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EPA New England FY2020 Brownfields Grant Guidelines Workshop

CLEANUP GRANT SESSION



Purpose of this Session

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- ▶ Provide an overview of the FY2020 Brownfields **Cleanup Grant** Guidelines.
- ▶ Review the **Cleanup Grant** application submission process, threshold criteria & ranking criteria.
- ▶ Provide an opportunity for Q&A.
- ▶ Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines shall prevail.

Section I.A

Description of Grant

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- ▶ Provides funds to carry out Brownfield cleanup activities at a specific site or multiple sites owned by the applicant.
- ▶ An individual applicant can apply for:
 - **One** cleanup application up to \$500,000.
 - Address a **single site** or **multiple sites**.
- ▶ Period of performance is **3 years**.
- ▶ If you were previously awarded an EPA Cleanup Grant for your site(s), you **cannot** request additional funding. See FY20 **FAQs** **K.3-4**.



Section I.A

Description of Grant

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- ▶ If you were awarded a FY19 Multipurpose Grant, you **cannot** apply for an FY20 Cleanup Grant.
- ▶ Administrative costs (direct costs and indirect costs) are allowed up to **5%** of the requested funds. See FY20 **FAQs N.1-12.**
- ▶ Call or email **Jim Byrne** at (617) 918-1389 or byrne.james@epa.gov if you have cleanup grant questions.



Section I.B

Uses of Grant Funds

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1. Grant funds can be used for direct programmatic costs such as performance reporting and environmental oversight consistent with the requirements at 2 CFR Part 200, Subpart E.
2. Local governments may use up to 10% of their grant funds for (see Health Monitoring fact sheet & FY20 FAQs F.7 & R.1):
 - a. Health monitoring of populations exposed to hazardous substances from a brownfield site; and
 - b. Monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance from a brownfield site.
3. Grant funds may be used to purchase environmental insurance. (See FY20 FAQs F.5-6.)

Section III.A

Who Can Apply

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- ▶ General Purpose Unit of Local Government
- ▶ Land Clearance Authority or a quasi-governmental entity
- ▶ 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

Section III.A

Who Can Apply

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- ▶ 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 whose sole members are 501(c)(3) nonprofit organizations.
- ▶ Limited liability partnership in which all general partners are 501(c)(3) nonprofit organizations or 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.

Section III.A

Who Can Apply

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- ▶ Other nonprofit organizations. (For the purposes of the Brownfields Grant Program, the term “other 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.)

Section III.B

Threshold Criteria

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- ▶ Threshold Criteria are on **pages 10-27** of the Cleanup Guidelines. These criteria are pass/fail.
- ▶ The Cleanup Grant Guidelines have multiple Threshold Criteria. **Make sure you respond to all criteria or you may be eliminated from the competition. Be careful here.**
- ▶ While EPA may seek clarification of a response, if you did **not** respond, it's impossible to seek clarification.
- ▶ Responses must be included as an attachment to your Narrative.
- ▶ **You must pass these criteria to move forward in the competition!**

Section III.B

Threshold Criteria

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1. Applicant Eligibility
2. Previously Awarded Cleanup Grants
3. Site Ownership
4. Basic Site Information
5. Status & History of Contamination at the Site
6. Brownfields Site Definition
7. Environmental Assessment Required for Cleanup Grant Applications
8. Enforcement or Other Actions
9. Sites Requiring a Property-Specific Determination
10. Threshold Criteria Related to CERCLA/Petroleum Liability
11. Cleanup Authority and Oversight Structure
12. Community Notification
13. Statutory Cost Share

If you have multiple sites, you must include this information for each site.

Threshold Criteria

1. Applicant Eligibility

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- ▶ Provide information that demonstrates how you are an eligible entity as specified in **Section III.A.**
 - If you are a **city, county, tribe or state**, affirm that you are an eligible entity.
 - If you are **other than** a city, county, tribe or state, attach documentation of your eligibility such as resolutions, statutes, articles of incorporation, etc.
 - If you are a **501(c)(3) nonprofit** organization or organizations comprised of nonprofit organizations, attach documentation demonstrating tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Threshold Criteria

1. Applicant Eligibility

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- If you are a **nonprofit organization not exempt from taxation under section 501(c)(3)** of the Internal Revenue Code, you need to submit other forms of documentation of nonprofit status such as certificates of incorporation as a nonprofit under state or tribal law.
 - If you are a **community development** entity, attach documentation certifying your organization's eligibility.
- See FY20 **FAQs** **E.1-4** for more information on applicant eligibility.

Threshold Criteria

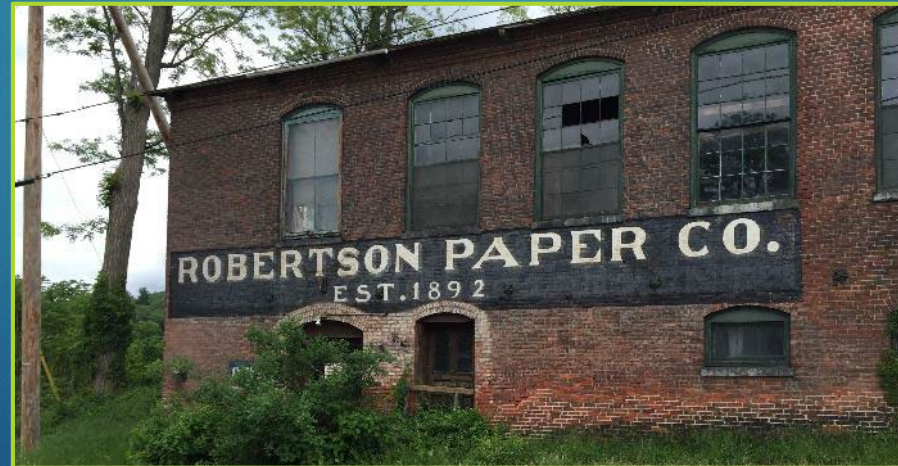
2. Previously Awarded Cleanup Grants

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- ▶ Applicants that were previously awarded a Brownfields Cleanup Grant for a site **may not** request an additional Cleanup Grant for the same site(s). See FY20 [FAQs](#) **K.3-4**.
- ▶ **Affirm, in this criterion, that the proposed site(s) has not received a previous EPA Cleanup Grant.**



Threshold Criteria

3. Site Ownership

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- ▶ You must be the **sole owner** of the site by the due date of your application – **December 3, 2019**.
- ▶ The term “**own**” means fee simple title through a legal document such as a recorded deed unless EPA approves a different ownership agreement such as a nominee agreement or a 99-year lease.
- ▶ You must retain ownership of the site while grant funds are being disbursed for the cleanup of the site.
- ▶ Contact **Jim Byrne** at (617) 918-1389 or byrne.james@epa.gov if you have any questions about the eligibility of your site(s).
- ▶ See FY20 [FAQs](#) K.2.
- ▶ **Affirm that you own the site.**

Threshold Criteria

4. Basic Site Information

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- ▶ Identify for your site(s):
 - a. The **name** of the site(s);
 - b. The **address** of the site(s), including zip code;
 - c. The **current owner** of the site(s). If you are not the current owner, the **date you plan to acquire ownership**. This date must be on or before the application due date of **December 3, 2019**.

- ▶ Identify for your site(s):
 - a) Hazardous Substances and/or petroleum contamination;
 - b) Operational history and current use(s);
 - c) Known environmental concerns; and
 - d) How the site(s) became contaminated and the nature and extent of the contamination.



- ▶ Affirm that your site is:
 - a. **Not** listed or proposed for listing on the National Priorities List (Superfund Site);
 - b. **Not** subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued under CERCLA; and
 - c. **Not** subject to jurisdiction, custody, or control of the U.S. government.



Threshold Criteria

7. Environmental Assessment Required for Cleanup Grant Applications

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- ▶ A written ASTM E1903-11 or equivalent Phase II report (draft is ok) **must be completed** prior to application submission.
- ▶ Describe the type of environmental assessments conducted at your site(s).
- ▶ Provide the date(s) of the ASTM E1903-11 or equivalent Phase II report(s).
- ▶ Equivalent reports can include site investigations or remedial action plans developed for state cleanup programs. See FY20 [FAQs](#) K.15.
- ▶ **Do not attach assessment reports.**

- ▶ Identify any ongoing or anticipated environmental enforcement actions on your site(s).
- ▶ Provide information on any inquiries or orders from federal, state or local government entities, including any liens.
- ▶ Information you provide may be verified and EPA may conduct an independent review of your responsibility for the contamination at the and site eligibility.



- ▶ See list on **page 14-15** in the guidelines and **Section 1.5** in Information on Sites Eligible for Brownfields Funding under CERCLA § 104(k) to see if your site needs a property-specific determination.
- ▶ A property-specific determination describes how cleaning up your site will protect human health and the environment and either:
 - Promote economic development, or
 - Enable the property to be used for parks, greenways, recreational or non-profit purposes.

