

FY 2026 Brownfields Grant Guidelines

A Detailed Review of the Narrative Criteria
Cleanup Grant Guidelines

December 4, 2025



Welcome!

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

❖ Cleanup Grants

For site-specific questions on eligibility, please reach out to the Regional Brownfields Contact listed at the end of this presentation (also in Section 1.E. of the Guidelines).

Application submission deadline for all grant types: **January 28, 2026**

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

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

Applying for a Multipurpose or Assessment Grant?
Review the Narrative Criteria webinar recording on EPA's [MARC Grant Application Resources](https://www.epa.gov/brownfields/marc-grant-application-resources).

Use of Artificial Intelligence (AI)

- EPA does not supply an AI-generated summary of this training.
- An AI-generated summary may not correctly capture the training topics.
- Any AI-generated summary you might receive via email is not from EPA.



Today's Agenda

For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section 1.E. of the Guidelines).



This presentation:

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

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

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



Meet the Presenters



Meena Mortazavi
EPA Region 1



Esmeralda Vargas
EPA Region 2



Susan Klein
EPA Region 7



Jason Morris
EPA Region 8



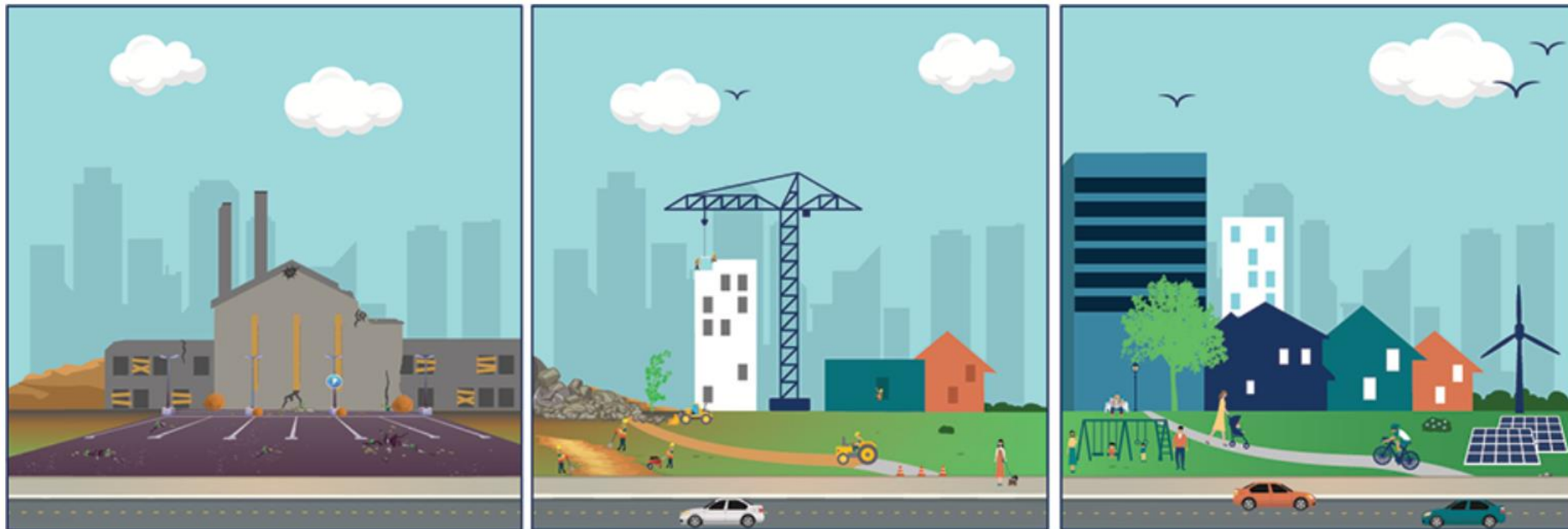
Christina Barnes & Elyse Salinas
*EPA HQ, Office of Brownfields
& Land Revitalization*



EPA Supports Community Efforts to Revitalize Brownfields

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

To learn about EPA's broader efforts to put previously contaminated properties back into productive use, read about our [Land Revitalization Program](#).



