

FY 2023 Brownfields Grant Guidelines

A Detailed Review of the Cleanup Grant Guidelines



FY23 MARC Grant Offerings

Grant Type	Maximum Project Period	Maximum Amount Per Grant	Estimated # of Awards	Total Per Grant Type	
				Bipartisan Infrastructure Law Funds	Regular Appropriated Funds
Multipurpose	5 yrs	\$800,000	17		\$14.0 M
Assessment (State/Tribal)	5 yrs	\$2,000,000	17	\$35.0 M	
Assessment Coalitions	4 yrs	\$1,000,000	20		\$20.0 M
Assessment (CW) - New	4 yrs	\$500,000	36		\$18.0 M
Assessment (CW) - Existing	4 yrs	\$500,000	25		\$12.5 M
RLF (New)	5 yrs	\$1,000,000	10	\$10.0 M	
Cleanup	4 yrs	\$500,000	40	\$20.0 M	
Cleanup	4 yrs	\$1,000,000	25	\$25.0 M	
Cleanup	4 yrs	\$2,000,000	8	\$15.0 M	
			198	\$105 M	\$64.5 M



NO COST SHARE

Amounts are subject to change

Eligible Entities for Brownfields Grants (Vary by Grant Type)

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

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



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



FY23 Eligibility Chart for Existing Grant Recipients

MY ORGANIZATION CURRENTLY HAS

In FY23, can I also apply for...?

	Multipurpose Grant	Community-wide Assessment Grants for States and Tribes	Community-wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
Multipurpose Grant	Must draw down 70% of each MP Grant	Yes	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Not eligible	Yes	Yes	Must draw down 70% of each MP Grant
Community-wide Assessment Grants for States and Tribes	Not eligible	Not eligible	Not eligible	Not eligible	Not eligible	Yes	Yes	Yes
Community-wide Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Not eligible	Yes	Yes	Yes
Assessment Coalition Grant (Lead)	Must draw down 70% of each Assessment Grant	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Not eligible	Yes	Yes	Yes
Non-Lead Member of an Assessment Coalition	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
RLF Grant	Yes	Yes	Yes	Yes	Not eligible	Not eligible	Not eligible	Yes
Non-Lead Member of an RLF Coalition	Yes	Yes	Yes	Yes	Yes	Not eligible	Not eligible	Yes
Cleanup Grant	Yes	Yes	Yes	Yes	Not eligible	Yes	Yes	Yes

Note: Applicants must also meet all threshold criteria outlined in Section III. of the RFA. If you plan to apply for more than one grant type, please refer to the FY23 MARC Grant Eligibility Chart for Multiple Applications chart to determine which grant(s) are available to you.



FY23 Eligibility Chart for Multiple Applications

I AM APPLYING FOR		In FY23, can I also apply for...?							
		Multipurpose Grant	Community-wide Assessment Grants for States and Tribes	Community-wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
Multipurpose Grant	→	N/A	No	No	No	No	Yes (Choose One Type)	No	No
Community-wide Assessment Grants for States and Tribes	→	No	N/A	No	No	No	Yes (Choose One Type)		
Community-wide Assessment Grant	→	No	No	N/A	No	No	Yes (Choose One Type)		
Assessment Coalition Grant (Lead)	→	No	No	No	N/A	No	Yes (Choose One Type)		
Non-Lead Member of an Assessment Coalition	→	No	No	No	No	N/A	No	Yes	No
RLF Grant	→	Yes (Choose One Type)					No	N/A	No
Non-Lead Member of an RLF Coalition	→	Yes (Choose One Type)						No	N/A
Cleanup Grant	→	No	Yes (Choose One Type)			No	No	Yes	N/A



Changes to the Guidelines

- **Text in magenta** denotes new/revised information
- For a complete list of changes, please review the **“Summary of FY23 Brownfields Multipurpose Assessment, Revolving Loan Fund, and Cleanup Grant Guidelines Changes”** available at <https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>



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 doesn't apply, state that and explain why.**
- The **quality** of the response is extremely important (see Evaluation Criteria in Section V.).
- Organize attachments, for example:
 - Attachment A: Threshold Criteria
 - Attachment B: Cleanup Grant Leveraging Commitment(s)
- Use the Application Checklist in Section IV.C. (do not submit with application).
- Readability is important! Advise 1" margins; 12 pts font; Times New Roman/Arial/Calibri font; no maps.



