

Technical Assistance to Brownfields (TAB) Communities FY 2021 Outreach Webinar Questions and Answers

On November 19th, 2020, EPA's Office of Brownfields & Land Revitalization held a webinar to assist applicants with preparing the Fiscal Year 2021 Technical Assistance to Brownfields Communities Grant applications. Below is a transcript of questions submitted by participants and EPA's response.

Webinar recording: <https://epawebconferencing.acms.com/pj28gclt6led/>

1. If the title of the person responsible for submitting the application does not have Executive Director as their official title, is some other designation ok?

Answer: Yes, another title is okay. What's most important is that the person who submits the application is officially designated as an AOR in grants.gov. Only the E-business point (as listed in sam.gov) can designate an AOR in grants.gov.

2. Regarding the graphics question in the FAQs. The answer says simple tables and org images will be permitted in letterhead/headers/footers are ok. Will an applicant be penalized if simple graphics related to text are included in body of narrative, within page limits?

Answer: Please use your best judgment when preparing your application on how you want to format the information within the 15-page limit.

3. In the FAQ's it mentioned graphics can be used. I see in the next steps it's been mentioned that photos and graphics should not be included. Can you clarify between what the FAQs listed and the slides?

Answer: It's a tip that we are offering to not include photos or graphics in the 15-page limit. however, that is not a pass/fail requirement that there are no graphics. Please use your best judgment on the best way to present your responses to the ranking criteria in your application.

4. Will commitment letters be required?

Answer: No, commitment letters are not required.

5. If support and partnering letters are not required, what type of documentation regarding leveraging is required?

Answer: We do not require documentation regarding leveraging. Leveraging commitments should be included in the Leveraged Resource Table (optional). Applicants may present the information in a narrative format if they choose.

6. Is it OK to include leveraging commitments from states and communities we will be working with who are EPA grantees?

Answer: The RFA does not require letters of commitment. As such, additional information not required will not be considered in EPA's evaluation.

7. Who is considered a "cooperative partner"? Can for-profit entities be listed partners?

Answer: A cooperative partner are entities who will be helping you perform the technical assistance to support communities. In order for the EPA selection panel to consider the qualifications of consultants named as "cooperative partners" the applicant must demonstrate in its application that the consultants have been selected in compliance with the competitive procurement procedures in 2 CFR Part 200. Our RFAs contain explicit language advising applicants of this requirement on pages X

8. On cooperative partners listed in the cover letter: should this include communities we will definitely be supporting (mentioned in the narrative) or will this be limited to entities helping to perform/deliver technical assistance?

Answer: Entities who will be helping you perform the technical assistance to support communities.

9. Can additional partners be added after award? How does that work with competition requirements?

Answer: Yes, depending on the relationship of the grant recipient and the new partner, the grant recipient may need to comply with the relevant grant regulations.

10. Can you reclarify who can apply? Does the applicant organization need to be a non-profit?

Answer: Who can apply is listed in section III of the RFA. The eligible applicant list is broader than non-profits. However, for-profit entities are not eligible to apply.

11. In section III, which does an academic institution fall under?

Answer: An academic institution may fall under the non-profit category. However, each applicant must properly designate themselves and provide the required documentation.

12. Because as a state flagship we are also considered government agency. So non-profit then?

Answer: States, local governments, and tribal governments (except AK) are eligible to apply for this solicitation

13. Not all communities have the luxury of having an EPA Brownfield Assessment Grant to pay for the REQUIRED Analysis of Brownfield Cleanup Alternatives (ABCA) for an EPA Cleanup Grant Proposal. With this in mind, it seems reasonable to have the TAB grantees be allowed to develop ABCAs as "Technical Assistance" to these communities. Will EPA allow TAB providers to develop ABCAs as part of their Cooperative Agreement?

Answer: The TAB providers may be able to assist a community in what should be considered in an ABCA.

14. Can you explain the review process? More specifically, considering Threshold is pass or fail, will this be reviewed by HQ only, Geographic Region only, or both? The same question applies to the narrative/ranking criteria. Will any sections be solely reviewed by HQ or the Regions (e.g., Past Performance)?

Answer: Threshold is pass/fail and will be completed nationally. Applications that pass threshold will be reviewed by EPA staff in both the regions and HQ.

15. Are there any sample applications to reference?

Answer: Unfortunately, we do not have any sample applications on our website to share. Applications submitted under a previous solicitation will require a FOIA request in order for EPA to release the file. Please visit [FOIAOnline](#) if you'd like to submit a request. Also, this RFA is only released every 5 years and sample applicants from 5 years ago may not be helpful to submit an application for this year's competition.