

FY13 Guidelines for Brownfields Cleanup Grants

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: FY13 Guidelines for Brownfields Cleanup Grants

ACTION: Request for Proposals

RFP NO: EPA-OSWER-OBLR-12-09

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.818

DATES: Proposals may be sent through the U.S. Postal Service, commercial delivery service, or electronically through www.grants.gov. Only one method should be used for the submission of the original, complete proposal package. Proposals sent through the U.S. Postal Service or via a commercial delivery service must be postmarked by November 19, 2012. Proposals sent electronically to grants.gov must be received by grants.gov by 11:59 p.m. Eastern Time on November 19, 2012. Please refer to Section IV.B, *Due Date and Mailing Instructions*, for further instructions.

SUMMARY: The Small Business Liability Relief and Brownfields Revitalization Act (“Brownfields Law”, P.L. 107-118) requires the U.S. Environmental Protection Agency (EPA) to publish guidance to assist applicants in preparing proposals for grants to assess and clean up brownfield sites. EPA’s Brownfields Program provides funds to empower states, communities, tribes, and nonprofits to prevent, inventory, assess, clean up, and reuse brownfield sites. EPA provides brownfields funding for three types of grants:

1. Brownfields Assessment Grants - provides funds to inventory, characterize, assess, and conduct planning (including cleanup planning) and community involvement related to brownfield sites.
2. Brownfields Revolving Loan Fund (RLF) Grants – provides funding for a grant recipient to capitalize a revolving fund and to make loans and provide subgrants to carry out cleanup activities at brownfield sites.
3. Brownfields Cleanup Grants - provides funds to carry out cleanup activities at a specific brownfield site owned by the applicant.

Under these guidelines, EPA is seeking proposals for **Cleanup Grants only**. If you are interested in requesting funding for Assessment or RLF funding, please refer to announcement EPA-OSWER-OBLR-12-07 (Assessment Grant

guidelines) or EPA-OSWER-OBLR-12-08 (RLF Grant guidelines) posted separately on www.grants.gov and www.epa.gov/brownfields.

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.

EPA urges applicants to review the Frequently Asked Questions which can be found at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

In addition, prior to naming a contractor or subawardee in your proposal please carefully review Section IV.E and F of these guidelines.

FUNDING/AWARDS: The total funding available under the national competitions for assessment, cleanup, and RLF grants is estimated at **\$60 million subject to the availability of funds and other applicable considerations**. EPA must expend 25 percent of the amount appropriated for brownfields grants on sites contaminated with petroleum. EPA anticipates awarding an estimated **219** grants among all three grant types. **Under this announcement, EPA anticipates awarding an estimated 73 cleanup grants for an estimated \$14 million.**

CONTENTS BY SECTION

SECTION I - FUNDING OPPORTUNITY DESCRIPTION	3
I.A. Description of Grant	4
I.B. Uses of Grant Funds.....	5
I.C. EPA Strategic Plan Linkage.....	6
I.D. Livability Principles.....	6
I.E. Measuring Environmental Results: Anticipated Outputs/Outcomes	8
SECTION II - AWARD INFORMATION.....	9
II.A. What is the amount of available funding?.....	9
II.B. What is the project period for awards resulting from this solicitation?.....	9
II.C. Substantial Involvement	9
SECTION III - APPLICANT AND SITE ELIGIBILITY INFORMATION.....	10
III.A. Who Can Apply?.....	10
III.B. Site Eligibility	10
III.C. Threshold Criteria for Cleanup Grants.....	14
1. Applicant Eligibility.....	14
2. Letter from the State or Tribal Environmental Authority	15
3. Site Eligibility and Property Ownership Eligibility	15
4. Cleanup Authority and Oversight Structure	20
5. Cost Share	21
6. Community Notification	22
SECTION IV - PROPOSAL SUBMISSION INFORMATION	23
IV.A. How to Obtain a Proposal Package.....	23
IV.B. Due Date and Mailing Instructions	24

