OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FY25 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS (**COMMUNITY-WIDE ASSESSMENT GRANTS**)

ACTION: Initial Announcement

RFA NO.: EPA-OLEM-OBLR-24-08

ASSISTANCE LISTING NO.: 66.818

DATE: The closing date and time for receipt of applications is **November 14, 2024**, 11:59 p.m. Eastern Time (ET). Applications must be submitted through www.grants.gov. Applications received after 11:59 p.m. ET on **November 14, 2024**, will not be considered. Please refer to the *Due Date and Submission Instructions* in Section IV.B. and Appendix 1 for further instructions.

FUNDING/AWARDS: EPA anticipates awarding an estimated 92 Community-wide Assessment Grants for an estimated total of $46 million, subject to the quality of applications received, availability of funds, and other applicable considerations.

CONTENTS BY SECTION

SECTION I. – FUNDING OPPORTUNITY DESCRIPTION 4
I.A. Description of Grant 5
I.B. Uses of Grant Funds 6
I.C. EPA Strategic Plan Linkage 8
I.D. Measuring Environmental Results: Anticipated Outputs/Outcomes 8
I.E. Supporting Environmental Justice 9
I.F. Supporting Climate Adaptation and Resilience 10
I.G. Supporting High-Quality Jobs, Strong Labor Practices, and Equitable Workforce Pathways 11
I.H. Additional Provisions for Applicants Incorporated Into the Solicitation 11
SECTION II. – AWARD INFORMATION 12
II.A. What is the Amount of Available Funding? 12
II.B. What is the Project Period for Awards Resulting from this Solicitation? 12
II.C. Substantial Involvement 12
SECTION III. – ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA 13
III.A. Who Can Apply? 13
III.B. Threshold Criteria for Community-wide Assessment Grants 14
1. Applicant Eligibility 16
2. Community Involvement 17
3. Expenditure of Existing Grant Funds 17
4. Contractors and Named Subrecipients 18
III.C. Cost Sharing and Matching Requirements 20
SECTION IV. – APPLICATION SUBMISSION INFORMATION 21
IV.A. How to Obtain an Application Package 21
IV.B. Due Date and Submission Instructions 21
IV.C. Content and Form of Application Submission 22
IV.D. Narrative Information Sheet 22
IV.E. Narrative/Ranking Criteria 25
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION 26
2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT 28
3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS 30
4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE 34
IV.F. Leveraging 37
IV.G. Confidential Business Information 37
SECTION V. – NARRATIVE REVIEW INFORMATION 38
V.A. Evaluation Criteria 38
V.B. Other Factors and Considerations 45
V.C. Review and Selection Process 46
SECTION VI. – AWARD ADMINISTRATION INFORMATION 47
VI.A. Award Notices 47
VI.B. Administrative and National Policy Requirements 47
VI.C. Reporting Requirements 48
VI.D. Brownfield Programmatic Requirements 48
VI.E. Disputes 48

VI.F. Build America, Buy America 49
SECTION VII. – EPA REGIONAL BROWNFIELD PROGRAM CONTACTS 50
Appendix 1 Grants.gov Application Submission Instructions 51
A. Requirements to Submit Through Grants.gov and Limited Exception Procedures 51
B. Submission Instructions 51
C. Technical Issues with Submission 53
D. Application Materials 54

SECTION I. – FUNDING OPPORTUNITY DESCRIPTION

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) was amended by the Small Business Liability Relief and Brownfields Revitalization Act in 2002 to include Section 104(k), which provides federal financial assistance authorities for brownfields revitalization, including grants for assessment, cleanup, and revolving loan funds. The Brownfields Utilization, Investment, and Local Development (BUILD) Act (Public Law 115-141) enacted in 2018 reauthorized EPA's Brownfields Program and made additional amendments to CERCLA that affect EPA's brownfield grant authorities, and ownership and liability provisions. (Note: References to CERCLA in this solicitation refer to CERCLA as amended by the 2002 Small Business Liability Relief and Brownfields Revitalization Act and the 2018 BUILD Act.) EPA's Brownfields Program provides funds to empower states, Tribal Nations, communities, and nonprofit organizations to prevent, inventory, assess, clean up, and reuse brownfield sites. This guidance provides information on applying for **Community-wide Assessment Grants.**

A **brownfield site is defined** in CERCLA § 101(39) as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, contaminant, controlled substance, petroleum, or petroleum product, or is mine-scarred land.[1]

A critical part of EPA's Brownfields Program is to ensure that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination have an opportunity to benefit from brownfields redevelopment. EPA's Brownfields Program has a rich history rooted in environmental justice and is committed to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

This program advances the Justice40 Initiative, which sets a goal that 40 percent of the overall benefits of certain Federal climate, clean energy, water and wastewater infrastructure, and other covered investments flow to disadvantaged communities[2] that are marginalized by underinvestment and overburdened by pollution.[3]

As described in Section V.A. of this announcement, applications will be evaluated based on the extent to which the applicant demonstrates: a vision for the reuse and redevelopment of brownfield sites and a strategy for leveraging resources to help accomplish the vision; the environmental, social, health and economic needs and benefits of the target area(s); strong community engagement; reasonable costs, eligible tasks, and appropriate use of grant funding;

[1] The *Understanding Brownfields Fact Sheet Series* is available at www.epa.gov/brownfields/understanding-brownfields.

[2] Under this announcement where considerations are given to disadvantaged communities, EPA will also give similar consideration consistent with the statute to all communities located in a U.S. Territory (Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and Commonwealth of the Northern Mariana Islands).

[3] EPA will use the Climate and Economic Justice Screening Tool (CEJST) to identify geographically defined disadvantaged communities for the purpose of Justice40 reporting. Under the Addendum to the Interim Implementation Guidance for the Justice40 Initiative, M-21-28, on using CEJST or M-23-09, disadvantaged communities also include Federally Recognized Tribes, regardless of whether or not they have land.

the capacity for managing and successfully implementing the cooperative agreement; and other factors.

Please carefully review Section III.B.4. of these guidelines, Section IV of EPA's Solicitation Clauses, and Section D. in the FY25 Brownfields Frequently Asked Questions (FAQs).[4]

For the purposes of these guidelines, the term "grant" refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to Section II.C. for a description of EPA's anticipated substantial involvement in the cooperative agreements awarded under these guidelines.

EPA urges applicants to review the FY25 FAQs.

I.A. Description of Grant

Assessment Grants provide funding for developing inventories of brownfield sites, prioritizing sites, conducting community involvement activities, conducting planning, conducting site assessments,[5] developing site-specific cleanup plans, and developing reuse plans related to brownfield sites. 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 Assessment Grants are 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.

Applicants may request funding up to $500,000 to address sites contaminated by hazardous substances[6] (i.e., sites with potential contamination of hazardous substances, pollutants, or contaminants) and/or petroleum[7] (i.e., sites with potential petroleum contamination). For the purposes of this solicitation, the cost of assessment activities carried out at each approved, eligible site may not exceed $200,000 per site.[8] EPA will determine site eligibility after the award of the grant throughout the project period.

Applicants can only apply for one Community-wide Assessment Grant.

---

[4] The FY25 *Brownfields Frequently Asked Questions (FAQs)* are available at www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants.

[5] Environmental site assessments must be performed in accordance with EPA's All Appropriate Inquiries Final Rule (40 CFR Part 312).

[6] Hazardous substance sites eligible for funding are those sites with the presence or potential presence of hazardous substances, pollutants, contaminants, sites that are contaminated with controlled substances, or that are mine-scarred lands. For more information, please refer to the FY25 FAQs.

[7] Petroleum sites eligible for funding are those sites that meet the definition set forth in CERCLA § 101(39)(D)(ii)(II), as further described in Section 1.3.2. in the *Information on Sites Eligible for Brownfields Funding under CERCLA § 104(k)*.

[8] As provided in CERCLA § 104(k)(5)(A)(i)(II), EPA may approve a waiver that allows recipients to use up to $350,000 per site based on the anticipated level of contamination, size, or status of ownership of the site.

I.B. Uses of Grant Funds

Assessment Grant funds can be used for the direct costs associated with the inventory, site prioritization, community involvement, site reuse planning, assessment, and cleanup planning for brownfield sites. For examples of grant project accomplishments across the country, please see the EPA Brownfield Grant Recipients Success Stories.[9] For more information on a range of brownfield funding topics, please refer to the FY25 FAQs.

Conducting Brownfields Planning & Developing Site Reuse Plans
Successful brownfields reuse and redevelopment often depend on early consideration of the range of potential future uses for each brownfield site. Local community priorities, market conditions, infrastructure availability, environmental contamination, public health issues, and local ordinances shape brownfield site reuse opportunities. Having a site reuse plan grounded in these local conditions will directly influence how that site is characterized, assessed, and cleaned up.

Where multiple sites are connected through location, infrastructure, economic, social, and environmental conditions, EPA encourages communities to take an area-wide approach to planning for the assessment, cleanup, and reuse of these brownfield sites. This focus on multiple brownfield sites will result in more coordinated strategies for cleanup and area revitalization versus a site-by-site focus. For more information on site reuse plans and examples of eligible planning activities, please refer to the FY25 FAQs and Planning Program Fact Sheets.[10]

Participant Support Costs
EPA recognizes that effective community engagement is vital to help address and potentially alleviate environmental justice concerns for historically underserved and other affected communities and give them a voice in their community's future. Participant support costs are allowable under Assessment Grants with prior approval by the EPA Award Official or Grants Management Officer. Examples of activities that may be allowable as participant support costs include stipends for attendees at community meetings, attendee travel to community meetings, or childcare expenses to encourage attendance at community meetings. Please refer to the FY25 FAQs for additional details on the use of participant support costs.

A community liaison can serve as a key resource to help ensure the community members' goals and interests are reflected in the planned reuse of individual brownfield sites as well as the revitalization of the areas in which they live, work, play, learn, and pray. In addition to the eligible use of participant support costs described above, recipients may use a portion of the Assessment Grant for eligible participant support costs associated with one community liaison per target area who is not an employee of the grant recipient. This may include reasonable stipends to compensate an individual community member's time and travel costs for participating in project-related meetings (e.g., meetings with the community, meetings held by a brownfields advisory board, etc.) and time associated with other specific tasks that

[9] The *Brownfield Grant Recipient Success Stories* are available at www.epa.gov/brownfields/success-stories.
[10] The *Planning Program Fact Sheets* are available at www.epa.gov/brownfields/information-eligible-planning-activities.

are directly tied to related community engagement efforts. Note that stipends may only be paid for actual time spent working on tasks associated with the project and must not duplicate support provided through other Federal, state, Tribal, or local programs.

In their project descriptions, applicants should describe the process they will follow for determining the amounts of allowable stipends, procedures for accounting for participant support cost payments (including receipts), and procedures for documenting that the costs are allowable and do not duplicate other support for the individual(s). Additional information on participant support costs is available in EPA's Guidance on Participant Support Costs.[11]

In addition to direct costs associated with the inventory, site prioritization, community involvement, site reuse planning, assessment, and cleanup planning for brownfield sites, Assessment Grant funds may be used for:

1. Direct costs associated with programmatic management of the grant, such as required performance reporting and environmental oversight.

