FY 2024 Brownfields Grant Guidelines

Overview of the Submission, Narrative Information Sheet & Threshold Requirements

Assessment Grants

Recorded Training

Welcome!

The purpose of this training is to assist applicants with understanding the general application submission, Narrative Information Sheet, and Threshold requirements for:

❖ Community-wide Assessment Grants

❖ Assessment Coalition Grants

❖ Community-wide Assessment Grants for States & Tribes

For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section VII. of the Guidelines).

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

Applying for a Multipurpose or Assessment Grant?
Join the live Narrative Criteria webinar on Sep 26, 2023, at 12 PM ET via Zoom at https://usepa.zoomgov.com/j/1602838047

Applying for a Cleanup Grant?
Join the live Narrative Criteria webinar on Sep 27, 2023, at 1 PM ET via Zoom at https://usepa.zoomgov.com/j/1600119960

Narrative Criteria webinar recordings will be posted on EPA's MARC Grant Application Resources page in the weeks following the live webinars.

Today's Agenda

For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section VII. of the Guidelines).

This presentation:

- **NEXT: General Overview & Application Submission**
- Overview of the Narrative Information Sheet
- Overview of Threshold Criteria
- Wrap-up & Contact Information
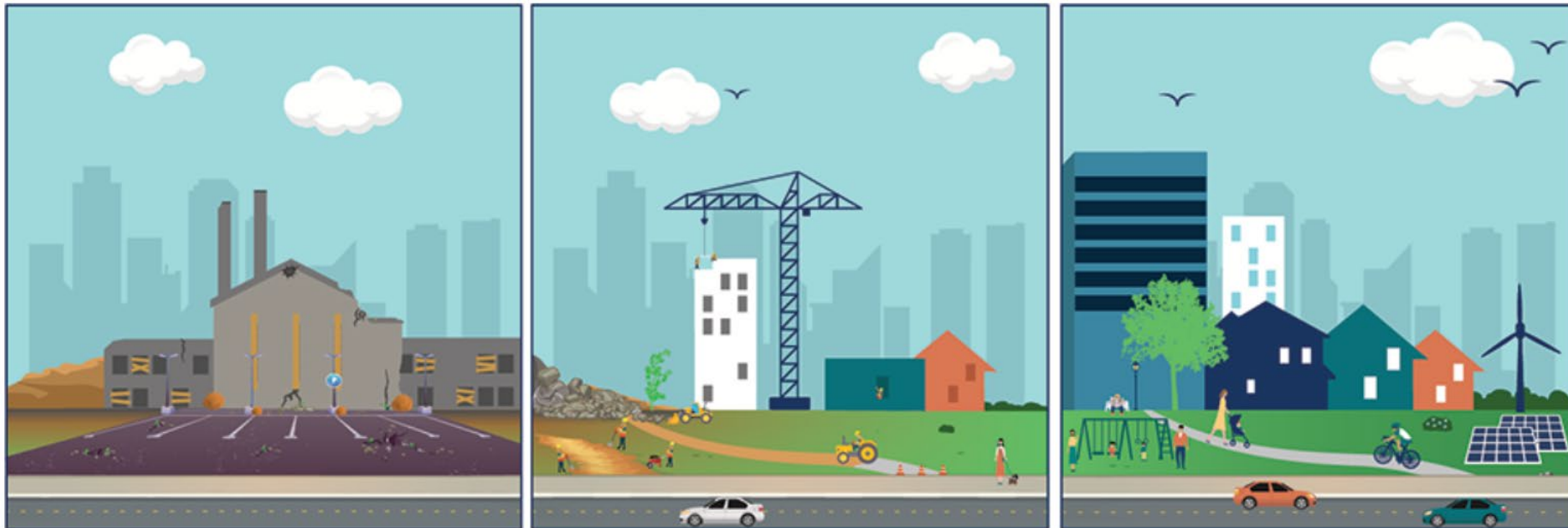
Covered in live Narrative Criteria training on 9/26/23:

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

EPA BROWNFIELDS AND LAND REVITALIZATION

EPA Supports Community Efforts to Revitalize Brownfields

EPA's Brownfields Program provides grants and technical assistance to communities, states, Tribal Nations and others to assess, safely clean up and sustainably reuse contaminated properties.

