

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV. of EPA’s Solicitation Clauses available at <https://www.epa.gov/grants/epa-solicitation-clauses> and the instructions outlined in [Section IV.B.](#) of this announcement.

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES

ACTION: Request for Applications (RFA)

RFA NO: EPA-OLEM-OBLR-20-08

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.814

DATES: The closing date and time for receipt of applications is DECEMBER 22, 2020, 11:59 p.m. Eastern Time (ET). Applications must be submitted through www.grants.gov. Applications received after 11:59 p.m. ET on DECEMBER 22, 2020, will not be considered. Please refer to the [Due Date and Submission Instructions in Section IV. B.](#) and [Appendix 1](#) for further instructions.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities (including eligible non-profit organizations) to provide technical assistance to communities on brownfield issues.

In addition, prior to naming a contractor (including a consultant) or subrecipient in your application, please carefully review [Section IV.G.](#) of these guidelines.

FUNDING/AWARDS: The total estimated funding for the solicitation is \$11,000,000. EPA anticipates award of up to 11 cooperative agreement(s). The maximum value of each agreement will be based on the technical assistance being provided but the funding for no geographical area will exceed \$1,000,000 under this competitive opportunity. If a single entity is selected for multiple geographical areas, those applications may be combined into a single award so the total award may exceed \$1,000,000. Cooperative agreements awarded will be funded incrementally. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance, agency priorities, and the availability of funds. (Refer to [Section II.A.](#))

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SECTION I. - FUNDING OPPORTUNITY DESCRIPTION

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) was amended by the Small Business Liability Relief and Brownfields Revitalization Act in 2002 to include Section 104(k), which provides federal financial assistance authorities for brownfields revitalization. The Brownfields Utilization, Investment, and Local Development (BUILD) Act enacted in 2018 reauthorized EPA's Brownfields Program and made additional amendments to CERCLA that affect EPA's brownfield cooperative agreement authorities, and the statute's provisions governing the definition of ownership and its liability provisions. (Note: References to CERCLA in this solicitation refer to CERCLA as amended by the 2002 Small Business Liability Relief and Brownfields Revitalization Act and the 2018 BUILD Act.)

A **brownfield site is defined** as 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 mine-scarred land.

A critical part of [EPA's Brownfields and Land Revitalization Program](#) is to ensure that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination have an opportunity to reap the benefits from brownfields redevelopment. The Program has a rich history rooted in a commitment to environmental justice and to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

The EPA's Brownfields Program is built upon four basic goals and principles – protecting the environment, partnering for success, stimulating the marketplace, and promoting sustainable reuse. EPA is committed to supporting technical assistance that will further the goals of the program and provide enhanced knowledge, tools, and processes to a broad range of stakeholders (e.g., tribal, state, local and other non-governmental entities), especially to small, rural and underserved communities.

I.A. Project Description

EPA's Office of Brownfields and Land Revitalization (OBLR) is soliciting applications from eligible entities to provide technical assistance within the geographic areas delineated in [Section I.B.6.](#) to assist communities facing brownfields challenges. Cooperative agreements awarded under this announcement will help communities tackle the challenge of assessing, cleaning up and preparing brownfield sites for redevelopment, especially underserved/rural/small and otherwise distressed communities. The technical assistance provided through these agreements will cover technical support on various brownfields subject areas. Regardless of the mechanism by which the technical assistance is made available, it should be geared toward results and in helping the community to move its brownfield sites forward in the process toward cleanup and reuse. In addition, understanding the underlying technical issues associated with a brownfield site will enable communities to participate substantively in brownfield site decisions. For the purposes of this solicitation, technical assistance is defined as providing advice and support, in the form of specialized knowledge, to a person or organization with the goal of guiding them through the

brownfield assessment, cleanup and revitalization process or helping them understand complex brownfields-related subject matter. The recipient will provide technical assistance, consistent with EPA policy and procedures, and serve as an independent source of information to assist communities. TAB cooperative agreement recipients may provide the following types of activities:

- Review and explain technical reports (such as those related to site sampling and analysis, site assessment, and government regulations);
- Provide information about environmental science, environmental policy, and other technical matters;
- Help communities understand and communicate health risks associated with a brownfield site;
- Provide information to assist the community to better understand environmental issues and how these issues affect brownfield cleanup and redevelopment;
- Facilitate meetings between the local community, developers, lenders, and others involved in the cleanup and reuse of brownfield properties;
- Facilitate brownfield redevelopment efforts by supporting community and other stakeholder involvement activities;
- Facilitate community visioning and reuse sessions;
- Provide assistance to communities dealing with brownfields-issues related plant closures, or other significant economic disruptions, adversely affected by natural disasters, or impacted by other sector-based issues;
- Provide assistance in understanding and complying with state Brownfields/Voluntary Cleanup Program requirements, including land use restrictions and other land use Controls;
- Provide application review services and host cooperative agreement writing workshops (but TAB recipients are not to provide cooperative agreement writing services); and
- Host workshops and community engagement events to help establish a connection between the city and the community to build strong community relationships.

The TAB cooperative agreement recipients are encouraged to collaborate with EPA staff in the respective EPA regional office(s) on those activities that are beneficial to each TAB recipient's EPA-approved workplan and may also be an incidental benefit to EPA's Brownfield and Land Revitalization Programs.

Applicants may propose other types of technical assistance activities that meet the needs of communities affected by brownfields in the geographic areas they propose to serve as long as they are eligible. In the event of social distancing or other restrictions as a result of COVID-19, applicants must provide a backup plan for delivering all in-person technical assistance activities.

I.B. Description of Subject Areas for Technical Assistance

Under CERCLA § 104(k)(7), EPA is authorized to provide financial assistance that facilitates "the inventory of brownfield sites, site assessments, remediation of brownfield sites, community involvement, or site preparation." The following are general subject areas for which EPA will fund brownfields technical assistance to support communities.