Application Writing Resources

- **Office of Brownfields & Land Revitalization Website**

- [FY23 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
 - ❑ Community engagement best practices
 - ❑ Social distance engagement ideas
 - ❑ Renewable energy & energy efficient approaches in brownfields redevelopment

- **FY23 National Cleanup Outreach Webinar is on October 4, 2022, at 2 pm ET** (recording will be available)

- **Technical Assistance to Brownfields (TAB) Communities Provider**



Clark Henry
chenry@icma.org



Threshold Criteria for Cleanup Grants

No Cost Share
Requirement!

- 1. Applicant Eligibility
- 2. Previously Awarded Cleanup Grants
- 3. Expenditure of Existing Multipurpose Grant Funds
- 4. Site Ownership
- 5. Basic Site Information
- 6. Site Status & History
- 7. Brownfields Site Definition
- 8. Past Site Assessment
- 9. Site Characterization 
- 10. Enforcement Actions
- 11. Property-Specific Determinations
- 12. Criteria Related to CERCLA/Petroleum Liability
- 13. Cleanup Authority and Oversight
- 14. Community Notification (incl. ABCA)
- 15. Contractors and Named Subrecipients 



1. Applicant Eligibility (Cleanup)

- Describe how you are an eligible entity (complete list in Section III.A.)
 - For entities that are cities, counties, tribes, or states, affirm that the organization is eligible for funding.
 - For entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
 - For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.



2. Previously Awarded Cleanup Grants

Affirm that the proposed site(s) has not received funding from a previously awarded EPA Brownfields Cleanup Grant. (*Section III.B.2.*)

3. Expenditure of Multipurpose Grant Funds

- Current EPA Multipurpose Grant recipients must draw down, and disburse, at least 70.00% of each Multipurpose cooperative agreement by **October 1, 2022**, before applying for a **Cleanup Grant**. (*Section III.B.3.*)
- Attach a copy of a financial record displaying the amount of funds drawn down (e.g., a report from the Automated Standard Application for Payments (ASAP) or general ledger entries).

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



4. Site Ownership

[See FAQ L.12.](#)

By November 22, 2022:

- Cleanup Grant applicants must own site(s) listed in the application.
 - Fee simple title through a legal document (recorded deed)...
 - ...unless EPA approves a different ownership agreement (for example, a nominee agreement or 99-year irrevocable lease)
- **Talk with EPA NOW to make sure the arrangement will be approved**



5. Basic Site Information

Identify the:

- a) name,
- b) address, and
- c) current owner of the site

6. Status and History of Site

Identify:

- a) whether this site is contaminated by hazardous substances and/or petroleum;
- b) the operational history and current use(s) of the site;
- c) environmental concerns, if known, at the site; and
- d) how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.



7. Brownfields Site Definition

Affirm that the site IS a Brownfield*, and IS NOT:

- listed or proposed for listing on the National Priorities List;
- subject to orders under CERCLA; and
- subject to the jurisdiction, custody, or control of the U.S. government. (*Note: Land held in trust by the U.S. government for an Indian tribe is eligible for brownfields funding.*)

**real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.*



8. Environmental Assessment

A written ASTM E1903-19 or equivalent Phase II environmental site assessment report (a draft report is sufficient) must be completed prior to application submission. (*Cleanup Grant guidelines III.B.8.*)

- Describe the type of environmental assessments conducted at your proposed site (do not attach assessment reports).
- Provide the date of the Phase II or equivalent report.

[See FAQ L.15.](#)



9. Site Characterization



New criterion to determine if there will be 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 will be performed by June 15, 2023.

Provide information for all that apply:

- 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 **required 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 required to be enrolled in a voluntary response program**

-
- 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).



Letter must be submitted with the application → Coordinate early with the state/tribal environmental authority



NEW

9. Site Characterization (cont'd)

- 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 (or equivalent state or tribal regulatory oversight authority) that:
 - i. Affirm that the site(s) is eligible to be enrolled in the state or tribal voluntary response program.
 - ii. Indicate whether the site(s) is enrolled, or intends to be enrolled, in the state or tribal voluntary cleanup 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).
- 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 (or equivalent state or tribal regulatory oversight authority) that explains why the site(s) is not required to be enrolled.
 - ii. Additionally, state whether an Environmental Professional 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).

