

# EPA REGION I FY26 BROWNFIELDS GRANT GUIDELINES

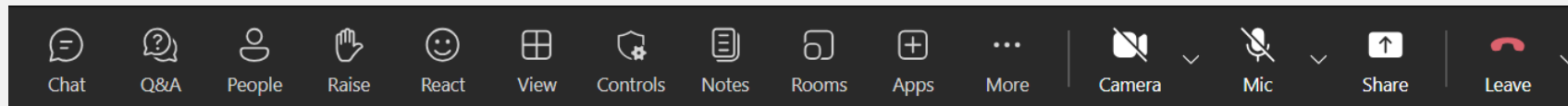
## Cleanup Grant Webinar

Wednesday, December 10 | 10 am – 12pm



# MICROSOFT TEAMS WEBINAR TIPS

Make sure your **camera is off**.



Click on the **“Q&A”** icon and enter your questions for the moderator to respond.



Make sure **you are muted**.

## USE OF ARTIFICIAL INTELLIGENCE (AI)

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## PURPOSE OF THIS WEBINAR

- FY26 Brownfields **Cleanup Grant** Guidelines
  - Grant Information
  - Eligibility and Threshold Criteria
  - Narrative Criteria
  - Application Information Sheet
  - Submission Requirements and Deadlines
  - Additional Resources
  - Question and Answer

Should any information provided in the following slides or by the presenters differ from the Guidelines, **the language written in the Guidelines shall prevail.**

SECTION I  
**BASIC INFORMATION**

## DESCRIPTION OF GRANT

**Cleanup grants** support cleanup activities at a specific site or multiple sites **owned** by the applicant. An applicant may only submit **ONE** Cleanup Grant application in the FY26 competition cycle.

### Quick Information:

- Awards in two categories: up to **\$500,000** and **\$500,001 to \$4,000,000**.
- Address a **single site** or **multiple sites**.
- Period of performance is **4 years**.

If you were previously awarded an EPA Cleanup Grant for your site(s), you **CANNOT** request additional funding.



## SECTION 2

# **ELIGIBILITY**

# THRESHOLD CRITERIA

All Threshold Criteria are pass/fail.

**Responses must be included as an attachment to your narrative.**



- You **MUST** respond to all criteria. Failure to do so will result in elimination from the competition.\*
- You **MUST** pass these criteria to move forward in the competition.

\*EPA may seek clarification of a response.



# THRESHOLD CRITERIA



Applicant Eligibility



Previously Awarded Cleanup Grants



Expenditure of Existing Multipurpose Grant Funds



Site Ownership



Basic Site Information



Status and History of Contamination at the Site



Brownfield Site Definition



Environmental Assessment Required for Cleanup Grant Applications



Site Characterization



Enforcement or Other Actions



Sites Requiring a Property-Specific Determination



Threshold Criteria Related to CERCLA /Petroleum Liability



Cleanup Authority and Oversight Structure



Community Notification



Contractors and Named Subrecipients

**IF YOU HAVE MULTIPLE SITES,  
YOU MUST INCLUDE THIS  
INFORMATION FOR EACH SITE.**



# THRESHOLD CRITERIA

## I. APPLICANT ELIGIBILITY

### **Cities, Counties, Tribes & States**

- Affirm that your organization is eligible for funding.

### **Other Governmental Entities**

- Attach documentation of your eligibility (resolutions, statutes, etc.).

### **Non-profits - 501(c)(3), LLCs comprised of 501(c)(3)'s, & LLPs comprised of 501(c)(3)'s**

- Attach documentation demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

### **Non-profits **NOT** exempt from taxation under 501(c)(3)**

- Submit other forms of documentation of non-profit status such as certification of incorporation as non-profit under state or tribal law.

### **Community Development Entities**

- Attach documentation certifying your organization's status.

## THRESHOLD CRITERIA

### I. APPLICANT ELIGIBILITY

#### **\*For All Applicants\***

**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.

## THRESHOLD CRITERIA

### 2. PREVIOUSLY AWARDED CLEANUP GRANTS

Applicants that were previously awarded a Brownfields Cleanup Grant for a site **may not** request an additional Cleanup Grant for the same site(s).

**Affirm that the proposed site(s) has not received a previous EPA Cleanup Grant.**



## THRESHOLD CRITERIA

### 3. EXPENDITURE OF EXISTING MULTIPURPOSE GRANT FUNDS

#### Current EPA Brownfields Multipurpose Grant recipients must:



Demonstrate that payment has been received from EPA (drawn down) and **drawn down funds have been dispersed** for at least **70.00%** of funds of the Multipurpose cooperative agreement you have with EPA by **October 1, 2025**, to apply for additional Cleanup Grant funding.

Attach a copy of a financial record displaying the amount of funds drawn down (ASAP or general ledger entries).

Talk to your Project Officer or **Lorraine Byrne** ([Byrne.Lorraine@epa.gov](mailto:Byrne.Lorraine@epa.gov)) if you have any questions and/or need to verify your drawdowns.

**Applicants must affirm they do not have an EPA Brownfields Multipurpose Grant.**

IF YOU ARE APPLYING FOR MULTIPLE  
SITES, THRESHOLD CRITERIA  
RESPONSES MUST INCLUDE  
RESPONSES TO ITEMS 4 – 13  
**FOR EACH SITE.**



## THRESHOLD CRITERIA

### 4. SITE OWNERSHIP

Identify the current owner of the site (if you are not the current owner, the date you plan to acquire ownership of the site).

- You must be the **sole owner** of the site(s) by **January 28, 2026**.
- The term “**own**” means fee simple title through a legal document, such as a recorded deed, unless EPA approves a different ownership agreement such as a nominee agreement or a 99-year lease.
- You must retain ownership of the site while grant funds are being disbursed for the cleanup of the site.



**Affirm that you own or will own the site(s) by January 28, 2026.**



## THRESHOLD CRITERIA

### 5. BASIC SITE INFORMATION

#### Identify for your site(s):

- The **name** of the site(s), and
- The **address** of the site(s), including zip code.



# THRESHOLD CRITERIA

## 6. STATUS & HISTORY OF CONTAMINATION AT THE SITE

### Identify for your site(s):

- a. Hazardous substances and/or petroleum contamination;
- b. Operational history and current use(s);
- c. Known environmental concerns; and
- d. How the site(s) became contaminated and the nature and extent of the contamination.



## THRESHOLD CRITERIA

### 7. BROWNFIELDS SITE DEFINITION

**Affirm** that your site is:

- **NOT** listed or proposed for listing on the National Priorities List (Superfund Site);
- **NOT** subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA; and
- **NOT** subject to jurisdiction, custody, or control of the U.S. government.



## THRESHOLD CRITERIA

### 8. ENVIRONMENTAL ASSESSMENT REQUIRED FOR CLEANUP GRANT APPLICATIONS

A written **ASTM E1903-19** or equivalent Phase II report (draft is ok) **must be completed prior** to application submission and date of report must be provided.

- Describe the type of environmental assessments conducted at your site(s).
- Equivalent reports include site investigations or remedial action plans developed for state cleanup programs.
- Provide the date of the Phase II or equivalent report.



**Do not attach assessment reports.**

## BREAK FOR THRESHOLD QUESTIONS

Please note that you will need to respond to  
all threshold criteria.

## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION



**Only provide responses to the section(s) that pertain to your circumstance.**

- a. For an applicant that is a State or Tribal Environmental Authority
- b. For an applicant other than a State or Tribal Environmental Authority that is proposing a site(s) that is eligible to be enrolled in a voluntary response program
- c. For an applicant other than a State or Tribal Environmental Authority that is proposing a site(s) that is not eligible to be enrolled in a voluntary response program or State or Tribal equivalent oversight program

## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION

#### **a. For an applicant that IS a State or Tribal Environmental Authority**

The letter from the State/Tribal Environmental Authority must clearly indicate that the information is for the **FY26 Cleanup Grant** application and **NOT** a previously submitted application.

EPA is providing an optional letter template for the State or Tribal Environmental Authority to use. See [MARC Grant Application Resources Page](#).

## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION

#### a. For an applicant that **IS** a State or Tribal Environmental Authority

- Include a statement affirming that there is a sufficient level of site characterization from the environmental site assessment performed to date for the remediation work to begin on the site(s).
- Alternatively, if additional assessment is needed to sufficiently characterize the site(s) for the remediation work to begin, include a statement to that effect. Additionally, affirm that there will be a sufficient level of site characterization from the environmental site assessment performed **by June 15, 2026**, for the remediation work to begin on the site(s).



## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION

**\*NEW\***

Applicants are encouraged to request the letter from the appropriate State or Tribal Environmental Authority **as early as possible**.

**HOWEVER**, if the appropriate authority cannot provide the letter by the deadline, the applicant may attach proof (i.e., a dated copy of the email) that the letter was requested. Letters must be provided to EPA by

**February 27, 2026.**

## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION

**b. For an applicant other than a State or Tribal Environmental Authority that is proposing a site(s) that is eligible to be enrolled in a voluntary response program**

Attach a **CURRENT** letter from the appropriate State or Tribal Environmental Authority that:

- i. **Affirms** that the site(s) is eligible to be enrolled in the state or tribal voluntary response program.
- ii. **Indicates** whether the site(s) is enrolled, or intends to be enrolled, in the state or tribal voluntary response program.
- iii. **Indicates** that there is a sufficient level of site characterization from the environmental site assessment performed to date for the remediation work to begin on the site(s); **or**  
Indicates that additional assessment is needed to sufficiently characterize the site(s) for the remediation work to begin; and affirms that there will be a sufficient level of site characterization from the environmental site assessment performed by **June 15, 2026**, for the remediation work to begin on the site(s).

**The letter must clearly indicate that the information is for the FY26 Cleanup Grant application and not a previously submitted application.**

## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION

c. For an applicant **other than a State or Tribal Environmental Authority** that is proposing a site(s) that is not eligible to be enrolled in a voluntary response program or State or Tribal equivalent oversight program (e.g., sites contaminated with hazardous building material)

i. **Attach** a current letter from the appropriate State or Tribal Environmental Authority that explains why the site(s) is not eligible to be enrolled. The letter must clearly indicate that the information is for the FY26 Cleanup Grant application and not a previously submitted application.

ii. Additionally, **state** in response to this threshold criterion whether an Environmental Professional (as defined in [40 CFR § 312.10](#)) has certified that there is a sufficient level of site characterization from the environmental site assessment performed to date for the remediation work to begin on the site(s); **OR** Indicates that additional assessment is needed to sufficiently characterize the site(s) for the remediation work to begin; and affirms that there will be a sufficient level of site characterization from the environmental site assessment performed by **June 15, 2026**, for the remediation work to begin on the site(s).

## THRESHOLD CRITERIA

### 9. SITE CHARACTERIZATION

Applicants selected for funding that indicate that additional assessment is needed to sufficiently characterize the site(s) must provide EPA with information that demonstrates compliance with this requirement by **June 15, 2026**.



If sections b. or c. pertain to you, you need to receive only **ONE** letter from your State or Tribal Environmental Authority acknowledging the requirements of both circumstances.

## THRESHOLD CRITERIA

### 10. ENFORCEMENT OR OTHER ACTIONS

- **Identify** any ongoing or anticipated environmental enforcement actions on your site(s).
- **Provide** information on any inquiries or orders from federal, state or local government entities, including any liens.
- Information you provide may be verified and EPA may conduct an independent review of your responsibility for the contamination at the site(s) and site eligibility.



If none exist for the site, **affirm** that there are no known enforcement or other actions.

## THRESHOLD CRITERIA

### II. SITES REQUIRING A PROPERTY-SPECIFIC DETERMINATION

Certain types of sites require a property-specific determination to be eligible for Brownfields Grant funding. **If your site requires a property-specific determination, then you must attach the information requested in the [FY26 FAQs](#) (note, this does not count towards the 10-page Narrative limit).**

**A property-specific determination describes how cleaning up your site(s) will protect human health and the environment and either:**

- Promote economic development; or
- Enable the property to be used for parks, greenways, recreational or non-profit purposes.

If **not required**, affirm that the site(s) does not need a property-specific determination.

# THRESHOLD CRITERIA

## II. SITES REQUIRING A PROPERTY-SPECIFIC DETERMINATION

**Sites requiring a property-specific determination are usually:**

- Subject to planned or ongoing removal actions under CERCLA;
- Have been issued unilateral administrative orders, court orders, administrative orders on consent, judicial consent decrees or permits under RCRA, FWPCA, TSCA, or SDWA;
- Subject to RCRA corrective action (§3004(u) or §3008(h));
- Have submitted a RCRA closure notification or subject to closure requirements;
- Where a release of PCBs is subject to remediation under TSCA; and
- Receiving funds from the LUST Trust Fund.

# THRESHOLD CRITERIA

## 12. THRESHOLD CRITERIA RELATED TO CERCLA/PETROLEUM LIABILITY

This section is long and has many parts. Please pay attention and make sure you respond to **ALL CRITERIA** given your certain situation.



# THRESHOLD CRITERIA

## 12. THRESHOLD CRITERIA RELATED TO CERCLA/PETROLEUM LIABILITY

### Hazardous Substances

- Respond to section A



### Petroleum

- Respond to section B



### Co-mingled

- Respond to section A **OR** B



For co-mingled hazardous substances and petroleum, determine predominance and move forward with the dominant substance.

## THRESHOLD CRITERIA

### 12. THRESHOLD CRITERIA RELATED TO CERCLA/PETROLEUM LIABILITY

#### a. Property Ownership Eligibility – Hazardous Substances

You must respond to the **appropriate item**:

- Exemptions to CERCLA Liability; or
- Property is publicly owned and was acquired prior to January 11, 2002, and the applicant has not caused or contributed to a release or threatened release of hazardous substances at the property; or
- Landowner Protections from CERCLA Liability; or
- The site has hazardous building material(s) that is **NOT** released into the environment per CERCLA §§ 101(22) and 107(a).



**Only provide responses to the section that pertains to your circumstance.**

## THRESHOLD CRITERIA

### 12. EXEMPTIONS TO CERCLA LIABILITY

#### 1) Indian Tribes

- Tribes are considered exempt from CERCLA liability.
- To respond to this criterion, **you need to affirm** that you are an Indian tribe and are exempt from demonstrating that you meet the requirements of a CERCLA liability defense.

#### 2) Alaska Native Village Corporations & Alaska Native Regional Corporations

**\*Not applicable to New England.**

#### 3) Property Acquired Under Certain Circumstances by Units of State and Local Government

## THRESHOLD CRITERIA

### 12. EXEMPTIONS TO CERCLA LIABILITY

#### **3) Property Acquired Under Certain Circumstances by Units of State & Local Government**

You are exempt from CERCLA liability if you did not cause or contribute to contamination at the site and acquired the property as indicated below:

- Seizure or in connection with law enforcement activity;
- Bankruptcy;
- Tax delinquency; or
- Abandonment

## THRESHOLD CRITERIA

### 12. EXEMPTIONS TO CERCLA LIABILITY

#### 3) Property Acquired Under Certain Circumstances by Units of State & Local Government

**To respond to this criterion, you need to:**

- a) Describe in detail the circumstances (from the list prior) of the acquisition.
- b) Provide the date of the acquisition.
- c) Identify whether all disposal of hazardous substances occurred before you acquired the property.
- d) Affirm that you have not caused or contributed to any release of hazardous substances at the site.
- e) Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.

THRESHOLD CRITERIA  
12. EXCEPTIONS TO MEETING THE REQUIREMENTS FOR  
ASSERTING AN AFFIRMATIVE DEFENSE TO CERCLA LIABILITY

## I) Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002

State or local governments that acquired a property **prior to January 11, 2002** are eligible even if they do not qualify as a bona fide prospective purchaser, provided they did not cause or contribute to the contamination at the property.

### **Provide the following information:**

- a) Describe in detail the circumstances under which the property was acquired.
- b) Provide the date on which the property was acquired.
- c) Identify whether all disposal of hazardous substances at the site occurred before you acquired the property.
- d) Affirm that you have not caused or contributed to any release of hazardous substances at the site.
- e) Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.

