

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FY19 BROWNFIELDS TRAINING, RESEARCH, AND TECHNICAL ASSISTANCE GRANT

ACTION: Request for Proposals (RFP)

RFP NO: EPA-OLEM-OBLR-19-03

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

DATE: The closing date and time for receipt of proposals is **October 21, 2019**, 11:59 p.m. Eastern Time (ET). Proposals must be submitted through www.grants.gov. Proposals received after 11:59 p.m. ET on **October 21, 2019** will not be considered. Please refer to the [*Due Date and Submission Instructions in Section IV.B.*](#) and [*Appendix 1*](#) for further instructions.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities to conduct research and provide technical assistance to new, existing, and/or prospective EPA Environmental Workforce Development and Job Training (EWDJT) grantees. In addition to providing on-going technical assistance throughout the project period, the successful applicant will be responsible for developing an annual meeting to facilitate peer-to-peer networking and provide training to the EWDJT grantees.

For the purposes of these guidelines, the term “grant” refers to the cooperative agreement that EPA will award to a successful applicant. Please refer to [*Section II.C*](#) for a description of EPA’s anticipated substantial involvement in the financial assistance agreements awarded under these guidelines.

In addition, prior to naming a contractor or subawardee in your proposal, please carefully review [*Section IV.G.*](#) of these guidelines.

FUNDING/AWARDS: EPA anticipates awarding one Training, Research, and Technical Assistance Grant for an estimated \$1,400,000; subject to availability of funds, quality of proposals received, and other applicable considerations. The award is anticipated to be funded incrementally on an annual basis over seven years, at approximately \$200,000 per year.

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SECTION I. – FUNDING OPPORTUNITY DESCRIPTION

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) was amended by the Small Business Liability Relief and Brownfields Revitalization Act in 2002 to include Section 104(k), which provides federal financial assistance authorities for brownfields revitalization, including grants for assessment, cleanup, and revolving loan funds. The Brownfields Utilization, Investment, and Local Development (BUILD) Act enacted in 2018 reauthorized EPA’s Brownfields Program and made additional amendments to CERCLA that affect EPA’s brownfield grant authorities, and ownership and liability provisions. (Note: References to CERCLA in this solicitation refer to CERCLA as amended by the 2002 Small Business Liability Relief and Brownfields Revitalization Act and the 2018 BUILD Act.)

A **brownfield site is defined** as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land.

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

As described in [Section V.A.](#) of this announcement, proposals will be evaluated based on the extent to which the applicant demonstrates: a comprehensive and realistic plan for carrying out eligible activities under this funding opportunity; strong community engagement; reasonable and appropriate use of grant funds; and the capacity for managing and successfully implementing the cooperative agreement.

I.A. Description of Grant

The EPA’s Office of Brownfields and Land Revitalization (OBLR) is soliciting applications for funding under Section 104(k)(7) of CERCLA, which authorizes funding to eligible entities to provide training, research, and technical assistance to facilitate the inventory of brownfield sites, site assessments, remediation of brownfield sites, community involvement, or site preparation.

Grants awarded under the “Brownfields Training, Research, and Technical Assistance Program” will help communities, organizations, agencies, businesses, and individuals tackle the challenge of cleaning up and revitalizing brownfield properties. For purposes of this grant, general definitions of research and technical assistance are provided below. These definitions provide guidance for the types of activities the EPA is interested in supporting.

1. Research

The term “research” refers to a systematic study directed toward fuller scientific knowledge or understanding of the subject studied that may include both qualitative and quantitative analysis. The term research also includes activities involving the training of

individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

2. Technical Assistance

The term “technical assistance” refers to the delivery of direct ongoing advice and support, in the form of specialized knowledge, to a person(s) or organization(s) with the goal of guiding them through a particular process or helping them understand complex brownfields-related subject matter.

The EPA anticipates awarding one grant award in the subject area below. Applicants that propose other training and technical assistance projects will not receive funding consideration. Applicants may propose additional or similar activities that achieve the objectives outlined below. Applicants may only submit one proposal. Applicants may receive only one award under this competition. Applicants may not submit multiple proposals. Successful applicants will be chosen from the pool of applicants that successfully address the technical areas described below and who meet the threshold and ranking criteria.

