Welcome!

The purpose of this training webinar is to assist applicants with understanding the Narrative/Ranking criteria for:

❖ Community-wide Assessment Grants

❖ Assessment Coalition Grants

❖ Community-wide Assessment Grants for States & Tribes

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

Application submission deadline for all grant types: November 14, 2024

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

For training on General Submission, Narrative Information Sheet, and Threshold Criteria, see the recordings on the **MARC Grant Application Resources – "Open Solicitations"** webpage www.epa.gov/brownfields/marc-grant-application-resources

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

Today's Agenda

For questions on recorded content, please reach out to the Regional Brownfields Contact listed at the end of this presentation.

This presentation:

🟧 NEXT: General Overview

🟦 Overview of Narrative/Ranking Criteria

⬛ Project Area Description & Plans for Revitalization

⬛ Community Need & Community Engagement

⬛ Task Descriptions, Cost Estimates, & Measuring Progress

⬛ Programmatic Capability & Past Performance

🟦 Wrap-up & Contact Information

Covered in recordings on MARC Grant Application Resources page:

⬜ Application Submission

⬜ Overview of the Narrative Information Sheet

⬜ Overview of Threshold Criteria

Meet the Presenters

Aditi Chakravarty

EPA Region 4

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EPA Region 7

Curtis Jeffries

EPA Region 8

Kate Gregory

EPA Region 8

Christina Barnes & Elyse Salinas

*EPA HQ, Office of Brownfields
& Land Revitalization*

EPA Supports Community Efforts to Revitalize Brownfields

EPA's Brownfields Program 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 Land Revitalization Program.

FY25 Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant Offerings

Amounts are subject to change

Grant Type	Maximum Project Period	Maximum Amount Per Grant	Estimated # of Awards	Total Per Grant Type	
				Bipartisan Infrastructure Law Funds	Regular Appropriated Funds
Assessment (State/Tribal Level)	5 years	$2,000,000	18	$36,000,000	
Assessment Coalitions	4 years	$1,200,000	29		$35,000,000
Assessment (CW) - New	4 years	$500,000	40		$20,000,000
Assessment (CW) - Existing	4 years	$500,000	52		$26,000,000
RLF	5 years	$1,000,000	15	$15,000,000	
Cleanup	4 years	$500,000	30	$15,000,000	
Cleanup	4 years	$2,000,000	23	$45,000,000	
Cleanup	4 years	$4,000,000	10	$40,000,000	
			217	$151,000,000	$81,000,000

EPA BROWNFIELDS AND LAND REVITALIZATION

NO COST SHARE

$232,000,000

Commonly Used Acronyms

AAI	All Appropriate Inquiry		IC	Institutional Control
ABCA	Analysis of Brownfields Cleanup Alternatives		IIJA	Infrastructure Investment and Jobs Act
ACRES	Assessment, Cleanup and Redevelopment Exchange System		ILO	Innocent Landowner
AOR	Authorized Organization Representative		IR	Intergovernmental Review
ASAP	Automated Standard Application for Payments		MARC	Multipurpose, Assessment, RLF, and Cleanup
BABA	Build America, Buy America Act		MOA	Memorandum of Agreement
BFPP	Bona Fide Prospective Purchaser		NHPA	National Historic Preservation Act
BIL	Bipartisan Infrastructure Law		NPL	National Priority List
CAR	Cooperative Agreement Recipient		OBLR	Office of Brownfields & Land Revitalization
CEJST	Climate and Economic Justice Screening Tool		PO	Project Officer (or Project Manager)
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act		POC	Point of Contact
			PRP	Potential Responsible Parties
CFR	Code of Federal Regulations		QEP	Qualified Environmental Professional
CIP	Community Involvement Plan		RFA	Request for Application
COA	Closeout Agreement (for RLF Grants)		RLF	Revolving Loan Fund
CWAGST	Community-wide Assessment Grants for States & Tribes		SAM	System for Award Management
DBA	Davis-Bacon Act		STRP	State and Tribal Response Program
DUNS	Data Universal Numbering System		TAB	Technical Assistance to Brownfields
EPA	Environmental Protection Agency		UEI	Unique Entity Identifier
FAQ	Frequently Asked Question		USC	United States Code
FON	Funding Opportunity Number		UST	Underground Storage Tank
FY	Fiscal Year		VCP	Voluntary Cleanup Program

Application Guidelines & Guidance Resources

MARC Grant Application Resources – "Open Solicitations"

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

Brownfields

CONTACT US

- Brownfields Home
- About
- Brownfields Near You
- Grants and Funding
- Grant Recipient Reporting
- Supporting Communities
- Success Stories

Multipurpose, Assessment, RLF, and Cleanup (MARC) Grant Application Resources

- General Program Resources
- Open Solicitations
- Closed Solicitations

The FY 2025 Brownfields Assessment, Revolving Loan Fund, and Cleanup Grant Guidelines are now available (go to Open Solicitations). The application submission deadline is November 14, 2024.

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.

Eligible Entities for Assessment Grants
(Vary by Grant Type)

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

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

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

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

EPA BROWNFIELDS AND LAND REVITALIZATION

Assessment Grants

Grant funds can be used for a variety of activities:

- **Inventory:** Compile a list of brownfield sites

- **Characterization:** Identify past uses

- **Assessment:** Determine existing contamination

- **Site-specific Cleanup Planning, Area-Wide and Revitalization Planning:** Scope and plan process for site assessment, cleanup and reuse

- **Community Involvement:** Inform and engage stakeholders

Community-wide

Community-wide Assessment Grants

- Is appropriate for communities that are beginning to address their brownfield challenges, as well as for communities that have ongoing efforts to bring sites into productive reuse.