## THRESHOLD CRITERIA

# 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

State, local governments, and non-profit organizations must show they are either a:

- **Bona Fide Prospective Purchaser (BFPP) \*MOST COMMON\***
- Contiguous Property Owner (CPO)
- Innocent Landowner (ILO)



**This is required if you do not qualify for one of the prior exemptions.**

## THRESHOLD CRITERIA

# 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### (I) Bona Fide Prospective Purchaser Liability Protection

Applicants that acquired the property **after** January 11, 2002

**To respond to this criterion, you need to provide the following information:**

- a) Information on the Property Acquisition.
- b) Pre-Purchase Inquiry.
- c) Timing and/or Contribution Toward Hazardous Substances Disposal.
- d) Post-Acquisition Uses.
- e) Continuing Obligations.



## THRESHOLD CRITERIA

# 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### **(I) Bona Fide Prospective Purchaser Liability Protection**

#### **(a) Information on the Property Acquisition**

- i. How you acquired (or will acquire) the property.
- ii. The date you acquired the property.
- iii. The nature of your ownership (fee simple title or other EPA-approved arrangement).
- iv. The name and identity of the party from whom you acquired the property.
- v. All familial, contractual, corporate, or financial relationships or affiliations you have or had with all prior owners or operators of the property.

## THRESHOLD CRITERIA

# I 2. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### (I) Bona Fide Prospective Purchaser Liability Protection

#### (b) Pre-Purchase Inquiry

- i. Describe the types of site assessments performed
  - **ASTM Phase I or AAI;**
  - The dates of each assessment; and
  - The entity the assessments were completed for.
- ii. Describe who performed the AAI or Phase I assessment and identify their qualifications to perform such work.
- iii. If your original Phase I or AAI assessment was performed **more than 180 days prior to your acquisition** of the property, affirm that you conducted the appropriate updates.

## THRESHOLD CRITERIA

# 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### (I) Bona Fide Prospective Purchaser Liability Protection

#### (c) Timing and/or Contribution Toward Hazardous Substances Disposal

- Identify whether all disposal of hazardous substances at the site occurred before you acquired the property **and** whether you caused or contributed to any release.
- **Affirm** that you have not arranged for the disposal of or have transported hazardous substances to the site.

## THRESHOLD CRITERIA

# 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### (I) Bona Fide Prospective Purchaser Liability Protection

#### (d) Post Acquisition Uses

Describe all uses of the property since you acquired ownership, including any uses by persons or entities other than you.

Provide a **timeline** with the:

- Names of all current and prior users during the time of your ownership;
- Dates of all uses;
- The details of each use, including the rights or other reason pursuant to which the use was claimed or taken (e.g., lease, license, trespass);
- Your relationship with all users.

**Alternatively, indicate if the property has been vacant since acquisition.**

# THRESHOLD CRITERIA

## 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### (I) Bona Fide Prospective Purchaser Liability Protection

#### (e) Continuing Obligations

**Describe** the reasonable steps you took with respect to hazardous substances found at the site to:

- i. Stop any continuing releases;
- ii. Prevent any threatened future release; and
- iii. Prevent or limit exposure to any previously released hazardous substance.

**Confirm** your commitment to:

- i. Comply with any land use restrictions and not impede the effectiveness or integrity of any institutional controls;
- ii. Assist and cooperate with those performing the cleanup and provide access to the property;
- iii. Comply with all information requests and administrative subpoenas that have or may be issued in connection with the property; and
- iv. Provide all legally required notices.

## THRESHOLD CRITERIA

# 12. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### Non-Publicly Owned Sites Acquired **Before January 11, 2002**

An applicant is eligible for a grant if it acquired a non-publicly owned site prior to **January 11, 2002**, if the applicant can demonstrate that they:

- Performed environmental due diligence that was customary at the time.
- Did not cause or contribute to the contamination at the site.



**To respond to this criterion, you need to provide ALL the requested information.**

# THRESHOLD CRITERIA

## I 2. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY

### Non-Publicly Owned Sites Acquired **Before January 11, 2002**

For applicants that are not public entities that acquired property prior to January 11, 2002, provide the information requested below:

- a) Describe the circumstances of property acquisition
- b) Provide the date of the acquisition
- c) Discuss the environmental due diligence you performed prior to acquiring the site and affirm it was customary at the time of acquisition
- d) Identify whether all disposal of hazardous substances at the site occurred before you acquired the site
- e) Affirm that you have not caused or contributed to any release of hazardous substances at the site
- f) Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site
- g) Describe **in detail** the reasonable steps that you took with respect to hazardous substances found at the site to:
  - i. Stop any continuing releases;
  - ii. Prevent any threatened future release; and
  - iii. Prevent or limit exposure to any previous releases.

## THRESHOLD CRITERIA

### 12. SITES WITH HAZARDOUS BUILDING MATERIAL THAT IS NOT RELEASED INTO THE ENVIRONMENT

If the brownfield site has a hazardous substance contained in the **building materials** (e.g., insulation, flooring, caulk, etc.) and the hazardous substance has not been released (and there is no threat of release) into the outdoor environment, then CERCLA § 107 liability may not apply. **The site may be eligible for funding, provided all other site eligibility requirements are met.**

If there has been a release or there is a threatened release of the hazardous substance(s) into the outdoor environment, review threshold criteria 12.a.i., 12.a.ii., and 12.a.iii. and only provide responses to the section that pertains to your circumstance.

**Affirm** that there has been no release and that there is no threat of release of the hazardous substance(s) from building materials into the outdoor environment based on the site conditions.



## THRESHOLD CRITERIA

### 12. PROPERTY OWNERSHIP ELIGIBILITY – PETROLEUM SITES

In addition to the basic Brownfield Grant eligibility criteria, eligibility for petroleum sites is determined by applying the criteria established in the statute: there can be **no viable responsible party**, the applicant **cannot be potentially liable** for cleaning up the site, and the site **must not** be subject to a RCRA corrective action order.

- You must submit the requested information to your State Brownfields Coordinator to make the petroleum determination.
- Attach the state's petroleum determination letter to your application.
- You must provide EPA with the date you submitted your request to the state to make the petroleum determination.

Tribal applicants must submit the information required for a petroleum site eligibility determination (listed below) as an attachment to your Narrative. EPA will make the petroleum site eligibility determinations for Tribes.

# THRESHOLD CRITERIA

## 12. PROPERTY OWNERSHIP

### ELIGIBILITY – PETROLEUM SITES

#### i. Information Required for a Petroleum Site Eligibility Determination:

- 1) Current and Immediate Past Owners
- 2) Acquisition of Site
- 3) No Responsible Party for the Clean Up of the Site
- 4) Cleaned Up by a Person Not Potentially Liable
- 5) Judgments, Orders, or Third-Party Suits
- 6) Subject to RCRA
- 7) Financial Viability of Responsible Parties



## THRESHOLD CRITERIA

### 12. INFORMATION REQUIRED FOR A **PETROLEUM** ELIGIBILITY DETERMINATION

- (1) Current and Immediate Past Owners: **Identify** the current and immediate past owner of the site. Alternatively, if one or more underground storage tanks (UST) are the source of the petroleum contamination, **identify** the current and immediate past owner of the UST(s). (For Cleanup Grants, the applicant must be the current owner).
- (2) Acquisition of Site: **Identify** when and by what method the current owner acquired the property (e.g., purchase, tax foreclosure, donation, eminent domain).



**Clarify that the liability for an underground storage tank is the owner of the tank, not the owner of the land.**

## THRESHOLD CRITERIA

### 12. INFORMATION REQUIRED FOR A **PETROLEUM** ELIGIBILITY DETERMINATION

#### **(3) No Responsible Party for the Cleanup of the Site**

Identify whether the current and immediate past owner of the real property (or if one or more UST is the source of the petroleum contamination, identify whether the current and immediate past owner of the UST(s)):

- i. Dispensed or disposed of petroleum or petroleum product contamination, or exacerbated the existing petroleum contamination at the site;
- ii. Owned the site (or in the case of UST-related contamination, owned the UST(s)), when any dispensing or disposal of petroleum (by others) took place; and
- iii. Took reasonable steps with regard to the contamination at the site.