Technical Assistance to Environmental Workforce Development and Job Training (EWDJT) grantees:

EPA is seeking to fund a grant that delivers enhanced technical assistance to new, existing, and prospective EWDJT grantees. A critical part of EPA’s EWDJT program is to further environmental justice by ensuring that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination, including low-income, minority, and tribal communities, have an opportunity to reap the benefits of revitalization and environmental cleanup.

The EWDJT Program aims to recruit and train unemployed and underemployed residents of hazardous and solid waste-impacted communities and place them in sustainable jobs. Through the EWDJT Program, graduates develop skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including sustainable cleanup and reuse, water quality improvement, and chemical safety.

Technical assistance focus areas may include:

- environmental health and safety;
- recruitment and screening of students;
- partnering with community organizations;
- equitable development;
- producing guidance documents and standardized templates;
- employer involvement;
- environmental curriculum development;
- managing a job training program;
- leveraging funds from multiple sources to provide effective and sustainable training programs;

- delivering life skills training through non-EPA funded avenues;
- providing student support, such as obtaining social services and job placement; and
- program marketing.

In addition to providing on-going technical assistance throughout the project period, the grantee will also develop an annual all grantee meeting that is a peer-to-peer networking and training event for existing and new EWDJT grantees. The successful applicant may also deliver one or two outreach workshops to prospective EWDJT grant applicants over the life of the grant. Other forms of technical assistance may include: delivery of webinars on select topics of shared interest to EWDJT grantees and prospective grant recipients, generating quarterly newsletters to generate knowledge sharing and highlight successful EWDJT programs, operating listservs, and delivering weekly telephonic calls to existing and prospective grantees on a range of environmental job training topics.

I.B. Uses of Grant Funds

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

Grant funds cannot be used for the payment of:

1. Conducting site assessments or actual cleanups;
2. construction and land acquisition;
3. foreign travel;
4. direct costs for proposal preparation;
5. a penalty or fine;
6. a federal cost share requirement (for example, a cost share required by other federal funds);
7. administrative costs, including all indirect costs and direct costs for grant administration in excess of five (5) percent of the total amount of EPA grant funding, with the exception of financial and performance reporting costs (which are considered allowable programmatic costs and not subject to the 5% limitation);
8. a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the cleanup; or
9. unallowable costs (e.g., lobbying) under 2 CFR Part 200, Subpart E.

I.C. EPA Strategic Plan Linkage

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

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

EPA requires that applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements². Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goal and objective described above in [Section I.C.](#)

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

1. Outputs

The term “outputs” refers to an environmental activity, effort and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period. The expected outputs for the grants awarded under these guidelines may include, but are not limited to, development of information, materials and the delivery of technical assistance to brownfields stakeholders; production, publication, and dissemination of research reports and studies on brownfields topics; increased number of individuals hired full-time in environmental jobs; increased number of communities and projects receiving technical assistance; and increased number of communities applying for brownfields grant opportunities as a result of receiving technical assistance.

2. Outcomes

The term “outcomes” refers to the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be qualitative or quantitative, and may not necessarily be achievable during the project period. The expected outcomes for the grants awarded under these guidelines may include, but are not limited to, an increase in the assessment, cleanup, and reuse of brownfields; increase in individuals pursuing an environmental career;

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

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

improved capacity of brownfields stakeholders to effectively address, be involved in, and integrate environmental justice and equitable development principles into brownfields activities; increased attention on the protection of human health and the environment, economic development, and equitable development issues, particularly in low-income and communities of color, with a disproportionate number of brownfields; improved community involvement, communication, and the development of partnerships among differing stakeholders; increased knowledge about the environmental and economic benefits of revitalizing brownfields; and enabling brownfields stakeholders to stimulate economic and other beneficial reuses of brownfields properties and to leverage resources in order to improve environmental conditions and human health.