Threshold Criteria

9. Sites Requiring a Property-Specific Determination

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- ▶ For information on how to prepare a property-specific determination, see FY20 [FAQs H.1-7](#).
- ▶ Contact [Jim Byrne](#) at 617-918-1389 if you think your site requires a Property-Specific Determination.
- ▶ If **not required**, affirm that the site(s) does not need a property-specific determination.
- ▶ **The Property-Specific Determination is an attachment to your application.**



- ▶ These sites are usually:
 - Subject to planned or ongoing removal actions under CERCLA;
 - Have been issued unilateral administrative orders, court orders, administrative orders on consent, judicial consent decree or permits under RCRA, FWPCA, TSCA or SDWA;
 - Subject to RCRA corrective action (§3004(u) or §3008(h));
 - Have submitted a RCRA closure notification or subject to closure requirements;
 - Where a release of PCBs is subject to remediation under TSCA;
 - Receiving funds from the LUST Trust Fund.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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- ▶ If your site is a **hazardous substances** site, you must respond to the items in **section (a)**.
- ▶ If your site is a **petroleum** site, you must respond to the items in **section (b)**.
- ▶ If your site is a **co-mingled hazardous substances and petroleum** site, you must determine which one is predominant and respond to the appropriate section.
- ▶ If your site has both **hazardous substances** and **petroleum** contamination, you must respond to all items in **sections (a) & (b)**.

a. Property Ownership Eligibility - Hazardous Substances Sites

- Read the supporting information on **page 15-16** pertaining to property ownership and liability defenses.
- You must demonstrate that you are either:
 - ✓ Exempt or excluded from CERCLA liability; or
 - ✓ Qualify for funding because the property was publicly owned and acquired prior to January 11, 2002; or
 - ✓ Meet the requirements for an affirmative defense to CERCLA liability such as bona fide prospective purchaser liability protection.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

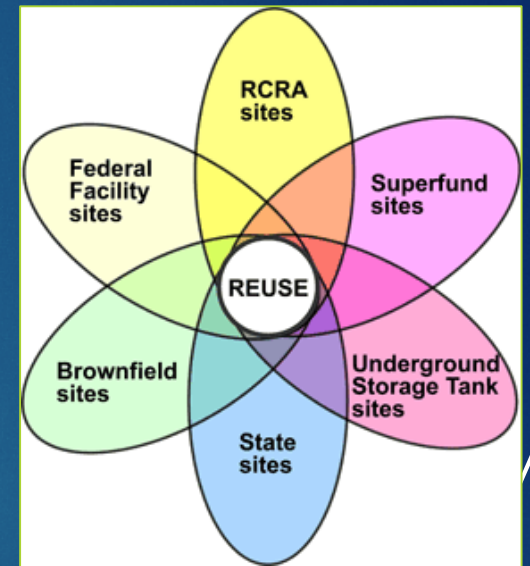
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a. Property Ownership Eligibility - Hazardous Substances Sites

- You must respond to the **appropriate item**:
 - i. Exemptions to CERCLA Liability
 - ii. Exceptions to Meeting the Requirements for Asserting an Affirmative Defense to CERCLA Liability
 - iii. Landowner Protections from CERCLA Liability
- **You need only respond to one of these items.**



Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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a.i Exemptions to CERCLA Liability

1) Indian Tribes

- Tribes are considered exempt from CERCLA liability.
- **To respond to this criterion, you need to** affirm that you are an Indian tribe and are exempt from demonstrating that you meet the requirements of a CERCLA liability defense.

2) Alaska Native Village Corporations & Alaska Native Regional Corporations

- **Not applicable to New England.**

a.i Exemptions to CERCLA Liability

3) Property Acquired Under Certain Circumstances by Units of State & Local Government

- If you did not cause or contribute to contamination at the site and acquired the property as indicated below, you are exempt from CERCLA liability.
 - ✓ Seizure or in connection with law enforcement activity;
 - ✓ Bankruptcy;
 - ✓ Tax delinquency; or
 - ✓ Abandonment.

a.i Exemptions to CERCLA Liability

3) Property Acquired Under Certain Circumstances by Units of State & Local Government

- 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](#) [G.2](#) for additional information on the types of acquisitions that are not exempt from CERCLA liability.

a.i Exemptions to CERCLA Liability

3) Property Acquired Under Certain Circumstances by Units of State & Local Government

- **To respond to this criterion, you need to:**
 - a) Describe in detail the circumstances (from the list above) of the acquisition.
 - b) Provide date of the acquisition.
 - c) Identify whether all disposal of hazardous substances 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.

- a.ii Exemptions 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)(3)(E), if you (a state or local government) acquired a property **prior to January 11, 2002**, you are eligible even if you do not qualify as a bona fide prospective purchaser, provided you did not cause or contribute to the contamination at the property.

a.ii Exemptions to Meeting the Requirements for Asserting an Affirmative Defense to CERCLA Liability

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

- **To respond to this criterion, you need to:**

- a) Describe in detail the circumstances of the acquisition.
- b) Provide date of the acquisition.
- c) Identify whether all disposal of hazardous substances 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.

a.iii Landowner Protections from CERCLA Liability

- State, local governments, and non-profit organizations must show they are a **bona fide prospective purchaser (BFPP)**, contiguous property owner (CPO), or innocent landowner (ILO).
- This is required if you do not qualify for one of the prior exemptions.
- The BFPP defense is the most common.
- BFPP compliance requirements are on **pages 18-22** of the Cleanup Guidelines.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

- Applicants that acquired the property **after** January 11, 2002
- **To respond to this criterion, you need to provide the following information**
 - a) Information on the Property Acquisition
 - b) Pre-Purchase Inquiry
 - c) Timing and/or Contribution Toward Hazardous Substances Disposal
 - d) Post- Acquisition Uses
 - e) Continuing Obligations



a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

a) Information on the Property Acquisition

- i. How you acquired (or will acquire) the property.
- i. The date you acquired the property.
- ii. The nature of your ownership (fee simple title or other EPA approved arrangement).
- iii. The name and identity of the party from whom you acquired the property.
- iv. All familial, contractual, corporate, or financial relationships or affiliations you have or had with all prior owners or operators the property.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

b) Pre-Purchase Inquiry

- i. Describe the types of site assessments performed
 - ✓ **ASTM Phase I or AAI.**
 - ✓ The dates of each assessment.
 - ✓ The entity the assessments were completed for.
- ii. Describe who performed the AAI or Phase I assessment and identify their qualifications to perform such work.
- iii. If your original Phase I or AAI assessment was performed **more than 180 days prior to your acquisition** of the property, affirm that you conducted the appropriate updates.

a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

c) Timing and/or Contribution Toward Hazardous Substances Disposal

- ✓ Identify whether all disposal of hazardous substances at the site occurred before you acquired the property **and** whether you caused or contributed to any release.
- ✓ **Affirm** that you have not arranged for the disposal of or have transported hazardous substances to the site.

a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

d) Post Acquisition Uses

- ✓ Describe all uses of the property since you acquired ownership, including any uses by persons or entities other than you.
- ✓ Provide a **time-line** with the:
 - Names of all current and prior users during the time of your ownership;
 - Dates of all uses;
 - Details of all uses; and
 - Your relationship to all users.



a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

e) Continuing Obligations

- ✓ Describe **in detail** the reasonable steps that 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 previous releases.

a.iii.(1) Bona Fide Prospective Purchaser Liability Protection

e) Continuing Obligations (continued)

- ✓ Confirm your commitment to:
 - i. Comply with all land-use restrictions and not impede the effectiveness or integrity of any institutional controls;
 - ii. Assist and cooperate with those performing cleanup and provide access to the site;
 - iii. Comply with all information requests and administrative subpoenas; and
 - iv. Provide all legally required notices.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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a.iii.(1) Non-Publicly Owned Sites Acquired **Before** January 11, 2002

- An applicant is eligible for a grant if it acquired a non-publicly owned site prior to January 11, 2002 if the applicant can demonstrate that they:
 - ✓ Performed environmental due diligence that was customary at the time.
 - ✓ Did not cause or contribute to the contamination at the site.
- **To respond to this criterion, you need to provide the requested information.**

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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- a.iii.(1) Non-Publicly Owned Sites Acquired **Before** January 11, 2002
- a) Describe the property acquisition.
 - b) Provide the date of the acquisition.
 - c) Discuss the environmental due diligence you performed prior to acquiring the site and affirm it was customary at the time of acquisition.
 - d) Identify whether all disposal of hazardous substances at the site occurred before you acquired the site.
 - e) Affirm that you have not caused or contributed to any release of hazardous substances at the site.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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a.iii.(1) Non-Publicly Owned Sites Acquired **Before** January 11, 2002

- 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 that 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 previous releases.