To learn about EPA's broader efforts to put previously contaminated properties back into productive use, read about our Land Revitalization Program.
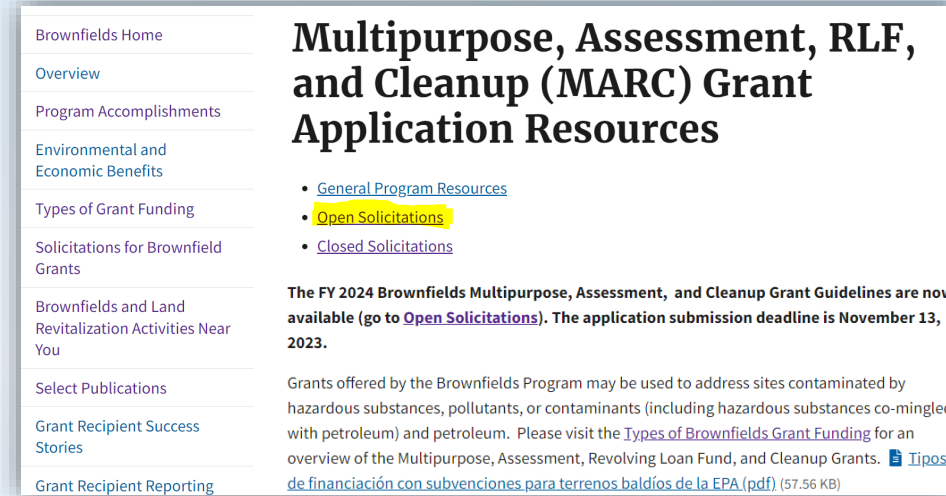
Application Guidelines & Guidance Resources

MARC Grant Application Resources – "Open Solicitations"

www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources

Multipurpose, Assessment, RLF, and Cleanup (MARC) Grant Application Resources

Brownfields Home
Overview
Program Accomplishments
Environmental and Economic Benefits
Types of Grant Funding
Solicitations for Brownfield Grants
Brownfields and Land Revitalization Activities Near You
Select Publications
Grant Recipient Success Stories
Grant Recipient Reporting

- General Program Resources
- Open Solicitations
- Closed Solicitations

The FY 2024 Brownfields Multipurpose, Assessment, and Cleanup Grant Guidelines are now available (go to Open Solicitations). The application submission deadline is November 13, 2023.

Grants offered by the Brownfields Program may be used to address sites contaminated by hazardous substances, pollutants, or contaminants (including hazardous substances co-mingled with petroleum) and petroleum. Please visit the Types of Brownfields Grant Funding for an overview of the Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants. Tipos de financiación con subvenciones para terrenos baldíos de la EPA (pdf) (57.56 KB)

Applicants interested in **applying for more than one grant type in FY 2024**, review the FY24 Eligibility Chart for Multiple Applications to determine which other grants are available to you.

If you currently have an EPA Brownfields Grant and are interested in applying for an FY 2023 grant, review the FY24 Eligibility Chart for Existing Grant Recipients to determine which other grants are available to you.

Commonly Used Acronyms

AAI	All Appropriate Inquiry
ABCA	Analysis of Brownfields Cleanup Alternatives
ACRES	Assessment, Cleanup and Redevelopment Exchange System
AOR	Authorized Organization Representative
ASAP	Automated Standard Application for Payments
BABA	Build America, Buy America Act
BFPP	Bona Fide Prospective Purchaser
BIL	Bipartisan Infrastructure Law
CAR	Cooperative Agreement Recipient
CEJST	Climate and Economic Justice Screening Tool
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CIP	Community Involvement Plan
COA	Closeout Agreement (for RLF Grants)
CWAGST	Community-wide Assessment Grants for States & Tribes
DBA	Davis-Bacon Act
DUNS	Data Universal Numbering System
EPA	Environmental Protection Agency
FAQ	Frequently Asked Question
FON	Funding Opportunity Number
FY	Fiscal Year

IC	Institutional Control
IIJA	Infrastructure Investment and Jobs Act
ILO	Innocent Landowner
IR	Intergovernmental Review
MARC	Multipurpose, Assessment, RLF, and Cleanup
MOA	Memorandum of Agreement
NHPA	National Historic Preservation Act
NPL	National Priority List
OBLR	Office of Brownfields & Land Revitalization
PO	Project Officer (or Project Manager)
POC	Point of Contact
PRP	Potential Responsible Parties
QEP	Qualified Environmental Professional
RFA	Request for Application
RLF	Revolving Loan Fund
SAM	System for Award Management
TAB	Technical Assistance to Brownfields
UEI	Unique Entity Identifier
USC	United States Code
UST	Underground Storage Tank
VCP	Voluntary Cleanup Program

