# FY2023 New Brownfields Training, Research, and Technical Assistance Grants Guidelines

## EPA Office of Brownfields and Land Revitalization

### December 8, 2022

# Welcome

- **Webinar Purpose**: Assist applicants with understanding the FY2023 New Brownfields Training, Research, and Technical Assistance Grant Guidelines

- **Disclaimer:** RFA Guidelines supersede any information provided in this presentation or by the presenters

- **Zoom Link:** https://usepa.zoomgov.com/j/1612525258

- **Q&A:** Submit questions via the "Q&A" box.

# Useful Links

- **Apply on Grants.gov**
  https://www.grants.gov/web/grants/view-opportunity.html?oppId=344534

- **See Brownfields Website for Application Resources and Topic Area Flyers**
  https://www.epa.gov/brownfields/fy2023-application-resources-brownfields-technical-assistance-ta

- **FY23 Guidelines and Grants.gov Tip Sheet:**
  https://www.epa.gov/system/files/documents/2022-09/Grants.gov%20Tip%20Sheet_Sep%202022.pdf

- **FY23 Frequently Asked Questions about Brownfields Training, Research, and Technical Assistance Grants**
  https://www.epa.gov/system/files/documents/2022-12/Fiscal%20Year%202023%20Frequently%20Asked%20Questions%20for%20Brownfields%20Training%2C%20Research%2C%20and%20Technical%20Assistance%20Grants%20.pdf

# Webinar Agenda

- General Information

- Overview of 5 Topic Areas

- Application Process
  - Submitting Your Application in Grants.gov
  - Application Content
    - Narrative Information Sheet/Threshold Criteria
    - Narrative/Ranking Criteria
    - Attachments

- Next Steps

- Questions

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# Meet the Presenters

# RFA Overview – Timeline

**Anticipated Timeline:**

- **February 14, 2023:** Application submission deadline
- **Spring 2023:** Selection announced
- **Summer 2023:** Workplan and grant paperwork finalized
- **Late summer 2023/early fall 2023**: Cooperative Agreements awarded/funds become available

**The submission due date will not change, however, other dates listed above are subject to change.**

# Overview of the 5 Topic Areas

**FUNDING/AWARDS:** Total funding available is approximately $4,000,000. Each research or technical assistance provider will carry out one of the following activities, applicants can apply for multiple opportunities:

1. Nation-wide technical assistance for Brownfields Revolving Loan Fund (RLF) grant recipients (RLF TA)
2. Nation-wide technical assistance to nonprofits seeking to reuse brownfields sites (Nonprofits TA)
3. Nation-wide technical assistance to local government leaders on developing and/or operating Brownfields programs within their jurisdictions  (Local Government TA)
4. Research, technical assistance, and related outreach on minimizing displacement resulting from brownfields assessment, cleanup and reuse (Anti-displacement research)
5. Research, technical assistance, and related outreach on land banking approaches for brownfields revitalization (Land banks research)

Period of Performance: 5 years for topics 1, 2, 3; 4 years for topics 4 and 5

Funds: $1,000,000 each for topics 1, 2, and 3; $500,000 for topics 4 and 5.

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# RLF TA

- *Funding:* up to $1,000,000 with a 5-year period of performance

- *Goals:*

  1. *Help communities that have not previously engaged* in brownfields projects to gain an understanding of requirements for managing a successful RLF program

  2. *Build capacity for existing RLF grant recipients*, so that they can better manage their RLF programs when the grant is open and in post-closeout (i.e., operating under a Closeout Agreement).

# RLF TA (continued)

- *Activities:*

  - Capacity building activities (including outreach, training, and sharing relevant information materials)

  - Peer networking

  - Direct technical assistance to prospective and existing Brownfields RLF grant recipients

# RLF TA (continued)

- ***Example activities may include:***
  - Provide technical assistance particularly in the areas of *marketing strategies* and *financial management*. Other example topic areas are:
    - How to begin building an RLF Program (e.g., short-term, mid-term, and long-term steps)
    - Site cleanup process overview and the grantee's role
    - How funds can be used under an open grant and under a Closeout Agreement
    - How to keep an RLF Program going after the Closeout Agreement is active

  - Provide training to enhance RLF capacity

  - Exchange ideas through peer-to-peer / community of practice

  - Facilitate meetings amongst RLF grantees and local meetings amongst brownfield stakeholders

  - Prepare fact sheets, templates, and webinars, and develop a toolbox of resources

# Nonprofits TA

- **Funding** *up to $1,000,000 with a 5-year period of performance*

- **Goal**:
  - Help nonprofits develop expertise and experience to lead brownfield revitalization projects in local communities. This includes building brownfields leadership capacity amongst nonprofits that are mission focused (e.g., faith-based or those focused on health, affordable housing, small business support, land conservation, the arts, history, sports, recreation, etc.) and nonprofit community development organizations.