Threshold Criteria

10. Threshold Criteria Related to CERCLA/Petroleum Liability

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b. Property Ownership Eligibility – Petroleum Sites

- Read the supporting information on **page 22** and **Section 1.3.2** in Information on Sites Eligible for Brownfields Funding under CERCLA § 104(k) pertaining to petroleum site eligibility.
- See FY20 **FAQs Q.1-8** for additional information.
- You must submit the requested information to your state Brownfields Coordinator to make the petroleum determination.
- Attach the state's petroleum determination letter to your application.
- You must provide EPA with the date you submitted your request to the state to make the petroleum determination.

b.i Information Required for a Petroleum Site Eligibility Determination:

- 1) Current & Immediate Past Owners
- 2) Acquisition of Site
- 3) No Responsible Party for the Site
- 4) Cleaned Up by a Person Not Potentially Liable
- 5) Judgments, Orders, or Third Party Suits
- 6) Subject to RCRA
- 7) Financial Viability of Responsible Parties



- a. Describe how you will oversee the cleanup
 - Discuss who will oversee the cleanup (QEP, LSP, LEP, State)
 - Indicate that you will enroll the site in your state response program.
 - If you plan to procure a Qualified Environmental Professional (QEP) to oversee the cleanup of your site, explain how you will ensure they are in place before cleanup begins and that they will be acquired consistent with the applicable competitive procurement provisions ([See 2 CFR 200.317-326](#)).

- b. Plan to acquire access to adjacent properties
 - Cleanup response activities often impact adjacent or neighboring properties. If this type of access is needed, provide your plan to acquire access to the relevant properties.
 - Please provide an answer to this question!



- ▶ You must provide the community with **notice of your intent to apply for an EPA Cleanup Grant** and an **opportunity to submit comments on your draft grant application**.
- ▶ You must complete all the community notification activities **prior to submittal** of your application. **If you do not do them, you will be disqualified from the competition.**
- ▶ If you are including multiple sites in your application, one notification ad & meeting are acceptable as long as all target communities are involved.

Threshold Criteria

12. Community Notification

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- a. Draft Analysis of Brownfields Cleanup Alternatives
- b. Community Notification Ad
- c. Public Meeting
- d. Submission of Community Notification Documents



- a. Draft Analysis of Brownfields Cleanup Alternatives (ABCA)
 - You **must attach a Draft ABCA** to your application.
 - Your ABCA must briefly summarize information about:
 - ✓ The site, contamination issues, cleanup standards, and applicable laws;
 - ✓ The cleanup alternatives considered and for each alternative:
 - Its effectiveness,
 - Your ability to implement it,
 - Its resiliency to potential impacts from extreme weather events,
 - Its cost and reasonableness.
 - ✓ The proposed cleanup.

- a. Draft Analysis of Brownfields Cleanup Alternatives (ABCA)
 - Content requirements are in **Section 4.b** of the [Programmatic Requirements for Brownfields Grants](#) & FY20 [FAQs K.16-17](#).
 - An example [ABCA template](#) is available on our website to help you with this requirement.
 - The information in your ABCA should be coordinated with your response to **Ranking Criterion 3.a. – Proposed Cleanup Plan**.
 - If you have a **multi-site** application, you must include a draft ABCA for **each site**.

b. Community Notification Ad

- You **must publish an ad** in your local newspaper or an equivalent means customarily used to communicate with the target community(ies) no later than **November 19, 2019**.
- Your ad must clearly indicate:
 - ✓ That a copy of this grant application, **including the draft ABCA**, is available for public review and comment;
 - ✓ How to comment on the draft application;
 - ✓ Where the draft application is located (e.g. town hall, library, website, etc.); and
 - ✓ The date and time of a **public meeting** you will hold prior to submittal of this application.

b. Community Notification Ad (continued)

- Make sure all targeted communities receive notification and have an opportunity to provide comments.
- If you are proposing more than one cleanup site, you may prepare a single community notification ad and conduct one meeting.
- See FY20 [FAQs](#) [K.13](#) for examples of acceptable community notification methods.



c. Public Meeting

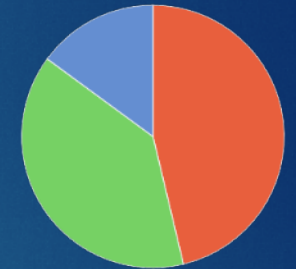
- You must hold a public meeting to discuss the draft application and consider public comments **prior to submittal of your application**. A regularly scheduled community meeting is sufficient if enough time is provided to discuss the draft application.
- From the meeting, you must produce:
 - ✓ The comments or a summary of the public comments received;
 - ✓ Your response to those comments;
 - ✓ Meeting notes or a summary of the public meeting(s); and
 - ✓ Meeting sign-in sheets.



d. Submission of Community Notification Documents

- **You MUST attach the following to your application:**
 - ✓ A copy of the draft ABCA(s);
 - ✓ A copy of the ad (**showing the date of publication**) that demonstrates notification to the public and solicitation of comments;
 - ✓ The comments or a summary of the comments received;
 - ✓ Your response to those public comments;
 - ✓ Meeting notes or summary from the public meeting(s); and
 - ✓ Meeting sign-in sheets.

- ▶ Cleanup grant recipients are required to provide a **20% cost share**.
- ▶ This is \$40,000 for a \$200,000 grant or \$100,000 for a \$500,000 grant.
- ▶ The Cost share must be in the form of a contribution of:
 - Money
 - Labor
 - Materials
 - Services from a non-federal source
- ▶ The Cost Share must be incurred for eligible and allowable cleanup costs and may include administrative costs.
- ▶ See FY20 [FAQs](#) **M.1-4** for more information.
- ▶ **Tribes, nonprofit organizations, and government entities with a population of 50,000 and fewer may petition EPA to waive the cost share.**



13. Statutory Cost Share

- a. Describe your plans for meeting the cost share, including the sources of the funding and/or services.
 - Refer to FY20 FAQs F.10-11 for prohibited costs.
 - Refer to this link for additional information on providing your cost share: <http://www2.epa.gov/brownfields/cost-share-brownfields-and-land-revitalization-new-england>



b. Hardship Waiver

- If you are requesting a hardship waiver of the cost share, provide an explanation for the basis of your request as part of your application.
- This explanation must be **submitted on a separate page, titled “Hardship Waiver Request”**, as an attachment to your application.
- The requirements for requesting this waiver are on **page 26-27** of the Cleanup Guidelines.
- If you are concerned about meeting the cost share, don't hesitate to ask for the waiver.

Section IV.B

Due Date & Submission Instructions

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- ▶ Your **Authorized Organization Representative (AOR)** must submit your application via www.grants.gov.
- ▶ Proposals must be received no later than 11:59 pm ET on **December 3, 2019**.
- ▶ In order to submit an application via 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.



Section IV.B

Due Date & Submission Instructions

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- Data Universal Numbering System (DUNS)
 - ✓ DUNS information is located at <http://www.dnb.com/>.
 - ✓ Your organization must have a unique DUNS number.
- System for Award Management (SAM)
 - ✓ SAM information is located at: <https://www.sam.gov>.
 - ✓ Make sure you are **active in SAM before submitting your application.**
 - ✓ You must maintain an **active SAM registration** during the application, award and cooperative agreement time frames.



Section IV.B

Due Date & Submission Instructions

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- Grants.gov
 - ✓ You must apply electronically through www.grants.gov.
 - ✓ See **Appendix 1** on **pages 52-56** of the **Cleanup Guidelines**.
- Your Organization's AOR
 - ✓ You must have your **Authorized Organization Representative (AOR)** submit your application via www.grants.gov.
 - ✓ Make sure your AOR is available to submit your application by the due date.

Section IV.B

Due Date & Submission Instructions

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- ▶ Make sure your organization's information is consistent with EPA, DUNS and SAM.
- ▶ The registration process for www.sam.gov and www.grants.gov can take up to a month or more.

Register ASAP.

- ▶ Make sure you allow enough time to successfully submit your application and to fix unexpected errors.
- ▶ **Applications received after the due date will not be considered.**
- ▶ See **pages 27-28** of the **Cleanup Guidelines** and FY20 **[FAQs](#) B.1-13** for more information.

Section IV.C

Content & Form of Application Submission

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- ▶ Your application **must**:
 - ✓ Be in English.
 - ✓ Be typed, single-spaced, on letter sized paper (8 ½ x 11).
 - ✓ Use standard Times New Roman, Arial or Calibri fonts with a **12 point font size**.
- ▶ Applications **should not** include color printing, photos, graphics, and unnecessary attachments.



- ▶ Application Submission Checklist
 - A list of all required items is located on **pages 28-29**.
 - Make sure you have included and attached all required and applicable items to your application in www.grants.gov.
- ▶ Pages in excess of page limits **will be** removed and not evaluated.
- ▶ Limit number of attachments to Threshold Criteria and required items. **No other attachments will be considered!**

Section IV.D

Narrative Information Sheet

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- ▶ The Narrative Information Sheet identifies you as the applicant, what you are applying for, and provides your contact information.
- ▶ The Narrative Information Sheet shall not exceed **2 single-spaced pages** and must be on your organizations **official letterhead**.
- ▶ Narrative Information Sheet **must address** all of the requested items.
- ▶ See FY20 **FAQs** B.3.

