

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)  
**TITLE:** FY2021 SUPPORTING EQUITABLE DEVELOPMENT AND ENVIRONMENTAL JUSTICE IN BROWNFIELDS COMMUNITIES  
**ACTION:** Request for Applications (RFA)  
**RFP NO:** EPA-OLEM-OBLR-20-04

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

**DATE:** The closing date and time for receipt of applications is OCTOBER 21, 2020, 11:59 p.m. Eastern Time (ET). Applications must be submitted electronically through [www.grants.gov](http://www.grants.gov) by 11:59 p.m. ET on OCTOBER 21, 2020. Applications received after 11:59 p.m. ET on OCTOBER 21, 2020 will not be considered. Please refer to the [Due Date and Submission Instructions in Section IV.B.](#) and [Appendix 1](#) for further instructions.

**COVID-19 Update:** EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of EPA’s Solicitation Clauses available at <https://www.epa.gov/grants/epa-solicitation-clauses>.

**SUMMARY:** This notice announces the availability of funds and solicits applications from eligible entities, including nonprofit organizations, to provide technical assistance to communities on the integration of environmental justice and equitable development when developing solutions to brownfields cleanup and revitalization challenges.

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 application, please carefully review [Section IV.G.](#) of these guidelines.

**FUNDING/AWARDS:** EPA anticipates awarding one grant for an estimated \$600,000; subject to availability of funds, quality of applications received, and other applicable considerations. The award is anticipated to be funded incrementally on an annual basis over three 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. 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 the statute’s provisions governing the definition of ownership and its 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 mine-scarred land.

A critical part of [EPA’s Brownfields and Land Revitalization 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. The Program has a rich history rooted in a commitment to environmental justice and to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

As described in [Section V.A.](#) of this announcement, applications 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; experience in strong community engagement; a demonstration toward the 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 this solicitation will help communities, organizations, government agencies, nonprofits, and individuals tackle the challenge of cleaning up and revitalizing brownfield properties. For purposes of this grant, the general definition of technical assistance is provided below. This definition provides guidance for the types of activities the EPA is interested in supporting.

#### 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 in the subject area below. Applicants may propose additional or similar activities that achieve the objectives outlined below. Applicants that propose projects in a different subject area will not receive funding consideration. Applicants may only submit one application. Applicants may receive only one award under this competition. The EPA anticipates that one applicant 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 Help Communities Integrate Environmental Justice and Equitable Development Approaches into Brownfield Activities:

EPA is seeking to fund an eligible organization to provide direct technical assistance to brownfields communities nationwide who wish to develop clear and effective strategies that ensure low-income and minority residents participate in and directly benefit from brownfields revitalization in their communities. Technical assistance must include assistance on how to increase the capacity of communities (including community organizations, institutions and development corporations) to integrate environmental justice and equitable development approaches in their brownfield redevelopment plans.

Focus areas should include providing “how-to” advice on incorporating equitable development strategies, approaches, regulations and policies into brownfield assessment, cleanup, reuse planning and revitalization. Technical assistance activities should be designed to coach and train brownfields communities on a variety of innovative and effective community engagement approaches. Applicants should explain their approach for delivering technical assistance engagements with varying depths of involvement and timeframes (e.g., ranging from providing technical assistance over the phone using pre-prepared materials available online to intensive one-on-one technical assistance that results in a site visit and/or specific deliverable). In the event of social distancing or other restrictions as a result of COVID-19, applicants must provide a backup plan for delivering all in-person technical assistance activities. The goal of the technical assistance should be to encourage long-term community participation and build local capacity among residents, organizations, government agencies and institutions so they can lead efforts that advance equitable development and address environmental justice impacts as part of revitalization and reuse of brownfield sites. Special emphasis should be on equipping multigenerational members of low-income or minority communities to participate in and lead these efforts at the local or regional level.

Technical assistance activities should also integrate sustainability principles (e.g., minimize waste, recycle and reuse training materials) and support effective engagement across organizations with similar goals (e.g., helping local governments and one or more nonprofits work together to achieve equitable development outcomes at brownfields). This support includes advice to communities on how to measure and communicate progress in meeting equitable development and environmental justice goals to the affected community, how to communicate

success and value of these approaches to elected leaders and funders, and how to spur and maintain involvement of local leaders and residents.