FY26 Brownfields Multipurpose, Assessment, and Cleanup Grant Offerings

Amounts are
subject to change

Grant Type	Maximum Project Period	Maximum Amount Per Grant	Estimated # of Awards	Total Per Grant Type	
				Infrastructure Investment and Jobs Act Funds	Regular Appropriated Funds
Multipurpose	5 years	\$1,000,000	20	\$20,000,000	
Assessment (CW)	4 years	\$500,000	70	\$35,000,000	
Assessment Coalitions	4 years	\$1,500,000	39		\$58,700,000
Assessment (State/Tribal Level)	5 years	\$2,000,000	18	\$35,000,000	
Cleanup	4 years	\$500,000	10	\$5,000,000	
Cleanup	4 years	\$4,000,000	26	\$102,000,000	
			183	\$197,000,000	\$58,700,000
				\$255,700,000	

NO COST SHARE



Commonly Used Acronyms

AAI	All Appropriate Inquiry	ILO	Innocent Landowner
ABCA	Analysis of Brownfields Cleanup Alternatives	IR	Intergovernmental Review
ACRES	Assessment, Cleanup and Redevelopment Exchange System	MARC	Multipurpose, Assessment, RLF, and Cleanup
AOR	Authorized Organization Representative	MOA	Memorandum of Agreement
ASAP	Automated Standard Application for Payments	NHPA	National Historic Preservation Act
BABA	Build America, Buy America Act	NOFO	Notice of Funding Opportunity
BFPP	Bona Fide Prospective Purchaser	NPL	National Priority List
CAR	Cooperative Agreement Recipient	OBLR	Office of Brownfields & Land Revitalization
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act	PO	Project Officer (or Project Manager)
CFR	Code of Federal Regulations	POC	Point of Contact
CIP	Community Involvement Plan	PRP	Potential Responsible Parties
COA	Closeout Agreement (for RLF Grants)	QEP	Qualified Environmental Professional
CWAGST	Community-wide Assessment Grants for States & Tribes	RCRA	Resource Conservation and Recovery Act
DBA	Davis-Bacon Act	RFA	Request for Application
DUNS	Data Universal Numbering System	RLF	Revolving Loan Fund
EPA	Environmental Protection Agency	SAM	System for Award Management
FAQ	Frequently Asked Question	STRP	State and Tribal Response Program
FON	Funding Opportunity Number	TAB	Technical Assistance to Brownfields
FY	Fiscal Year	UEI	Unique Entity Identifier
IC	Institutional Control	USC	United States Code
IJA	Infrastructure Investment and Jobs Act	UST	Underground Storage Tank
		VCP	Voluntary Cleanup Program

Application Guidelines & Guidance Resources



MARC Grant Application Resources – “Open Solicitations”

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

A screenshot of the EPA website's "Brownfields Grants and Funding" page. The page has a navigation menu on the left with options: "About", "Grants and Funding" (selected), "Types of Funding", "Brownfields Job Training Grants", "Revolving Loan Fund (RLF) Grants", and "MARC Grant Application Resources". The main content area is titled "Multipurpose, Assessment, RLF, and Cleanup (MARC) Grant Application Resources" and lists four bullet points: "FY26 Multipurpose, Assessment, and Cleanup Grant Competitions", "General Program Resources", "Open Solicitations" (highlighted in yellow), and "Closed Solicitations". Below the list, there is a paragraph of text about the grants and a link to a PDF document titled "Tipos de financiación con subvenciones para terrenos baldíos de la EPA (pdf)".

Applicants interested in **applying for more than one grant type in FY 2026**, review the [FY26 Eligibility Chart for Multiple Applications](#) to determine which other grants are available to you.

If you currently have an EPA Brownfields Grant and are interested in applying for an FY 2026 grant, review the [FY26 Eligibility Chart for Existing Grant Recipients](#) (p.2 of PDF) to determine which other grants are available to you.



Eligible Entities for Cleanup Grants

- General Purpose Unit of Local Government.
- Quasi Governmental Entities.
- Regional Council established under governmental authority.
- Group of General Purpose Units of Local Government established under Federal, State or local law (e.g., councils of governments) to function as a single legal entity with authority to enter into binding agreements with the Federal Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.*
- Federally recognized Indian tribe other than in Alaska.
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and the Metlakatla Indian Community.
- Nonprofit organization described in section 501(c)(3) of the Internal Revenue Code.
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.
- **Cleanup only:** Other nonprofit organizations consistent with the definition of Nonprofit organization at 2 CFR § 200.1.

