### FY 2025 Brownfields Grant Guidelines

Overview of the Submission, Narrative Information Sheet & Threshold Requirements

Revolving Loan Fund Grants





# Welcome!

The purpose of this training is to assist applicants with understanding the general application submission, Narrative Information Sheet, and Threshold requirements for:

Revolving Loan Fund (RLF) Grants

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

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

#### **Applying for an Assessment Grant?**

Join the live Narrative Criteria webinar on Sep 19, 2024, at 12 PM ET via Zoom at https://usepa.zoomgov.com/j/1610639674

#### Applying for an RLF Grant or a Cleanup Grant?

Join the live Narrative Criteria webinar on Sep 24, 2024, at 12 PM ET via Zoom at https://usepa.zoomgov.com/j/1614022736

Narrative Criteria webinar recordings will be posted on EPA's MARC Grant Application Resources page in the weeks following the live webinars.



# Today's Agenda

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



#### This presentation:

- NEXT: General Overview & Application Submission
- Overview of the Narrative Information Sheet
- Overview of Threshold Criteria
- Wrap-up & Contact Information

#### Covered in live Narrative Criteria training on 9/24/24:

- Overview of Ranking Criteria
  - Project Area Description & Plans for Revitalization
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      - Task Descriptions, Cost Estimates, & Measuring Progress
      - Programmatic Capability & Past Performance

# EPA Supports Community Efforts to Revitalize Brownfields

EPA's <u>Brownfields Program</u> provides grants and technical assistance to communities, states, Tribal Nations and others to assess, safely clean up and sustainably reuse contaminated properties.

To learn about EPA's broader efforts to put previously contaminated properties back into productive use, read about our <u>Land Revitalization Program</u>.











# Application Guidelines & Guidance Resources



MARC Grant Application Resources – "Open Solicitations"

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

Brownfields	CONTACT US
Brownfields Home	Multipurpose, Assessment, RLF,
About	and Cleanup (MARC) Grant
Brownfields Near You	<b>-</b> '
Grants and Funding	Application Resources
Grant Recipient Reporting	FY 2025 Assessment, RLF and Cleanup Grant Competitions
Supporting Communities	General Program Resources
Success Stories	<ul><li>Open Solicitations</li><li>Closed Solicitations</li></ul>
	Grants offered by the Brownfields Program may be used to address sites contaminated by hazardous substances, pollutants, or contaminants (including hazardous substances co-mingled with petroleum) and petroleum. Please visit the <a href="Types of Brownfields Grant Funding">Types of Brownfields Grant Funding</a> for an



Applicants interested in applying for more than one grant type in FY 2025, review the FY25 Eligibility Chart for Multiple Applications to determine which other grants are available to you.

If you currently have an EPA Brownfields Grant and are interested in applying for an FY 2025 grant, review the FY25 Eligibility Chart for Existing Grant Recipients to determine which other grants are available to you.

# Commonly Used Acronyms

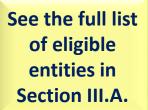
#### Eligible Entities for RLF Grants

- General Purpose Unit of Local Government.
- Quasi Governmental Entities.
- Regional Council established under governmental authority.
- Group of General Purpose Units of Local Government established under Federal, state or local law (e.g., councils of governments) to function as a single legal entity with authority to enter into binding agreements with the Federal Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.\*
- 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.

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

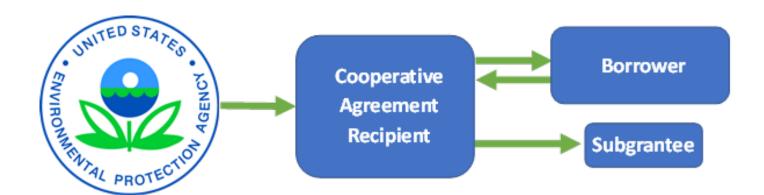


Individuals, for-profit organizations, organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby, and nonprofit organizations that are not tax exempt under section 501(c)(3) are ineligible to receive Brownfields RLF Grants.





- Revolving Loan Fund (RLF) Grants provide funding to a grant recipient for capitalizing an RLF program.
  - RLF programs provide loans and subgrants to eligible entities to carry out cleanup activities at brownfield sites.
  - A successful RLF program revolves by generating program income, which is then used to make more loans and subgrants.







