



EPA REGION 2 BROWNFIELDS PROGRAM

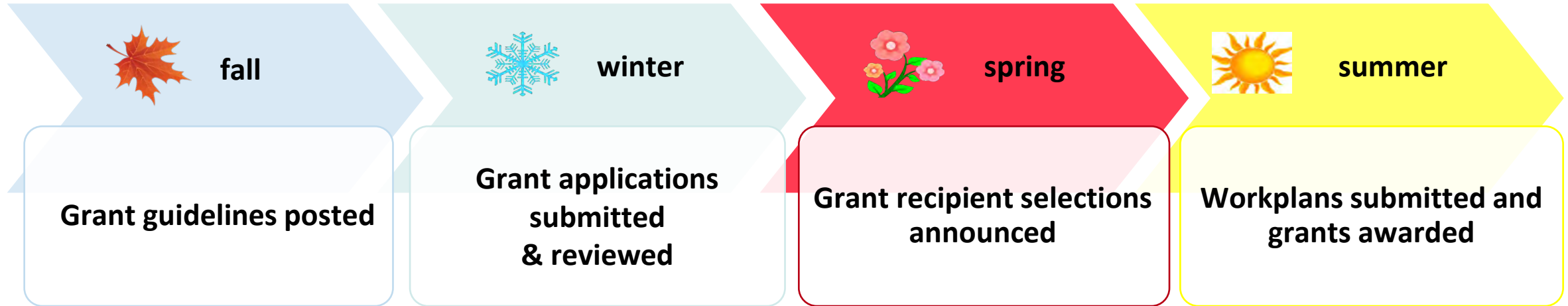
BROWNFIELD PROGRAM: APPLICATION OVERVIEW PROCESS



AGENDA

- **General Overview the Application Process**
- **General Overview of the Threshold Criteria**
- **Overview of the Ranking Criteria**
- **Useful links and Additional Resources**

ANTICIPATED FY25 COMPETITION TIMELINE



- ❖ **Fall 2024 (October-November): Application submission deadline**
- ❖ April – May 2025: Selections announced
- ❖ June – September 2025: Workplans and grant paperwork finalized
- ❖ September – October 2025: Grants awarded/funds become available

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

BROWNFIELDS PROGRAM GRANTS OFFERINGS IN FY24



Grant Type	Maximum Amount Per Grant	Project Period
Assessment Community-Wide	Up to \$500,000	4 years
Assessment Coalitions	Up to \$1,000,000	4 years
Assessment State/Tribal	Up to \$2,000,000	5 years
Cleanup Grants	Up to \$500,000	4 years
	Up to \$2,000,000	4 years
	Up to \$5,000,000	4 years
Multipurpose Grants	Up to \$1,000,000	5 years
Revolving Loan Funds	Up to \$1,000,000	5 years
Job Training Grants	Up to \$500,000	5 years

COMPLETED APPLICATION PACKAGE

REQUIRED FORMS

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs SF-424 A)
3. Preward Compliance Review Report (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-**Threshold section and State Letter**

OPTIONAL FORMS

1. Grants.gov Lobbying Form – To be submitted by applicants requesting more than \$100,000 of EPA grant funding
2. Negotiated/Proposed Indirect Cost Rate Agreement – submit using the Project Narrative Attachment Form

- A workplan is not required at time of submission. Applicants that are selected for funding will negotiate a workplan with EPA before the cooperative agreement is awarded.
- Sample forms are available on the [MARC Grant Application Resources](#) webpage.

