



**FUNDING/AWARDS:** EPA anticipates awarding an estimated 100 Assessment Grants for an estimated \$31 million, subject to the quality of applications received, availability of funds and other applicable considerations. EPA may expend up to 25% of the amount appropriated for Brownfield Grants on sites contaminated with petroleum.





Where multiple sites are connected through location, infrastructure, economic, social and environmental conditions, EPA encourages communities to take an area-wide approach to planning for the assessment, cleanup, and reuse of these brownfield sites. This focus on multiple brownfield sites will result in more coordinated strategies for cleanup and area revitalization versus a site-by-site focus. For more information on site reuse plans and examples of eligible planning activities, please refer to the FY20 [FAQs](#)<sup>1</sup> and [Planning Program Fact Sheets](#).<sup>2</sup>

**Summary of Assessment Grant Options**

Applicants may apply for a Community-wide and/or a Site-specific Assessment Grant, or apply as part of an Assessment Coalition.

- **Community-wide Assessment Grants** are appropriate when a specific site is not identified and the applicant plans to spend grant funds on more than one brownfield site in its community.
- **Site-specific Assessment Grants** are appropriate when a specific site is identified and the applicant plans to spend grant funds on this one site only.
- **Assessment Coalition Grants** are for three or more eligible entities who will perform Assessment Grant activities on at least five brownfield sites within their communities.

Applicants that exceed the number of applications allowable for Assessment Grants will be contacted, prior to review of any of the applications by EPA, to determine which application(s) the applicant will withdraw from the competition.

| <b>1. Community-Wide</b>   | <b>2. Site-Specific</b>   | <b>3. Coalition</b>   |
|--|---|---|
| Up to \$300,000 for hazardous substances and/or petroleum<br><br>Note, for the purposes of this solicitation, the cost of assessment activities on an individual site may not exceed \$200,000 per grant | Up to \$200,000 for hazardous substances and/or petroleum                           | Up to \$600,000 for hazardous substances and/or petroleum   |
| No waiver of funding limit   | May request a waiver for up to \$350,000  | No waiver of funding limit  |
| May also apply for a Site-specific Grant; may not apply as a member of a coalition   | May also apply for a Community-wide Grant; may not apply as a member of a coalition | May not apply for an individual Community-wide or Site-specific Grant or as part of another coalition |

<sup>1</sup> The FY20 *Brownfields Frequently Asked Questions (FAQs)* are available at <https://www.epa.gov/brownfields/frequently-asked-questions-about-multipurpose-assessment-rlf-and-cleanup-grants>.

<sup>2</sup> The *Planning Program Fact Sheets* are available at <https://www.epa.gov/brownfields/information-eligible-planning-activities>.













all applications and make no awards under this announcement or make fewer awards than anticipated.

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

## **II.B. What is the Project Period for Awards Resulting from this Solicitation?**

The project period for Assessment Grants is up to three years.

## **II.C. Substantial Involvement**

The Brownfields Assessment Grant will be awarded in the form of a cooperative agreement. Cooperative agreements permit the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project include:

- close monitoring of the recipient's performance to verify the results;
- collaborating during the performance of the scope of work;
- in accordance with 2 CFR § 200.317 and 2 CFR § 200.318, as appropriate, review of proposed procurements;
- reviewing qualifications of key personnel (EPA will not select employees, or contractors, including consultants, employed by the award recipient);
- reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
- reviewing sites to verify they meet applicable site eligibility criteria.

## **SECTION III. – ELIGIBILITY INFORMATION AND THRESHOLD CRITERIA**

### **III.A. Who Can Apply?**

The following information indicates which entities are eligible to apply for an Assessment Grant.

- **General Purpose Unit of Local Government.** [For purposes of the EPA Brownfields Grant Program, a “local government” is defined as stated under 2 CFR § 200.64.: Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.]
- **Land Clearance Authority or another quasi-governmental entity that operates under the supervision and control of, or as an agent of, a General Purpose Unit of Local Government.**

- Government Entity Created by State Legislature.
- Regional Council or group of General Purpose Units of Local Government.
- Redevelopment Agency that is chartered or otherwise sanctioned by a state.
- State.
- Indian tribe other than in Alaska. (The exclusion of Alaskan Tribes from Brownfields Grant eligibility is statutory at CERCLA § 104(k)(1)). Intertribal Consortia, comprised of eligible Indian tribes, are eligible for funding in accordance with EPA's policy for funding intertribal consortia published in the *Federal Register* on November 4, 2002, at 67 Fed. Reg. 67181. This policy also may be obtained from your Regional Brownfields Contact listed in [Section VII.](#))
- Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community. (Alaska Native Regional Corporations and Alaska Native Village Corporations are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following. For more information, please refer to the FY20 [FAQs.](#))
- Nonprofit organization described in section 501(c)(3) of the Internal Revenue Code.
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.

### **III.B. Threshold Criteria for Assessment Grants**

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive an Assessment Grant. Threshold criteria are pass/fail and include certain requests for information identified below. The information you submit will be used by EPA solely to make eligibility determinations for Brownfield Grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions. Only those applications that pass all the threshold criteria will be evaluated against the evaluation criteria in [Section V.A.](#) of this announcement.

**Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.**

Entities that were awarded (or have been selected by EPA for an award for) a Fiscal Year 2019 (FY19) Multipurpose Grant (EPA-OLEM-OBLR-18-08) may not apply for an FY20 Assessment Grant under this solicitation.

**Coalition members may not be members of other coalitions, nor submit an application as an individual applicant, in the FY20 competition cycle.** A coalition member wishing to apply as part of a different coalition or as an individual applicant must withdraw from the coalition.

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

EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about this announcement. For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information that is included in the application and/or consider information from other sources, including EPA files. Such communications shall not be used to correct application deficiencies or material omissions, materially alter the application or project proposed, or discuss changes to the applicant's responses to any evaluation or selection criteria.

In order to maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in [EPA's Policy for Competition of Assistance Agreements](#).<sup>11</sup>

Applications must substantially comply with the submission instructions and requirements set forth in [Section IV](#) of this announcement or they will be rejected. Pages exceeding the page limits described in [Section IV.C](#) for the Narrative Information Sheet and the Narrative, and attachments not specifically required, will not be reviewed.

In addition, applications must be submitted through [www.grants.gov](http://www.grants.gov) as stated in [Section IV](#) and [Appendix 1](#) of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in [Appendix 1](#)) on or before the application submission deadline. Applicants are responsible for following the submission instructions in [Section IV](#) and [Appendix 1](#) of this announcement to ensure that their application is submitted on time.

Applications received after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues. An applicant's failure to timely submit their application through [www.grants.gov](http://www.grants.gov) because they did not timely or properly register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) will not be considered an acceptable reason to consider a late submission.

EPA will verify that the Data Universal Number System (DUNS) number listed on the application is the correct DUNS number for the applicant's organization/department. If the correct DUNS number is not included on the application, the application may be deemed ineligible. Applicants need to ensure that the correct Authorized Organization Representative (AOR) and DUNS number of the entity that will receive the award and will be held accountable by EPA for the proper expenditure of funds are listed on the application.

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<sup>11</sup> EPA Order 5700.5A1, EPA's Policy for Competition of Assistance Agreements is available at <https://www.epa.gov/grants/epa-order-57005a1-epas-policy-competition-assistance-agreements>.

Note: Assessment Grants do not require applicants to provide a cost share or match.

Responses to the items below are required and must be included as an attachment to the Narrative that is included in the application submitted to EPA. See [Section IV.C.](#) for a complete list of required documents that must be submitted.