I.E. Supporting Environmental Justice

EPA defines environmental justice as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has this goal for all communities and persons across the nation. Environmental justice will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.³

Environmental justice can be supported through equitable development approaches *and* intentional strategies to ensure that low-income and minority communities not only participate in but also benefit from decisions that shape their neighborhoods and regions. There are many different approaches that promote equitable development, such as ensuring a mix of housing types across a range of incomes; access to fresh food; access to jobs; and access to local capital. Programs or policies can be put in place to help ensure creation or integration of affordable housing; local or first-source hiring; minority contracting; inclusionary zoning (where a percentage of new housing is designated as affordable housing); healthy food retailers in places where they do not exist (e.g. food deserts); co-operative ownership models where local residents come together to run a community-owned, jointly owned business enterprise; rent control or community land trusts (to help keep property affordable for residents); supportive local entrepreneurial activities; and adherence to equal lending opportunities.

Applicants should discuss and provide specific examples of how the proposed Brownfields Training, Research, and Technical Assistance Grant project will address environmental justice challenges in [Section IV.E](#).

SECTION II. – AWARD INFORMATION

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

The estimated total funding available for Training, Research, and Technical Assistance Grants is approximately \$1.4 million and EPA anticipates awarding one Training, Research, and Technical

³ For more information please visit www.epa.gov/environmentaljustice.

Assistance Grant, subject to the availability of funds, quality of proposals, and other applicable considerations.

In appropriate circumstances, EPA reserves the right to partially fund proposals 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 a proposal, will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, 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 Brownfields Training, Research, and Technical Assistance Grants is up to seven years.

II.C. Substantial Involvement

The Brownfield Training, Research, and Technical Assistance 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;
- reviewing substantive terms of proposed contracts, in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate;
- reviewing qualifications of key personnel (EPA will not select employees, consultants, or contractors employed by the award recipient);
- reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
- reviewing 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 a Training, Research, and Technical Assistance 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 FY19 [FAQs.](#))
- Nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.
- Limited liability corporation in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- Other nonprofit organizations. (For the purposes of the Brownfields Grant Program, the term "nonprofit organization" means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes nonprofit colleges, universities, and other educational institutions.)
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.

III.B. Voluntary Cost Share/Leveraging

Matching funds are not required under this competition. Although cost-sharing or matching is not required as a condition of eligibility under this competition of this announcement, EPA will evaluate responses to the *Leveraging* criterion ([Section IV.E.5.](#)). Leveraging is when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project awarded under the competition that are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal. Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project

when a cost share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

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

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

III.C Threshold Eligibility Criteria

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive Training, Research, and Technical Assistance grants. Threshold criteria are evaluated on a pass or fail basis. Only those proposals that **specifically address and pass each of the threshold criteria** listed below will be evaluated against the ranking criteria in [Section IV.E](#) of this announcement. Applicants deemed ineligible for funding consideration as a result of failing threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

For purposes of the threshold eligibility review, EPA may seek clarification of applicant information. Applicants that simply fail to address a threshold criterion may not be provided an opportunity to respond or submit clarifying information so as not to provide an applicant an unfair competitive advantage or to provide the appearance of an unfair competitive advantage over applicants who submit complete proposals. The applicant's responses to the threshold criteria **must be included in the cover letter** submitted to EPA or the proposal will be rejected.

Ineligible costs/activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

1. Applicant Eligibility

Describe how you are an eligible applicant as described in [Section III.A](#). For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility, such as nonprofit status, resolutions, or statutes.

2. Project Eligibility

Applicants must propose an acceptable technical assistance project, per the parameters described in [Section I.A](#) of this announcement.

3. Substantial Conformity

Proposals must substantially conform to the outline and content detailed in Section IV.C Content and Form of Proposal Submission of this announcement or they will be rejected. Pages in excess of the page limitations expressed in [Section IV.C](#) Content and Form of Proposal Submission will not be reviewed.

4. Submission of Proposals

Proposals must be submitted and successfully received through www.grants.gov by the deadline of **October 21, 2019**. Proposals submitted after the submission deadline of **October 21, 2019** 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 or relevant www.sam.gov system issues. An applicant's failure to timely submit their proposal through www.grants.gov because they did not timely or properly register in www.sam.gov or www.grants.gov will not be considered an acceptable reason to consider a late submission. Applicants are responsible for ensuring their proposal is submitted and accepted by www.grants.gov by the deadline. Additional instructions for submitting your proposal can be found in [Appendix 2](#). Applicants should confirm receipt of their proposal with **Rachel Congdon at EPA at (202) 566-1564, or via email at congdon.rachel@epa.gov**, as soon as possible after the submission deadline if the applicant has concerns regarding www.grants.gov submission —failure to do so may result in your proposal not being reviewed.