- **Funding:** up to $500,000

- **Project Period**: up to 4 years

EPA BROWNFIELDS AND LAND REVITALIZATION

Assessment Coalition Grants

- Coalitions are designed for one "lead" eligible entity to partner with eligible entities.

- The **lead** member must be a state, county government, Indian Tribe other than in Alaska, Alaska Native Regional Corporation, Alaska Native Village Corporation, the Metlakatla Indian Community, regional council or a group of general purpose units of local government established under a governmental authority.

- Information on **non-lead** members:

  o There must be at least **two**, but not more than **four**, eligible entities (cannot be the state).

  o Must include at least one member that has never been awarded a Brownfields MARC Grant.

  o Entities with an open Brownfields MARC Grant that can demonstrate they have drawn down 70.00% of the funding for each open MARC Grant are eligible to be a non-lead member.

  o Members of the coalition **may not be an agency or instrumentality of themselves** (for example, a county and the redevelopment authority of the same county); except for coalitions in which the state is the lead and one of the members is a regional council or regional commission that is created by a state legislature through a charter or another official action.

Assessment Coalition Grants

Key Features

- Partnership with non-lead members that do not have the capacity to apply for and manage their own EPA cooperative agreement and otherwise would not have access to Brownfields Grant resources.

- Must identify a target area for each member in the coalition – target areas may <u>not</u> overlap.

- Recipients must assess <u>a minimum of 2 sites</u> in each member's geographic boundary throughout the project period.

- **Funding:** up to $1.2 million

- **Project Period**: up to 4 years

Community-wide Assessment Grants for States & Tribes

Who Can Apply?

- States.

- Indian tribe other than in Alaska; including Intertribal Consortia, comprised of eligible Indian tribes.

- Alaska Native Regional Corporation, Alaska Native Village Corporation, and the Metlakatla Indian Community.
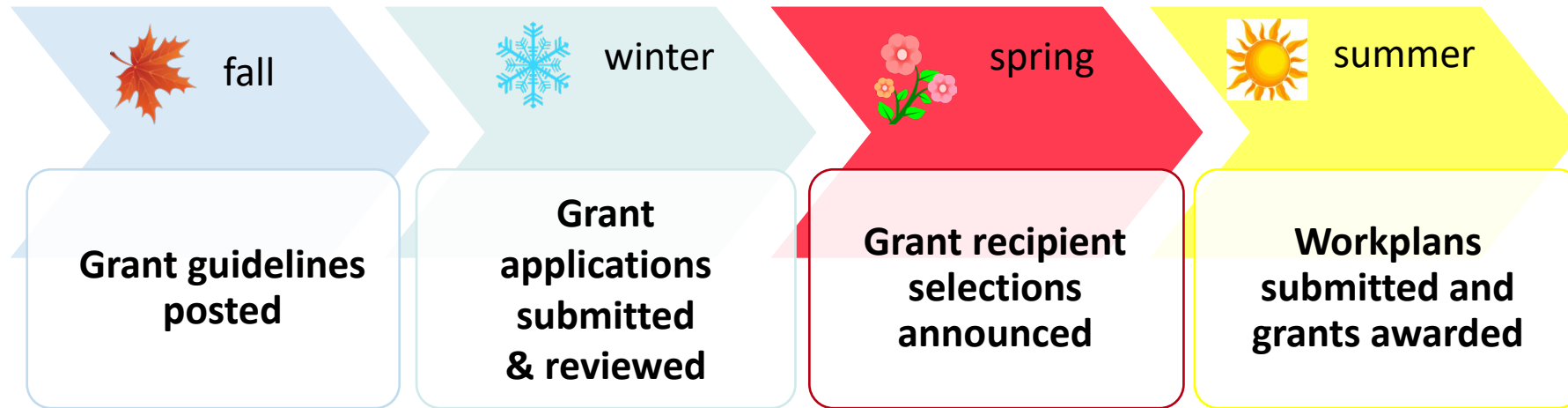
Current CWAGST recipients are not eligible for an FY25 Community-wide Assessment Grant or Assessment Coalition Grant

Key Features

- Identify at least 3 target areas and at least 5 priority sites in the application (at least 1 priority site in each target area).

- Target areas of higher and lower population densities.

- Recipients must assess a minimum of 10 sites in underserved and/or disadvantaged communities throughout the project period.

- **Funding**: up to $2 million

- **Project Period**: up to 5 years

EPA BROWNFIELDS AND LAND REVITALIZATION

Anticipated FY25 Competition Timeline

fall	winter	spring	summer
Grant guidelines posted	**Grant applications submitted & reviewed**	**Grant recipient selections announced**	**Workplans submitted and grants awarded**

- ❖ **November 14, 2024: Application submission deadline**
- ❖ April – May 2025: Selections announced
- ❖ June – September 2025: Workplans and grant paperwork finalized
- ❖ September – October 2025: Grants awarded/funds become available

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

Overview of What to Prepare

- **Narrative Information Sheet (Section IV.C.)**
  - 3 pages, single-spaced.
  - Do **NOT** include a summary or overview of your narrative/project.
  - Place information on your organization's letterhead.

  Excess information will be removed/redacted and not reviewed.

  > **Covered in recordings available at MARC Grant Application Resources – "Open Solicitations"**
  > www.epa.gov/brownfields/marc-grant-application-resources

- **Required Attachments (Section III.B.)**
  - Limit attachments to required/relevant documents (i.e., threshold criteria).

- **Narrative (Section IV.E.)**
  - 10 pages, single-spaced for **Community-wide Assessment Grant** applications.
  - 12 pages, single-spaced for **Coalitions Grant** applications.
  - 12 pages, single-spaced for **Community-wide Assessment Grants for States and Tribes** applications.

  Excess pages will be removed/redacted and not reviewed.

Refer to the Application Submission Checklist in Section IV.C. of the Guidelines

EPA BROWNFIELDS AND LAND REVITALIZATION

Tips for Writing the Narrative

- Read the entire Guidelines for the grant type for which you're applying.