#### **Key points for how an RLF Program operates:**

- At least 50% of the total award amount must be used for loans & eligible programmatic costs associated with those loans.
- Repaid loans are returned into the fund and re-lent to other borrowers.
- Designed to operate for many years (possibly decades) and require long-term resource commitments during the project period and afterwards.
- Recipients commit to properly managing the program income generated by their RLF program in perpetuity (see <u>RLF Closeout Resources</u> for more details).



https://www.dreamstime.com/stock-photo-more-money-words-cash-stacks piles-earn-greater-income-pay-hundred-dollar-bills-bundled-to-illustrate-weal





#### **Key points for how an RLF Program operates (continued):**

- RLF recipients need to have:
  - A strong understanding of real estate financing principles and approaches, including loan underwriting, loan servicing, and credit analysis; and
  - The ability to market the RLF program on an on-going basis, regardless of whether the program is operating under a cooperative agreement or a closeout agreement.





• Funding: An eligible entity or coalition of eligible entities may apply for up to \$1 million

 Only eligible entities who do not have, or are not a part of (i.e., a coalition member), an open cooperative agreement for a Brownfields RLF at the time of application may apply for an FY25 RLF Grant. Grant recipients with an open RLF cooperative agreement are given the opportunity to request funds through the annual supplemental funding process, which includes awarding funds as either a new grant or an amendment to the existing cooperative agreement.

• **Project period**: Initially 5 years





## Submitting Your Application Package

<u>Tips for Submitting Brownfields</u>
<u>Grant Applications Through</u>
<u>www.grants.gov</u>

Applications are due November 14, 2024, via Grants.gov

Grants.gov scheduled maintenance -> EPA encourages applicants to apply before November 14

October 19-21, 2024 Maintenance Scheduled Maintenance Outage:
Production System will go Offline Saturday October 19, 2024 at 12:01 AM ET.
Production System will go Online Monday October 21, 2024 at 6:00 AM ET.



Help | Register | Login

# **Grants.gov Resources for Applicants**







## Requirements to Submit an Application

REQUIREMENT	ACCEPT 🗹	REJECT X
Active www.sam.gov account through November 14, 2024	<ul> <li>The account is active and matches the applying entity's info</li> </ul>	<ul> <li>Inactive/expired account</li> <li>Account is being updated, but is in "processing" status</li> </ul>
Obtain a <b>Unique Entity Identifier (UEI)</b> generated in www.sam.gov	<ul> <li>The same UEI must be used on future applications</li> </ul>	<ul> <li>Another organization's/ department's UEI is listed on the Standard Form 424</li> </ul>
Active www.grants.gov account	Associated with same, correct UEI number	<ul> <li>Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account</li> </ul>
Submission by the Authorized Organization Representative (AOR)	<ul> <li>Designated in Grants.gov by the E-business POC (listed in sam.gov)</li> <li>Has a Grants.gov account</li> <li>Submits the application in Grants.gov</li> </ul>	<ul> <li>Someone other than the designated AOR submits the application</li> </ul>

How to Register to Apply for Grants

Procurement
Technical Assistance
Center (PTAC)
advisors can also
help with SAM.gov
enrollment:
www.aptac-us.org





## 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)
- 4. EPA Key Contacts (Form 5700-54)
- 5. Project Narrative Attachment Form, as one file (if possible) include:
  - ✓ Narrative Information Sheet
  - ✓ Threshold Responses (and related attachments)
  - ✓ Narrative (responses to Narrative/Ranking criteria)

#### **OPTIONAL FORMS**

- 6. Grants.gov Lobbying Form To be submitted by applicants requesting more than \$100,000 of EPA grant funding.
- 7. Negotiated/Proposed Indirect Cost Rate
  Agreement submit using the Project
  Narrative Attachment Form.

- A workplan is not required at time of submission. Applicants that are selected for funding will negotiate
  a workplan with EPA before the cooperative agreement is awarded.
- Sample forms are available on the <u>MARC Grant Application Resources</u> webpage.



