definitions of outputs and outcomes.
- **DON'T MISS THIS QUESTION!**



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QUESTIONS?

Narrative/Ranking Criteria

4. Programmatic Capability & Past Performance (35 points)

- a. Programmatic Capability (20 points)
 - i. Organizational Capacity (5 points)
 - ii. Organizational Structure (5 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
- ii. Organizational Structure
- iii. Description of Key Staff
- iv. Acquiring Additional Resources
 - Per the Ranking Criterion in **Section IV.E.4.a**, applicants may present information for 4.a.i - 4.a.iii in the same response.



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.

Narrative/Ranking Criteria

4.a Programmatic Capability

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

- i. Currently Has or Previously Received an EPA Brownfields Grant
- ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements
- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements

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 on the items listed below.



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

- Describe the accomplishments (including specific outputs and outcomes) achieved under the current/most recent grant(s).
- **Include 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.**
- What are some of the key site accomplishments you could highlight?

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.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments

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!

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

- Identify and describe each of your current **AND/OR** most recent federally and non-federally funded assistance that are most similar in scope and relevance to the proposed project.
- Demonstrate how you successfully managed the agreement(s), and successfully performed all phases of work under each agreement by providing the following information.

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), and discuss your history of timely and acceptable reporting, as required by the awarding agency/organization.
- Include whether you have made and have reported on, or are making and reporting on, progress towards achieving the expected results of the agreement in a timely manner.
- **If not**, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented, and communicated.

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?

V.C Review & Selection Process

- EPA Regional Offices review Threshold Criteria.
- National panels review Ranking Criteria.
- Two ranked lists of applications will be developed.

1. New Applicants

- Never received any kind of EPA Brownfields grant.
- Awarded EPA Brownfields grant that closed in 2014 or earlier.

2. Existing & Recent Recipients

- Open EPA Brownfields grant.
- Awarded EPA Brownfields grant that closed in **2015 or later.**

What To Do Now?

- **Use THIS year's guidelines!!**
- Draft your application.
- Contact
 - EPA with threshold questions.
 - Partners for assistance in preparing and/or reviewing your application.
- Make sure
 - Your www.SAM.gov registration is active; and
 - Register now for www.grants.gov if you are not already registered.
- Check in with your Project Officer to make sure reporting is up to date.
- 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

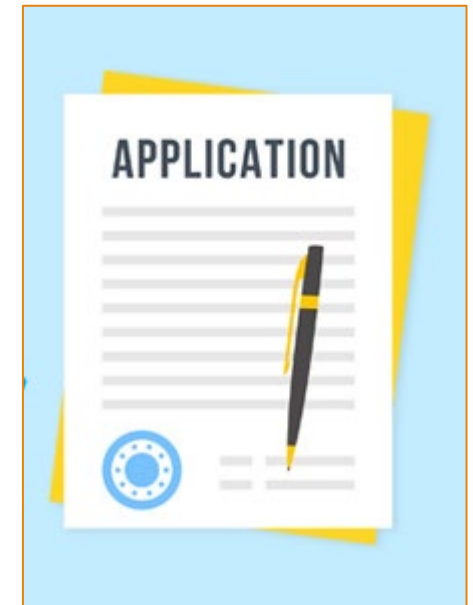
- [EPA National Outreach Webinar](#)
- Past Webinars can be found on website for review
 - [September 29, 2022](#), at 2:00 pm
 - Multipurpose Grant funding
 - Community-wide Assessment Grant funding
 - Assessment Coalition Grant funding
 - Community-wide Assessment Grants for States and Tribes funding
 - [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](#) 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**
 - Deadline for submitting your draft proposal to UCONN for 1st round of review is **October 25, 2022**.
 - 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**

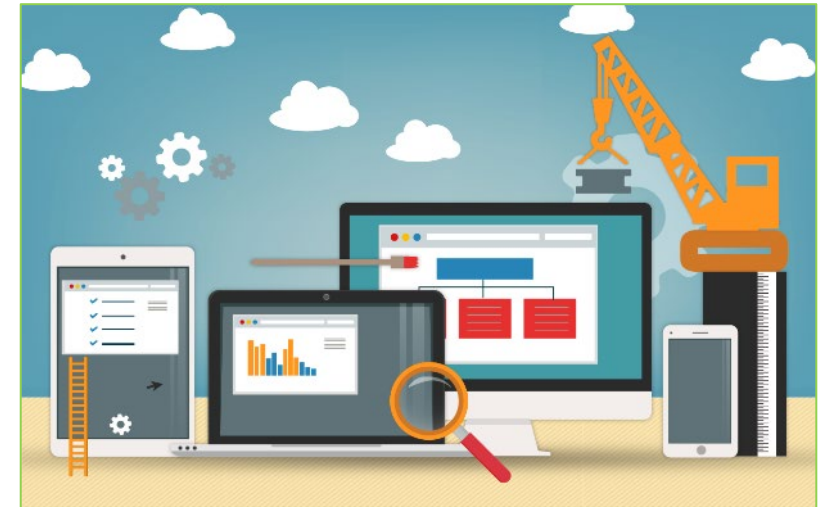
Grant Guidelines

- [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](#)



Contact Info

EPA

Christine Lombard

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Assessment Grant Lead

US EPA Region 1

617-918-1305

The background features a light beige color with a horizontal line across the middle. Numerous question marks of varying sizes and shades of gray are scattered throughout, some overlapping. The word "QUESTIONS?" is written in a bold, green, sans-serif font on the left side.

QUESTIONS?