Applications must include technical assistance in each of the six subject areas described below or else they will be rejected and not considered for award. While applications must address all six

areas, applicants may propose approaches to addressing each area that differ from or supplement the activities EPA describes.

1. Community Involvement

Activities supporting this subject area should look at brownfield issues from a community-based perspective. Projects should aim to provide communities (people, residents, community groups, businesses, schools, etc.) with information, tools and technology to better understand or participate in an informed way in decision making related to brownfields area-wide planning, assessment, cleanup, environmental workforce development and job training, and the redevelopment process, or to foster a better understanding of the impacts of living near a potentially contaminated brownfields property. The assistance may include arranging and organizing meetings of community groups or others that contribute to the meaningful involvement of community members in brownfields efforts.

2. Health Impacts of Brownfield Sites

Technical assistance supporting this subject area should address the connection between health issues and brownfields. The assistance should focus on the impacts to health and quality of life related to health impacts when brownfields are not cleaned up and redeveloped or examine effects on health and quality of life as a result of brownfields cleanup and redevelopment. The assistance should strive to improve the health of individuals living near brownfields (particularly, those belonging to sensitive and environmental justice populations) and to increase the level of understanding of brownfields-related health issues and to foster interaction and partnerships with local public health departments.

3. Science and Technology Relating to Brownfields Assessment, Remediation, and Site Preparation

Technical assistance in this subject area should focus on various aspects of brownfields assessment, cleanup and subsequent redevelopment, including: assessment and inventory methods, site prioritization, development of a site prioritization scheme/methodology, sampling and cleanup methods, institutional controls and long-term stewardship to ensure long-term protection of human health and the environment, and risk assessment methods and policies.

4. Integrated Approaches to Brownfields Cleanup and Redevelopment

Technical assistance in this subject area should address linkages between environmental, economic, and social issues at brownfields sites, including: green revitalization, cleanup and redevelopment, port and waterfront utilization, energy issues, air and water quality issues, leveraging partner agency resources, sustainable development climate impacts, floodplain mitigation, green building design approaches, and quality of life related to social issues such as equitable development, affordable housing and environmental justice. Technical assistance outputs should aim to increase stakeholder knowledge of the linkages among various types of cleanup, redevelopment and planning efforts, and to increase stakeholder coordination to both address current issues and prevent the creation of future brownfields.

5. Brownfields Finance

Technical assistance in this area should address the financial and quality of life issues related to brownfields. Technical assistance also should assist communities in understanding and addressing economic issues associated with brownfields cleanup, including assisting communities in working with federal, state, tribal and local governmental departments/agencies, lenders, investors, developers, and insurers to establish and leverage partnerships for funding assessment and cleanup that is consistent with plans for subsequent redevelopment. Technical assistance activities should increase state, local, and tribal stakeholders' knowledge of finance instruments such as tax incentives, loan funds, insurance, government funding programs, and other available financing tools for brownfields cleanup and redevelopment. Technical assistance may be in the form of helping to organize or develop interagency workgroups to assist in developing plans, implementing financial instruments, leveraging resources or developing documents necessary to obtain additional funding for brownfields activities. Applicants should note, however, that general fundraising costs are unallowable under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

6. State, Territorial Tribal, and Local Government Brownfields Programs

Technical assistance in this area should focus on providing brownfield-related information to state, territorial, tribal (including Alaskan native tribes), local government representatives and other stakeholders about brownfields-related government programs, and brownfields funding opportunities (e.g., financial, technical assistance) for brownfields cleanup and redevelopment efforts. Technical assistance should also provide support for identifying and understanding state and tribal response programs and assistance to communities that have brownfield cooperative agreement funding and need technical assistance to move their projects forward.

Due to the high number of communities requiring support nationwide, EPA divided the support to be provided through these cooperative agreements into 11 different geographical areas. Ten of the cooperative agreements awarded under this solicitation will provide technical assistance to brownfields stakeholders in the geographic areas associated with the ten EPA regions (EPA intends to award one cooperative agreement for each of the ten regions). An additional cooperative agreement will be awarded to provide technical assistance nationwide. This additional cooperative agreement is intended to cover technical assistance activities that cross all regions and that are not regional or state specific in nature. Such technical assistance could include basic brownfields 101 workshops and webinars, electronic tools that serve communities nationwide, or those activities that must be provided nationwide such as cooperative agreement application assistance. The geographic areas are:

- **Geographic Area #1** includes *EPA Region 1* (CT, ME, MA, NH, RI, VT)
- **Geographic Area #2** includes *EPA Region 2* (NJ, NY, PR, VI)
- **Geographic Area #3** includes *EPA Region 3* (DE, DC, MD, PA, VA, WV)

- **Geographic Area #4** includes *EPA Region 4* (AL, FL, GA, KY, MS, NC, SC, TN)
- **Geographic Area #5** includes *EPA Region 5* (IL, IN, MI, MN, OH, WI)
- **Geographic Area #6** includes *EPA Region 6* (AR, LA, NM, OK, TX)
- **Geographic Area #7** includes *EPA Region 7* (IA, KS, NE, MO)
- **Geographic Area #8** includes *EPA Region 8* (CO, MT, ND, SD, UT, WY)
- **Geographic Area #9** includes *EPA Region 9* (AZ, CA, HI, NV, AS, GU)
- **Geographic Area #10** includes *EPA Region 10* (AK, ID, OR, WA)
- **Geographic Area #11** includes nationwide coverage to all regions and states

Applicants must provide technical assistance to communities throughout their entire geographic area. Please note that the amount of funding provided to selected recipients will be commensurate with the level and amount of technical support being proposed. Those recipients proposing to provide less technical assistance may receive less funding than recipients proposing to provide a greater amount of technical assistance or serving a larger geographic area.