- **Types of Activities** that can help nonprofits develop expertise and experience to lead brownfield revitalization projects in local communities may include:
  - Conducting research
  - Developing relevant information materials
  - Encouraging peer networking
  - Providing technical assistance directly to nonprofits

# Local Government TA

- ***Funding*** *up to $1,000,000 with a 5-year period of performance*

- ***Goal****:*
  - Build capacity amongst elected officials and staff by: educating them on how brownfields cleanup and reinvestment can help their community, and the resources available to support this work.

- ***Types of Activities*** that can help build capacity amongst elected and appointed local government officials and staff on how brownfields cleanup and reinvestment can help their community, and the resources available to support this work may include:
  - Conducting outreach efforts
  - Developing relevant informational materials
  - Encouraging peer networking
  - Providing technical assistance directly to local government leaders

# Anti-Displacement Research

- *Funding* up to $500,000 with a 4-year period of performance

- *Goal*:
  - Help communities to build practical knowledge, prepare for and direct changes sparked by brownfields assessment and cleanup activities to minimize displacement, maximize benefits to existing or indigenous community members, and provide other environmental and public health benefits to the existing community.

- *Types of Activities* that will help communities ensure brownfields redevelopment benefits existing communities without displacement may include:
  - Conducting research
  - Developing guides and roadmaps on best practices
  - Lessons learned
  - Effective strategies and model approaches
  - Promoting awareness of informational materials
  - Providing direct technical assistance to recipients of EPA brownfield resources to test and refine the usability of the materials developed

# Land Banks Research

- *Funding* up to $500,000 with a 4-year period of performance

- *Goal*:
  - Introduce communities to various brownfields and land banking approaches and expand community use of land banks as a tool for brownfields revitalization.

- *Types of Activities* that help communities understand land banking approaches for brownfields revitalization may include:
  - Conducting research
  - Developing guides on best practices
  - Lessons learned
  - Effective strategies and model approaches
  - Promoting awareness of informational materials
  - Providing direct technical assistance

# Questions & Progress Check

- General Information

- Overview of 5 Topic Areas

- **Application Process**
  - Submitting Your Application in Grants.gov
  - Application Content
    - Narrative Information Sheet/Threshold Criteria
    - Narrative/Ranking Criteria
    - Attachments

- Next Steps

- Questions

# Submitting Your Application Package

**Applications are due February 14, 2023, via Grants.gov**

**Grants.gov scheduled maintenance → EPA encourages applicants to apply before Feb 14**

**Grants.gov Tip Sheet**

**Grants.gov Resources for Applicants**

# Requirements to Submit an Application

| Requirement | Accept ✅ | Reject ❌ |
|---|---|---|
| Active **www.sam.gov** account through **February 14, 2022** | • The account is active and matches the applying entity's info | • Inactive/expired account <br> • Account is being updated, but is in "processing" status |
| Obtain a Unique Entity **Identifier (UEI)** generated in http://www.sam.gov/ | • The same UEI must be used on future applications | • Another organization's/ department's UEI is listed on the Standard Form 424 |
| Active **www.grants.gov** account | • Associated with same, correct UEI number | • Application is not submitted through Grants.gov solely due to an incomplete registration/inactive account |
| Submission by the **Authorized Organization Representative** (AOR) | • Designated in Grants.gov by the E-business POC (listed in sam.gov) <br> • Has a Grants.gov account <br> • Submits the application in Grants.gov | • Someone other than the designated AOR submits the application |

UEI replaced the DUNS requirement.