   All costs charged to Assessment Grants must be consistent with the requirements at 2 CFR Part 200, Subpart E.

2. A local government (as defined in 2 CFR § 200.1, *Local Government*, and summarized in Section III.A. of these guidelines and the Health Monitoring Fact Sheet[12]) may use up to 10% of its grant funds for the following activities:
   a. health monitoring of populations exposed to hazardous substances from a brownfield site; and
   b. monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance from a brownfield site.

3. A portion of the Brownfields Grant may be used to purchase environmental insurance. (See the FY25 FAQs for additional information on purchasing environmental insurance.)

Grant funds cannot be used for the payment of:

1. Direct costs for proposal preparation;

2. a penalty or fine;

3. a federal cost share requirement consistent with 2 CFR § 200.306(b)(5) (i.e., a cost share required by other federal funds unless there is authority in another Federal statute to use Federal funds for cost share);

4. administrative costs, including all indirect costs and direct costs for grant administration, in excess of five (5) percent of the total amount of EPA grant funding, with the exception of

[11] *EPA's Guidance on Participant Support Costs* is available at www.epa.gov/sites/default/files/2020-11/documents/epa-guidance-on-participant-support-costs.pdf.
[12] The *Health Monitoring Fact Sheet* is available at www.epa.gov/brownfields/public-health.

financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation);

5. a response cost at a brownfield site for which the recipient of the grant or a subaward is potentially liable under CERCLA § 107;

6. a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the cleanup; or

7. unallowable costs (e.g., lobbying) under 2 CFR Part 200, Subpart E.

See the FY25 FAQs for additional information on ineligible grant activities and unallowable costs.

I.C. EPA Strategic Plan Linkage

The activities to be funded under this announcement support EPA's FY 2022-2026 Strategic Plan.[13] Awards made under this announcement will support Goal 6 – Safeguard and Revitalize Communities, Objective 6.1 – Clean Up and Restore Land for Productive Uses and Health Communities of EPA's Strategic Plan. All applications must be for projects that support this goal and objective.

I.D. Measuring Environmental Results: Anticipated Outputs/Outcomes

EPA requires that applicants adequately describe environmental outputs (performance measures) and outcomes to be achieved under assistance agreements.[14] Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to EPA's Strategic Plan and the goal and objective described above in Section I.C.

Applicants are required to describe how funding will help EPA achieve environmental outputs and outcomes in their responses to the ranking criteria in Section IV.E. Outputs and outcomes specific to each project will be identified as deliverables in the negotiated workplan if the application is selected for award. Recipients will be expected to report progress toward the attainment of expected project outputs and outcomes during the project performance period. Outputs and outcomes are defined as follows:

1. Outputs

   The term "outputs" refers to an environmental activity, effort, and/or associated work product(s) related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but

[13] *EPA's Strategic Plan* is available at www.epa.gov/planandbudget/strategicplan.
[14] *EPA Order 5700.7, EPA's Policy for Environmental Results under EPA Assistance Agreements* is available at www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements.

must be measurable during the project period. The expected outputs for the grants awarded under these guidelines may include but are not limited to the number of brownfield sites identified in inventories, development of an area-wide plan, number of Phase I and Phase II environmental site assessments, number of community meetings held, and number of Analysis of Brownfields Cleanup Alternatives (ABCA) completed.

2. Outcomes

   The term "outcomes" refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be qualitative or quantitative, and may not necessarily be achievable during the project period. Expected outcomes of Brownfield Grants include the number of jobs created and funding leveraged through the economic reuse of sites; the number of acres made ready for reuse; acres of greenspace created for communities; and the minimized exposure to hazardous substances and petroleum contamination.

I.E. Supporting Environmental Justice

"Environmental justice" means the just treatment and meaningful involvement of all people, regardless of income, race, color, national origin, Tribal affiliation, or disability, in agency decision-making and other Federal activities that affect human health and the environment so that people:

- are fully protected from disproportionate and adverse human health and environmental effects (including risks) and hazards, including those related to climate change, the cumulative impacts of environmental and other burdens, and the legacy of racism or other structural or systemic barriers; and
- have equitable access to a healthy, sustainable, and resilient environment in which to live, play, work, learn, grow, worship, and engage in cultural and subsistence practices.[15]

Some communities experience disproportionate and adverse environmental, human health, climate-related, and other cumulative impacts, as well as the accompanying economic challenges of such impacts. These disproportionate and adverse impacts can result from industrial, governmental, commercial, and/or other actions, and are more likely to affect low-income and communities of color.

Environmental justice can be supported through equitable development approaches and intentional strategies to ensure that underserved communities,[16] and other communities with

[15] For more information, please visit www.epa.gov/environmentaljustice.

[16] When EPA uses the term "underserved communities" it has the meaning defined in Executive Order 13985: *Advancing Racial Equity And Support For Underserved Communities Through The Federal Government*, which defines "underserved communities" as "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life as exemplified in the preceding definition of equity." As described in the Executive Order, the term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, which may include Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other

environmental justice concerns, have the opportunity to participate in and benefit from decisions that shape their neighborhoods and regions. Applicants should provide specific examples of how the proposed Brownfield Assessment Grant project will address environmental justice challenges in Section IV.E. and responses will be evaluated against the criteria in Section V.A.

There are many different approaches that promote equitable development, such as ensuring a mix of housing types across a range of incomes; access to fresh food; access to high-quality jobs; and access to local capital. Communities can put programs or policies in place to help achieve more equitable outcomes including, but not limited to, the creation or integration of affordable housing; local or first-source hiring of contractor or subrecipient employees provided the recipient does not impose geographic preferences for procurements in violation of 2 CFR § 200.319(c);[17] facilitating participation by disadvantaged businesses pursuant to 40 CFR Part 33; inclusionary zoning (where a percentage of new housing is designated as affordable housing); healthy food retailers in places where they do not exist (e.g., food deserts); co-operative ownership models where local residents come together to run a community-owned, jointly owned business enterprise; rent control or community land trusts (to help keep property affordable for residents); supportive local entrepreneurial activities; and adherence to equal lending opportunities.

I.F. Supporting Climate Adaptation and Resilience

EPA defines climate change as changes in global or regional climate patterns attributed largely to human-caused increased levels of atmospheric greenhouse gases. Climate adaptation means taking action to prepare for and adjust to both the current and projected impacts of climate change. Climate change mitigation refers to actions limiting the magnitude and rate of future climate change by reducing greenhouse gas emissions and/or advancing nature-based solutions.[18]

The impacts of climate change affect people in every region of the country in different ways, threatening lives and livelihoods and damaging infrastructure, ecosystems, and social systems. Climate change also exacerbates existing pollution problems and environmental stressors impacting the nation's land, air, and water and the people who depend on them. Underserved communities and individuals are particularly vulnerable to these impacts, including low-income communities and communities of color, children, the elderly, Tribes,[19] and Indigenous people. Changing climate conditions could potentially impact the effectiveness of a cleanup remedy, put the health of community members at risk, or result in lost investments and abandoned projects if climate was not factored into vulnerable location reuse plans.

---

persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

[17] For grants awarded on or after October 1, 2024, the use of geographic preference to evaluate bids or proposals in response to a grant recipient's competitive solicitation(s) will no longer be prohibited.

[18] For more information, please visit www.epa.gov/climate-adaptation/climate-adaptation-and-epas-role.

[19] There are currently 574 federally recognized Tribes, and there are many names that these sovereign nations use to describe their culture, history, and geography, including Tribe, Village, Nation, Band, and Pueblo. For the purpose of these guidelines, the EPA Brownfields Program uses "Tribe" and "Tribal Nation" as all-encompassing terms.

Brownfield revitalization can support community efforts to become more resilient to climate change impacts by incorporating adaptation and mitigation strategies throughout the assessment, cleanup, and redevelopment process.

Applicants should provide specific examples of how the proposed Brownfield Assessment Grant project will address climate vulnerabilities in Section IV.E. and responses will be evaluated against the criteria in Section V.A.

I.G. Supporting High-Quality Jobs, Strong Labor Practices, and Equitable Workforce Pathways

It is a priority of the EPA to invest in projects that support high-quality jobs with the free and fair choice to join a union, have strong labor standards, and promote equitable pathways into these good jobs, consistent with Executive Order 14025, *Worker Organizing and Empowerment* and Executive Order 14052, *Implementation of the Infrastructure Investment and Jobs Act*.

As such, recipients may consider strategies that align with the U.S. Department of Labor's and Department of Commerce's eight Good Jobs Principles to the greatest extent possible, including compliance with prevailing wage requirements.

Examples include but are not limited to protections for the free and fair choice to join a union; workers covered under a collective bargaining agreement; partnerships with labor organizations; partnerships with the public workforce system and/or community-based organizations to support the recruitment and retention of individuals from underserved communities; utilization of high-quality training models, including high-road training partnerships as defined by DOL; registered apprenticeship utilization requirements and/or partnerships with pre-apprenticeship programs; ensuring workers are properly classified, given predictable and stable work schedules, and providing family-sustaining benefits, including fringe benefits and a retirement contribution; creating safe and healthy working conditions, including involving worker voice in the development of safety plans and adherence to all OSHA requirements; providing supportive services for workers that face barriers to employment and retention, such as childcare, transportation, mentorship, and other supports; and other strategies that promote equal opportunity and job quality for workers on Brownfield-funded projects.

I.H. Additional Provisions for Applicants Incorporated Into the Solicitation

Additional provisions that apply to Sections III., IV., V., and VI. of this solicitation and/or awards made under this solicitation, can be found in EPA's Solicitation Clauses. **These provisions are important for applying to this solicitation and applicants must review them when preparing applications.** If you are unable to access these provisions electronically at the website above, please contact the Regional Brownfields Contact listed in Section VII. to obtain the provisions.

SECTION II. – AWARD INFORMATION

II.A. What is the Amount of Available Funding?

The estimated total funding available for grants under this solicitation is approximately $46 million and EPA anticipates awarding an estimated 92 Community-wide Assessment Grants ranging from $300,000 to $500,000 per grant. These amounts are subject to the availability of funds, quality of applications, and other applicable considerations.

In addition, EPA reserves the right to award additional grants under this competition should additional funding become available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all applications and make no awards under this announcement or make fewer awards than anticipated.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. To maintain the integrity of the competition and selection process, EPA, if it decides to partially fund an application, will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award. Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

II.B. What is the Project Period for Awards Resulting from this Solicitation?

The project period for Community-wide Assessment Grants is up to four years.