Recipients selected for award in geographic areas 1-10, may also provide, with EPA's approval and on a limited basis, technical assistance to communities in other geographical areas. For example, a recipient may provide technical assistance to a community outside its geographic area if it is uniquely qualified to provide a specific type of technical assistance as determined by EPA. Such unique technical assistance may be provided at national conferences, through webinars, and similar events, or when EPA decides that the type or nature of the technical assistance must be made available nationwide. The final scope of work that EPA negotiates with successful applicants will specify the terms under which recipients may provide technical assistance outside of their geographic areas on a limited basis.

Note to Applicants: Applicants may submit applications to provide technical assistance in multiple geographic areas and receive awards for multiple areas, including the national award. Applicants wishing to provide technical assistance in multiple geographical areas must submit a **separate** application for each geographic area they plan to serve.

I.C. Uses of Grant Funds

Eligible uses of cooperative agreement funds include direct costs necessary to provide brownfields technical assistance identified in the approved workplan. This includes eligible programmatic costs necessary to perform your project, such as: costs for personnel, technical experts, materials, supplies, room rentals, travel, and transportation expenses.

Funds cannot be used for the payment of:

1. Conducting site assessments or actual cleanups;
2. construction and land acquisition;
3. foreign travel;
4. direct costs for application preparation;

5. a penalty or fine;
6. a federal cost share requirement (for example, a cost share required by other federal funds);
7. administrative costs, including all indirect costs and direct costs for cooperative agreement administration, in excess of five (5) percent of the total amount of EPA cooperative agreement funding, with the exception of financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation);
8. a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to environmental cleanup; or
9. unallowable costs (e.g., lobbying) under 2 CFR Part 200, Subpart E.

Administrative Costs. Under CERCLA § 104(k)(5)(B), cooperative agreement recipients (CARs) and subrecipients may use up to 5% of the amount of federal funding for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. As required by 2 CFR § 200.403(d), the CAR and subrecipients must classify administrative costs as direct or indirect consistently and may not classify the same types of cost in both categories. Eligible cooperative agreement and subaward administrative costs subject to the 5% limitation include direct costs for:

- a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements for Cost Principles and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.
 - i. Preparing revisions and changes in the budgets, scopes of work, program plans, and other activities required under 2 CFR § 200.308;
 - ii. Maintaining and operating financial management systems required under 2 CFR § 200.302;
 - iii. Preparing payment requests and handling payments under 2 CFR § 200.305;
 - iv. Financial reporting under 2 CFR § 200.327;
 - v. Non-federal audits required under 2 CFR Part 200, Subpart F; and
- b. Closeout under 2 CFR § 200.343 with the exception of preparing the recipient's final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

I.D. EPA Strategic Plan Linkage

The activities to be funded under this announcement support [EPA's FY 2018-2022 Strategic Plan](#)¹. Awards made under this announcement will support Goal 1 – Core Mission, Objective 3 – Revitalize Land and Prevent Contamination of [EPA's Strategic Plan](#). All applications must be for projects that support the goal and objective.

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

EPA requires that applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements.² Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above in [Section I.E.](#)

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

1. **Outcomes.** The term “outcomes” refer to the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable during the project period. EPA anticipates outcomes from projects awarded under this announcement will include increasing the capacity of nonfederal governmental entities, nonprofit organizations, and brownfields stakeholders to:

- a. increase the grantee's capacity to assess, cleanup and bring about sustainable reuse of brownfield properties;
- b. communities are better informed and equipped with the capacity to effectively address and be involved in brownfield activities;
- c. focus attention on the environmental and human health conditions in low income communities and socio-economically disadvantaged communities unable to draw on alternative sources of funding for assessment or cleanup of brownfields and their subsequent redevelopment;
- d. improve community involvement, communication, and the development of partnerships among differing stakeholders and increase partnerships for leveraging necessary funding; and
- e. enable communities to stimulate economic and other beneficial reuses of brownfield sites in order to improve environmental conditions and human health.

¹ EPA's Strategic Plan is available at <https://www.epa.gov/planandbudget/fy-2018-2022-epa-strategic-plan>.

² EPA Order 5700.7, EPA's Policy for Environmental Results under EPA Assistance Agreements is available at <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>.

2. Outputs. The term “output” refers to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

EPA anticipates the outputs from the projects awarded under this announcement will include, but not be limited to:

- a. number of brownfields one-on-one technical assistance provided;
- b. technical assistance workshops and webinars; and
- c. resource centers, factsheets, and case studies.

I.F. Supplementary Information

The statutory authority for this action is Section (104)(k)(7) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980, as amended by the Small Business Liability Relief and Brownfields Revitalization Act, and the Brownfields Utilization, Investment, and Local Development Act. 42 U.S.C. 9604(k)(7).

SECTION II. - AWARD INFORMATION

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

The total estimated funding available under this competitive opportunity is \$11,000,000 subject to the availability of funds, quality of applications received and other applicable considerations. The maximum value of each cooperative agreement will be based on the needs of the geographic area and the number of applications selected for funding. The maximum funding for applications per any single geographic area shall not exceed \$1,000,000 although an award itself may exceed \$1,000,000 if it contains combined proposals as described in II.B below.

Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance, agency priorities and the availability of funds.

EPA reserves the right to make additional awards under this competition, consistent with EPA policy and guidance, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of original selection decisions. EPA reserves the right to not fund any applications under this competition or fund applications in some areas and not others. There is no guarantee that each area will be funded or that the nationwide award will be made.

II.B. How many Agreements will EPA Award in this Competition?

EPA anticipates selecting up to 11 recipients, one for each of the geographic areas delineated under [Section I.B.6.](#) of this announcement. If an entity applies for more than one geographical area, and

is selected for award in multiple geographical areas, EPA may combine those selections into one cooperative agreement award.

EPA reserves the right to reject all applications and make no awards under this announcement, make less awards than expected, not to make awards for each area, or make multiple awards in an area.

II.C. Will Applications be Partially Funded?

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete activities, portions, or phases of proposed projects. To maintain the integrity of the competition and selection process, should EPA decide to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award.