IV.C. Content and Form of Proposal Submission.....	25
IV.D. Intergovernmental Review.....	27
IV.E. Use of Funds to Make Subawards, Contract Services, or Fund Partnerships	28
IV.F. Evaluation of Subawardees and Contractors.....	28
IV.G. Confidential Information	29
IV.H. Management Fees	29
IV.I. Additional Voluntary Cost Share/Leveraging (See Section III.C.5 on cost share)	29
SECTION V - PROPOSAL REVIEW INFORMATION	30
V.A. Review and Selection Process.....	30
V.B. Ranking Criteria for Cleanup Grants.....	30
1. Community Need [15 points].....	30
2. Project Description and Feasibility of Success [50 points]	31
3. Community Engagement and Partnerships [15 points]	35
4. Project Benefits [20 points]	36
V.C. Other Factors	37
V.D. Proposal Checklist for Cleanup Grants.....	39
SECTION VI - AWARD ADMINISTRATION INFORMATION	39
VI.A. Award Notices	39
VI.B. Administrative and National Policy Requirements.....	40
VI.C. Reporting Requirements	40
VI.D. Disputes	40
VI.E. Pre-Award Administrative Capability Review for Nonprofits	41
VI.F. Brownfields Programmatic Requirements	41
VI.G. Subaward and Executive Compensation Reporting.....	44
VI.H. Central Contractor Registration (CCR)/System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements.....	44
VI.I. Website References in Solicitations.....	44
VI.J. Unfair Competitive Advantage	45
VI.K. Use of Funds	45
VI.L. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations	45
SECTION VII – AGENCY CONTACTS	46
Appendix 1 Information on Sites Eligible for Brownfields Funding Under CERCLA §104(k) ...	47
Appendix 2 Grants.gov Proposal Submission Instructions	58
Appendix 3 Special Considerations Checklist.....	62

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

The Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or the Superfund law) was amended by the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law) to include section 104(k), which provides federal financial assistance for brownfields revitalization, including grants for assessment, cleanup, and RLF.

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 is mine-scarred land.

As described in Section V, proposals will be evaluated, among other factors, on the extent to which the applicant demonstrates: economic and environmental needs of the targeted communities; a vision for the reuse and redevelopment of brownfield sites and the capability to achieve that vision; reasonable and eligible tasks; partnerships and leveraged resources to complete the project; livability and sustainability principles and economic, environmental, health, and social benefits associated with the reuse and redevelopment of brownfield sites.

A critical part of EPA's assessment and cleanup efforts 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. EPA's Brownfields Program has a rich history rooted in environmental justice and is committed to helping communities revitalize brownfield properties, mitigate potential health risks, and restore economic vitality.

I.A. Description of Grant

Cleanup grants provide funding to carry out cleanup activities at specific brownfield sites owned by the applicant. An individual applicant can apply for up to \$200,000 per brownfield site and can submit up to three site-specific cleanup proposals. Applicants that exceed the maximum number of proposals allowable for cleanup grants will be contacted, prior to review of any of the proposals by EPA, to determine which proposals the applicant will withdraw from the competition. A separate proposal must be submitted for each site. An applicant may request up to \$200,000 to address hazardous substances and/or petroleum contamination at a specified site. An applicant requesting both hazardous substance and petroleum cleanup funding at the **same site** must submit one proposal, which cannot exceed \$200,000 total. If the hazardous substance and petroleum contaminated areas of the site are distinguishable the proposal must indicate the dollar amount of funding requested for each type of contamination and respond to both the hazardous substance and petroleum eligibility questions in Section III.C.3, including the requirement to provide a petroleum determination letter. If the petroleum and hazardous substances are not easily distinguishable, the applicant must indicate which contaminant is predominant and respond to the appropriate site eligibility criteria. (Contact your Regional Coordinator listed in Section VII for more information). Properties eligible for hazardous substance funding are those properties with the presence of hazardous substances, pollutants, contaminants and properties that are contaminated with controlled substances or that are mine-scarred lands. Proposals must indicate the dollar amount of funding requested for each type of contamination. The performance period is three years for cleanup grants. For a list of certain grant and programmatic requirements refer to Section VI.

An applicant **must be the sole owner of the site** that is the subject of its cleanup grant proposal and **must own the site by November 19, 2012** in order to be eligible to receive a cleanup grant. For the purposes of eligibility determinations in these guidelines only, the term "own" means fee simple title through a legal document, for example a recorded deed. EPA will find applicants that do not meet this requirement by November 19, 2012 ineligible. The grantee must maintain sole ownership of the site until the grant is closed out. Refer to threshold criterion Section III.C.1.b for additional information.