### 1. **Applicant Eligibility**

Provide information that demonstrates how you are an eligible entity for an Assessment Grant as specified in [Section III.A.](#), *Who Can Apply?*

- For entities that are cities, counties, tribes, or states, affirm that the organization is eligible for funding.
- For government entities other than cities, counties, tribes, or states, attach documentation of your eligibility (e.g., resolutions, statutes, etc.).
- Assessment Coalitions must document how all coalition members are eligible entities. All coalition members must submit a signed letter to the grant applicant (the lead coalition member) in which they agree to be part of the coalition. An active Memorandum of Agreement that includes a description and role of each coalition member may serve in place of the individual coalition members' letters. Include the document(s), as an attachment, in your application.
- For nonprofit organizations, or organizations comprised of nonprofit organizations, provide documentation as an attachment to the Narrative demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- For qualified community development entities, provide documentation as an attachment to the Narrative certifying the organization's status.

### 2. **Community Involvement**

Provide information that demonstrates how you intend to inform and involve the community and other stakeholders in the planning, implementation and other brownfield assessment activities described in your application.

### 3. **Expenditure of Assessment Grant Funds**

Current EPA Brownfields Assessment Grant recipients must demonstrate that payment has been received from EPA (also known as 'drawn down') for at least 70% of each Assessment cooperative agreement they have with EPA by **November 1, 2019** in order to apply for additional Assessment Grant funding under this solicitation.

In order to demonstrate this, applicants must attach a copy of a financial record displaying the amount of cooperative agreement funds drawn down (e.g. a report from the Automated Standard Proposal for Payments (ASAP) or general ledger entries). If necessary, applicants may contact the assigned EPA project officer for the Assessment Grant(s) or Jerry Minor-

Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) to obtain draw down information from EPA's grant financial database (Compass Data Warehouse).

Alternately, the applicant must affirm it does not have an active EPA Brownfields Assessment Grant.

### **III.C. Additional Threshold Criteria for Site-Specific Applications Only**

In addition to the threshold criteria listed above in Section III.B., applicants applying for Assessment Grant funding for a specific site must provide the information outlined below. The following items provide important information related to determining if a proposed site is eligible for Brownfields Grant funding.

#### **1. Basic Site Information**

Identify: a) the name of the site; b) the address of the site, including zip code; and c) the current owner of the site.

#### **2. Status and History of Contamination at the Site**

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

#### **3. Brownfields Site Definition**

To be eligible for Brownfields Grant funding, sites must meet the definition of a brownfield under CERCLA § 101(39) as described in the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#).<sup>12</sup> The following types of properties are not eligible for Brownfields Grant funding:

- facilities listed (or proposed for listing) on the National Priorities List (NPL);
- facilities subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA; and
- facilities that are subject to the jurisdiction, custody, or control of the U.S. government. (Note: Land held in trust by the U.S. government for an Indian tribe is eligible for funding.)

Affirm that the site is: a) not listed or proposed for listing on the National Priorities List; b) not subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA; and c) not subject to the jurisdiction, custody, or control of the U.S. government. (Please refer to CERCLA §§ 101(39)(B)(ii), (iii), and (vii) and the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#).)

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<sup>12</sup> *Information on Sites Eligible for Brownfields Funding under CERCLA § 104(k)* is available at <https://www.epa.gov/brownfields/information-sites-eligible-brownfields-funding-under-cercla-ss-104k>.

#### 4. **Enforcement or Other Actions**

Identify known ongoing or anticipated environmental enforcement or other actions related to the site for which Brownfields Grant funding is sought. If there are known ongoing or anticipated environmental enforcement or other actions related to the site, provide information on any inquiries, or orders from federal, state, or local government entities that the applicant is aware of regarding the responsibility of any party (including the applicant) for the contamination, or hazardous substances at the site, including any liens. The information provided in this section may be verified, and EPA may conduct an independent review of information related to the applicant's responsibility for the contamination or hazardous substances at the site, or the site's eligibility.

#### 5. **Sites Requiring a Property-Specific Determination**

Certain types of sites require a property-specific determination in order to be eligible for Brownfields Grant funding. Please refer to Section 1.5 in the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#) and the information below to determine whether your site requires a property-specific determination. If your site requires a property-specific determination, then you must attach the information requested in the FY20 [FAQs](#). **If not required, affirm that the site does not need a Property-Specific Determination.** The following special classes of property require a "Property-Specific Determination" from EPA to be eligible for Brownfields Grant funding:

- properties subject to planned or ongoing removal actions under CERCLA;
- properties with facilities that have been issued or entered into a unilateral administrative order, a court order, an administrative order on consent, or judicial consent decree or to which a permit has been issued by the United States or an authorized state under the Resource Conservation and Recovery Act (RCRA), the Federal Water Pollution Control Act (FWPCA), the Toxic Substances Control Act (TSCA), or the Safe Drinking Water Act (SDWA);
- properties with facilities subject to RCRA corrective action (§ 3004(u) or § 3008(h)) to which a corrective action permit or order has been issued or modified to require the implementation of corrective measures;
- properties that are land disposal units that have submitted a RCRA closure notification or that are subject to closure requirements specified in a closure plan or permit;
- properties where there has been a release of polychlorinated biphenyls (PCBs) and all, or part, of the property is subject to TSCA remediation; and
- properties that include facilities receiving monies for cleanup from the Leaking Underground Storage Tank (LUST) Trust Fund (see the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#) for a definition of LUST Trust Fund sites).

EPA's approval of Property-Specific Determinations will be based on whether or not awarding a grant will protect human health and the environment, and either promote economic development or enable the property to be used for parks, greenways, and similar recreational or nonprofit purposes. Property-Specific Determination requests must be included in your application as an attachment and do not count toward the 10-page limit for the Narrative. (See the [Information on Sites Eligible for Brownfields Funding under](#)



[CERCLA § 104\(k\)](#) for more information or contact your Regional Brownfields Contact listed in [Section VII](#), if you think your site requires a Property-Specific Determination.)

## **6. Threshold Criteria Related to CERCLA/Petroleum Liability**

Applicants eligible for Brownfields Grant funding cannot be liable for contamination on any site that will be assessed using Brownfields Grant funding. The following items are intended to help EPA ensure that you are not liable under CERCLA § 107 for response costs at the site(s) designated in your Narrative, or determine, if necessary, that your site(s) is eligible for funding as a petroleum site(s). Please respond to the following items fully and in the order that they appear. Note, based on your responses, EPA may need to obtain additional information to make a determination.

If the site is contaminated with hazardous substances, please **respond to all the items under a.**

If the site is contaminated with petroleum or petroleum product, please **respond to all the items under b.**, including the requirement to provide a petroleum determination letter.

If the site is co-mingled with hazardous substances and petroleum contaminants, determine whether the predominant contaminant is hazardous substances or petroleum, and respond to the corresponding items (as noted above).

If the site is contaminated with hazardous substances and petroleum, and the hazardous substances and petroleum contaminated areas of the site are distinguishable, **respond to all the items under a. and b.**, including the requirement to provide a petroleum determination letter.

### **a. Property Ownership Eligibility – Hazardous Substance Sites**

For sites contaminated by hazardous substances, persons, including government entities, who may be found liable for the contamination under CERCLA § 107 are not eligible for grants. Liable parties may include all current owners and operators, former owners and operators of the site at the time of disposal of hazardous substances, and parties that arranged for, or contributed to, the disposal or treatment of hazardous substances on the site. Therefore, even owners who did not cause or contribute to the contamination may be held liable.<sup>13</sup>

To be eligible for a Brownfields Grant to address hazardous substances at a brownfield property, eligible entities must demonstrate that they:

- Are exempt from CERCLA liability; or
- Qualify for funding because the property was publicly owned and acquired prior to January 11, 2002; or

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<sup>13</sup> Note that under Section 7 of the BUILD Act, a government entity that acquired property before January 11, 2002 is eligible for Brownfields Grant funding even if it does not qualify as a BFPP, so long as the entity did not cause or contribute to the release or threat of release of a hazardous substance at the property.