To encourage communities' active implementation and progress towards incorporating equitable development at brownfields, the EPA encourages digestible, creative and highly visual guides or videos and judicious use of webinars. Guides/videos may be a product of technical assistance engagements or may be developed to assist in delivering technical assistance. Guides should include a variety of specific community engagement activities that focus on environmental justice and equitable development for brownfields. Guides should also include "how to" information and general cost approximations for equitable development/environmental justice strategies that will help a community, organization, government, or institution appropriately budget its time and resources. The successful applicant should collect examples and results of equitable development and environmental justice implementation strategies that support brownfields redevelopment, identify those that are most transferrable, and develop a visual library of approaches.

In addition, the successful applicant should also regularly communicate with EPA Regional Programs and other EPA Brownfields Technical Assistance Providers to coordinate its technical assistance activities. For example, the successful applicant may have semiannual calls with each EPA Regional Program, train other EPA Brownfields Technical Assistance Providers on specific effective tools and approaches developed, and/or lead an activity(ies) at workshops organized by EPA regional, state or other EPA technical assistance providers to increase the visibility and understanding of brownfields, environmental justice and equitable development. EPA Regional Programs may invite the successful applicant to attend workshops as appropriate (such as workshops for regional Brownfields Assessment, Cleanup and Multipurpose grantees) to discuss how to include environmental justice and equitable development-focused community engagement in grantee workplans and budgets.

## **I.B. Uses of Grant Funds**

Eligible uses of grant funds include direct costs necessary to provide brownfields 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 application 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 environmental cleanup; or
9. unallowable costs (e.g., lobbying) under 2 CFR Part 200, Subpart E.

**Administrative Costs.** Under CERCLA § 104(k)(5)(B), CARs and subrecipients may use up to 5% of the amount of federal funding for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. As required by 2 CFR § 200.403(d), the CAR and subrecipients must classify administrative costs as direct or indirect consistently and may not classify the same types of cost in both categories. Eligible cooperative agreement and subaward administrative costs subject to the 5% limitation include direct costs for:

- a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements for Cost Principles and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.
  - i. Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR § 200.308;
  - ii. Maintaining and operating financial management systems required under 2 CFR § 200.302;
  - iii. Preparing payment requests and handling payments under 2 CFR § 200.305;
  - iv. Financial reporting under 2 CFR § 200.327;
  - v. Non-federal audits required under 2 CFR Part 200, Subpart F; and
- b. Closeout under 2 CFR § 200.343 with the exception of preparing the recipient's final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

## **I.C. EPA Strategic Plan Linkage**

The activities to be funded under this announcement support [EPA's FY 2018-2022 Strategic Plan](#)<sup>1</sup>. Awards made under this announcement will support Goal 1 – A Cleaner, Healthier Environment, Objective 3 – Revitalize Land and Prevent Contamination of [EPA's Strategic Plan](#). All applications 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 agreements<sup>2</sup>. 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 application 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 grant awarded under these guidelines may include, but are not limited to, development and delivery of information, materials and technical assistance to brownfields stakeholders; and production, publication, and dissemination of equitable development and environmental justice research, tools and engagement activities as they pertain to brownfields redevelopment.

### **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: improved capacity of brownfields

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

<sup>2</sup> 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>.

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 minority communities 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 public, economic or other beneficial reuses of brownfields properties and to leverage resources in order to improve environmental conditions and human health.

### **I.E. Supporting Environmental Justice and Equitable Development**

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.<sup>3</sup>

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 healthy housing types across a range of incomes; access to fresh food; access to jobs and transportation; access to recreational opportunities; access to health care; community resiliency, 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); anti-displacement practices and policies; supportive local entrepreneurial activities; and adherence to equal lending opportunities.

Applicants should discuss and provide specific examples of how their proposed project will address environmental justice challenges in [Section IV.E](#).

## **SECTION II. – AWARD INFORMATION**

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<sup>3</sup> For more information please visit [www.epa.gov/environmentaljustice](http://www.epa.gov/environmentaljustice).