- Write as though the reader knows **NOTHING** about your community.

- Avoid using acronyms and technical/organizational jargon.

- Respond to the criterion where asked.

- Number pages and enumerate/identify the criterion.

- **Address <u>ALL</u> criteria. If a criterion, or part of a criterion, doesn't apply, state that and explain why.**

- The **quality** of the response is extremely important (see Evaluation Criteria in Section V.).

- Organize attachments, for example:

    Attachment A: Threshold Criteria

    Attachment B: Documentation of Eligibility

- Use the Application Checklist in Section IV.C. (do not submit with application).

- Readability is important! Advise 1" margins; 12 pts font; Times New Roman/Arial/Calibri font.

Application Writing Resources

- **Office of Brownfields & Land Revitalization Website**
  - [FY25 Summary of Brownfields Guidelines Changes](#)
  - [Frequently Asked Questions](#)
  - [Brownfields Program Factsheets](#)
    - ❑ Area-wide Planning and other eligible planning activities (for Assessment & Multipurpose Grants)
    - ❑ Health monitoring activities
    - ❑ Social distance engagement ideas
    - ❑ Renewable energy & energy efficient approaches in brownfields redevelopment

- **[Contact](#) your Regional EPA Reps for Upcoming Events**
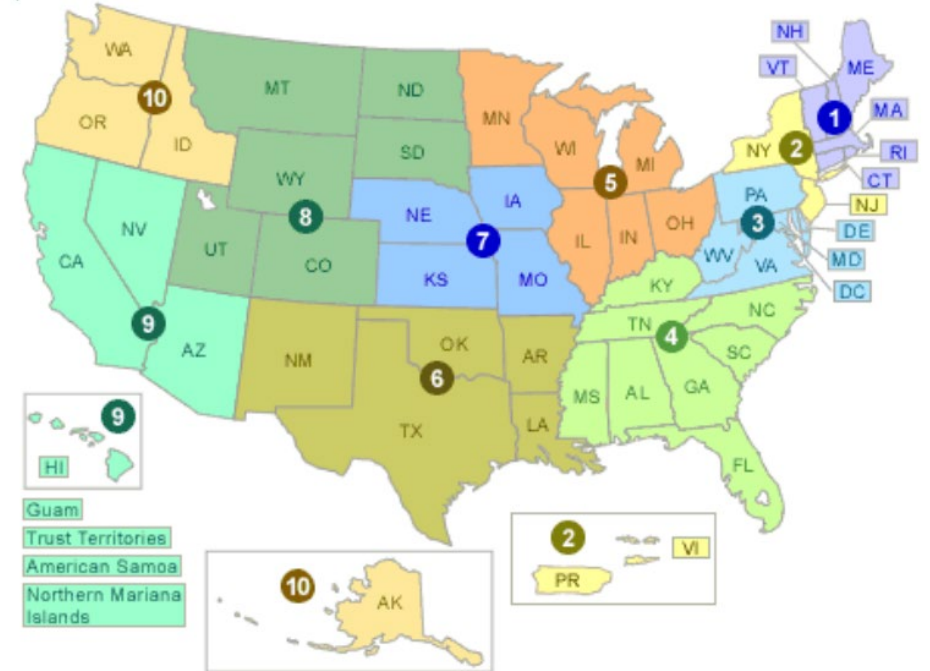
Free Application Writing Resources: Technical Assistance to Brownfields (TAB) Communities Providers
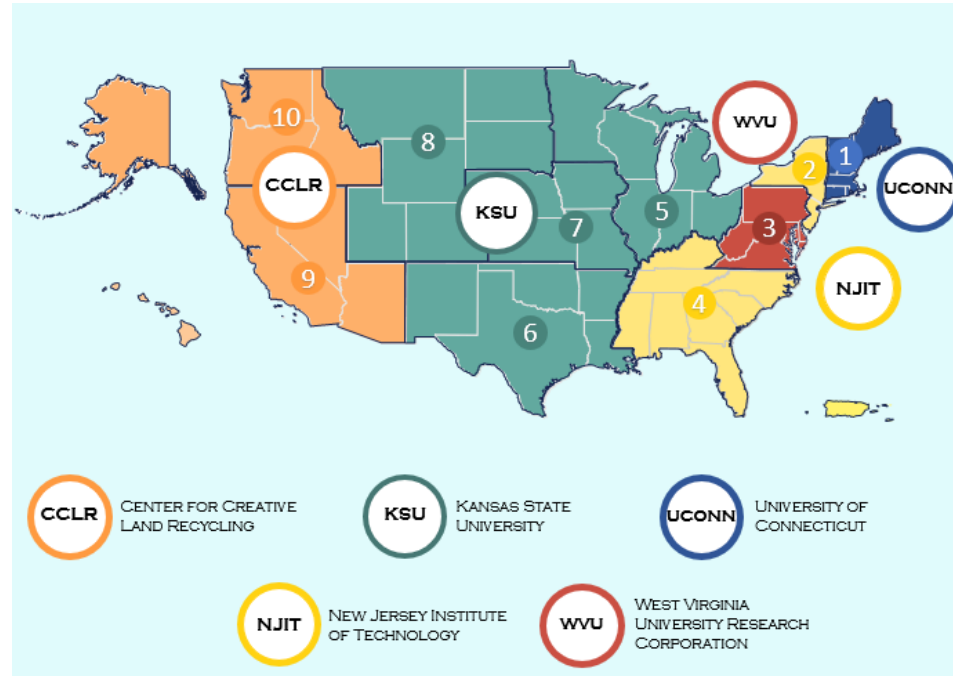
Assist specific regions with technical assistance and training to communities and other stakeholders on brownfield issues, such as:
- preparing grant applications;
- performing site inventories;
- reviewing historical information;
- design of investigation/sampling/field analysis; and
- cleanup and redevelopment planning.