II.D. What is the Project Period for Award(s) Resulting from this Solicitation?

The project period for the TAB cooperative agreements is five years. It is anticipated that the cooperative agreement recipient will complete all deliverables under its award during the final year of its project to allow time for reporting accomplishments data and disseminating final reports as applicable.

II.E. Substantial Involvement

This assistance agreement will be awarded in the form of a cooperative agreement. A cooperative agreement permits the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipient. The TAB recipients are encouraged to coordinate and collaborate with EPA staff in their respective EPA regional office(s) on those activities that support communities. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project includes:

- close monitoring of the recipient's performance to verify the results proposed;
- collaborating and communicating during the performance of the scope of work, especially when identifying community support activities;
- reviewing substantive terms of proposed contracts, in accordance with 2 CFR § 200.317 and 2 CFR § 200.318, as appropriate;
- reviewing qualifications of key personnel (EPA will not select employees, consultants, or contractors employed by the award recipient);
- reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
- reviewing and concurring on project outputs for consistency with the EPA approved scope of work.

SECTION III. - ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA

III.A. Eligible Entities

The following information indicates which entities are eligible to apply for this cooperative agreement

- General Purpose Unit of Local Government. [For purposes of the EPA Brownfields cooperative agreement Program, a “local government” is defined as stated under 2 CFR § 200.64.: Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.]
- Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general-purpose unit of local government.
- Government Entity Created by State Legislature.
- Regional Council or group of General-Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Indian tribe other than in Alaska. (The exclusion of Alaskan Tribes from Brownfields cooperative agreement eligibility is statutory at CERCLA § 104(k)(1)). Intertribal Consortia, comprised of eligible Indian tribes, are eligible for funding in accordance with EPA’s policy for funding intertribal consortia published in the Federal Register on November 4, 2002, at 67 Fed. Reg. 67181.)
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following.)
- Nonprofit organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Qualified community development entity as defined in Section 45D(c)(1) of the Internal Revenue Code of 1986.
- Other Nonprofit organizations. (For purposes of this cooperative agreement program, the term “nonprofit organization” means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes nonprofit colleges, universities, and other educational institutions.)

Note, 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 cooperative agreements.

III.B. Voluntary Cost Share/Leveraging

Matching funds are not required under this competition. Although cost-sharing or matching is not required as a condition of eligibility under this competition announcement, EPA will evaluate responses to the *Leveraging* criterion ([Section IV.E.](#)). Leveraging is when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project awarded under the competition that are above and beyond the EPA cooperative agreement funds awarded. Any leveraged funds/resources, and their source, must be identified in the application. Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the cooperative agreement regulations (2 CFR § 200.306, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal cooperative agreement.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during cooperative agreement performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR § 200.338.

Other leveraged funding/resources that are not identified as a voluntary cost share. This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third-party sources. This form of leveraging should be discussed in the application but should not be included in the budget narrative or table. Costs covered by this form of leveraging need not be eligible and allowable project costs under the EPA cooperative agreement. While this form of leveraging should not be included in the budget, if selected, the grant work plan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the submitted application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500.

III.C. Threshold Eligibility Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive a cooperative agreement under this competition. Threshold criteria are evaluated on a pass or fail basis. Only those applications that **specifically address and pass each of the threshold criteria** listed below will be evaluated against the ranking criteria in [Section V.A.](#) of this announcement. Applicants deemed ineligible for funding consideration as a result of failing the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information that is included in the application and/or consider information from other sources, including EPA files. Such communications shall not be used to correct application deficiencies or material omissions, materially alter the application or project proposed, or discuss changes to the applicant's responses to any evaluation or selection criteria. The applicant's responses to the threshold criteria **must be included in the cover letter** submitted to EPA or the application will be rejected.

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

The threshold criteria are as follows:

1. Applicants must be eligible entities. Applicants should describe how they are an eligible applicant as described in [Section III.A.](#) Eligible Entities. Eligible non-profit entities must attach documentation/evidence of nonprofit status under Federal, state or tribal law, as applicable.
2. Applications must address all six of the project subject areas as described in [Section I.B.](#) *Description of Subject Areas for Technical Assistance*, of this announcement.
3. Applications must include technical assistance to communities within the entire geographical area that the project addresses.
4. Applications must substantially conform to the outline and content detailed in [Section IV.C.](#), *Content and Form of Application*, of this announcement or they will be rejected. Pages in excess of the page limitations expressed in Section IV.C., *Content and Form of Application*, will not be reviewed. If you want to apply for more than one geographical area, you must submit a separate application for each geographical area you are interested in serving.
5. In addition, initial applications must be submitted through Grants.gov as stated in [Section IV](#) of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed for as explained in [Section IV](#)) on or before the application submission deadline published in Section IV of this solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted.

6. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with **Sahar Rana** (rana.sahar@epa.gov) as soon as possible after the submission deadline-- failure to do so may result in your application not being reviewed.
7. In the event that in-person activities are restricted as a result of COVID-19 (e.g. under quarantine situations, if social distancing is required in a community locale), applicants must include a backup plan for any in-person activities proposed as a part of their technical assistance project. A backup plan should include information such as how you will structure your technical assistance, what format(s) you propose to use (e.g. reducing meeting size, switching to an online format), how participants will have access to the meeting format, and what advisories you will follow regarding restrictions of in-person meetings (e.g. state, county or city government, etc.). Applications that do not propose a backup plan as a part of their response to "Narrative/Ranking Criteria 2. Project Description" will be rejected. When addressing this threshold criterion, indicate on which page(s) of the application your backup plan for in-person activities can be found.

SECTION IV. - APPLICATION AND SUBMISSION INFORMATION

IV.A. How to Obtain an Application Package

A copy of these guidelines can be obtained from the [EPA Brownfields and Land Revitalization Program](#) website³ or through www.grants.gov.

IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through www.grants.gov. Applications must be received no later than 11:59 p.m. ET on **DECEMBER 22, 2020**. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using www.grants.gov.

