

FY 2024 Brownfields Grant Guidelines

A Detailed Review of the Narrative/Ranking Criteria
Cleanup Grant Guidelines

September 27, 2023



Welcome!

The purpose of this training webinar is to assist applicants with understanding the Narrative/Ranking criteria for

❖ Cleanup Grants

For site-specific questions on eligibility, please reach out to the 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 presenters.

For training on General Submission, the Narrative Information Sheet, and Threshold Criteria, see the recording on EPA's **MARC Grant Application Resources – “Open Solicitations”** webpage at www.epa.gov/brownfields/marc-grant-application-resources

Applying for a Multipurpose or Assessment Grant?
Review the Narrative Criteria webinar recording that will be posted on EPA's [MARC Grant Application Resources](#) page in the coming weeks.

Today's Agenda



For questions on recorded content, please reach out to the Regional Brownfields Contact listed at the end of this presentation.

This presentation:

- NEXT: General Overview**
- Overview of Narrative/Ranking Criteria
 - Project Area Description & Plans for Revitalization
 - Community Need & Community Engagement
 - Task Descriptions, Cost Estimates, & Measuring Progress
 - Programmatic Capability & Past Performance
- Wrap-up & Contact Information

Covered in recording on [MARC Grant Application Resources page](#):

- Application Submission
- Overview of the Narrative Information Sheet
- Overview of Threshold Criteria



Meet the Presenters



Phylicia Allen
EPA Region 8



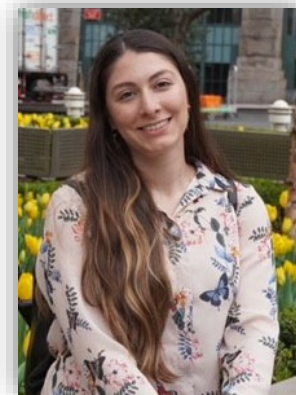
Susan Klein
EPA Region 7



Gianna Rosati
EPA Region 3



Elyse Salinas
*EPA HQ, Office of Brownfields
& Land Revitalization*



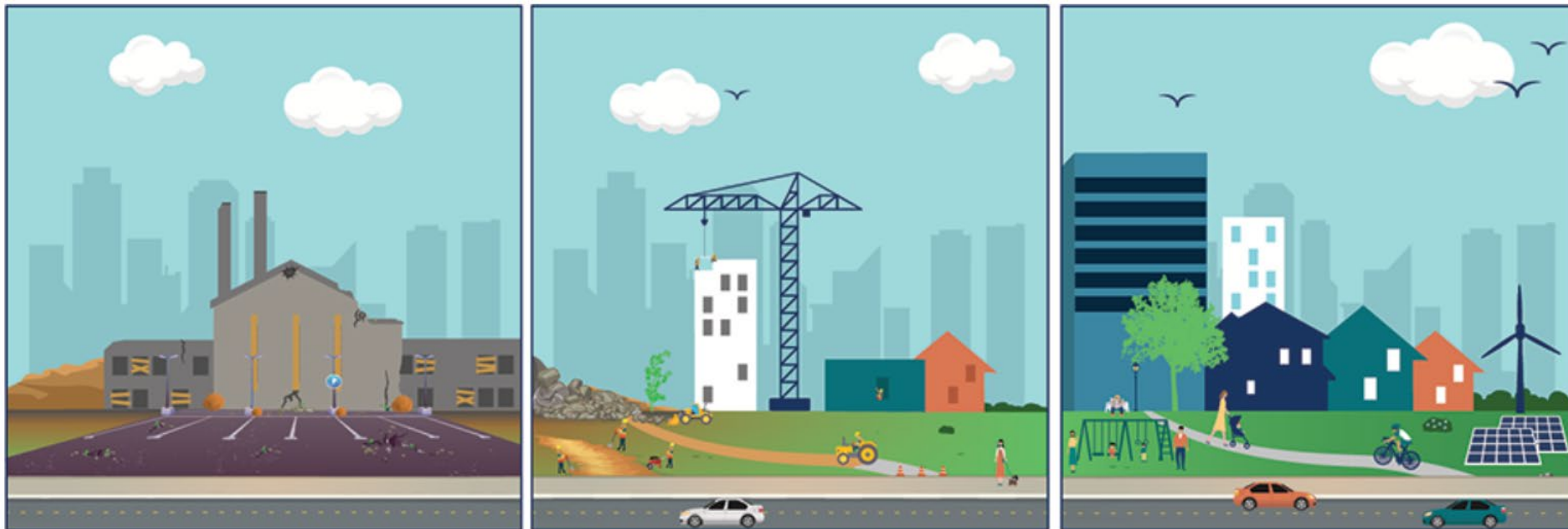
Esmeralda Vargas
EPA Region 4



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](#).