- Meet the requirements for asserting an affirmative defense to CERCLA liability through one of the landowner liability protections (e.g., the bona fide prospective purchaser liability protection per CERCLA § 101(40)).

Please review sections i., ii., and iii. below and only provide responses **to the section that pertains to your circumstance.**

**i. EXEMPTIONS TO CERCLA LIABILITY**

**(1) Applicant Does NOT/Will Not Own the Site at Time of Application Submission**

If you, the applicant, do not own the site to be assessed, please:

- affirm that you did not arrange for the disposal of hazardous substances at the site or transport hazardous substances to the site, and that you did not cause or contribute to any releases of hazardous substances at the site;
- describe your relationship with the owner and the owner's role in the work to be performed; and
- indicate how you will gain access to the site.

**(2) Indian Tribes**

EPA has not considered Indian tribes to be liable under CERCLA and, therefore, tribes are exempt from demonstrating that they meet the requirements of a CERCLA liability defense to be eligible for a Brownfields Grant.

Affirm the applicant is an Indian tribe and is therefore exempt from demonstrating that they meet the requirements of a CERCLA liability defense.

**(3) Alaska Native Village Corporations and Alaska Native Regional Corporations**

Alaska Native Village Corporations and Alaska Native Regional Corporations that acquired title to property from the U.S. Government under the Alaska Native Claims Settlement Act are excluded from the CERCLA definition of 'owner/operator' and are therefore exempt from CERCLA liability for any previous contamination at the property provided that the Alaska Native Village Corporation or Alaska Native Regional Corporation did not cause or contribute to the contamination. Entities that satisfy these conditions are eligible for a Brownfields Grant.

Note, Alaska Native Village Corporations and Alaska Native Regional Corporations that purchased the subject property must respond to section ii. or section iii. below as appropriate.

**Provide the following to demonstrate that the Alaska Native Village Corporation or Alaska Native Regional Corporation is exempt from CERCLA liability:**

- Describe in detail the circumstances of the acquisition.

- (b) Provide the date on which property was acquired.
- (c) Identify whether you caused or contributed to any release of hazardous substances at the site.

**(4) Property Acquired Under Certain Circumstances by Units of State and Local Government**

Per CERCLA § 101(20)(D), state and local units of government that acquired ownership or control of a property by any of the circumstances listed below and did not cause or contribute to any contamination at the property, are exempt from liability for any previous contamination at that property and, therefore, do **not** have to demonstrate that they meet the requirements of a CERCLA liability defense to be eligible for a Brownfields Grant. Such circumstances include:

- Seizure or in connection with any law enforcement activity;
- Bankruptcy;
- Tax delinquency; or
- Abandonment.

Further, EPA has treated and will continue to treat acquisitions by escheat as exempt from liability if the other conditions in CERCLA § 101(20)(D) are met.

See the FY20 [FAQs](#) for additional information on the types of acquisitions that are not exempt from CERCLA liability.

**Provide the following to demonstrate that the State or local government is exempt from CERCLA liability:**

- (a) Describe in detail the circumstances (from the list above) under which the property was acquired.
- (b) Provide the date on which the property was acquired.
- (c) Identify whether all disposal of hazardous substances at the site occurred before you acquired the property;
- (d) Affirm that you have not caused or contributed to any release of hazardous substances at the site.
- (e) Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.

**ii. EXCEPTIONS TO MEETING THE REQUIREMENTS FOR ASSERTING AN AFFIRMATIVE DEFENSE TO CERCLA LIABILITY**

**(1) Publicly Owned Brownfield Sites Acquired Prior to January 11, 2002**

Per CERCLA § 104(k)(2)(C), if an applicant (such as a state or local government) acquired a property prior to January 11, 2002, the applicant is eligible for a Brownfields Grant and may use grant funds to address contamination at the property, even if the entity does not qualify as a bona fide prospective purchaser, provided the applicant did not cause or contribute to contamination at the property.

**Provide the following information to demonstrate that the applicant qualifies for the exception at CERCLA § 104(k)(2)(C):**

- (a) Describe in detail the circumstances under which the property was acquired.
- (b) Provide the date on which the property was acquired.
- (c) Identify whether all disposal of hazardous substances at the site occurred before you acquired the property.
- (d) Affirm that you have not caused or contributed to any release of hazardous substances at the site.
- (e) Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.

**iii. LANDOWNER PROTECTIONS FROM CERCLA LIABILITY**

To be eligible to expend Brownfields Grant funding at a site owned by an eligible entity (including state, local government, nonprofit organizations, etc.), the applicant must establish that it is a bona fide prospective purchaser (BFPP), contiguous property owner (CPO), or innocent landowner (ILO), as defined in CERCLA, unless the applicant qualifies for one of the exemptions from liability noted earlier in this section of the guidelines.

Applicants asserting that they meet the BFPP, CPO, or ILO liability protection must review EPA's [Landowner Liability Protections](#)<sup>14</sup> webpage and contact the Regional Brownfields Contact listed in [Section VII](#), to determine which eligibility criteria apply. For more comprehensive guidance on the landowner liability protections, see [EPA's Enforcement Discretion Guidance Regarding Statutory Criteria for Those Who May Qualify as CERCLA Bona Fide Prospective Purchasers, Contiguous Property Owners, or Innocent Landowners \("Common Elements"\)](#).<sup>15</sup>

**(1) Bona Fide Prospective Purchaser Liability Protection**

Applicants that acquired property after January 11, 2002 and are asserting the BFPP liability protection (the most common liability protection) must demonstrate that they complied or are complying with all of the requirements listed below.

- The owner must have acquired title to a property after January 11, 2002.
- The owner must have conducted all appropriate inquiries (AAI) prior to acquiring the property. AAI, typically met by conducting a Phase I Environmental Site Assessment using the ASTM E1527-13 (or ASTM E2247-16) standard practice, must be conducted or updated within one year prior to the date the property is acquired (i.e., the date on which the entity takes title to the property). In addition, certain aspects of the AAI or Phase I Environmental Site Assessment must be updated, prior to property acquisition, if the activities were conducted more than six months prior to the date of acquisition.

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<sup>14</sup> The *Landowner Liability Protections* are available at <https://www.epa.gov/enforcement/landowner-liability-protections>.

<sup>15</sup> The "Common Elements" guidance is available at <https://www.epa.gov/enforcement/common-elements-guidance>.

- The owner must not be liable in any way for contamination at the site or affiliated with any other person potentially liable for the contamination. (Affiliations include familial, contractual, financial, or corporate relationships that are the result of a reorganization of a business entity with potential liability.)
- All disposal of hazardous substances at the site occurred before the person acquired the site.
- The owner must exercise appropriate care by taking reasonable steps to address releases, including stopping continuing releases and preventing threatened future releases and exposures to hazardous substances on the site.
- The owner must comply with any land use restrictions and not impede the effectiveness or integrity of any institutional controls associated with response actions at the site.
- The owner must provide full cooperation, assistance, and access to authorized persons.
- The owner must comply with any CERCLA information requests and administrative subpoenas, and provide all legally required notices with respect to the discovery or release of any hazardous substances found at the site.
- The owner must not impede performance of a response action or natural resource restoration.

**Demonstrate that the applicant meets the requirements for the BFPP CERCLA liability protection.**

(a) Information on the Property Acquisition You may combine responses to the following into one response, though please be sure to answer each item fully.