GENERAL APPLICATION TIPS

- **FOLLOW DIRECTIONS (read the entire Guidelines).**
- **Decide what your story is and keep it consistent throughout your application.**
- **Make sure your project outcomes match community needs.**
- **Write as though the reader knows NOTHING about your community.**
- **Look at past successful applications.**
- **Be kind to your reviewers –minimize use of acronyms/technical/organizational jargon.**
- **Carefully review and include all the threshold criteria.**

GENERAL APPLICATION TIPS PART 2

- **Keep extraneous stuff out; it distracts from your story (No graphics or photos).**
- **Don't rely on past successes –keep the application forward-focused.**
- **Read and evaluate any proposal written by a consultant.**
- **Do not use hyperlinks other than for sourcing data.**
- **Address all criteria –if it doesn't apply, say so and explain why.**
- **Review associated grant FAQs.**
- **Write your proposal from the evaluation criteria section of the guidelines versus the ranking criteria.**
- **Use the outline provided in the guidelines.**



OVERVIEW OF THE THRESHOLD CRITERIA

THRESHOLD CRITERIA FOR ASSESSMENT AND MULTIPURPOSE

**ATTACH
RESPONSES TO
YOUR
APPLICATION**

Threshold Criteria			
Multipurpose	ASSESSMENT APPLICATIONS		
	Community-Wide	Coalitions	CWAGST
Applicant Eligibility			
Community Involvement			
Expenditure of Previous Assessment and Multipurpose Grant Funds			
Contractors and Named Subrecipients			
One Target Area		# of Non-lead Coalition Members and one Target Area per member	Three Target Areas and Five Priority Sites
Affirmation of Site Ownership			
Use of Grant Funds			
		Existing BF Grants to Non-lead Members	
		Coalition Agreement	

Threshold Criteria for Cleanup Grants

**No Cost Share
Requirement!**

1.	Applicant Eligibility
2.	Previously Awarded Cleanup Grants
3.	Expenditure of Existing Multipurpose Grant Funds
4.-7.	Site Ownership, Information, Status/History, and Site Definition
8.-9.	Environmental Assessments and Site Characterization
10.	Enforcement or Other Actions
11.	Property-specific Determination
12.	Criteria Related to CERCLA/Petroleum Liability
13.	Cleanup Authority and Oversight Structure
14.	Community Notification
15.	Contractors and Named Subrecipients

THRESHOLD CRITERIA FOR RLF APPLICATIONS

- A statement of applicant eligibility if a city, county, state, or tribe.
- Documentation of applicant eligibility.
- Demonstration of Previous RLF Grant Status.
- Description of RLF Boundaries.
- Description of cleanup oversight.
- Legal opinion establishing that the applicant has authority to:
 - (1) access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant; and
 - (2) (2) to make loans and accept payments of fees, interest, and principal.
- Discussion on contractors and named subrecipients; or an affirmative statement that a contractor or covered subrecipient has not been procured/named



AN OVERVIEW OF THE RANKING CRITERIA

HOW APPLICATIONS ARE SCORED

	Assessment Community- wide	Assessment Coalition	CWAGST	Cleanup	MP	RLF
1. Project Area Description and Plans For Revitalization	40 pts	45 pts	40 pts	55 pts	45	45
2. Community Need and Community Engagement	40 pts	40 pts	45 pts	40 pts	45	40
3. Task Description, Cost Estimates, & Measuring Success	45 pts	45 pts	45pts	55 pts	45	70
4. Programmatic Capability and Past Performance	35 pts	35 pts	35 pts	30 pts	35	40
Total	160 pts	165 pts	165 pts	180 pts	170 pts	195 pts

Reviewer Evaluation

- Each application is evaluated on the **quality** and **extent** to which it addresses each of the criterion.
- An applicant's response can earn points for being:
 - Good
 - Very Good
 - Outstanding
 - Poor
 - Marginal
 - Fair
- Each reviewer will identify the strengths and weaknesses of the applicant's response.



1. PROJECT AREA DESCRIPTION AND PLAN FOR REVITALIZATION OVERVIEW

PROJECT AREA DESCRIPTION AND PLAN FOR REVITALIZATION OVERVIEW

In this section the applicant describes:

- Geographic area and the target area.
- The brownfield issues and their impacts on the community.
- A description of the priority sites.
- How this grant fits into the community's revitalization plan.
- Anticipated outcomes and how the target area will benefit from reusing the brownfield sites.
- Strategy to leverage resources to reuse the brownfield sites.