Amounts are subject to change

FY24 Brownfields Multipurpose, Assessment, and Cleanup Grant Offerings

Grant Type	Maximum Project Period	Maximum Amount Per Grant	Estimated # of Awards	Total Per Grant Type	
				Bipartisan Infrastructure Law Funds	Regular Appropriated Funds
Multipurpose	5 years	\$1,000,000	20		\$20,000,000
Assessment (State/Tribal Level)	5 years	\$2,000,000	25	\$50,000,000	
Assessment Coalitions	4 years	\$1,500,000	26		\$40,000,000
Assessment (CW) - New	4 years	\$500,000	30		\$15,000,000
Assessment (CW) - Existing	4 years	\$500,000	30		\$15,000,000
Cleanup	4 years	\$500,000	40	\$20,000,000	
Cleanup	4 years	\$2,000,000	17	\$35,000,000	
Cleanup	4 years	\$5,000,000	8	\$40,000,000	

196

\$145,000,000

\$90,000,000

\$235,000,000

NO COST SHARE

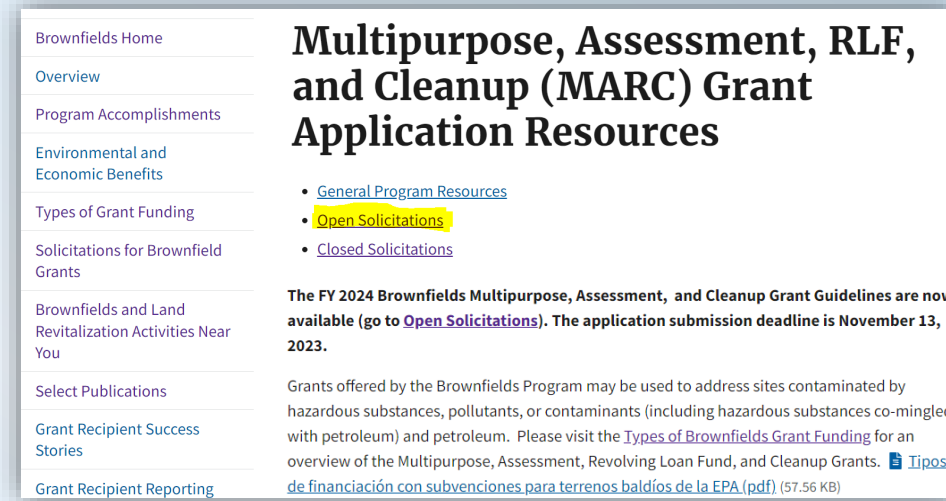


Application Guidelines & Guidance Resources



MARC Grant Application Resources – “Open Solicitations”

www.epa.gov/brownfields/marc-grant-application-resources

A screenshot of the EPA Brownfields Home page. The left sidebar contains a navigation menu with the following items: 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, and Grant Recipient Reporting. The main content area is titled "Multipurpose, Assessment, RLF, and Cleanup (MARC) Grant Application Resources". It features a bulleted list with three items: "General Program Resources", "Open Solicitations" (highlighted in yellow), and "Closed Solicitations". Below the list, a paragraph states: "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." A second paragraph explains that grants are used for hazardous substances and petroleum, and provides a link to "Types of Brownfields Grant Funding" for an overview. At the bottom, there is a link to a PDF document: "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 2024 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	IJJA	Infrastructure Investment and Jobs Act
ABCA	Analysis of Brownfields Cleanup Alternatives	ILO	Innocent Landowner
ACRES	Assessment, Cleanup and Redevelopment Exchange System	IR	Intergovernmental Review
AOR	Authorized Organization Representative	MARC	Multipurpose, Assessment, RLF, and Cleanup
ASAP	Automated Standard Application for Payments	MOA	Memorandum of Agreement
BABA	Build America, Buy America Act	NHPA	National Historic Preservation Act
BFPP	Bona Fide Prospective Purchaser	NPL	National Priority List
BIL	Bipartisan Infrastructure Law	OBLR	Office of Brownfields & Land Revitalization
CAR	Cooperative Agreement Recipient	PO	Project Officer (or Project Manager)
CEJST	Climate and Economic Justice Screening Tool	POC	Point of Contact
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act	PRP	Potential Responsible Parties
CFR	Code of Federal Regulations	QEP	Qualified Environmental Professional
CIP	Community Involvement Plan	RFA	Request for Application
COA	Closeout Agreement (for RLF Grants)	RLF	Revolving Loan Fund
DBA	Davis-Bacon Act	SAM	System for Award Management
DUNS	Data Universal Numbering System	STRP	State and Tribal Response Program
EPA	Environmental Protection Agency	TAB	Technical Assistance to Brownfields
FAQ	Frequently Asked Question	UEI	Unique Entity Identifier
FON	Funding Opportunity Number	USC	United States Code
FY	Fiscal Year	UST	Underground Storage Tank
IC	Institutional Control	VCP	Voluntary Cleanup Program

Eligible Entities for Cleanup Grants

- 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.
- **Cleanup only:** Other nonprofit organizations consistent with the definition of Nonprofit organization at 2 CFR § 200.1.

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

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.