Section IV.D

Narrative Information Sheet

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EPA New England

1. Applicant Identification: **Your entity's name & address**
2. Funding Requested
 - a. Grant Type: **Single Site Cleanup** or **Multiple Site Cleanup**
 - b. Federal Funds Requested:
 - i. **\$_____** (requested amount)
 - ii. Indicate if you are requesting a **cost share waiver**
 - c. Contamination: **Hazardous Substances, Petroleum** or **Hazardous Substances and Petroleum**. Note: If both, provide a breakdown of the amount of funding you are requesting per contaminant type.

Section IV.D

Narrative Information Sheet

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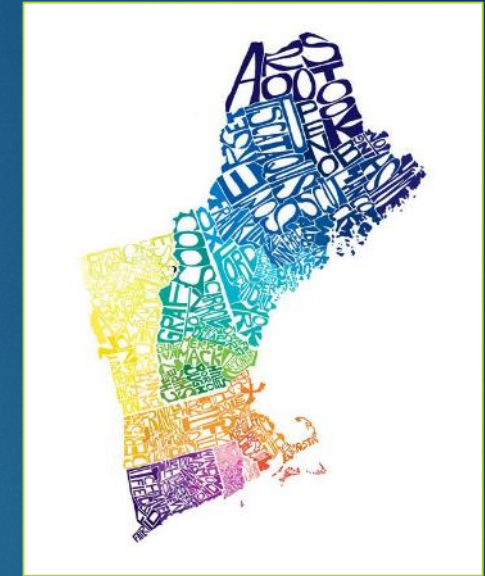


EPA New England

3. Location:

- a) Your City
- b) Your County
- c) Your State

4. Property Information: Property name & complete address including zip code



[Pinterest](#)

Section IV.D

Narrative Information Sheet

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EPA New England

5. Contacts:

- a. Project Director: Name & contact information for the person who is the main point of contact and will be managing this grant if selected
- b. Chief Executive/Highest Ranking Official: Name & Contact information for the Mayor, Chief Executive or President of your organization



6. Population:

- City or Town: Provide the population of your jurisdiction
- County/State/Regional Organization: Provide the population of the city/town in which each priority site/proposed site/target area is located
- Nonprofit or Community Development Entity: Provide the population of the city/town where the site(s) is located
- Tribe: Provide the number of tribal/non-tribal members effected

Note: Population data is available at www.census.gov.

Section IV.D

Narrative Information Sheet

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EPA New England

7. Other Factors Checklist: Identify items below that apply to your community/proposed project

Other Factor	Page #
Community population is 10,000 or less.	
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
The proposed brownfield site(s) is impacted by mine-scarred land.	
Secured firm leveraging commitment ties directly to the project and will facilitate completion of the project/reuse; secured resource is identified in the Narrative and substantiated in the attached documentation.	
The proposed site(s) is adjacent to a body of water (i.e., the border of the site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them.)	
The proposed site(s) is in a federally designated flood plain.	
The reuse of the proposed cleanup site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	

Section IV.D

Narrative Information Sheet

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EPA New England

7. Other Factors Checklist

- Make sure you put the page number(s) next to the factors you are addressing in your application. **Be kind to your reviewer!**
- If none of these factors are applicable to you, make sure you **provide a statement to indicate that they do not apply.**
- See FY20 [FAQs](#) C.4.

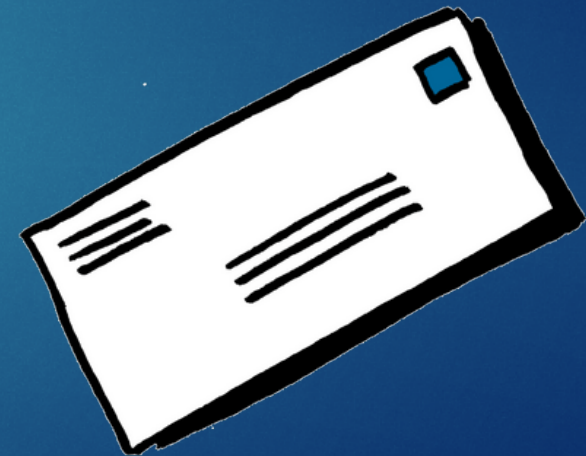


8. Letter from the State or Tribal Environmental Authority

- Attach a current letter from your state or tribal environmental authority acknowledging that you plan to conduct **cleanup activities** and apply for **FY2020** grant funds.
- If you are applying for multiple types of grants, you need to get only one letter from the state acknowledging the relevant grant activities. **However** you **must** provide the letter as an attachment to **each** application.
- General letters of correspondence, letters from prior years, and documents evidencing state involvement are **NOT** acceptable.

8. Letter from the State or Tribal Environmental Authority

- To request a letter from your State Brownfields Program Contact, please email the following information:
 - ✓ The grant(s) for which you are applying;
 - ✓ The site(s) for which you are applying; and
 - ✓ To whom the letter should be addressed.
- **You must get a new letter this year.**
Do not use last year's letter.



8. Letter from the State or Tribal Environmental Authority

- Please give your State Brownfields Program Contact at least 2 weeks before the grant submittal deadline to provide you the letter.
- For **CT**, go to [How to Request a State Letter from CT DEEP](#)
- For **VT**, when requesting your letter via email, please include in the subject line "State Letter for EPA Brownfields Grant."

Section IV.D

Narrative Information Sheet

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EPA New England

8. Letter from the State or Tribal Environmental Authority



Mark Lewis (mark.lewis@ct.gov)

CT Department of Energy and Environmental Protection
Office of Constituent Affairs & Land Management
Hartford, CT 06106-5127
860-424-3768



Nick Hodgkins (nick.hodgkins@maine.gov)

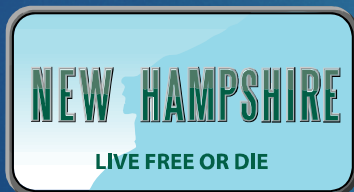
ME DEP, Brownfields Program
17 State House Station
Augusta, ME 04333-0017
207-592-0882

8. Letter from the State or Tribal Environmental Authority



Angela Gallagher (angela.gallagher@state.ma.us)

Massachusetts Department of Environmental Protection
Bureau of Waste Site Cleanup
20 Riverside Drive
Lakeville, Massachusetts 02347
508-946-2790



Michael McCluskey (michael.mccluskey@des.nh.gov)

NH Department of Environmental Services
Hazardous Waste Remediation Bureau
29 Hazen Drive - PO Box 95
Concord, NH 03302-0095
603-271-2183

8. Letter from the State or Tribal Environmental Authority



Rachel Simpson (rachel.simpson@dem.ri.gov)

RI DEM - Office of Waste Management
235 Promenade Street
Providence, RI 02908-5767
401-222-2797 Ext. 7105



Patricia Coppolino (coppolino.patricia@vermont.gov)

VT Dept. of Environmental Conservation
1 National Life Drive – Davis 1
Montpelier, VT 05620-3704
802-249-5822

Section IV.E

Narrative/Ranking Criteria

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EPA New England

- ▶ Ranking Criteria are found on **pages 31-39**.
- ▶ Evaluation Criteria (how your application will be evaluated and point scores) are in **Section V.A** on **pages 41-46**.
- ▶ The Narrative **shall not exceed 10 single-spaced pages**. Pages over the 10-page limit **will not** be evaluated.
- ▶ You must include page numbers, criteria numbers and titles in your narrative.
- ▶ If you are applying for **multiple sites**, your ranking criteria responses must include information on **each site**.
- ▶ Total point score is **170** this year. **NEW**
- ▶ **We will be focusing on the Evaluation Criteria.**

Section IV.E

Narrative/Ranking Criteria (170 points)

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EPA New England

1. Project Area Description & Plans for Revitalization (50 points)
2. Community Need & Community Engagement (35 Points)
3. Task Descriptions, Cost Estimates, & Measuring Progress (60 points)
4. Programmatic Capability & Past Performance (25 points)

Note: Be sure to read each criterion carefully and make sure you respond to all sub-criteria.

Narrative/Ranking Criteria

1. Project Area Description & Plans for Revitalization (50 points)

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EPA New England

- a. Target Area & Brownfields (15 points)
 - i. Background & Description of Target Area (5 points)
 - ii. Description of the Brownfield Site(s) (10 points)
- b. Revitalization of the Target Area (20 points)
 - i. Reuse Strategy & Alignment with Revitalization Plans (10 points)
 - ii. Outcomes & Benefits of Reuse Strategy (10 points)
- c. Strategy for Leveraging Resources (15 points)
 - i. Resources Needed for Site Reuse (10 points)
 - ii. Use of Existing Infrastructure (5 points)

Narrative/Ranking Criteria

1.a Target Area & Brownfields (15 points)

80



EPA New England

i. Background & Description of Target Area (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the description provides context of the brownfields challenges and the degree to which the challenges impact the community.
- ✓ The extent to which a specific target area(s) is clearly defined.