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

The estimated total funding available for this grant is approximately \$600,000. The EPA anticipates awarding one grant, subject to the availability of funds, quality of applications, and other applicable considerations. Cooperative agreements awarded will be funded incrementally on an annual basis. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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

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

The project period for this grant is up to three years. It is anticipated that the grantee will complete all deliverables under their award during the third year of its project to allow time for reporting accomplishments data and disseminating final reports as applicable.

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

This grant will be awarded in the form of a cooperative agreement. A cooperative agreement permits the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipient. 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 includes:

- 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 and concurring on project outputs for consistency with the EPA approved scope of work.

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

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

The following information indicates which entities are eligible to apply for this 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 Elyse Sutkus at EPA via email at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov))
- 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.)
- 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.
- Qualified community development entity as defined in section 45D(c)(1) of the Internal Revenue Code of 1986.
- Other Nonprofit organizations. (For purposes of this 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; 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.)

### **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 application. 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 application 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 submitted application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. 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 this grant. Threshold criteria are evaluated on a pass or fail basis. Only those applications 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 applications. The applicant's responses to the threshold criteria **must be included in the cover letter** submitted to EPA or the application will be rejected.

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

**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**

Applications must substantially conform to the outline and content detailed in [Section IV.C Content and Form of Application 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 Application Submission](#) will not be reviewed.

**4. Submission of Applications**

Applications must be submitted and successfully received electronically through [www.grants.gov](http://www.grants.gov) by the deadline of **OCTOBER 21, 2020**. Applications submitted after the submission deadline of **OCTOBER 21, 2020** will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues. An applicant's failure to timely submit their application through [www.grants.gov](http://www.grants.gov) because they did not timely or properly register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants are responsible for ensuring their application is submitted and accepted by [www.grants.gov](http://www.grants.gov) by the deadline. Additional instructions for submitting your application can be found in [Appendix 1](#). Applicants should confirm receipt of their application with **Elyse Sutkus at EPA at (202) 564-2858, or via email at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov)**, as soon as possible after the submission deadline if the applicant has concerns regarding [www.grants.gov](http://www.grants.gov) submission —failure to do so may result in your application not being reviewed.

## 5. **Backup Plan for COVID-19 Restrictions**

In the event that in-person activities are restricted as a result of COVID-19 (e.g. under quarantine situations, if social distancing is required in a community locale), applicants must include a backup plan for any in-person activities proposed as a part of their technical assistance project. A backup plan should include information such as how you will structure your technical assistance, what format(s) you propose to use (e.g. reducing meeting size, switching to an online format), how participants will have access to the meeting format, and what advisories you will follow regarding restrictions of in-person meetings (e.g. state, county or city government, etc.). Applications that do not propose a backup plan as a part of the Narrative/Ranking Criteria 2. Project Description will be rejected. When addressing this threshold criterion, indicate which page(s) of the application your backup plan for in-person activities can be found.

## **SECTION IV. – APPLICATION SUBMISSION INFORMATION**

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

A copy of these guidelines can be obtained from the [EPA Brownfields and Land Revitalization Program](#) website<sup>4</sup> or through [www.grants.gov](http://www.grants.gov).

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

Your organization's Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through [www.grants.gov](http://www.grants.gov). Applications must be received no later than 11:59 p.m. ET on **OCTOBER 21, 2020**. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov).

Applications received after 11:59 p.m. ET on **OCTOBER 21, 2020**, will not be considered for funding.

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

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

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

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

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

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

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

All pages exceeding the page limits described below will not be reviewed. Upon receipt, applications will be reviewed for substantial conformity with the format requirements and page limits listed below, per the threshold eligibility criteria in [Section III.C](#). All application materials, including support letters, must be submitted in English. Photos and graphics **will not be considered**. The Narrative and cover letter must be typed on letter-sized (8½ x 11 inch) paper, be single-spaced, and should use Times New Roman, Arial, or Calibri font, sized no smaller than 11 point, and have one (1)-inch margins. Attachments are limited to those identified below and are limited to one scanned image per page. Applicants are responsible for submitting a complete application, as described below, by the due date.