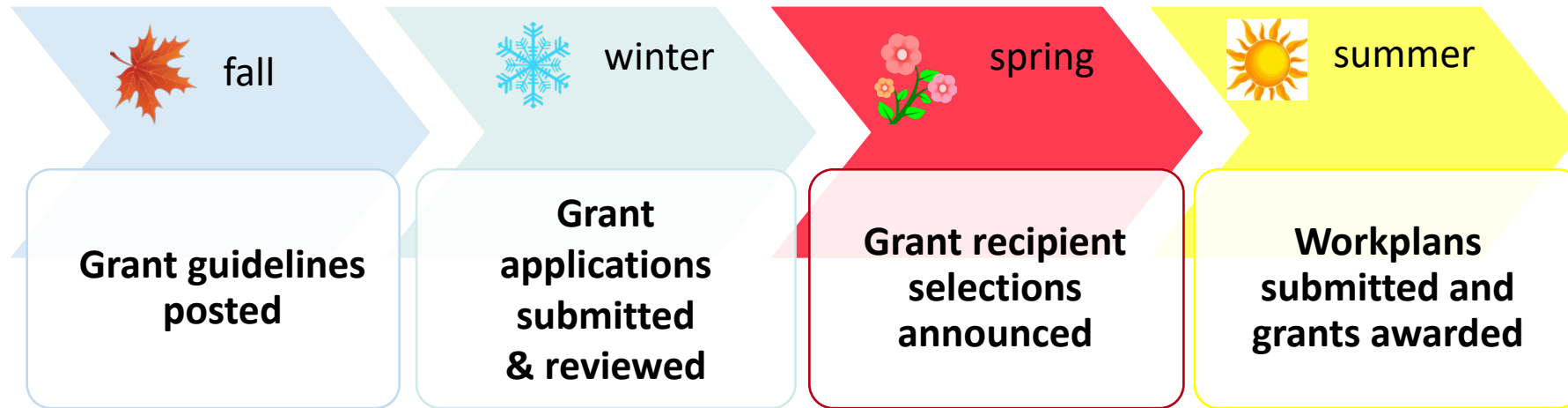


Cleanup Grants

- Cleanup Grants provide funding to carry out cleanup activities at one or more brownfield sites.
- An eligible entity **must own** the site(s) at the time of application.
- Consistent with the with the direction on cost sharing in the Bipartisan Infrastructure Law, a cost share is not required.
- **Funding:** An applicant may request
 - ✓ up to \$500,000, or
 - ✓ up to \$2 million, or
 - ✓ up to \$5 million.
- **Project Period:** up to 4 years



Anticipated FY24 Competition Timeline



- ❖ **November 13, 2023:** Application submission deadline
- ❖ April – May 2024: Selections announced
- ❖ June – September 2024: Workplans and grant paperwork finalized
- ❖ September – October 2024: Grants awarded/funds become available

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



Overview of What to Prepare

■ Narrative Information Sheet (Section IV.C.)

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

Excess information will be removed/redacted and not reviewed.

Covered in recordings available at MARC Grant Application Resources – “Open Solicitations”
www.epa.gov/brownfields/marc-grant-application-resources

■ Required Attachments (Section III.B. and IV.E.)

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

■ Narrative (Section IV.E.)

- 10 pages, single-spaced Cleanup Grant applications.

Excess pages will be removed/redacted and not reviewed.

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



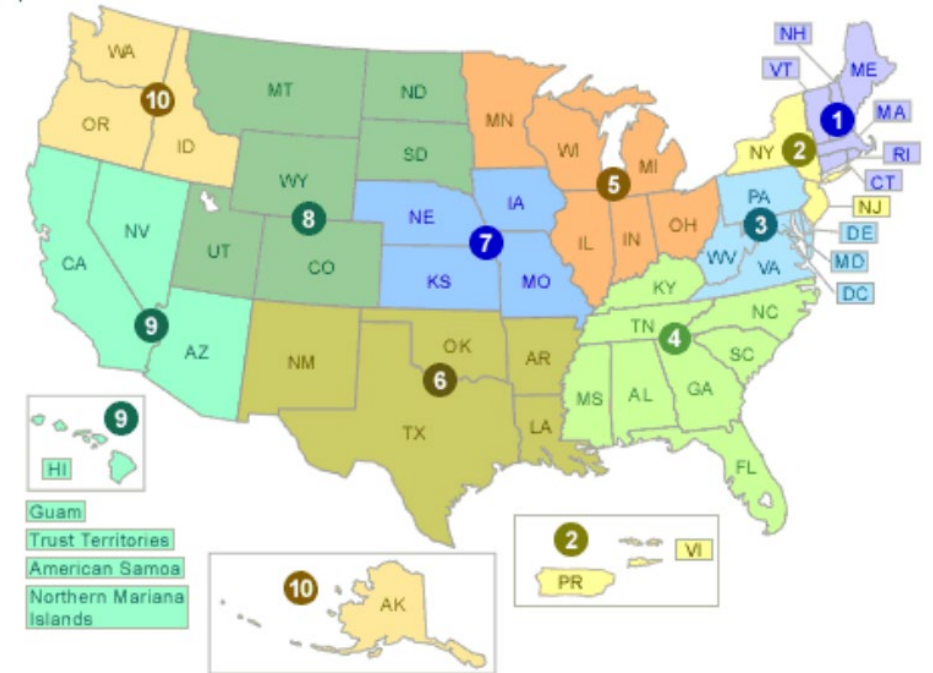
Tips for Writing the Narrative

- Read the entire Guidelines for the grant type for which you're applying.
- Write as though the reader knows **NOTHING** about your community.
- Avoid using acronyms and technical/organizational jargon.
- Respond to the criterion where asked.
- Number pages and enumerate/identify the criterion.
- **Address ALL criteria. If a criterion, or part of a criterion, doesn't apply, state that and explain why.**
- The **quality** of the response is extremely important (see Evaluation Criteria in Section V.).
- Organize attachments, for example:
 - Attachment A: Threshold Criteria
 - Attachment B: Cleanup Grant Leveraging Commitment(s)
- Use the Application Checklist in Section IV.C. (do not submit with application).
- Readability is important! Advise 1" margins; 12 pts font; Times New Roman/Arial/Calibri font.