Provide information on:

- (i) how you acquired (or will acquire) ownership (e.g., by negotiated purchase from a private individual, by purchase or transfer from another governmental unit, via a donation, by eminent domain, or other circumstance (describe));
- (ii) the date you acquired or will acquire the property;
- (iii) the name and identity of the party from whom you acquired or will acquire ownership (i.e., the transferor); and
- (iv) all familial, contractual, corporate, or financial relationships or affiliations you have or had with all prior owners or operators (or other potentially responsible parties) of the property (including the person or entity from which you acquired the property).

(b) Pre-Purchase Inquiry Describe any inquiry by you or others into the previous ownership, uses of the property, and environmental conditions conducted prior to taking ownership. Please include the items below in your description.

- (i) The types of site assessments performed (e.g., ASTM E1527-13 Phase I), the dates of each assessment, and the entity for which they were performed (state whether the assessment was performed specifically for you, or if not, the name of the party that had the assessment performed and that party's relationship to you).

- (ii) Who performed the AAI investigation or Phase I environmental site assessments and identify his/her qualifications to perform such work.
  - (iii) If the original AAI investigation or Phase I environmental site assessment was conducted more than 180 days prior to the date you acquired the property, affirm that you conducted the appropriate updates in the original assessment within 180 days prior to your acquisition of the property in order to take advantage of the bona fide prospective purchaser provision.
- (c) Timing and/or Contribution Toward Hazardous Substances Disposal Identify whether all disposal of hazardous substances at the site occurred before you acquired (or will acquire) the property and whether you caused or contributed to any release of hazardous substances at the site. Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.
- (d) Post-Acquisition Uses Describe all uses of the property since you acquired ownership (or the uses that you anticipate once you acquire the property) through the present, including any uses by persons or entities other than you. Please provide a timeline with the names of all current and prior users during the time of your ownership; the dates of all uses; the details of each use, including the rights or other reason pursuant to which the use was claimed or taken (e.g., lease, license, trespass); and your relationship to the current and prior users.
- (e) Continuing Obligations Describe in detail the **reasonable steps**<sup>16</sup> you took with respect to hazardous substances found at the site to:
- (i) stop any continuing releases;
  - (ii) prevent any threatened future release; and
  - (iii) prevent or limit exposure to any previously released hazardous substance.

Please confirm your commitment to:

- (i) comply with any land use restrictions and not impede the effectiveness or integrity of any institutional controls;
- (ii) assist and cooperate with those performing the assessment and provide access to the property;
- (iii) comply with all information requests and administrative subpoenas that have or may be issued in connection with the property; and
- (iv) provide all legally required notices.

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<sup>16</sup> Please note that reasonable steps may include actions such as limiting access to the property, monitoring known contaminants, and complying with state and/or local requirements. The steps taken to prevent or limit exposure to previously released hazardous substances may depend, for example, on such things as the location of the site in relation to the public and whether the public has been known to use (or even trespass on) the site.

For further information, please see FY20 [FAQs](#) on All Appropriate Inquiries and the [Brownfields All Appropriate Inquiries](#)<sup>17</sup> webpage.

**Non-Publicly Owned Sites Acquired Before January 11, 2002**

Although the statute limits eligibility for the BFPP liability protection to entities that acquire property after January 11, 2002, a Brownfields Grant applicant, for grant purposes only, is eligible for a grant if it acquired a non-publicly owned site prior to January 11, 2002 provided the applicant can demonstrate it performed environmental due diligence that was customary at time and did not cause or contribute to the contamination. (For a publicly owned site acquired prior to January 11, 2002, please review [Section III.B.10.a.ii.](#) above.)

For applicants that acquired a non-publicly owned property before January 11, 2002, provide the information requested below.

- (a) Describe in detail the circumstances of the acquisition.
- (b) Provide the date on which the property was acquired.
- (c) Discuss the environmental due diligence you performed prior to your acquisition of the site and/or affirm that it was customary at the time of acquisition.
- (d) Identify whether all disposal of hazardous substances at the site occurred before you acquired the property.
- (e) Affirm that you have not caused or contributed to any release of hazardous substances at the site.
- (f) Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.
- (g) Describe in detail the **reasonable steps**<sup>18</sup> you took with respect to hazardous substances found at the site to:
  - i. stop any continuing releases;
  - ii. prevent any threatened future release; and
  - iii. prevent or limit exposure to any previously released hazardous substance.

For more information on the CERCLA landowner liability protections, please refer to [Fact Sheet: EPA Brownfields Grants, CERCLA Liability, and All Appropriate Inquiries](#).<sup>19</sup>

Applicants may also call the Regional Brownfields Contact listed in [Section VII.](#) with questions about BFPP, CPO, or ILO eligibility.

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<sup>17</sup> The *Brownfields All Appropriate Inquiries* webpage is available at <https://www.epa.gov/brownfields/brownfields-all-appropriate-inquiries>.

<sup>18</sup> Please note that reasonable steps may include actions such as limiting access to the property, monitoring known contaminants, and complying with state and/or local requirements. The steps taken to prevent or limit exposure to previously released hazardous substances may depend, for example, on such things as the location of the site in relation to the public and whether the public has been known to use (or even trespass on) the site.

<sup>19</sup> *Fact Sheet: EPA Brownfields Grants, CERCLA Liability, and All Appropriate Inquiries* is available at <https://www.epa.gov/brownfields/fact-sheet-epa-brownfields-grants-cercla-liability-and-all-appropriate-inquiries>.

**b. Property Ownership Eligibility – Petroleum Sites**

In addition to the basic Brownfield Grant eligibility criteria, eligibility for petroleum sites is determined by applying the criteria established in the statute: there can be no viable responsible party, the applicant cannot be potentially liable for cleaning up the site, and the site must not be subject to a RCRA corrective action order. If a party is identified as being responsible for contamination at the site and that party is financially viable, then the site is not eligible for Brownfields Grant funding (refer to Section 1.3.2. in the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#) for more information). Generally, petroleum site eligibility will be determined by the state. Where the state is unable to make the eligibility determination, EPA will make the determination. EPA will make the determination for tribes.

**Non-tribal applicants** must provide the information required for a petroleum site eligibility determination (listed below) to your state so that the state can make the necessary determination on petroleum site eligibility. You must provide EPA with a copy of the state determination letter as an attachment to your Narrative. If the state does not make the determination before the application due date or is unable to make the determination, please attach a copy of the request you sent to the state. (**Note:** You must provide EPA with the date you submitted your request to the state to make the petroleum site determination. EPA will make the petroleum site eligibility determination if a state is unable to do so following a request from an applicant.) Also, in your letter to the state, please request that the state provide information regarding whether it applied EPA’s guidelines in making the petroleum determination, or if not, what standard it applied.

**Tribal applicants** must submit the information required for a petroleum site eligibility determination (listed below) as an attachment to your Narrative. EPA will make the petroleum site eligibility determinations for tribes.

**i. INFORMATION REQUIRED FOR A PETROLEUM SITE ELIGIBILITY DETERMINATION**

- (1) Current and Immediate Past Owners Identify the current and immediate past owner of the site. For purposes of petroleum eligibility determinations in these guidelines only, the current owner is the entity that will own the site at time of application submission.
- (2) Acquisition of Site Identify when and by what method the current owner acquired the property (e.g., purchase, tax foreclosure, donation, eminent domain).
- (3) No Responsible Party for the Site Identify whether the current and immediate past owner (which includes, if applicable, the applicant): (i) dispensed or disposed of petroleum or petroleum product contamination, or exacerbated the existing petroleum contamination at the site; (ii) owned the site when any dispensing or disposal of petroleum (by others) took place; and (iii) took reasonable steps with regard to the contamination at the site.