SECTION IV. – PROPOSAL SUBMISSION INFORMATION

IV.A. How to Obtain a Proposal Package

A copy of these guidelines can be obtained from the [EPA Brownfields Program](#) website⁴ or through www.grants.gov.

⁴ EPA Brownfields Program website is available at <http://www.epa.gov/brownfields>.

IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through www.grants.gov. Proposals⁵ must be received no later than 11:59 p.m. ET on **October 21, 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.

Proposals received after 11:59 p.m. ET on **October 21, 2019**, will not be considered for funding.

In order to submit a proposal through www.grants.gov, you must:

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

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

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

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

IV.C. Content and Form of Proposal Submission

The proposal must stand on its own merits based on the responses to the relevant ranking criteria in [Section IV.E](#).

All proposal materials must be in English. The Cover Letter and Narrative Proposal must be typed, single-spaced, on letter-sized (8.5 x 11-inch) paper, and **use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size and 1-inch margins**.

IV.D. Cover Letter

The cover letter 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. EPA does not consider information in the cover letter to be responses to the ranking criteria. Each cover letter must be on the applicant's official letterhead and should be addressed to the EPA Contact listed in [Section VII](#).

⁵ Note that the terms "proposal" and "application" mean the same thing for the purposes of this competition. The files that you submit through www.grants.gov as your Brownfields Grant proposal are what is known as an application package in www.grants.gov.

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. Grant Type: Indicate “Brownfields Training, Research, and Technical Assistance Grant.”
3. Responses to Threshold Criteria:
 - a. Applicant Eligibility
 - b. Project Eligibility
 - c. Substantial Conformity
 - d. Submission of Proposals
4. Location: Provide your city, county, and state or reservation.
5. Contacts:
 - a. Project Director: Provide the name, phone number, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main point of contact for the project and should be the person responsible for the project’s day-to-day operations. The Project Director may be contacted if other information is needed.
 - b. Chief Executive/Highest Ranking Elected Official: Provide the name, phone number, email address, and mailing address of the applicant’s Chief Executive or highest-ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization’s Executive Director or President. These individuals may be contacted if other information is needed.

IV.E. Narrative Proposal/Ranking Criteria

The narrative proposal includes response to all five ranking criteria. The narrative proposal (including citations) shall not exceed 12 single-spaced pages. Any pages submitted over the page limit will not be evaluated.

Any pages over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable ranking criteria. **Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria.** Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. **Any criterion left unanswered may result in zero points given for that criterion.** Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. Do not provide photos or extraneous materials.

1. PROJECT DESCRIPTION

This section of your proposal provides a description of the proposed project and how it is comprehensive and realistic.

a. Project Description

Describe how the proposed project specifically addresses the subject area presented in [Section I.A.](#) Describe the proposed project goals, activities, and project milestones. A milestone chart should be included in the attachments section of the proposal but can be referenced here within the narrative.

b. Project Impact

Describe the number and range of brownfields stakeholders who will be supported nationally, including how you will ensure the fair distribution of assistance between urban and non-urban areas, as well as current and prospective EWDJT grantees; describe the new and innovative aspects of the proposed project; and, clearly describe how the results of the project will be practically and meaningfully applied by or for brownfield stakeholders, particularly EWDJT grantees. Describe how the proposed project will be delivered and how it will ensure the target audience will be reached and meet their needs.

c. Project Sustainability

Describe how the execution of your program will incorporate sustainable practices, such as the recycling and reuse of training materials, use of existing infrastructure, purchasing or leasing more sustainable equipment, supplies, and services, or other practices that directly reduce water, materials, energy, or air impacts.