TIPS AND RECOMMENDATIONS

Target Area and Brownfields

- Include background on the cultural and/or industrial history that establishes the brownfields challenges and their impacts.
- Show how the story you are telling connects to the brownfields sites in your target areas(s).

Priority Sites: Highlight one or more sites

- Is the site a priority because it poses a health risk, has good reuse potential, or is it an important future greenspace for the community? The reasons will be unique to a community.

Reuse Strategy, Alignment with Revitalization Plan

- Use quotes from existing plans or community priorities that are consistent with the proposed project is one way the applicant can demonstrate alignment.
 - If your plans are updated every 10 years, discuss this and look for any more recent, local plans.
-

TIPS AND RECOMMENDATIONS (PART 2)

Outcomes, Benefits or Reuse Strategy:

- The proposed project and/or revitalization plans must benefit a disadvantaged community: low income, high unemployment, distressed neighborhoods, food desert, etc...

Outcomes can be:

- ✓ # of jobs created
- ✓ funding leveraged through the economic reuse of sites
- ✓ the # of acres made ready for reuse
- ✓ % tax base increase
- ✓ better access to fresh food
- ✓ minimizing exposure to contamination

Non-economic benefits that recognize projects that facilitate the creation of, preservation of, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes **can be just as important** as those that have big economic benefits!

Strategy for Leveraging Resources

- Discuss your eligibility to obtain funds from other resources for project related costs.
 - Discuss any funding you are considering or already have secured.
-

PROJECT AREA DESCRIPTION AND PLAN FOR REVITALIZATION OVERVIEW

CLEANUP GRANTS

Describe the property(ies) targeted for cleanup, characterizing known contamination and site conditions (including structures), and relevant past and current land uses.

- Past and current land uses;
- the contaminants found at the site(s);
- Current site conditions (including structures); and
- Potentially related environmental issues.

Proposed Cleanup Plan, think about:

- The overall reuse vision for your target area(s);
- Your vision for the site(s) funded by this grant;
- The steps necessary to cleanup your site(s);
- Make sure the cleanup activities are reasonable and cleanup methods are appropriate for the proposed site(s); and
- Reviewers won't look at attached ABCA, make sure you include the details here.

MULTIPURPOSE

Priority Sites

- The extent to which there are a sufficient number of sites in the target area to address with the amount of funds requested.

Overall Plan for Revitalization:

- If revitalization plan already exist: Identify overall plan, indicate reuse strategy for at least one priority site, discuss how grant activities align with that plan and discuss how the plan aligns with and support local government land use or related community priorities.
- If revitalization plan doesn't exist: Discuss how the grant activities will result in an overall plan for revitalization of bf sites and site reuse strategy for the priority sites.



2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT OVERVIEW

COMMUNITY NEED AND COMMUNITY ENGAGEMENT OVERVIEW

In this section the applicant describes:

- How the grant/reuse will meet the needs of their small and/or low-income community that is otherwise unable to fund brownfield activities.
- How the grant/reuse will help populations in their target areas(s) that have health or welfare issues and a greater than normal incidence of disease or adverse health conditions.
- How this grant will advance environmental justice among the underserved communities in the target area and resident directly affected by the project.
- How the community and local project partners will be involved.
- A plan for communicating project progress.



TIPS AND RECOMMENDATIONS

Community Need for Funding

- Identify a small and/or low-income populations **in the same community(ies)** discussed in *Background and Description of Target Area*.
- Specifically discuss why brownfields funding is needed.
- Discuss projected outcomes that will benefit the same community(ies).
- Applicant are encouraged to use the Climate and Economic Justice Screening Tool (CEJST) to identify if priority sites are located within a disadvantage census tract.

Health or Welfare Issues

- Applicants are encouraged to use EJScreen and/or CEJST.
- Discuss populations in the **same** target area(s) previously identified.
- Support the discussion with cited data (or state why data are not available).