- (4) Assessed by a Person Not Potentially Liable Identify whether you (the applicant) dispensed or disposed of petroleum or petroleum product, or exacerbated the existing petroleum contamination at the site, and whether you took reasonable steps with regard to the contamination at the site.
- (5) Judgments, Orders, or Third-Party Suits Provide information that no responsible party (including the applicant) is identified for the site, through either:
  - (a) a judgment rendered in a court of law or an administrative order that would require any person to assess, investigate, or clean up the site; or
  - (b) an enforcement action by federal or state authorities against any party that would require any person to assess, investigate, or clean up the site; or
  - (c) a citizen suit, contribution action, or other third-party claim brought against the current or immediate past owner, that would, if successful, require the assessment, investigation, or cleanup of the site.
- (6) Subject to RCRA Identify whether the site is subject to any order under § 9003(h) of the Solid Waste Disposal Act.
- (7) Financial Viability of Responsible Parties For any current or immediate past owners identified as responsible for the contamination at the site, provide information regarding whether they have the financial capability to satisfy their obligations under federal or state law to assess, investigate, or clean up the site.

**Note:** If no responsible party is identified in (3) or (4) above, then the petroleum-contaminated site may be eligible for funding. If a responsible party is identified above, EPA or the state must next determine whether that party is viable. If any such party is determined to be viable, then the petroleum-contaminated site may not be eligible for funding. For more information, see the [Information on Sites Eligible for Brownfields Funding under CERCLA § 104\(k\)](#).

## 7. **Waiver of the \$200,000 Limit**

Applicants may request a waiver of the \$200,000 limit and request up to \$350,000 for a single site based on the anticipated level of contamination, size, or status of ownership of the site. Applicants requesting a waiver must attach a **one-page** justification for the waiver request and cite all sources for data provided. Further pages will not be considered. The justification should include a description of the extent of contamination at the site, the size of the site, and the reasons for requesting additional funding. For more information on the site-specific waiver justification, please refer to the FY20 [FAQs](#).

## SECTION IV. – APPLICATION SUBMISSION INFORMATION

### IV.A. How to Obtain an Application Package

A copy of these guidelines can be obtained from the [EPA Brownfields Program](#) website<sup>20</sup> or through [www.grants.gov](http://www.grants.gov).

### IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package<sup>21</sup> electronically to EPA through [www.grants.gov](http://www.grants.gov). Applications must be received no later than 11:59 p.m. ET on **December 3, 2019**. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov).

Applications received after 11:59 p.m. ET on **December 3, 2019**, will not be considered for funding.

In order to submit an application through [www.grants.gov](http://www.grants.gov), you must:

- Have an active DUNS number;
- Have an active System for Award Management (SAM) account in [www.sam.gov](http://www.sam.gov);
- Be registered in [www.grants.gov](http://www.grants.gov); and
- Be designated as your organization's AOR.

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

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

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

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) and specify which application you want EPA to review.

### IV.C. Content and Form of Application Submission

Applicants must submit separate applications for Community-wide Assessment, Site-specific Assessment, and Assessment Coalition Grants. Each application must stand on its own merits

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<sup>20</sup> EPA Brownfields Program website is available at [www.epa.gov/brownfields](http://www.epa.gov/brownfields).

<sup>21</sup> Note, for the purposes of this competition, the "application package" includes the required federal forms available at [www.grants.gov](http://www.grants.gov), as well as the Narrative Information Sheet, the Narrative and associated attachments.



*Site-Specific Applications:*

- Property ownership eligibility information for hazardous substances sites, if applicable (see [Section III.C.6.a.](#))
- Property ownership eligibility information for petroleum sites, if applicable (see [Section III.C.6.b.](#))
- Waiver request of the \$200,000 limit, if applicable (see [Section III.C.7.](#))

*Assessment Coalition Applications:*

- A statement of lead entity applicant eligibility if a city, county, state, or tribe (see [Section III.B.1.](#))
- Documentation of lead entity applicant and coalition member eligibility if other than city, county, state, or tribe; e.g., resolutions, statutes, documentation of 501(c)(3) tax-exempt status or qualified community development entity (see [Section III.B.1.](#))
- A signed letter of commitment from each coalition member or an active Memorandum of Agreement, if applicable (see [Section III.B.1.](#))
- Description of community involvement (see [Section III.B.2.](#))  
Documentation of the available balance on each Assessment Grant; or an affirmative statement that the applicant does not have an active Assessment Grant (see [Section III.B.3.](#))

#### IV.D. Narrative Information Sheet

The Narrative Information Sheet shall only address the information below and shall not exceed two, single-spaced pages. Any pages submitted over the page limit will not be considered. Applicants are to submit a separate Narrative Information Sheet with each application. EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria. Each Narrative Information Sheet must be on the applicant's official letterhead.

1. Applicant Identification Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and be accountable to EPA for the proper expenditure of funds.
2. Funding Requested
  - a. Assessment Grant Type Indicate "Community-wide," "Site-specific," or "Coalition."
  - b. Federal Funds Requested
    - i. \$ \_\_\_\_\_ (Include requested amount. Refer to [Summary of Assessment Grant Options](#) funding limits for each grant type.)
    - ii. Indicate if you are requesting a Site-specific Assessment Grant waiver of the \$200,000 limit.
  - c. Contamination Indicate "Hazardous Substances," "Petroleum," or "Hazardous Substances and Petroleum." **Note:** If both, provide a breakdown of the amount of funding you are requesting by contaminant type (e.g., \$150,000 hazardous substances and \$150,000 petroleum).

























[EPA Solicitation Clauses](#).<sup>23</sup> These and the other provisions in [EPA’s Solicitation Clauses](#) are important and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII](#). to obtain the provisions.

## SECTION V. – NARRATIVE REVIEW INFORMATION

### V.A. Evaluation Criteria

If your application passes the threshold eligibility review (see [Section III.B.](#)), the information you provide in response to [Section IV.E.](#) (Narrative/Ranking Criteria) will be evaluated per the criteria below and scored by a national evaluation panel. Your application may be assigned up to 150 points.

| <b>Criteria (Maximum Points per Criterion)</b>   |
|--|
| <p><b><u>1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (40 Points)</u></b></p> <p>Each application will be evaluated on the quality and extent to which it addresses the following:</p> <p><b>1.a. Target Area and Brownfields (15 points)</b></p> <p><u>1.a.i. Background and Description of Target Area (5 points)</u><br/>The extent to which the description provides context of the brownfield challenges and the degree to which the challenges impact the community. The extent to which a specific target area(s) is clearly defined.</p> <p><u>1.a.ii. Description of the Priority Brownfield Site(s) (10 points)</u><br/>The degree to which the brownfield sites in the target area(s) are described. The extent to which the description of the priority brownfield site(s) provides clear information, such as past and current land uses, current site conditions, and potentially related environmental issues. The degree to which it is clear why the site(s) is identified as a priority for the community.</p> <p><b>1.b. Revitalization of the Target Area (15 points)</b></p> <p><u>1.b.i. Reuse Strategy and Alignment with Revitalization Plans (10 points)</u><br/>The extent to which a reuse strategy/projected reuse is clearly identified for the priority brownfield site(s), and the extent to which the reuse strategy/projected reuse clearly aligns with and advances the local government’s land use and revitalization plans.</p> <p><u>1.b.ii. Outcomes and Benefits of Reuse Strategy (5 points)</u><br/>The degree to which the proposed project or revitalization plans will potentially stimulate</p> |

<sup>23</sup> EPA’s Solicitation Clauses are available at [www.epa.gov/grants/epa-solicitation-clauses](http://www.epa.gov/grants/epa-solicitation-clauses).



economic and/or non-economic development in the target area, and the degree to which these outcomes correlate with the applicant's reuse strategy. The degree to which the proposed project is in an Opportunity Zone and/or the proposed project or revitalization plans will help spur economic growth within an Opportunity Zone.