See more information at https://sam.gov/content/duns-uei

# Your www.grants.gov Application Package

**REQUIRED FORMS**

1. Application for Federal Assistance (SF-424)

2. Budget Information for Non-Construction
   Programs (SF-424 A)

3. Preaward Compliance Review Report
   (EPA Form 4700-4)

   [Guidance on how to complete this form is available at
   www.epa.gov/grants/tips-completing-epa-form-4700-4.]

4. EPA Key Contacts (Form 5700-54)

5. Project Narrative Attachment Form, as one file (if
   possible) include:
   - ✓ Narrative Information Sheet
   - ✓ Narrative (responses to ranking criteria)
   - ✓ Required Attachments

**OPTIONAL FORMS**

1. Grants.gov Lobbying Form – To be
   submitted by applicants requesting
   <u>more than</u> $100,000 of EPA grant
   funding.

2. Negotiated/Proposed Indirect Cost
   Rate Agreement – submit using the
   Project Narrative Attachment Form.

A workplan <u>is not required</u> at time of submission. Applicants that are selected
for funding will negotiate a workplan with EPA before the cooperative
agreement is awarded.

# Exceptions to Applying through Grants.gov

## Limited or No Access to Internet

- Must request a waiver at least 15 calendar days before the deadline
- EPA must approve the request
- See procedures in Appendix 1 of Guidelines

**Every effort must be made to complete all prerequisites in order to apply through www.grants.gov.**

## Operational Impacts Due to COVID-19

**Email** your request to Matt Wosje ([Wosje.matthew@epa.gov](mailto:Wosje.matthew@epa.gov)) by **February 14, 2023, at 11:59 PM ET**. Your request must include:

- an explanation of the COVID-19 related issue you are experiencing;
- the specific reason you are unable to submit the application through www.grants.gov; and
- **the complete application**.

**There's no guarantee EPA will approve the request.**

# The Application Has Been Submitted – Now What?

- After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from www.grants.gov.

- If the AOR did not receive notification emails or the application package did not transmit successfully, immediately **contact the www.grants.gov Help Desk** (open 24/7; except federal holidays) at 1-800-518-4726. **Make sure to get a case number.**

- Applications that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.

KEEP CALM AND CALL THE GRANTS.GOV HELP DESK!!

# Application Content

- Applications must conform to the following outline:
  - Narrative information sheet (3-page limit) (Section IV.D.)
  - Narrative (15-page limit) (Section IV.E.)
  - Attachments (Milestones schedule & eligibility documentation, if applicable) (Section IV.F.)
- Applications exceeding the page limit will not be reviewed
  - 8 ½ x 11 inches paper size
  - Use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size
- Application materials must be submitted in English
- Photos and graphics will not be considered

# **Application Content**
## Narrative information sheet

- Applicant Identification

- Funding Requested

- Project Contacts

- Project Period Length

- Cooperative Partners

- EPA's Plan to Release Copies of Applications

- Responses to Threshold Criteria

> ✓ **Place on official letterhead**
> ✓ **3-page limit**
> ✓ **Do <u>not</u> include a project summary/overview**

# **Application Content**
## Narrative information sheet

- Applicant Identification
  - Name and address of entity applying for funds
  - Include the applicant's Unique Entity Identifier (UEI) Number

- Funding Requested
  - Grant Type Indicate "Brownfields Training, Research, and Technical Assistance Grant"
  - Include the amount being requested
    - Must not exceed $1,000,000 for topics 1, 2, or 3
    - Must not exceed $500,000 for topic 4 or 5.

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# Application Content
## Narrative information sheet

- Contacts
  - Project Director → Name, phone/fax numbers, email, mailing address
  - Chief Executive → Name, phone/fax numbers, email, mailing address

- Cooperative Partners
  - Name, phone numbers, email, and mailing address

- Project Period
  - Must not exceed five (5) years for topic areas 1, 2 or 3; four (4) years for topics 4 or 5

# Application Content
## Narrative information sheet:
## Certifying Confidential Information

- EPA may post submitted applications on our website after the awards are announced in Spring 2023.

- EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.).

- On the Narrative Information Sheet…**Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if application does not have confidential, privileged, or sensitive information**.

- Information that is claimed as confidential, privileged, or sensitive will be redacted before release.