## THRESHOLD CRITERIA

### 12. INFORMATION REQUIRED FOR A **PETROLEUM** ELIGIBILITY DETERMINATION

**(4) Cleaned Up by a Person Not Potentially Liable:** Identify whether you (the applicant) dispensed or disposed of petroleum or petroleum products, or exacerbated the existing petroleum contamination at the site, and whether you took reasonable steps with regard to the contamination at the site.

**(5) Judgments, Orders, or Third-Party Suits:** Provide information that no responsible party (including the applicant) is identified as potentially liable for cleaning up the site, through either:

- a) A judgment rendered in a court of law or an administrative order that would require any person to assess, investigate, or clean up the site; or
- b) An enforcement action by federal or state authorities against any party that would require any person to assess, investigate, or clean up the site; or
- c) A citizen suit, contribution action, or other third-party claim brought against the current or immediate past owner of the site (or where a UST(s) is involved, the current or immediate past owner of the UST(s)), that would, if successful, require the assessment, investigation, or cleanup of the site.

## THRESHOLD CRITERIA

### 12. INFORMATION REQUIRED FOR A **PETROLEUM** ELIGIBILITY DETERMINATION

**(6) Subject to RCRA:** Identify whether the site is subject to any order under §9003(h) of the Solid Waste Disposal Act.

**(7) Financial Viability of Responsible Parties:** For any current or immediate past landowners (or where appropriate, current or immediate past UST owners), identified as responsible for the contamination at the site, provide information regarding whether they have the financial capability to satisfy their obligations under federal or state law to assess, investigate, or clean up the site.

IF NO RESPONSIBLE PARTY IS  
IDENTIFIED IN (3) OR (4) ABOVE, THEN  
THE **PETROLEUM** CONTAMINATED  
SITE MAY BE ELIGIBLE FOR FUNDING.

If a responsible party is identified above, EPA or the state must next determine whether that party is viable. If any such party is determined to be **viable**, then the petroleum-contaminated site **may not** be eligible for funding.


**BREAK FOR THRESHOLD  
QUESTIONS**



## THRESHOLD CRITERIA

### I 3. CLEANUP AUTHORITY AND OVERSIGHT STRUCTURE

**You will be required to comply with all applicable federal and state laws and ensure that each cleanup project protects human health and the environment.**

- 
- a. **Describe** how you will oversee the cleanup at the site(s). Indicate whether you plan to enroll in a state or Tribal response program.
- **Discuss** who will oversee the cleanup: LSP, LEP, State, QEP (explain how you will ensure they are in place before cleanup begins and that they will be acquired consistent with the applicable competitive procurement provisions).
  - **Indicate** that you will enroll the site in your state response program.
- b. Cleanup response activities often impact adjacent or neighboring properties. For example, access to neighboring properties may be necessary to conduct the cleanup, perform confirmation sampling, or monitor offsite migration of contamination. If this type of access is needed, provide your plan to acquire access to the relevant property(ies).

## THRESHOLD CRITERIA

### 14. COMMUNITY NOTIFICATION

The applicant must provide the community with notice of its intent to apply for an EPA Brownfields Cleanup Grant and allow the community an opportunity to comment on the draft application. The community notification ad (or equivalent), public meeting, and other requirements discussed below must be current and related to this specific application. All applicants must meet these requirements.

If you are including multiple sites in your application, one notification ad/meeting are acceptable (including all target communities).

**You must publish the ad notifying the community two weeks prior to the submittal of your application. If you do not do this, you will be disqualified from the competition.**

 **If you plan to submit on the deadline (January 28, 2026), you must post by January 14, 2025.**

## THRESHOLD CRITERIA

### I 4. COMMUNITY NOTIFICATION

There are four parts of community notification:

- a. Draft Analysis of Brownfields Cleanup Alternatives
- b. Community Notification Ad
- c. Public Meeting
- d. Submission of Community Notification Documents



## THRESHOLD CRITERIA

### 14. COMMUNITY NOTIFICATION

#### a. Draft Analysis of Brownfield Cleanup Alternatives (ABCA)

**\*\*Available Template\*\***

The applicant must allow the community an opportunity to comment on the draft application, which **must include an attached draft Analysis of Brownfield Cleanup Alternatives (ABCA)**. The draft ABCA(s) must briefly summarize information about:

- The site and contamination issues, cleanup standards, and applicable laws;
- The cleanup alternatives considered (for each alternative include information on the effectiveness, the ability to implement, the resilience to address potential adverse impacts caused by extreme weather events, the cost, and an analysis of the reasonableness); and
- The proposed cleanup.



**If you have a multi-site application, you must include a draft ABCA for EACH site.**

## THRESHOLD CRITERIA

### 14. COMMUNITY NOTIFICATION

#### b. Community Notification Ad

The applicant **must publish** a community notification ad in the local newspaper, or an equivalent means customarily used to communicate to the target community(ies) (e.g., notifying the target community via website, listserv, social media, radio or television broadcast, etc.) **no later than 14 calendar days before** the application is **submitted** to EPA.

The community notification ad (or equivalent) must clearly state:

- That a copy of the grant application, including the draft ABCA(s), is available for public review and comment;
- How to comment on the draft application;
- Where the draft application is located (e.g., town hall, library, website); **and** the date, time, and location of the public meeting(s).

**Make sure all targeted communities, including community members with disabilities and members with limited English proficiency, receive notification and have an opportunity to provide comments.**

## THRESHOLD CRITERIA

### 14. COMMUNITY NOTIFICATION

#### c. Public Meeting

- You **must** hold a public meeting to discuss the draft application and consider public comments **prior to the submittal of your application**. A regularly scheduled community meeting is sufficient if enough time is provided to discuss the draft application.
- From the meeting, you **must** produce multiple deliverables showing proof of the meeting, public comments, responses to comments, sign-in sheet/participant list, and notes.
- If one or more of the following attachments are not submitted with the application, **please explain why** the requested attachment is not included.

## THRESHOLD CRITERIA

### 14. COMMUNITY NOTIFICATION

#### d. Submission of Community Notification Documents

**You MUST attach the following to your application:**

- A copy of the draft ABCA(s);
- A copy of the newspaper ad (or equivalent) that demonstrates solicitation for comments on the application and that notification to the public occurred at least 14 calendar days before the application was submitted to EPA. An equivalent method may include, for example, a dated image/screen-shot of the website or a copy of the listserv message used to notify the public;
- The comments or a summary of the comments received;
- Your response to those public comments;
- Meeting notes or summary from the public meeting(s); and
- Meeting sign-in sheets/participant list.

If one or more of the above-requested attachments are not submitted with the application, please explain why the requested attachment is not included.

# THRESHOLD CRITERIA

## 15. CONTRACTORS AND NAMED SUBRECIPIENTS

### Contractors:

All applicants must disclose whether they have already selected a contractor that will be compensated with EPA funds made available under this NOFO and the procurement procedures that were followed to hire the contractor(s).

If a contractor(s) has 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 (other than State, territory, Tribal, or eligible Tribal entity applicants) must describe:

- 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(s) with.

**Provide** a copy of (or link to) the solicitation document(s) and the signed executed contract(s).

**Alternatively, state ‘n/a’ or ‘not applicable’ if a contractor has not been procured.**



## THRESHOLD CRITERIA

### 15. CONTRACTORS AND NAMED SUBRECIPIENTS

#### Subrecipients:

EPA does not require or encourage applicants to name a specific subrecipient(s) in the application for Brownfields Grant funding.

All applicants must demonstrate that the subrecipient is eligible for a subaward in compliance with Appendix A of [EPA's Subaward Policy for EPA Assistance Agreement Recipient](#).

Describe how the named subrecipient is eligible for a subaward (e.g., is a nonprofit organization or unit of government).

**Alternatively, state 'n/a' or 'not applicable' if a subrecipient is not named.**

**FAILURE TO DEMONSTRATE  
COMPLIANCE WITH  
THRESHOLD REQUIREMENTS  
WILL RESULT IN REJECTION OF  
THE APPLICATION\***

\*EPA staff may contact the applicant to clarify issues or obtain additional information before making a final determination of compliance or rejecting the application.