When applicable, the extent to which the reuse of the priority site(s) will facilitate renewable energy or will incorporate energy efficiency measures.

*Note: In order to potentially be able to receive the maximum points under this criterion, the proposed project must either be in an Opportunity Zone or the proposed project/revitalization plan will help spur economic growth within an Opportunity Zone.*

### **1.c. Strategy for Leveraging Resources (10 points)**

#### **1.c.i. Resources Needed for Site Reuse (5 points)**

The extent to which the applicant is eligible for monetary funding from other sources, and the extent to which the grant will stimulate the availability of additional funds for environmental assessment or remediation, and subsequent reuse of the priority site(s).

The extent to which the identified potential funding resources will advance the current state of the priority site(s) toward completed assessment, remediation, and/or revitalization.

*(Note, a response may not earn full points if the applicant duplicates sources that are listed in 3.a. Description of Tasks/Activities and Outputs.)*

#### **1.c.ii. Use of Existing Infrastructure (5 points)**

The extent to which this grant will facilitate the use of existing infrastructure for the priority site(s) and/or within the target area(s).

If additional infrastructure needs are key to the revitalization plans for the priority site(s), the extent to which the identified resources are relevant to the project.

## **2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (35 Points)**

Each application will be evaluated on the quality and extent to which it addresses the following:

### **2.a. Community Need (20 points)**

#### **2.a.i. The Community's Need for Funding (5 points)**

The degree to which the community that will benefit from this grant is of small population and/or is low-income, and the extent to which either of these characteristics limit the community's ability to obtain initial funding to carry out environmental assessment or remediation, and subsequent reuse.

Additionally for *Assessment Coalition applicants*, the extent to which this funding will serve coalition partners and communities that would otherwise not have access to resources to address brownfield sites.

2.a.ii. Threats to Sensitive Populations (15 points)

(1) Health or Welfare of Sensitive Populations (5 points)

The severity of the health or welfare issues experienced by the sensitive populations in the target area(s), and the extent to which this grant will address or facilitate the identification and reduction of those threats.

(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions (5 points)

The degree to which populations in the target area(s) suffer from a greater-than-normal incidence of diseases or conditions (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum. The extent to which this grant will address or facilitate the identification and reduction of those adverse health conditions.

(3) Disproportionately Impacted Populations (5 points)

The degree to which populations in the target area(s) have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental and/or commercial operations or policies, and the extent to which this grant will address or facilitate the identification and reduction of those threats.

**2.b. Community Engagement (15 points)**

*Per the ranking criterion in [Section IV.E.2.b.](#), applicants may consolidate information for 2.b.i. and 2.b.ii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.*

2.b.i. Project Partners (5 points)

The degree to which the applicant identifies and describes local partners and local community representatives that are relevant to the proposed project. The degree to which the project partners represent different types of groups/organizations in the local community.

2.b.ii. Project Partner Roles (5 points)

The degree to which each identified project partner will have meaningful involvement in the site selection, cleanup, and future reuse of the brownfield sites, including the priority site(s).

- Additionally, **a site-specific application** will be evaluated on the extent to which it also demonstrates meaningful efforts to involve community groups or representatives directly affected by the site.
- Additionally, **an Assessment Coalition application** will be evaluated on the extent to which it also demonstrates that each coalition member and their communities will be effectively engaged and informed throughout the project.

2.b.iii. Incorporating Community Input (5 points)

The extent to which the plan will be effective and appropriate to communicate project progress, and the extent to which input from the local community, project partners, and residents/groups in (or in closest proximity to) the target area will be solicited, considered, and responded to in a meaningful way.

**3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**  
**(50 Points)**

Each application will be evaluated on the quality and extent to which it addresses the following:

**3.a. Description of Tasks/Activities and Outputs (25 points)**

**3.a.i. Project Implementation (10 points)**

The degree to which the tasks/activities are eligible, specific, and appropriate to the goals of the proposed project, and the degree to which the response demonstrates a sound plan to address the priority site(s) and the applicant's readiness to achieve the project goals in an efficient manner.

When applicable, the degree to which tasks/activities for the remaining funds are specific and appropriate, and the degree to which the response demonstrates a sound plan.

When applicable, the extent to which other resources (e.g. in-kind resources) will bridge the gap between the EPA grant and activities necessary to bring the grant to successful completion. *(Note, a response may not earn full points if the applicant duplicates sources that are listed in 1.c.i. Resources Needed for Site Reuse.)*

The degree to which the Assessment Coalition applicant proposes to assess a minimum of 5 sites and at least one in each coalition members' jurisdiction. *(Note, projects that plan to assess a minimum of 5 sites with at least one site in each coalition members' jurisdiction will be reviewed more favorably.)*

**3.a.ii. Anticipated Project Schedule (5 points)**

The extent to which the project schedule milestones are achievable and the likelihood that the activities will be completed within the 3-year period of performance.

**3.a.iii. Task/Activity Lead (5 points)**

The extent to which the entity overseeing each task/activity is appropriate and the degree to which the applicant demonstrates an ability to direct grant activities.

When applicable, the degree to which the local health agency is involved in health monitoring activities.

**3.a.iv. Outputs (5 points)**

The quality of the specific outputs and the extent to which the outputs correlate with the proposed project, and the likelihood that the outputs will be achieved within the 3-year period of performance.

**3.b. Cost Estimates (20 points)**

*Per the ranking criterion in [Section IV.E.3.b.](#), applicants will consolidate information for 3.b.i. – 3.b.iii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.*

**3.b.i. Development of Cost Estimates (10 points)**

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

**3.b.ii. Application of Cost Estimates (5 points)**

The extent to which each proposed cost is reasonable and realistic to implement the project and clearly correlates with the proposed tasks and activities. When applicable, the degree to which hazardous substances and petroleum funds are distinguished.

**3.b.iii. Funds Allocated Toward Environmental Site Assessments (5 points)**

The degree to which grant funds are allocated for tasks directly associated with Phase I and Phase II environmental site assessments. (*Note, projects that allocate at least 50% of the funds for tasks directly associated with Phase I and Phase II environmental site assessments will be reviewed more favorably.*)

**3.c. Measuring Environmental Results (5 points)**

The extent to which the plan and mechanism to track, measure and evaluate project progress in achieving expected outputs, outcomes, and results are reasonable, appropriate, and correlate with information previously presented in the application. The extent to which project goals will be achieved in an efficient manner.

**4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (25 Points)**

Each application will be evaluated on the quality and extent to which it addresses the following:

**4.a. Programmatic Capability (15 points)**

*Per the ranking criterion in [Section IV.E.4.a.](#), applicants may consolidate information for 4.a.i. and 4.a.ii. into one response. Reviewers must evaluate the response against the sub-criteria outlined below.*

**4.a.i. Organizational Structure (5 points)**

The degree to which the applicant's organization has the programmatic and administrative capacity to successfully manage and complete the grant within the 3-year period of performance.

Additionally, for *Assessment Coalition applicants*, the extent to which the proposed governance/decision-making structure ensures coalition partners will be meaningfully involved in determining how grant funds will benefit each member's community.

**4.a.ii. Description of Key Staff (5 points)**

The degree to which your team will be structured to ensure the timely and successful expenditure of funds to complete all technical, administrative and financial requirements of the grant. The degree of expertise, qualifications, and experience of key staff that will result in the successful administration of the grant.

4.a.iii. Acquiring Additional Resources (5 points)

The degree to which the applicant's organization has the ability to acquire any additional expertise and resources (e.g. contractors or subrecipients) required to successfully complete the project.