##### **1. Application Content**

All applications must substantially conform to the following outline and content (pages in excess of the stated page limitations will not be reviewed):

- The cover letter, **including responses to threshold eligibility criteria in [Section III.C](#)** (3-page limit, single-spaced) – See IV.C.2. below.
- The Narrative, which includes the responses to all **ranking** criteria (12-page limit, single-spaced) – See IV.C.3. below.
- Attachments (12-page limit, single-spaced) – See IV.C.4. below.
  - Milestones schedule
  - General letters of support from partners, including employers, as identified in your application
- Documentation of applicant eligibility, if applicable

Note: Documentation of nonprofit applicant eligibility must be included with the required attachments but does **NOT** count towards the attachments page limitation.

With submission through [www.grants.gov](http://www.grants.gov), applicants are required to submit the federal application materials listed below. **These materials do not count against the above-referenced page limits.** See [Appendix 1](#) for information on using grants.gov.

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Pre-award Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)

When completing the SF-424 form, applicants will be required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS number). Applicants can receive a DUNS number for FREE by calling 1-800-591-8534, or visiting the D&B website at <https://www.dnb.com/duns-number.html>.

#### **IV.D. Cover Letter**

The cover letter shall only address the information below and shall not exceed three, 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](#).

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 Technical Assistance Grant."
3. Reponses to Threshold Criteria:
  - a. Applicant Eligibility
  - b. Project Eligibility
  - c. Substantial Conformity
  - d. Submission of Application
  - e. Backup Plan for COVID-19 Restrictions
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/Ranking Criteria

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

The narrative must be clear, concise, and specifically address all 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.** Applications must provide sufficient detail to allow for an evaluation of the merits of the application. **Any criterion left unanswered may result in zero points given for that criterion.** Factual information about your proposed project and the communities you intend to serve must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Do not provide photos or extraneous materials.

##### 1. COMMUNITY NEED

This section of your application provides the context for your project. The needs defined in this section should provide the foundation for your proposed project, planned community involvement and partnerships, and the ways the program will ultimately benefit community residents and other stakeholders affected by brownfields.

###### a. **Community Description**

This section of your narrative should describe how the proposed project will benefit communities with demographic and environmental indicators of need and how those needs relate to current brownfield and other environmental challenges. Discuss how the project will increase the capacity of communities (including community organizations, institutions and development corporations) to integrate environmental justice and equitable development approaches in their brownfield redevelopment plans.

###### b. **Community Involvement**

This section of your narrative should describe how you have, and/or will, involve stakeholders, including residents, organizations, government agencies and institutions, in the development of the proposed project and support of the proposed project. Here you may reference any support letters included as attachments.

##### 2. PROJECT DESCRIPTION

This section of your application provides a description of your proposed project and the degree to which 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 application, but can be referenced here within the narrative.

###### b. **Project Impact**



Describe the following:

- Number and range of communities and brownfields stakeholders who will be supported nationally, including how you will ensure the fair distribution of assistance between urban and non-urban areas;
- The new and innovative aspects of the proposed project;
- How long-term community participation will be encouraged;
- Local capacity building, including how multigenerational members of low-income or minority communities will be involved;
- How the project will help organizations with similar goals effectively engage and collaborate;
- How the results of the project will be practically and meaningfully applied by or for brownfield stakeholders; and
- How the proposed project will be delivered, how your project will ensure the target audience will be reached, and how your project will meet target audience needs.

Note that for EPA to meet its statutory obligations to evaluate proposals using the criteria at CERCLA 104(k)(5)(C) the Agency intends to ensure that this technical assistance serves as a means to:

- Address/facilitate the identification and/or reduction of threats to the health and welfare of sensitive populations (e.g., children, pregnant women, minority or low-income communities), including threats in areas in which there is 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, or contaminants.
- Promote sustainable reuse of brownfields, subsequent use/reuse of existing infrastructure, energy efficiency or siting a facility that generates renewable energy on a brownfield, and prevention of future brownfields.
- Incorporate sustainable reuse themes that foster protection and restoration of a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes.
- Incorporate educational information to stimulate availability of other funds for environmental assessment or remediation, subsequent reuse, and/or economic development of an area in which one or more brownfield sites are located, including brownfields adjacent to a body of water or a federally designated flood plain.

