Welcome! The live event will start shortly.

- Audio is available online with your device or by telephone.
  - o Optional dial in: +1 646 828 7666
  - o Meeting ID: 160 994 4260
- **Q&A:** Please submit questions via the "Q&A" box.
- A recording of today's webinar will be posted.

EPA BROWNFIELDS AND LAND REVITALIZATION

FY24 Guidelines for Technical Assistance to Existing and Potential Brownfields Revolving Loan Fund (RLF) Grant Recipients

EPA Office of Brownfields and Land Revitalization

January 24, 2024

Meet the Presenters & Team

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EPA HQ, Office of General Counsel (OGC)

Welcome

- **Webinar Purpose**: Assist applicants with understanding the FY2024 Guidelines for Technical Assistance to Existing and Potential Brownfields RLF Grant Recipients

- **Disclaimer:** Notice of Funding Opportunity guidelines (referred to as the NOFO) supersede any information provided in this presentation or by the presenters

Useful Links

- **Webpage for Technical Assistance to Existing and Potential Brownfields RLF Grant Recipients:**

  https://www.epa.gov/brownfields/solicitation-fy-2024-technical-assistance-existing-and-potential-brownfields-rlf-grant

- **Apply on Grants.gov:**

  https://grants.gov/search-results-detail/351665

- **FY24 Frequently Asked Questions:**

  https://www.epa.gov/brownfields/fy-2024-frequently-asked-questions-about-technical-assistance-existing-and-potential

- **Grants.gov Tip Sheet:**

  https://www.epa.gov/system/files/documents/2023-08/Grants.gov%20Tip%20Sheet_Aug%202023_0.pdf

Solicitation for FY 2024 Technical Assistance to Existing and Potential Brownfields RLF Grant Recipients (EPA-I-OLEM-OBLR-24-01)

For this solicitation, EPA anticipates awarding a single cooperative agreement for up to $3,000,000 with a five-year period of performance. **The application deadline is March 1, 2024 at 11:59 PM ET.**

- Apply now: FY 2024 Guidelines for Technical Assistance to Existing and Potential Brownfields RLF Grant Recipients ⤴

Webinar Agenda

- General Information

- Overview of Grant and Background

- Application Process
  - Submitting Your Application in Grants.gov
  - Application Content
    - Narrative Information Sheet
    - Threshold Criteria
    - Ranking Criteria/Narrative and Milestones

- Next Steps

- Questions

Grant Overview – Timeline

Anticipated Timeline:

- **March 1, 2024:** Application submission deadline

- **May 2024:** Selection announced

- **Summer 2024:** Workplan and grant paperwork finalized

- **Summer 2024**: Cooperative Agreement awarded/funds become available

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

Background
Goals

Provide nationwide RLF-specific technical assistance to communities that have:

➢ Already received an EPA Brownfield RLF Grant [hereafter referred to as <u>existing</u> RLF Cooperative Agreement Recipients (CARs)], or

➢ Are interested in applying for an EPA Brownfield RLF Grant (hereafter referred to as <u>potential</u> RLF CARs).

> Note: There are currently 172 open RLF Grants (i.e., CAR is operating under a cooperative agreement) and 149 post-closeout RLF Grants [i.e., CAR is operating under a closeout agreement (COA)].
>
> These numbers change regularly as new RLF Grants are awarded and existing RLF Grants go from open to post-closeout to closed status. See the RLF Program FAQs (as of May 18, 2023) for detailed RLF Grant status definitions.

Background
Goals Continued

Assist potential and existing RLF CARs in enhancing their RLF Programs and building capacity within the following areas:

- Build partnerships to support the development of RLF Programs that will succeed over the long-term (e.g., decades);

- Cultivate expertise among potential and existing RLF CARs through outreach, training, and coaching;

- Connect existing RLF CARs with other RLF CARs who established successful, long-term RLF Programs;

- Facilitate/host meetings between potential and existing RLF CARs, developers, lenders, and others who can increase capacity and understanding of how to build a successful RLF Program; and

- Aid RLF efforts by supporting RLF CARs through the development of an easily accessible tool kit of templates, examples, and other outreach materials that will benefit both new and established RLF Programs.

Overview of the Grant
Grant Details

- **Funding:** *up to $3,000,000*

- **Period of Performance:** *5-year period of performance*

- **Awards:** *1 (to either one Individual Entity or a Coalition)*

- **Type of Award:** *Cooperative Agreement*

Consistent with the direction on cost sharing in the Bipartisan Infrastructure Law, a cost share is not required.