2. COMMUNITY NEED

This section of your proposal provides the context for your project. The needs defined in this section should provide the foundation of for your discussion of the proposed Training, Research, and Technical Assistance program, planned community engagement and partnerships, and the ways the program will ultimately benefit your community and program participants.

a. Community Description

This section of your narrative should describe how the proposed project will benefit communities with demographic indicators of need and how these needs relate to current brownfield and other environmental challenges. Discuss how the project will facilitate the identification and reduction of threats to public health, or address environmental justice concerns, such as the disproportionate siting of polluting facilities or number of brownfield sites in low-income and/or minority communities, including environmental, social, public health, and economic issues

b. Community Engagement

Demonstrate how you have, or will, involve stakeholders, including brownfields grant recipients, governmental, and nongovernmental organizations, in the development and support of the proposed project (as referenced in any support letters included as attachments). Discuss the frequency and by what method(s) you will communicate project progress to the local community and how input will be solicited, considered, and responded to.

3. **TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

Please note that administrative costs (direct costs and indirect costs) may not exceed 5% of the total requested EPA funds. Costs must be classified as direct or indirect consistently and applicants may not classify the same cost in both categories.

a. Description of Tasks and Activities

Provide a list of tasks/activities required to implement the proposed project. For each task/activity, identify the lead entity(ies) overseeing the various activities.

b. Anticipated Outputs and Outcomes

Provide detailed information on how the project will lead to measurable long-term outcomes and short-term outputs, including qualitative, quantitative, environmental, social, or economic measures. Discuss how you plan to track, measure, and evaluate your progress in achieving these project outputs, overall project results, and eventual project outcomes to ensure the grant funds are expended in a timely and efficient manner. Definitions of outputs and outcomes are provided in [Section I.D.](#) Explain how your proposed timeline for achieving deliverables of the project, as reflected in the attached milestones schedule, is clearly identified, detailed, and realistic.

c. Budget/Cost Estimates

This section of your proposal provides a description of the proposed program's budget and planned usage of EPA funds. Use the table format below to identify specific tasks for which EPA funding will be used. Specify the costs by budget category associated with each task. Tasks shown in the table format are examples and can be changed as needed to be tailored to the applicant's program. Add columns for additional tasks if necessary.

Discuss in narrative format how costs for each task were developed and, where appropriate, present costs per unit and the anticipated outputs/deliverables. (Refer to Section I.D. for an explanation of outputs.) Describe your approach, procedures, and controls for ensuring that grant funds will be expended in a timely and effective manner.

Only include EPA grant funds in this table. Leveraged resources should not be included in the budget table.

Sample Format for Budget Table

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					
	Other (include subawards) (specify)					
Total Direct Costs ³						
Indirect Costs ³						
Total Federal Funding (not to exceed \$800,000)						
Total Budget (Total Direct Costs + Indirect Costs + Cost Share)						
¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds. ² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for Brownfield Grants. ³ Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.						

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Provide responses for the organization that is applying for funding (i.e., the applicant).

a. Programmatic Capability

Describe the organizational structure you will utilize to ensure the timely and successful expenditure of funds and completion of all technical, administrative and financial requirements of the project and grant. Include a brief discussion of the key staff including their roles, expertise, qualifications, and experience. Describe the system(s) you have in place to appropriately acquire any additional expertise and resources (e.g. contractors or subawardees) required per grant requirements to successfully complete the project. (Refer to [Section IV.G.](#) regarding contractors and subawards.)

Describe your organization's experience in working with brownfield stakeholders, including both governmental and non-governmental stakeholders, and the applicant's

ability to form key relationships and partnerships to successfully complete the proposed project (as referenced in any support letters included as attachments).

b. Past Performance and Accomplishments

If you have ever received an EPA Brownfields Training, Research, and Technical Assistance Grant, please respond to **item i.** below.

If you have never received an EPA Brownfields Training, Research, and Technical Assistance Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement), please respond to **item ii.** below.

If you have never received any type of federal or non-federal assistance agreements, please indicate this in response to **item iii.** below.

i. Currently Has or Previously Received an EPA Brownfields Grant

Identify and provide information regarding each of your current and most recent EPA Brownfields Training, Research, and Technical Assistance Grant(s) (no more than three). Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing information on the items listed below.

(1) Accomplishments

Describe the accomplishments (including specific outputs and outcomes) of your grant-funded program. Discuss whether these outputs and outcomes were accurately reflected in quarterly reports; and if not, please explain why.

(2) Compliance with Grant Requirements

Discuss your compliance with the workplan, schedule, and terms and conditions. Include whether you have made, or are making, progress towards achieving the expected results of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented and communicated.

Discuss your history of timely and acceptable quarterly performance and grant deliverables.