**c. Project Sustainability**

Describe how your program will integrate sustainable and equitable development principles, such as innovative engagement that minimizes waste; recycling and reuse of training materials; use of existing infrastructure; purchasing or leasing more sustainable supplies, and services; or other practices that directly reduce water, materials, energy, or air impacts.

### 3. **PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**

This section of your application provides information on your organization's abilities to successfully complete the proposed project and manage the grant.

#### a. **Programmatic Capability**

Describe the organizational structure you will use to ensure the timely and successful expenditure of funds and complete 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 sub-awardees) 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 your organization'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 Technical Assistance Grant, please respond to **item i.** below.

If you have never received an EPA 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 Technical Assistance Grant

Identify and provide information regarding each of your current and most recent EPA 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 Technical Assistance 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 Technical Assistance 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 Technical Assistance 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 organization's 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 organization's 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.*)

#### **4. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

This section of your application provides specificity for how you will accomplish the project, including the various project components and expected costs. 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. (Refer to [I.B. Uses of Grant Funds.](#))

##### **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.

EPA anticipates outcomes from the project expected to be awarded under this announcement will include increasing the capacity of communities with environmental justice challenges (including community organizations, institutions, development corporations, and stakeholders) to:

- Increase the assessment, cleanup, and reuse of brownfields;
- Better inform and equip communities with capacity to effectively address and be involved in brownfields activities;
- Focus attention on the environmental and human health conditions in low income communities and socio-economically disadvantaged communities unable to draw on alternative sources of funding for assessment or cleanup of brownfields and their subsequent redevelopment.
- Improve community involvement, communication, and the development of partnerships among differing stakeholders;
- Enable communities to stimulate economic and other beneficial reuses of brownfields sites in order to improve environmental conditions and human health.

##### **c. Budget/Cost Estimates**

This section of your application 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 or estimated 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.

**Note:** Do not include tasks for activities or costs that are ineligible uses of funds. Administrative costs (direct costs for grant administration and indirect costs) may not exceed 5% of the total requested EPA funds. EPA considers costs for performance and financial reporting to be allowable programmatic costs that are not subject to the 5% limitation. Costs must be classified as direct or indirect consistently and applicants may not classify the same cost in both categories.

**Sample Format for Budget Table**

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
<b>Direct Costs</b>	Personnel					
	Fringe Benefits					
	Travel <sup>1</sup>					
	Equipment <sup>2</sup>					
	Supplies					
	Contractual					
	Other (include subawards) (specify)					
<b>Total Direct Costs<sup>3</sup></b>						
Indirect Costs <sup>3</sup>						
<b>Total Federal Funding</b> (not to exceed \$600,000)						
<b>Total Budget</b> (Total Direct Costs + Indirect Costs + Cost Share)						

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> 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.  
<sup>3</sup> Administrative costs (direct and/or indirect) cannot exceed 5% of the total EPA-requested funds.

**5. LEVERAGING**

This section of your application provides how you will leverage additional resources for your proposed project.

Describe your eligibility for funding from other sources.

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

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 Resources Table (Optional)**

Project Funding	Status of Resource: Anticipated/Confirmed	Project Tasks				Total
		Outreach	Instruction/Training	Program Management	Research	
[Resource 1]						
[Resource 2]						
[Resource 3]						
<b>Total Non-EPA Resources Leveraged:</b>						

**IV.F. Attachments**

The following documents should be included as attachments to the “Narrative.” Items 2-3 of the attachments to the narrative must not exceed twelve (12) 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.
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 application; **letters received separately or after the due date for application 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](http://www.grants.gov) (please note – do not submit this checklist with your application):

**Federal application materials**

- Materials required by [www.grants.gov](http://www.grants.gov) in [Appendix 1 \(Section B\)](#)

**Cover Letter (3-page limit, single-spaced)**

- Responses to all threshold eligibility criteria in [Section III.C](#)

**The Narrative (12-page limit, single-spaced)**

- Responses to all seven ranking criteria

**Attachments (12-page limit)**

- Documentation of applicant eligibility if other than city, county, state, or tribe *Note: This documentation will not count against page limitations.*
- Milestones Schedule
- General letters of support from partners and employers identified in your application

#### **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 application assistance and communications, can be found in the [EPA Solicitation Clauses](#)<sup>5</sup>. These and the other provisions in [EPA's Solicitation Clauses](#) are important and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically, please contact Elyse Sutkus at EPA via email at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov) to obtain the provisions.