Incidence of Disease

- If the population doesn't suffer from greater than normal incidence of cancer, asthma or birth defect, will earn up to 2 points.

TIPS AND RECOMMENDATIONS

Environmental Justice

- Environmental justice issues may include existing sources of pollution (e.g., waste generators, incinerators, landfills, old abandoned buildings, congested highways) which overburden the residents within the target area.
- Clearly discuss the EJ challenges with specific examples of historic/ongoing negative environmental practices.

Project Involvement

- involve at least one relevant community-based organization or community .
- The number of partners is not important. Strong responses will identify partners that are relevant, diverse, and sufficient to achieve project benefits.

Incorporating Community Inputs

- Discuss why plan is/or will be effective and appropriate.
- Provide examples of previously successful approaches and why they worked.



3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS OVERVIEW

TASK, COSTS AND MEASURING PROGRESS

In this section the applicant describes:

- What tasks need to be accomplished and when.
- Who's involved and who's the lead in implementing those tasks.
- How the funding is being budgeted to pay for those tasks, and how the budget was developed.
- How progress will be tracked and measured.



TIPS AND RECOMMENDATIONS

Project Implementation

Include the most common major tasks:

- Task 1-Cooperative Agreement Oversight
- Task 2-Community Engagement
- Task 3–Phase I & Phase II Assessments
- Task 4-Cleanup Planning

How you will use any remaining funds beyond the assessment of the priority site(s).

Anticipated Project Schedule

- Include a timeline you will use to complete the activities you described under project implementation during period of performance.

Task/Activity Lead

- Stronger responses will show the applicant's role and involvement in all tasks/activities (whether lead or not).
 - The local health agency must be involved in health monitoring activities.
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TIPS AND RECOMMENDATIONS (PART 2)

Identified anticipated Outputs

- Quarterly Reports
- Site Inventories
- Phase I & Phase II Assessment Reports
- Site Cleanup Plans
- Community Meetings

Cost Estimates

- Make sure your budget table reflects the calculated costs and adds up.
- Strong responses will include the details on how costs were developed.

Measuring Environmental Results

- A reasonable plan to track, measure, and evaluate your project progress via: ACRES, Quarterly Reporting, Project Schedule
 - Discuss your system in place to monitor progress!
 - How project goals will be achieved in an efficient manner.
-

TASK, COSTS AND MEASURING PROGRESS CON'TD

Multipurpose Cleanup Cost Estimates –EXAMPLES

- **Site-Specific Cleanup Planning (belongs on Contractual line in budget):**
 - \$10,000 (finalize ABCA \$1,000; prepare Remedial Action Plan \$5,000; stormwater management design plans \$3,000; State fee for entering VCP \$1,000).
- **Cleanup Sites and related costs are unknown (example 1) (i.e., belongs on Other line in budget):**
 - **\$450,000:** Estimated cost to cleanup up to 3 priority sites at \$150,000 per site.
- **Cleanup Costs for known cleanup site (example 2):**
 - **Remediation Contractor for Site (known site) (i.e., belongs on Construction line in budget):**
\$479,800 (excavate/transport/disposal [\$404,600 = 1,700 tons @ ~\$238/ton avg]; dust/erosion controls [\$16,100]; air monitoring [\$21,000]; temporary fencing [\$1,600]; decontamination [\$13,000]; clean backfill [\$23,500 = 855cy x \$27.50/cy]).

NEW FOR MULTIPURPOSE GRANT APPLICATIONS

- To determine costs for the “Construction” budget line, apply the “principal purpose of the contract” test:
- If 50% or more of the estimated costs of the contract are for construction services, then the cost for the entire contract belongs on the “Construction” budget line.
- A contract on the construction budget line may still include costs (<50%) for non-construction services (e.g., confirmatory sampling, researching site history, etc.).
- Remediation activities that are construction services may include abatement of asbestos and lead-based paint, installation of concrete caps or other designed to limit migration of contamination, and excavation and removal of contaminated soils.