Applications received after 11:59 p.m. ET on **DECEMBER 22, 2020**, will not be considered for funding.

In order to submit an application through www.grants.gov, you must:

- Have an active DUNS number;
- Have an active System for Award Management (SAM) account in www.sam.gov;

³ EPA Brownfields and Land Revitalization Program website is available at <http://www.epa.gov/brownfields>.

- Be registered in www.grants.gov; and
- Be designated as your organization's AOR.

The registration process for all the above items **may take a month or more to complete.**

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

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

You should make every effort to complete the registration process in order to apply through www.grants.gov. However, if you are experiencing technical difficulties in applying through www.grants.gov because of operational or other issues related to COVID-19, you may request to submit the application by email. Email your request (which must include an explanation of the COVID-19 related issue you are experiencing and the specific reason you are unable to submit the application through www.grants.gov) and **the complete application** to Sahar Rana (rana.sahar@epa.gov) by DECEMBER 15, 2020. Requests will be reviewed on a case-by-case basis. There is no guarantee EPA will accept the submission outside of www.grants.gov. **Requests received after DECEMBER 15, 2020 will not be reviewed or considered.**

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

IV.C. Content and Form of Application Submission

Any pages exceeding the page limits described below will not be reviewed. Upon receipt, applications will be reviewed for substantial conformity with the format requirements and page limits listed below, per the threshold eligibility criteria in [Section III.C](#). All application materials must be submitted in English. Photos and graphics **will not be considered**. The Narrative and cover letter must be typed on letter-sized (8½ x 11 inch) paper, be single-spaced, and should use Times New Roman, Arial, or Calibri font, sized no smaller than 11-point font. Attachments are limited to those identified below and are limited to one scanned image per page. Applicants are responsible for submitting a complete application, as described below, by the due date.

Application Content

All applications must substantially conform to the following outline and content (pages in excess of the stated page limitations will not be reviewed):

- The cover letter, **including responses to threshold eligibility criteria in [Section III.C](#)**. (3-page limit, single-spaced)

- The Narrative, which includes the responses to all **ranking** criteria (15-page limit, single-spaced)
- Attachments
 - Milestones schedule
 - Documentation of applicant eligibility, if applicable

Note: Documentation of nonprofit applicant eligibility must be included with the required attachments but does **NOT** count towards the attachments page limitation.

IV.D. Cover Letter

The applicant's responses to the threshold criteria **must be included in the cover letter** submitted to EPA or the application will be rejected. The cover letter shall only address the information below and shall not exceed three, single-spaced pages. Any pages submitted over the page limit will not be considered. EPA does not consider information in the cover letter to be responses to the ranking criteria. Each cover letter must be on the applicant's official letterhead and should be addressed to the EPA Contact listed in [Section VII](#).

- i.Applicant information - provide the name and full address of the applicant applying for funds. This is the agency or organization that will be receiving the cooperative agreement and will be accountable to EPA. This is also the person EPA will notify regarding the outcome of your application (selection/non-selection).
- ii.Location - city, country, and state or reservation, tribally owned lands, tribal fee land, etc., of your organization.
- iii.Contacts - provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
- iv.Cooperative partners - provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
- v.Funding requested and Geographic Area - specify the amount of funding you are requesting from EPA and the geographic area described in Section I.B. that you propose to support. Please note that if you are proposing to support more than one geographical area, then a separate application **MUST** be submitted for each geographic area.

IV.E. Narrative/Ranking Criteria

The narrative must include responses to all five ranking criteria in Section V. The narrative (including citations) shall not exceed 15 single-spaced pages. Any pages submitted over the page limit will not be evaluated.

The narrative must be clear, concise, and specifically address all the applicable ranking criteria. **Responses to the criteria should include the criteria number and title but need not restate the**

entire text of the criteria. Applications must provide sufficient detail to allow for an evaluation of the merits of the application. **Any criterion left unanswered may result in zero points given for that criterion.** Factual information about your proposed project and the communities you intend to serve must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Do not provide photos or extraneous materials.

- i. **Project Description** - The project description must provide the information below on how the applicant will implement and conduct its proposed project.
 - Describe the current problem(s), and then your proposed solution for addressing these problems including the benefits of the technical assistance you plan to provide. Include a summary of your overall project goals, activities and milestones for providing technical assistance, the type of technical assistance you plan to provide, and your strategy to accomplish the overall project goals.
 - Include the types of technical assistance that will be provided to communities in the geographic area described in [Section I.C.](#) and the number (and geographic variability) of the communities you estimate will be supported. Include a description of how your project will ensure the fair distribution of assistance between urban and non-urban areas, and the extent the technical assistance will promote community engagement and active involvement in brownfields prioritization, assessment, cleanup and redevelopment decisions of an area in which one or more brownfield sites are located, including brownfields adjacent to a body of water or a federally designated flood plain (including decisions affecting environmental justice, rural communities, and/or tribal groups).
 - Discuss how the technical assistance will help facilitate the use or reuse of existing infrastructure, energy efficiency or siting a facility that generates renewable energy on a brownfield, or create or preserve greenspace or assist in other nonprofit reuses of brownfields in communities within the geographic area you are serving.
 - Provide information on how the technical assistance you plan to provide will help communities identify available funds for assessment, cleanup and reuse or help to stimulate economic development associated with community brownfield sites. Provide information on how the technical assistance will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, or contaminants, or how the technical assistance would facilitate the identification and reduction of threats to the health or welfare of children, pregnant women, minority or low income communities, or other sensitive populations.
 - Include in your discussion how your plan and approach, including the extent to which you propose to use sub awardees or contractors (perhaps having different areas of technical/legal/fiscal/other expertise, if any) will contribute to the effective and efficient performance of the project, and the methods you plan to use to provide the technical assistance (one-on-one, workshops, webinars, other). Describe how your proposed methods of delivering technical assistance are the most effective and

efficient methods of providing the assistance. Also, discuss your outreach plan/strategy to ensure communities are aware of the availability of the technical support being made available through your program.

