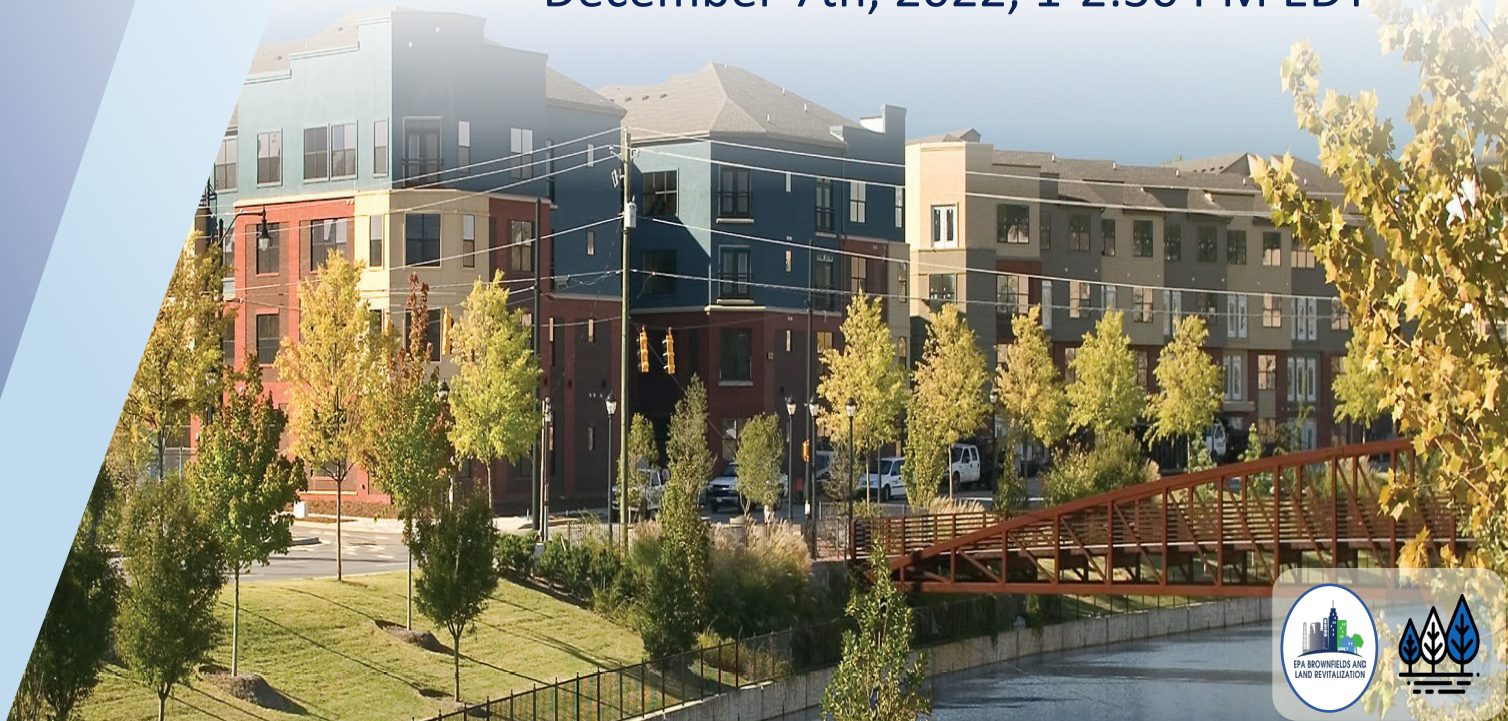


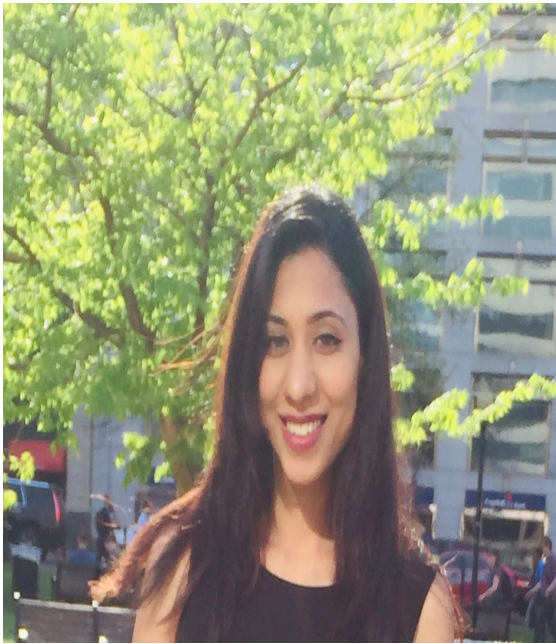
FY2023 Technical Assistance to Brownfields Communities (TAB) Grant Guidelines