See the full list
of eligible
entities in
Section 2.A.

*Includes D.C, Puerto Rico, Guam, American Samoa, U.S. Virgin Islands, Northern Marianas, and any other U.S. Territory

Individuals, for-profit organizations, and organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby the Federal Government are ineligible to receive Brownfields Grants.

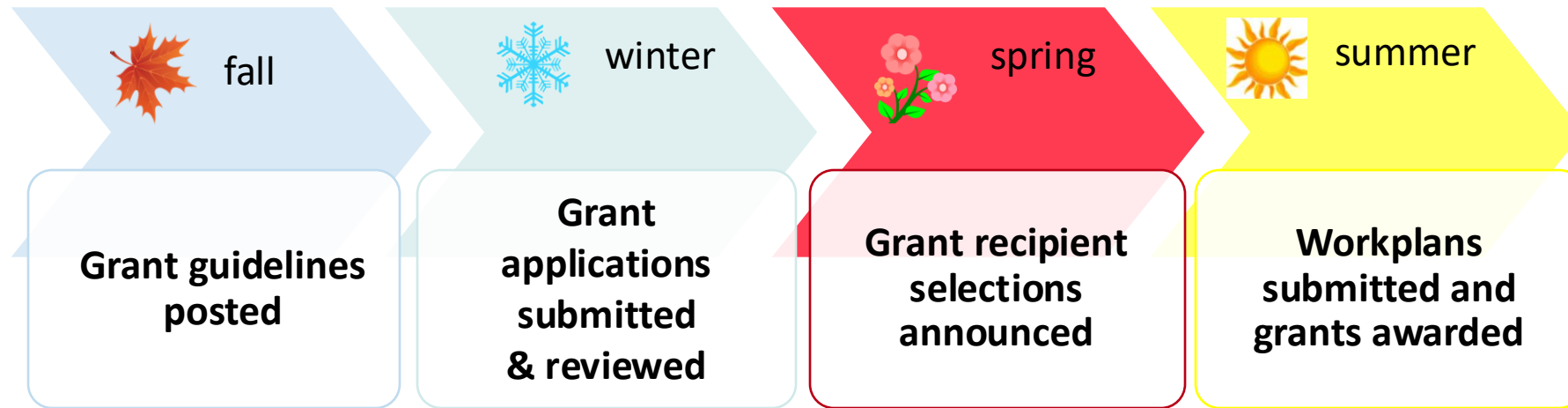


Cleanup Grants

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



Anticipated FY26 Competition Timeline



- ❖ **January 28, 2026: Application submission deadline**
- ❖ June 2026: Selections announced
- ❖ June – September 2026: Workplans and grant paperwork finalized
- ❖ September – October 2026: Grants awarded/funds become available

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



Overview of What to Prepare

■ Application Information Sheet (Section 4.B.)

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

Excess information will be removed/redacted and not reviewed.

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

■ Required Attachments (Sections 2.B. Threshold and 4.C. Narrative Criteria)

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

■ Narrative (Section 4.C.)

- 10 pages, single-spaced for Cleanup Grant applications.

Excess pages will be removed/redacted and not reviewed.

Refer to the Application Submission Checklist in Section 4.A. of the Guidelines
(also available at MARC Grant Application Resources page linked above)