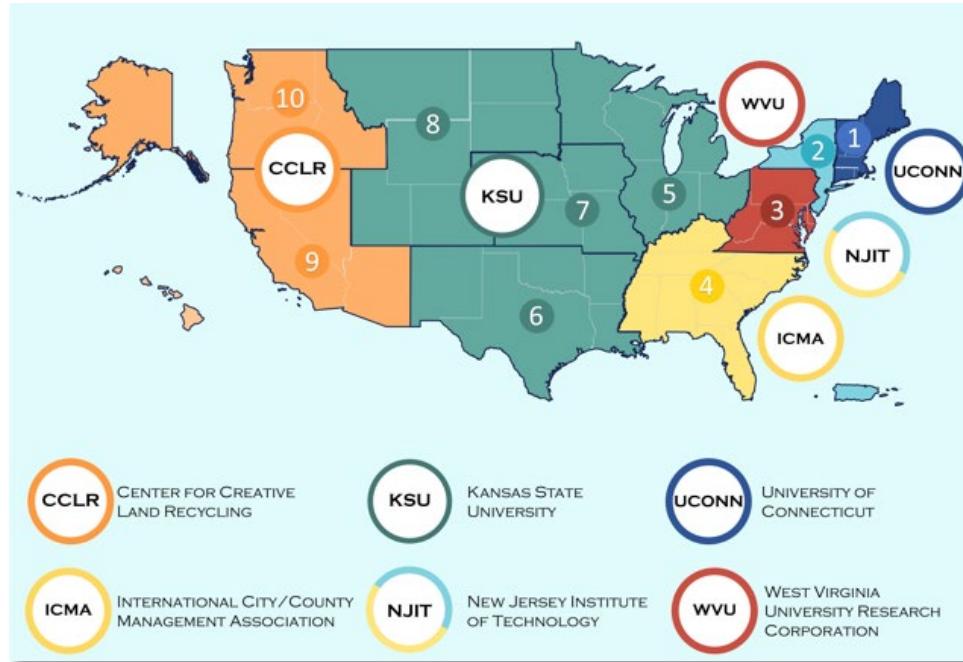


Application Writing Resources

- **Office of Brownfields & Land Revitalization Website**
 - [FY24 Summary of Brownfields Guidelines Changes](#)
 - [Frequently Asked Questions](#)
 - [Brownfields Program Factsheets](#)
 - ❑ Area-wide Planning and other eligible planning activities (for Assessment & Multipurpose Grants)
 - ❑ Health monitoring activities
 - ❑ Social distance engagement ideas
 - ❑ Renewable energy & energy efficient approaches in brownfields redevelopment
- **[Contact your Regional EPA Reps for Upcoming Events](#)**



Free Application Writing Resources: Technical Assistance to Brownfields (TAB) Communities Providers



Assist specific regions with technical assistance and training to communities and other stakeholders on brownfield issues, such as:

- preparing grant applications;
- performing site inventories;
- reviewing historical information;
- design of investigation/sampling/field analysis; and
- cleanup and redevelopment planning.

Upcoming TAB Webinars on EPA Brownfield Grants

CCLR: [Elevating Your Brownfields Grant Application](#)

10/10/23 @ 11 am PST

WVU: [State-specific webinars on FY24 Brownfields Grants](#)

VA/DC: 10/5/23 @ 10 am ET

MD/DC: 10/11/23 @ 1 pm ET

DE: 10/17/23 @ 10 am ET

NJIT: [Effective Brownfield Grant Writing Tips](#)

9/28/23 @ 12 pm ET

[Brownfields Basics & Effective EPA Brownfields Grant](#)

[Writing Tips](#) 10/4/23 @ 12 pm ET

KY: [Tips for a Successful Brownfield Grant Application](#)

10/10/23 @ 10 am ET

NY: [Tips for a Successful Brownfield Grant Application](#)

10/11/23 @ 10 am ET

[Brownfield Funding: A Grant Writing Workshop for the US](#)

[Virgin Islands](#) 10/12/23 @ 10 am ET

KSU: [Check for upcoming webinars](#)



TAB EZ
A BROWNFIELDS GRANT WRITING TOOL

KANSAS STATE
UNIVERSITY

Brownfields Grant Writing Tool

Learn More [HERE](#)

Free Application Writing Resources: Technical Assistance to Brownfields (TAB) Communities Providers

University of Connecticut

Serves EPA Region 1

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New Jersey Institute of Technology (NJIT)

Serves EPA Region 2 & Region 4

Colette Santasieri

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West Virginia University Research Cooperation

Serves EPA Region 3

Carrie Staton

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International City/County Management Association (ICMA)

Serves EPA Region 4

Clark Henry

910-386-1540, chenry@icma.org

Kansas State University (KSU)

Serves EPA Regions 5, 6, 7, and 8

Blase Leven

785-532-0780, baleven@ksu.edu

Center for Creative Land Recycling (CCLR)

Serves EPA Regions 9 and 10

Jean Hamerman

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Reminders for Submitting Your Application Package

Covered in detail in recordings available at MARC Grant Application Resources – “Open Solicitations”
www.epa.gov/brownfields/marc-grant-application-resources

- ❖ EPA encourages applicants to **submit the application package early** in Grants.gov.
- ❖ You **MUST** have an active www.sam.gov AND www.grants.gov account and associated Unique Entity Identifier (UEI) to apply. **Register or make sure accounts are active NOW!**
- ❖ In addition to the **Narrative responses**, the application package includes **required Federal Forms**, your **Narrative Information Sheet**, and required attachments with your **Threshold responses**. Refer to the **Application Submission Checklist in Section IV.C. of the Guidelines**.
- ❖ **Contact the www.grants.gov Help Desk at 1-800-518-4726** for assistance. Make sure to get a case number.