U.S. EPA Office of Brownfields and Land Revitalization

December 7th, 2022, 1-2:30 PM EDT



Meet the Presenters



Sahar Rana



Cindy Nolan

Welcome

- **Webinar Purpose:** Assist applicants with understanding the FY2023 Technical Assistance to Brownfield Communities (TAB) Grant Guidelines
- **Disclaimer:** RFA supersedes any information provided in this presentation or by the presenters
- **Webinar Link:** Join via Zoom at: <https://usepa.zoomgov.com/j/160219003>
- **Q&A:** Submit questions via the “Ask Questions Here!” box



Useful Links

- Apply on Grants.gov

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=344532>

- See Brownfields Website for TAB flyers

<https://www.epa.gov/brownfields/fy2023-application-resources-brownfields-technical-assistance-ta>

Webinar Agenda

- Important Policy Changes
- RFA Overview
- Grant Application Process
 - Getting Started
 - Application Content
 - Cover Letter/Threshold Criteria
 - Narrative/Ranking Criteria
 - Attachments
- Next Steps
- Contact Info & Resources

Important Policy Change

With the increase in funding available to the EPA Brownfields Program under the Investment in Infrastructure and Jobs Law (IIJL) , EPA is making the following changes to our Technical Assistance to Brownfields Communities (TAB) Program beginning in FY 2023:

1. The maximum dollar value for the TAB Grant awards increased from \$1,000,000 to \$5,000,000. Eligible entities are now able to request up to \$5,000,000 over a 5-year period of performance for each geographical region that corresponds to EPA's 10 Region and \$3,000,000 for Nationwide Technical Assistance

Important Policy Change

2. Reasonable costs for stipends to enable community members to attend in-person meetings may be allowable with prior EPA approval. Please be sure to check the FY 2023 Grant Guidelines and [EPA Guidance on Participant Support Costs](#) for additional information on limitations on stipends and other participant support costs



Important Policy Change

3. Applicants that were selected for an FY 2021 TAB Grant **are eligible** to submit an application for the FY 2023 grant competition. There is no supplemental funding available for existing TAB Grant recipients. Any existing grant recipient interested in the larger grants must compete again





A **brownfield** is a property where the presence or potential presence of a hazardous substance, pollutant, or contaminant may complicate that property's expansion, redevelopment, and/or reuse.

RFA Overview – Description of Grant (Section I)

- Technical assistance to communities to help tackle the challenge of assessing, cleaning up and preparing brownfield sites for redevelopment, especially in underserved/rural/small and otherwise distressed communities
 - Provide advice and support, in the form of specialized knowledge, to a person or organization with the goal of guiding them through the brownfield assessment, cleanup and revitalization process or helping them understand complex brownfields-related subject matter
 - Varying levels of involvement and timeframes
- EPA anticipates making 11 awards
- Period of Performance: 5 years
- Funds: \$5,000,000 per award per region and \$3,000,000 nationwide award



RFA Overview- Use of Grants Funds

- Eligible uses of cooperative agreement 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
- **Funds cannot be used for the payment of (Section I.C.):**
 - Conducting site assessments or actual cleanups
 - Construction and land acquisition
 - Foreign travel
 - Direct costs for application preparation
 - A penalty or fine
 - A federal cost share requirement
 - Administrative cost (direct costs for grant administration and indirect costs) may not exceed 5% of the total requested EPA funds



RFA Overview – Timeline

Anticipated Timeline:

- **February 14, 2023:** Application submission deadline
- **Spring 2023:** Selection announced
- **Summer 2023:** Workplan and grant paperwork finalized
- **Summer 2023:** Grant awarded/funds become available

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

Questions & Progress Check

- RFA Overview
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Grant Process - Getting Started

- **Register in and learn how to submit an application via www.grants.gov.**
 - Review the [Applicant FAQs](#) on the www.grants.gov website
 - Review the [Grants.gov Tip Sheet](#)
- **Register in www.sam.gov now!**
 - Even if already registered in www.sam.gov make sure the account is active and will be active through the deadline
 - Accounts must renewed annually by the E-Business Point of Contact (E-Biz POC)
- **Use the correct UEI number for your organization/department.**
- **Ensure the Authorized Organization Representative (AOR) submits the application package.**
 - The AOR must be designated by the E-Business Point of Contact.
- **The UEI number and AOR must be from the entity that will receive the award, if selected for funding.**

Requirements to Submit an Application

Requirement	Accept 	Reject 
Active www.sam.gov account through February 14, 2023	The account is active and matches the applying entity's info	- Inactive/expired account - Account is being updated, but is in "processing" status
Obtain a Unique Entity Identifier (UEI) generated in 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) - Has a Grants.gov account - 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>

Grant Process - Getting Started

Your www.grants.gov Application Package

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts (Form 5700-54)
4. Pre-award Compliance Review Report (EPA Form 4700-4)
5. Project Narrative Attachment Form, as one file (if possible) include:
 - ✓ The Cover Letter/Narrative Information sheet – Includes responses to threshold criteria
 - ✓ Narrative (responses to ranking criteria)
 - ✓ Required Attachments



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

Operational Impacts Due to COVID-19

Email your request to Sahar Rana (rana.sahar@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**





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

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.