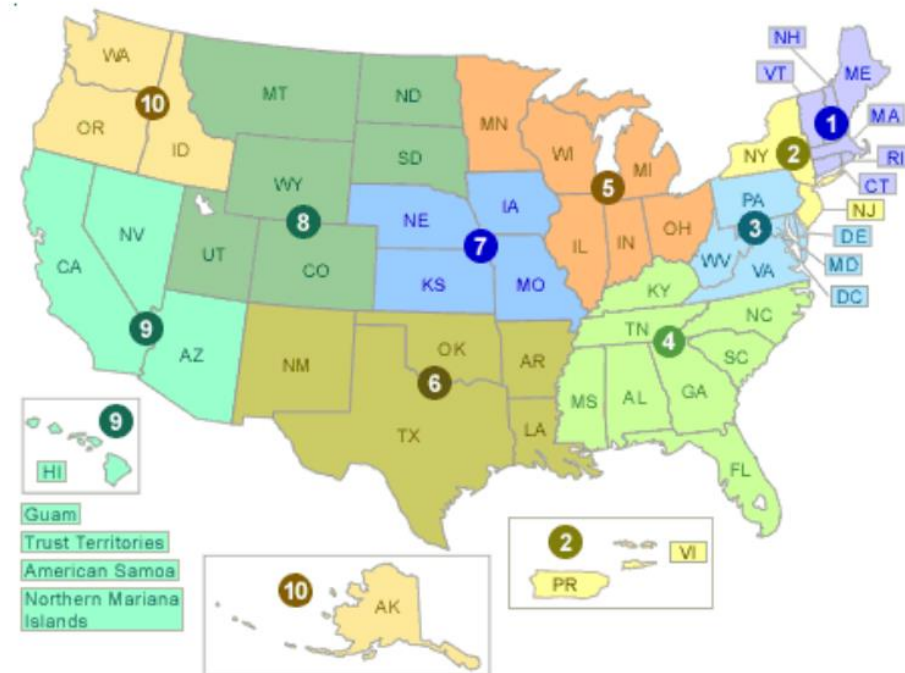
Tips for Writing the Narrative

- Read the entire Guidelines for the grant type for which you're applying.
- Write as though the reader knows **NOTHING** about your community.
- Avoid using acronyms and technical/organizational jargon.
- Respond to the criterion where asked.
- Number pages and enumerate/identify the criterion.
- **Address ALL criteria. If a criterion, or part of a criterion, doesn't apply, state that and explain why.**
- The **quality** of the response is extremely important (see Review Criteria in Section 6.B.).
- Organize attachments, for example:
 - Attachment A: Threshold Criteria
 - Attachment B: Cleanup Grant Leveraging Commitment(s)
- Use the Application Checklist in Section 4.A. Interactive checklist also available on the [MARC Application Resources webpage](#). *Do not submit the checklist with your application*
- Readability is important! Advise 1" margins; 12 pts font; Times New Roman/Arial/Calibri font.

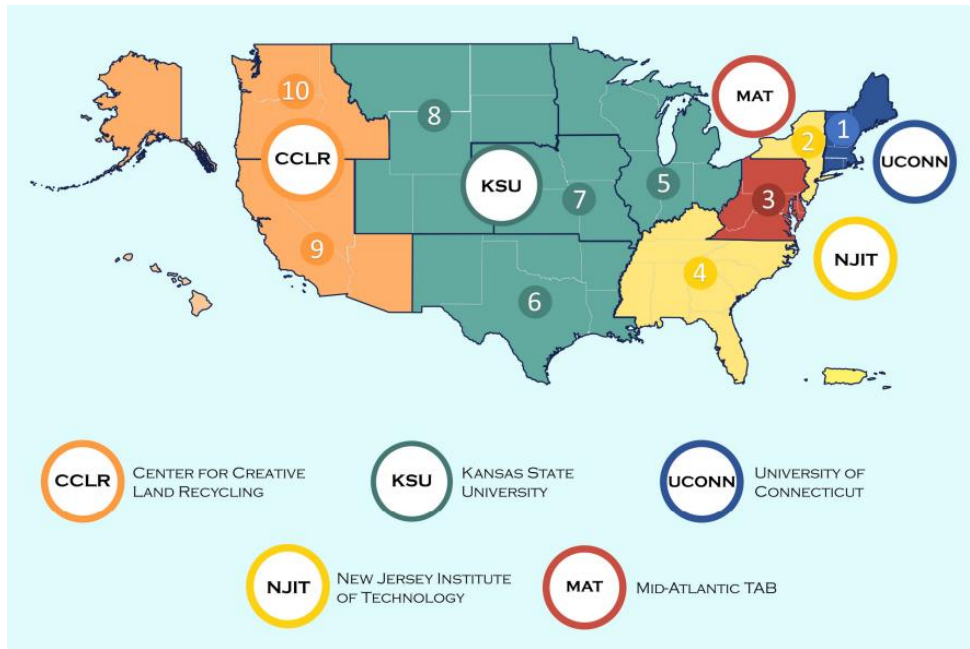


Application Writing Resources

- **Office of Brownfields & Land Revitalization Website**
 - [FY26 Summary of Brownfields Guidelines Changes](#)
 - [Frequently Asked Questions](#)
 - [Brownfields Program Factsheets](#)
 - ❑ Area-wide Planning and other eligible planning activities (for Assessment & Multipurpose Grants)
 - ❑ Health monitoring activities
 - ❑ Social distance engagement ideas
 - ❑ Renewable energy & energy efficient approaches in brownfields redevelopment
- **[Contact](#) your Regional EPA Reps for Upcoming Events**