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<sup>5</sup> EPA's *Solicitation Clauses* are available at [www.epa.gov/grants/epa-solicitation-clauses](http://www.epa.gov/grants/epa-solicitation-clauses).

## SECTION V. – APPLICATION REVIEW INFORMATION

### V.A. Evaluation Criteria

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

Applicants will be evaluated on the extent to which their application clearly responds to each criterion and the extent to which their application clearly demonstrates how the project will accomplish the objective(s) of each criterion.

<b>Criteria (Maximum Points per Criterion)</b>
<p style="text-align: center;"><b><u>1. COMMUNITY NEED (20 Points)</u></b></p> <p>Each application will be evaluated on the quality and extent to which it addresses the following:</p> <p><b>1.a. Community Description (10 points)</b></p> <p>The degree to which the proposed project will benefit communities with demographic and environmental indicators of need and the extent to which these needs relate to current brownfield and other environmental challenges, including how the project will increase the capacity of communities (including community organizations, institutions and development corporations) to integrate environmental justice and equitable development approaches in their brownfield redevelopment and/or reuse plans.</p> <p><b>1.b. Community Involvement (10 points)</b></p> <p>The degree to which the application demonstrates how the applicant has, and/or will, involve stakeholders, including residents, organizations, government agencies and institutions, in the development of the proposed project and support of the proposed project (as referenced in any support letters included as attachments) in relation to decision-making for cleanup and/or future use of a brownfield site.</p>
<p style="text-align: center;"><b><u>2. PROJECT DESCRIPTION (30 Points)</u></b></p> <p>Each application will be evaluated on the quality and extent to which it addresses the following:</p> <p><b>2.a. Project Description (14 points)</b></p> <p>The degree to which the project description provides a comprehensive, realistic and innovative approach for specifically addressing the following (as described in <a href="#">Section I.A</a>):</p>



- Providing technical assistance activities and guides that will effectively coach or train brownfields communities on a variety of innovative and interesting community engagement approaches (3 points);
- Providing reasonable and creative advice to a range of brownfields stakeholders on incorporating equitable development strategies, approaches, regulations and policies into brownfield projects and reuse plans (3 points);
- Identifying activity examples, results, and lessons learned that are most transferrable and can be shared in an effective manner via a visual library (3 points);
- Using effective visual guides or videos that demonstrate a variety of specific community engagement activities and “how to” information and cost estimates to help a community, organization, government, or institution appropriately budget time and resources (3 points); and
- Communicating effectively with EPA Regional Programs and other EPA Brownfields Technical Assistance Providers to coordinate technical assistance activities that further equitable development and environmental justice approaches at brownfield sites (2 points).

**2.b. Project Impact (14 points)**

The degree to which the proposed project clearly describes an effective approach for

- Clearly articulating program offerings to brownfield stakeholders (2 points);
- Supporting a range of communities nationally, including the fair distribution of assistance between urban and non-urban areas (2 points);
- Accommodating engagements with varying depths of involvement and timeframes (2 points);
- Incorporating new and innovative methods (2 points);
- Encouraging long-term community participation and local capacity building, including involvement of multigenerational members of low-income or minority communities (2 points);
- Supporting effective engagement and collaboration across organizations with similar goals (2 points); and,
- Applying the results of the project to various brownfield stakeholders in a practical and meaningful way (2 points).

**2.c. Project Sustainability (2 points)**

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

**3. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (20 Points)**

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

**3.a. Programmatic Capability (10 points)**

The degree to which the application demonstrates organizational (including partner and subgrantee) knowledge, staff experience, qualifications, knowledge, and resources (or the ability to obtain them); applicant’s experience working with brownfields stakeholders, including both governmental and non-governmental; 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).

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

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

3.b.i. Currently Has or Previously Received an EPA Technical Assistance Grant (10 points)

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

(1) Accomplishments (5 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 application submission.

(2) Compliance with Grant Requirements (5 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 Technical Assistance Grant(s) are committed to ongoing eligible grant activities or will support the tasks/activities described in this application.