II.C. Substantial Involvement

The Brownfields Assessment Grant will be awarded in the form of a cooperative agreement. Cooperative agreements require the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients. Although EPA will negotiate precise terms and conditions related to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project may include, but is not limited to:

- Close monitoring of the recipient's performance to verify compliance with the EPA-approved workplan and achievement of environmental results.
- Collaboration during the performance of the scope of work including participation in project activities, to the extent permissible under EPA policies. Examples of collaboration include:
    - Consultation between EPA staff and the recipients on effective methods of carrying out the scope of work provided the recipient makes the final decision on how to perform authorized activities.
    - Advice from EPA staff on how to access publicly available information on EPA or other federal agency websites.
    - With the consent of the recipient, EPA staff may provide technical advice to recipient contractors or subrecipients provided the recipient approves any expenditures of funds necessary to follow advice from EPA staff. (The recipient

remains accountable for performing contract and subaward management as specified in 2 CFR §§ 200.317, 200.318, 200.332 as well as the terms of the EPA cooperative agreement.)
    - EPA staff participation in meetings, webinars, and similar events upon the request of the recipient or in connection with a co-sponsorship agreement.
- Reviewing and approving Quality Assurance Project Plans and related documents or verifying that appropriate Quality Assurance requirements have been met where quality assurance activities are being conducted pursuant to an EPA-approved Quality Assurance Management Plan.
- Reviewing proposed procurements in accordance with 2 CFR § 200.325, as well as the substantive terms of proposed contracts or subawards as appropriate. This may include reviewing requests for proposals, invitations for bids, scopes of work, and/or plans and specifications for contracts over $250,000 prior to advertising for bids.
- Reviewing the qualifications of key personnel (EPA does not have the authority to select employees or contractors, including consultants, employed by the award recipient or subrecipients receiving pass-through awards).
- Reviewing and approving that the Analysis of Brownfield Cleanup Alternatives (ABCA), or equivalent state Brownfields program document, meets the Brownfields Program's requirements for an ABCA.
- Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).
- Verifying sites meet applicable site eligibility criteria and ensuring that sites are consistent with the selection criteria outlined in the workplan.
- Participation in periodic telephone conference calls to share ideas, project successes and challenges, etc., with EPA.

SECTION III. – ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

III.A. Who Can Apply?

The following information indicates which entities are eligible to apply for a Community-wide Assessment Grant.

- General Purpose Unit of Local Government. [For purposes of the EPA Brownfields Grant Program, EPA uses the definition of *Local government* at 2 CFR § 200.1: Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.]
- Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a General Purpose Unit of Local Government.
- Government Entity Created by State Legislature.

- Regional Council established under governmental authority or 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.[20]
- Federally recognized Indian Tribe other than in Alaska. (The exclusion of Tribes from Alaska, with the exception of the Metlakatla Indian Community as noted below, from Brownfields Grant eligibility is statutory at CERCLA § 104(k)(1). Intertribal Consortia, comprised of eligible Indian Tribes, are eligible for funding in accordance with EPA's policy for funding intertribal consortia published in the *Federal Register* on November 4, 2002, at 67 Fed. Reg. 67181. This policy also may be obtained from your Regional Brownfields Contact listed in Section VII.)
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following). For more information, please refer to the FY25 FAQs.)
- Nonprofit organization described in section 501(c)(3) of the Internal Revenue Code.
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Limited partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.

Note, individuals, for-profit organizations, organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby the Federal government,[21] and nonprofit organizations that are not tax exempt under section 501(c)(3) are ineligible to receive Brownfields Assessment Grants.

III.B. Threshold Criteria for Community-wide Assessment Grants

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive a Community-wide Assessment Grant. Threshold criteria are pass/fail and are based on certain requests for information identified below. The information you submit will be used by EPA solely to make eligibility determinations for Brownfield Grants and is not legally binding for other purposes including federal, state, or Tribal enforcement actions. Only those applications that pass all the threshold criteria will be evaluated against the evaluation criteria in Section V.A. of this announcement.

---

[20] As defined in CERCLA § 101(27), the definition of State for purposes of the Brownfields Program "include[s] the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Commonwealth of the Northern Marianas, and any other territory or possession over which the United States has jurisdiction."

[21] The Lobbying Disclosure Act (2 U.S.C. 1601 et. seq.) provides requirements for the disclosure of lobbying activities to influence the Federal Government.

Entities applying for an FY25 Community-wide Assessment Grant may not apply for (or be a non-lead coalition member of) an FY25 Assessment Coalition Grant or an FY25 Community-wide Assessment Grant for States and Tribes.

Entities that were awarded (or pending an award for) an FY22, FY23, or FY24 Community-wide Assessment Grant for States and Tribes are not eligible to apply for Assessment Grant funding under this solicitation.

Applicants may not submit multiple applications (i.e., submit applications for different projects) under this solicitation. EPA considers departments, agencies, or instrumentalities of the same state, Tribal, or city governments to be the same applicant if they are directly supervised or controlled by the same elected/appointed executive (even if they have different unique entity identifier numbers). For example, a corporation formed under state or local law to perform redevelopment activities on behalf of or in support of a local government that is primarily staffed by employees of that local government will be considered an agency or instrumentality of that local government. These eligibility determinations are made on a case-by-case basis since state and local laws vary.

Applicants that exceed the number and type of applications allowable will be contacted, prior to review of any of the applications by EPA, to determine which application(s) the applicant will withdraw from the competition.

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 an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about this announcement. For purposes of the threshold eligibility review, an EPA Brownfields Program representative, if necessary, may seek clarification of applicant information that is included in the application and/or consider information from other sources, including EPA files. Such communications shall not be used to correct application deficiencies or material omissions, materially alter the application or project proposed, or discuss changes to the applicant's responses to any evaluation or selection criteria.

To maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in EPA's Policy for Competition of Assistance Agreements.[22]

[22] *EPA Order 5700.5A1, EPA's Policy for Competition of Assistance Agreements* is available at www.epa.gov/grants/epa-order-57005a1-epas-policy-competition-assistance-agreements.

Applications must substantially comply with the submission instructions and requirements set forth in Section IV. of this announcement or they will be rejected. Pages exceeding the page limits described in Section IV.C. for the Narrative Information Sheet and the Narrative, and attachments not specifically required, will not be reviewed.

In addition, applications must be submitted through www.grants.gov as stated in Section IV. and Appendix 1 of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Appendix 1) on or before the application submission deadline. Applicants are responsible for following the submission instructions in Section IV. and Appendix 1 of this announcement to ensure that their application is submitted on time. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Appendix 1, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.grants.gov or relevant www.sam.gov system issues. An applicant's failure to timely submit their application through www.grants.gov because they did not timely or properly register in www.sam.gov or www.grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

EPA will verify that the Unique Entity Identifier (UEI) number listed on the application is the correct UEI number for the applicant's organization/department. If the correct UEI number is not included in the application, the application may be deemed ineligible. Applicants need to ensure that the correct Authorized Organization Representative (AOR) and UEI number are listed on the application for the entity that will receive the award and will be held accountable by EPA for the proper expenditure of funds.

Note: Assessment Grants do not require applicants to provide a cost share or match.

Responses to each item below are required and must be included as an attachment to the Narrative that is included in the application submitted to EPA. See Section IV.C. for a complete list of required documents that must be submitted.

1. **Applicant Eligibility**
   a. From the list of eligible entities in Section III.A., *Who Can Apply*?, **indicate** your applicant type and **provide** information that demonstrates how you are an eligible entity for an Assessment Grant.

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

      - For government entities other than cities, 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 the submission of an application.

- For nonprofit organizations, or organizations comprised of nonprofit organizations, provide documentation as an attachment to the Narrative demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

- For qualified community development entities, provide documentation as an attachment to the Narrative certifying the organization's status.

b. **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. *Note, if yes, the organization is ineligible for an EPA Brownfields Grant.*
   - 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.[23]

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.

3. Expenditure of Existing Grant Funds

Indicate if the applicant has an open[24] EPA Brownfields Assessment Grant or Multipurpose Grant.

Current EPA Brownfields Assessment Grant recipients and Multipurpose Grant recipients must demonstrate that payment has been received from EPA (also known as "drawn down"), and drawn down funds have been disbursed for at least 70.00% of the funding for each Assessment and Multipurpose cooperative agreement they have with EPA by **October 1, 2024**, in order to apply for Assessment Grant funding under this solicitation.

To demonstrate this, applicants must **attach** a copy of a financial record displaying the amount of cooperative agreement funds drawn down (e.g., a report from the Automated Standard Application for Payments (ASAP) or general ledger entries). If necessary, applicants may contact the assigned EPA Project Officer for the cooperative agreement(s) or Elyse Salinas (brownfields@epa.gov) to obtain draw down information from EPA's grant financial database (Compass Data Warehouse). Disbursements of drawn down funds must comply with requirements in EPA's General Terms and Conditions for timely disbursement of EPA funds (i.e., recipients other than states must substantially disburse all of the funds within 5 business days of draw down).

[23] The Lobbying Disclosure Act (2 U.S.C. 1601 et. seq.) provides requirements for the disclosure of lobbying activities to influence the Federal Government.
[24] For the purposes of this requirement, the term "open" refers to a grant period of performance that has not ended.

4. Contractors and Named Subrecipients

- **Contractors.**
  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, other than state (which includes territories)[25] or Tribal (for grants awarded on or after October 1, 2024) 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.[26] Additionally, **all** applicants (including state, territory, and Tribal), regardless of the amount of the contract, must conduct their procurements in accordance with 40 CFR Part 33 (EPA's Participation by Disadvantaged Business rule). EPA provides guidance on complying with the competition requirements in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements[27] and the Brownfields Grants: Guidance on Competitively Procuring a Contractor.[28] For example:

  - 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).

  - 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.

  Applicants must **disclose** whether they have already selected a contractor that will be compensated with EPA funds made available under this RFA. If a contractor(s) has

[25] As defined in CERCLA § 101(27), the definition of State for purposes of the Brownfields Program "include[s] the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Commonwealth of the Northern Marianas, and any other territory or possession over which the United States has jurisdiction."
[26] Consistent with 2 CFR § 200.317, states as defined in 2 CFR § 200.1 follow the same competitive policies and procedures they use for procurements from their non-Federal funds. This regulatory coverage will be extended to Tribes effective October 1, 2024 (e.g., the extended coverage will apply to grants awarded to Tribes on or after October 1, 2024).
[27] *EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements* is available at www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance-agreements.
[28] *EPA's Brownfields Grants: Guidance on Competitively Procuring a Contractor* is available at www.epa.gov/system/files/documents/2023-04/BF%20Guidance%20on%20Competitively%20Procuring%20a%20Contractor%204-25-23-508compliant.pdf.

been selected prior to submitting the application to EPA (including when a contractor(s) has been selected under a "dual procurement process" for both grant proposal writing and grant implementation services), applicants must **describe**:

- the procurement procedures that were followed to hire the contractor(s) and include information on **where and when** the Request for Proposals/Request for Qualifications 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.

Note, regardless of whether the solicitation is issued as a Request for Proposals or a Request for Qualifications, price reasonableness for the grant implementation work must be a selection factor in the evaluation of proposals or quotes for Brownfields Assessment Grants. See the Brownfields Grants: Guidance on Competitively Procuring a Contractor for additional guidance.

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.