Letter must be submitted with the application → Coordinate early with the state/tribal environmental authority



10. Enforcement or Other Actions

Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site...

by describing any inquiries, or orders from government entities regarding the responsibility of any party including the applicant) for the contamination, or hazardous substances at the site; OR

Affirm there are no known ongoing or anticipated environmental enforcement or other actions.

11. Sites Requiring a Property-Specific Determination

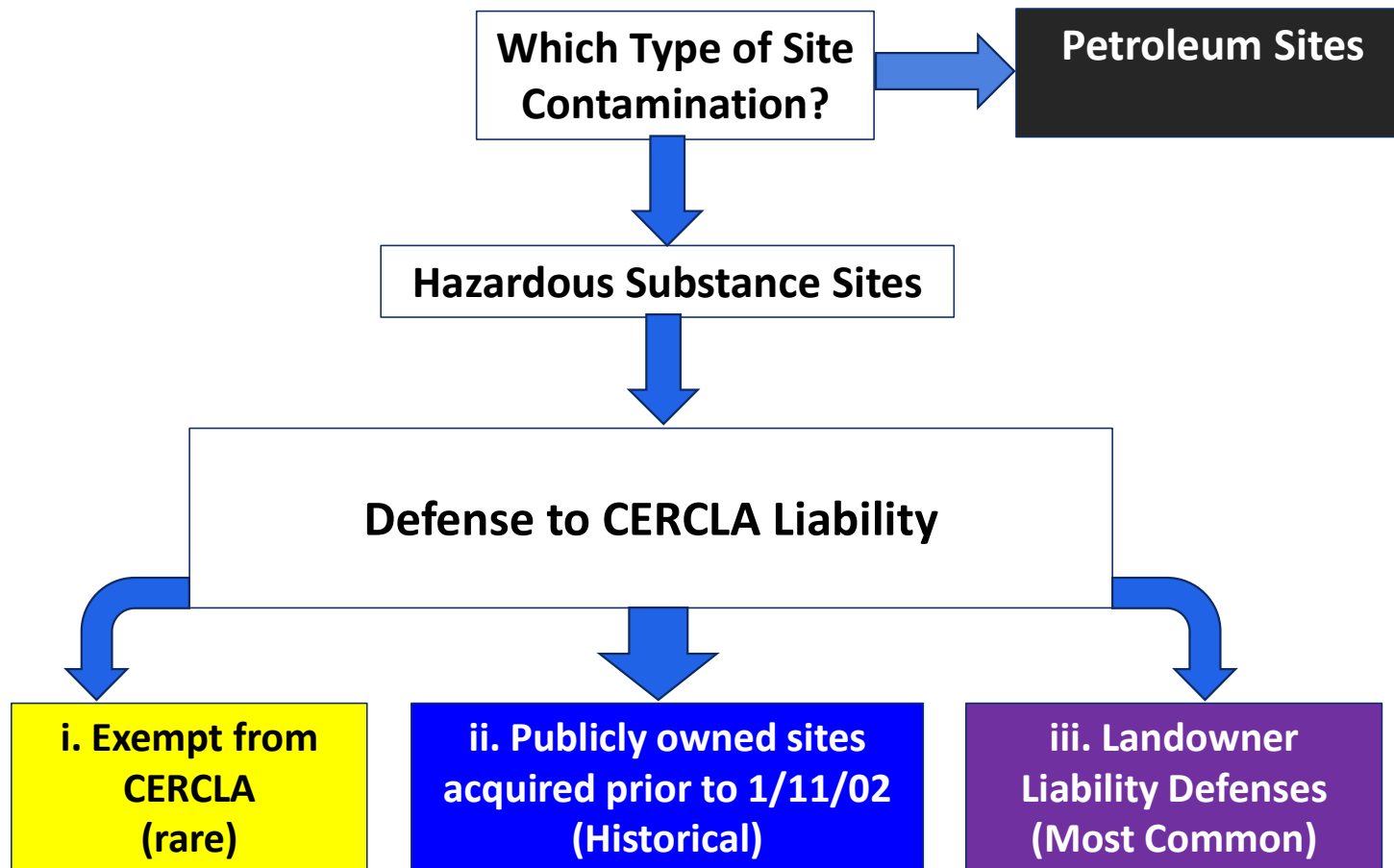
Certain types of sites require a property-specific determination in order to be eligible for funding (rare cases).

- Refer to Section III.B.11. in the Cleanup Guidelines, or Section 1.5. of the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#) to determine whether your site requires a property-specific determination.