For all open EPA Brownfields Grant(s) indicate the grant period (start and end date), if there are funds remaining, and the plan to expend funds by the end of the grant period.

For all closed EPA Brownfields Grant(s), indicate if there were funds remaining when the grant closed, the amount of remaining funds, and a brief explanation of why the funds were not expended.

– OR –

ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

Identify and describe each of your current and/or most recent federally and non-federally funded grants (no more than three) that are most similar in size, scope, and relevance to the proposed project. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under each grant by providing the following information.

(1) Purpose and Accomplishments

Describe the awarding agency/organization, amount of funding, and purpose of the grant(s) you have received.

Discuss the accomplishments (including specific outputs and outcomes) of the project supported by these grants, including specific measures of success for the project supported by each type of grant received.

(2) Compliance with Grant Requirements

Describe your compliance with the workplan, schedule, and terms and conditions. Include whether you made, or are making, progress towards achieving the expected results of the grant in a timely manner. If not, discuss what corrective measures you took, or are taking, and how the corrective measures were effective, documented and communicated.

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

– OR –

iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements

Affirm that your organization never received any type of federal or non-federal assistance agreement (grant). (*Failure to indicate anything in response may result in zero points for this factor.*)

5. LEVERAGING

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

Describe the amount(s) and type(s) of leveraged resources and for which tasks they may be used. Consider using the optional table format below to illustrate the tasks for which

leveraged funds will be used and how much leveraged funding you plan to use for each task. Please modify task categories and add rows as necessary. For each source of funding, list whether it is an anticipated source of funding or a confirmed source of funding.

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

Leveraged Funding Table (Optional)

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

IV.F. Attachments

The following documents should be included as attachments to the “Narrative Proposal.” Items 2-3 of the attachments to the narrative proposal must not exceed fifteen (15) pages. Only one (1) scanned image per page will be reviewed.

1. **Documentation of Applicant Eligibility:** For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility, such as non-profit status, resolutions, or statutes. *Note: This documentation will not count against page limitations.*
2. **Milestones Schedule:** This should indicate start times and completion dates of significant tasks under your program (e.g., outreach, procurement of a contractor, recruitment, frequency of classes to be offered and length, instruction, placement, and tracking).
3. **General Support Letters:** Letters of support may only impact scoring of the subcriteria that directly cite and request support letters and references. Support letters and references will not impact scoring for other ranking criteria. Support letters must be received with your proposal; **letters received separately or after the due date for proposal submission will not be considered.**

Before you submit your, please ensure the following documents are included in your package submitted to EPA via www.grants.gov (please note – do not submit this checklist with your proposal):

Cover Letter (2-page limit, single-spaced)	
<input type="checkbox"/>	Responses to all threshold eligibility criteria in Section III.C
The Narrative Proposal (12-page limit, single-spaced)	
<input type="checkbox"/>	Responses to all five ranking criteria
Attachments (15-page limit)	
<input type="checkbox"/>	Documentation of applicant eligibility if other than city, county, state, or tribe <i>Note: This documentation will not count against page limitations.</i>
<input type="checkbox"/>	Milestones Schedule
<input type="checkbox"/>	General letters of support from partners and employers identified in your proposal

IV.G. 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 confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found in the [EPA Solicitation Clauses](#)⁶. These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing proposals 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. – PROPOSAL REVIEW INFORMATION

V.A. Evaluation Criteria

If your proposal passes the threshold eligibility review (see [Section III.B.](#)), the information you provide in response to [Section IV.E.](#) (Narrative Proposal/Ranking Criteria) will be evaluated per the criteria below and scored by a national evaluation panel. Your proposal may be assigned up to 100 points.

Criteria (Maximum Points per Criterion)
<p align="center"><u>1. PROJECT DESCRIPTION (20 Points)</u></p> <p>Each proposal will be evaluated on the quality and extent to which it addresses the following:</p> <p>1.a. Project Description (8 points) The extent to which the description provides context for the proposed project and the degree to which the proposed project is comprehensive and realistic for specifically addressing the subject area present in Section I.A.</p>

⁶ EPA's Solicitation Clauses are available at www.epa.gov/grants/epa-solicitation-clauses.