Successful applicants that procure a contractor(s) after being advised by EPA of selection, but prior to award, must describe how they complied with the procurement procedures described above when submitting the final workplan for the award.

Recipients of EPA funding that select a contractor(s) after award must fully comply with the procurement standards at 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33.

- **Named Subrecipients.**
  EPA does not require or encourage applicants to name a specific subrecipient(s) in the application for Brownfields Grant funding. However, if an applicant chooses to identify a specific subrecipient(s) to conduct work proposed in this application, the applicant must comply with the following requirements even if the entity is referred to as a "partner" in the application.

  Successful applicants that do not name a specific subrecipient(s) in their application but identify a subrecipient(s) after being advised of selection, must also comply with the requirements described below.

  All applicants, including states, territories, and Tribes, that name a specific subrecipient in this application must demonstrate that the subrecipient is eligible for a

subaward in compliance with Appendix A[29] of EPA's Subaward Policy for EPA Assistance Agreement Recipients.[30] 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.

Refer to EPA's Contracts and Subawards Solicitation Clause[31] for additional guidance on these requirements which must be met for all contractors (except for micro-purchases as described above) and/or subrecipients specifically named in the application.

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.

Failure to provide the requested information will result in rejection of the application. EPA staff may contact the applicant to clarify issues or obtain additional information before making a final eligibility determination. If EPA determines that the process you completed to select a contractor was not compliant with the federal regulations in 2 CFR Part 200 and 2 CFR Part 1500 and 40 CFR Part 33 and your application is selected for funding, you will need to prepare and issue a new RFP/RFQ that is compliant with federal procurement regulations. Additionally, EPA may review the new RFP/RFQ and selection process to ensure compliance with fair and open competition requirements. Please see Section D. in the FY25 FAQs for additional guidance.

III.C. Cost Sharing and Matching Requirements

As provided in 2 CFR § 200.1, cost sharing or matching means the portion of project costs not paid by Federal funds or contributions. **Consistent with the authorizing statute in CERCLA § 104(k)(7), cost sharing and matching funds are not required under this competition.** As provided in 2 CFR § 200.1, *Voluntary committed cost sharing* is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. **Voluntary cost share will not be accepted under this competition**.

[29] *Appendix A of EPA's Subaward Policy* is available at www.epa.gov/sites/production/files/2020-11/documents/gpi-16-01-subaward-policy_app-a.pdf.
[30] *EPA's Subaward Policy for EPA Assistance Agreement Recipients* is available at www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients.
[31] *EPA's Solicitation Clauses* are available at www.epa.gov/grants/epa-solicitation-clauses.

SECTION IV. – APPLICATION SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

IV.A. How to Obtain an Application Package

An application package may be obtained by visiting this opportunity (EPA-OLEM-OBLR-24-08) on www.grants.gov. Applicants will be prompted to initiate the application process by generating a Workspace for this opportunity.

IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package[32] electronically to EPA through www.grants.gov. Applications must be received no later than 11:59 p.m. ET on **November 14, 2024**. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using www.grants.gov.

Applications received after 11:59 p.m. ET on **November 14, 2024**, will not be considered for funding.

Follow the Submission Instructions in Section B.1. in Appendix 1 for the requirements to apply in www.grants.gov. To submit an application through www.grants.gov, your organization 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.

The registration process for all the above items **may take a month or more to complete**. Please refer to the FY25 FAQs for additional information on the registration requirements.

The electronic submission of your application must be made by the AOR of your institution who is registered with www.grants.gov and is authorized to sign applications for federal assistance. Refer to Appendix 1 for specific instructions on how to apply through www.grants.gov.

If you do not have the technical capability to apply electronically through www.grants.gov because of limited or no Internet access which prevents you from being able to upload the required application materials to www.grants.gov, please refer to the procedures in Appendix 1.

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Elyse Salinas (brownfields@epa.gov) and specify which application you want EPA to review.

[32] Note, for the purposes of this competition, the "application package" includes the required federal forms available at www.grants.gov, as well as the Narrative Information Sheet, the Narrative, and associated attachments.

IV.C. Content and Form of Application Submission

The application must stand on its own merits based on the responses to the relevant ranking criteria in Section IV.E.

All application materials must be in English. The Narrative Information Sheet and the Narrative must be typed, single-spaced, on letter-sized (8.5 x 11-inch) paper, and should **use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size**. The Application Submission Checklist below outlines the documents to include in the application. Extraneous materials, including photos, graphics, and attachments not listed, will not be considered.

APPLICATION SUBMISSION CHECKLIST

• Federal application materials required by www.grants.gov (see Appendix 1)
• Narrative Information Sheet (3-page limit, single-spaced) (see Section IV.D.)
• Narrative Information Sheet Attachment: ○ Letter from the state or Tribal environmental authority (see Section IV.D.9.)
• The Narrative, which includes responses to the ranking criteria (10-page limit, single-spaced) (see Section IV.E.)

• Threshold Criteria Responses (as an attachment(s)):
  ○ A statement of applicant eligibility if a city, county, state, or Tribe (see Section III.B.1.)
  ○ Documentation of applicant eligibility if other than a city, county, state, or Tribe; e.g., resolutions, statutes, Intertribal Consortium documentation, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section III.B.1.)
  ○ A statement of the applicant's 501(c)(4) tax-exempt status and, if applicable, legal opinion regarding lobbying activities (see Section III.B.1.)
  ○ Description of community involvement (see Section III.B.2.)
  ○ Documentation of the available balance on each open Assessment Grant and Multipurpose Grant; or an affirmative statement that the applicant does not have an open Assessment Grant or Multipurpose Grant (see Section III.B.3.)
  ○ Discussion on contractors and named subrecipients; or an affirmative statement that a contractor has not been procured and a subrecipient has not been named (see Section III.B.4.)
  ○ A copy of (or link to) the solicitation documents and the signed executed contract as applicable (see Section III.B.4.)

IV.D. Narrative Information Sheet

The Narrative Information Sheet should address the information below and shall not exceed three, single-spaced pages. Do not include a summary or overview of your narrative/project. Any pages submitted over the page limit or information beyond what is requested below will not be considered and may be redacted. EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria. Provide the Narrative Information Sheet on the

applicant's official letterhead. You will not be penalized if you provide this information to EPA in a different format.

1. Applicant Identification Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and be accountable to EPA for the proper expenditure of funds.

2. Website URL Provide the website URL of your organization. If selected for funding, EPA will include the link to your website on the Brownfields Grant Factsheet Tool.

3. Funding Requested
   a. Assessment Grant Type Indicate "Community-wide."

   b. Federal Funds Requested
   $_____ (Include the amount being requested from EPA; must not exceed $500,000.)

4. 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.

5. Target Area and Priority Site Information

   - List the target area(s) discussed in the Narrative.
     - *Applicants other than Tribal Nations and territories*, for each target area that is smaller than a city/town, list the eleven-digit census tract number(s) within the target area. (Please see the FY25 FAQs for guidance on how to find the eleven-digit census tract number for a target area.)
   - Provide the address(es) of the priority site(s) proposed in the Narrative.
   - (Optional) As a separate one-page attachment, you may include a map to visually depict the target area(s) and/or priority site(s). Do not include any additional information or data on the map. Maps will not be evaluated and will not count against the 3-page limit. Applicants that do not include a map will not be penalized.

6. Contacts
   a. Project Director Provide the name, phone number, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main point of contact for the project and should be the person responsible for the project's day-to-day operations. The Project Director may be contacted if other information is needed.

   b. Chief Executive/Highest Ranking Elected Official Provide the name, phone number, email address, and mailing address of the applicant's Chief Executive or highest ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization's Executive Director or President. These individuals may be contacted if other information is needed.

7. Population
   - If you are a city/town, provide the population of your jurisdiction.

- 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/target area is located.

- If you are a nonprofit organization exempt from taxation under section 501(c)(3) or a qualified community development entity, provide the population of the city(ies)/town(s) in which each priority site/target area is located.

- If you are a Tribe, provide the number of Tribal/non-tribal members affected.

Population data can be found at www.census.gov.

8. Other Factors Applicants claiming one or more of the other factors below must provide a summary in the Narrative on the applicable other factor(s). Please identify which of the below items apply to your community/proposed project by noting the corresponding Narrative page number. **If none of the Other Factors apply to your community/proposed project, please provide a statement to that effect**. EPA may verify this information prior to selection.

Sample Format for Providing Information on the Other Factors	**Page #**
Community population is 15,000 or less.	
The applicant is, or will assist, a federally recognized Indian Tribe or United States Territory.	
The priority site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
The priority site(s) is in a federally designated flood plain.	
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	
The reuse of the priority site(s) will incorporate energy efficiency measures.	
The proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments.	
At least 30% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section I.B., for priority site(s) within the target area(s).	
The target area(s) is impacted by a coal-fired power plant that has recently closed (2014 or later) or is closing.	

9. Letter from the State or Tribal Environmental Authority (not included in the three-page limit) For an applicant other than a state or Tribal environmental authority, attach a current letter from the appropriate state or Tribal environmental authority (or equivalent state or Tribal regulatory oversight authority) acknowledging that the applicant plans to conduct assessment

activities and is planning to apply for FY25 federal Brownfields Grant funds. Letters regarding applications from prior years are not acceptable.

If you are applying for multiple types of grants, you only need to receive one letter from your state or Tribal environmental authority acknowledging the relevant grant activities. However, you must provide a copy of this letter, as an attachment, with each of your applications. Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) are not acceptable. Coordinate early with your state or Tribal environmental authority in order to allow adequate time for you to obtain the acknowledgment letter and include it in your application.

10. Releasing Copies of Applications
    In concert with EPA's commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on EPA's Office of Brownfields and Land Revitalization website or other public website for a period of time after the selected applications are announced. EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information that, if disclosed, would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with 40 CFR § 2.203. (Review Section IV.G. for more information.)

    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.

IV.E. Narrative/Ranking Criteria

The Narrative (including citations) shall not exceed 10 single-spaced pages. Any pages submitted over the page limit will not be evaluated.

The Narrative must include clear, concise, and factual responses to all ranking criteria and sub-criteria below. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application. **A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably**. If a criterion does not apply, clearly state this. **Any criterion left unanswered may result in zero points given for that criterion.** Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria.

If the application is selected for funding, the information in your Narrative will be incorporated into the workplan and will become the scope of your grant, subject to any adjustments to clarify issues with carrying out the project's scope of work made during the post-selection negotiation process. The workplan is a legally binding document. Therefore, applicants should carefully consider and accurately respond to the criteria below, including the identification of the

geographic boundary(ies) (which will become the boundary(ies) in which work can be performed), the discussion on the target area(s), the criteria for which sites will be selected, the use of grant funds, and leveraged resources committed to the project that will materialize during the period of performance. EPA may not permit material changes to the workplan.

Section IV.E. below includes sample format tables that applicants may use to present all or a portion of their response. Applicants that do not use the sample format tables will not be penalized when EPA evaluates their applications.