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Grant Process - Application Content

- Applications must conform to the following outline:
 - Cover Letter (3-page limit)
 - Narrative (15-page limit)
 - Attachments
 - Pages exceeding the page limit will not be reviewed
 - Single spaced, 8 ½ x 11 inches paper size, 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



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Grant Process - Application Content Cover Letter

- Applicant Identification
 - Name and address of entity applying for funds
 - Applicant's Unique Entity Identifier (UEI) number
- Grant Type
 - Indicate "Brownfields Technical Assistance Grant"
- Responses to Threshold Criteria
 1. Applicant Eligibility
 2. Project Eligibility
 3. Substantial Conformity
 4. Submission of Application



Grant Process - Application Content

Cover Letter

- **Location**
 - Provide your city, county, and state or reservation
- **Contacts**
 - Project Director → Name, phone/fax numbers, email, mailing address
 - Executive Director → Name, phone/fax numbers, email, mailing address
- **Cooperative partners**
 - Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any
- **Funding requested and Geographic Area**
 - Amount of funding requested and the geographic area (section I.B.) proposed to support



Grant Process - Application Content

Cover Letter: 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
 - Regional council
 - Redevelopment agency
 - Nonprofit organization
 - Alaska Native Regional Corporation, Alaska Native Village Corporation, and Metlakatla Indian Community
 - 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.



Grant Process - Application Content

Cover Letter: Threshold Criteria

2. Project Eligibility

- Proposed technical assistance project must be acceptable per the parameters described in Section I.A. Description of Grant

3. Substantial Conformity

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

4. Submission of Applications

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



Grant Process - Application Content

Cover Letter: Threshold Criteria

**Failing threshold criteria means your application
will not move forward**



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Grant Process - 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) - Section V.
 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)
- Clear, concise and address all ranking criteria
 - Must include the criteria number and title
- The Narrative must not exceed 15 pages

Grant Process - Application Content

Narrative: Ranking Criteria

1. Project Description (40 Points Total)

Explain your project goals, activities, and milestones that will provide the technical assistance described in Section I.A.

- The extent to which the “Narrative” clearly, concisely and realistically presents a statement of the problem, description of the proposed project goals, activities, benefits, and project milestones. (10 points)
- The types of technical assistance that will be provided to communities in the geographic area described in Section I.B. and the number (and geographic variability) of communities to be supported, The method by which the applicant will ensure the fair distribution of assistance between urban and non-urban areas and the outreach plan/strategy to ensure communities are aware of the availability of the technical support available will also be evaluated. (5 points)
- The extent the technical assistance will promote community engagement and active involvement in brownfields prioritization, assessment, cleanup and redevelopment decisions (including environmental justice, rural communities, and/or tribal groups). (5 points)



Grant Process - Application Content

Narrative: Ranking Criteria

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

- The extent to which the technical assistance to be provided will help identify and stimulate the availability of funds for assessment, cleanup and reuse or help to stimulate economic development in areas impacted by brownfield sites. (5 points)
- The extent to which the technical assistance will help facilitate the identification and reduction of threats to human health and the environment that may be associated with exposure to hazardous substances, pollutants, or contaminants, or how the technical assistance will facilitate the identification and reduction of threats to the health or welfare of children, pregnant women, minority or low income communities, or other sensitive populations. (5 points)
- The extent that the technical assistance will help facilitate the use or reuse of existing infrastructure, create or preserve greenspace, or assist in other non-profit reuses of brownfields. (5 points)



Grant Process - Application Content

Narrative: Ranking Criteria

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

- The extent to which the proposed plan and approach will effectively and efficiently perform the project, including the mechanisms that will be used to provide the technical assistance and the use of subawards or contractors, if any. Applicants will be evaluated more favorable if they include a reasonable and appropriate amount of subgrant and contract support and can clearly demonstrate how their approach will be an effective and efficient method to provide the technical assistance in the project. For example, the use of local staff to provide technical assistance. Applicants will be evaluated less favorably if the use of subawards or contracts does not contribute to the effective or efficient performance of the project or if the project consists of only holding general brownfields meetings or conferences. (5 points)