- ii. **Organizational Knowledge/Experience/Expertise** - Summarize your organization's knowledge, experience, expertise in the six technical assistance subject areas identified in Section I. In addition, provide information regarding your organizational knowledge, experience, and expertise in working with the communities in the geographic area with particular emphasis on how the technical assistance will assist communities in moving their projects forward to completion. Provide information on your organizational experience and your plan for successfully achieving the objectives of the proposed project. Include information regarding your staff knowledge, expertise, and qualifications and your organization's available resources (or the ability to obtain necessary resources, including the organization's contingency plan to replace key personnel) to successfully achieve the goals of the proposed project. Include a discussion of the network you have in place to identify and mobilize resources within your geographical area. Include such information as key contacts, or other resources having additional knowledge or expertise that will assist you in successfully providing technical assistance to communities in the geographic area. Identify all proposed partnerships, stakeholder groups, or other networks that will be involved and their role in the successful accomplishment of the proposed technical assistance program. Also, explain how you will ensure coverage in case of changes in key personnel.

Note: EPA anticipates that in order for the applicant to provide the full range of necessary technical assistance to the largest number of communities in the geographic area it may be necessary to form partnerships with other organizations either through subawards or procurements. Please refer to Section IV.G. Also note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the Procurement Standards of 2 CFR § 1500.9, as applicable. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis. Also note, there will be a term and condition in all cooperative agreements awarded prohibiting contractors from marketing their firm or services when they are being reimbursed for their services under the cooperative agreement. In addition, if the applicant or their sub awardees have both non-profit and for-profit components of their organizations, then the non-profit portion implementing the cooperative agreement/subcontract is prohibited from recommending that communities use the services of its for-profit component when being reimbursed for their services under the cooperative agreement.

- iii. **Past Performance** - Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements, but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements, if any) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and achieve the objectives of the

project and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under the factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). Applications that do not provide any response for this criterion, may receive a score of 0.

- iv. **Community Need** - Describe the technical assistance program you plan to deliver (relevant to the six subject areas identified in Section I) and how that program will meet the needs of the communities within the geographic area who have an inability to draw on other sources of funding for environmental remediation and subsequent redevelopment of brownfield sites located in low income or sparsely populated communities. Include a discussion of the community need factors you will consider and how the technical assistance you plan to provide will address these issues. While EPA anticipates that some of the community needs may be broad in nature, other needs may be more well-defined. Include examples or provide the basis for how you determined the community needs that your program will address.
- v. **Budget/Resources** - Provide a detailed itemized budget application that is reasonable and appropriate to achieve the project's objectives. Clearly explain how funds will be used. The budget should include information on each major task using the cost elements outlined below. For each major task indicate what portion of the cost associated with the task will be covered with EPA cooperative agreement funds. Also indicate what portion of the costs the applicant or other partners will fund, if any.

Sample Format for Budget

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Other (include subawards) (specify) _____					
Total Direct Costs³						
Indirect Costs ³						
Total Federal Funding (not to exceed \$1,000,000)						
Total Budget (Total Direct Costs + Indirect Costs + Cost Share)						

¹ Travel to brownfields-related training conferences is an acceptable use of these cooperative agreement funds.

² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfield cooperative agreements.

³ Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.

- vi. **Performance Measurement: Anticipated Outcomes and Outputs** - Specify the anticipated environmental outcomes and outputs as described in *Section I.E., Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track, measure, and evaluate your progress in achieving the project outcomes, outputs, and project results, including both quantitative and qualitative performance measurements. (Refer to *Section V.A., Evaluation Criteria, Performance Measurement.*)
- vii. **Leveraging** - This section of your application provides how you will leverage additional resources for your proposed project.

Describe your eligibility for funding from other sources.

Demonstrate how you will leverage additional funds/resources beyond the EPA cooperative agreement funds awarded to support the proposed project activities and how these leveraged funds/resources will be used to contribute to the performance and success of the proposed project. Describe the extent to which in-kind and/or partner commitments to providing services/resources to the proposed project are available, and whether these commitments have already been made; if leveraged resources are not yet committed to the project, describe the likelihood that these commitments will materialize during the project.

Describe the amount(s) and type(s) of leveraged resources and for which tasks they may be used. Consider using the optional table format below to illustrate the tasks for which leveraged resources will be used and the level of leveraged resource you plan to use for each task. Please modify task categories and add rows as necessary. For each source, list whether it is an anticipated resource or a confirmed resource.

Selected applicants are expected to abide by their proposed leveraging commitments during cooperative agreement performance and the failure to do so may affect the legitimacy of the award.

Leveraged Resources Table (Optional)

Project Funding	Status of Resource: Anticipated/ Confirmed	Project Tasks				Total
		Outreach	Instruction/ Training	Program Management	Research	
[Resource 1]						
[Resource 2]						
[Resource 3]						
Total Non-EPA Resources Leveraged:						

IV.F. Attachments

The following documents should be included as attachments to the application. **These documents will not count as part of the 15-page limit and do not have an individual page limitation.**

- a. Milestones** – include a schedule indicating the start and completion dates of significant tasks under your program.
- b. Documentation/evidence of current non-profit status** under Federal, state or tribal law, as applicable.

IV.G. Additional Provisions for Applicants Incorporated in the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and

subawards, and application assistance and communications, can be found at <https://www.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in [Section VII](#). to obtain the provisions.

SECTION V. - APPLICATION REVIEW INFORMATION

V.A. Evaluation Criteria

Each eligible application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address the ranking criteria in their application. Your application may be assigned up to 100 points.