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



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

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

Upcoming TAB Webinars on EPA Brownfield Grants

UCONN: [Fall Webinar Series](#)

NJIT: [News and events page](#)

MAT: State-specific webinars on FY26 Brownfields Grants

DE: [12/11/25 @ 2 pm ET](#) | MD: [12/16/25 @ 1 pm ET](#) | VA & DC:

[12/17/25 @ 10 am ET](#) | WV: [12/18/25 @ 10 am ET](#) | PA:

[12/18/25 @ 1 pm ET](#)

KSU: [Upcoming KSU TAB grant writing webinars](#)

[FY26 MAC Application Webinar 12/17/25 @ 1:30 pm CT](#)

CCLR: [Navigating FY26 Brownfield Grants 12/11/25 @ 11 am PT](#)

 **TAB**
The Technical Assistance to Brownfields

E-Tools | [About TAB EZ](#) | Resources

Login

TAB EZ <https://www.ksutab.org/e-tools/tab-ez>

This free online tool helps streamline and simplify the grant writing process when applying for EPA Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup (MARC) grants.

[Get Started Now](#)

1 Accessing TAB EZ

Create an account and log in to access completed and in-process grant templates or to create a new application. TAB EZ is free, secure, and user-friendly. Once logged in, click on 'Create New Grant Application' above or 'Get Started Now' below.

2 Template Configuration

You will be guided through a grant configuration process that generates a template appropriate for your application type: EPA Brownfields Multipurpose, Community-wide Assessment, Coalition Assessment, Community-Wide Assessment for States and Tribes, Revolving Loan Fund (RLF), and Cleanup grants (MARC).

3 Content Sections

The TAB EZ framework creates templates following the EPA grant guidelines. Section links on the left-hand side of the template will guide you through each grant section's criteria. Be sure to complete content for each section and save frequently. Some content may be auto-populated for convenience and ease of editing. Be sure to review all sections for accuracy. Refer to the TAB EZ tutorial (quick link on the right) for additional guidance.

4 Export and Polish for Submission

TAB EZ does not currently support submission from within the system. Instead, grant templates can be exported to Word as a .DOC file for final edits, formatting, and packaging. Follow the formatting guidelines and page limitations outlined in Section 4.A of the grant guidelines.

Quick Links

- TAB EZ Tutorial (coming soon)
- TAB EZ Instructional Video (coming soon)
- EPA MARC Grant Guidelines
- EPA MARC Grant FAQs
- Grants.gov Submission Checklist (coming soon)
- Quick Links: Grant Data Research
- Sample Grant Applications

TAB EZ will be updated with FY26 guidelines by Monday 8 Dec 2026.

Learn More [HERE](#)

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

University of Connecticut

Serves EPA Region 1

Uconn-tab@uconn.edu

New Jersey Institute of Technology (NJIT)

Serves EPA Region 2 & Region 4

Tab@njit.edu

Mid-Atlantic TAB

Serves EPA Region 3

vvutab@mail.wvu.edu

Kansas State University (KSU)

Serves EPA Regions 5, 6, 7, and 8

Scott Nightingale

Scottnight@ksu.edu



Center for Creative Land Recycling (CCLR)

Serves EPA Regions 9 and 10

Devyn Rainwater

Devyn.rainwater@cclr.org



Reminders for Submitting Your Application Package

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

- ❖ EPA encourages applicants to **submit the application package early** in Grants.gov.
- ❖ You **MUST** have an active www.sam.gov AND www.grants.gov account and associated Unique Entity Identifier (UEI) to apply. **Register or make sure accounts are active NOW!**
- ❖ In addition to the **Narrative responses**, the application package includes **required Federal Forms**, your **Application Information Sheet**, and required attachments with your **Threshold responses**. Refer to the **Application Submission Checklist in Section 4.A. of the Guidelines** and **on the MARC Grant Application Resources webpage**.
- ❖ **Contact the www.grants.gov Help Desk at 1-800-518-4726** for assistance. Make sure to get a case number.