Upcoming TAB Webinars on EPA Brownfield Grants

CCLR: The Art of ARC: Tips for Crafting and Submitting a Brownfields Grant Application in FY25 10/2/24 @ 1 pm PST

WVU: Part 1: About the Grants and Application Process
Part 2: State-specific webinars on FY25 Brownfields Grants
PA: 10/9/24 @ 10 am ET
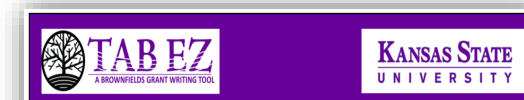MD: 10/9/24 @ 11 am ET
WV: 10/10/24 @ 10 am ET
VA: 10/16/24 @ 10 am ET
DE: 10/17/24 @ 11 am ET
KSU: Recent KSU TAB grant writing webinars
Upcoming KSU TAB grant writing webinars

Brownfields Grant Writing Tool

Learn More HERE

Free Application Writing Resources: Technical Assistance to Brownfields (TAB) Communities Providers

University of Connecticut

Serves EPA Region 1

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Kansas State University (KSU)

Serves EPA Regions 5, 6, 7, and 8

Scott Nightingale

785-207-6021, scottnight@ksu.edu

Center for Creative Land Recycling (CCLR)

Serves EPA Regions 9 and 10

Claire Weston

802-488-4690, claire.weston@cclr.org

Reminders for Submitting Your Application Package

Covered in detail in recordings available at MARC Grant Application Resources – "Open Solicitations"
www.epa.gov/brownfields/marc-grant-application-resources

❖ EPA encourages applicants to **submit the application package early** in Grants.gov.

❖ You **MUST** have an active www.sam.gov AND www.grants.gov account and associated Unique Entity Identifier (UEI) to apply. **Register or make sure accounts are active NOW!**

❖ In addition to the **Narrative responses**, the application package includes **required Federal Forms**, your **Narrative Information Sheet**, and required attachments with your **Threshold responses**. Refer to the **Application Submission Checklist in Section IV.C. of the Guidelines.**

❖ **Contact the www.grants.gov Help Desk at 1-800-518-4726** for assistance. Make sure to get a case number.

How to Register to Apply for Grants

Tips for Submitting Brownfields Grant Applications Through www.grants.gov

Questions & Progress Check

This presentation:

- General Overview
- NEXT: Overview of Narrative/Ranking Criteria
  - Project Area Description & Plans for Revitalization
  - Community Need & Community Engagement
  - Task Descriptions, Cost Estimates, & Measuring Progress
  - Programmatic Capability & Past Performance
- Wrap-up & Contact Information

Covered in recordings on MARC Grant Application Resources page :

- Application Submission
- Overview of the Narrative Information Sheet
- Overview of Threshold Criteria

EPA BROWNFIELDS AND LAND REVITALIZATION

Changes to the Guidelines

NEW

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, RLF, and Cleanup Grant Guidelines Changes" available at
https://www.epa.gov/brownfields/marc-grant-application-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 _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 FY25 grant, review the _FY25 Eligibility Chart for Existing Grant Recipients_ 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 Guidelines**	**FY25 Assessment, RLF, and Cleanup Grant 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 Territories under Disadvantaged Communities		EPA added language to clarify that under these guidelines, disadvantaged communities also include communities located in a U.S. Territory (Puerto Rico, Virgin Islands, Guam, American Samoa, and Commonwealth of Northern Mariana Islands). Associated

EPA BROWNFIELDS AND LAND REVITALIZATION

Ranking Criteria

	Assessment Community-wide	Assessment Coalition	CWAGST
Project Area Description and Plans For Revitalization	40 pts	45 pts	40 pts
Community Need and Community Engagement	40 pts	40 pts	40 pts
Task Description, Cost Estimates, & Measuring Success	45 pts	45 pts	45 pts
Programmatic Capability and Past Performance	35 pts	35 pts	35 pts
Total	**160 pts**	**165 pts**	**160 pts**

❖ Criteria are further made up of sub-criteria.

❖ **A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably.**

❖ Provide the sub-criteria # in your application and follow it with a detailed response.

❖ Sub-criteria language and points may differ between grant types.

EPA BROWNFIELDS AND LAND REVITALIZATION

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

1. Project Area Description & Plans for Revitalization – Overview

Here is:

– my geographic area and the target area;

– the brownfield issues and their impacts on the community;

– my plan to identify additional sites if grant funds remain

– how this grant fits into the community's revitalization plan;

– the anticipated outcomes and how the target area will benefit from revitalizing the brownfield sites; and

– the strategy to leverage resources to reuse the brownfield sites.

1. Project Area Description & Plans for Revitalization

+Coalitions

Coalition Members

- Identify the non-lead members of the coalition and state what kind of organization each member is.

- Describe the non-lead members' lack of capacity to apply for and manage their own grant and their lack of access to resources to address brownfield sites.

EPA BROWNFIELDS AND
LAND REVITALIZATION

1. Project Area Description & Plans for Revitalization

Target Area and Brownfields

Overview of Brownfield Challenges and Description of Target Area

- Identify the geographic boundary where you propose to conduct grant activities.

- Discuss the brownfield challenges and their impacts.

- Provide a brief overview of how this grant may help address those challenges.

- Within the geographic boundary, describe the specific area (or areas) where grant activities will be focused.

  +Coalitions: Identify at least one target area for each coalition member (i.e., the lead and non-lead members).

- **+States/Tribes**: Identify at least 3 target areas. State/territory applicants only (i.e., not Tribes/Tribal entities): Indicate which target areas are in metropolitan statistical areas (MSA) versus non-metropolitan statistical areas. To determine if the target is in an MSA or non-MSA, visit www.huduser.gov/portal/datasets/geotools.html.