## Exception 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 Guidelines

There's no guarantee EPA will approve the request.

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







# 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 <a href="https://www.grants.gov.">www.grants.gov.</a>
- If the AOR did not receive notification emails or the application package did not transmit successfully, immediately contact the <a href="www.grants.gov">www.grants.gov</a> 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 will be rejected.

# Progress Check

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## Changes to the Guidelines



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

For a complete list of changes,

please review the

"Summary of FY25 Brownfields Assessment, Cleanup, and RLF Grant Guidelines Changes" available at

www.epa.gov/brownfields/marc-grantapplication-resources FY25 Summary of the Assessment, Revolving Loan Fund and Cleanup (ARC) Grant Guidelines Changes (as of 9/3/24)

EPA prepared this Summary of Changes document to assist prospective applicants with preparing Brownfields Assessment, Revolving Loan Fund (RLF), and Cleanup Grant applications. Please review the FY25 Application Guidelines (also referred to as Request for Application (RFA), Notice of Funding Opportunity (NOFO), or the solicitation) when preparing your application. If the information in the Summary of Changes differs from information in the statute, regulation, or the Guidelines, then the statute, regulation, or the Guidelines will take precedence.

If you are interested in applying for more than one grant type in FY25, review the <u>FY25 Eligibility Chart for Multiple Applications</u> to determine which other grants are available to you.

If you currently have an EPA Brownfields Grant and are interested in applying for an FY25 grant, review the <u>FY25 Eligibility Chart for Existing Grant Recipients</u> to determine which other grants are available to you.

A solicitation for new Multipurpose Grants will not be issued in FY25.

Changes to All Grant Types

Changes to the Community-wide Assessment Grant Guidelines

Changes to the Assessment Coalition Grant Guidelines

Changes to the Community-wide Assessment Grants for States and Tribes Guidelines

Changes to the Revolving Loan Fund Grant Guidelines

Changes to the Cleanup Grant Guidelines

CHANGES TO THE ASSESSMENT, REVOLVING LOAN FUND, AND CLEANUP GRANT GUIDELINES				
Topic	FY24 Multipurpose, Assessment, and Cleanup Grant	FY25 Assessment, RLF, and Cleanup Grant Guidelines		
	Guidelines			
General Information				
Justice40	Previously used the term "disadvantaged census tracts"	EPA updated its language and terminology related to Justice40: "disadvantaged community (as identified by CEJST)"		
Inclusion of		EPA added language to clarify that under these guidelines,		
Territories under		disadvantaged communities also include communities located in a		
Disadvantaged		U.S. Territory (Puerto Rico, Virgin Islands, Guam, American Samoa,		
Communities		and Commonwealth of Northern Mariana Islands). Associated		





## Narrative Information Sheet





- Applicant Website URL
- Amount of Funding Requested
- Project Location
- Target Area and Priority Site Information
- Project Contacts
- Population Data
- Other Factors
- Letter from the State or Tribal Environmental Authority
- **EPA's Plan to Release Copies of Applications** 
  - ✓ Provide on official letterhead
  - √ 3-page limit
  - ✓ Do <u>not</u> include a project summary/overview





### Target Area and Priority Site

- List the target area(s) discussed in the Narrative.
  - Applicants, other than Tribes and territories: For each target area that is smaller than a city/town, list the eleven-digit census tract number(s) within the target area.
- Provide the address(es) of the priority site(s) proposed in the Narrative.

Data is used for the Justice40
Initiative. Geographic areas within
Tribal jurisdictions and territories
are included as part of Justice40.
Therefore, Tribes and territories do
not have the same requirements.

See <u>FAQs</u> E.8. and E.9. for more information on Justice40 and C.12. for instructions on how to find the eleven-digit census tract number for a target area

OPTIONAL: As a separate one-page attachment, may include a map to depict the target area(s) and/or priority site(s). Do not include any additional information on the map. Maps will not be evaluated and will not count against the Narrative Information Sheet page limit.



See <u>FAQ</u> C.28 for more information on the optional map.



# Letter from the State or Tribal Environmental Authority

- Include a current letter acknowledging your specific application and your plans to apply for grant to conduct/oversee cleanup activities.
- State and Tribal environmental authorities do not need to provide a letter for themselves.