[How to Register to Apply for Grants](#)

[Grants.gov Tip Sheet](#)



Questions & Progress Check



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- General Overview
- NEXT: Overview of Narrative/Ranking Criteria**
 - Project Area Description & Plans for Revitalization**
 - Community Need & Community Engagement
 - Task Descriptions, Cost Estimates, & Measuring Progress
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- Wrap-up & Contact Information

Covered in recording on [MARC Grant Application Resources page](#):

- Application Submission
- Overview of the Narrative Information Sheet
- Overview of Threshold Criteria



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, Revolving Loan Fund, and Cleanup Grant Guidelines Changes”** available at <https://www.epa.gov/brownfields/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.



Ranking Criteria

Your application will be ranked
ONLY IF YOU PASS THRESHOLD

	Cleanup
Project Area Description and Plans For Revitalization	55 pts
Community Need and Community Engagement	40 pts
Task Description, Cost Estimates, & Measuring Success	55 pts
Programmatic Capability and Past Performance	30 pts
Total	180 pts

- ❖ Criteria are further made up of sub-criteria.
- ❖ **A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably.**
- ❖ Provide the sub-criteria # in your application and follow it with a detailed response.
- ❖ Sub-criteria language and points may differ between grant types.

Review your responses to the Ranking Criteria in Section IV. against the Evaluation Criteria in Section V.



1. Project Area Description & Plans for Revitalization – Overview

Here is:

- my geographic area and the target area;
- the brownfield issues and their impacts on the community;
- how this grant fits into the community’s revitalization plan;
- the anticipated outcomes and how the target area will benefit from revitalizing the brownfield sites; and
- the strategy to leverage resources to reuse the brownfield sites.



1. Project Area Description & Plans for Revitalization

Target Area and Brownfields

Overview of Brownfield Challenges and Description of Target Area

- Discuss the brownfield challenges and their impacts on the city, town, or geographic area targeted by your application.
- Provide a brief overview of how this grant will help address those challenges.
- Within the city, town, or geographic area, describe the specific area (or areas) where grant activities will be performed.

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

Clarity of the target area description will be scored.



1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont'd)

Description of the Proposed Brownfield Site(s)

- Describe the property(ies) targeted for cleanup, characterizing known contamination and site conditions, and relevant past and current land uses.



1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area

Reuse Strategy and Alignment with Revitalization Plans

- Describe:
 - The reuse strategy or projected reuse for the priority site(s).
 - How it aligns with and advances local government's land use and revitalization plans or related community priorities.
 - If applicable, how the reuse takes into account that the site is in a federally designated flood plain.
 - How public and project partners (including underserved communities) were involved in the development of the reuse strategy/projected reuse.



1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area (cont'd)

Outcomes and Benefits of Reuse Strategy

- Describe the potential of the project or revitalization plans to stimulate economic development and/or facilitate non-economic benefits.
- Describe how the proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments.
- If applicable, describe how the reuse of the proposed site will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.



See [FAQs S.5., S.6., and T.3.](#) for details

[Click here](#) for a factsheet on Renewable Energy and Energy Efficient Approaches in Brownfield Redevelopment



1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Resources Needed for Site Characterization

- Identify any additional funds that will be sought if the proposed site(s) require further characterization for remediation to continue.

Resources Needed for Site Remediation

- Describe funding that has been secured, has been sought, or will be sought, for the completion of the site remediation.
- Attach documentation that substantiates the commitment(s) for remediation.
- Alternatively, discuss if the funding requested in this application will be enough to complete the remediation.

Resources Needed for Site Reuse

- Describe funding that has been secured, has been sought, or will be sought, for the completion of the site reuse.
- Attach documentation that substantiates the commitment(s) for reuse.

Name of Resource	Is the Resource for (1.c.i.) Assessment, (1.c.ii.) Remediation, or (1.c.iii.) Reuse Activities?	Is the Resource Secured or Unsecured?	Additional Details or Information About the Resource
<i>Add rows as needed</i>			

Do not duplicate sources discussed in 3.b., *Description of Tasks/Activities and Outputs*



1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Use of Existing Infrastructure

- Describe how work performed under the grant will facilitate the use of existing infrastructure at the proposed site(s) and/or within the target area.
- If additional infrastructure needs or upgrades are key to the revitalization plans, describe the infrastructure needs/upgrades and funding resources that will be sought to implement that work.

Infrastructure includes buildings, roads, and power supplies, transportation lines, etc.



Questions & Progress Check



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2. Community Need & Engagement – Overview

- The extent to which the grant will meet the needs of communities that are unable to secure other funding.
- How the grant will help populations that have a high incidence of adverse health conditions and greater-than-normal incidence of diseases in the target area.
- How and to what extent this grant will advance environmental justice.
- Types of roles and involvement of community groups.
- The plan for communicating project progress based upon public input.