**Questions?**

COST SHARE IS **NOT** REQUIRED

Voluntary cost share will **NOT** be accepted!!

SECTION 4  
**APPLICATION CONTENTS AND  
FORMAT**

## SECTION 4.C. NARRATIVE CRITERIA

### Logistics

- Ranking Criteria (pg. 32 – 42); Evaluation Criteria (pg. 46 – 53).
- Include page numbers, criteria numbers, and titles in narrative.
- Narrative **MUST NOT** exceed 10 single-spaced pages.
- FY26 total point score: 175 points

### Key Points

- Provide **FULL** detail for **EVERY** section.
- You will be **evaluated** on the level of detail you provide.
- If you are applying for **multiple sites**, your ranking criteria responses must include information on **each site**.

# POINT BREAKDOWN

SECTION	POINTS
Project Area Description and Plans for Revitalization	55
Community Need and Community Engagement	35
Task Descriptions, Cost Estimates, and Measuring Progress	55
Programmatic Capability and Past Performance	30
Total	175

**Be sure to read each criterion carefully and make sure you respond to all sub-criteria.**

**SHOULD ANY INFORMATION  
PROVIDED IN THE FOLLOWING  
SLIDES OR BY THE PRESENTERS  
DIFFER FROM THE GUIDELINES, THE  
LANGUAGE WRITTEN IN THE  
GUIDELINES SHALL PREVAIL.**



## NARRATIVE CRITERIA

1

Project Area Description & Plans for Revitalization

2

Community Need & Community Engagement

3

Task Descriptions, Cost Estimates, & Measuring Progress

4

Programmatic Capability & Past Performance



## **NARRATIVE/RANKING CRITERIA**

### **PROJECT AREA DESCRIPTION & PLANS FOR REVITALIZATION**

#### **Target Area and Brownfields**

- a. Overview of Brownfields Challenges and Description of Target Area
- b. Description of the Proposed Brownfield Site(s)

#### **Revitalization of the Target Area**

- c. Reuse Strategy & Alignment with Revitalization Plans
- d. Outcomes & Benefits of Reuse Strategy

#### **Strategy for Leveraging Resources**

- e. Resources Needed for Site Characterization
- f. Resources Needed for Site Remediation
- g. Resources Needed for Site Reuse
- h. Use of Existing Infrastructure

# NARRATIVE/RANKING CRITERIA

## TARGET AREA AND BROWNFIELDS

### I.a. Overview of Brownfields Challenges and Description of Target Area

- **Identify and describe** the target area(s) that are the focus of this grant: neighborhood, district, corridor, or census tract.
- **Discuss** the brownfield challenges and their impact on the target area(s).  
Briefly explain how this grant may help address those challenges and impacts.



# NARRATIVE/RANKING CRITERIA

## TARGET AREA AND BROWNFIELDS

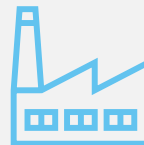
### I.b. Description of the Proposed Brownfield Site(s)

**Describe** the property(ies) targeted for cleanup.

**Characterize** the known contamination and site conditions (including structures), and relevant past and current land uses.

#### Consider:

- Past and current land uses;
- The contaminants found at the site(s);
- Current site conditions (including structures); and
- Potentially related environmental issues.



## NARRATIVE/RANKING CRITERIA REVITALIZATION OF THE TARGET AREA

### I.c. Reuse Strategy & Alignment with Revitalization Plans

**Describe** the reuse strategy or projected reuse for the proposed site(s). **Discuss** how the reuse strategy aligns with land use / community priorities.

**Describe** how the public and project partners were meaningfully involved in developing the reuse strategy/projected reuse.

If applicable, considerations if the site is in a federally designated flood plain.



## NARRATIVE/RANKING CRITERIA REVITALIZATION OF THE TARGET AREA

### I.d. Outcomes & Benefits of Reuse Strategy

**Describe** how the proposed project or revitalization plans may stimulate economic development in the target area(s) and/or how the grant will facilitate the creation or preservation of:

- A park or greenway
- Recreational property,
- Or other property used for nonprofit purposes in the target area(s).

The extent to which the proposed project will improve local resilience to the impacts of **extreme weather events and natural disasters**.

**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.**



# NARRATIVE/RANKING CRITERIA

## STRATEGY FOR LEVERAGING RESOURCES

### I.e. Resources Needed for Site Characterization

**Identify** additional assessment funding resources that will be sought if further characterization for the proposed site(s) is needed for the remediation to continue.

#### Consider:

- EPA Brownfields resources
- Public resources
- Private resources

**How will this grant make other funding available? Clearly identify the sources of your funding. Convince the reviewer that you are aware of funding sources.**



# NARRATIVE/RANKING CRITERIA

## STRATEGY FOR LEVERAGING RESOURCES

### I.f. Resources Needed for Site Remediation

**Identify** funding resources that have been / will be secured or sought to contribute to the completion of the reuse. Attach documentation of these commitments.

#### Consider:

- Demolition activities
- Redevelopment activities



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

**Alternatively, discuss if the EPA funding requested will be enough to complete the remediation of the proposed brownfield site(s).**

# NARRATIVE/RANKING CRITERIA

## STRATEGY FOR LEVERAGING RESOURCES

### I.g. Resources Needed for Site Reuse

#### Consider:

- Other grants;
- Historic tax credits;
- Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA);
- State (State TBA, Tax Credits, RLF);
- Local (TIF, Tax, Bond); and
- Private (Foundation, Investors, Donations).



**Responses may only earn full points when the applicant has resources that are secured, significant, and relevant to the cleanup project.**



## NARRATIVE/RANKING CRITERIA STRATEGY FOR LEVERAGING RESOURCES

For sections **e, f, g** you can utilize a table format to save space and organize resources.

**Sample Format for Resources Needed for  
Site Characterization, Remediation, and Reuse**

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

# NARRATIVE/RANKING CRITERIA

## STRATEGY FOR LEVERAGING RESOURCES

### I.h. Use of Existing Infrastructure

**Describe** how this grant will facilitate the use of existing infrastructure at the site(s) or within the target area(s).

**If additional infrastructure is needed for reuse**, describe the funding resources that will be sought to implement the upgrades/work.

#### Consider:

- Water & Sewer
- Power
- Transportation
- High Speed Internet
- Sidewalks
- Trails



**QUESTIONS FOR  
PROJECT AREA  
DESCRIPTION AND  
PLANS FOR  
REVITALIZATION?**

## 2

# NARRATIVE/RANKING CRITERIA

## 2. COMMUNITY NEED & COMMUNITY ENGAGEMENT

### Community Need

- a. The Community's Need for Funding
- b. Health or Welfare of Sensitive Populations
- c. Greater Than Normal Incidence of Disease & Adverse Health Conditions
- d. Economically Impoverished/Disproportionately Impacted Populations

### Community Engagement

- e. Project Involvement
- f. Project Roles
- g. Incorporating Community Input

## NARRATIVE/RANKING CRITERIA

### COMMUNITY NEED

#### 2.a.The Community's Need for Funding

**Describe** how this grant will meet the needs of the community unable to draw on other sources of funding to carry out environmental remediation and subsequent reuse **because of the small population and/or low-income of the community.**



**You must discuss communities that have a small population (15,000 people or less) and/or are low-income **to be evaluated favorably (those without will only earn 2 points).****



## NARRATIVE/RANKING CRITERIA

### COMMUNITY NEED

#### 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/projected site reuse(s) will address these issues and/or help identify and reduce related threats.

#### POTENTIAL HEALTH ISSUES

- Cancer
- Asthma
- Lead poisoning
- Asbestos related illness or birth defects

#### WELFARE ISSUES

- Blight
- Crime/Vandalism
- Illegal dumping
- People moving out
- Lack of neighborhood upkeep
- Lower education levels
- Lack of prosperity
- Abandoned properties
- Community disinvestment
- Burden on municipal services

## NARRATIVE/RANKING CRITERIA

### COMMUNITY NEED

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

**Describe** how this grant/reuse strategy will address and reduce threats to populations in the target area with a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects).