This request applies to Alaska Native Regional Corporations and Alaska Native Village Corporations.

Do not substitute a letter from local or county oversight agencies.

Do <u>not</u> substitute an enforcement letter from the state regarding a specific site action.

Do not use last year's letter.

Attach letter to the Narrative Information Sheet.

Does not count toward 3-page limit.





# Certifying Confidential/Privileged Information





- 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.G. for more information



# Progress Check

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#### Threshold Criteria Overview

Every application must clear the Threshold Requirements







# Threshold Criteria for RLF Grants

No Cost Share Requirement!

- 1. Applicant Eligibility
- 2. Demonstration of Previous RLF Grant Status
- 3. Description of RLF Boundaries
- 4. Oversight Structure and Legal Authority
- 5. Contractors and Named Subrecipients

You MUST Attach Responses to Your Application and Responses MUST be Separate from the Narrative



## 1. Applicant Eligibility

- Indicate your applicant type and demonstrate how you are an eligible entity (complete list in Section III.A.)
  - For entities that are cities, counties, Tribes, or states, affirm that the organization is eligible for funding.
  - For entities <u>other than</u> cities, counties, Tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
  - For Intertribal consortia, attach documentation that meets the requirements in 40 CFR
     35.504(a) and (c). All members of the Intertribal consortium must authorize submission of an application.
  - For nonprofit organizations and qualified community development entities, attach documentation certifying the organization's status.
  - Indicate if your organization is exempt from Federal taxation under section 501(c)(4) of the Internal Revenue Code.
- EPA BROWNFIELDS AND LAND REVITALIZATION
- o If yes, indicate if your organization lobbies the Federal government. *Note, if yes, the organization is ineligible for an EPA Brownfields Grant.*
- If yes, but your organization does not lobby the Federal government, attach a legal opinion that states that the organization does not engage in lobbying activities.

## 1. Applicant Eligibility (cont'd)

#### • RLF Coalitions:

- Indicate the applicant type and demonstrate how each non-lead coalition member is an eligible entity.
  - Non-lead members must be separate legal entities.
  - Non-lead coalition members may <u>not</u> be an agency or instrumentality of or affiliated with the lead member or another non-lead member.
- Attach a current Memorandum of Agreement or signed letters from all coalition members in which they agree to be part of the coalition.





# 2. Demonstration of Previous RLF Grant Status

Affirm that the applicant has not had, or been a part of, a cooperative agreement for a Brownfields RLF in the past.

Entities with an <u>open</u> cooperative agreement for a Brownfields RLF are <u>not</u> eligible to apply for funding under this solicitation.

If the applicant has previously been either a recipient of a Brownfields RLF cooperative agreement or a non-recipient member of a coalition that obtained RLF funding, provide the grant number and closeout date for the RLF cooperative agreement(s).



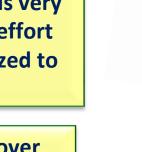


### 3. Description of RLF Boundaries

- EPA's RLF Grants can fund cleanup sites that are located within the geographic boundaries of the RLF's operation, as defined in the application.
- Applicants can target specific developers outside of the RLF boundaries in their marketing and outreach.
- Provide a description of the RLF's geographic boundaries (e.g., the city limits of The City of ABC).

Remember to choose as large a geographic boundary as authorized because it is very difficult to change the boundary after award. Think about this as a long-term effort that could encompass more than the target areas in the application, if authorized to operate beyond those areas.

For RLF Coalitions, the lead applicant must have the governmental authority over coalition members (i.e., encompassing jurisdiction), <u>and/or</u> program capacity to ensure adequate program performance of coalition members, borrowers, and/or subgrantees, if warranted.







## 4. Oversight Structure and Legal Authority

#### Oversight Structure

- Describe how you will ensure adequate oversight of the cleanup at sites.
- Indicate if the loan/subgrant recipients will be required to enroll in state or tribal voluntary program.
- If enrollment isn't required, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup.

#### Legal Authority to Manage an RLF

- Attach a letter from counsel with a legal opinion (citing relevant laws) on:
  - ☐ Legal authority to access sites
  - □ Legal authority to hold funds/make loans/accept payments etc.