**Review Section IV.G. for more information**

# Application Content
## Narrative information sheet: Threshold Criteria

**Threshold criteria are evaluated on a pass/fail basis**

1. **Applicant Eligibility (Section III.A.)**
   - City, county, state, tribe, other general purpose unit of 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
   - Redevelopment agency
   - Indian tribe other than in Alaska.
   - Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community
   - Nonprofit organization
   - Limited liability corporation (all managing members or sole members are 501(c)(3) nonprofit organizations)
   - Limited liability partnership (all general partners or 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)

- For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility, such as nonprofit status, resolutions, or statutes.

**See the full list of eligible entities in Section III.A.**

Individual entities, for-profit organizations, and nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible to receive Brownfields Grants.

# Application Content
## Narrative information sheet: Threshold Criteria

**2. Project Eligibility**

- Acceptable per the parameters described in Section I.A. Project Description
- Nationwide in Scope

**3. Funding Requested**

- Not in excess of $1,000,000 for topics 1, 2, or 3
- Not in excess of $500,000 for topics 4 or 5.

**4. Substantial Conformity**

- Ensure that you have conformed with the formatting requirements set forth in Section IV.C.

**5. Submission of Applications**

- Applications must be submitted through www.grants.gov by 11:59 p.m. ET on February 14, 2023

# Application Content
## Narrative Information sheet: Threshold Criteria

Failing Threshold Criteria means your application will not move forward

# Questions & Progress Check

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    - **Narrative/Ranking Criteria**
    - Attachments

- Next Steps

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# **Application Content**
## Narrative/Ranking Criteria

- Application must have passed all Threshold Criteria to be ranked

- The Narrative Includes:
    - Responses to all 7 Ranking Criteria (100 Points Total)
        1. Project Description (40 Points)
        2. Organizational Knowledge/Experience/Expertise (20 Points)
        3. Past Performance (10 Points)
        4. Community Need (10 Points)
        5. Budget/Resources (10 Points)
        6. Performance Measurement: Anticipated Outcomes and Outputs (5 Points)
        7. Leveraging (5 Points)

- Applications that do not provide any response for a criterion may receive a score of 0.

- Clear, concise, and address all ranking criteria
    - Must include the criteria number and title

- Must not exceed 15 pages

# Application Content
## Narrative/Ranking Criteria

1. **Project Description (40 Points Total)**

i.   Current problem(s), and proposed solution(s). Include a summary of your overall project approach, benefits, and milestones as well as your strategy (10 points)

ii.  Support Brownfields communities nationwide, ensuring geographic variability. Include a description of how your project will (5 points):
   o   Ensure the fair distribution of assistance between urban and non-urban areas
   o   Promote community engagement and active involvement
   o   Employ the most effective and efficient methods of delivering technical assistance
   o   Ensure communities and organizations are aware of the availability of the project's technical support

iii. Promote capacity and build knowledge (5 points)

iv.  Identify and stimulate the availability of funds/ stimulate economic development (5 points)

# Application Content
## Narrative/Ranking Criteria

**1.    Project Description (40 Points Total)**

v.    Identification and reduction of threats (5 points):
  - Human health
  - The environment
  - Threats to the health or welfare of sensitive populations

vi.    Use or reuse of existing infrastructure, energy efficiency or siting a facility that generates renewable energy, create or preserve greenspace, or assist in other nonprofit reuses of brownfields (5 points)

vii.   Enable goals of the project effectively and efficiently (5 points)

# Application Content
## Narrative/Ranking Criteria

**2.  Organizational Knowledge/Experience/Expertise (20 Points)**

i.   Organization's knowledge, experience, and expertise relevant to topic area (10 points)

ii.  Helping communities and organizations address brownfield challenges (5 points)

iii. Organizational experience and plan (5 points)

# Application Content
## Narrative/Ranking Criteria

**3.   Past Performance (10 Points Total)**

- Two categories from which to choose:

a)   Applicants who currently have/previously received an EPA Technical Assistance Grant or other federal/non-federal assistance agreements

– OR –

b)   Applicants who have never received federal or non-federal assistance agreements

# Application Content
## Narrative/Ranking Criteria

3. **Past Performance (10 Points Total)**
   a) Applicants who currently have/previously received an EPA Technical Assistance Grant or other federal/non-federal assistance agreements(10 Points)
   i. Past performance in successfully completing and managing the assistance agreements (5 points)
   ii. History of meeting the reporting requirements, acceptable final technical reports, adequately and timely reported on progress towards achieving the expected output and outcomes under those agreements (5 points)