Criterion	Maximum Points per Criterion
<p>Project Description. The extent to which the application effectively addresses the requirements described in Section I.A of this solicitation will be evaluated. as follows:</p> <ul style="list-style-type: none"> • The extent to which the “Narrative” clearly, concisely and realistically presents a statement of the problem, description of the proposed project goals, activities, benefits, and project milestones. (10 points) • The types of technical assistance that will be provided to communities in the geographic area described in Section I.B. and the number (and geographic variability) of communities to be supported, The method by which the applicant will ensure the fair distribution of assistance between urban and non-urban areas and the outreach plan/strategy to ensure communities are aware of the availability of the technical support available will also be evaluated. (5 points) • The extent the technical assistance will promote community engagement and active involvement in brownfields prioritization, assessment, cleanup and redevelopment decisions (including environmental justice, rural communities, and/or tribal groups). (5 points) • The extent to which the technical assistance to be provided will help identify and stimulate the availability of funds for assessment, cleanup and reuse or help to stimulate economic development in areas impacted by brownfield sites. (5 points) • The extent to which the technical assistance will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, or contaminants, or how the technical assistance will facilitate the identification and reduction of threats to the health or 	40

<p>welfare of children, pregnant women, minority or low income communities, or other sensitive populations. (5 points)</p> <ul style="list-style-type: none"> • The extent that the technical assistance will help facilitate the use or reuse of existing infrastructure, create or preserve greenspace, or assist in other non-profit reuses of brownfields. (5 points) • The extent to which the proposed plan and approach will effectively and efficiently perform the project, including the mechanisms that will be used to provide the technical assistance and the use of subawards or contractors, if any. Applicants will be evaluated more favorable if they include a reasonable and appropriate amount of subgrant and contract support and can clearly demonstrate how their approach will be an effective and efficient method to provide the technical assistance in the project. For example, the use of local staff to provide technical assistance. Applicants will be evaluated less favorably if the use of subawards or contracts does not contribute to the effective or efficient performance of the project or if the project consists of only holding general brownfields meetings or conferences. (5 points) 	
<p>Organizational Knowledge/Experience/Expertise. This criterion will evaluate:</p> <ul style="list-style-type: none"> • The applicant’s organizational knowledge and experience in working with communities in the geographic area where technical assistance will be provided, engaging them in brownfield prioritization, assessment, cleanup and redevelopment issues, and delivering sound and effective technical assistance to such communities. (6 points) • The applicant’s experience and plan for timely and successfully achieving the objectives of the proposed project, including having the necessary partnerships, contacts, or established network in the targeted geographic area. (7 points) • The depth of staff expertise, qualifications, and knowledge in the 6 focus areas described in Section I.B., and the applicant’s resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 points) • The applicant’s contingency plan to replace key personnel as necessary. (2 points) <p>Note: Applicants who demonstrate they are experienced and familiar with local community issues and demonstrate credibility with the communities, either through their local presence in the communities or through other means, may improve their score for this criterion. Applicants whose applications include knowledge, experience, and expertise in moving projects forward to completion also may receive more favorable consideration under this criterion.</p>	20

<p>Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account their:</p> <ul style="list-style-type: none"> • Past performance in successfully completing and managing the assistance agreements identified in response to Section IV.E. of the announcement. (5 points) • History of meeting the reporting requirements under the assistance agreements identified in response to Section IV.E of the announcement including whether the applicant submitted acceptable final technical reports under those agreements, and the extent to which the applicant adequately and timely reported on its progress towards achieving the expected outputs and outcomes under those agreements. If such progress was not being made, whether the applicant adequately reported why not will be considered. (5 points) <p>Note: In evaluating the application under the two items above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors. Applications that do not provide any response for this criterion may receive a score of 0.</p>	10
<p>Community Need. Under this criterion, applicants will be evaluated on the following:</p> <ul style="list-style-type: none"> • How the technical assistance program the applicant describes and plans to deliver will meet the needs of communities that are unable to draw on other sources of funding. (10 points) 	10
<p>Budget/Resources. Under this criterion, the application will be evaluated on the extent to which:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, reasonable, and appropriate to achieve the project’s objectives and includes cost estimates for each of the proposed project activities to be performed with the EPA funds. The applicant’s budget will also be evaluated based on whether it describes an effective use of the budget resources for the work to be performed. (10 points) 	10
<ul style="list-style-type: none"> • Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, EPA will evaluate the extent to which the application realistically describes how the project will lead to measurable long-term outcomes and short-term outputs, including qualitative or quantitative, 	5

<p>environmental, social, or economic measures, what the measures are, and how measures will be evaluated throughout the life of the project. The degree to which the applicant can easily identify when the project is or is not on schedule and the degree to which the approaches, procedures, and/or controls demonstrate the applicant’s readiness to achieve the project goals and deliverables in an efficient manner. (5 points)</p>	
<p>Leveraging. Under this criterion, applicants will be evaluated based on the extent to which the application demonstrates:</p> <ul style="list-style-type: none"> • How the applicant will coordinate the use of the EPA funds with other Federal or non-Federal sources of funds from project partners, including other Federal agencies, foundations, non-profits, surrounding communities, or local businesses to leverage additional resources beyond the funds awarded to carry out the technical assistance project. The applicant will be evaluated on the type and amount of leveraged resources, the likelihood of the resources materializing, the strength of the leveraging commitment, and the role that the leveraged funds/resources will play in the overall project. Applications with firm leveraged commitments or with leveraged commitments that will significantly enhance their technical assistance program will be evaluated more favorably. (5 points) 	5

V.B. Review and Selection Process

All applications received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with *Section III., Eligibility Information and Threshold Criteria*. Only applications determined eligible and passing the threshold review will be evaluated for technical merit.

Each eligible application will be evaluated by a review panel of EPA staff for technical merit, based on the evaluation factors detailed in *Section V.A. Evaluation Criteria* of this solicitation. There will be separate ranking lists for applications per geographic area. Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be placed in rank order for each geographic area and this will be provided to the EPA Headquarters Selection Official.

While EPA intends to make awards to the highest scored applications per area, EPA’s Headquarters Selection Official will make the final funding decisions, which will be based upon the rankings and scores and consideration, as appropriate of this announcement.