Narrative/Ranking Criteria

1.a Target Area & Brownfields (15 points)

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EPA New England

i. Background & Description of Target Area (5 points)

- **Think about:**

- ✓ Your overall area/community & target area(s) may contain:
 - Signs of distress, blight or neglect
 - Known or potential brownfields sites
 - Sensitive or vulnerable populations
 - Need for cleanup and redevelopment
 - **Your property(ies) to be cleaned up**
- ✓ How the story you are telling connects to the brownfields sites in your target areas(s).



Narrative/Ranking Criteria

1.a Target Area & Brownfields (15 points)

82



EPA New England

ii. Description of the Brownfield Site(s) (10 points)

- **You will be evaluated on:**

- ✓ The extent to which the description of the property(ies) targeted for cleanup provides clear information on the known contamination, the land uses, and site condition, and the degree of severity of the conditions.



Narrative/Ranking Criteria

1.a Target Area & Brownfields (15 points)

83



EPA New England

ii. Description of the Brownfield Site(s) (10 points)

- **Think about:**

- ✓ Past & current land uses
- ✓ The contaminants found at the site(s)
- ✓ Current site conditions
- ✓ Potentially related environmental issues
- ✓ You **must** discuss both Hazardous Substances & Petroleum contamination when requesting both in your proposal.

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

84



EPA New England

i. Reuse Strategy & Alignment with Revitalization Plans (10 points)

- **You will be evaluated on:**

- ✓ The extent to which a reuse strategy/projected reuse is clearly identified for the proposed brownfield site(s).
- ✓ The extent to which the reuse strategy/projected reuse clearly aligns with and advances the local government's land use and revitalization plans.
- ✓ If applicable, the extent to which the reuse strategy/projected reuse is an appropriate reuse option for a site in a federally designated flood plain.
- ✓ The degree to which the public and project partners have had meaningful involvement in the development of the reuse strategy/projected reuse.

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

85



EPA New England

i. Reuse Strategy & Alignment with Revitalization Plans (10 points)

- **Think about:**

- ✓ Referencing your current land use and revitalization plans and how your proposed site(s) fits into the overall community vision.
- ✓ If your plans are updated every 10 years, discuss this and look for any more recent, local plans.



Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

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EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **You will be evaluated on:**

- ✓ The degree to which the proposed project or revitalization plans will substantially stimulate economic **and/or** non-economic development in the target area.
- ✓ 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.

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

87



EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **You will be evaluated on:** (continued)
 - ✓ When applicable, the extent to which the reuse of the proposed 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.**

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

88



EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **Think about:**

- ✓ **Economic benefits**, such as:

- Increased employment
- Expanded tax base
- Increased property values



- ✓ How these **economic benefits** are part of your reuse strategy.
- ✓ How these outcomes link to your challenges outlined in **2.a Community Need**.
- ✓ See FY20 **FAQs S.1-4**.

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

89



EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **If applicable, think about:**

- ✓ **Greenspace**, such as:

- Parks
- Recreation areas
- Greenways
- Wetlands & open space



- ✓ How economic development and greenspace are not mutually exclusive.
- ✓ How these **greenspace benefits** are part of your reuse strategy.

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

90



EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **If applicable, think about:**

- ✓ **Non-Profit & Charitable Reuse** such as:

- Affordable housing
- Community centers
- Local governmental uses

- ✓ How these **non-profit & charitable reuse benefits** are part of your reuse strategy.



Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

91



EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **Think about:**

- ✓ **Opportunity Zones (OZs)**

- There are 319 state-designated OZs in New England.
- OZs are low-income census tracts, in need of economic investment, identified by each state as eligible for OZ funding.
- Brownfields and OZs often have a shared geography. Chances are your project includes or may benefit a nearby one.
- Investors can defer/reduce capital gains taxes by investing in Qualified Opportunity Funds that are set up for a project or OZ area.
- Is your project in an Opportunity Zone? Click on State links below.

[CT](#)

[ME](#)

[MA](#)

[NH](#)

[RI](#)

[VT](#)

Narrative/Ranking Criteria

1.b Revitalization of the Target Area (20 points)

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EPA New England

ii. Outcomes & Benefits of Reuse Strategy (10 points)

- **If applicable, think about:**

- ✓ Renewable energy opportunities for your proposed site(s).



Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

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EPA New England

i. Resources Needed for Site Reuse (10 points)

- **You will be evaluated on:**

- ✓ The extent 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 proposed site(s).
- ✓ The relevancy and degree to which the identified funding resources will substantially advance the current state of the proposed site(s) toward completed remediation and/or revitalization.

Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

94



EPA New England

i. Resources Needed for Site Reuse (10 points)

- **You will be evaluated on:** (continued)
 - ✓ The degree to which attached documentation substantiates secured commitments discussed in the Narrative.
 - ✓ **Note: A response may not earn full points if the applicant duplicates sources that are listed in 3.b Description of Tasks/Activities and Outputs or sources used to meet the cost share.**
 - ✓ **Additionally, responses may only earn full points when the applicant has resources that are secured, significant, and relevant to the cleanup project.**

Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

95



EPA New England

i. Resources Needed for Site Reuse (10 points)

- **Think about:**

- ✓ Your eligibility to obtain funds from other resources for project related costs.
- ✓ Discussing any funding you are seeking or considering applying for.
- ✓ **Clearly identifying the sources of these resources.**
- ✓ **Having at least one secured funding source for your proposed site(s). Attach appropriate documentation.** Make sure you indicate this on the **Other Factors Checklist.**



Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

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EPA New England

i. Resources Needed for Site Reuse (10 points)

- **Examples of secured commitments:**
 - ✓ Other grant awards you have already received.
 - ✓ Firm commitment from a developer.
 - ✓ Loan or subgrant commitment from an RLF.
- **If documentation is missing, you will not receive full points.**

Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

97



EPA New England

i. Resources Needed for Site Reuse (10 points)

- **Examples of potential resources:**

- ✓ Other grants
- ✓ Historic tax credits
- ✓ Federal (HUD HOME, HUD CDBG, EDA, DOI, TBA, Brownfields Tax Incentive)
- ✓ State (State TBA, Tax Credits, RLF)
- ✓ Local (TIF, Tax, Bond)
- ✓ Private (Foundation, Investors, Donations)



Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

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EPA New England

ii. Use of Existing Infrastructure (5 points)

- **You will be evaluated on:**

- ✓ The extent to which this grant will facilitate the use of existing infrastructure for the proposed site(s) **and/or** within the target area(s).
- ✓ If additional infrastructure needs are key to the revitalization plans for the proposed site(s), the extent to which the identified resources are relevant to the project.



Narrative/Ranking Criteria

1.c Strategy for Leveraging Resources (15 points)

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EPA New England

ii. Use of Existing Infrastructure (5 points)

- **Think about:**

- ✓ Water & Sewer
- ✓ Power
- ✓ Transportation
- ✓ High Speed Internet
- ✓ How the existing infrastructure works with your reuse plan.
- ✓ If you need additional infrastructure, make sure you describe how you are going to get it.



Narrative/Ranking Criteria

2. Community Need & Community Engagement (35 Points)

100



EPA New England

a. Community Need (20 points)

- i. The Community's Need for Funding (5 points)
- ii. Threats to Sensitive Populations (15 points)
 - 1) Health or Welfare (5 points)
 - 2) Greater Than Normal Incidence of Disease & Adverse Health Conditions (5 points)
 - 3) Disproportionately Impacted Populations (5 points)

b. Community Engagement (15 points)

- i. Project Partners (5 points)
- ii. Project Partner Roles (5 points)
- iii. Incorporating Community Input (5 points)

Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

i. The Community's Need for Funding (5 points)

- **You will be evaluated on:**

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

Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

i. The Community's Need for Funding (5 points)

- **Think about:**

- ✓ Emphasizing that the target community(ies):
 - Are of small population (10,000 or less) **and/or**
 - Have low income residents.
- ✓ How this impacts the **community's** ability to obtain initial funding for the project.



Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

ii. Threats to Sensitive Populations (15 points)

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

- **You will be evaluated on:**
 - ✓ The severity of the health or welfare issues experienced by the sensitive populations in the target area(s).
 - ✓ The extent to which this grant will address or facilitate the identification and reduction of those threats.



[clipground](#)

Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

ii. Threats to Sensitive Populations (15 points)

1) Health or Welfare (5 points)

- **Think about:**

- ✓ Who are the most sensitive populations (such as children, pregnant women, minority or low income communities) in the target area(s)?
- ✓ What are the most pressing health and welfare issues effecting the sensitive populations?



- ✓ **How this grant will help to reduce these threats.**

- Refer to FY20 [FAQs D.6](#) for information on health, welfare, and environmental issues and tools for locating this information.
- Refer to FY20 [FAQs R.3](#) for information on sensitive populations.

Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

ii. Threats to Sensitive Populations (15 points)

1) Health or Welfare (5 points)

- **For Health Issues, think about:**
 - ✓ Health issues that are impacting your sensitive populations.
 - ✓ The availability of health department statistics.
 - ✓ Potential contamination pathways.



1) Health or Welfare (5 points)

- [illegible]

ii. Threats to Sensitive Populations (15 points)

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

- **You will be evaluated on:**

- ✓ 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.

Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

ii. Threats to Sensitive Populations (15 points)

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

- **Think about:**

- ✓ The potential contaminants that may be connected to your site(s).
- ✓ The potential health threats that may affect your community such as:

- Cancer rates
- Blood lead levels
- Birth defect rates
- Asthma rates
- Obesity



- ✓ **How this grant will help to reduce these threats.**

- ✓ See [Environmental Contaminants Often Found at Brownfields Sites.](#)

Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

ii. Threats to Sensitive Populations (15 points)

3) Disproportionately Impacted Populations (5 points)

- **You will be evaluated on:**
 - ✓ 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.
 - ✓ The extent to which this grant will address or facilitate the identification and reduction of those threats.



Narrative/Ranking Criteria

2.a Community Need (20 points)

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EPA New England

ii. Threats to Sensitive Populations (15 points)

3) Disproportionately Impacted Populations (5 points)

- **Think about:**

- ✓ Lack of job opportunities
- ✓ Lack of access to services & health care
- ✓ Lack of public transportation
- ✓ Zoning issues
- ✓ Food deserts
- ✓ Loss of population
- ✓ Air pollution
- ✓ Drinking water & soil issues
- ✓ Low property values
- ✓ Disinvestment



- **How this grant will help to reduce these threats.**
- See **Section I.E** for more information on Environmental Justice.

Narrative/Ranking Criteria

2.b Community Engagement (15 points)

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- i. Project Partners (5 points)
- ii. Project Partner Roles (5 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.
 - Use the sample chart on **page 34** to respond to both items.

Sample Format for List of Project Partners & Roles

Partner Name	Point of contact (name, email & phone)	Specific role in the project
Add rows as needed		

Narrative/Ranking Criteria

2.b Community Engagement (15 points)

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EPA New England

i. Project Partners (5 points)

- **You be evaluated on:**

- ✓ 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.



Narrative/Ranking Criteria

2.b Community Engagement (15 points)

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EPA New England

i. Project Partners (5 points)

- **Think about:**

- ✓ Your local community partners and how they are **relevant** and **meaningful** to your project.
- ✓ See FY20 [FAQs](#) D.4.



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i. Project Partners (5 points)

- **Examples of Project Partners**

- ✓ Environmental non-profits (i.e. rail to trail type organizations)
- ✓ Economic development organizations
- ✓ Community Development Corporations (CDCs)
- ✓ Social services providers
- ✓ Downtown development committees
- ✓ Chambers of Commerce
- ✓ Churches
- ✓ Property Owners
- ✓ Municipal officials
- ✓ Revitalization committees
- ✓ Affordable housing organizations
- ✓ Land trusts
- ✓ Neighborhood associations
- ✓ Regional economic strategy groups
- ✓ Health organizations
- ✓ Education institutions
- ✓ Historic and cultural organizations
- ✓ Lenders
- ✓ Developers

Narrative/Ranking Criteria

2.b Community Engagement (15 points)

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EPA New England

ii. Project Partner Roles (5 points)

- **You will be evaluated on:**

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



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Narrative/Ranking Criteria

2.b Community Engagement (15 points)

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EPA New England

ii. Project Partner Roles (5 points)

- **Think about:**

- ✓ How will your identified project partners be involved in the cleanup & future reuse of your sites(s)?
- ✓ This is much more than just support, it's active participation!
- ✓ See FY20 **FAQs** D.5.



ii. Project Partner Roles (5 points)

- **Examples of Community Partner Roles**

- ✓ Participate on the cleanup project committee
- ✓ Become involved in the cleanup/reuse planning process
- ✓ Talk to their constituency about the site or the role of brownfields redevelopment in the targeted community
- ✓ Host public meetings
- ✓ Host design charrettes
- ✓ Help to post community outreach material on web and/or in newsletters
- ✓ Provide financial or legal advice
- ✓ Provide technical assistance

iii. Incorporating Community Input (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the plan will be effective and appropriate to communicate project progress.
- ✓ The extent to which input from the local community, project partners, and residents/groups impacted by the site(s) will be solicited, considered, and responded to in a meaningful way.



Narrative/Ranking Criteria

2.b Community Engagement (15 points)

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EPA New England

iii. Incorporating Community Input (5 points)

- **Think about:**

- ✓ How these plans are **appropriate** and **effective** for your site(s) and targeted community(ies).
- ✓ The sensitive and disproportionately impacted populations that you described in **2.a.ii Threats to Sensitive Populations** and how to accommodate them.

- 🔑 ✓ **What methods you will use to solicit, consider, and respond to any community input.**



Narrative/Ranking Criteria

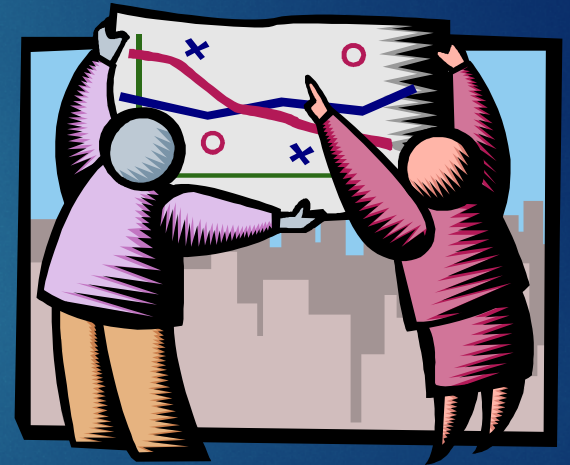
3. Task Descriptions, Cost Estimates & Measuring Progress (60 points)

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EPA New England

- a. Proposed Cleanup Plan (10 points)
- b. Description of Tasks/Activities & Outputs (25 points)
 - i. Project Implementation (10 points)
 - ii. Anticipated Project Schedule (5 points)
 - iii. Task/Activity Lead (5 points)
 - iv. Outputs (5 points)
- c. Cost Estimates (20 points)
 - i. Development of Cost Estimates (10 points)
 - ii. Application of Cost Estimates (5 points)
 - iii. Eligibility of Cost Share Activities (5 points)
- d. Measuring Environmental Results (5 points)



Narrative/Ranking Criteria

3.a Proposed Cleanup Plan (10 points)

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EPA New England

- **You will be evaluated on:**
 - ✓ The quality and reasonableness of the proposed cleanup plan(s), including the appropriateness of the cleanup methods being considered.



- **When preparing your Proposed Cleanup Plan, think about:**
 - ✓ The overall **reuse vision** for your target area(s).
 - ✓ Your vision for the site(s) funded by **this grant**.
 - ✓ The steps necessary to implement your project.
 - ✓ Making sure your project is going to benefit your target area.
 - ✓ Making sure you emphasize that your project is ready to go once you receive the grant!



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

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EPA New England

- Provide a list and description of the tasks/activities required to implement the proposed project.
- You may respond to all four parts of this criterion using the following format for each task/activity. See **page 35**.

Task/Activity:	
i.	Project Implementation <ul style="list-style-type: none">• Discussion of EPA-funded activities:• Non-EPA grant resources needed to carry out task/activity, if applicable:
ii.	Anticipated Project Schedule:
iii.	Task/Activity Lead(s):
iv.	Output(s):

Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

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EPA New England

- **Local government applicants** may use up to 10% of the total grant award for health monitoring activities.
- Agreements with successful applicants under this RFA will be subject to the **administrative cost limitation** described at CERCLA § 104(k)(5)(E).



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

125



EPA New England

i. Project Implementation (10 points)

- **You will be evaluated on:**

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

Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

126



EPA New England

i. Project Implementation (10 points)

- **You will be evaluated on:** (continued)
 - ✓ 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 or sources used to meet the cost share.

Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

127



EPA New England

i. Project Implementation (10 points)

- **Think about doing it this way:**

- ✓ Identify Task 1 as **“Cooperative Agreement Oversight”** and include such items as grant management, and your travel and supply costs.
- ✓ Include the most common major tasks:
 - Task 1 - Cooperative Agreement Oversight
 - Task 2 - Community Outreach & Engagement
 - Task 3 - Site-Specific Activities
 - Task 4 - Oversee Site Cleanup



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

128



EPA New England

i. Project Implementation (10 points)

- **Think about doing it this way:** (continued)

- ✓ **Stick to a total of 4 Tasks.**
- ✓ **DO NOT** include any equipment costs.
- ✓ **DO NOT** use the term '**consultant**'.
- ✓ Do not allocate more than 10% of funds toward personnel costs. If your estimate of these costs is higher than 10%, **explain why** and who is doing what to justify your costs.

Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

129



EPA New England

i. Project Implementation (10 points)

- **Think about:**

- ✓ Making sure your activities do not include ineligible uses of funds. See FY20 [FAQs](#) F.10-11.
- ✓ If applying for both hazardous substances and petroleum funding, **clearly differentiate both types of activities in your task descriptions.**
- ✓ Describing any additional funding you will provide, such as in-kind services (e.g. personnel), that will help carry out this grant. **Be careful not to duplicate sources you described in 1.c.i Resources Needed for Site Reuse.**

Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

130



EPA New England

i. Project Implementation (10 points)

- **Examples of Eligible Activities**

- ✓ Procuring a Qualified Environmental Professional (QEP)
- ✓ Preparing Quality Assurance Project Plan (QAPP)
- ✓ Public meeting for ABCA
- ✓ State-required documents
- ✓ Procuring a cleanup contractor
- ✓ Other eligible cleanup activities that are needed to accomplish your project goals.



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

131



EPA New England

ii. Anticipated Project Schedule (5 points)

- **You will be evaluated on:**

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

- **Think about:**

- ✓ The timeline you will use to complete the activities you described in **3.a.i Project Implementation** during the 3-year grant period.



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

132



EPA New England

ii. Task/Activity Lead (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the entity overseeing each task/activity is appropriate.
- ✓ 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.



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

133



EPA New England

iv. Outputs (5 points)

- **You will be evaluated on:**

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



Narrative/Ranking Criteria

3.b Description of Tasks/Activities & Outputs (25 points)

134



EPA New England

iv. Outputs (5 points)

- **Think about:**

- ✓ Fully describing the outputs/deliverables you will achieve in the 3-year grant period (see **Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes**).
 - Quarterly Reports
 - Cleanup Plans
 - Community Involvement Plans
 - Final ABCA
 - Administrative Records
 - Cleanup Completion Reports or Letter



Narrative/Ranking Criteria

3.c Cost Estimates (20 points)

135



EPA New England

- i. Development of Cost Estimates (10 points)
- ii. Application of Cost Estimates (5 points)
- iii. Eligibility of Cost Share Activities (5 points)
 - Per the Ranking Criterion in **Section IV.E.3.c**, applicants will consolidate information for 3.b.i – 3.b.iii into one response.



i. Development of Cost Estimates (10 points)

- **You be evaluated on:**

- ✓ The degree of clarity on how each cost (including the cost share) was developed.
- ✓ The extent to which costs per unit are presented in detail.

- **Think about:**

- ✓ Your experience with current and previous grants or discussion with QEPs for good estimates of project costs.

i. Development of Cost Estimates (10 points)

- **Examples of Cost Estimates**

- ✓ Personnel costs – grant funded: Be precise in explaining what your personnel cost will be – who is doing what. Project Manager at \$xx/hr times xx hours = \$xx. Describe what each person is going to do.
- ✓ Personnel costs – cost share: Include a statement that describes where the funds are coming from; e.g., town funds, organization budget (you are not required to break down costs.)

i. Development of Cost Estimates (10 points)

- **Examples of Cost Estimates**

- ✓ Travel costs – grant funded: 2 people to 1 Brownfields conference, estimate \$xx Airfare/lodging/per diem for each = \$xx; \$xx set aside for local travel (estimate xx miles at \$0.55/mile).
- ✓ Supplies – grant funded: Provide a list of supplies reflective of cost in table.
- ✓ Contractual – grant funded: Estimate soil removal at \$xx/ton x 30 tons + placement of cap material = \$xx total contractual cost in task.

ii. Application of Cost Estimates (5 points)

- **You be evaluated on:**

- ✓ 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 substance and petroleum funds are distinguished.
- ✓ The degree to which costs for individual sites are distinguished.

ii. Application of Cost Estimates (5 points)

- **Think about:**

- ✓ Making sure your budget table reflects the calculated costs and also adds up.
- ✓ Ensuring that the costs for each site are clearly shown in the budget table.



iii. Eligibility of Cost Share Activities (5 points)

- **You will be evaluated on:**

- ✓ The extent to which the entire cost share will be met with eligible activities.

- **Think about:**

- ✓ Making sure you account for the entire 20% cost share in your tasks/activities.
- ✓ Making sure the budget table reflects your cost share by task.
- ✓ See FY20 [FAQs M.1-4](#) and [EPA Region 1's Cost Share](#) information.

Narrative/Ranking Criteria

3.c Cost Estimates (20 points)

142



EPA New England

iii. Eligibility of Cost Share Activities (5 points)

- **Think about:** (continued)
 - ✓ In-kind services (police details, DPW assistance, supplies, personnel time to manage the grant, etc.)
 - ✓ Provide the source and for what task.
 - ✓ Third party contributions (from a developer, etc.)



Narrative/Ranking Criteria

3.c Cost Estimates (20 points)

143



EPA New England

Sample Format for Budget (do not change Budget Categories)

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 \$500,000)						
Cost Share (20% of requested federal funds) ⁴						
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) for the Cleanup Grant applicant itself cannot exceed 5% of the total EPA-requested funds.

⁴ Applicants must include the cost-share in the budget even if applying for a cost share waiver (see Section III.B.13 for a list of applicants that may request a cost share waiver). If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiation.

Narrative/Ranking Criteria

3.d Measuring Environmental Results (5 points)

144



EPA New England

- **You will be evaluated on:**
 - ✓ 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.



Narrative/Ranking Criteria

3.d Measuring Environmental Results (5 points)

145



EPA New England

- **Think about:**

- ✓ A reasonable plan to track, measure, and evaluate your project progress via:
 - ACRES
 - Quarterly Reporting
 - Work Plans/Project Schedule
- ✓ Do you have a system in place to monitor progress?
- ✓ How project goals will be achieved in an efficient manner.
- ✓ See **Section I.D Measuring Environmental Results: Anticipated Outputs/Outcomes.**



Narrative/Ranking Criteria

4. Programmatic Capability & Past Performance (25 points)

146



EPA New England

- a. Programmatic Capability (15 points)
 - i. Organizational Structure (5 points)
 - ii. Description of Key Staff (5 points)
 - iii. Acquiring Additional Resources (5 points)
- b. Past Performance & Accomplishments (10 points)
 - i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)
 - ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)
 - iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

Note: Response must be from the applicant's perspective.

Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

147



EPA New England

- i. Organizational Structure (5 points)
- ii. Description of Key Staff (5 points)
 - Per the Ranking Criterion in **Section IV.E.4.a**, applicants may present information for 4.a.i and 4.a.ii in the same response.



Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

148

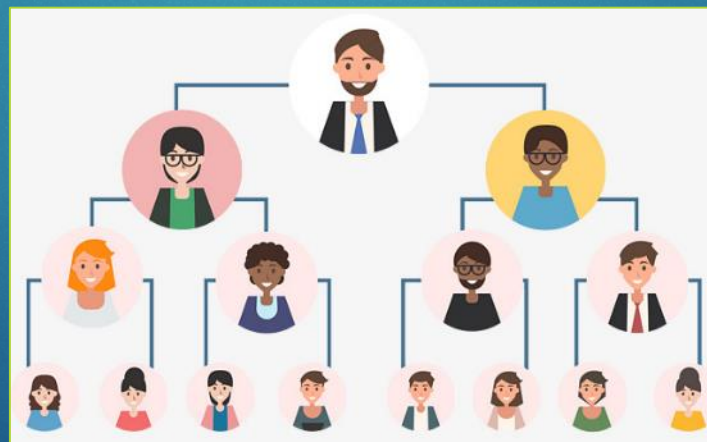


EPA New England

i. Organizational Structure (5 points)

- **You will be evaluated on:**

- ✓ 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.



Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

149



EPA New England

i. Organizational Structure (5 points)

- **Think about:**

- ✓ Your organization's ability to manage and complete your cleanup in 3-years.
- ✓ Your **project management team** (technical, financial & administrative) and how they will manage this grant.



Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

150



EPA New England

ii. Description of Key Staff (5 points)

- **You will be evaluated on:**

- ✓ 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.

Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

151



EPA New England

ii. Description of Key Staff (5 points)

- **Think about:**

- ✓ How your team will ensure that you spend your funds timely and successfully on the tasks/activities you have presented in your application.
- ✓ Name names and discuss the experience and qualifications of your key staff members (a short bio for each member works well here).