Questions? Contact Brian or Sara



12. CERCLA/Petroleum Liability



12. Threshold Criteria Related to CERCLA Liability

Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes; and sites co-mingled with petroleum product where hazardous substances are the predominant contaminant.

i. Exemptions to CERCLA Liability

1. Indian Tribes
2. Alaska Native Villages and Alaska Native Corporations
3. Property Acquired under Certain Circumstances by State and Local Government (Bankruptcy, Tax Delinquency, other involuntary circumstances)

ii. Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002

iii. Defenses to CERCLA Liability (e.g., the bona fide prospective purchaser defense)



12. Threshold Criteria Related to CERCLA Liability

ii. **Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002**

(state or local governments only)

Public entities that acquired property prior to January 11, 2002.

Eligible even if the entity does not qualify as a bona fide prospective purchaser.

- **How and when was the property acquired?**
- **Did the applicant cause or contribute to the contamination?**
- **Did you arrange for the disposal/transportation of contamination?**



12. Threshold Criteria Related to CERCLA Liability

iii. **Landowner Defenses to CERCLA Liability**

1. Asserting a bona fide prospective purchaser (BFPP) defense (the most common defense).

Property acquired after January 11, 2002.

- **How and when was the property acquired?**
- **What environmental due diligence was performed before acquisition?**
- **Did you arrange for the disposal/transportation of contamination?**
- **What happened on the property after acquisition? What steps were taken to stop and prevent future releases?**



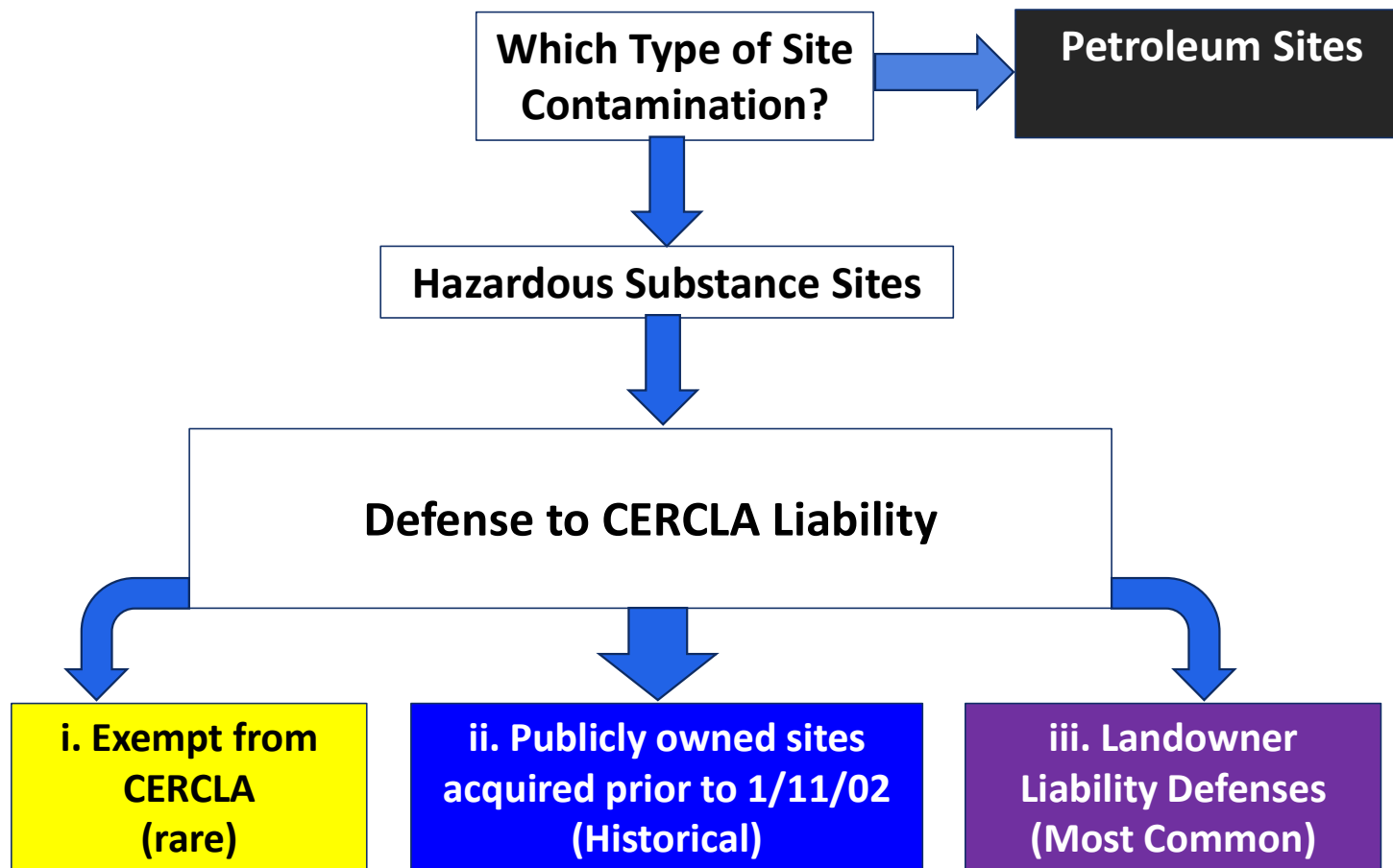
12. Threshold Criteria Related to CERCLA Liability