Who is Eligible to Apply?

- General Purpose Unit of Local Government.

- Quasi Governmental Entities.

- Regional Council established under governmental authority.

- Group of General Purpose Units of Local Government established under Federal, state or local law (e.g., councils of governments) to function as a single legal entity with authority to enter into binding agreements with the Federal Government.

- Redevelopment Agency that is chartered or otherwise sanctioned by a state.

- State.

- Federally recognized Indian tribe other than in Alaska.

- Alaska Native Regional Corporation, Alaska Native Village Corporation, and 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.

- 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.
- Non-lead coalition members must also be eligible entities.
- 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.

From RLF TA FAQ #7: If an existing RLF CAR or Brownfields TA provider were to be awarded an RLF TA Grant, it will not affect that entity's ability to receive other EPA funding under either an existing or new Brownfields Grant.

Overview of the Grant

Applications must include how the applicant will provide technical assistance in **each** of the five general subject areas described below:

1. **Research on Existing and Potential RLF CARs, Loan Programs Outside of Brownfields, and Available Brownfield Technical Assistance**

2. **Annual RLF Meetings (Co-sponsored by EPA)**

3. **Online Toolkit and Training on the Toolkit**

4. **Peer-to-peer Networking/Community of Practice and RLF Advisory Council**

5. **Direct Nationwide RLF-Specific Technical Assistance**

See Section I.A. for further information on subject areas.

Overview of the Grant
5 Subject Areas

1. **Research on Existing and Potential RLF CARs, Loan Programs Outside of Brownfields, and Available Brownfield Technical Assistance**

   - Research existing Brownfield RLF Programs across the nation to understand current operations and needs

   - Research non-Brownfield loan programs to gain tips that could be useful to Brownfield RLFs

   - Research capacity needed for potential RLF CARs to be prepared for implementing a successful RLF Program

   - Investigate brownfield technical assistance that is already available

Overview of the Grant
5 Subject Areas

2. Annual RLF Meetings (Co-sponsored by EPA)

- Provide a meeting plan for facilitating/hosting annual RLF meetings for potential and existing RLF CARs
  - Coordinate all agendas with EPA
  - Include frequency, duration, and planned location(s)
    - If feasible, EPA expects applicants to propose a plan for the first national RLF meeting to occur in late 2024
  - Include payment of meeting facilities and can include participant support costs (e.g., stipends, travel scholarships, and meals) for RLF CAR and subject matter expert attendance

> **See Section I.A. for further information on public comments related to types of RLF meetings,**
> **and Section I.B. for information on participant support costs.**

Overview of the Grant
5 Subject Areas

3. Online Toolkit and Training on the Toolkit

- Develop a webpage with online materials potential and existing RLF CARs can use to start/improve their RLF Programs

- Provide/facilitate training on contents of online toolkit

- Provide approach for representing RLF CAR interests in the development of an RLF Handbook which is being prepared by EPA and an EPA contractor

Overview of the Grant
5 Subject Areas

4. Peer-to-peer Networking/Community of Practice and RLF Advisory Council

- Approach for facilitating national peer-to-peer networking among existing RLF CARs and, as appropriate, potential RLF CARs

- May propose establishment of an RLF Advisory Council consisting of subject matter experts and experienced RLF CARs to provide feedback and input to the RLF TA provider on all five subject areas

See Sections I.A. and I.B. for more information on advisory councils.

Overview of the Grant
5 Subject Areas

5. Direct Nationwide RLF-Specific Technical Assistance

- Provide nationwide technical assistance to potential and existing RLF CARs over the phone, via meeting software, or via email using pre-prepared materials available online

- Coordinate relevant activities with other Brownfields Technical Assistance providers

- Focus on RLF-specific TA that supplements existing TA already being provided

Questions & Progress Check

- General Information

- Overview of the Grant

- **Application Process**
  - Submitting Your Application in Grants.gov
  - Application Content
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Submitting Your Application Package

Applications are due March 1, 2024 at 11:59 PM ET via Grants.gov

Grants.gov Tip Sheet

Grants.gov Resources for Applicants

Requirements to Submit an Application

Requirement	Accept ✅	Reject ❌
Active **www.sam.gov** account through **March 1, 2024**	• The account is active and matches the applying entity's info	• Inactive/expired account • Account is being updated, but is in "processing" status
Obtain a **Unique Entity Identifier (UEI)** generated in http://www.sam.gov/	• The same UEI must be used on future applications	• Another organization's/ department's UEI is listed on the Standard Form 424
Active **www.grants.gov** account	• Associated with same, correct UEI number	• Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account
Submission by the **Authorized Organization Representative** (AOR)	• Designated in Grants.gov by the E-business POC (listed in sam.gov) • Has a Grants.gov account • Submits the application in Grants.gov	• Someone other than the designated AOR submits the application

UEI replaced the DUNS requirement.