Narrative/Ranking Criteria

4.a Programmatic Capability (15 points)

152



EPA New England

iii. Acquiring Additional Resources (5 points)

- **You will be evaluated on:**

- ✓ 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.



ii. Acquiring Additional Resources (5 points)

- **Think about:**

- ✓ Your organization's competitive procurement methods to acquire needed expertise and resources (State & Federal procurement requirements).
 - Qualified Environmental Professional (QEP)
 - Cleanup contractors



Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

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EPA New England

- i. Currently Has or Previously Received an EPA Brownfields Grant (10 points)
- ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements (10 points)
- iii. Has Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)

**You must respond to only one of these criteria.
Be careful which one you respond to!**

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

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EPA New England

- If you have ever received an EPA Brownfields Multipurpose, Assessment, Cleanup, Revolving Loan Fund Grant, and/or 128(a) Grant please respond to **item i**. (Do not include information on Targeted Brownfields Assessments, Area-Wide Planning grants, Environmental Workforce Development & Job Training grants, and subawards from another Brownfield Grant recipient.)
- If you have never received an EPA Brownfields Grant, but have received other federal or non-federal assistance agreements (such as a grant or cooperative agreement), please respond to **item ii**.
- If you have never received any type of federal or non-federal assistance agreements, please respond to **item iii**.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

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EPA New England

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

- **You will be evaluated on:**

- ✓ The degree to which there is demonstrated ability to successfully manage the grant based on current/past EPA Brownfields Grant(s) (**No more than three**).
- ✓ The extent to which the applicant successfully performed all phases of work under the grant.

1) Accomplishments (5 points)

2) Compliance with Grant Requirements (5 points)



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

1) Accomplishments (5 points)

- **You will be evaluated on:**

- ✓ 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.
- ✓ The extent to which outputs and outcomes were accurately reflected in ACRES at the time of this application submission.



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

1) Accomplishments (5 points)

- **Think about:**

- ✓ Looking in ACRES for your past accomplishments.
- ✓ If you have reported your current/prior grant(s) accomplishments in ACRES and are up to date as of the time you submit your application.
- ✓ What are some of the key site accomplishments you could highlight?

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

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EPA New England

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

2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:**

- ✓ The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior grant(s).
- ✓ 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.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

160



EPA New England

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

2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:** (continued)
 - ✓ 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 Brownfield grant(s) are committed to ongoing eligible grant activities or will support the tasks/activities described in this application.
 - ✓ The likelihood of all grant funds under the current/prior grant(s) being expended by the end of the period of performance.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

161



EPA New England

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

2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:** (continued)
 - ✓ For all **closed** EPA Brownfields 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.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

162



EPA New England

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

2) Compliance with Grant Requirements (5 points)

- **Think about:**

- ✓ How have you complied with your current/prior grant(s) workplan, schedule and T&Cs?
- ✓ Checking in with your Project Officer to make sure reporting is up to date.
- ✓ If you owe us reports, get them done ASAP! Update your quarterly report submissions and do your ACRES data input!

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

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EPA New England

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

- **You will be evaluated on:**

- ✓ 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 (**no more than three**) that are most similar in size, scope, and relevance to the proposed project.

1) Purpose & Accomplishments (5 points)

2) Compliance with Grant Requirements (5 points)



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

1) Purpose & Accomplishments (5 points)

- **You will be evaluated on:**

- ✓ 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.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

165



EPA New England

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

2) Compliance with Grant Requirements (5 points)

- **You will be evaluated on:**

- ✓ The extent of compliance with the workplan, schedule, and terms and conditions under the current/prior assistance agreement(s).
- ✓ 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.

Narrative/Ranking Criteria

4.b Past Performance & Accomplishments (10 points)

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EPA New England

- iii. Never Received Any Type of Federal or Non-Federal Assistance Agreements (5 points)
 - **You will be evaluated on:**
 - ✓ 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.]**
 - **Failure to indicate anything in response to this subcriterion may result in zero points.**

What To Do Now?

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EPA New England

- ▶ Draft your proposal!
- ▶ **Use THIS year's guidelines!!**
- ▶ Contact us with eligibility questions!
- ▶ Contact partners for assistance in preparing and/or reviewing your proposal!
- ▶ Plan for your public notice and meeting!
- ▶ Get new State acknowledgement letter!
- ▶ Get a petroleum eligibility letter from your State for petroleum sites!



What To Do Now?

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EPA New England

- ▶ Make sure your www.SAM.gov registration is active.
- ▶ For www.grants.gov:
 - Register now if you are not already registered.



Regional Courtesy Copy (**Requested**)

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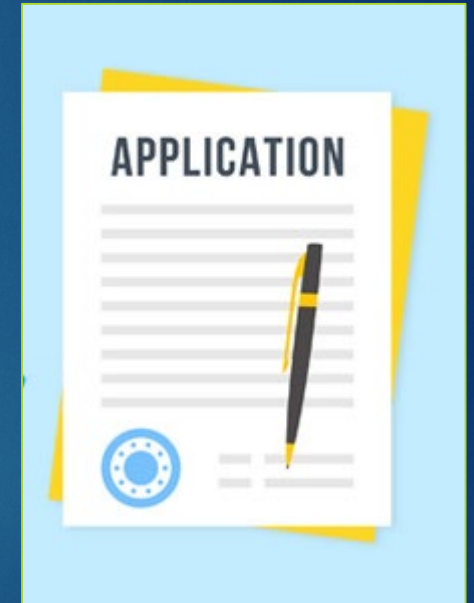


EPA New England

- ▶ We request you to send an **email (PDF)** of your application to the EPA Regional Brownfields Contact. For New England:
 - **Dorrie Paar**
 - paar.dorrie@epa.gov
- ▶ **The Regional courtesy copy is not the official proposal submission.**

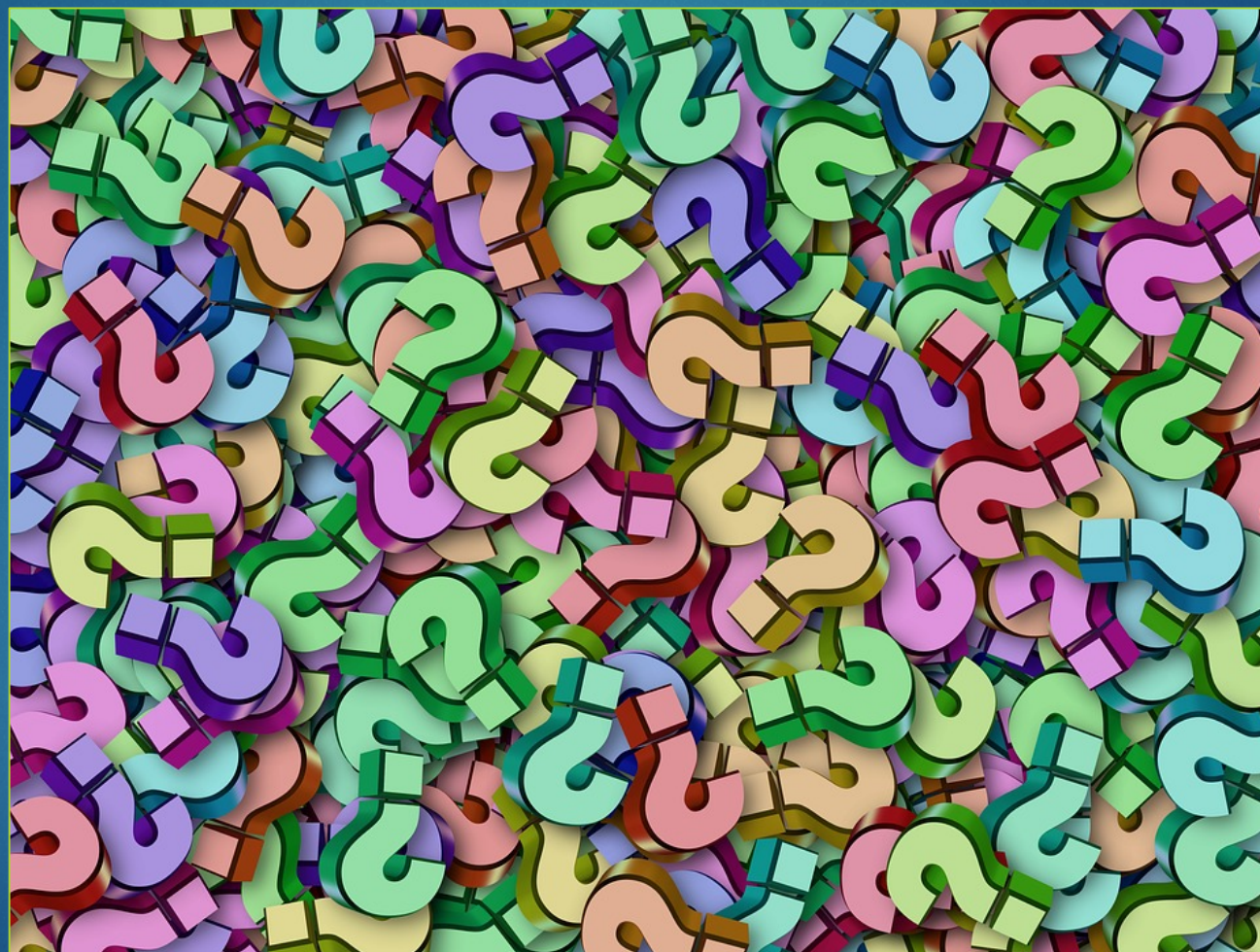


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 - [Revolving Loan Fund Guidelines](#)
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December 11-13, 2019
with pre-conference
programming December 10

Join us at the
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