1.b. Project Impact (8 points)

The extent to which support to brownfield stakeholders is clearly defined and will reach a range of brownfield stakeholders, including the fair distribution of assistance between urban and non-urban areas, as well as current and prospective EWDJT grantees. The degree to which the project will use new and innovative approaches and clearly describes how the results of the project will be practically and meaningfully applied by or for brownfields stakeholders, particularly EWDJT grantees.

1.c. Project Sustainability (2 points)

The extent to which sustainable practices will be incorporated into the proposed project.

2. COMMUNITY NEED (20 Points)

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

2.a. Community Description (10 points)

The degree to which the proposed project will benefit communities with demographic indicators of need and the extent to which these needs relate to current brownfield and other environmental challenges, including how the project will facilitate the identification and reduction of threats to public health or address environmental justice concerns, such as the disproportionate siting of polluting facilities or number of brownfield sites in low-income and/or minority communities, including environmental, social, public health, and economic issues.

2.b. Community Engagement (10 points)

The extent to which stakeholders will have meaningful involvement in the proposed project is clearly defined and the degree to which all relevant stakeholders (relevant to the proposed project) are included. The extent to which the plan will be effective and appropriate to communicate project progress and the extent to which community input will be solicited, considered, and responded to in a meaningful way.

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

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

3.a. Description of Tasks and Activities (12 points)

The degree to which the tasks/activities are specific and appropriate, and the degree to which the response demonstrates an ability to conduct eligible activities that will meet the needs of the brownfield stakeholders.

3.b. Anticipated Outputs and Outcomes (12 points)

The degree to which the proposed project will result in long-term outcomes and short-term outputs, including qualitative, quantitative, environmental, social, or economic measures. The extent to which the plan and mechanism to track, measure and evaluate project progress and results are reasonable and appropriate. The degree to which the applicant can easily identify when the project is or is not on schedule. The degree to which the approaches, procedures, and/or controls demonstrate the applicant's readiness to achieve the project goals and deliverables in an efficient manner.

3.c. Budget/Cost Estimates (11 points)

The extent to which each cost is eligible, appropriate, reasonable, and realistic to implement the project. The degree to which costs clearly correlate with the proposed tasks and activities. The degree of clarity on how each cost in the budget table was developed and the extent to which costs per unit are presented and are reasonable. The extent to which the applicant describes a reasonable approach to expend grant funds in a timely and effective manner.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (15 Points)

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

4.a. Programmatic Capability (9 points)

The degree to which the applicant's organization has the programmatic and administrative capacity to successfully manage and complete the grant within the 5-year period of performance.

The degree of efficiency and effectiveness of the organizational structure 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. The degree to which the applicant's organization has the ability to acquire any additional expertise and resources (e.g. contractors or sub-awardees) required to successfully complete the project.

The extent to which the organization has experience working with brownfield stakeholders and the ability to form key relationships and partnerships to complete the proposed project.

4.b. Past Performance and Accomplishments (6 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 (6 points)

The degree to which there is demonstrated ability to successfully manage past EPA Brownfields Grant(s) and successfully perform all phases of work under each grant.

(1) Accomplishments (3 points)

The quality of the accomplishments (including specific outputs and outcomes) of the grant-funded program and the extent to which these outputs and outcomes were accurately reflected in quarterly reports at the time of this proposal submission.

(2) Compliance with Grant Requirements (3 points)

The extent of compliance with the workplan, schedule, and terms and conditions, and the degree to which progress was made, or is being made, towards achieving the expected results of the grant 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 quarterly performance and grant deliverables.

The likelihood of all grant funds being expended by the end of the period of performance.

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 proposal.

For all closed EPA Brownfield Grants, the extent to which there is a reasonable explanation of why funds remained when the grant closed, and 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 (6 points)

The degree to which the applicant demonstrates its ability to successfully manage federal or non-federal grant(s) and perform all phases of work under each grant.

(1) Purpose and Accomplishments (3 points)

The extent to which similar past federal or non-federal grants are identified (in terms of size, scope, and relevance) 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 these grants, including specific measures of success for the project supported by each type of grant received.

(2) Compliance with Grant Requirements (3 points)

The extent of compliance with the workplan, schedule, and terms and conditions, and the degree to which progress was made, or is being made, towards achieving the expected results of the grant 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 (3 points)

The extent to which it is clearly affirmed that the organization never received any type of federal or non-federal assistance agreement (grant).