Eligible Entities for Multipurpose Grants & Assessment Grants (Vary by Grant Type)

- General Purpose Unit of Local Government.
- Quasi Governmental Entities.
- Regional Council established under governmental authority.
- Group of General Purpose Units of Local Government established under Federal, state or local law (e.g., councils of governments) to function as a single legal entity with authority to enter into binding agreements with the Federal Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Federally recognized Indian Tribe other than in Alaska.
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community.
- Nonprofit organization described in section 501(c)(3) of the Internal Revenue Code.
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.

See the full list of eligible entities in Section III.A.

EPA BROWNFIELDS AND LAND REVITALIZATION

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

Assessment Grants

Grant funds can be used for a variety of activities:

- **Inventory:** Compile a list of brownfield sites

- **Characterization:** Identify past uses

- **Assessment:** Determine existing contamination

- **Site-specific Cleanup Planning, Area-Wide and Revitalization Planning:** Scope and plan process for site assessment, cleanup and reuse

- **Community Involvement:** Inform and engage stakeholders

Community-wide

Community-wide Assessment Grants

- Is appropriate for communities that are beginning to address their brownfield challenges, as well as for communities that have ongoing efforts to bring sites into productive reuse.

- **Funding:** up to $500,000

- **Project Period**: up to 4 years

EPA BROWNFIELDS AND
LAND REVITALIZATION

Assessment Coalition Grants

- Coalitions are designed for one "lead" eligible entity to partner with eligible entities.

- The **lead** member must be a state, county government, Indian Tribe other than in Alaska, Alaska Native Regional Corporation, Alaska Native Village Corporation, the Metlakatla Indian Community, regional council or a group of general purpose units of local government established under a governmental authority.

- Information on **non-lead** members:

  - There must be at least **two**, but not more than **four**, eligible entities (cannot be the state).

  - Entities that have an open Brownfields MARC Grant and entities that were awarded a MARC Grant that closed in 2016 or later, are **not eligible** to be a non-lead member.

  - Members of the coalition **may not be an agency or instrumentality of themselves** (for example, a county and the redevelopment authority of the same county); except for coalitions in which the state is the lead and one of the members is a regional council or regional commission that is created by a state legislature through a charter or another official action.

Assessment Coalition Grants

Key Features

- Partnership with non-lead members that do not have the capacity to apply for and manage their own EPA cooperative agreement and otherwise would not have access to Brownfields Grant resources.

  - Applicants are encouraged to **include eligible community-based nonprofit organizations** as non-lead coalition members to help promote strong local engagement.

- Must identify a target area for each member in the coalition – target areas may <u>not</u> overlap.

- Recipients must assess <u>a minimum of 2 sites</u> in each member's geographic boundary throughout the project period.

- **Funding:** up to $1.5 million

- **Project Period**: up to 4 years

EPA BROWNFIELDS AND LAND REVITALIZATION

Community-wide Assessment Grants for States & Tribes

Who Can Apply?

- States.

- Indian tribe other than in Alaska; including Intertribal Consortia, comprised of eligible Indian tribes.

- Alaska Native Regional Corporation, Alaska Native Village Corporation, and the Metlakatla Indian Community.

> **Current CWAGST recipients are <u>not</u> eligible for an FY24 Community-wide Assessment Grant, Assessment Coalition Grant or Multipurpose Grant**

Key Features

- Identify at least 3 target areas and at least 5 priority sites in the application (at least 1 priority site in each target area).

- Target areas of higher and lower population densities.

- Recipients must assess a minimum of 10 sites in underserved communities throughout the project period.

- **Funding**: up to $2 million

- **Project Period**: up to 5 years

Submitting Your Application Package

Applications are due November 13, 2023, via Grants.gov

Grants.gov Tip Sheet

Grants.gov scheduled maintenance → EPA encourages applicants to apply before November 13

October 18-24, 2023	Server Maintenance	**Scheduled Maintenance Outage:** Training System will go **Offline** Wednesday October 18, 2023 at 12:01 AM ET. Training System will go **Online** Friday October 20, 2023 at 6:00 AM ET. Production System will go **Offline** Saturday October 21, 2023 at 12:01 AM ET. Production System will go **Online** Tuesday October 24, 2023 at 6:00 AM ET.