For all closed EPA Technical Assistance 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 –

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

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

(1) Purpose and Accomplishments (5 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 (5 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 –

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

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

**4. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**  
**(25 Points)**

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

**4.a. Description of Tasks and Activities (10 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 equitable development and environmental justice needs of various brownfield stakeholders.

**4.b. Anticipated Outputs and Outcomes (5 points)**

The extent to which the application realistically describes how the project will lead to measurable long-term outcomes and short-term outputs, including qualitative or quantitative, environmental, social, or economic measures, what the measures are, and how measures will be evaluated throughout the life of the project. 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.

**4.c. Budget/Cost Estimates (10 points)**

The extent to which each cost is eligible, appropriate, reasonable, and realistic to achieve the project's objectives; the degree to which costs clearly correlate with the proposed tasks and activities; the degree to which the budget demonstrates the efficient and effective use of EPA funds; the degree to which the applicant's plan for managing the budget is reasonable, including how the applicant will manage the project within cost parameters; and, the degree to which the applicant's approach, procedures, and controls are adequate for ensuring that awarded grant funds will be expended in a timely and efficient manner. The degree to which the application provides appropriate details that clearly describe each task, how each cost in the budget table was developed, the basis for each estimated cost and the projected outputs.

### **5. LEVERAGING (5 Points)**

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

The extent to which the applicant is eligible for funding from other sources.

The degree to which the application demonstrates and how the applicant will coordinate and leverage the use of EPA funding with other Federal and/or non-Federal resources (i.e. resources from project partners, surrounding communities, businesses, etc.) to carry out the proposed project, including in-kind services or services leveraged through partner organizations.

The extent to which the application demonstrates resources are already committed for the proposed project, and if not, the likelihood that resources will be committed during the project, including sources and amounts.

The extent to which the application demonstrates how EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources.

*The EPA does not require that applicants use a match or cost share to receive points under this criterion for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their applications are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g., HUD's Community Development Block Grants).*

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

Timely submitted applications will initially be reviewed by the EPA Office of Brownfields and Land Revitalization to determine compliance with the applicable threshold criteria for Training, Research, and Technical Assistance Grants ([Section III.C.](#)). All applications that pass the threshold criteria review will be evaluated by national evaluation panels. The national evaluation panels will be comprised of EPA staff and potentially other federal agency representatives

chosen for their expertise in the range of activities associated with brownfield revitalization. Eligible applications will be evaluated based on the ranking criteria described in [Section V.A.](#) and a ranking list of applicants will be developed.

Applicants who have received prior grant funding may have their “Programmatic Capability” criterion evaluated by the EPA representative, or Project Officer, familiar with your organization. This evaluation will take into account the Project Officer’s experience, if any, with the applicant’s performance on grants managed by that respective EPA representative. When evaluating applicants under the programmatic capability criterion, the EPA will consider information supplied by the applicant and may consider information from other sources, including Agency files.

The Office of Brownfields and Land Revitalization (OBLR) will provide the list of ranked applicants to EPA’s Selection Official, who is responsible for further consideration of the applications and final selection of the grant recipient. Applications 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 applications for this solicitation. If you are unable to access these provisions electronically, please contact Elyse Sutkus at EPA via email at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov) 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 the successful applicant will be made via telephone, email, or postal mail in Fall 2020. 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 application is selected and is being recommended for award, is not an authorization to begin work. Applicants are cautioned that only an EPA 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 selected applicant 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 applicant 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. The selected applicant also will be required to submit progress reports in accordance with grant regulations found in 2 CFR § 200.328. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at [EPA Policies and Guidance for Grants](#).
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) 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.

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 Elyse Sutkus at EPA via email at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov). 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 applications for this solicitation. If you are unable to access these provisions electronically, please contact Elyse Sutkus at EPA via email at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov) to obtain the provisions.