See more information at https://sam.gov/ content/duns-uei

Your www.grants.gov Application Package

REQUIRED FORMS

1. **Application for Federal Assistance** (SF-424)

2. **Budget Information for Non-Construction Programs** (SF-424 A)

3. **Preaward Compliance Review Report** (EPA Form 4700-4)

    [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.]

4. **EPA Key Contacts** (Form 5700-54)

5. **Project Narrative Attachment Forms**, as one file, and include:
    - ✓ Narrative Information Sheet
    - ✓ Responses to Threshold Criteria
        - ✓ Required Attachments (as applicable)
    - ✓ Narrative (responses to ranking criteria)
        - ✓ Milestones Schedule

OPTIONAL FORMS

1. **Grants.gov Lobbying Form** – To be submitted by applicants requesting <u>more than</u> $100,000 of EPA grant funding.

2. **Negotiated/Proposed Indirect Cost Rate Agreement** – submit using the Project Narrative Attachment Form.

EPA Forms can be found at: www.epa.gov/grants/epa-grantee-forms

A workplan <u>is not required</u> at time of submission. The applicant that is selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.

Exceptions to Applying through Grants.gov

Limited or No Access to Internet

- Must request a waiver at least 15 calendar days before the deadline
- EPA must approve the request
  - See procedures in Appendix 1 of NOFO Guidelines

> **Every effort must be made to complete all prerequisites in order to apply through www.grants.gov.**

There is no guarantee EPA will approve the request.

The Application Has Been Submitted – Now What?

- After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from www.grants.gov.

- If the AOR did not receive notification emails or the application package did not transmit successfully, immediately **contact the www.grants.gov Help Desk** (open 24/7; except federal holidays) at 1-800-518-4726. **Make sure to get a case number.**

- Applications that are not successfully submitted **and 'validated'** by the deadline will be considered late and <u>will be rejected</u>.

Questions & Progress Check

- General Information

- Overview of the Grant

- **Application Process**
  - o Submitting Your Application in Grants.gov
  - o Application Content
    - ▪ Narrative Information Sheet
    - ▪ Threshold Criteria
    - ▪ Ranking Criteria/Narrative and Milestones

- Next Steps

- Questions

Application Content

- Applications must conform to the following outline:
  - Narrative Information Sheet (3-page limit) – Section IV.D. of NOFO
  - Threshold criteria responses – Section III.C. of NOFO
    - Eligibility and/or contractor documentation, if applicable
  - Narrative (20-page limit) – Section IV.E. of NOFO
    - Milestones schedule (does not count towards 15-page limit)

  These are the documents you will add to the **Project Narrative Attachment Form** in grants.gov

- Applications exceeding the page limit will not be reviewed
  - 8 ½ x 11 inches paper size
  - Use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size

- Application materials must be submitted in English
- Photos and graphics will not be considered

Application Content
Narrative Information Sheet

1. Applicant Identification

2. Funding Requested

3. Contacts

4. EPA's Plan to Release Copies of Applications

> ✓ **Place on official letterhead**
> ✓ **3-page limit**
> ✓ **Do <u>not</u> include a project summary/overview**

Application Content
Narrative Information Sheet

1. Applicant Identification
   - Name and address of entity applying for funds

2. Funding Requested
   - Indicate the Grant Type - "Individual RLF TA" or "RLF TA Coalition"
   - Include the amount being requested
     - Must not exceed $3,000,000

3. Contacts

   Project Director → Name, phone number, email, mailing address

   Chief Executive → Name, phone number, email, mailing address

Application Content
Narrative Information Sheet:
Certifying Confidential Information

4. EPA's Plan to Release Copies of Applications

- EPA <u>may</u> post submitted applications on our website after the award is announced in May of 2024.

- EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.).

- On the Narrative Information Sheet…**Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if application does not have confidential, privileged, or sensitive information**.

- Information that is claimed as confidential, privileged, or sensitive will be redacted before release.