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

[Tips for Submitting Brownfields
Grant Applications Through
\[www.grants.gov\]\(http://www.grants.gov\)](#)



Questions & Progress Check



This presentation:

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

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

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



Changes to the Guidelines

NEW

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

For a complete list of changes, please review the
“Summary of FY26 Brownfields Multipurpose, Assessment, and Cleanup Grant Guidelines Changes”
available at
www.epa.gov/brownfields/marc-grant-application-resources

FY26 Summary of the Multipurpose, Assessment, and Cleanup (MAC) Grant Guidelines Changes (as of 11/20/25)

EPA prepared this Summary of Changes document to assist prospective applicants with preparing Brownfields Multipurpose, Assessment, and Cleanup Grant applications. **Please review the FY26 Application Guidelines** (also referred to as Notice of Funding Opportunity (NOFO) or the solicitation) **when preparing your application**. If the information in the Summary of Changes differs from information in the statute, regulation, or the Guidelines, then the statute, regulation, or the Guidelines will take precedence.

If you are interested in **applying for more than one grant type in FY26**, review the [FY26 Eligibility Chart for Multiple Applications](#) (see p.1) to determine which other grants are available to you.

If you currently have an EPA Brownfields Grant and are interested in applying for an FY26 grant, review the [FY26 Eligibility Chart for Existing Grant Recipients](#) (see p.2) to determine which other grants are available to you.

A solicitation for new Revolving Loan Fund Grants will not be issued in FY26.

[Changes to All Grant Types](#)

[Changes to the Multipurpose Grant Guidelines](#)

[Changes to the Community-wide Assessment Grant Guidelines](#)

[Changes to the Assessment Coalition Grant Guidelines](#)

[Changes to the Community-wide Assessment Grants for States and Tribes Guidelines](#)

[Changes to the Cleanup Grant Guidelines](#)

CHANGES TO THE MULTIPURPOSE, ASSESSMENT, AND CLEANUP GRANT GUIDELINES		
Topic	Most Recent Multipurpose, Assessment, and Cleanup Grant Guidelines	FY26 Multipurpose, Assessment, and Cleanup Grant Guidelines
General Information		
New NOFO Template		EPA is now using the streamlined NOFO template, in line with the 2024 Uniform Grants Guidance updates. Information has been rearranged into different sections. The new sections for applicant eligibility, the submission checklist, the Applicant Information Sheet, threshold criteria, narrative criteria, review criteria, and submission requirements are identified below. Please review the FY26 guidelines for details.



Narrative Criteria

Your application will be ranked
ONLY IF YOU PASS THRESHOLD

	Cleanup
Project Area Description and Plans For Revitalization	55 pts
Community Need and Community Engagement	35 pts
Task Description, Cost Estimates, & Measuring Success	55 pts
Programmatic Capability and Past Performance	30 pts
Total	175 pts

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

**Review your responses to the Narrative Criteria in
Section 4.C. against the Review Criteria in Section 6.B.**



1. Project Area Description & Plans for Revitalization – Overview

Here is:

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



1. Project Area Description & Plans for Revitalization

Target Area and Brownfields

1.a. Overview of Brownfield Challenges and Description of Target Area

- Discuss the brownfield challenges and their impacts.
- Briefly explain how this grant may help address those challenges.
- Describe the specific area (or areas) where grant activities will be performed.

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

Clarity of the target area description will be scored.



1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont'd)

1.b. Description of the Proposed Brownfield Site(s)

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



1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area

1.c. Reuse Strategy and Alignment with Revitalization Plans

- Describe:
 - The reuse strategy or projected reuse for the proposed site(s).
 - How it aligns with and advances local government's land use and revitalization plans or related community priorities.
 - If applicable, it considers the site's location in a federally designated flood plain.
 - How the public and project partners were meaningfully involved in developing the reuse strategy/projected reuse.