1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. Target Area and Brownfields

i. Overview of Brownfield Challenges and Description of Target Area
Identify the geographic boundary(ies)[33] where you propose to conduct activities under this grant and discuss the brownfield challenges and their impacts. Provide a brief overview of how this grant may help address those challenges and impacts.

Within the geographic boundary(ies), identify and describe the specific target area(s) where you plan to focus grant activities, such as a neighborhood, district, corridor, or census tract. *(Depending on the scope and design of your project, one or more target areas may be presented.)*

ii. Description of the Priority Brownfield Site(s)
Provide an overview of the brownfield sites in the target area(s) with information such as number of sites, size, and environmental concerns. Then, highlight one or more sites that are a priority and discuss why the site(s) is 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.

iii. Identifying Additional Sites
Describe the plan to identify additional sites for eligible activities throughout the geographic boundary(ies) identified in *1.a.i. Overview of Brownfield Challenges and Description of Target Area* if grant funds remain after addressing the target area(s)/priority site(s). Identify the criteria that will be used to prioritize additional sites for selection.

All applicants except Tribes, eligible Tribal entities, and territories – Describe how your prioritization criteria will consider whether a site is located in an underserved community (as defined in footnote 16) and/or a disadvantaged community (as identified by CEJST).

b. Revitalization of the Target Area

[33] The geographic boundary may be the jurisdiction of a unit of government.

i. Reuse Strategy and Alignment with Revitalization Plans
Describe the reuse strategy, or projected reuse, for the priority site(s) and discuss how the reuse strategy/projected reuse aligns with and advances the local government's land use and revitalization plans or related community priorities.

ii. Outcomes and Benefits of Reuse Strategy
Describe how the proposed project or revitalization plans may stimulate economic development in the target area(s) once cleanup of the priority site(s) is complete, 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).

Describe how the proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments. *(Climate adaptation/mitigation is defined in Section I.F.)*

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. *(For more information on energy efficiency measures, please refer to the FY25 FAQs and Renewable Energy or Energy-Efficient Approaches in Brownfields Redevelopment Fact Sheet.*[34]*)*

c. Strategy for Leveraging Resources

i. Resources Needed for Site Reuse
Describe your access to funding from other resources (e.g., any other EPA Brownfields resources or public or private resources) and how the grant will stimulate the availability of additional funds to support the completion of the environmental site assessment or remediation, and subsequent reuse strategy at the priority site(s). *(Do not duplicate sources discussed in 3.a. Description of Tasks/Activities and Outputs.)*

ii. Use of Existing Infrastructure
Describe how this grant will facilitate the use of existing infrastructure at the priority site(s) and/or within the target area(s).

If additional infrastructure needs or upgrades are key to the reuse of the priority site(s), describe the infrastructure needs/upgrades and funding resources that will be sought to implement that work.

[34] The *Renewable Energy or Energy-Efficient Approaches in Brownfields Redevelopment Fact Sheet* is available at www.epa.gov/brownfields/are-you-considering-renewable-energy-or-energy-efficient-approaches-your-brownfields.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

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 sources of funding to carry out environmental assessment or remediation, and subsequent reuse in the target area(s) **because of the small population and/or low-income of the community**.

ii. Threats to Sensitive Populations

Applicants are encouraged to use EPA's EJScreen Tool[35] (or other EJ-focused geospatial mapping tools) to better understand the communities that may be adversely and disproportionately affected by environmental or human health harms and risks. Applicants can include data from EJScreen in the Narrative to help characterize and describe the target area(s) and its community(ies). Data from other sources (e.g., studies, census, and third-party reports) can also be included to give a more complete picture of the impacted communities and populations. For more information on using EJScreen data in your Brownfields Grant application, please refer to the FY25 FAQs and a recorded demonstration available on EPA's Brownfields Program website.[36]

Applicants are also encouraged to use the Climate and Economic Justice Screening Tool (CEJST)[37] to identify whether their priority site(s) is located within a disadvantaged community, for purposes of Justice40. For more information on using CEJST data in your Brownfields Grant application, please refer to the FY25 FAQs.

(1) Health or Welfare of Sensitive Populations

Identify sensitive populations[38] in the target area(s). Describe the health or welfare issues[39] of such groups and discuss how this grant and reuse strategy/projected site reuse(s) will address those issues and/or help identify and reduce threats to the health or welfare of such groups.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions

Describe how this grant and reuse strategy/projected site reuse(s) will address, or help identify and reduce, threats to populations in the target area(s) that suffer from a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum.

---

[35] EPA's EJScreen Tool is available at www.epa.gov/ejscreen.
[36] A recorded demonstration on how to use EJScreen is available at www.epa.gov/brownfields/ejscreen-demonstration-brownfield-grant-applications.
[37] CEJST is available at screeningtool.geoplatform.gov/en/.
[38] Sensitive populations are defined in CERCLA § 104(k)(6)(C)(x).
[39] Health and welfare issues may result from the impacts of climate change. For more information, please refer to the FY25 FAQs.

(3) Environmental Justice

(a) Identification of Environmental Justice Issues
Describe the environmental justice issues and how they affect an underserved community(ies) and/or a disadvantaged community(ies)[40] (as identified by CEJST) in the target area(s). *(Environmental justice is defined in Section I.E.)*

All applicants except Tribes, eligible Tribal entities, and territories – Additionally, indicate if a priority site(s) identified in *1.a.ii. Description of the Priority Brownfield Site(s)* is located within a disadvantaged community (as identified by CEJST).

(b) Advancing Environmental Justice
Discuss how this grant and reuse strategy/projected site reuse(s) will advance environmental justice and minimize the unintended displacement of residents and/or businesses among the community(ies) in the target area(s).

Please refer to the FY25 FAQs for more information on welfare, sensitive populations, environmental justice, examples of variables relevant to considering an underserved community, how to determine if a site is located within a disadvantaged community (as identified by CEJST), and displacement.

b. Community Engagement

To conserve space, you may present information for 2.b.i. – 2.b.ii. in the same response and/or use the suggested table format below.

i. Project Involvement
Identify the local organizations/entities/groups that will be involved in and will provide assistance/information to assist you with this project. This includes community-based organizations and/or community liaisons representing residents directly affected by the project work in the target area(s).

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(s), entities that are a part of a formal partnership agreement (e.g., through an MOA), and the general public.

(See Section I.B. for additional information on community liaisons, which may be supported by the grant through participant support costs.)

[40] Under this announcement where considerations are given to disadvantaged communities, EPA will also give similar consideration consistent with the statute to all communities located in a U.S. Territory (Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and Commonwealth of the Northern Mariana Islands).

ii. Project Roles
Describe the role each identified local organization/entity/group will have in the project including how it will be meaningfully involved in making decisions with respect to site selection, cleanup, and future reuse of the brownfield sites, including the priority site(s).

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

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

iii. Incorporating Community Input
Discuss your plan to communicate project progress to the local community, residents/groups directly affected by the project work, and the local organizations/entities/groups that will be involved in the project. Include the frequency and method(s) you will use (including methods that offer an alternative to in-person community engagement) and how input will be solicited, considered, and responded to.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

Local government applicants may use up to 10% of the total grant award for health monitoring activities. The health monitoring activities must be associated with brownfield sites at which at least a Phase II environmental site assessment is conducted and that are contaminated with hazardous substances. Coordination with the local health agency is required. Please review the Health Monitoring Fact Sheet for more information.

Cooperative agreements with successful applicants under this solicitation will be subject to the administrative cost limitation described at CERCLA § 104(k)(5)(E). Successful applicants may only use up to 5% of the total amount of EPA funds for their own administrative costs (direct costs for grant administration and indirect costs). For example, if EPA awards $500,000 to an applicant, the 5% cap for administrative costs equals $25,000. Costs must be classified as direct or indirect consistently and applicants may not classify the same cost in both categories. The limitation on administrative costs does not apply to otherwise allowable programmatic costs (including indirect costs) charged by procurement contractors. Note that EPA considers costs for performance and financial reporting to be allowable programmatic costs that are not subject to the 5% limitation.

For applications that include indirect costs in the budget and are selected for funding, an EPA Grants Specialist or Grants Management Officer may request a copy of the indirect cost rate agreement that was negotiated with the cognizant agency before the cooperative agreement is awarded.

Do not include activities that are ineligible uses of EPA Assessment Grant funds (e.g., land acquisition; building demolition that is not necessary to assess contamination at the site; building construction, site preparation, or remediation).

Please refer to the FY25 FAQs for additional examples of eligible and ineligible uses of funds (including administrative costs). For questions not covered by the FY25 FAQs, contact your Regional Brownfields Contact listed in Section VII.

a. Description of Tasks/Activities and Outputs

Provide a list and description of the tasks/activities required to implement the proposed project. You may respond to this criterion using the sample format for each task/activity.

Sample Format for Tasks/Activities

Task/Activity:
i. Project Implementation ▪ EPA-funded tasks/activities: ▪ Non-EPA grant resources needed to carry out tasks/activities, if applicable:
ii. Anticipated Project Schedule:
iii. Task/Activity Lead:
iv. 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.

  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 Analysis of Brownfield Cleanup Alternatives (ABCA), and coordination with the local health agency on health monitoring activities. Planning tasks/activities[41] may include reuse

[41] For more information on eligible planning activities, review the *Planning Program Fact Sheets* at www.epa.gov/brownfields/information-eligible-planning-activities.

planning, the development of an area-wide plan, conducting market feasibility studies, evaluating infrastructure needs, etc.

- If applicable, identify tasks/activities that are needed to support or complement the grant that will be contributed by sources other than the EPA grant, such as leveraged resources or funding contributed by your organization. (For example, the applicant does not charge the EPA grant for salary dollars and therefore contributes its own resources to carry out programmatic oversight activities or grant administration.) *(Do not duplicate sources listed in 1.c.i. Resources Needed for Site Reuse.)*

ii. Anticipated Project Schedule

Discuss the anticipated schedule and timeline for the EPA-funded activities outlined above in *3.a.i. Project Implementation* during the 4-year period of performance.

EPA may reimburse successful applicants for eligible programmatic pre-award costs incurred up to 90 days prior to award. Applicants may include pre-award costs for eligible activities in their proposed project. Travel expenses associated with brownfields-related training, such as the National Brownfields Training Conference, is an eligible expense. The budget/project period start date must be before the date that any proposed pre-award costs are incurred. For more information on pre-award costs, please see the FY25 FAQs.

iii. 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.)*

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 inventories, Phase I and Phase II environmental site assessment reports, site cleanup plans, final Analysis of Brownfield Cleanup Alternatives (ABCA) documents, an area-wide plan, or community meetings. *(Refer to Section I.D. for an explanation of outputs.)*

b. Cost Estimates

Describe 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. *(Note, the total amount of direct and indirect administrative costs cannot exceed 5% of the total EPA-requested funds.)*

For information on best practices for preparing budgets for applications for EPA grants, refer to the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.[42]

Sample Format for Budget (do not change Budget Categories)

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

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.
[2] Consistent with the updates to 2 CFR § 200.1 that will impact grants awarded on or after October 1, 2024, EPA defines equipment as items that cost $10,000 or more with a useful life of more than one year unless the applicant has a lower threshold for equipment costs. Items costing less than $10,000 (e.g., laptop computers) are considered supplies. Generally, equipment is not required for Brownfield Grants.
[3] Costs must be placed on the Construction budget line when at least 50% of the estimated amount of the contract(s) will be for the remediation of contamination at the brownfield site. Construction costs do not typically apply to assessment activities. See the FY25 FAQs for more information.
[4] Administrative costs (direct and/or indirect) for the Assessment Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

You may use the sample table format above to present how you plan to allocate grant funds for tasks/activities described in Section IV.E.3.a. by budget category. Replace the task number heading in the sample table with the actual title of the task.