## 5. Contractors and Named Subrecipients

#### Contractors.

Applicants, other than state (which includes territories) or Tribal (for grants awarded on or after October 1, 2024) 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.

- All applicants must conduct procurement in accordance with 40 CFR Part 33 (EPA's Participation by Disadvantaged Business rule).
- **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 <u>2 CFR § 200.319(b)</u>. 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 <u>Best Practice Guide for Procuring Services, Supplies,</u> and Equipment Under EPA Assistance Agreements and the Brownfields Grants: Guidance on Competitively Procuring a Contractor.

### 5. Contractors and Named Subrecipients

#### 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:
  - o the procurement procedures that were followed to hire the contractor(s), including **where and when** the Request for Proposals (RFP)/Request for Qualifications (RFQ) was posted;
  - the length of time the RFP/RFQ was advertised;
  - o 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/Tribes respond 'n/a' or 'not applicable'

See Section D. of the FAQs

# 5. Contractors and Named Subrecipients (other than RLF borrowers and site cleanup subgrantees)

#### Named Subrecipients.

\*\*The following threshold requirement does not apply to subrecipients (borrowers and subgrantees) who will receive cleanup funding for specific brownfield sites. EPA will determine the eligibility for named borrowers and subgrantees if the RLF application is selected for funding.\*\*

All applicants, including states, territories, and Tribes, that name a specific subrecipient in this application must demonstrate that the subrecipient is eligible for a subaward in compliance with <a href="Appendix A">Appendix A</a> of <a href="EPA's Subaward Policy for EPA Assistance Agreement Recipients">EPA Assistance Agreement Recipients</a>. 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.





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#### Regional Brownfield Contacts

#### **Headquarters Contact**

Elyse Salinas

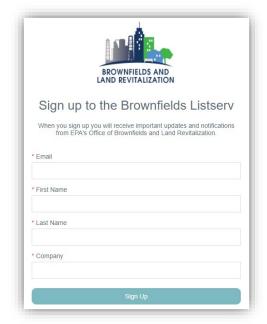
brownfields@epa.gov



REGIONAL CONTACTS & STATES		
EPA Region 1 – Dorrie Paar  Paar.Dorrie@epa.gov   (617) 918-1432	CT, ME, MA, NH, RI, VT	
EPA Region 2 – Patrick Peck  Peck.Patrick@epa.gov   (212) 637-4928	NJ, NY, PR, VI	
EPA Region 3 – Brett Gilmartin Gilmartin.Brett@epa.gov   (215) 814-3405	DE, DC, MD, PA, VA, WV	
EPA Region 4 – Derek Street Street.Derek@epa.gov   (404) 562-8574	AL, FL, GA, KY, MS, NC, SC, TN	
EPA Region 5 – Keary Cragan  Cragan.Keary@epa.gov   (312) 353-5669	IL, IN, MI, MN, OH, WI	
EPA Region 6 – Paul Johnson Johnson.Paul@epa.gov   (214) 665-2246	AR, LA, NM, OK, TX	
EPA Region 7 – Tarah Vaughn  R7_Brownfields@epa.gov   (913) 551-7059	IA, KS, MO, NE	
EPA Region 8 – Curtis Jeffries  Jeffries.Curtis@epa.gov   (303) 312-7007	CO, MT, ND, SD, UT, WY	
EPA Region 9 – Lisa Hanusiak Hanusiak.Lisa@epa.gov   (415) 972-3152	AZ, CA, HI, NV, Pacific Island Territories	
EPA Region 10 – Meredith Lightbody Lightbody.Meredith@epa.gov   (206) 553-6910	AK, ID, OR, WA	



- A copy of today's presentation is available on the Brownfields MARC Grant Application Resources webpage at www.epa.gov/brownfields/marc-grant-applicationresources.
- The live overview of the RLF Ranking Criteria will be on 9/24/24, and the recording will be made available.
   Please check the <u>Brownfields MARC Grant Application</u> <u>Resources</u> webpage (link above) for updates.



Click Here to Join the Brownfields Program Listserv



# Thanks for Listening!!

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