- Discuss the potential contaminants and their health threats that may be connected to your site. See [Environmental Contaminants Often Found at Brownfields Sites](#).
- Link back to potential health issues you identified in the previous section and how this grant will help to reduce these threats.



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.**

## NARRATIVE/RANKING CRITERIA

### COMMUNITY NEED

#### 2.d. Economically Impoverished/Disproportionately Impacted Populations

The degree to which populations in the target area(s) are economically impoverished and/or disproportionately share the negative environmental consequences resulting from industrial, governmental, and/or commercial operations or policies.

The extent to which this grant and reuse strategy/projected site reuse(s) will address these issues and/or help identify and reduce related threats.

#### Consider:



- Increasing job opportunities
- Increasing access to services & health care
- Increasing public transportation
- Improving zoning issues
- Eliminating food deserts
- Providing educational opportunities



# NARRATIVE/RANKING CRITERIA

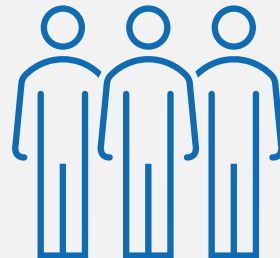
## COMMUNITY ENGAGEMENT

### 2.e. Project Roles

**Identify** the local organizations/entities/groups that will assist with this project.

#### Consider:

- Community-based organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.)
- Community liaisons representing residents directly affected by the project work
- Property owners
- Lenders
- Developers
- The general public



# NARRATIVE/RANKING CRITERIA

## COMMUNITY ENGAGEMENT

### 2.f. 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 the cleanup and future reuse of the proposed site(s).

- To conserve space, you may present information for 2.e. – 2.f. in the same response and/or use the suggested table format below.
- How will your identified project partners be **involved** in the cleanup & future reuse of your sites(s)?

### Sample Format for List of Project Partners & Roles

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

## NARRATIVE/RANKING CRITERIA

### COMMUNITY ENGAGEMENT

#### 2.g. Incorporating Community Input

**Discuss** your plan to communicate project progress to the local community and those directly affected by the project work.

**Include** the frequency and methods you will use (including alternatives to in person engagement) and how input will be solicited, considered and responded to.

- Detail **how often** and by **what means** you will communicate.
- Be sure the sensitive impacted populations that you discussed earlier will be included in these methods.



**Be sure to include how you will consider and respond to any community input.**



# **YOU NEED CONSISTENCY IN YOUR NARRATIVE**

Keep this in mind when answering all  
questions. Tell the reviewer a story.

# **QUESTIONS FOR COMMUNITY NEED AND COMMUNITY ENGAGEMENT?**

# 3

## NARRATIVE/RANKING CRITERIA 3. TASK DESCRIPTIONS, COST ESTIMATES & MEASURING PROGRESS

- a. Proposed Cleanup Plan

### **Description of Tasks/Activities and Outputs**

- b. Project Implementation
- c. Anticipated Project Schedule
- d. Task/Activity Lead
- e. Outputs
- f. Cost Estimates
- g. Plan to Measure and Evaluate Environmental Progress and Results

# NARRATIVE/RANKING CRITERIA

## PROPOSED CLEANUP PLAN

### 3.a. Proposed Cleanup Plan



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

#### Consider:

- The overall **reuse vision** for your target area(s)
- Your vision for the site(s) funded by this grant
- The steps necessary to cleanup your site(s)
- Cleanup activities that are reasonable and appropriate for the proposed site(s)
- Use quantifiable numbers (e.g. 50 linear feet of asbestos, 30 cubic yard of soil)
- Reviewers won't look at the attached ABCA, make sure you include the details here

# NARRATIVE/RANKING CRITERIA

## DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

### 3.a. Proposed Cleanup Plan

- **Provide** a list and description of the tasks/activities required to implement the proposed project.
- You may respond to all **four parts** of this criterion using the following format for each task/activity, which is also in the guidelines.

#### Task/Activity:

i. Project Implementation

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

ii. Anticipated Project Schedule:

iii. Task/Activity Lead:

iv. Outputs:



## NARRATIVE/RANKING CRITERIA

### DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

### 3.b. Project Implementation

**Discuss** the EPA-funded tasks/activities that will take place to address the proposed site(s). If you plan to issue a subaward(s), indicate what tasks/activities or services will be provided.

If applicable, **identify** tasks/activities that are needed to support or complement the grant that will be contributed by sources (leveraged funding, institutional funds).

**Consider including the most common major tasks as your task header:**

- Task 1 - Cooperative Agreement Oversight
- Task 2 - Community Outreach & Engagement
- Task 3 - Site-Specific Activities
- Task 4 - Oversee Site Cleanup

## NARRATIVE/RANKING CRITERIA

### DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

#### 3.b. Project Implementation

- Including personnel costs? **Justify** these costs.
- **DO NOT** include any equipment costs.'
- **DO NOT** use the term '**consultant**'.

Describe any additional funding you will provide, such as in-kind services (e.g. personnel), that will help carry out this grant.

**Be careful not to duplicate sources you described in I.g. Resources Needed for Site Reuse.**



## NARRATIVE/RANKING CRITERIA

### DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

#### 3.b Project Implementation

##### Examples of Eligible Activities:

- Procuring a Qualified Environmental Professional (QEP)
- Preparing Quality Assurance Project Plan (QAPP)
- Public meeting for ABCA
- State-required documents
- Procuring a cleanup contractor
- Enrollment of the site in the State's Voluntary Cleanup Program

# NARRATIVE/RANKING CRITERIA

## DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

### 3.c. Anticipated Project Schedule

- The timeline you will use to complete the activities you described in **3.b. Project Implementation** during the 4-year grant period.
- Use phrases that indicate specific time frames in which activities will be completed.
- **DO NOT** use phrases like "throughout the period of performance".



**PREAWARD:** EPA may reimburse successful applicants for **eligible programmatic pre-award costs incurred up to 90 days** prior to award. The budget must include this date and costs cannot be incurred before this period.

## NARRATIVE/RANKING CRITERIA

### DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

#### 3.d.Task/Activity Lead

For each task/activity, identify the lead entity(ies) overseeing the activities (e.g., the applicant or QEP). If an entity **other than the applicant is the lead**, explain why it is appropriate they oversee that activity.

#### **You will be evaluated on:**

- The extent to which the entity overseeing each task/activity is appropriate.
- The degree to which the applicant demonstrates an ability to direct grant activities.
- When applicable, the degree to which the local health agency is involved in health monitoring activities.



**Applicant should be involved in all tasks.**

## NARRATIVE/RANKING CRITERIA

### DESCRIPTION OF TASKS/ACTIVITIES & OUTPUTS

#### 3.e. Outputs

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

#### **Outputs may include:**

- Quarterly Reports (4 years = 16 quarters)
- Cleanup Plans
- Community Involvement Plans
- Final ABCA
- Administrative Records
- Cleanup Completion Reports or Letter

## NARRATIVE/RANKING CRITERIA

### COST ESTIMATES

#### 3.f. Cost Estimates

**Describe** how cost estimates for each task were **developed per budget category**, including direct/indirect administrative costs (if applicable).

**Present costs per unit where appropriate.**

- The total amount of direct and indirect administrative costs **cannot exceed 5%** of the total EPA-requested funds. Only include costs to be covered by EPA grant funds in the budget table.
- Leveraged resources should not be included in the budget table.
- 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](#).

# NARRATIVE/RANKING CRITERIA

## COST ESTIMATES

Here is the suggested **Sample Format for Budget**. **DO NOT** change budget categories or add more tasks.



If you are working **on more than one site**, then provide **either** a separate budget table for each site **or** separate line items within one budget table.

**Sample Format for Budget (do not change Budget Categories)**

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Construction <sup>3</sup>					
	Other (include subawards) (specify type) _____					
Total Direct Costs <sup>4</sup>						
Indirect Costs <sup>4</sup>						
<b>Total Budget</b> (Total Direct Costs + Indirect Costs)						

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

<sup>2</sup> EPA defines equipment as items that cost \$5,000 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 \$5,000 (e.g., laptop computers) are considered supplies. Generally, equipment is not required for Brownfield Grants.