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

Clarity of the target area description will be scored.

1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont'd)

Description of the Priority Brownfield Site(s)

- Provide a brief overview of the brownfield sites in the target area.

- Identify and describe the priority brownfield sites.

  - All Assessment Types: Describe the priority site(s); describe why it is a priority for assessment and reuse.

    +Coalitions: Identify at least one priority site in the lead member and each non-lead members' target area.

    +States/Tribes: Identify at least five priority sites, including at least one priority site in each target area.

1. Project Area Description & Plans for Revitalization

Target Area and Brownfields (cont'd)

Identifying Additional Sites

- Describe how additional sites will be identified for eligible activities throughout your geographic boundary if grant funds remain.

- Identify the criteria that will be used to prioritize sites for selection.

- *All applicants except Tribes, Tribal entities, and territories:* Describe how your prioritization criteria will consider whether a site is located in an underserved community and/or disadvantaged community (as identified by CEJST).

- **+States/Tribes:**

  - Include criteria that consider new communities that have not previously benefited from Brownfields Grant Resources

  - (State/territory applicants only, i.e., not Tribes or Tribal entities): Also identify criteria that consider sites in metropolitan and non-metropolitan statistical areas.

To determine if the target is in a metropolitan statistical area or non-metropolitan statistical area for the purposes of this criterion, go to www.huduser.gov/portal/datasets/geotools.html.

See **FAQ** C.17. for additional information on this criterion

EPA BROWNFIELDS AND LAND REVITALIZATION

1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area

All Assessment Types: *Reuse Strategy and Alignment with Revitalization Plans*

- Describe:

  o The reuse strategy or projected reuse for the priority site(s).

  o How it aligns with and advances local government's land use and revitalization plans or related community priorities.

Community-wide
Coalition
States/Tribes

1. Project Area Description & Plans for Revitalization

Revitalization of the Target Area (cont'd)

Outcomes and Benefits of Reuse Strategy/Overall Plan for Revitalization

- Describe how the project or revitalization plans may stimulate economic development <u>and/or</u> facilitate non-economic benefits.

- Describe how the proposed project will improve local climate adaptation/mitigation capacity and resilience to protect residents and community investments.

  See FAQs S.5., S.6., and T.3. for details

- <u>If applicable</u>, describe how the reuse of the priority site will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.

Click here for a factsheet on Renewable Energy and Energy Efficient Approaches in Brownfield Redevelopment

EPA BROWNFIELDS AND
LAND REVITALIZATION

1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Resources Needed for Site Reuse

- Describe:
  - Your access to funding from other resources (e.g., any other EPA Brownfields resources or public or private resources).
  - How the grant will stimulate availability of additional funds to support the completion of the site assessment or remediation, **and** reuse strategy at the priority site(s).

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

1. Project Area Description & Plans for Revitalization

Strategy for Leveraging Resources

Use of Existing Infrastructure

- Describe how this grant will facilitate the use of existing infrastructure at the priority site and/or within the target area.

- If additional infrastructure needs or upgrades are key to the reuse of the priority site(s), describe the infrastructure needs/upgrades and funding resources that will be sought to implement that work.

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

EPA BROWNFIELDS AND
LAND REVITALIZATION

Questions & Progress Check

This presentation:

- [ ] General Overview
- [ ] Overview of Narrative/Ranking Criteria
- [ ] Project Area Description & Plans for Revitalization
- NEXT: Community Need & Community Engagement
- Task Descriptions, Cost Estimates, & Measuring Progress
- Programmatic Capability & Past Performance
- Wrap-up & Contact Information

Covered in recordings on MARC Grant Application Resources page :

- [ ] Application Submission
- [ ] Overview of the Narrative Information Sheet
- [ ] Overview of Threshold Criteria

EPA BROWNFIELDS AND LAND REVITALIZATION

2. Community Need & Engagement – Overview

- The extent to which the grant will meet the needs of communities that are unable to secure other funding.

- How this grant will help populations that have a high incidence of adverse health conditions and greater-than-normal incidence of diseases in the target area.

- How and to what extent this grant will advance environmental justice.

- Types of roles and involvement of community groups.

- The plan for communicating project progress based upon public input.

Community Need

The Community's Need for Funding

- Describe why the community is unable to secure funding for brownfield activities because the population is small and/or low-income.

- Describe how this grant will meet the needs of the small and/or low-income community.

> **If the inability to draw on other sources of funding is not because the community has a small population or is low-income, then the response may only earn up to 2 points.**

Community Need (cont'd)

Threats to Sensitive Populations (in the target area)

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

> **See FAQ C.13. and Appendix 1, or click here for a short demonstration on how to use EJScreen in your Narrative**

> **Click here for more resources and in-depth tutorials on how to use EJScreen**

Applicants are also encouraged to use the Climate and Economic Justice Screening Tool (CEJST) to identify whether any priority sites are located within a disadvantaged community, for purposes of Justice40.

> **See FAQ E.8. for more information on Justice40 and E.9. on CEJST**

EPA BROWNFIELDS AND
LAND REVITALIZATION

2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area)

- Identify **sensitive populations** in the target area(s) and their health <u>or</u> welfare issues. Discuss how this grant and reuse strategy/site reuse(s) will address those issues and/or help identify and reduce threats to the **health or welfare** of such groups.

> **See the FAQs for more information on welfare, sensitive populations, and health or welfare issues that may result from climate change impacts.**

- Describe how this grant and reuse strategy/site reuse(s) will address, or help identify and reduce, threats to populations that suffer from **greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects)** that may be associated with the brownfield sites.