2. Community Need & Engagement

Community Need

The Community's Need for Funding

- Describe why the community is unable to secure funding for brownfield activities because the population is small and/or low-income.
- Describe how this grant will meet the needs of the small and/or low-income community.

If the inability to draw on other initial sources of funding is not because the community has a small population or is low-income, then the response may only earn up to 2 points.



2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area)

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

See [FAQ C.13.](#) and [Appendix 1](#), or [click here](#) for a short demonstration on how to use EJScreen in your Narrative

[Click here](#) for more resources and in-depth tutorials on how to use EJScreen



Applicants are also encouraged to use the Climate and Economic Justice Screening Tool (CEJST) to identify whether a proposed site(s) is located within a disadvantaged census tract, for purposes of Justice40.

See [FAQ E.8.](#) for more information on Justice40 and E.9. on CEJST



2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area)

Discuss how this grant and reuse strategy/projected site reuse(s) will:

- Identify **sensitive populations** in the target area(s) and how a grant will address those and/or will facilitate the identification and reduction of threats to the health or welfare of such groups.

See the [FAQs](#) for more information on welfare, sensitive populations, and health or welfare issues that may result from climate change impacts.

- Address, or facilitate the identification and reduction of, threats to populations that suffer from **greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects)** that may be associated with the brownfield sites.

If populations in the target area(s) do not suffer from a greater-than-normal incidence of cancer, asthma, or birth defects, then the response may only earn up to 2 points.



2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area) (cont'd):

- Describe the **environmental justice issues** and how they affect an underserved community(ies) or disadvantaged census tract(s) in the target area(s).



- All applicants except Tribes/Tribal entities:* Indicate if a proposed site(s) is located within a disadvantaged census tract according to CEJST.

All applicants except Tribes/Tribal entities: If none of the proposed sites in 1.a.ii. Description of the Priority Brownfield Site(s) are in a disadvantaged census tract according to CEJST, then the response may only earn up to 2 points.

See the [FAQs](#) for more information on underserved communities, CEJST, and displacement.

- Discuss how this grant and reuse strategy/projected site reuse(s) will **advance environmental justice** and **minimize the displacement** of residents and/or businesses among the underserved community(ies) in the target area(s).

See EPA's [Strategies to Minimize Displacement fact sheet series](#)



2. Community Need & Engagement

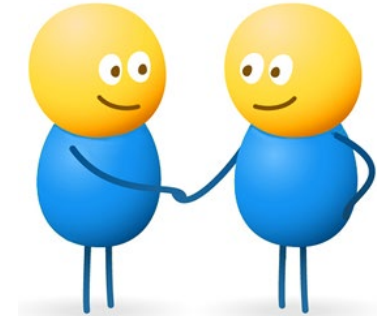
Community Engagement

Project Involvement

- Identify the local organizations/entities/groups (i.e., project partners) that will be involved in the project.

Project Roles

- Discuss:
 - The role each identified partner will play in the project.
 - How partners will be **meaningfully** involved in making decisions with respect to cleanup and future reuse of the brownfield sites.



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

Local project partners may include community-based organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), property owners, lenders, developers, and the general public.

Involve different types of partners

Involve partners that are relevant to your project plans

Do NOT include letters of support



2. Community Need & Engagement

Community Engagement (cont'd)

Incorporating Community Input

- Discuss plan for communicating progress to:
 - the local community
 - **the underserved community(ies)** and residents/groups **directly affected by the project work**
 - project partners
- Include:
 - the frequency of communication
 - the communication method(s) (including methods that offer an alternative to in-person community engagement)
 - how input will be solicited, considered, and responded to

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



Questions & Progress Check



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3. Tasks, Costs, & Measuring Progress – Overview

Present your organization's step-by-step plan for implementing the brownfield project in the target area.

- What tasks need to be accomplished and when.
- Who's involved and who's the lead in implementing those tasks.
- How funding will be budgeted to pay for those tasks, and how you came up with those numbers.
- How you will track and measure the project progress and results.



3. Tasks, Costs, & Measuring Progress

Reminders:

- *Local government applicants* may use up to 10% of the total grant award for health monitoring activities.
- Administrative costs (direct costs and indirect costs) may not exceed 5% of the total award amount.
- No 20% cost share in FY23 because awards will be made with Bipartisan Infrastructure Law funds.

If EPA awards \$500,000 to an applicant, the 5% cap for administrative costs is equals \$25,000.



3. Tasks, Costs, & Measuring Progress

Proposed Cleanup Plan

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

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

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



3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs

Project Implementation

- Discuss major tasks/activities that will take place under this grant.
- If you plan to issue a subaward, indicate what tasks/activities or services will be provided.
- If applicable, identify tasks/activities that will be funded from other sources; such as in-kind resources or funding contributed by your organization.

- Project Implementation
- Anticipated Project Schedule
- Task/Activity Lead
- Outputs

Responses will be evaluated **less** favorably if ineligible activities are included.

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

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

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



3. Tasks, Costs, & Measuring Progress

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

Project Implementation (cont'd)

Typical eligible tasks/activities may include:

- Program Management – procuring a Qualified Environmental Professional, EPA reporting, financial and records management, internal progress meetings, etc.
- Cleanup Related – cleanup and reuse planning, community engagement, cleanup oversight, site cleanup, etc.
- Health Monitoring – coordination with the local health agency on health monitoring activities.