**4.b. Past Performance and Accomplishments (10 points)**

*In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.*

4.b.i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)

The degree to which there is demonstrated ability to successfully manage the grant based on current/past EPA Brownfields Grant(s) and the extent to which the applicant successfully performed all phases of work under the grant.

(1) Accomplishments (5 points)

The quality of the accomplishments (including specific outputs and outcomes) under current/prior grant(s), including at a minimum, the number of sites assessed and/or cleaned up, and the extent to which outputs and outcomes were accurately reflected in ACRES at the time of this application submission.

(2) Compliance with Grant Requirements (5 points)

The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior grant(s), and the degree to which progress was made (and reported on), or was being made, towards achieving the expected results of the grant(s) in a timely manner. If expected results were not being reported on, the extent to which the measures taken to correct the situation were reasonable and appropriate or there is an adequate explanation for lack of reporting.

A demonstrated history of timely and acceptable quarterly performance and grant deliverables, as well as ongoing ACRES reporting.

The extent to which funds from any open EPA Brownfields Grant(s) are committed to ongoing eligible grant activities or will support the tasks/activities described in this application. The likelihood that all grant funds under the current/prior grant(s) being expended by the end of the period of performance.

For all closed EPA Brownfield Grants, the extent to which there is a reasonable explanation of why funds remained when the grant closed, and the degree to which the applicant made every effort to spend the remaining funds within the grant period of performance.

– OR –

4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)

The degree to which the applicant demonstrates its ability to successfully manage the grant and perform all phases of work under the grant based on current/prior federal or non-federal assistance agreements.

(1) Purpose and Accomplishments (5 points)

The extent to which similar past federal or non-federal assistance agreement(s) is identified (in terms of size, scope, and relevance to the proposed project) and the degree to which sufficient information is provided to make that determination.

The quality of the accomplishments (including specific outputs and outcomes) of the project supported by the assistance agreement(s), including specific measures of success for the project supported by each type of agreement received.

(2) Compliance with Grant Requirements (5 points)

The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s), and the degree to which progress was made (and reported on), or was being made, towards achieving the expected results of the agreement(s) in a timely manner. If expected results were not achieved, the extent to which the measures taken to correct the situation were reasonable and appropriate.

A demonstrated history of timely and acceptable reporting, as required by the awarding agency/organization.

– OR –

4.b.iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

The extent to which it is clearly affirmed that the organization never received any type of federal or non-federal assistance agreement. [These applicants will receive a “neutral” score of 5 points.]

## **V.B. Other Factors and Considerations**

In making the final selections from among the most highly ranked applicants on each of the lists discussed in [Section V.C.](#), EPA’s Headquarters Selection Official may consider the factors below as appropriate. Applicants should provide a summary in the Narrative on the applicable other factors and note the corresponding page number in the Other Factors Checklist (located in the [Narrative Information Sheet](#)). Other factors include:

- Whether the community population is 10,000 or less;
- whether the applicant is a federally recognized Indian tribe or United States territory or whether the project is assisting a tribe or territory;
- whether the priority brownfield site(s) is impacted by mine-scarred land;
- whether the priority site(s) is adjacent to a body of water;
- whether the priority site(s) is in a federally designated flood plain;
- whether reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures; and

- whether 30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.

Additionally, EPA’s Headquarters Selection Official may take the following considerations into account when making final selections:

- fair distribution of funds between urban and non-urban areas;
- whether the applicant’s jurisdiction is located within, or includes, a county experiencing “persistent poverty” where 20% or more of its population has lived in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates;
- the distribution of funds among EPA’s ten Regions and among the states and territories;
- compliance with the up to 25% statutory petroleum funding allocation; and
- whether the applicant’s project is located in an IRS-designated Opportunity Zone.

### **V.C. Review and Selection Process**

Timely submitted applications will initially be reviewed by the EPA Regional Office which covers the location of the project to determine compliance with the applicable threshold criteria for Assessment Grants (Sections [III.B.](#) and [III.C.](#)). All applications that pass the threshold criteria review will be evaluated by national evaluation panels. The national evaluation panels will be comprised of EPA staff and potentially other federal agency representatives chosen for their expertise in the range of activities associated with the brownfield assessments. Eligible applications will be evaluated based on the criteria described in [Section V.A.](#) and ranking lists of applicants will be developed.

For selection purposes, EPA’s Office of Brownfields and Land Revitalization (OBLR) will prepare two ranked lists of applications.

One list will be comprised of “new applicants” defined as:

- applicants who have never received an EPA Brownfields Multipurpose, Assessment, RLF or Cleanup Grant, or
- applicants who were awarded a Brownfields Multipurpose, Assessment, RLF or Cleanup Grant that closed in 2011 or earlier.

A second list will be comprised of “existing and recent recipients” defined as:

- applicants who have an open Brownfields Multipurpose, Assessment, RLF or Cleanup Grant or
- applicants who were awarded a Brownfields Multipurpose, Assessment, RLF or Cleanup Grant that closed in 2012 or later.

EPA expects to select approximately 100 of the highest ranked application for award. EPA intends to use approximately 50% of the total amount of funding available under this announcement for grants to “new applicants.” This percentage is an estimate and is subject to change based on funding levels, the quality of applications received, and other applicable considerations.

The Office of Brownfields and Land Revitalization (OBLR) will provide both lists to the Headquarters Selection Official, who is responsible for further consideration of the applications and final selection of grant recipients. Applications will be selected for award based on their evaluated point scores, the availability of funds, and, as appropriate, the other factors and considerations described in [Section V.B.](#)

#### **V.D. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found in the [EPA Solicitation Clauses](#). These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII.](#) to obtain the provisions.

### **SECTION VI. – AWARD ADMINISTRATION INFORMATION**

#### **VI.A. Award Notices**

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

EPA anticipates notification to successful applicants will be made via telephone, email, or postal mail by late Spring 2020. The notification will be sent to the Project Director and Chief Executive/Highest Ranking Elected Official listed in the Narrative Information Sheet in [Section IV.D.](#) This notification, which informs the applicant that its application is selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Regional Grants Management Official for regional awards.

Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through email or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., workplan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

#### **VI.B. Administrative and National Policy Requirements**

Funding will be awarded as a cooperative agreement. The applicants who are selected for award will work with an EPA Project Officer to finalize the required federal application package and to negotiate the cooperative agreement workplan. It is EPA's expectation that the selected applicants will complete the award process within six months of the announcement.



Approved cooperative agreements will include terms and conditions (including any applicable Davis Bacon requirements) that will be binding on the recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 2 CFR § 200.328.

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively, and make sufficient progress towards completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.

### **VI.C. Reporting Requirements**

During the life of the cooperative agreement, recipients are required to submit progress reports to the EPA Project Officer within 30 days after each reporting period. The reporting period (i.e., quarterly, annually) is identified in the terms and conditions of the cooperative agreement. These reports cover work status, work progress, difficulties encountered, an accounting of financial expenditures, preliminary data results, anticipated activities, and any changes in key personnel involved with the project. Site-specific accomplishments are reported on Property Profile Forms and can be submitted electronically to EPA's ACRES reporting system. Information provided in the quarterly reports and submitted in ACRES helps EPA monitor the community's progress with implementing their project and also directly supports the continuation of the Brownfields Program by highlighting measurable site-specific accomplishments to the public and Congress.

At the end of the cooperative agreement, a final project report also is required. The final report will summarize accomplishments, expenditures, outcomes, outputs, lessons learned, and any other resources leveraged during the project and how they were used.