> **If populations in the target area(s) do not suffer from a greater-than-normal incidence of cancer, asthma, or birth defects, then the response may only earn up to 2 points.**

EPA BROWNFIELDS AND LAND REVITALIZATION

2. Community Need & Engagement

Community Need (cont'd)

Threats to Sensitive Populations (in the target area) (cont'd):

- Describe the **environmental justice issues** and how they affect an underserved community(ies) and/or a disadvantaged community(ies) (as identified by CEJST) in the target area(s).

  - *All applicants except Tribes, Tribal entities, and territories*: Indicate if a priority site(s) is located within a disadvantaged census tract according to CEJST.

  > *All applicants except Tribes/Tribal entities, and territories:* **If none of the priority sites in *1.a.ii. Description of the Priority Brownfield Site(s)* are in a disadvantaged census tract according to CEJST, then the response may only earn up to 2 points.**

  > See the **FAQs** for more **information on underserved and disadvantaged communities, CEJST, and displacement.**

- Discuss how this grant and reuse strategy/projected site reuse(s) will **advance environmental justice** and **minimize the unintended displacement** of residents and/or businesses among the underserved community(ies) in the target area(s).

  > See EPA's **Strategies to Minimize Displacement fact sheet series**

Community Engagement

Project Involvement

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

- Include community-based organizations and/or community liaisons that represent residents affected by the project work.

> **Responses that do not involve at least one relevant community-based organization or community liaison will be evaluated less favorably.**

Project Roles

- Discuss the role each identified partner will play in the project.

- Discuss how partners will be meaningfully involved in making decisions with respect to site selection, cleanup, <u>and</u> future reuse of the brownfield sites.

- **+Coalitions**: Discuss how each non-lead coalition member will be engaged and informed.

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

> **Local project partners may include community-based organizations (e.g., neighborhood groups, citizen groups, business organizations, etc.), community liaisons, property owners, lenders, developers, and the general public.**

> **Involve different types of partners**

> **Involve partners that are relevant to your project plans**

> **Do NOT include letters of support**

EPA BROWNFIELDS AND LAND REVITALIZATION

Community Engagement (cont'd)

Incorporating Community Input

- Discuss plan for communicating progress to:
  - o the local community
  - o residents/groups directly affected by the project work
  - o project partners
- Include:
  - o the frequency of communication
  - o the communication method(s) (including methods that offer an alternative to in-person community engagement)
  - o how input will be solicited, considered, and responded to

Click here view the factsheet on Socially Distant Engagement Ideas

Questions & Progress Check

This presentation:

- [ ] General Overview
- [ ] Overview of Narrative/Ranking Criteria
- [ ] Project Area Description & Plans for Revitalization
- [ ] Community Need & Community Engagement
- NEXT: Task Descriptions, Cost Estimates, & Measuring Progress
- Programmatic Capability & Past Performance
- Wrap-up & Contact Information

Covered in recordings on MARC Grant Application Resources page :

- [ ] Application Submission
- [ ] Overview of the Narrative Information Sheet
- [ ] Overview of Threshold Criteria

EPA BROWNFIELDS AND LAND REVITALIZATION

3. Tasks, Costs, & Measuring Progress – Overview

Present your step-by-step plan for implementing the brownfield project in the target area.

— What tasks need to be accomplished and when.

— Who's involved and who's the lead in implementing those tasks.

— How funding will be budgeted to pay for those tasks, and how we came up with those numbers.

— How we will track and measure the project progress and results.

3. Tasks, Costs, & Measuring Progress

- **Community-wide & Coalitions** *Local government applicants* may use up to 10% of the total grant award for health monitoring activities.

- **All Grant Types** Administrative costs (direct costs and indirect costs) **may not** exceed 5% of the total award amount.

> If EPA awards $500,000 to an applicant, the 5% cap for administrative costs is $25,000.

3. Tasks, Costs, & Measuring Progress

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

Description of Tasks/Activities and Outputs

Project Implementation

- Discuss major tasks/activities that will take place under this grant.

- If you plan to issue a subaward, indicate what tasks/activities or services will be provided.

- If you plan to include participant support costs to pay for a community liaison, describe your process for determining the stipend amount, accounting, and documenting allowable costs.

- If applicable, identify tasks/activities that will be funded from other sources; such as leveraged resources or funding contributed by your organization.

Responses will be evaluated less favorably if:
- Ineligible activities are included.
- Grant funds are used to support more than one community liaison per target area.
- Coalitions & States/Tribes: The project proposes to subaward aspects of the programmatic, administrative, and financial requirements of the grant.

Group logically into 4-5 major tasks (that will coincide with the project tasks in the budget table).

Develop a list of the EPA-funded tasks/activities to implement the project.

Do not duplicate sources listed in 1.c.i. *Resources Needed for Site Reuse.*

3. Tasks, Costs, & Measuring Progress

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

Project Implementation (cont'd)

Typical eligible tasks/activities may include:

- Program Management – procuring a Qualified Environmental Professional, EPA reporting, financial and records management, internal progress meetings, etc.

- Assessment Related – inventory work, community engagement (including participant support costs for up to one community liaison per target area), site selection, securing site access, Phase I and Phase II investigations, cleanup and reuse planning for a specific site, coordinated planning around multiple brownfield sites, etc.

- Planning Tasks/Activities – develop an area wide plan, conduct a market feasibility study, evaluate infrastructure needs, etc.

- Health Monitoring – coordination with the local health agency on health monitoring activities.

Relate to target area/priority sites. Establish time frame in schedule.

Community-wide
Coalition
States/Tribes

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

Anticipated Project Schedule

▪ Discuss the anticipated schedule and timeline for the EPA-funded activities during the grant period.

> Applicants may include pre-award costs incurred up to 90 days before award. Travel expenses for brownfields-related training, such as the **National Brownfields Training Conference**, are an eligible expense. See **FAQ** G.8. for more on pre-award costs.