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

[42] The *Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance* is available at www.epa.gov/grants/rain-2019-g02.

Do not distinguish between hazardous substances and petroleum funding requests. Provide budget information in one table.

Examples of costs per unit may include:
Task 2, Phase I Environmental Site Assessments
- *Personnel Costs*: 20 hours at an average rate of $50/hr = $1,000
- *Contractual Costs*: 5 Phase I site assessments at an average cost of $3,500 = $17,500

c. Plan to Measure and Evaluate Environmental Progress and Results

Discuss your plan and system to track, measure, and evaluate progress in achieving expected project outputs, overall project results, and eventual project outcomes. *(Definitions of outputs and outcomes are provided in Section I.D.)*

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Provide responses for the organization that is applying for funding.

a. Programmatic Capability

To conserve space, you may present information for 4.a.i. – 4.a.iii. in the same response.

i. Organizational Capacity
Discuss the applicant's organizational capacity to oversee grant tasks/activities and carry out and manage the programmatic, administrative, and financial requirements of the project and grant.

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 project and grant.

iii. Description of Key Staff
Provide a brief discussion of the key staff that will work together to successfully administer the grant, including their roles, expertise, qualifications, and experience.

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 the project. *(Refer to Section IV of EPA's Solicitation Clauses regarding the difference between contractors and subrecipients.)*

Describe your 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 in a meaningful and equitable way.

b. Past Performance and Accomplishments

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

If you have never received an EPA Brownfields MARC or 128(a) Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement including only receiving an Area-Wide Planning Grant or Job Training Grant), please respond to **item ii.** below.

If you have never received any type of federal or non-federal assistance agreement or if you have recently received an assistance agreement (including a Brownfields Grant), but have not had an opportunity to demonstrate compliance with the award requirements, please indicate this in response to **item iii.** below.

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.

(1) 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 the Assessment, Cleanup and Redevelopment Exchange System (ACRES) at the time of this application submission; and if not, please explain why.

(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) and 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 progress towards achieving the expected results of the grant in a timely manner. If not, discuss what corrective measures you took and how the corrective measures were effective, documented, and communicated.

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, indicate if there were funds remaining when the grant closed, the amount of remaining funds, and a brief explanation for why the funds were not expended. Note that if the applicant closed out a Revolving Loan Fund cooperative agreement in accordance with the FY23 RLF Policy Memo, EPA will not penalize the applicant for this action.

– OR –

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements
Identify and describe each of your current and/or most recent federally and non-federally funded assistance agreements (no more than three) *that are most similar in scope and relevance in terms of structure, community engagement, and/or deliverables 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.

(1) Purpose and 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).

(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 progress towards achieving the expected results of the agreement in a timely manner. If not, discuss what corrective measures you took and how the corrective measures were effective, documented, and communicated.

– OR –

iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements
Affirm that your organization has 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. *(Applicants that indicate that they do not have a history of performing assistance agreements will receive a "neutral" 8-point score for this factor. However, failure to indicate anything in response to this sub-criterion may result in zero points.)*

IV.F. Leveraging

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third-party sources (including another federal grant) beyond the EPA grant funds. These resources support or complement the project and are different from *Voluntary committed cost sharing* as defined in 2 CFR § 200.1. Any leveraged funds/resources and their source must be identified in the Narrative. However, the leveraged funds/resources should not be included in the budget. Costs paid with leveraged funds/resources do not need to be eligible and allowable project costs under the EPA assistance agreement as would be the case for *Voluntary committed cost sharing,* which is not allowed under this solicitation.

- **Leveraging that will materialize during the grant:** Leveraging that typically materializes during a Brownfields Grant *Period of performance* includes resources that are needed to support or complement the grant.[43] Examples include additional public or private funds or in-kind resources for assessment, remediation, and/or subsequent reuse of the site. If applicants describe leveraged funds/resources, EPA expects applicants to make the effort to secure the leveraged resources described in their Narrative. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by CERCLA § 104(k)(8)(C) and 2 CFR Parts 200 and 1500. The grant workplan must include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's Narrative.

- **Leveraging that will materialize after the Brownfields Grant has ended:** Examples of leveraging that typically materialize after the Brownfields Grant has ended include resources for remediation, infrastructure updates, and reuse.[44]

IV.G. Confidential Business Information

As discussed in Section IV.D., *Narrative Information Sheet*, EPA recommends that you do not include confidential business information (CBI) in your application. However, if CBI is included, it will be treated in accordance with 40 CFR § 2.203. Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR § 2.204(c)(2) prior to disclosure.

[43] If an applicant proposes to contribute leveraged resources to support or complement the grant, EPA will evaluate responses to the *3.i. Project Implementation* criterion.
[44] EPA will evaluate an applicant's responses to the *1.c. Strategy for Leveraging* criterion.

SECTION V. – NARRATIVE REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

V.A. Evaluation Criteria

If your application passes the threshold eligibility review (see Section III.B.), the information you provide in response to Section IV.E. (Narrative/Ranking Criteria) will be evaluated per the criteria below and scored by a national evaluation panel. Your application may be assigned up to 160 points.

Criteria (Maximum Points per Criterion)
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION **40 Points** Each application will be evaluated on the quality and extent to which it addresses the following: **1.a. Target Area and Brownfields (20 points)** 1.a.i. Overview of Brownfield Challenges and Description of Target Area (5 points) The extent to which the geographic boundary(ies) where the applicant proposes to conduct activities under this grant is clearly identified. The extent to which the brownfield challenges are clearly discussed and the degree to which the brownfield challenges impact the area(s) in the geographic boundary(ies). The extent to which this grant may help address those challenges and impacts. The extent to which the applicant clearly identifies and describes the specific target area(s) within the geographic boundary(ies) where it plans to focus grant activities. 1.a.ii. Description of the Priority Brownfield Site(s) (10 points) The extent to which the response provides a clear overview of the brownfield sites in the target area(s). The degree to which one or more sites are highlighted as a priority and the degree to which the priority site(s) is clearly described. The degree to which it is clear why the site(s) identified as a priority (for assessment and reuse) has been selected. 1.a.iii. Identifying Additional Sites (5 points) The extent to which there is a logical plan to identify additional sites for eligible activities and the degree to which the prioritization criteria that will be used to select additional sites are identified. Further, ***all applications except those from Tribes, eligible Tribal entities, and territories*** will also be evaluated on the extent to which the prioritization criteria consider whether a site is located in an underserved community and/or a disadvantaged community (as identified by CEJST). **1.b. Revitalization of the Target Area (10 points)**

1.b.i. Reuse Strategy and Alignment with Revitalization Plans (5 points)
The extent to which a reuse strategy or projected reuse is clearly described for the priority site(s), and the extent to which the reuse strategy/projected reuse clearly aligns with and advances the local government's land use and revitalization plans or related community priorities.

1.b.ii. Outcomes and Benefits of Reuse Strategy (5 points)
Given the type of community being served (e.g., urban, rural, Tribal, etc.), the degree to which the proposed project or revitalization plans may stimulate economic development in the target area(s) once cleanup of the priority site(s) is complete and/or the degree to which 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). The degree to which these outcomes clearly correlate with the applicant's reuse strategy/projected site reuse(s).

The extent to which the proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments.

When applicable, the extent to which the reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy, or will incorporate energy efficiency measures.

1.c. Strategy for Leveraging Resources (10 points)

1.c.i. Resources Needed for Site Reuse (5 points)
The extent to which the applicant has access to funding from other resources (e.g., any other EPA Brownfields resources or public or private resources), and the extent to which the grant will stimulate the availability of additional funds to support the completion of the environmental site assessment or remediation, and subsequent reuse strategy at the priority site(s). *(Note, a response may not earn full points if the applicant duplicates sources that are listed in 3.a. Description of Tasks/Activities and Outputs.)*

1.c.ii. Use of Existing Infrastructure (5 points)
The extent to which this grant will facilitate the use of existing infrastructure at the priority site(s) and/or within the target area(s).

When additional infrastructure needs or upgrades are key to the reuse of the priority site(s), the extent to which the applicant provides a clear description of the infrastructure needs/upgrades and the extent to which the identified funding resources that will be sought to implement the work are relevant to the project.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT
40 Points

Each application will be evaluated on the quality and extent to which it addresses the following:

2.a. Community Need (25 points)

2.a.i. The Community's Need for Funding (5 points)
The extent to which 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 sources of funding to carry out environmental assessment or remediation, and subsequent reuse in the target area(s) **because the community has a small population and/or is low-income**. *(Note, if the inability to draw on other 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.a.ii. Threats to Sensitive Populations (20 points)

(1) Health or Welfare of Sensitive Populations (5 points)
The degree to which the sensitive populations within the target area(s) are clearly identified, the severity of the health or welfare issues experienced by the sensitive populations in the target area(s), and the extent to which this grant and reuse strategy/projected site reuse(s) will address those issues and/or will help identify and reduce threats to the health or welfare of such groups.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions (5 points)
The extent to which this grant and reuse strategy/projected site reuse(s) will address, or help identify and reduce, threats to populations in the target area(s) that suffer from a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum. *(Note, 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.)*

(3) Environmental Justice (10 points)

(a) Identification of Environmental Justice Issues (5 points)
The extent to which the environmental justice issues affecting the underserved community(ies) and/or disadvantaged community(ies) (as identified by CEJST) in the target area(s) are clearly described, and the severity of the environmental justice issues experienced by the underserved community(ies) and/or disadvantaged community(ies) (as identified by CEJST) in the target area(s). *(Note, for all applications except those from Tribes, eligible Tribal entities, and territories, if none of the priority sites identified in 1.a.ii. Description of the Priority Brownfield Site(s) are located within a disadvantaged community (as identified by CEJST), then the response may only earn up to 2 points.)*

(b) Advancing Environmental Justice (5 points)
The extent to which this grant and reuse strategy/projected site reuse(s) will advance environmental justice and minimize the unintended displacement of residents and/or businesses among the community(ies) in the target area(s).

2.b. Community Engagement (15 points)
Per the ranking criterion in Section IV.E.2.b., applicants may consolidate information for 2.b.i – 2.b.ii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.