1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area (cont'd)

1.d. Outcomes and Benefits of Reuse Strategy

- Describe how the project or revitalization plans may stimulate economic development and/or facilitate non-economic benefits (e.g., creation of a park or recreational property).
- Describe how the proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.

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

- If applicable, describe how the reuse of the proposed site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.

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



1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

1.e. Resources Needed for Site Characterization

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

1.f. Resources Needed for Site Remediation

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

1.g. Resources Needed for Site Reuse

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

Name of Resource	Is the Resource for (1.e.) Assessment, (1.f.) Remediation, or (1.g.) Reuse Activities?	Is the Resource Secured or Unsecured?	Additional Details or Information About the Resource
Add rows as needed			

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



1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

1.h. Use of Existing Infrastructure

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

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



Questions & Progress Check



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2. Community Need & Engagement – Overview

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



2. Community Need & Engagement

Community Need

Applicants are encouraged to include data in the Narrative to help characterize and describe the target area(s) and their community(ies). Data can come from geospatial mapping tools and other sources (e.g., studies, census, and third-party reports).

See [FAQ C.13.](#) for more information on available tools to find demographic information about your community.

2.a. The Community's Need for Funding

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

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



2. Community Need & Engagement

Community Need (cont'd)

2.b. Health or Welfare of Sensitive Populations

- Identify **sensitive populations** in the target area(s) and describe their health or welfare issues.
- Discuss how this grant and reuse strategy/site reuse(s) will address those issues and/or help identify and reduce related threats.

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

2.c. Greater Than Normal Incidence of Disease and Adverse Health Conditions

- Describe how this grant and reuse strategy/site reuse(s) will address, or help identify and reduce, threats to populations with a **greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects)** that may be associated with the brownfield sites.

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



2. Community Need & Engagement

Community Need (cont'd)

2.d. Economically Impoverished/Disproportionately Impacted Populations

- Describe how the grant and reuse strategy/projected reuse(s) will address, or help identify and reduce, threats to populations that are economically impoverished and/or disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.



2. Community Need & Engagement

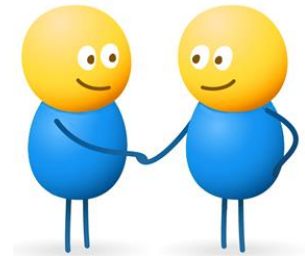
Community Engagement

2.e. Project Involvement

- Identify the local organizations/entities/groups (i.e., project partners) that will assist with the project.

2.f. Project Roles

- Describe:
 - The role each identified partner will play in the project.
 - How partners will be meaningfully involved in decision-making for cleanup and future reuse of the brownfield sites.



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

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

Involve different types of partners

Involve partners that are relevant to your project plans

Do NOT include letters of support





- Discuss plan for communicating progress to:
 - the local community
 - residents/groups directly affected by the project work
 - project partners
- Include:
 - the frequency of communication
 - the communication method(s) (including an alternative to in-person community engagement)
 - how you will meaningfully solicit, consider, and respond to community input



Questions & Progress Check



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 - ☐ Programmatic Capability & Past Performance
- ☒ **Wrap-up & Contact Information**

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3. Tasks, Costs, & Measuring Progress – Overview

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

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



3. Tasks, Costs, & Measuring Progress

Reminders:

- *Local government applicants* may use up to 10% of the total grant award for health monitoring activities.
- Administrative costs (direct costs and indirect costs) **may not** exceed 5% of the total award amount.
- No 20% cost share in FY26 because awards will be made with Infrastructure Investment and Jobs Act funds.

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

Do NOT include a cost share.



3. Tasks, Costs, & Measuring Progress

3.a. Proposed Cleanup Plan

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

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

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



3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs

3.b. Project Implementation

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

b. Project Implementation

- c. Anticipated Project Schedule
- d. Task/Activity Lead
- e. Outputs

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

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

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

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



3. Tasks, Costs, & Measuring Progress

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

3.b. Project Implementation (cont'd)

Typical eligible tasks/activities may include:

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

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



3. Tasks, Costs, & Measuring Progress

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

3.c. Anticipated Project Schedule

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

Applicants may include pre-award costs incurred up to 90 days before award. See [FAQ G.8.](#) for more on pre-award costs.