The Brownfields Law **requires applicants to provide a 20 percent cost share** for cleanup grants. For example, a \$200,000 cleanup grant will require a \$40,000 cost share. The cost share, which may be in the form of a contribution of money, labor, material, or services, must be for eligible and allowable costs under the grant and **cannot include administrative costs**, as described in the Brownfields Frequently Asked Questions (FAQ) at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf. Applicants may request a waiver of the 20 percent cost share requirement based on hardship. EPA will consider hardship waiver requests on a case-by-case basis and will approve such requests on a limited basis. Refer to threshold criterion Section III.C.5 for additional information.

Cleanup grant applicants must have an ASTM E1903-11 Phase II site assessment report or equivalent **site investigation report complete** that indicates a basic understanding of what contaminants need to be cleaned up on the site, even if further Phase II assessment work is required prior to proposal submission. Refer to threshold criteria Section III.C.3.e. for additional information.

For more information on a range of brownfields topics, please refer to the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf. If you do not have access to the Internet, you can contact your Regional Coordinator listed in Section VII.

I.B. Uses of Grant Funds

In addition to direct costs associated with the cleanup of a brownfield site, grant funds also may be used for the following activities:

1. Grant funds may be used for direct costs associated with programmatic management of the grant, such as required performance reporting, construction oversight, and environmental monitoring of cleanup work.

All costs charged to cleanup grants must be consistent with the applicable OMB Cost Circulars. The cost principles for universities and educational institutions are found at 2 CFR Part 220. The cost principles for governmental units are found at 2 CFR Part 225. The cost principles for nonprofit organizations are found at 2 CFR Part 230.

2. A **local government** (as defined in 40 CFR Part 31.3, *Local Government*) may use up to 10 percent of its grant funds for any of the following activities:
 - a. Health monitoring of populations exposed to hazardous substances, pollutants, or contaminants from the brownfield site;
 - b. Monitoring and enforcement of any institutional control used to prevent human exposure to any hazardous substance, pollutant, or contaminant from the brownfield site; and
 - c. Other related program development and implementation activities (e.g., writing local brownfields-related ordinances) to effectively oversee assessments and cleanups described in an EPA-approved work plan.

The term local government **does not include state or tribal governments** but may include, among others, public housing authorities, school districts, and councils of governments.

3. A portion of any brownfields grant or loan may be used to purchase insurance.

Grant funds cannot be used for the following activities:

1. Administrative costs, such as indirect costs of grant administration, with the exception of financial and performance reporting costs.
2. Proposal preparation costs.

See the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for additional information on ineligible grant activities and ineligible costs.

I.C. EPA Strategic Plan Linkage

EPA's Strategic Plan defines goals, objectives and sub-objectives for protecting human health and the environment. All three Brownfields grant types will support progress toward Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 3.1 (Promote Sustainable and Livable Communities). Specifically, these grants will help sustain, clean up and restore communities and the ecological systems that support them by providing funds to assess and clean up brownfield sites. EPA will negotiate work plans with recipients to collect information about the hazardous substances, pollutants and petroleum contaminants addressed and the amount of land made safe for communities' economic and ecological use.

(View EPA's Strategic Plan on the Internet at <http://www.epa.gov/planandbudget/strategicplan.html> and view EPA's Order 5700.7 at <http://www.epa.gov/ogd/grants/award/5700.7.pdf>)

I.D. Livability Principles

Link to the HUD-DOT-EPA Partnership for Sustainable Communities

EPA's Brownfields Assessment, Revolving Loan, and Cleanup (ARC) Program is being carried out under the Partnership for Sustainable Communities (PSC) among the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT), and EPA. The PSC was conceived to advance development patterns and infrastructure investment programs that achieve improved economic prosperity, healthy, environmentally sustainable, and opportunity-rich communities for all Americans, regardless of race or income. Recognizing the fundamental role that public investment plays in achieving these outcomes, the Administration charged three agencies whose programs impact the physical form of communities—HUD, DOT, and EPA—to coordinate and incorporate the Livability Principles into their policies and funding programs to the maximum degree possible. The Livability Principles can be found at www.sustainablecommunities.gov and include: (1) provide more transportation choices, (2) promote equitable, affordable housing, (3) increase economic competitiveness, (4) support

existing communities, (5) leverage federal investment, and (6) value communities and neighborhoods.