Grants.gov Resources for Applicants

Requirements to Submit an Application

REQUIREMENT	ACCEPT ✅	REJECT ❌
Active **www.sam.gov** account through **November 13, 2023**	• The account is active and matches the applying entity's info	• Inactive/expired account • Account is being updated, but is in "processing" status
Obtain a **Unique Entity Identifier (UEI)** generated in www.sam.gov	• The same UEI must be used on future applications	• Another organization's/ department's UEI is listed on the Standard Form 424
Active **www.grants.gov** account	• Associated with same, correct UEI number	• Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account
Submission by the **Authorized Organization Representative** (AOR)	• Designated in Grants.gov by the E-business POC (listed in sam.gov) • Has a Grants.gov account • Submits the application in Grants.gov	• Someone other than the designated AOR submits the application

How to Register to Apply for Grants

Procurement Technical Assistance Center (PTAC) advisors can also help with SAM.gov enrollment: www.aptac-us.org/

EPA BROWNFIELDS AND LAND REVITALIZATION

Your www.grants.gov Application Package

REQUIRED FORMS

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

OPTIONAL FORMS

6. Grants.gov Lobbying Form – To be submitted by applicants requesting more than $100,000 of EPA grant funding.
7. Negotiated/Proposed Indirect Cost Rate Agreement – submit using the Project Narrative Attachment Form.

- A workplan is not required at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.

- Sample forms are available on the MARC Grant Application Resources webpage.

Refer to the Application Submission Checklist in Section IV.C. of the Guidelines

Exception to Applying through Grants.gov

<u>Limited or No Access to Internet</u>

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

There's no guarantee EPA will approve the request.

Every effort must be made to complete all prerequisites in order to apply through www.grants.gov.

Note: EPA is no longer providing flexibility to applicants experiencing challenges related to COVID-19.

The Application Has Been Submitted – Now What?

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

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

- Applications that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.

KEEP CALM AND CALL THE GRANTS.GOV HELP DESK!!

Progress Check

For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section VII. of the Guidelines).

This presentation:

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- [ ] Overview of Threshold Criteria
- [ ] Wrap-up & Contact Information

Covered in live Narrative Criteria training on 9/26/23:

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

EPA BROWNFIELDS AND LAND REVITALIZATION

Changes to the Guidelines

NEW

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

For a complete list of changes, please review the
"Summary of FY24 Brownfields Multipurpose Assessment, and Cleanup Grant Guidelines Changes"
available at
www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources.

FY24 Summary of the Brownfield Multipurpose, Assessment, and Cleanup (MAC) Grant Guidelines Changes
(as of 9/12/23)

EPA prepared this Summary of Changes document to assist prospective applicants with preparing Brownfields Multipurpose, Assessment, and Cleanup Grant applications. **Please review the FY24 Application Guidelines** (also referred to as Request for Application (RFA) or the solicitation) **when preparing your application.** If the information in the Summary of Changes differs from information in the statute, regulation, or the Guidelines, then the statute, regulation, or the Guidelines will take precedence.

If you are interested in **applying for more than one grant type in FY24,** review the _FY24 Eligibility Chart for Multiple Applications_ to determine which other grants are available to you.

If you currently have an EPA Brownfields Grant and are interested in applying for an FY24 grant, review the _FY24 Eligibility Chart for Existing Grant Recipients_ to determine which other grants are available to you.

A solicitation for new Revolving Loan Fund Grants will not be issued in FY24. EPA expects to solicit requests from existing, high-performing RLF Grant recipients for supplemental funding through a Federal Register notice in early 2024.

Changes to All Grant Types
Changes to the **Multipurpose** Grant Guidelines
Changes to the **Community-wide Assessment** Grant Guidelines
Changes to the **Assessment Coalition** Grant Guidelines
Changes to the **Community-wide Assessment Grants for States and Tribes** Guidelines
Changes to the **Cleanup** Grant Guidelines

CHANGES TO THE MULTIPURPOSE, ASSESSMENT, AND CLEANUP GRANT GUIDELINES		
Topic	FY23 Multipurpose, Assessment, and Cleanup Grant Guidelines	FY24 Multipurpose, Assessment, and Cleanup Grant Guidelines
General Information		
EPA's Flexibility for Applicants Experiencing Challenges Related to COVID-19	EPA provided flexibility to applicants experiencing challenges related to COVID-19.	EPA is no longer providing flexibility to applicants experiencing challenges related to COVID-19.