- b. Project Implementation
- c. **Anticipated Project Schedule**
- d. Task/Activity Lead
- e. Outputs

3.d. Task/Activity Lead

- Identify the lead entity overseeing each task.
- If not the applicant, explain why the lead entity(ies) is appropriate.

Remember, the local health agency must be involved in health monitoring activities.
See EPA's [Health Monitoring Fact Sheet](#) for more information.

- b. Project Implementation
- c. Anticipated Project Schedule
- d. **Task/Activity Lead**
- e. Outputs



3. Tasks, Costs, & Measuring Progress

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

3.e. Outputs

- b. Project Implementation
- c. Anticipated Project Schedule
- d. Task/Activity Lead
- e. **Outputs**

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

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

**Optional: use table
to present responses**

Task/Activity:
b. Project Implementation: <ul style="list-style-type: none">▪ EPA-funded tasks/activities:▪ Non-EPA grant resources needed to carry out task/activity, if applicable:
c. Anticipated Project Schedule:
d. Task/Activity Lead:
e. Output:



3. Tasks, Costs, & Measuring Progress

3.f. Cost Estimates

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

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

Cost estimates may come from a Phase II report.



3. Tasks, Costs, & Measuring Progress

3.f. Cost Estimates (cont'd)

Take note of the Review Criteria in
Section 6.B. of the Guidelines

EPA will evaluate:

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

Responses will be evaluated less favorably if:

- Administrative costs exceed 5% of the total EPA-requested funds.
- Cost estimates are not reasonable or realistic to implement the project/grant.



3. Tasks, Costs, & Measuring Progress

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

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

Cost Estimates – EXAMPLES

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

Cleanup Grant Application Budget EXAMPLE

Label Tasks

Includes up to 5% for administrative costs

No cost share requirement!

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

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

Subawards, participant support costs, and conference registration fees belong on separate lines in Other category

Must match SF-424 and SF-424A

Can charge up to 5% of the total award amount for administrative costs (direct costs for grant administration + indirect costs). Costs must be classified as direct or indirect consistently and may not classify the same cost in both categories.

Cleanup Grant Application Budget EXAMPLE

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

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

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

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

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

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

3. Tasks, Costs, & Measuring Progress

3.g. 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, project results, and eventual outcomes.

Tracking tools to consider

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

Tracking your accomplishments – big picture

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

Questions & Progress Check



This presentation:

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

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

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



4. Programmatic Capability & Past Performance

– Overview

Applicants should:

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

Adhere to the total page limits:

❖ **10 pages for Cleanup Grant applications**



4. Programmatic Capability & Past Performance

Programmatic Capability

4.a. Organizational Structure

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

4.b. Description of Key Staff

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



4.c. Acquiring Additional Resources

- Discuss your system(s) and/or procedure(s) to acquire additional expertise and resources.

If a contractor or subrecipient was selected without complying with applicable requirements in Section 2.B.(15). *Contractors and Named Subrecipients*, the response to 4.c. will be evaluated less favorably.

4. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

4.d. Applicants who **currently have/previously received a Brownfields Grant**

– OR –

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

– OR –

4.f. Applicants who have **never received** federal or non-federal financial assistance agreements
(This category applies if your organization recently received a financial assistance agreement, but has not had an opportunity to demonstrate compliance with requirements.)



4. Programmatic Capability & Past Performance

Accomplishments & Compliance with Grant Requirements

4.d. Past/present Brownfield Grant recipients:

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

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



4. Programmatic Capability & Past Performance

Purpose and Accomplishments & Compliance with Grant Requirements

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

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



4. Programmatic Capability & Past Performance

Affirmative Statement of Not Receiving Financial Assistance Agreements

4.f. Applicants who have never received federal or non-federal financial assistance agreements:

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

Will receive a neutral score

Respond to the correct *Past Performance & Accomplishments* criterion



Questions & Progress Check



For questions, please reach out to your Regional Brownfields Contact listed at the end of this presentation (also in Section 1.E. of the Guidelines).



This presentation:

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 - ☐ NEXT: Programmatic Capability & Past Performance
- ☒ NEXT: Wrap-up & Contact Information

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



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Thanks for Joining Us!!

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

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



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