Review Section IV.D. for more information on the Narrative Information Sheet

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Questions & Progress Check

- General Information

- Overview of the Grant

- **Application Process**
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    - Narrative Information Sheet
    - **Threshold Criteria**
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Application Content
Threshold Criteria

Threshold criteria are evaluated on a pass/fail basis

1. Applicant Eligibility
2. Coalition Agreement (if applicable)
3. Contractors and Named Subrecipients

Reminder: The threshold criteria will not count against the 20-page narrative limit of the Narrative nor the 3-page limit of the Narrative Information Sheet, and does not have an individual page limitation.

Application Content
Threshold Criterion #1: Applicant Eligibility

- Indicate the applicant type from the list of eligible entities in Section III

- Attach documentation of applicant eligibility as specified in Section III.C.1.a.

- Indicate if your organization is exempt from Federal taxation under section 501(c)(4) of the Internal Revenue Code and if yes, but your organization does not lobby within the meaning of the Lobbying Disclosure Act 2 U.S.C. 1601 et. seq, attach a legal opinion stating so.

IMPORTANT: If you are applying as a coalition,
1) above must be provided for both the applicant and each non-lead coalition member, and
2) see Section III.C.1. for additional eligibility requirements for coalition members.

Application Content
Threshold Criterion #2:
Coalition Agreement (if applicable)

- Include one of the following document(s) as an attachment to your application for each non-lead coalition member:

  - A signed letter to the grant applicant (the lead coalition member) in which they agree to be part of the coalition,
    OR
  - An active Memorandum of Agreement that includes a description and role of each coalition member.

Documentation that is not included with the application will render that non-lead member ineligible from participating in the coalition, and potentially render the entire application ineligible if there is less than one non-lead member.

Application Content
Threshold Criterion #3:
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). EPA interprets this regulation to preclude applicants from directly receiving **any assistance** from prospective contractors in developing RFPs if the prospective contractor will be allowed to compete for the work covered by the RFP.

  - Consistent with 2 CFR § 200.320(b)(2)(iii), for contracts over $250,000, **price must be an evaluation factor** in the review of proposals or quotes.

> **EPA provides guidance on complying with the competition requirements in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements and the Brownfields Grants: Guidance on Competitively Procuring a Contractor.**

Application Content
Threshold Criterion #3:
Contractors and Named Subrecipients (continued)

- **Contractors cont'd.**
  Applicants must disclose whether they have already selected a contractor that will be compensated with EPA funds made available under the grant.

  - 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), including **where and when** the Request for Proposals (RFP) was posted;
    - the length of time the RFP was advertised;
    - the number of firms solicited and the number of offers received and considered; and
    - the name(s) of the firm(s) the applicant entered into contract with.
  - Provide a copy of (or link to) the solicitation documents and the signed executed contract.
  - Alternatively, state 'n/a' or 'not applicable' if a contractor has not been procured.

  Failure to provide the requested information will result in the rejection of the application/award.

States/territories respond 'n/a' or 'not applicable'

See Section D. of the FY24 Brownfields FAQs

Application Content
Threshold Criterion #3:
Contractors and Named Subrecipients (continued)

- **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.**

Application Content
Threshold Criteria

Failing Threshold Criteria means your application will not move forward

Questions & Progress Check

- General Information

- Overview of Grant

- Application Process
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    - **Ranking Criteria/Narrative and Milestones**

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Application Content
Narrative/Ranking Criteria

- <mark>Application must have passed all threshold criteria to be ranked</mark>

- The Narrative includes responses to all 6 ranking criteria (205 points total)
    1. Project Description (75 Points)
    2. Organizational Knowledge/Experience/Expertise (50 Points)
    3. Past Performance (10 Points)
    4. Community Need (10 Points)
    5. Budget (50 Points)
    6. Plan to Measure and Evaluate Environmental Progress and Results (10 Points)

- Applications that do not provide any response for a criterion may receive a score of 0.

- Be clear, concise, and address all ranking criteria
    - It helps to include the criteria number and title

- Narrative must not exceed 20 pages

Review Section IV.E. for more information on the Narrative and Ranking Criteria

EPA BROWNFIELDS AND LAND REVITALIZATION

Application Content
Narrative/Ranking Criteria

1. Project Description (75 Points Total)

For the applicant and if applicable, coalition members:

a. Describe current problem(s), and proposed solution(s). Include a <u>summary</u> of the overall project approach, benefits, and milestones to accomplish the project goals and attach a milestone schedule.

b. Describe how you will deliver nationwide TA across all five subject areas, including how the project will:
   - Employ the most effective and efficient methods of delivering TA for existing and potential RLF CARs;
   - Ensure geographic variability and the fair distribution of nationwide RLF TA to existing and potential RLF CARs across the country and between urban and nonurban areas;
   - Ensure existing and potential RLF CARs are aware of the availability of technical support by discussing your outreach plan/strategy; and
   - Provide access to a variety of subject matter experts with direct expertise and experience in RLFs.