<sup>3</sup> 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 brownfields site. If the costs are unknown at the time of application submission, place the costs on the Other budget line. See the FY24 [FAQs](#) for more information.

<sup>4</sup> Administrative costs (direct and/or indirect) for the Cleanup Grant applicant itself cannot exceed 5% of the total EPA-requested funds.



## NARRATIVE/RANKING CRITERIA

### COST ESTIMATES

#### 3.f. Cost Estimates

Costs must be placed on the "**Construction**" budget line when **50% or more** of the estimated amount of the contract is for contamination remediation at the site. If costs are unknown at the time of application submission, place costs on the "Other" budget line.

**Note:** a contract that is principally purposed for construction may include tasks performed by the contractor or its subcontractor that are more characteristic of site assessment (e.g., confirmatory sampling, research into the history of the site), incidental engineering work (e.g., inspections to verify that the remedy is complete) or similar ancillary tasks.

## NARRATIVE/RANKING CRITERIA

### COST ESTIMATES

#### 3.f. Cost Estimates

**Remediation activities that are classified as “Construction” costs include:**

- Excavation and removal or treatment of contaminated soil;
- Installation of concrete caps and other barriers to migration of contamination;
- Abatement of asbestos or lead based paint contamination in buildings;
- Construction or assembly of structures housing equipment to pump and treat contamination;
- Permanent installation of equipment purchased by the contractor or the recipient; and
- Site restoration activities such as grading that prepare a site for reuse and similar activities that improve real property.

## NARRATIVE/RANKING CRITERIA

### COST ESTIMATES

**Consider** your experience with current and previous grants or discussions with QEPs for good estimates of project costs.

#### Examples of Cost Estimates:

- Personnel costs: Be precise in explaining what your personnel cost will be – Project Manager at \$xx/hr times xx hours = \$xx.
- Cleanup costs: Give us clear numbers (e.g., tons of contaminated soil for disposal with a unit cost (tons; CY).

**Do not use bulk numbers!**

**Reviewers will not be looking at your ABCA, so please be clear with your numbers.**



## NARRATIVE/RANKING CRITERIA

# PLAN TO MEASURE ENVIRONMENTAL PROGRESS AND RESULTS

### 3.d. Plan to Measure and Evaluate Environmental Progress and Results

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

**Consider** if project outcomes are reasonable, appropriate, and clearly correlate with information previously presented in the Narrative.

**Provide** a reasonable plan to track, measure, and evaluate your project progress via:

- ACRES
- Quarterly Reporting
- Work Plans/Project Schedule



**See Section 3 Part 4 Measuring Environmental Results: Anticipated Outputs/Outcomes.**

**DON'T MISS THIS CRITERIA!**

# **QUESTIONS FOR TASK DESCRIPTIONS, COST ESTIMATES & MEASURING PROGRESS**

# 4

## NARRATIVE/RANKING CRITERIA 4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

### Programmatic Capability

- a. Organizational Structure
- b. Key Staff
- c. Acquiring Additional Resources

### Past Performance and Accomplishments

- d) Currently Has or Previously Received an EPA Brownfields Grant
  - 1. Accomplishments
  - 2. Compliance with Grant Requirements
- e) Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Financial Assistance Agreements
  - 1. Accomplishments
  - 2. Compliance with Grant Requirements
- f) Never Received Any Type of Federal or Non-Federal Financial Assistance Agreements

**Note:** To conserve space, you may present information for 4.a. – 4.b. in the same response.

## NARRATIVE/RANKING CRITERIA

### PROGRAMMATIC CAPABILITY

#### 4.a. Organizational Structure

- **Describe** the organizational structure you will utilize to for the timely and successful expenditure of funds **AND** completion of all technical, administrative, and financial requirements of the project and grant.
- Your organization's ability to manage and complete your cleanup in **4 years**.
- Your **project management team** (technical, financial & administrative) and how they will manage this grant.



## NARRATIVE/RANKING CRITERIA

### PROGRAMMATIC CAPABILITY

#### 4.b. 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.



**Focus on working together successfully!**



## NARRATIVE/RANKING CRITERIA

### PROGRAMMATIC CAPABILITY

#### 4.c. Acquiring Additional Resources

**Describe** the **system(s) you have in place** to appropriately acquire any additional expertise and resources (e.g., contractors or sub-recipients) required to successfully complete the project.

**Typically, you will be procuring:**

- **Qualified Environmental Professional (QEP)**
- **Historic Preservation Expertise**

# NARRATIVE/RANKING CRITERIA

## PAST PERFORMANCE & ACCOMPLISHMENTS

Currently Has or Previously Received an EPA Brownfields Grant

Example:  
Brownfields Multipurpose Grant, Assessment Grant, Revolving Loan Fund Grant, Cleanup (MARC) Grant, and/or 128(a) Grant  
**Respond to item d.**

Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Financial Assistance Agreements

Example:  
A grant or cooperative agreement including only receiving an Area-Wide Planning Grant or Job Training Grant  
**Respond to item e.**

Never Received Any Type of Federal or Non-Federal Financial Assistance Agreements

You have never had a grant **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  
**Respond to item f.**

**You must respond to only ONE of these criteria.**

# NARRATIVE/RANKING CRITERIA

## PAST PERFORMANCE & ACCOMPLISHMENTS

### 4.d. Currently Has or Previously Received an EPA Brownfields Grant

Identify your **current and/or most recent EPA Brownfields Grants**. Demonstrate how you successfully managed the grant(s) and performed all phases of work under each grant.

#### (1) Accomplishments

- Describe the accomplishments achieved under these grant(s) including the number of sites assessed and/or cleaned up.
- Discuss whether these outputs and outcomes were accurately reflected in **ACRES** at the time of this application submission. **If not, please explain why.**

#### (2) Compliance with Grant Requirements

Discuss your compliance with the workplan, schedule, and terms and conditions under these grants and discuss your history of timely and acceptable quarterly performance and grant deliverables. If not, discuss what corrective measures you took.

**For all closed EPA Brownfields Grants, indicate if there were funds remaining (including the amount and a brief explanation)**

# NARRATIVE/RANKING CRITERIA

## PAST PERFORMANCE & ACCOMPLISHMENTS

### 4.e. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Financial Assistance Agreements

**Identify and describe** up to three of your current and/or recent assistance agreements 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).

#### (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.

## NARRATIVE/RANKING CRITERIA

### PAST PERFORMANCE & ACCOMPLISHMENTS

#### 4.f. Never Received Any Type of Federal or Non-Federal Financial Assistance Agreements

- Affirm that your organization **never** received any type of federal or non-federal assistance agreement (grant or cooperative agreement), **or**
- Discuss how your organization has recently received an assistance agreement but has not had an opportunity to demonstrate compliance with the award requirements.
- If you address the criteria above, you will receive a neutral score of 8 points.

**Failure to indicate anything in response to this sub-criterion may result in zero points.**



# **QUESTIONS FOR PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE?**

# SUBMISSION CHECKLISTS

## Logistics

- **Located on page 28 – 29**
- [Grant Submission Checklist](#)

## Key Points

- Application Information Sheet (3 pages)
- Narrative (10 pages)
- Narrative Attachment (no limit)
- Threshold Criteria Responses (no limit)
- Optional Documents

# APPLICANT INFORMATION SHEET

\* In previous years this was called the Narrative Information Sheet \*



# APPLICANT INFORMATION SHEET

## Logistics

- Do **NOT** exceed 3 single-spaced pages. Any pages over the page limit will not be considered.
- Do **NOT** include a summary or overview of your project.
- EPA does **NOT** consider information in the Applicant Information Sheet to be responses to the ranking criteria.