Multipurpose Multipurpose Grant Application BUDGET EXAMPLE 1

EXAMPLE 1:
Estimated
Cleanup
Costs for
KNOWN
Cleanup
Site(s)

Budget Categories	Project Tasks		Separate assessment, cleanup and planning activities		Administrative Costs	Total
	Program Management	Community Outreach	Assessment	Cleanup		
Personnel	\$35,000	\$3,000			\$15,000	\$53,000
Fringe Benefits						
Travel						
Equipment						
Supplies	\$10,000					\$10,000
Contractual		\$5,000	\$195,200			\$200,200
Construction (Cleanup contract)				\$479,800		\$479,800
Other (Cleanup budget)						
Other (subaward)		\$17,000				\$17,000
Other (participant support costs)		\$15,000				\$15,000
Total Direct	\$45,000	\$40,000	\$195,200	\$479,800	\$15,000	\$775,000
Total Indirect	\$0	\$0	\$0	\$0	\$25,000	\$25,000
Total Federal (Direct + Indirect)	\$45,000	\$40,000	\$195,200	\$479,800	\$40,000	\$800,000

No cost share requirement!

SAMPLE BUDGET

Cleanup Grant Application Budget EXAMPLE

No cost share requirement!

Label Tasks

Includes up to 5% for administrative costs

Budget Categories	Project Tasks					Total
	Program Management	Community Outreach	Cleanup Oversight	Cleanup	Administrative Costs	
Personnel	\$5,000	\$5,000			\$10,000	\$20,000
Fringe Benefits						
Travel						
Equipment						
Supplies	\$5,000					\$5,000
Contractual		\$5,000	\$50,000			\$55,000
Construction				\$400,000		\$400,000
Other (subaward)		\$5,000				\$5,000
Total Direct	\$10,000	\$15,000	\$50,000	\$400,000	\$10,000	\$485,000
Total Indirect	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Total Federal (Direct + Indirect)	\$10,000	\$15,000	\$50,000	\$400,000	\$25,000	\$500,000

If 50% or more of the estimated contract costs are for construction, then the cost for the entire contract belongs on the "Construction" budget line.

Must match SF-424 and SF-424A

Subawards belong on separate line in Other category

Can charge up to 5% of the total award amount for administrative costs (direct costs for grant administration + indirect costs). Costs must be classified as direct or indirect consistently and may not classify the same cost in both categories.

Assessment Grant Application

BUDGET EXAMPLE

Includes up to 5% for administrative costs

Community-wide
Coalition
States/Tribes

Budget Categories	Project Tasks						Total
	Program Management	Community Outreach	Phase I	Phase II	Cleanup Planning	Administrative Costs	
Personnel	\$38,000	\$5,000				\$8,000	\$51,000
Fringe Benefits	\$5,000						\$5,000
Travel	\$7,000						\$7,000
Equipment							
Supplies		\$2,000					\$2,000
Contractual		\$13,000	\$100,000	\$245,000	\$35,000		\$393,000
Construction							
Other (subaward)		\$20,000					\$20,000
Other (participant support costs)		\$10,000					\$10,000
Total Direct	\$50,000	\$50,000	\$100,000	\$245,000	\$35,000	\$8,000	\$488,000
Total Indirect	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
Total Federal (Direct + Indirect)	\$50,000	\$50,000	\$100,000	\$245,000	\$35,000	\$20,000	\$500,000

Label Tasks

Subawards and participant support costs belong on separate lines in Other category

Must match SF-424 and SF-424A

Can charge up to 5% of the total award amount for administrative costs (direct costs for grant administration + indirect costs). Costs must be classified as direct or indirect consistently and may not classify the same cost in both categories.