### **VI.D. Brownfield Programmatic Requirements**

Brownfield Grant recipients must comply with all applicable federal and state laws to ensure that the assessment and cleanup protect human health and the environment. Brownfield Grant recipients also must comply with the program's technical requirements, which may include, but are not limited to, requirements for: Quality Assurance requirements, historic properties or threatened and endangered species, all appropriate inquiries, sufficient progress, collection of post-grant information, and protections of nearby and sensitive populations. For additional information on these requirements, please review the [Brownfield Programmatic Requirements](#).

### **VI.E. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in [Section VII](#) of this announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory

changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

#### **VI.F. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found in the [EPA Solicitation Clauses](#). These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically, please contact the Regional Brownfields Contact listed in [Section VII](#), to obtain the provisions.

## SECTION VII. – EPA REGIONAL BROWNFIELD PROGRAM CONTACTS

| EPA Regional Contact and States   |   | Address   |
|---|---|---|
| <b>EPA Region 1</b><br>Dorrie Paar<br><a href="mailto:Paar.Dorrie@epa.gov">Paar.Dorrie@epa.gov</a><br>Phone: (617) 918-1432                         | <b>CT, ME, MA,<br/>                     NH, RI, VT</b>  | 5 Post Office Square<br>Suite 100, Mail code: OSRR7-2<br>Boston, MA 02109-3912      |
| <b>EPA Region 2</b><br>Alison Devine<br><a href="mailto:Devine.Alison@epa.gov">Devine.Alison@epa.gov</a><br>Phone: (212) 637-4158                   | <b>NJ, NY, PR, VI</b>   | 290 Broadway; 25th Floor<br>New York, NY 10007                                      |
| <b>EPA Region 3</b><br>Gianna Rosati<br><a href="mailto:Rosati.Gianna@epa.gov">Rosati.Gianna@epa.gov</a><br>Phone: (215) 814-3406                   | <b>DE, DC, MD, PA,<br/>                     VA, WV</b>  | 1650 Arch Street<br>Mail Code 3LD50<br>Philadelphia, PA 19103                       |
| <b>EPA Region 4</b><br>Brian Gross<br><a href="mailto:Gross.Brian@epa.gov">Gross.Brian@epa.gov</a><br>Phone: (404) 562-8604                         | <b>AL, FL, GA, KY,<br/>                     MS, NC, SC, TN</b>                                      | Atlanta Federal Center<br>61 Forsyth Street, S.W. 10th FL<br>Atlanta, GA 30303-8960 |
| <b>EPA Region 5</b><br>Matt Didier<br><a href="mailto:Didier.Matthew@epa.gov">Didier.Matthew@epa.gov</a><br>Phone: (312) 353-2112                   | <b>IL, IN, MI, MN,<br/>                     OH, WI</b>  | 77 West Jackson Boulevard<br>Mail Code SB-5J<br>Chicago, IL 60604-3507              |
| <b>EPA Region 6</b><br>Paul Johnson<br><a href="mailto:Johnson.Paul@epa.gov">Johnson.Paul@epa.gov</a><br>Phone: (214) 665-2246                      | <b>AR, LA, NM, OK,<br/>                     TX</b>  | 1201 Elm Street<br>Suite 1200<br>Dallas, TX 75270-2162                              |
| <b>EPA Region 7</b><br>Jonathan Harrington<br><a href="mailto:Harrington.Jonathan@epa.gov">Harrington.Jonathan@epa.gov</a><br>Phone: (913) 551-7894 | <b>IA, KS, MO, NE</b>   | 11201 Renner Blvd<br>Lenexa, KS 66219   |
| <b>EPA Region 8</b><br>Melisa Devincenzi<br><a href="mailto:Devincenzi.Melisa@epa.gov">Devincenzi.Melisa@epa.gov</a><br>Phone: (303) 312-6377       | <b>CO, MT, ND, SD,<br/>                     UT, WY</b>  | 1595 Wynkoop Street (EPR-B)<br>Denver, CO 80202-1129                                |
| <b>EPA Region 9</b><br>Noemi Emeric-Ford<br><a href="mailto:Emeric-Ford.Noemi@epa.gov">Emeric-Ford.Noemi@epa.gov</a><br>Phone: (213) 244-1821       | <b>AZ, CA, HI, NV,<br/>                     Pacific Island<br/>                     Territories</b> | 75 Hawthorne Street, SFD6-1<br>San Francisco, CA 94105                              |
| <b>EPA Region 10</b><br>Terri Griffith<br><a href="mailto:Griffith.Terri@epa.gov">Griffith.Terri@epa.gov</a><br>Phone: (206) 553-8511               | <b>AK, ID, OR, WA</b>   | 1200 Sixth Avenue, Suite 155<br>Mailstop: ECL-133<br>Seattle, WA 98101              |

## Appendix 1

### Grants.gov Application Submission Instructions

#### A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

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

#### **Mailing Address:**

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

#### **Courier Address:**

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

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

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

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31<sup>st</sup> of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2019,

it is valid for any competitive or non-competitive application submission to EPA through December 31, 2019). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31<sup>st</sup> of that calendar year. Applicants must request a new exception from required electronic submission through [www.grants.gov](http://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2018, with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019.

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

## **B. Submission Instructions**

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

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

To begin the application process under this grant announcement, go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through [www.grants.gov](http://www.grants.gov), you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. You may also be able to access the application package for this announcement by searching for the opportunity on [www.grants.gov](http://www.grants.gov). Go to [www.grants.gov](http://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OLEM-OBLR-19-05, or

the CFDA number that applies to the announcement (**CFDA 66.818**), in the appropriate field and click the “Search” button.

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

**Application Submission Deadline:** Your organization’s AOR must successfully submit your complete application package electronically to EPA through [www.grants.gov](https://www.grants.gov) **no later than December 3, 2019, 11:59 p.m. ET**. Please allow for enough time to successfully submit your application materials and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the [www.grants.gov](https://www.grants.gov) application package that you downloaded using the instructions above.

**Application Materials:** The following forms and documents are required under this announcement.

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

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

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

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

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

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

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

Applications submitted through [www.grants.gov](https://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [www.grants.gov](https://www.grants.gov)) within 30 days of the application deadline, please contact Jerry Minor-Gordon at [minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov). Failure to do so may result in your application not being reviewed.

### C. Technical Issues with Submission

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

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

**Note: [www.grants.gov](http://www.grants.gov) issues a “case number” upon a request for assistance.**

3. Transmission difficulties: If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [www.grants.gov](http://www.grants.gov) by the deadline date and time, follow the guidance below. EPA will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) with the FON in the subject line. If you are unable to email, contact Jerry Minor-Gordon by phone at 202-566-1817. Be aware that EPA will only consider accepting applications that were unable to transmit due to [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit timely because they did not properly or timely register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.
  - a. If you are experiencing problems resulting in an inability to upload the application to [www.grants.gov](http://www.grants.gov), it is essential to call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Be sure to obtain a case number from [www.grants.gov](http://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated

to [www.grants.gov](http://www.grants.gov), such as extreme weather interfering with Internet access, contact Jerry Minor-Gordon (202-566-1817).

- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [www.grants.gov](http://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to [minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov) prior to the application deadline. The email message must document the problem and include the [www.grants.gov](http://www.grants.gov) case number as well as the entire application in PDF format as an attachment.
- c. [www.grants.gov](http://www.grants.gov) rejection of the application package: If a notification is received from [www.grants.gov](http://www.grants.gov) stating that the application has been rejected for reasons other than late submittal promptly send an email to Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by [www.grants.gov](http://www.grants.gov) and attach the entire application in PDF format.

Please note that successful submission through [www.grants.gov](http://www.grants.gov) or via email does not necessarily mean your application is eligible for award.