Relate to target area/proposed site(s).
Establish time frame in schedule.



3. Tasks, Costs, & Measuring Progress

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

Anticipated Project Schedule

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

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

Task/Activity Lead

- For each task, identify the lead entity overseeing the work.
- If an entity(ies) other than the applicant is the lead, explain why the lead entity(ies) (and not the applicant) is appropriate to oversee the activity(ies).

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

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

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



3. Tasks, Costs, & Measuring Progress

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

Outputs

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

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

Outputs may include, but are not limited to quarterly reports, site cleanup plans, community involvement plans, final ABCAs, administrative records, and cleanup completion report or letter.

Optional: use table to present responses

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:

iv. Output:



3. Tasks, Costs, & Measuring Progress

Cost Estimates

- You may use the sample table format to develop and present a budget for the tasks/activities previously described.
 - **Only include EPA grant funds** → Leveraged resources should not be included in the budget table.
 - Do not distinguish between hazardous substances funds from petroleum funds in the budget table.
 - If applicable, distinguish requested funds for each site.
- Describe how cost estimates for each task were developed per budget category.
 - Present costs per unit where appropriate.
 - Breakout indirect and/or direct administrative costs, if applicable.

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



3. Tasks, Costs, & Measuring Progress

Cost Estimates (cont'd)

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

EPA will evaluate:

- The degree of clarity on how each cost estimate was developed and the extent to which costs per unit are presented in detail.
- The extent to which each proposed cost estimate is reasonable and realistic to implement the project/grant and clearly correlates with the proposed tasks/activities.
- When applicable, the degree to which costs for individual sites are distinguished.

Administrative costs that exceed 5% of the total EPA-requested funds will be evaluated **less** favorably.

A response that includes cost estimates that are not reasonable or realistic to implement the project/grant will be evaluated **less** favorably.



NEW

3. Tasks, Costs, & Measuring Progress

- To determine costs for the “Construction” budget line, apply the “principal purpose of the contract” test:
 - If 50% or more of the estimated costs of the contract are for construction services, then the cost for the entire contract belongs on the “Construction” budget line.
 - A contract on the construction budget line may still include costs (<50%) for non-construction services (e.g., confirmatory sampling, researching site history, etc.).
- Remediation activities that are construction services may include abatement of asbestos and lead-based paint, installation of concrete caps or other designed to limit migration of contamination, and excavation and removal of contaminated soils.

See [FAQs C.18. – C.25.](#) for more information on construction costs.

Cost Estimates – EXAMPLES

- **Prog. Mgmt/Personnel: \$24,000** - 480 hrs. Planner/Finance avg rate - \$50/hr (per quarter est: 10-hrs EPA reporting/records management, 10-hrs. Monthly progress meetings, and 20-hrs site-specific and community engagement work). Additional hours required will not be charged to the grant.
- **Travel: 2 people to attend National Brownfield Conference: \$3,600** (per person: \$500 airfare, 4 nights hotel \$800, 4 days per diem and incidentals \$500)
- **Site-Specific Cleanup Planning: \$10,000** (finalize ABCA \$1,000; prepare Remedial Action Plan \$5,000; stormwater management design plans \$3,000; State fee for entering VCP \$1,000)
- **Remediation Contractor (i.e., belongs on Construction line in budget): \$479,800** (excavate/transport/disposal [\$404,600 = 1,700 tons @ ~\$238/ton avg]; dust/erosion controls [\$16,100]; air monitoring [\$21,000]; temporary fencing [\$1,600]; decontamination [\$13,000]; clean backfill [\$23,500 = 855cy x \$27.50/cy]).
- **Direct and Indirect Administrative Costs (not to exceed 5% total grant award): \$4,200** (30 hrs Project Manager @\$50/hr for Subaward and Executive Compensation Reporting and preparation of amendments such as no-cost time extensions; 45 hrs Planner/Finance avg rate of \$60/hr for preparing ASAP payment requests and annual and final federal financial reports [SF 425's]).

Cleanup Grant Application Budget EXAMPLE

Label Tasks

Includes up to 5% for administrative costs

No cost share requirement!

Budget Categories	Project Tasks					Total
	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Administrative Costs	
Personnel	\$5,000	\$5,000			\$10,000	\$20,000
Fringe Benefits						
Travel						
Equipment						
Supplies	\$5,000					\$5,000
Contractual		\$5,000	\$50,000			\$55,000
Construction				\$400,000		\$400,000
Other (subaward)		\$5,000				\$5,000
Total Direct	\$10,000	\$15,000	\$50,000	\$400,000	\$10,000	\$485,000
Total Indirect	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Total Federal (Direct + Indirect)	\$10,000	\$15,000	\$50,000	\$400,000	\$25,000	\$500,000

If 50% or more of the estimated contract costs are for construction, then the cost for the entire contract belongs on the "Construction" budget line.

Must match SF-424 and SF-424A

Subawards belong on separate line in Other category

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.

Cleanup Grant Application Budget EXAMPLE

Budget Categories	Project Tasks					Total
	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Administrative Costs	
Contractual		\$5,000	\$50,000			\$55,000
Construction				\$400,000		\$400,000

If you have a separate contract for QEP oversight, place the costs for that contract on the "Contractual" line

Include cost of contract under "Construction" costs if 50% or more of the costs are for "... erection, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other improvements to real property, and activities in response to a release or a threat of a release of a hazardous substance into the environment, or activities to prevent the introduction of a hazardous substance into a water supply." "

[Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#)

[RAIN-2019-G02-R1 Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#)

See [FAQs C.18. – C.25.](#) for more information on construction costs.