2.b.i. Project Involvement (5 points)
The degree to which the applicant involves a diverse group of local organizations/entities/ groups that are relevant to the proposed project, including community-based organizations and/or community liaisons representing residents directly affected by the project work in the target area(s). *(Note, a plan that does not involve at least one relevant community-based organization or community liaison representing residents directly affected by the project work in the target area(s) will be evaluated less favorably.)*

2.b.ii. Project Roles (5 points)
The degree to which each identified local organization/entity/group will have meaningful involvement in the project and the extent to which partners will be involved in making decisions with respect to site selection, cleanup, and future reuse of the brownfield sites, including the priority site(s).

2.b.iii. Incorporating Community Input (5 points)
The extent to which the plan to communicate project progress to the local community, residents/groups directly affected by the project work, and local organizations/entities/groups that will be involved in the project will be effective and appropriate, and the extent to which their input will be solicited, considered, and responded to in a meaningful way. The extent to which the proposed methods offer an alternative to in-person community engagement.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS
45 Points

Each application will be evaluated on the quality and extent to which it addresses the following:

3.a. Description of Tasks/Activities and Outputs (25 points)

3.a.i. Project Implementation (10 points)
The degree to which the EPA-funded tasks/activities that will take place under this grant are eligible, specific, and appropriate to the goals of the proposed project, and the degree to which the response demonstrates a sound plan to address the priority site(s) in the target area(s).

When the project includes a subaward(s), the extent to which the tasks/activities or services to be provided by the subawardee(s) are clearly identified.

When the project includes participant support costs to pay for activities associated with a community liaison(s), the extent to which the applicant describes a sound process and procedures for determining the amounts of the allowable stipend(s), accounting for participant support cost payments (including receipts), and documenting that the costs do not duplicate support provided through other Federal, state, Tribal, or local programs.

(Notes:
- *A response that includes ineligible tasks/activities will be evaluated less favorably.*
- *Applicants that plan to use grant funds to support more than one community liaison per target area will be evaluated less favorably.)*

When applicable, the extent to which the tasks/activities that are needed to support or complement the grant that will be contributed by sources other than the EPA grant (e.g., leveraged resources) will help bring the grant to successful completion. *(Note, a response may not earn full points if the applicant duplicates sources that are listed in 1.c.i. Resources Needed for Site Reuse.)*

3.a.ii. Anticipated Project Schedule (5 points)
The extent to which the anticipated project schedule milestones are achievable and the likelihood that the activities will be completed within the 4-year period of performance.

3.a.iii. Task/Activity Lead (5 points)
The extent to which the lead entity(ies) for each task/activity is clearly identified and the extent to which the lead entity(ies) overseeing each task/activity is appropriate.

When applicable, the degree to which the local health agency is involved in health monitoring activities.

3.a.iv. Outputs (5 points)
The extent to which the anticipated outputs/deliverables for each task/activity are identified and quantified as appropriate, and the degree to which the outputs/deliverables clearly correlate with the proposed project.

3.b. Cost Estimates (15 points)

The degree of clarity on how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) 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.
(*Notes:*

- *Projects that allocate at least 40% of the funds to tasks directly associated with site-specific work (i.e., Phase I and Phase II environmental site assessments and site-specific cleanup planning) will be evaluated more favorably.*
- *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. For example, applicants that request more funding than is reasonably justified in the Narrative to complete the proposed project/grant.)*

3.c. Plan to Measure and Evaluate Environmental Progress and Results (5 points)

The extent to which the plan and system to track, measure, and evaluate progress in achieving expected project outputs, overall project results, and eventual project outcomes are reasonable, appropriate, and clearly correlate with information previously presented in the Narrative.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

35 Points

Each application will be evaluated on the quality and extent to which it addresses the following:

4.a. Programmatic Capability (20 points)

Per the ranking criterion in Section IV.E.4.a., applicants may consolidate information for 4.a.i. – 4.a.iii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.

4.a.i. Organizational Capacity (5 points)

The degree to which the applicant's organization has the capacity to oversee grant tasks/activities and successfully carry out and manage the programmatic, administrative, and financial requirements of the project and grant.

4.a.ii. Organizational Structure (5 points)

The degree to which the organizational structure used will lead to the timely and successful expenditure of funds to complete all technical, administrative, and financial requirements of the project and grant.

4.a.iii. Description of Key Staff (5 points)

The degree to which key staff have expertise, qualifications, and experience that will result in the successful administration of the grant.

4.a.iv. Acquiring Additional Resources (5 points)

The degree to which the applicant's organization has a system(s) in place to appropriately acquire any additional expertise and resources (e.g., contractors or subrecipients) required to successfully complete the project. *(Note, if an applicant has selected a contractor or subrecipient without complying with applicable requirements as described in Section III.B.4., the response will be evaluated less favorably.)*

The degree to which the applicant will promote strong labor practices, local hiring/procurement, or will link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to the proposed project in a meaningful and equitable way.

4.b. Past Performance and Accomplishments (15 points)

In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.

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

The degree to which the applicant demonstrates its ability to successfully manage the grant based on current/past EPA Brownfields Grant(s) (i.e., Multipurpose Grant, Assessment Grant, Revolving Loan Fund Grant, Cleanup Grant, or 128(a) Grant) and the extent to which the applicant successfully performed all phases of work under the grant.

(1) Accomplishments (5 points)
The extent to which meaningful accomplishments (including specific outputs and outcomes) were achieved under the current/most recent grant(s), including at a minimum, the number of sites assessed and/or cleaned up, and the extent to which outputs and outcomes were accurately reflected in ACRES at the time of this application submission.

(2) Compliance with Grant Requirements (10 points)

- The extent of compliance with the workplan, schedule, and terms and conditions under the current/most recent grant(s), and the extent to which there is a demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.

  The degree to which progress was made (and reported on) towards achieving the expected results of the grant(s) in a timely manner. If expected results were not being reported on, the extent to which the measures taken to correct the situation were reasonable and appropriate or the extent to which there is an adequate explanation for lack of reporting. (5 points)

- The extent to which funds from any open EPA Brownfields Grants (i.e., Multipurpose Grants, Assessment Grants, Revolving Loan Fund Grants, Cleanup Grants, and/or 128(a) Grants) are committed to ongoing eligible grant activities or will support the tasks/activities described in the Narrative. The likelihood that all grant funds under the current grant(s) will be expended by the end of the *Period of performance* as defined in 2 CFR § 200.1.

  For all closed EPA Brownfield Grants, the extent to which there is a reasonable explanation for why funds remained when the grant closed, and the degree to which the applicant made every effort to spend the remaining funds within the *Period of performance*. *(Note that if the applicant closed out a Revolving Loan Fund cooperative agreement in accordance with the FY23 RLF Policy Memo, EPA will not penalize the applicant for this action.)* (5 points)

– OR –

4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (15 points)
The degree to which the applicant demonstrates its ability to successfully manage the grant and perform all phases of work under the grant based on current/most recent federal or non-federal assistance agreements.

(1) Purpose and Accomplishments (5 points)
The extent to which the current/most recent assistance agreement(s) is similar in terms of scope and relevance in terms of structure, community engagement, and/or deliverables to the proposed project.

The extent to which meaningful project accomplishments (including specific outputs and outcomes and measures of success) were achieved under the current/most recent assistance agreement(s).

(2) Compliance with Grant Requirements (10 points)
The extent of compliance with the workplan, schedule, and terms and conditions under the current/most recent assistance agreement(s), and the extent to which there is a demonstrated history of timely and acceptable reporting, as required by the awarding agency/organization.

The degree to which progress was made (and reported on) towards achieving the expected results of the agreement(s) in a timely manner. If expected results were not achieved, the extent to which the measures taken to correct the situation were reasonable and appropriate.

– OR –

4.b.iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (8 points)
The extent to which it is clearly affirmed that the organization has never received any type of federal or non-federal assistance agreement, or has recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with the award requirements. *(These applicants will receive a "neutral" score of 8 points. Failure to indicate anything in response to this sub-criterion may result in zero points.)*

V.B. Other Factors and Considerations

In making the final selections, EPA's Headquarters Selection Official intends to select a minimum of 3 quality applications per EPA region.

Additionally, in making the final selections from among the most highly ranked applicants on each of the lists discussed in Section V.C., EPA's Headquarters Selection Official may consider the factors below as appropriate. Applicants should provide a summary in the Narrative on the applicable other factors and note the corresponding page number in the Narrative Information Sheet. Other factors include:

- whether the community population is 15,000 or less;
- whether the applicant is a federally recognized Indian Tribe or United States Territory or whether the project is assisting a Tribe or territory;
- whether the priority site(s) is impacted by mine-scarred land;
- whether the priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them);
- whether the priority site(s) is in a federally designated flood plain;
- whether reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy;
- whether reuse of the priority site(s) will incorporate energy efficiency measures;
- whether the proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments;

- whether at least 30% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section I.B., for priority site(s) within the target area(s); and
- whether a target area(s) is impacted by a coal-fired power plant that has recently closed (2014 or later) or is closing.

Additionally, EPA's Headquarters Selection Official may take the following considerations into account when making final selections:

- whether a target area(s) is located within, or includes, any census tract identified as disadvantaged by CEJST;
- distribution of funds between urban and non-urban areas;
- whether the applicant's jurisdiction/geographic boundary(ies) is located within, or includes, a county experiencing "persistent poverty" where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates;
- the distribution of funds among EPA's ten Regions; and
- whether the applicant has not previously been awarded a Brownfield Assessment Grant.

V.C. Review and Selection Process

Timely submitted applications will initially be reviewed by the EPA Regional Office which covers the location of the project to determine compliance with the applicable threshold eligibility criteria for Assessment Grants (Section III.B.). All applications that pass the threshold criteria review will be evaluated by national evaluation panels. The national evaluation panels will be comprised of EPA staff and potentially other federal agency representatives chosen for their expertise in the range of activities associated with the Brownfield Assessment Grants. Eligible applications will be evaluated based on the criteria described in Section V.A. and ranking lists of applicants will be developed.

For selection purposes, EPA's Office of Brownfields and Land Revitalization (OBLR) will prepare two ranked lists of applications.

One list will be comprised of "new applicants" defined as:

- applicants that have never received an EPA Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant, or
- applicants that were awarded a Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant that closed in 2016 or earlier.

A second list will be comprised of "existing and recent recipients" defined as:

- applicants that have an open Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant, or
- applicants that were awarded a Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant that closed in 2017 or later.

EPA expects to select approximately 92 of the highest ranked Community-wide Assessment Grant applications and intends to use approximately 40% of the total amount of funding

available under this category for grants to "new applicants." This percentage is an estimate and is subject to change based on funding levels, the quality of applications received, and other applicable considerations.

OBLR will provide the two lists to the Headquarters Selection Official, who is responsible for further consideration of the applications and final selection of grant recipients. Applications will be selected for award based on their evaluated point scores, the availability of funds, and, as appropriate, the other factors and considerations described in Section V.B.

SECTION VI. – AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

VI.A. Award Notices

Applicants that fail the threshold eligibility requirements will be notified within 15 calendar days of EPA's determination of ineligibility. EPA will notify applicants that are not selected for award based on the evaluation criteria and other considerations within 15 calendar days of EPA's final decision on selections for this competition.