V.C. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and

Performance can be found at www.epa.gov/grants/epa-solicitation-clauses. These and the other provisions at www.epa.gov/grants/epa-solicitation-clauses are important and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII](#), to obtain the provisions.

SECTION VI. - AWARD ADMINISTRATION INFORMATION

VI.A. Award Notices

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

EPA anticipates notification to successful applicants will be made via telephone, email, or postal mail by late Spring 2021. The notification will be sent to the Project Director and Chief Executive/Highest Ranking Elected Official listed in the Narrative Information Sheet in Section IV.D. This notification, which informs the applicant that its application is selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by GIAMD for Headquarters awards, or by Regional Grants Management Official for regional awards. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through email or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., a workplan), which must be approved by EPA before the cooperative agreement can officially be awarded. The time between notification of selection and award of a cooperative agreement can take up to 90 days or longer.

VI.B. Administrative and National Policy Requirements

1. Funding will be awarded as a cooperative agreement. The applicants who are selected for award will work with an EPA Project Officer to finalize the required federal application package and to negotiate the cooperative agreement workplan.
2. Approved cooperative agreements will include terms and conditions that will be binding on the recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with Uniform Grant Guidance found in 2 CFR § 200.328.
3. An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards

completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.

VI.C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, milestones, outputs/outcomes reached, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

EPA expects timely drawdown of funds and a yearly financial report. In addition to quarterly reports, the financial reports and provide EPA with information regarding the progress being made.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the cooperative agreement.

VI.D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Sahar Rana at rana.sahar@epa.gov. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

VI.E. Combining Applications Into One Award

If an applicant submits applications for multiple geographical areas under this competition, and is selected for multiple awards, EPA may award a single cooperative agreement that combines separate applications for the different geographic areas.

VI.F. Additional Provisions for Applicants Incorporated in the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability can be found at <https://www.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them

when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in [Section VII](#). to obtain the provisions.

SECTION VII. - AGENCY CONTACT

Sahar Rana, U.S. EPA, Office of Brownfields and Land Revitalization (MC 5105-T), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (202)566-2916; or email rana.sahar@epa.gov.

APPENDIX 1

Grants.gov Application Submission Instructions

A. Requirement to Submit Through www.grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through www.grants.gov under this funding opportunity based on the grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through www.grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to www.grants.gov, the applicant must contact OMS-ARM-OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) at least 15 calendar days prior to the submission deadline under this announcement to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers
c/o Jessica Durand
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N.W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization name and DUNS number
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through www.grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through www.grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding application content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods

for application submissions made through December 31st of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2020 it is valid for any competitive or non-competitive application submission to EPA through December 31, 2020). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31st of that calendar year. Applicants must request a new exception from required electronic submission through www.grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2020, with a submission deadline of January 15, 2021, the applicant would need a new exception to submit through alternative methods beginning January 1, 2021.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the EPA Headquarters Contact listed in [Section VII](#). Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Submission Instructions

The electronic submission of your application must be made by the Authorized Organization Representative (AOR) of your institution who is registered with www.grants.gov and is authorized to sign applications for federal assistance. For more information on the registration requirements that must be completed in order to submit an application through www.grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with www.grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization unique entity identifier (e.g., DUNS number) and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through www.grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on www.grants.gov, www.sam.gov, and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through www.grants.gov and whose unique entity identifier (e.g., DUNS number) is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this cooperative agreement announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: apply through www.grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. You may also be able to access the application package for this announcement by searching for the

opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-20-08**, or the CFDA number that applies to the announcement (**CFDA 66.814**), in the appropriate field and click the “Search” button.

Please note: All applications must now be submitted through [Grants.gov](http://www.grants.gov) using the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](https://www.grants.gov/web/grants/applicants/workspace-overview.html) at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Application Submission Deadline: Your organization’s AOR must successfully submit your complete application package electronically to EPA through www.grants.gov **no later than DECEMBER 22, 2020, 11:59 p.m. ET**. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the Grants.gov application package accessed using the instructions above. Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Sahar Rana at 202-566-2916 or rana.sahar@epa.gov.

Application Materials

The following forms and documents are mandatory under this announcement. (Refer to Section IV.C., Content and Form of Application Submission).

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Preaward Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)
5. Project Narrative Attachment Form – attach the Cover Letter, the Narrative, and required attachments as one file, if possible. See [Section IV.C.](#) for details on the required content and the associated page limits.

Note: A workplan is not required under this announcement. Applicants that are selected for funding will negotiate the workplan with EPA before the cooperative agreement is awarded.

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

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

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

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

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

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

C. Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to www.grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch, and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to www.grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to www.grants.gov BEFORE the application submission deadline.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

Note: www.grants.gov issues a “case number” upon a request for assistance.

3. Transmission difficulties: If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.grants.gov by the deadline date and time, follow the guidance below. EPA will make a decision concerning acceptance of each late submission on a case-by-case basis. All e-mails, as described below, are to be sent to Sahar Rana at rana.sahar@epa.gov with the Applicant Name in the Subject Line. If you are unable to email, contact Sahar Rana by phone at 202-566-2916. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.grants.gov or relevant www.sam.gov system issues or for unforeseen exigent

circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit timely because they did not properly or timely register in www.sam.gov or www.grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to www.grants.gov, it is essential to call www.grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a www.grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from www.grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to www.grants.gov, such as extreme weather interfering with Internet access, contact Sahar Rana (202-566-2916.).
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from www.grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to rana.sahar@epa.gov prior to the application deadline. The email message must document the problem and include the www.grants.gov case number as well as the entire application in PDF format as an attachment.
- c. www.grants.gov rejection of the application package: If a notification is received from www.grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Sahar Rana (rana.sahar@epa.gov) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by www.grants.gov and attach the entire application in PDF format.

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