Grant Process - Application Content

Narrative: Ranking Criteria

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

- The applicant's organizational knowledge and experience in working with communities in the geographic area where technical assistance will be provided, engaging them in brownfield prioritization, assessment, cleanup and redevelopment issues, and delivering sound and effective technical assistance to such communities. (7 points)
- The applicant's experience and plan for timely and successfully achieving the objectives of the proposed project, including having the necessary partnerships, contacts, or established network in the targeted geographic area and the contingency plan to key personnel, as necessary. (5 points)
- The depth of staff expertise, qualifications, and knowledge in the 6 focus areas described in Section I.B., and the applicant's resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (8 points)



Grant Process - Application Content

Narrative: Ranking Criteria

3. Past Performance (10 Points Total)

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account their:

- Past performance in successfully completing and managing the assistance agreements identified in response to Section IV.E. of the announcement. (5 points)
- History of meeting the reporting requirements under the assistance agreements identified in response to Section IV.E of the announcement including whether the applicant submitted acceptable final technical reports under those agreements, and the extent to which the applicant adequately and timely reported on its progress towards achieving the expected outputs and outcomes under those agreements. If such progress was not being made, whether the applicant adequately reported why not will be considered. (5 points)



Grant Process - Application Content

Narrative: Ranking Criteria

4. Community Need (10 Points Total)

Under this criterion, applicants will be evaluated on the following:

- How the technical assistance program the applicant describes and plans to deliver will meet the needs of communities that are unable to draw on other sources of funding. (10 points)



Grant Process - Application Content

Narrative: Ranking Criteria

5. Budget/Resources (10 Points Total)

Under this criterion, the application will be evaluated on the extent to which:

- The budget is clearly stated, detailed, reasonable, and appropriate to achieve the project's objectives and includes cost estimates for each of the proposed project activities to be performed with the EPA funds. The applicant's budget will also be evaluated based on whether it describes an effective use of the budget resources for the work to be performed. (8 points)
- The applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (2 points)

Grant Process - Application Content

Narrative: Ranking Criteria

5. Budget/Resources (10 Points Total) continued...

- Describe tasks EPA funding will be used for, how costs were developed and outputs/deliverables as appropriate
- Explain how funds will be expended in a timely manner
- Make sure your budget table adds up to the total requested amount of funding

		Project Tasks (\$)			Total
		Task 1	Task 2	Task 3	
Direct Costs	Budget Categories				
	Personnel				
	Fringe Benefits				
	Travel ¹				
	Equipment ²				
	Supplies				
	Contractual				
	Other (include subawards) (specify)				
Total Direct Costs ³					
Indirect Costs ³					
Total Federal Funding (not to exceed \$5,000,000)					
Total Budget (Total Direct Costs + Indirect Costs + Cost Share)					

Sample Budget Table Format



Grant Process - Application Content

Narrative: Ranking Criteria

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

Under this criterion, EPA will evaluate 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 and 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. (5 points)

Grant Process - Application Content

Narrative: Ranking Criteria

7. Leveraging (5 Points Total)

- How the applicant will coordinate the use of the EPA funds with other Federal or non-Federal sources of funds from project partners, including other Federal agencies, foundations, non-profits, surrounding communities, or local businesses to leverage additional resources beyond the funds awarded to carry out the technical assistance project



Grant Process - Application Content

Narrative: Ranking Criteria

7. Leveraging (5 Points Total) continued...

- The applicant will be evaluated on the type and amount of leveraged resources, the likelihood of the resources materializing, the strength of the leveraging commitment, and the role that the leveraged funds/resources will play in the overall project. Applications with firm leveraged commitments or with leveraged commitments that will significantly enhance the technical assistance program will be evaluated more favorably. (5 points)

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

Sample Leveraged Resources Table (Optional)



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Grant Process - Application Content Attachments

Attachments are limited to the following

1. Documentation of Applicant Eligibility
2. Milestones Schedule - include a schedule indicating the start and completion dates of significant tasks under your program
3. Documentation/evidence of current non-profit status under Federal, state or tribal law, as applicable

*This documentation does NOT count against the page limit

No other attachments will be considered



Next Steps

- Familiarize yourself with the FY2023 Guidelines
 - ✓ Begin compiling and organizing the required documentation for your application package
- 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 not include photos or graphics
- Contact EPA early with any questions



Contacts & Resources

- **EPA Headquarters Contact:**

Sahar Rana

(202) 566-2916

Rana.sahar@epa.gov

- **FY23 Guidelines and Grants.gov Tip Sheet:**

<https://www.epa.gov/brownfields/fy2023-application-resources-brownfields-technical-assistance-ta>

- **Brownfields Website for General Information:**

www.epa.gov/brownfields





BROWNFIELDS 2023

SUSTAINABLE COMMUNITIES START HERE

DETROIT, MICHIGAN | AUGUST 7–11, 2023



Questions?