iii. **Landowner Defenses to CERCLA Liability**

2. Non-public entities that acquired property prior to January 11, 2002 may be eligible for a Brownfields Grant.
 - **How and when was the property acquired?**
 - **What environmental due diligence was performed before acquisition? Was it customary at the time?**
 - **Did you arrange for the disposal/transportation of contamination?**
 - **What happened on the property after acquisition? What steps were taken to stop and prevent future releases?**



12. CERCLA/Petroleum Liability



12. Threshold Criteria for Petroleum Sites

Sites contaminated with petroleum and petroleum product.

- State environmental agency (or EPA) will determine if the site is eligible.
- EPA will determine eligibility for Tribes.
- Petroleum Eligibility Letter must be attached to application.

Petroleum determination should be completed before submitting your application.

– Who contaminated it?

Who are the current and previous owners?

Current AND previous owner must not be responsible for contamination.

– If current or previous owner is responsible...

Are they financially viable?



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



13. Cleanup Authority & Oversight Structure

a) Cleanup Oversight

- Describe the oversight plan.
- Indicate if you plan to enroll in state or tribal Voluntary Cleanup Program (if so, States will usually certify/verify the Cleanup work).
- If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup (refer back to item #9).

b) Adjacent Property(s) Access Plan

- Plan to obtain access to adjacent properties (if needed).



14. Community Notification

- Provide an opportunity for the community (including persons with limited English proficiency and disabilities) to submit comments on your application and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- Publish an ad (or equivalent) at least **14 calendar days before submitting the application** and **no later than November 8, 2022**, if the application is submitted on November 22, 2022.
- Include in ad:
 - Date, time, and location of meeting
 - Where the application/draft ABCA are located
 - How the public can submit comments
- Attach to Application:
 - ABCA
 - copy of ad/notification
 - summary of comments & responses
 - meeting notes and attendees list

Attach draft ABCA(s) to your application

See full requirements in III.B.14. of the guidelines and additional guidance in [FAQ L.13.](#)



15. Contractors and Named Subrecipients

- **Contractors.**

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

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

- EPA will not accept sole source justifications for procurement contracts for services such as environmental consulting, engineering, and remediation that are available in the commercial marketplace.
- Firms or individual consultants that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements as provided in [2 CFR § 200.319\(b\)](#).

Failure to demonstrate compliance with these requirements in the application will result in rejection of the application/award.

EPA provides guidance on complying with the competition requirements in the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#).



15. Contractors and Named Subrecipients

- **Contractors cont'd:**

EPA does not require or encourage applicants to procure contractors (including consultants) before the EPA cooperative agreement is awarded, but if you do...you must disclose whether they have already selected a contractor that will be compensated with EPA funds made available under the grant.

NEW

- Disclose whether you have already selected a contractor that will be compensated with EPA funds made available under this RFA.
- If a contractor(s) has been selected prior to submitting the application to EPA, describe/include:
 - the procurement procedures that were followed to hire the contractor(s);
 - **where and when** the Request for Proposals/Request for Qualifications was posted as part of the application; and
 - the number of firms solicited and the number of offers received and considered.
- Alternatively, state 'n/a' or 'not applicable' if a contractor has not been procured.