**Applicant Information Sheet must be on your organization's official letterhead and must address ALL the requested items.**

**If something is not applicable, please state N/A.**

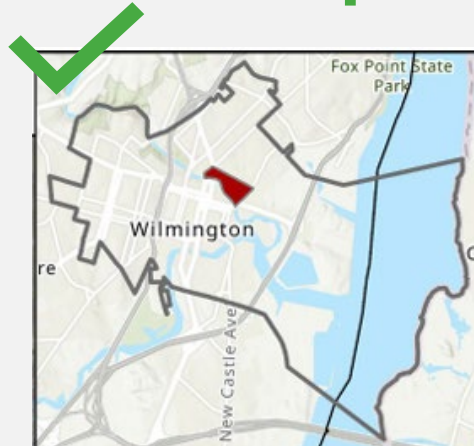
# APPLICANT INFORMATION SHEET

1. Applicant Identification
2. Website URL
3. Funding Requested
4. Location
5. Property Information
6. Contacts
7. Population
8. Other Factors
9. Releasing Copies of Applications

# APPLICANT INFORMATION SHEET

(**Optional**) As a separate one-page attachment, you may include a map to visually depict the proposed 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.**



# APPLICANT INFORMATION SHEET

## 8. Other Factors

- Identify any of the items that apply to your project by entering the page number where the item appears in your narrative.
- Applicants claiming one or more of the other factors must provide a summary in the Narrative on the applicable other factor(s).
- See **page 31** for a sample format for this other factors information.

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 proposed site(s) is impacted by mine-scarred land.	
Secured firm leveraging commitment ties directly to the project and will facilitate completion of the remediation/reuse; secured resource is identified in the Narrative and substantiated in the attached documentation.	
The proposed site(s) is adjacent to a body of water (i.e., the border of the proposed 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 proposed site(s) is in a federally designated flood plain.	
The reuse of the proposed site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	
The reuse of the proposed site(s) will incorporate energy efficiency measures.	
The proposed project will improve local resilience to the impacts of extreme weather events and natural disasters.	
The target area(s) is impacted by a coal-fired power plant that has recently closed (2015 or later) or is closing.	



**If none of these factors are applicable to you, make sure you provide a statement to indicate that they do not apply.**

# APPLICANT INFORMATION SHEET

## 9. Releasing Copies of Applications

- Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if the application does not have confidential, privileged, or sensitive information.
- As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the submitter.

## DUE DATE & SUBMISSION INSTRUCTIONS

### Step I:

- Have an active System for Award Management (**SAM**) account in [www.sam.gov](http://www.sam.gov) **BEFORE** you submit, **AND** throughout the application, award and cooperative agreement time frame.
- Have an active Unique Entity Identifier (**UEI**). Information found at [www.sam.gov](http://www.sam.gov).
- Be registered in [www.grants.gov](http://www.grants.gov).
- Have your designated Authorized Organization Representative (**AOR**) be available to submit your application by the due date.

## DUE DATE & SUBMISSION INSTRUCTIONS

### Step 2:

Have your **AOR** submit your application via [www.grants.gov](https://www.grants.gov) no later than 11:59 pm ET on **January 28, 2026**.



# DUE DATE & SUBMISSION INSTRUCTIONS

## Helpful Tips:

- Make sure your organization's information is consistent with EPA, UEI, and SAM.
- The registration process for [www.sam.gov](http://www.sam.gov) and [www.grants.gov](http://www.grants.gov) can take up to a month or more so register ASAP.
- Any issues with [www.grants.gov](http://www.grants.gov) submittals, follow the instructions in Section 5.



**Applications received after the due date will NOT be considered.**



# CONTENT & FORM OF APPLICATION SUBMISSION

Your application **must:**

- Be in English.
- Be typed, single-spaced, on letter sized paper (8 ½ x 11).
- Use standard Times New Roman, Arial, or Calibri fonts with a **12-point font size.**

Do **NOT** include:

- Color printing, photos, graphics, and unnecessary attachments.



**Attachments outside of threshold criteria and excess pages **WILL BE REMOVED** and **NOT** evaluated.**



CHECK APPLICATION SUBMISSION  
CHECKLIST IN THE GUIDELINES BEFORE  
SUBMITTING

# LETTER FROM STATE OR TRIBAL AUTHORITY

## Letter from the State or Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information **at least 2 weeks** before the grant submittal deadline:
  - Grant(s) for which you are applying
  - Site(s) for which you are applying
  - To whom the letter should be addressed
- Include Subject Line: "State Letter for EPA Brownfields Grant."

 **This is not part of the 3-page limit.**

# LETTER FROM STATE OR TRIBAL AUTHORITY



**Kelly J. Owens**  
[kelly.owens@dem.ri.gov](mailto:kelly.owens@dem.ri.gov)  
RI DEM  
Office of Land Revitalization and  
Sustainable Materials Management



**Melinda Bubier**  
[melinda.s.bubier@des.nh.gov](mailto:melinda.s.bubier@des.nh.gov)  
NHDES  
Hazardous Waste Remediation Bureau



**Sarah Bartlett**  
[sarah.bartlett@vermont.gov](mailto:sarah.bartlett@vermont.gov)  
VT Dept. of Environmental Conservation



**Amanda R. Limacher**  
[\(DEEP.Brownfields@ct.gov\)](mailto:(DEEP.Brownfields@ct.gov))  
CTDEEP  
Remediation Division



**David Foss**  
[david.foss@mass.gov](mailto:david.foss@mass.gov)  
MADEP  
Bureau of Waste Site Cleanup



**Chris Redmond**  
[christopher.redmond@maine.gov](mailto:christopher.redmond@maine.gov)  
MEDEP  
Brownfields Program

## LETTER FROM STATE OR TRIBAL AUTHORITY

Letter from the State or Tribal Environmental Authority that are **NOT** acceptable:

- General letters of correspondence
- Letters from prior years
- Documents evidencing state involvement (e.g., state enforcement orders or state notice letters)



# WHAT TO DO NOW?

## Draft Your Application

### Use the FY26 Guidelines!

- Contact EPA with any threshold and eligibility questions.
- Contact any partners for assistance in preparing and/or reviewing your application.

## Get Your Acknowledgement Letter

- Get new State letter.
- Make sure [www.SAM.gov](http://www.SAM.gov) registration is active.
- Register now for [www.grants.gov](http://www.grants.gov) if you are not already registered.

## Check in with your Project Officer

- Make sure your reporting is up to date.
- Check ACRES.

## REGIONAL COURTESY COPY (REQUESTED)

We request you to send an **email (PDF)** of your application to the EPA Regional Brownfields Contact for New England:



**Katy Deng**  
**[Deng.Katy@epa.gov](mailto:Deng.Katy@epa.gov)**



The regional courtesy copy is **NOT** the official application submission.

# EPA NATIONAL OUTREACH

## Recorded Webinars:

- [Multipurpose Grant Funding](#)
- [Assessment Grant Funding](#)
- [Cleanup Grant Funding](#)

## PowerPoints:

- [Cleanup Grant Funding](#)
- [Multipurpose and Assessment Grant Funding](#)

Check the [national brownfields application resource page](#) for webinar presentations, recordings, and Q&A.





# UConn TECHNICAL ASSISTANCE TO BROWNFIELDS (TAB) PROVIDER

- The UConn TAB team will provide reviews for the upcoming EPA Assessment, Cleanup, and Multipurpose grant cycle. They provide reviews of the narrative and application package, offering two rounds of review upon time availability: [UConn TAB EPA MAC Grant Review Request](#).
- [See resources and webinars to prepare grants](#).



**UConn IS NOT THE EPA!**



# GRANT GUIDELINES

- [FY26 MAC Proposal Announcement Page](#)
  - [FY26 Community-wide Assessment Grant](#)
  - [FY26 Assessment Coalition Grant](#)
  - [FY26 Community-wide Assessment Grants for States and Tribes](#)
  - [FY26 Multipurpose Grant](#)
  - [FY26 Cleanup Grant](#)
- [FY26 Frequently Asked Questions \(FAQs\)](#)
- [FY26 Summary of Changes](#)
- [FY26 Sample Federal Forms](#)
- [Tips for Submitting Through Grants.gov](#)
- [Eligible Planning Activities](#)

## WEB RESOURCES

- [EPA Brownfields Page](#)
- [EPA Region I Brownfields Page](#)
- [UCONN TAB Program](#)
- [Cleanups in My Community](#)





**PLEASE ASK ANY RANKING  
CRITERIA QUESTIONS NOW!**

We will be unable to answer any ranking  
criteria questions after this session.