3. Tasks, Costs, & Measuring Progress

Plan to Measure and Evaluate Environmental Progress and Results

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

Tracking tools to consider

- ACRES
- Software products
- Progress reporting
- Scheduled team progress meetings

Tracking your accomplishments – big picture

- Status on leveraging other critical funding
- Strides toward accomplishing redevelopment vision plans



Questions & Progress Check



This presentation:

- General Overview
- Overview of Narrative/Ranking Criteria
 - Project Area Description & Plans for Revitalization
 - Community Need & Community Engagement
 - Task Descriptions, Cost Estimates, & Measuring Progress
 - NEXT: Programmatic Capability & Past Performance**
- Wrap-up & Contact Information**

Covered in recordings on [MARC Grant Application Resources page](#):

- Application Submission
- Overview of the Narrative Information Sheet
- Overview of Threshold Criteria



4. Programmatic Capability & Past Performance – Overview

Applicants should:

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

Adhere to the total page limits:

- ❖ **10 pages for Cleanup Grant applications**



4. Programmatic Capability & Past Performance

Programmatic Capability

Organizational Structure

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

Description of Key Staff

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

Acquiring Additional Resources

- Discuss the systems in place to acquire any additional expertise and resources.
- Describe efforts to promote strong labor practices, local hiring/procurement, or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your project.



If a contractor or subrecipient was selected without complying with applicable requirements in Section III.B.15., the response will be evaluated less favorably.

NEW



4. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

Applicants who **currently have/previously received a Brownfields Grant**

– OR –

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

– OR –

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

(This category applies if your organization recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with requirements.)



4. Programmatic Capability & Past Performance

Accomplishments & Compliance with Grant Requirements

Past/present Brownfield Grant recipients:

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

- Describe (for your current/most recent but no more than three recent grants):
 - Accomplishments (specific outputs and outcomes)
 - Compliance with the workplan, schedule, and terms and conditions
 - History of timely and acceptable reporting of deliverables, including **ACRES!!**
 - Corrective action for past grant management issues
- For all open EPA Brownfields Grants, describe your plans to expend remaining funds.
- For all closed EPA Brownfields Grants, indicate if any funds remained and briefly explain why.



4. Programmatic Capability & Past Performance

Purpose and Accomplishments & Compliance with Grant Requirements

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

- Describe (for your current/most recent but no more than three recent/relevant/similar grants **in terms of structure, community engagement and/or deliverables**):
 - The awarding agency/organization, amount and purpose of funding
 - Project accomplishments (specific outputs and outcomes) and measures of success
 - Compliance with the workplan, schedule, and terms and conditions
 - History of timely and acceptable reporting
 - Corrective action for past grant management issues



4. Programmatic Capability & Past Performance

Affirmative Statement of Not Receiving Assistance Agreements

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

- Affirm that your organization has never received any type of federal or non-federal assistance agreements
- Or -
- Discuss if your organization recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with requirements.

Will receive a neutral score

Respond to the correct *Past Performance & Accomplishments* criterion



Questions & Progress Check



For questions on recorded content, please reach out to the Regional Brownfields Contact listed at the end of this presentation.



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Regional Cleanup Brownfield Contacts

Headquarters Contacts

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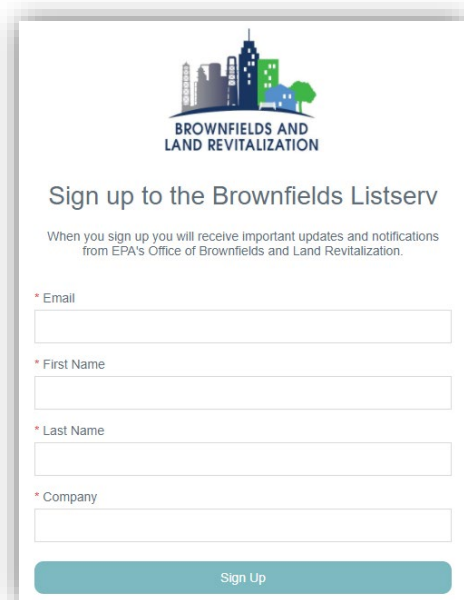
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Thanks for Joining Us!!

- A **copy of today's presentation** is available on the Brownfields MARC Grant Application Resources webpage at <https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>.
- The **recording of the presentation** will be available in the coming weeks. Please check the [Brownfields MARC Grant Application Resources](https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources) webpage for updates.

For training on General Submission, Narrative Information Sheet, and Threshold Criteria, see the recording on the **MARC Grant Application Resources – “Open Solicitations”** webpage <https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>



The screenshot shows a sign-up form for the Brownfields Listserv. At the top is the logo for "BROWNFIELDS AND LAND REVITALIZATION" featuring a stylized city skyline. Below the logo, the text reads "Sign up to the Brownfields Listserv" and "When you sign up you will receive important updates and notifications from EPA's Office of Brownfields and Land Revitalization." The form includes four input fields: "Email", "First Name", "Last Name", and "Company", each with an asterisk indicating it is required. A "Sign Up" button is located at the bottom of the form.

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