See Section D. of the [FAQs](#)



15. Contractors and Named Subrecipients

- **Named Subrecipients.**

All applicants, including states, that name a specific subrecipient in this application must demonstrate that the subrecipient is eligible for a subaward in compliance with [Appendix A of EPA's Subaward Policy for EPA Assistance Agreement Recipients](#). This policy provides, among other things, that transactions between recipients and for-profit firms and individual consultants are procurement contracts rather than subawards when the transaction involves the acquisition of services from the firm or individual.

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

Refer to [EPA's Contracts and Subawards Solicitation Clause](#) for additional guidance.



Ranking Criteria

Your application will be ranked
ONLY IF YOU PASS THRESHOLD

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

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

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



1. Project Area Description & Plans for Revitalization – Overview

Here is:

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



1. Project Area Description & Plans for Revitalization



Target Area and Brownfields

Overview of Brownfield Challenges and Description of Target Area (5 points)

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

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

Clarity of the target area description will be scored



1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont'd)

Description of the Priority Brownfield Site(s) (10 points)

- Describe the property(ies) targeted for cleanup and known site contamination.



1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area

Reuse Strategy and Alignment with Revitalization Plans (10 points)

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



1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area (cont'd)

Outcomes and Benefits of Reuse Strategy (10 points)

- Describe the potential of the project or revitalization plans to stimulate economic development and/or facilitate non-economic benefits.
- If applicable, describe how the reuse of the priority site 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

- If the proposed project or plans may potentially cause displacement, describe the strategies and/or policies that will be implemented to minimize displacement.



1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources



Resources Needed for Site Characterization (5 points)

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

Resources Needed for Site Remediation (5 points)

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

Resources Needed for Site Reuse (5 points)

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

Name of Resource	Is the Resource for (1.c.i.) Assessment, (1.c.ii.) Remediation, or (1.c.iii.) Reuse Activities?	Is the Resource Secured or Unsecured?	Additional Details or Information About the Resource
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

Use of Existing Infrastructure (5 points)

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

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



2. Community Need & Engagement – Overview

Here is:

- Why my small and/or low-income community is unable to fund brownfield activities.
- How this grant will help populations in the target area that have a high incidence of adverse health conditions and greater-than-normal incidence of diseases.
- How this grant will help promote environmental justice.
- How the community will be involved.
- The plan for communicating project progress.



2. Community Need & Engagement

Community Need

The Community's Need for Funding (5 points)

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



NEW

If the inability to secure funding is not because the community is small and/or low-income, the response may only earn up to 2 points.



2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area) – 20 points

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

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

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

NEW Applicants may consider using the beta Climate and Economic Justice Screening Tool (CEJST) as an optional tool to help identify underserved or disadvantaged communities, for purposes of Justice40.

See [FAQ E.8.](#) for details on CEJST



2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area)

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

- Address the health or welfare of children, pregnant women, minority or low-income communities, or other **sensitive populations** and/or will facilitate the identification and reduction of threats to the health or welfare of such groups. (5 points)
- Address, or facilitate the identification and reduction of, threats to populations that suffer from **greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects)** that may be associated with the brownfield sites. (5 points)
- Promote **environmental justice** among the underserved populations in the target area(s). (10 points)

See the [FAQs](#) for more information on welfare, sensitive and underserved populations, and environmental justice



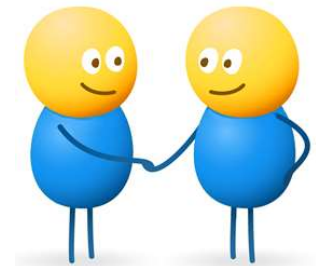
2. Community Need & Engagement

Project Involvement (5 points)

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

Project Roles (5 points)

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



Name of organization/entity/group	Point of contact (name, email & phone)	Specific involvement in the project or assistance provided
Tree House Comix	Harold Hutchins	Developing outreach materials

Involve different types of partners

Involve partners that are relevant to your project plans.



2. Community Need & Engagement

Incorporating Community Input (5 points)

- Discuss plan for communicating progress to:
 - the local community
 - project partners
 - residents/groups impacted by the site(s)
- Include:
 - the frequency of communication
 - the communication method(s) (including methods that offer an alternative to in-person community engagement in the event of social distancing or other restrictions as a result of COVID-19)
 - how input will be solicited, considered, and responded to



**Include what has already been done and what works
for your and your stakeholders**



3. Tasks, Costs, & Measuring Progress – Overview

Here is my 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 we came up with those numbers.
- How we will track and measure the project progress and results.