Task/Activity Lead

▪ For each task, identify the lead entity overseeing the work.

▪ If an entity(ies) other than the applicant is the lead, explain why the lead entity(ies) (and not the applicant) is appropriate to oversee the activity(ies).

> **Community-wide** & **Coalition** Remember, the local health agency must be involved in health monitoring activities.
>
> See review EPA's Health Monitoring Fact Sheet for more information.

EPA BROWNFIELDS AND LAND REVITALIZATION

3. Tasks, Costs, & Measuring Progress

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

Outputs

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

> Outputs may include, but are not limited to quarterly reports, site inventories, environmental site assessment reports, site cleanup plans, planning activity deliverables, number of community meetings, community involvement plans, cleanup plans, and final ABCAs.

Optional: Use table to present responses

Task/Activity:

i. Project Implementation:
     ■ EPA-funded tasks/activities
     ■ Non-EPA grant resources needed to carry out task/activities, if applicable:

ii. Anticipated Project Schedule:
iii. Task/Activity Lead:
iv. Outputs:

EPA BROWNFIELDS AND LAND REVITALIZATION

3. Tasks, Costs, & Measuring Progress

Cost Estimates

- You may use the sample table format to develop and present a budget for the tasks/activities previously described.

    o **Only include EPA grant funds** → Leveraged resources should <u>not</u> be included in the budget table.

    o Do <u>not</u> distinguish between hazardous substances funds from petroleum funds in the budget table.

- Describe how cost estimates for <u>each</u> task were developed per budget category.

    o Present costs per unit where appropriate.

    o Breakout indirect and/or direct administrative costs, if applicable.

Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance

EPA BROWNFIELDS AND LAND REVITALIZATION

3. Tasks, Costs, & Measuring Progress

Cost Estimates (cont'd)

EPA will evaluate:

- The degree of clarity on how <u>each</u> cost estimate was developed and the extent to which costs per unit are presented in detail.
- The extent to which <u>each</u> proposed cost estimate is reasonable and realistic to implement the project/grant and clearly correlates with the proposed tasks/activities.

> **Take note of the evaluation criteria in Section V. of the Guidelines**

Responses will be evaluated <u>less</u> favorably if:

- Administrative costs exceed 5% of the total EPA-requested funds.
- Cost estimates are not reasonable or realistic to implement the project/grant.

Responses will be evaluated <u>more</u> favorably if:

Community-wide allocate at *least 40% funds* /

Coalition and **States/Tribes** allocate at *least 60% funds*

➤ to tasks directly associated with site-specific work (i.e., Phase I and II site assessments and site-specific cleanup planning).

Cost Estimates – EXAMPLES

- **Prog. Mgmt/Personnel:** $24,000 - 480 hrs. Planner/Finance avg rate - $50/hr (per quarter est: 10-hrs EPA reporting/records management, 10-hrs. Monthly progress meetings, and 20-hrs site-specific and community engagement work). Additional hours required will not be charged to the grant.

- **Travel:** 2 people to attend National Brownfield Conference: $3,600 (per person: $500 airfare, 4 nights hotel $800, 4 days per diem and incidentals $500).

- **Phase I & II Environmental Site Assessments:** $359,700 ($5,000 for personnel for overseeing assessments [100 hours @ $50/hour]; $200 for supplies [copies, toner, postage]; and $354,500 contractual for QEP to conduct Phase I ESAs [8 @ $4,500/each = $36,000] and Phase II ESAs [10 @ $31,850/each = $318,500]).

- **Site-Specific Cleanup Planning:** $10,000 (finalize ABCA $1,000; prepare Remedial Action Plan $5,000; stormwater management design plans $3,000; State fee for entering VCP $1,000).

- **Direct and Indirect Administrative Costs (not to exceed 5% total grant award)**: $4,200 (30 hrs Project Manager @$50/hr for Subaward and Executive Compensation Reporting and preparation of amendments such as no-cost time extensions; 45 hrs Planner/Finance avg rate of $60/hr for preparing ASAP payment requests and annual and final federal financial reports [SF 425's]).

Assessment Grant Application BUDGET EXAMPLE

Community-wide
Coalition
States/Tribes

Includes up to 5% for administrative costs

Label Tasks

Subawards and participant support costs belong on separate lines in Other category

Must match SF-424 and SF-424A

Budget Categories	Project Tasks						Total
	Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Administrative Costs	
Personnel	$38,000	$5,000				$8,000	**$51,000**
Fringe Benefits	$5,000						**$5,000**
Travel	$7,000						**$7,000**
Equipment							
Supplies		$2,000					**$2,000**
Contractual		$13,000	$100,000	$245,000	$35,000		**$393,000**
Construction							
Other (subaward)		$20,000					**$20,000**
Other (participant support costs)		$10,000					**$10,000**
Total Direct	**$50,000**	**$50,000**	**$100,000**	**$245,000**	**$35,000**	**$8,000**	**$488,000**
Total Indirect	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,000**	**$12,000**
Total Federal (Direct + Indirect)	**$50,000**	**$50,000**	**$100,000**	**$245,000**	**$35,000**	**$20,000**	**$500,000**

Can charge up to 5% of the total award amount for administrative costs (direct costs for grant administration + indirect costs). Costs must be classified as direct or indirect consistently and may not classify the same cost in both categories.