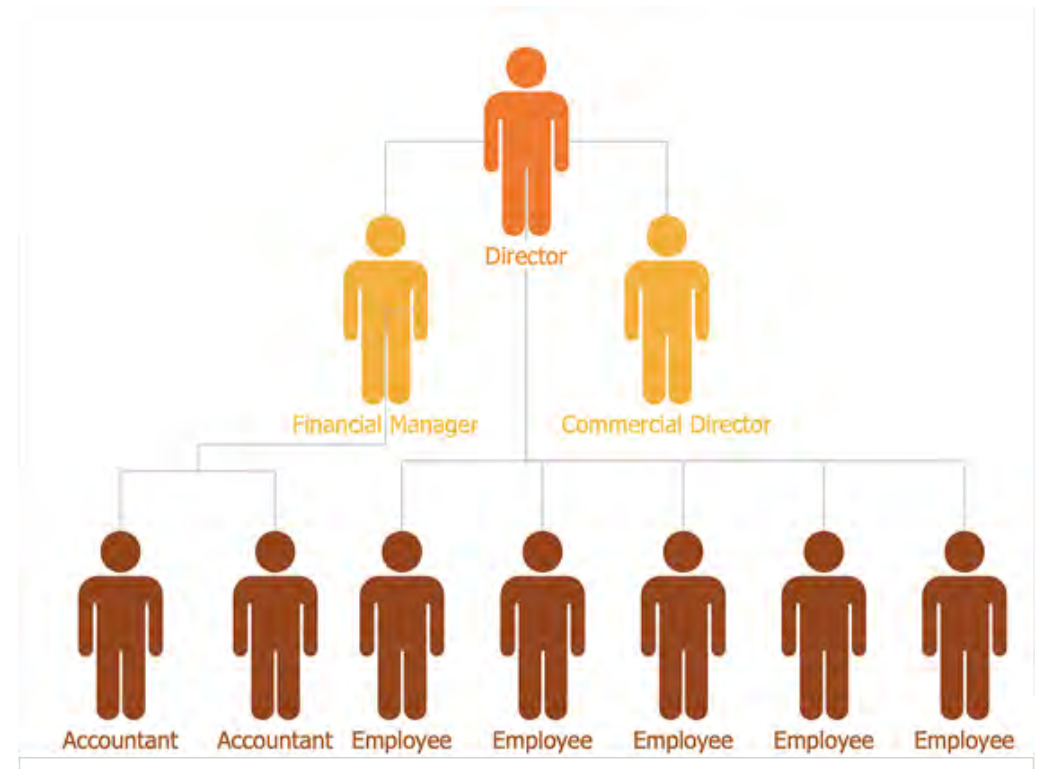


4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Programmatic Capability and Past Performance

In this section the applicant describes:

- Demonstrate ability to successfully manage the grant and produce the measurable results discussed in the application.
- Describe the organizational structure and key staff.
- Highlight past performance on Brownfield Grants, federal or non-federal grants.



Programmatic Capability and Past Performance

Programmatic Capability

- Explain your organization's capacity for carrying out and managing the programmatic, administrative, and financial requirements of the project and grant.
- Explain how your team will be structured to ensure the grant will be carried out successfully.

Key Staff

- Discuss key staff that will work together to successfully administer the grant.

Acquiring Additional Resources

- Discuss the system in place to acquire any additional expertise and resources.

Programmatic Capability and Past Performance

Applicant Past Performance & Accomplishments

Three categories from which to choose:

Applicants who currently have/previously received a Brownfields Grant

– OR –

**Applicants who have not received a Brownfields Grant but have received
other federal/non-federal assistance agreements**

– OR –

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

(This category applies if your organization recently received an assistance agreement but has not had an opportunity to demonstrate compliance with requirements.)

Programmatic Capability and Past Performance

Applicant Has Received An EPA Grant

Accomplishments

Describe (for your current/most recent but no more than three grants)

- Accomplishments (specific outputs and outcomes)
- Compliance with the workplan, schedule, and terms and conditions
- History of timely and acceptable reporting of deliverables, including ACRES!!
- Corrective action for past grant management issues.

For all open EPA Brownfields Grants, describe your plans to expend remaining funds.