EPA anticipates notification to successful applicants will be made via email by late Spring 2025. The notification will be sent to the Project Director and Chief Executive/Highest Ranking Elected Official listed in the Narrative Information Sheet in Section IV.D. This notification, which informs the applicant that its application is selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Regional Award Official (EPA Grants Officer) for regional awards. **Applicants are cautioned that only an award official is authorized to bind the Government to the obligation of funds; selection does not guarantee an award will be made.** For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an authorized EPA grants officer, is the authorizing document and will be provided through email or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., a workplan), which must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

VI.B. Administrative and National Policy Requirements

Funding will be awarded as a cooperative agreement. The applicants that are selected for award will work with an EPA Project Officer to finalize the required federal application package, the proposed budget, and to negotiate the cooperative agreement workplan. EPA's expectation is that the selected applicants will complete the award process within six months of the announcement.

Approved cooperative agreements will include terms and conditions (including any applicable Davis Bacon labor standards and prevailing wage requirements for construction) that will be binding on the recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants will also be required to submit progress reports in accordance with 2 CFR § 200.329. Rules and policies

(including EPA regulations and terms and conditions) applicable to the award of assistance agreements are available at www.epa.gov/grants.

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.

VI.C. Reporting Requirements

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within 30 days after each reporting period. The reporting period (i.e., quarterly, annually) is identified in the terms and conditions of the cooperative agreement. These reports cover work status, work progress, difficulties encountered, an accounting of financial expenditures, preliminary data results, anticipated activities, and any changes in key personnel involved with the project. Site-specific accomplishments are reported on Property Profile Forms and can be submitted electronically to EPA's ACRES reporting system. Information provided in the quarterly reports and submitted in ACRES helps EPA monitor the community's progress with implementing their project and directly supports the continuation of the Brownfields Program by highlighting measurable site-specific accomplishments to the public and Congress.

At the end of the cooperative agreement, a final project report also is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, and any other resources leveraged during the project and how they were used.

VI.D. Brownfield Programmatic Requirements

Brownfield Grant recipients must comply with all applicable federal and state laws to ensure that the assessment and cleanup protect human health and the environment. Brownfield Grant recipients also must comply with the program's technical requirements, which may include, but are not limited to, requirements for: Quality Assurance requirements, historic properties or threatened and endangered species, all appropriate inquiries, sufficient progress, collection of post-grant information, and protections of nearby and sensitive populations. For additional information on these requirements, please review the Brownfield Programmatic Requirements.

VI.E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found on the Grant Competition Dispute Resolution Procedures website. Copies of these procedures may also be requested by contacting the Regional Brownfields Contact listed in Section VII. of this announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

VI.F. Build America, Buy America

Certain projects under this competition are subject to the Buy America Sourcing requirements under the Build America, Buy America (BABA) provisions of the Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58, §§ 70911-70917) when using funds for the purchase of goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the United States. The Buy America preference requirement applies to all of the iron and steel, manufactured products, and construction materials used for an infrastructure project under an award identified in EPA's financial assistance funding programs subject to BABA report.

These sourcing requirements require that all iron, steel, manufactured products, and construction materials used in Federally funded infrastructure projects must be produced in the United States. The recipient must implement these requirements in its procurements, and this article must flow down to all subawards and contracts at any tier. For legal definitions and sourcing requirements, the recipient must consult the EPA's Build America, Buy America website.

Please consider this information when preparing budget information. EPA has and will continue to provide further guidance on which projects are subject to BABA provisions and will work with grant recipients to support implementation as necessary.

When supported by rationale provided in IIJA § 70914, the recipient may submit a waiver to EPA. The recipient should request guidance on the submission instructions of an EPA waiver request from the EPA Point of Contact listed in Section VII. A list of approved EPA waivers is available on the Build America, Buy America website.

In addition to BABA requirements, all procurements under grants may be subject to the domestic preference provisions of 2 CFR § 200.322.

See "Build America, Buy America" clause in EPA's Solicitation Clauses.

SECTION VII. – EPA REGIONAL BROWNFIELD PROGRAM CONTACTS

EPA Regional Contact and States		Address
EPA Region 1 Christine Lombard Lombard.Chris@epa.gov Phone: (617) 918-1305	**CT, ME, MA, NH, RI, VT**	5 Post Office Square Suite 100, Mail code: OSRR7-2 Boston, MA 02109-3912
EPA Region 2 Yocasta DeJesus Dejesus.Yocasta@epa.gov Phone: (212) 637-4340	**NJ, NY, PR, VI**	290 Broadway; 25th Floor New York, NY 10007
EPA Region 3 Anthony Geiger Geiger.Anthony@epa.gov Phone: (215) 814-3367	**DE, DC, MD, PA, VA, WV**	1650 Arch Street Mail Code 3LD50 Philadelphia, PA 19103
EPA Region 4 Nichole Rodgers Rodgers.Nichole@epa.gov Phone: (404) 562-8069	**AL, FL, GA, KY, MS, NC, SC, TN**	Atlanta Federal Center 61 Forsyth Street, S.W. 10th FL Atlanta, GA 30303-8960
EPA Region 5 Torre Ippolito Ippolito.Torre@epa.gov Phone: (312) 353-6556	**IL, IN, MI, MN, OH, WI**	77 West Jackson Boulevard Mail Code LP-5J Chicago, IL 60604-3507
EPA Region 6 Paul Johnson Johnson.Paul@epa.gov Phone: (214) 665-2246	**AR, LA, NM, OK, TX**	1201 Elm Street Suite 1200 Dallas, TX 75270-2162
EPA Region 7 Tarah Vaughn R7_Brownfields@epa.gov Phone: (913) 551-7059	**IA, KS, MO, NE**	11201 Renner Blvd Lenexa, KS 66219
EPA Region 8 Jennifer Benz Benz.Jennifer@epa.gov Phone: (303) 312-6551	**CO, MT, ND, SD, UT, WY**	1595 Wynkoop Street (EPR-B) Denver, CO 80202-1129
EPA Region 9 Lisa Hanusiak Hanusiak.Lisa@epa.gov Phone: (415) 972-3152	**AZ, CA, HI, NV, Pacific Island Territories**	75 Hawthorne Street, LND-2-1 San Francisco, CA 94105
EPA Region 10 Meredith Lightbody Lightbody.Meredith@epa.gov Phone: (206) 553-6910	**AK, ID, OR, WA**	1200 Sixth Avenue, Suite 155 Mailstop: ECL-133 Seattle, WA 98101

Appendix 1
Grants.gov Application Submission Instructions

A. Requirements to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through www.grants.gov under this funding opportunity based on the www.grants.gov instructions in this announcement. If your organization has no access to the Internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined at www.epa.gov/grants/exceptions-grantsgov-submission-requirement. Please note that your request must be received *at least 15 calendar days* before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in Section *C. Technical Issues with Submission* below.

B. Submission Instructions

B.1. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization at www.sam.gov. If you do not have a SAM.gov account, then you will need to create an account using Login.gov[45] to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining a Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the Entity Registration Checklist for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government-issued UEI to determine if your registration is active. SAM.gov requires you to renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the registration Frequently Asked Question for additional details on the difference.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the Federal Service Desk (866-606-8220) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent. The Federal Service desk hours of operation are Monday – Friday, 8 a.m. – 8 p.m. ET.

[45] Login.gov is a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts, please visit login.gov/help.

B.2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the Grants.gov Applicant Registration instructions. As part of the Grants.gov registration process, the **EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization**. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). **Only person(s) with the AOR role can submit applications in Grants.gov**. Please review the Intro to Grants.gov-Understanding User Roles and Learning Workspace – User Roles and Workspace Actions for details on this important process.

Please note that this process can take **a month or more** for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants that are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

B.3. Application Submission Process

To begin the application process under this grant announcement, go to www.grants.gov and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-24-08,** into the search box in the top right corner of the page. Click on the "GO" button to view the "View Grant Opportunity" page and click the red "Apply" button at the top of the page.

The electronic submission of your application for this funding opportunity must be made by an official representative of your organization who is registered with www.grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through www.grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

B.4. Application Submission Deadline

Your organization's AOR must successfully submit your complete application package electronically to EPA through www.grants.gov **no later than November 14, 2024, 11:59 p.m. ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from www.grants.gov with the following subject lines:

1. **GRANT###### Grants.gov Submission Receipt**
2. **GRANT###### Grants.gov Submission Validation Receipt for Application**

If the AOR did not receive either notification emails listed above, contact the www.grants.gov Support Center at 1-800-518-4726. The Support Center is open 24/7 (except federal holidays).

After the application package is retrieved from the www.grants.gov system by EPA, the AOR should receive the following notification emails from www.grants.gov:

3. **GRANT###### Grants.gov Grantor Agency Retrieval Receipt for Application**
4. **GRANT###### Grants.gov Agency Tracking Number Assignment for Application**

Applications submitted through www.grants.gov will be time and date stamped electronically. If you do not receive a confirmation of receipt from EPA (not from www.grants.gov within 30 days of the application deadline, please contact Elyse Salinas at brownfields@epa.gov. Failure to do so may result in your application not being reviewed.

Please note that successful submission of your application through www.grants.gov does not necessarily mean your application is eligible for award.

C. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact the www.grants.gov Support Center **before** the application deadline date at 1-800-518-4726 or https://gditshared.servicenowservices.com/hhs_grants.

2. Document the www.grants.gov ticket/case number.

3. Send an email with the Funding Opportunity Number, EPA-OLEM-OBLR-24-08, in the subject line to Elyse Salinas (brownfields@epa.gov) **before** the application deadline time and date. The email **must** include the following:
    a. The www.grants.gov ticket/case number(s).
    b. A description of the issue.
    c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of www.grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

EPA will make decisions concerning acceptance of each application submitted outside of www.grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through www.grants.gov due to www.grants.gov or relevant www.sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit prior to the application submission deadline time and date because they did not properly or timely register in www.sam.gov or www.grants.gov is not an acceptable reason to justify acceptance of an application outside of www.grants.gov.

D. Application Materials

The following forms and documents are **required** under this announcement.

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Preaward Compliance Review Report (EPA Form 4700-4) [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.]
5. Project Narrative Attachment Form – attach the Narrative Information Sheet, the Narrative, and required attachments (including responses to the threshold criteria) as one file, if possible. See Section IV.C. for details on the required content and the associated page limits.

The following forms and documents are **optional** under this announcement.

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 – To be submitted using the Project Narrative Attachment Form by applicants proposing to charge indirect costs to the EPA grant. Please note that applicants may budget for indirect costs pending approval of their Indirect Cost Rate Agreement by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements. However, recipients may not draw down indirect costs until their rate is approved or EPA grants an exception.

Note: A workplan is not required under this announcement. Applicants that are selected for funding will negotiate the workplan with EPA before the cooperative agreement is awarded. Additionally, selected applicants must provide EPA with other required forms and documents, as appropriate, to award the cooperative agreement.