3. Tasks, Costs, & Measuring Progress

Proposed Cleanup Plan (10 points)

- 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

Use the language, DO NOT merely refer to the ABCA



3. Tasks, Costs, & Measuring Progress

Description of Tasks/Activities and Outputs

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

Project Implementation (10 points)

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

Usually 3-5 tasks including:

- Program Management – procuring a Qualified Environmental Professional, EPA reporting, financial and records management, internal progress meetings, etc.
- Cleanup related – cleanup and reuse planning, community engagement, cleanup oversight, site cleanup, etc.
- Community Engagement – public meetings, steering committees, etc.



3. Tasks, Costs, & Measuring Progress

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

Anticipated Project Schedule (5 points)

- Discuss the anticipated schedule and timing for the EPA-funded activities during the grant period. **(by quarter)**

Task/Activity Lead (5 points)

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

Outputs (5 points)

- Identify and quantify, as appropriate, the anticipated outputs/deliverables for each task/activity.
- Examples: 12 quarterly reports, 3 community meetings, 1 Final ABCA



3. Tasks, Costs, & Measuring Progress

Cost Estimates (15 points)

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

Provide clarity on how each cost estimate was developed and the extent to which costs per unit are presented in detail.

Applications are evaluated on how each cost estimate is reasonable and realistic and clearly correlates with the proposed tasks/activities



Cost Estimates – EXAMPLES

- **Prog. Mngmt/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 Nat'l 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)
- **Cleanup Cost Share:** Providing clean fill \$7,100 (est. 500 cu. yd. fill @ \$10/cu.yd. = \$5,000; three 8-hr days DPW equipment operator @ \$25/hr= \$600; 1-week front loader rental @ \$1,500/week); etc.



Cleanup Grant Application Budget – EXAMPLE

Budget Categories (programmatic costs only)	Project Tasks				Label Tasks
	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Total
Personnel	\$20,000	\$5,000			\$25,000
Fringe Benefits					
Travel					
Equipment					
Supplies	\$5,000				\$5,000
Contractual		\$5,000	\$15,000	\$450,000	\$470,000
Other (specify)					
Total Direct	\$25,000	\$10,000	\$15,000	\$450,000	\$500,000
Total Indirect	\$0	\$0	\$0	\$0	\$0
Total Federal (Direct + Indirect)	\$25,000	\$10,000	\$15,000	\$450,000	\$500,000

Should match
SF-424 and
SF-424A

May include 5% for
administrative costs



NO COST SHARE!



3. Tasks, Costs, & Measuring Progress

Measuring Environmental Results: Anticipated Outputs/Outcomes (5 points)



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

Tracking tools to consider:

- Software products
- Progress reporting
- Scheduled team update meetings
- Contractor support

Outputs:

- Conferences & meetings attended
- Reports submitted
- Cleanup plans approved and completed



4. Programmatic Capability & Past Performance – Overview

Applicants should:

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

Adhere to the total page limits:

❖ **10 pages for Cleanup Grant applications**



4. Programmatic Capability & Past Performance

Programmatic Capability

Organizational Structure (5 points)

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

Description of Key Staff (5 points)

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

Acquiring Additional Resources (5 points)

- Discuss the systems in place to acquire any additional expertise and resources.



4. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

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

– OR –

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

– OR –

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



4. Programmatic Capability & Past Performance

Accomplishments (5 points) & Compliance with Grant Requirements (10 points)

Past/present Brownfield Grant recipients

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

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



4. Programmatic Capability & Past Performance

Purpose and Accomplishments (5 points) & Compliance with Grant Requirements (10 points)

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

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



4. Programmatic Capability & Past Performance

Affirmative Statement of Not Receiving Assistance Agreements

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

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

Will receive a neutral score (8 points)

Respond to the correct *Past Performance & Accomplishments* criterion



Overview of What to Prepare

■ Narrative Information Sheet

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

See Section
IV.C. and IV.E.
for details

Excess information will be removed/redacted and not reviewed.

■ Narrative

- 10 pages, single-spaced Cleanup Grant applications.

Excess pages will be removed/redacted and not reviewed.

■ Required Attachments

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



NPC Contact Information

Sara Janovitz – janovitz.sara@epa.gov

Nichole Rodgers – rodgers.nichole@epa.gov