Application Content
Narrative/Ranking Criteria

1. Project Description (continued)

c. Describe how your project will result in materials and TA that will increase existing and potential RLF CAR capacity and build knowledge to address brownfields under an RLF Program.

d. Describe how your project will help existing and potential RLF CARs to:
  - Promote community engagement and active involvement in brownfields cleanup and reuse decisions within areas where one or more brownfield sites are located;
  - Assist communities with identifying the availability of funds for cleanup and reuse or help to stimulate economic development in areas affected by brownfield sites;
  - 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;
  - Facilitate the identification and reduction of threats to the health or welfare of sensitive populations, and
  - Facilitate the use or reuse of existing infrastructure, energy efficiency or siting a facility that generates renewable energy on a brownfield, create or preserve greenspace, or assist in other nonprofit reuses of brownfields.

Application Content
Narrative/Ranking Criteria

1. Project Description (continued)

e. Discuss your plan to use subrecipients or contractors (perhaps having different areas of technical/legal/fiscal/other expertise, if any) who will contribute to the effective and efficient performance of the project.

- o If applicable, discuss your plan for <u>participant support costs</u> to carry out the EPA funded project and outline a sound process for determining the amounts of allowable stipends, procedures for accounting for payments, and documenting that the costs are allowable and do not duplicate other support.

- o If applicable, discuss your plan to form an <u>RLF Advisory Council</u> to carry out the EPA funded project, including the council's membership and function, and outline a sound process for determining amounts of allowable stipends and travel support for council members, procedures for accounting for payments, and documenting that the costs are allowable and do not duplicate other support.

> Participant support costs <u>and</u> compensation for advisory council members **may not exceed 35%** of the total award amount.
> For additional information on participant support costs and advisory council costs, please review <u>EPA's Guidance on Participant Support Costs</u> and <u>EPA's Guidance on Selected Items of Cost for Recipients</u>.

Application Content
Narrative/Ranking Criteria

2. **Organizational Knowledge/Experience/Expertise (50 Points Total)**

For the applicant and if applicable, coalition members:

a. Summarize your organization's knowledge, experience, and expertise relevant to the five subject areas to include availability of resources.

b. Discuss the established and/or proposed network to identify and mobilize resources, such as key contacts, partnerships, stakeholder groups, or other resources that have additional knowledge or experience in providing technical assistance to existing and potential RLF CARs.

c. Discuss your organization's organizational capacity to support a high volume of existing and potential RLF CARs requesting support.

Application Content
Narrative/Ranking Criteria

3. Past Performance (10 Points Total)

For the applicant only:

a. Identify and describe each of your current and/or most recent federally and/or non-federally funded assistance agreements that are most similar in scope and relevance in terms of structure and/or deliverables to the proposed project.

b. Describe:
   o Whether and how you were able to successfully manage and complete those agreements and achieve the objectives of the project.
   o Whether you have made and have reported on, or are making and reporting on, progress towards achieving the expected results of the agreement in a timely manner, to include acceptable final performance reports under the agreements. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented, and communicated.

Application Content
Narrative/Ranking Criteria

4. **Community Need (10 Points Total)**

For the applicant and if applicable, coalition members:

a. Describe how your proposed project will assist **potential** RLF CARs in 1) meeting the needs of communities that are unable to draw on other sources of funding for environmental remediation and subsequent reuse of brownfield sites located in low-income or sparsely populated communities, and 2) serving communities with demographic and environmental indicators of need, including benefits of increasing the capacity of **potential** RLF CARs to address issues related to current brownfield and other environmental challenges.

b. Same as above but for **existing** RLF CARs.

Application Content
Narrative/Ranking Criteria

5. Budget (50 Points Total)

For the applicant only:

- Specify the costs by budget category, associated with each task. Provide a budget description for each task in narrative format, including the basis for each cost estimate, as well as the projected outputs where possible.

- Describe your approach, procedures, and controls for ensuring that grant funds will be expended in a timely and cost-effective manner.