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3. Tasks, Costs, & Measuring Progress

Plan to Measure and Evaluate Environmental Progress and Results

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

Tracking tools to consider
- ACRES
- Software products
- Progress reporting
- Scheduled team progress meetings

Tracking your accomplishments – big picture
- Status on leveraging other critical funding
- Strides toward accomplishing redevelopment vision plans

EPA BROWNFIELDS AND LAND REVITALIZATION

Questions & Progress Check

This presentation:

☐ General Overview

☐ Overview of Narrative/Ranking Criteria

☐ Project Area Description & Plans for Revitalization

☐ Community Need & Community Engagement

☐ Task Descriptions, Cost Estimates, & Measuring Progress

☐ **NEXT: Programmatic Capability & Past Performance**

■ **Wrap-up & Contact Information**

Covered in recordings on MARC Grant Application Resources page :

☐ Application Submission

☐ Overview of the Narrative Information Sheet

☐ Overview of Threshold Criteria

4. Programmatic Capability & Past Performance – Overview

Applicants should:

– Demonstrate ability to successfully manage the grant and produce the measurable results discussed in the application.

– Describe the organizational structure and key staff.

– Highlight past performance on Brownfield Grants, federal or non-federal grants.

Adhere to the total page limits:
- ❖ 10 pages for **Community-wide Assessment Grant** applications
- ❖ 12 pages for **Coalitions Grant** applications
- ❖ 12 pages for **Community-wide Assessment Grant for States/Tribes** applications

4. Programmatic Capability & Past Performance

Programmatic Capability

Organizational Capacity

- Explain your organization's capacity to oversee grant tasks/activities and carry out and manage the programmatic, administrative, and financial requirements of the project and grant.
  - **+Coalitions**: Discuss the lead coalition member's capacity to do this on the coalition's behalf.

Organizational Structure

- Explain how your team will be structured to ensure the grant will be carried out successfully.
  - **+Coalitions**: Describe the proposed governance/decision-making structure among your coalition members.

Description of Key Staff

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

Acquiring Additional Resources

- Discuss the systems in place to acquire any additional expertise and resources.
- Describe efforts to promote strong labor practices, local hiring/procurement, or link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your project.

If a contractor or subrecipient was selected without complying with applicable requirements in Section III.B., the response will be evaluated less favorably.

4. Programmatic Capability & Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

Applicants who currently have/previously received a Brownfields Grant

– OR –

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

– OR –

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

EPA BROWNFIELDS AND LAND REVITALIZATION

4. Programmatic Capability & Past Performance

Accomplishments & Compliance with Grant Requirements

Past/present Brownfield Grant recipients:

BF Grants to Include	BF Grants/Resources to Exclude
• Multipurpose Grants • Assessment Grants • RLF Grants • Cleanup Grants • 128(a)/STRP Grants	• Area-wide Planning Grants (for all Assessment types) • Job Training Grants • Activities conducted under a Targeted Brownfield Assessment • Subawards issued from a Brownfields Grant

- Describe (for your current/most recent but no more than three recent grants):
  - Accomplishments (specific outputs and outcomes)
  - Compliance with the workplan, schedule, and terms and conditions
  - History of timely and acceptable reporting of deliverables, including **ACRES!!**
  - Corrective action for past grant management issues

- For <u>all open</u> EPA Brownfields Grants, describe your plans to expend remaining funds.

- For <u>all closed</u> EPA Brownfields Grants, indicate if any funds remained and briefly explain why.

4. Programmatic Capability & Past Performance

<u>Purpose and Accomplishments & Compliance with Grant Requirements</u>

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

- Describe (for your current/most recent but no more than three recent/relevant/similar grants in terms of structure, community engagement and/or deliverables):

    o   The awarding agency/organization, amount, and purpose of funding

    o   Project accomplishments (specific outputs and outcomes) and measures of success

    o   Compliance with the workplan, schedule, and terms and conditions

    o   History of timely and acceptable reporting

    o   Corrective action for past grant management issues

EPA BROWNFIELDS AND LAND REVITALIZATION

4. Programmatic Capability & Past Performance

<u>Affirmative Statement of Not Receiving Assistance Agreements</u>

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

- Affirm that your organization has never received any type of federal or non-federal assistance agreements

  - Or -

- Discuss if your organization recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with requirements.

Will receive a neutral score

Respond to the correct *Past Performance & Accomplishments* criterion

EPA BROWNFIELDS AND
LAND REVITALIZATION

Questions & Progress Check

For questions on recorded content, please reach out to the Regional Brownfields Contact listed at the end of this presentation.

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- [x] NEXT: Wrap-up & Contact Information

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- [ ] Overview of Threshold Criteria

EPA BROWNFIELDS AND LAND REVITALIZATION

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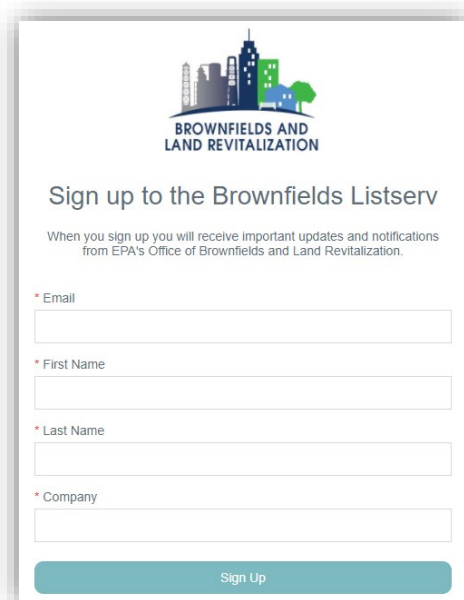
- A **copy of today's presentation** is available on the Brownfields MARC Grant Application Resources webpage at www.epa.gov/brownfields/marc-grant-application-resources.

- The **recording of the presentation** will be available in the coming weeks. Please check the Brownfields MARC Grant Application Resources webpage for updates.

BROWNFIELDS AND
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* Email

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* Company

Sign Up

Click Here to Join the Brownfields Program Listserv

Thanks for Joining Us!!

For training on General Submission, Narrative Information Sheet, and Threshold Criteria, see the recordings on the **MARC Grant Application Resources – "Open Solicitations"** webpage www.epa.gov/brownfields/marc-grant-application-resources

Applying for an RLF or 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

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