## SECTION VII. – EPA CONTACT

**EPA Headquarters Contact:** Elyse Sutkus; 1200 Pennsylvania Ave. N.W.; Mail Code: 5105T; Washington, D.C. 20460. Phone: (202) 564-2858. E-mail: [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov)

### Appendix 1 Grants.gov Application Submission Instructions

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

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

#### **Mailing Address:**

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

#### **Courier Address:**

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

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

- Funding Opportunity Number (FON)
- Organization name and DUNS number
- Organization's contact information (email address and phone number)

- Explanation of how they lack the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of 1) limited Internet access or 2) no Internet access which prevents them from being able to upload the required application materials through [www.grants.gov](http://www.grants.gov).

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

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

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

## **B. Submission Instructions**

The electronic submission of your application must be made by the Authorized Organization Representative (AOR) of your institution who is registered with [www.grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance. For more information on the registration requirements that must be completed in order to submit an application through [www.grants.gov](http://www.grants.gov), go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with [www.grants.gov](http://www.grants.gov), please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a unique entity identifier (e.g.,



DUNS number) and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through [www.grants.gov](http://www.grants.gov) and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [www.grants.gov](http://www.grants.gov), [www.sam.gov](http://www.sam.gov), and DUNS number assignment is FREE.

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

To begin the application process under this grant announcement, go to [www.grants.gov](http://www.grants.gov) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through [www.grants.gov](http://www.grants.gov), you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

You may also be able to access the application package for this announcement by searching for the opportunity on [www.grants.gov](http://www.grants.gov). Go to [www.grants.gov](http://www.grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-OBLR-20-04**, or the CFDA number that applies to the announcement (**CFDA 66.818**), in the appropriate field and click the "Search" button.

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

**Application Submission Deadline:** Your organization's AOR must successfully submit your complete application package electronically to EPA through [www.grants.gov](http://www.grants.gov) **no later than OCTOBER 21, 2020, 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](http://www.grants.gov) application package that you downloaded using the instructions above.

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

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)

3. Preaward Compliance Review Report (EPA Form 4700-4)
4. EPA Key Contacts (Form 5700-54)
5. Narrative Information Sheet, the Narrative, and required attachments. See [Section IV.C.](#) for details on the required content and the associated page limits – use the Project Narrative Attachment form to submit the documents (as one file, if possible).

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

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from [www.grants.gov](http://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](http://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](http://www.grants.gov) system by EPA, the AOR should receive the following notification emails from [www.grants.gov](http://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](http://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](http://www.grants.gov)) within 30 days of the application deadline, please contact Elyse Sutkus at [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov). Failure to do so may result in your application not being reviewed.

### **C. Technical Issues with Submission**

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

**allow sufficient time to ensure that your application is submitted to [www.grants.gov](http://www.grants.gov) BEFORE the due date.** The [www.grants.gov](http://www.grants.gov) support desk operates 24 hours a day, seven days a week, except federal holidays.

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

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

3. Transmission difficulties: If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [www.grants.gov](http://www.grants.gov) by the deadline date and time, follow the guidance below. EPA will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Elyse Sutkus ([sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov)) with the FON in the subject line. If you are unable to email, contact Elyse Sutkus by phone at 202-564-2858. Be aware that EPA will only consider accepting applications that were unable to transmit due to [www.grants.gov](http://www.grants.gov) or relevant [www.sam.gov](http://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit timely because they did not properly or timely register in [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.
  - a. If you are experiencing problems resulting in an inability to upload the application to [www.grants.gov](http://www.grants.gov), it is essential to call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [www.grants.gov](http://www.grants.gov) representative by calling 606-545-5035. Be sure to obtain a case number from [www.grants.gov](http://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated to [www.grants.gov](http://www.grants.gov), such as extreme weather interfering with Internet access, contact Elyse Sutkus (202-564-2858).
  - b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [www.grants.gov](http://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to [sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov) prior to the application deadline. The email message must document the problem and include the [www.grants.gov](http://www.grants.gov) case number as well as the entire application in PDF format as an attachment.
  - c. [www.grants.gov](http://www.grants.gov) rejection of the application package: If a notification is received from [www.grants.gov](http://www.grants.gov) stating that the application has been rejected for reasons other than late submittal promptly send an email to Elyse Sutkus ([sutkus.elyse@epa.gov](mailto:sutkus.elyse@epa.gov))

with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by [www.grants.gov](http://www.grants.gov) and attach the entire application in PDF format.

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