5. LEVERAGING (10 Points)

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

The degree to which the applicant will leverage additional funds/resources beyond the grant funds awarded by EPA to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. The extent to which in-kind and/or partner commitments to providing services/resources to the proposed project are clearly indicated, and whether these commitments have already been made. Proposals with firm leveraged funding and resources may garner more points.

V.B. Review and Selection Process

Timely submitted proposals will initially be reviewed by the appropriate EPA Regional Office to determine compliance with the applicable threshold criteria for Training, Research, and Technical Assistance Grants ([Section III.C.](#)). All proposals 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 and cleanups. Eligible proposals will be evaluated based on the criteria described in [Section V.A.](#) and a ranking list of applicants will be developed.

The Office of Brownfields and Land Revitalization (OBLR) will provide the list to the Selection Official, who is responsible for further consideration of the proposals and final selection of grant recipients. Proposals will be selected for award based on their evaluated point scores and the availability of funds.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found in the [EPA Solicitation Clauses](#). These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing proposals 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 Fall 2019. The notification will be sent to the Project Director and Chief Executive/Highest Ranking Elected Official listed in the Cover Letter in [Section IV.D](#). This notification, which informs the applicant that its proposal 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

1. Funding will be awarded as a cooperative agreement. The applicants whose proposals are selected 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.
2. Approved cooperative agreements will include terms and conditions that will be binding on the recipient. Terms and conditions specify what recipients must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 2 CFR § 200.328.

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

VI.C. Reporting 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. 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 Regional Brownfields Contact listed in [Section VII](#). 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.E. 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 proposals 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 CONTACT

EPA Headquarters Contact: Rachel Congdon; 1200 Pennsylvania Ave. N.W.; Mail Code: 5105T; Washington, D.C. 20460. Phone: (202) 566-1564. E-mail: congdon.rachel@epa.gov

Appendix 1

Grants.gov Proposal 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 under this funding opportunity based on the www.grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through www.grants.gov because of limited or no Internet access which prevents them from being able to upload the required application materials to www.grants.gov, the applicant must contact 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 Duran
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278
Washington, DC 20004

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

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

EPA will only consider alternate submission exception requests based on the two reasons stated above and will 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 proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31st of the calendar

year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2018). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31st of that calendar year. Applicants must request a new exception from required electronic submission through www.grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 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 and is authorized to sign applications for federal assistance. For more information on the registration requirements that must be completed in order to submit an application through www.grants.gov, go to www.grants.gov and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with www.grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through www.grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on www.grants.gov, www.sam.gov, and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through www.grants.gov and whose 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 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, 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. Go to www.grants.gov and then click on “Search Grants” at

the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-19-03**, or the CFDA number that applies to the announcement (**CFDA 66.814**), in the appropriate field and click the “Search” button.

Please note: All applications must now be submitted through [Grants.gov](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>.

Proposal Submission Deadline: Your organization’s AOR must successfully submit your complete application package electronically to EPA through www.grants.gov **no later than October 21, 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 application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

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

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

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

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

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

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

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

1. Application for Federal Assistance (SF-424)
2. Cover Letter, Narrative Proposal, 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.

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 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 representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application: The application package must be transferred to www.grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to www.grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to www.grants.gov BEFORE the due date.** The 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 issues a “case number” upon a request for assistance.

3. Transmission difficulties: If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.grants.gov by the deadline date and time, follow the guidance below. EPA will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Rachel Congdon (congdon.rachel@epa.gov) with the FON in the subject line. If you are unable to email, contact Rachel Congdon by phone at 202-566-1564. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.grants.gov or relevant www.sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit timely because they did not properly or timely register in www.sam.gov or www.grants.gov is not an acceptable reason to justify acceptance of a late submittal.
 - a. If you are experiencing problems resulting in an inability to upload the application to www.grants.gov, it is essential to call www.grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a www.grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from www.grants.gov. If the problems stem from unforeseen exigent circumstances unrelated

to www.grants.gov, such as extreme weather interfering with Internet access, contact Rachel Congdon (202-566-1564).

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

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