EPA BROWNFIELDS AND LAND REVITALIZATION

Narrative Information Sheet

- ❖ Applicant Name and Address

- ❖ Amount of Funding Requested

- ❖ Project Location

- ❖ Target Area and Priority Site Information

- ❖ Project Contacts

- ❖ Population Data

- ❖ Other Factors

- ❖ Letter from the State or Tribal Environmental Authority

- ❖ EPA's Plan to Release Copies of Applications

✓ **Provide on official letterhead**
✓ **3-page limit**
✓ **Do __not__ include a project summary/overview**

EPA BROWNFIELDS AND
LAND REVITALIZATION

Target Area and Priority Site

Community-wide

Applicants, other than Tribes:
- List the **target area(s)** discussed in the Narrative.
- **NEW** For each target area that is smaller than a city/town, list the **eleven-digit census tract number(s)** within the target area.
- Provide the **address of the priority site(s)** proposed in the Narrative.

Coalition
States/Tribes

All applicants:
- List the **target area(s)** discussed in the Narrative.
  - **Coalitions**: List the coalition members and each member's associated target area.
  - **States/Tribes**: Must have at least three target areas and at least five priority sites, with at least one priority site in each target area.

Applicants, other than Tribes:
- For each target area that is smaller than a city/town, list the **eleven-digit census tract number(s)** within the target area.
- Provide the **address of the priority site(s)** proposed in the Narrative.

Data is used for the Justice40 Initiative. Geographic areas within Tribal jurisdictions are included as part of Justice40. Therefore, Tribes do not have the same requirements.

See FAQs E.8. and E.9. for more information on Justice40 and C.12. for instructions on how to find the eleven-digit census tract number for a target area

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Letter from the State or Tribal Environmental Authority

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

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

This request applies to Alaska Native Regional Corporations and Alaska Native Village Corporations.	**Do not substitute a letter from local or county oversight agencies.**	**Do <u>not</u> substitute an enforcement letter from the state regarding a specific site action.**
Do not use last year's letter.	**Attach letter to the Narrative Information Sheet.**	**Does not count toward 3-page limit.**

EPA BROWNFIELDS AND LAND REVITALIZATION

Certifying Confidential/Privileged Information

Multipurpose, Assessment, RLF, and Cleanup (MARC) Grant Application Resources

- EPA intends to post submitted applications on our website after the sections are announced in the spring 2024.

- EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.).

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

- Information that is claimed as confidential, privileged, or sensitive will be redacted before release.

Review Section IV.G. for more information

EPA BROWNFIELDS AND LAND REVITALIZATION

Progress Check

For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section VII. of the Guidelines).

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Covered in live Narrative Criteria training on 9/26/23:

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  - [ ] Task Descriptions, Cost Estimates, & Measuring Progress
  - [ ] Programmatic Capability & Past Performance

EPA BROWNFIELDS AND LAND REVITALIZATION

Threshold Criteria Overview

Every application must clear the Threshold Requirements

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You MUST Attach Responses to Your Application and Responses MUST be Separate from the Narrative

Threshold Criteria		
Community-Wide	**Coalitions**	**CWAGST**
Applicant Eligibility		
Community Involvement		
Expenditure of Existing Grant Funds		
Contractors and Named Subrecipients		
	Target Areas	
	# and Eligibility of Non-lead Coalition Members	
	Existing BF Grants to Non-lead Members	
	Coalition Agreement	
		Target Areas and Priority Sites

Applicant Eligibility

Describe how you are an eligible entity (complete list in Section III.A.)

Community-wide Assessment:

- o For entities that are cities, counties, Tribes, or states, affirm that the organization is eligible for funding.

- o For entities <u>other than</u> cities, counties, Tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).

- o For Intertribal consortia, attach documentation that meets the requirements in 40 CFR 35.504(a) and (c). All members of the Intertribal consortium must authorize submission of an application.

- o For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.

- o Indicate if your organization is exempt from Federal taxation under section 501(c)(4) of the Internal Revenue Code.
  - o If yes, indicate if your organization lobbies the Federal government.
  - o If yes, but your organization does not lobby the Federal government, attach a legal opinion that states that the organization does not engage in lobbying activities.

EPA BROWNFIELDS AND LAND REVITALIZATION

Applicant Eligibility

Describe how you are an eligible entity (complete list in Section III.A.)