> **See www.epa.gov/grants/rain-2019-g02 for EPA guidance on preparing budgets**

Application Content
Narrative/Ranking Criteria

5. Budget (Continued)

Sample Budget Table Format

Budget Categories		Project Tasks ($)				
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	Total
Direct Cots	Personnel					
	Fringe Benefits					
	Travel[1]					
	Equipment[2]					
	Supplies					
	Contractual					
	Other (include subawards, participant support costs, and advisory council costs) (specify) _____					
Total Direct Costs[3]						
Indirect Costs[3]						
Total Federal Funding (not to exceed $3,000,000)						
Total Budget (Total Direct Costs + Indirect Costs, if any)						

[1] Travel to brownfields-related training conferences and RLF meetings is an acceptable use of these grant funds.

[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year unless the applicant has a lower threshold for equipment costs. Items costing less than $5,000 (e.g., laptop computers) are considered supplies. Generally, equipment is not required for Brownfield Grants.

[3] Administrative costs (direct and/or indirect) for the grant applicant itself cannot exceed 5% of the total EPA-requested funds.

Ensure budget table adds up to the total requested amount of funding!

Application Content
Narrative/Ranking Criteria

6. Plan to Measure and Evaluate Environmental Progress and Results (10 Points Total)

For the applicant only:

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

Reminder: Application Package

REQUIRED FORMS

1. **Application for Federal Assistance** (SF-424)

2. **Budget Information for Non-Construction Programs** (SF-424 A)

3. **Preaward Compliance Review Report** (EPA Form 4700-4)

   [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.]

4. **EPA Key Contacts** (Form 5700-54)

5. **Project Narrative Attachment Forms**, as one file, and include:
   - ✓ Narrative Information Sheet
   - ✓ Responses to Threshold Criteria
     - ✓ Required Attachments (as applicable)
   - ✓ Narrative (responses to ranking criteria)
     - ✓ Milestones Schedule

OPTIONAL FORMS

1. **Grants.gov Lobbying Form** – To be submitted by applicants requesting <u>more than</u> $100,000 of EPA grant funding.

2. **Negotiated/Proposed Indirect Cost Rate Agreement** – submit using the Project Narrative Attachment Form.

Limit attachments to required/relevant documents

A workplan <u>is not required</u> at time of submission. The applicant that is selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.

Questions & Progress Check

- General Information

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- **Next Steps**

- Questions

Next Steps

- Familiarize yourself with the FY2024 NOFO Guidelines

  o Begin compiling and organizing the required documentation

- Address all criteria

  o If a criterion does not apply, briefly explain why

- Quality over quantity

  o Too much information is not necessarily a good thing

- Do <u>not</u> include photos or graphics

- Contact EPA early with any questions: brownfields@epa.gov

Potential Coalition Members

- Are you interested in being a lead or non-lead member of an RLF TA Coalition for this NOFO?

- Would you like to be included on a list of other entities who are also interested in forming an RLF TA Coalition for this NOFO?

- If so, please provide your name, organization, and contact information via email (with **"RLF TA Coalition"** in the subject line) to:

    Edie Findeis Cromwell, EMS Inc. (EPA contractor)
    edie.findeis@emsus.com

- All respondents' contact information will be added to a list of potential coalition members. You will then receive updated lists from this contractor as names are added until March 1, 2024.
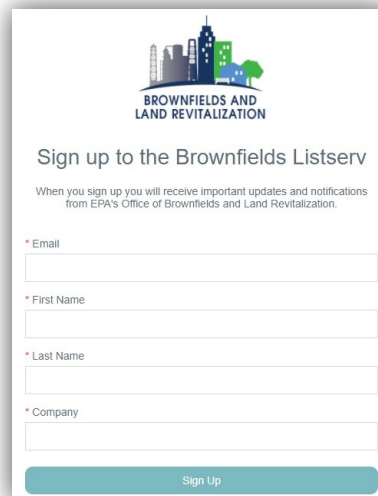
> **DISCLAIMER: EPA personnel and EPA's contractor will not be involved in negotiations leading to the formation of coalitions. EPA is not responsible for any inaccuracies in the list and will not determine whether entities on the list are eligible entities.**

- A **copy of today's presentation** is available at https://www.epa.gov/brownfields/solicitation-fy-2024-technical-assistance-existing-and-potential-brownfields-rlf-grant.

- The **recording of the presentation** will be available in the coming weeks.

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* Email

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Questions?