For all closed EPA Brownfields Grants, indicate if any funds remained and briefly explain why.

Programmatic Capability and Past Performance

Applicant Has Not Received An EPA Grant, But Has Received Other Federal/State Grants

Describe (for your current/most recent but no more than three recent/relevant/similar grants **in terms of structure, community engagement and/or deliverables**):

- The awarding agency/organization, amount and purpose of funding
- Project accomplishments (specific outputs and outcomes) and measures of success
- Compliance with the workplan, schedule, and terms and conditions
- History of timely and acceptable reporting
- Corrective action for past grant management issues

Programmatic Capability and Past Performance

Applicant Has Never Received Federal/State Grants

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

- OR -

Discuss if your organization recently received an assistance agreement, but has not had an opportunity to demonstrate compliance with requirements



USEFUL LINKS AND ADDITIONAL RESOURCES



Planning Activities for Assessment or Multipurpose Grant

Useful Links:

- [Site Reuse Assessment \(PDF\)\(1 pg, 2 MB\)](#)
 - [Land Use Assessment \(PDF\)\(1 pg, 344 K\)](#)
 - [Market Study \(PDF\)\(1 pg, 608 K\)](#)
 - [Infrastructure Evaluation \(PDF\)\(1 pg, 359 K\)](#)
 - [Community Health Assessment \(PDF\)\(1 pg, 541 K\)](#)
 - [Site Disposition Strategy \(PDF\)\(1 pg, 830 K\)](#)
 - [Site Reuse Vision \(PDF\)\(1 pg, 498 K\)](#)
 - [Resource Roadmap \(PDF\)\(1 pg, 417 K\)](#)
 - [Evaluation of Market Viability \(PDF\)\(1 pg, 424 K\)](#)
-



Technical Assistance to Brownfields (TAB) Communities Providers

New Jersey Institute of Technology (NJIT)

Serves EPA Region 2

Colette Santasieri

973-642-4165, santasieri@njit.edu

Sean Vroom

973-596-6415, svroom@njit.edu

Cailyn L Bruno

973-596-5519, cailyn.l.bruno@njit.edu

Free Application Writing Resources: TABEZ



TABEZ: A Grant Writing Tool:

- Free tool to assist in preparing assessment cleanup and Multipurpose grant applications.
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links.
- Successful Applications:

<https://www.ksutab.org/resources>

Under “Tag” scroll down “list of successful applications”

Available Brownfields Recorded Webinars



The FY24 MAC National Guideline Outreach
Webinar Recordings:

<https://www.epa.gov/brownfields/marc-grant-application-resources>

EPA REGION 2 STAFF



Terry Wesley
Section Chief
Wesley.Terry@epa.gov
(212) 637-5027

Schenine Mitchell
Brownfields Coordinator
Mitchell.Schenine@epa.gov
(212) 637-3283

Ashita Patel
State & Tribal Coordinator
Patel.Ashita@epa.gov
(212) 637-4372

Patrick Peck
Revolving Loan Fund
Coordinator
Peck.Patrick@epa.gov
(212) 637-4421

Yocasta DeJesus
Outreach Coordinator
DeJesus.Yocasta@epa.gov
(212) 637-4340

Zolymar Luna
Caribbean Coordinator
Luna.Zolymar@epa.gov
(787) 977-5844

Ricardo Berrios-Perez
Integration Coordinator
Berrios-Perez.Ricardo@epa.gov
(212) 637-5033

Griztko Erickson
GIS Coordinator (NY & NJ)
Erickson.Griztko@epa.gov
(212) 637-4972

Sadira Robles
Land Revitalization Program
Coordinator
Robles.Sadira@epa.gov
(212) 637-4318

Jenny Tsolisos Brownfields
Project Officer
Tsolisos.Jenny@epa.gov
(212) 637-4349

Valerie Rivera-Nieves
GIS Coordinator (PR)
Riveranieves.Valerie@epa.gov
(787) 977-5827



QUESTIONS