Coalitions:

- For entities that are counties, Tribes, or states, affirm that the organization is eligible for funding.

- For entities <u>other than</u> counties, Tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).

- For Intertribal consortia, attach documentation that meets the requirements in 40 CFR 35.504(a) and (c). All members of the Intertribal consortium must authorize submission of an application.

- Indicate if your organization is exempt from Federal taxation under section 501(c)(4) of the Internal Revenue Code.
    - If yes, indicate if your organization lobbies the Federal government.
    - If yes, but your organization does not lobby the Federal government, attach a legal opinion that states that the organization does not engage in lobbying activities.

States/Tribes:

- For entities that are Tribes or states, affirm that the organization is eligible for funding.

- For Intertribal consortia, attach documentation that meets the requirements in 40 CFR 35.504(a) and (c). All members of the Intertribal consortium must authorize submission of an application.

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Community Involvement

- Applicants must identify how you will "inform and involve the community and other stakeholders."

- Tie this to your response to Narrative/Ranking criterion 2.b. Community Engagement.

- Community involvement efforts can be implemented using existing meetings.

- If you are applying for **Assessment Grant** <u>and</u> **Cleanup Grant** funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Grant Community Notification process.

EPA BROWNFIELDS AND
LAND REVITALIZATION

Expenditure of Existing Grant Funds

Community-wide Assessment & Coalitions

- Current EPA Assessment Grant recipients and Multipurpose Grant recipients must draw down, and disburse, at least 70.00% of each Multipurpose and Assessment cooperative agreement by **October 1, 2023**, before applying for funding.

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

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

States and Tribes:

- Current EPA CWAGST Grant recipients must draw down, and disburse, at least 70.00% of their CWAGST cooperative agreement by **October 1, 2023**, before applying for funding for a FY24 CWAGST Grant.

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

- Otherwise: Affirm you do not have an active EPA CWAGST Grant.

Contractors and Named Subrecipients

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

  - **EPA will not accept sole source justifications** for procurement contracts for services such as environmental consulting, engineering, and remediation that are available in the commercial marketplace.

  - Firms or individual consultants that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals **must be excluded** from competing for such procurements as provided in 2 CFR § 200.319(b). EPA interprets this regulation to preclude applicants from directly receiving **any assistance** from prospective contractors in developing RFPs if the prospective contractor will be allowed to compete for the work covered by the RFP.

  - Consistent with 2 CFR § 200.320(b)(2)(iii), for contracts over $250,000, **price must be an evaluation factor** in the review of proposals or quotes.

> **States: Consistent with 2 CFR § 200.317, follow the same competitive policies and procedures used for procurements from non-Federal funds.**

> **EPA provides guidance on complying with the competition requirements in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements and the Brownfields Grants: Guidance on Competitively Procuring a Contractor.**

Contractors and Named Subrecipients

- **Contractors cont'd:**
  Applicants must disclose whether they have already selected a contractor that will be compensated with EPA funds made available under the grant.

  - Disclose whether you have already selected a contractor that will be compensated with EPA funds made available under this RFA.
  - If a contractor(s) has been selected prior to submitting the application to EPA, describe/include:
    - the procurement procedures that were followed to hire the contractor(s), including **where and when** the Request for Proposals (RFP)/Request for Qualifications (RFQ) was posted;
    - the length of time the RFP/RFQ was advertised;
    - the number of firms solicited and the number of offers received and considered; and
    - the name(s) of the firm(s) the applicant entered into contract with.
  - Provide a copy of (or link to) the solicitation documents and the signed executed contract.
  - Alternatively, state 'n/a' or 'not applicable' if a contractor has not been procured.

  Failure to provide the requested information will result in the rejection of the application/award.

NEW

| States/territories respond 'n/a' or 'not applicable' | See Section D. of the FAQs |

Contractors and
Named Subrecipients

- **Named Subrecipients.**
  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 A of EPA's Subaward Policy for EPA Assistance Agreement Recipients. This policy provides, among other things, that transactions between recipients and for-profit firms and individual consultants are procurement contracts rather than subawards when the transaction involves the acquisition of services from the firm or individual.