# Application Content
## Narrative/Ranking Criteria

## 3. Past Performance (10 Points Total)

b) Never Received Federal or Non-Federal Assistance Agreements (5 Points)

   i. Affirm that your organization has never received any type of federal or non-federal assistance agreements

- Will receive a neutral score

**Failure to indicate anything for this criterion may result in zero points**

# **Application Content**
## Narrative/Ranking Criteria

**4.   Community Need (10 Points Total)**

i.   How your proposed project will meet the needs of communities who are unable to draw on other sources of funding  (5 points)

ii.    How your proposed project will benefit communities with demographic and environmental indicators of need. (5 points)

# Application Content
## Narrative/Ranking Criteria

**5. Budget/Resources (10 Points)**

- Clearly stated, detailed, reasonable, and appropriate budget designed to achieve the project's objectives. Include cost estimates. Budget will also be evaluated based on effective use of the budget resources for the work to be performed (10 points)
  - Make sure your budget table adds up to the total requested amount of funding

See: https://www.epa.gov/grants/rain-2019-g02 for EPA guidance on preparing budgets

| Budget Categories | | Project Tasks ($) | | | | Total |
|---|---|---|---|---|---|---|
| | | (Task 1) | (Task 2) | (Task 3) | (Task 4) | |
| Direct Costs | Personnel | | | | | |
| | Fringe Benefits | | | | | |
| | Travel[1] | | | | | |
| | Equipment[2] | | | | | |
| | Supplies | | | | | |
| | Contractual | | | | | |
| | Other (include subawards and participant support costs) (specify) _____ | | | | | |
| Total Direct Costs[3] | | | | | | |
| Indirect Costs[3] | | | | | | |
| **Total Federal Funding** (not to exceed $1,000,000 for topics 1, 2, or 3; not to exceed $500,000 for topics 4 or 5) | | | | | | |
| **Total Budget** (Total Direct Costs + Indirect Costs + Cost Share, if any) | | | | | | |

**Sample Budget Table Format**

# Application Content
## Narrative/Ranking Criteria

6. **Performance Measurement: Anticipated Outcomes and Outputs (5 Points)**

- How the project will lead to measurable long-term outcomes and short-term outputs

- How the project will produce outputs and outcomes and how these measures will be evaluated throughout the life of the project

- When the project is or is not on schedule

- Approaches, procedures, and/or controls demonstrate the applicant's readiness to achieve the project goals and deliverables

# Application Content
## Narrative/Ranking Criteria

### 7. Leveraging (5 Points)

- How you will leverage additional funds/resources beyond EPA's grant funding and how these funds/resources will contribute to the success of your project
- Your eligibility for funding from other sources, availability of in-kind/partner commitments for the proposed project, whether any commitments have already been made and likelihood of commitments during the project

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

**Sample Leveraged Resources Table (Optional)**

# **Application Content**
## Attachments

1. Milestones Schedule
2. Documentation of Applicant Eligibility
- Limit attachments to required/relevant documents

# Next Steps

- Familiarize yourself with the FY2023 Guidelines
  - Begin compiling and organizing the required documentation

- Address all criteria
  - If a criterion does not apply, briefly explain why

- Quality over quantity
  - Too much information is not necessarily a good thing

- Do <u>not</u> include photos or graphics

- Contact EPA early with any questions
  - **EPA Headquarters Contact:**
    Matt Wosje
    (202) 564-2858
    wosje.matthew@epa.gov

- A **copy of today's presentation** is available on the Brownfields FY2023 Application Resources for Brownfields Technical Assistance (TA)at https://www.epa.gov/brownfields/fy2023-application-resources-brownfields-technical-assistance-ta

- The **recording of the presentation** and the **Q&A transcript**, will be available in the coming weeks. Please check the Brownfields FY2023 Application Resources for Brownfields Technical Assistance (TA) webpage for updates.

**Click Here to Join the Brownfields Program Listserv**

**BROWNFIELDS AND LAND REVITALIZATION**

Sign up to the Brownfields Listserv

When you sign up you will receive important updates and notifications from EPA's Office of Brownfields and Land Revitalization.

\* Email

\* First Name

\* Last Name

\* Company

Sign Up

# Thanks for Joining Us!!

# Questions?