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

> **Refer to EPA's Contracts and Subawards Solicitation Clause for additional guidance.**

EPA BROWNFIELDS AND
LAND REVITALIZATION

Number and Eligibility of Non-lead Coalition Members

- List each of the non-lead coalition members.
  - The coalition must have **at least two**, but **not more than four**, non-lead members.
- Describe how each non-lead coalition member is an eligible entity (complete list in Section III.A.).
  - For entities that are cities, counties, Tribes, or states, affirm that the organization is eligible for funding.
  - For Intertribal consortia, attach documentation that meets the requirements in 40 CFR 35.504(a) and (c). All members of the Intertribal consortium must authorize submission of an application.
  - For entities <u>other than</u> cities, counties, Tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
  - For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.
  - Indicate if your organization is exempt from Federal taxation under section 501(c)(4) of the Internal Revenue Code.
    - If yes, indicate if your organization lobbies the Federal government.
    - If yes, but your organization does not lobby the Federal government, attach a legal opinion that states that the organization does not engage in lobbying activities.
- Non-lead members must be **separate legal entities**.
- Non-lead coalition members may <u>not</u> be an agency or instrumentality of or affiliated with **the lead member** or **another non-lead member**.

EPA considers departments, agencies, or instrumentalities of the same state, tribal, or city governments to be the same applicant if they are supervised or controlled by the same elected/appointed executive (even if they have different unique entity identifiers).

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Target Areas

The application must discuss a target area for <u>each</u> coalition member (i.e., the lead and non-lead members), and the target areas may <u>not</u> overlap.

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

- o List each non-lead member
- o Identify the lead member's target area; and
- o Identify the target area of each non-lead member.

Existing BF Grants to Non-lead Members

Affirm that each non-lead coalition member is not the recipient of an open cooperative agreement for Brownfields Multipurpose, Assessment, Revolving Loan Fund, or Cleanup (MARC) Grant funding or a MARC Grant that closed in 2016 or later.

Assessment Coalitions are designed for one "lead" eligible entity to partner with two to four eligible entities that do not have the capacity to apply for and manage their own EPA cooperative agreement and otherwise would not have access to Brownfields Grant resources.

Coalition Agreement

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

> **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 are fewer than two non-lead members.**

Click here for an example MOA template

Target Area and Priority Sites

- 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).

  For example,

  - Target Area A has priority site 1
  - Target Area B has priority site 2
  - Target Area C has priority sites 3, 4, and 5

  See Threshold
  Criterion III.B.3.

- Address this threshold criterion by providing a response to Section IV.D.4. in the Narrative Information Sheet: list each target area and the address of each priority site.

  If selected for funding, recipients must assess a minimum of 10 sites. Additional sites may be selected throughout the period of performance. Additional sites (i.e., sites not identified in the original workplan) must be located in an underserved community.

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Progress Check

For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section VII. of the Guidelines).

This presentation:

- ☐ General Overview & Application Submission
- ☐ NEXT: Overview of the Narrative Information Sheet
- ☐ Overview of Threshold Criteria
- ☑ **Wrap-up & Contact Information**

Covered in live Narrative Criteria training on 9/26/23:

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

Community-wide
Coalition
States/Tribes

Regional Brownfield Contacts

Headquarters Contacts

Jerry Minor-Gordon-English

brownfields@epa.gov

REGIONAL CONTACTS & STATES	
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EPA Region 8 – Jennifer Benz Benz.Jennifer@epa.gov	(303) 312-6551	**CO, MT, ND, SD, UT, WY**
EPA Region 9 – Brooklyn James James.Brooklyn@epa.gov	(415) 972-3519	**AZ, CA, HI, NV, Pacific Island Territories**
EPA Region 10 – Terri Griffith Griffith.Terri@epa.gov I (206) 553-8511	**AK, ID, OR, WA**

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

- The **live overview of the Assessment and Multipurpose Ranking Criteria will be on 9/26/23**, and the recording will be made available. Please check the Brownfields MARC Grant Application Resources webpage (link above) for updates.

BROWNFIELDS AND LAND REVITALIZATION

Sign up to the Brownfields Listserv

When you sign up you will receive important updates and notifications from EPA's Office of Brownfields and Land Revitalization.

* Email

* First Name

* Last Name

* Company

Sign Up

Click Here to Join the Brownfields Program Listserv

Thanks for Listening!!

Applying for a Multipurpose or Assessment Grant?

Join the live Narrative Criteria webinar on Sep 26, 2023, at 12 PM ET via Zoom at https://usepa.zoomgov.com/j/1602838047

Applying for a Cleanup Grant?

Join the live Narrative Criteria webinar on Sep 27, 2023, at 1 PM ET via Zoom at https://usepa.zoomgov.com/j/1600119960

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