Linking BF Assessment, Revolving Loan Fund and Cleanup Approaches to Sustainable and Equitable Development Outcomes

Applicants should incorporate sustainable and equitable cleanup and reuse approaches into their proposed BF Assessment, Revolving Loan Fund, and Cleanup (BF ARC) project. The Agency may also consider how well an Applicant's proposed project is coordinated with HUD, DOT, EPA programs and programs available from other potential federal and non-federal partners. Sustainable and equitable approaches can ensure brownfields are cleaned up and reused in ways that:

- contribute to greener and healthier homes, buildings, and neighborhoods;
- mitigate environmental conditions through effective deconstruction and remediation strategies which address solid and hazardous waste, and improve air and water quality;
- improve access by residents to greenspace, recreational property, transit, schools, other nonprofit uses (e.g., libraries, health clinics, youth centers, etc.), and healthy and affordable food;
- improve employment and affordable housing opportunities for local residents;
- reduce toxicity, illegal dumping, and blighted vacant parcels; and
- retain residents who have historically lived within the area affected by brownfields.

Sustainable development practices facilitate environmentally-sensitive brownfields cleanup and redevelopment while also helping to make communities more attractive, economically stronger, and more socially diverse. While ensuring consistency with community-identified priorities, sustainable development approaches encourage brownfield site cleanup and reuse in ways that provide new jobs, commercial opportunities, open space amenities, and/or social services to an existing neighborhood. Brownfields site preparation strategies that prevent contaminant exposure through green building design, materials recycling, enable urban agricultural reuse, promote walkability to/around the site and contribute to community walkability, and on-site stormwater management through green infrastructure, among other approaches, can contribute to sustainable development outcomes.

Equitable development outcomes come about when intentional strategies are put in place to ensure that low-income and minority communities not only participate in, but benefit from, decisions that shape their neighborhoods and regions. There are many different approaches that promote equitable development, such as ensuring a mix of housing types across a range of incomes, access to fresh food, access to jobs, 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); supportive local entrepreneurial activities, and adherence to equal lending opportunities.

EPA encourages applicants to provide specific examples of how the or Cleanup project will work to remove economic, environmental and social barriers to make sustainable and equitable brownfields cleanup and reuse of the highest priority.

Under the Program Benefits ranking criterion in Section V, applicants will be evaluated on how their proposed BF ARC project will advance the livability principles discussed above. In addition, the project will be evaluated on the extent to which it will lead to sustainable and equitable development outcomes as discussed above.

I.E. Measuring Environmental Results: Anticipated Outputs/Outcomes

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes.

EPA must report on the success of its Brownfields Program through measurable outputs and outcomes, such as the number of sites cleaned up, number of jobs created and amount of funding leveraged. Applicants are required to describe how funding will help EPA achieve environmental outputs and outcomes in their responses to the ranking criteria (section V.B.2, *Project Description and Feasibility of Success*). **Outputs specific to each project will be identified as deliverables in the work plan negotiated after a grant is awarded.** Grantees 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 “output” refers to an environmental activity, effort, and/or associated work products 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 grants awarded under these guidelines are the cleanup of brownfield sites. Other outputs may include the number of community meetings held and/or the number of tanks pulled.
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 quantitative; and may not necessarily be achievable during the project period. Expected outcomes of brownfields grants include the number of jobs leveraged and other funding leveraged through the economic reuse of sites; the number of acres made ready for reuse or acres of greenspace created for communities; and whether the project will minimize exposure to hazardous substances.

SECTION II - AWARD INFORMATION

II.A. What is the amount of available funding?

The total estimated funding available under the national competitions for assessment, cleanup, and RLF grants is estimated at **\$60 million subject to the availability of funds and other applicable considerations**. Separate announcements are posted for the assessment and RLF competitions. EPA must expend 25 percent of the amount appropriated for brownfields grants on sites contaminated with petroleum. EPA anticipates awarding an estimated **219** grants among all three grant types. **Under this announcement, EPA anticipates awarding an estimated 73 cleanup grants for approximately \$14 million.** In addition, EPA reserves the right to award additional grants under this competition should additional funding become available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated.

In appropriate circumstances, EPA reserves the right to partially fund proposals 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 a proposal, will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, 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 cleanup grants is up to three years.

II.C. Substantial Involvement

The brownfield cleanup grant will be awarded in the form of a cooperative agreement. Cooperative agreements permit the EPA Project Officer to be substantially involved in overseeing the work performed by the selected recipients. 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 may include:

- close monitoring of the recipient's performance to verify the results
- collaborating during performance of the scope of work
- reviewing substantive terms of proposed contracts
- reviewing qualifications of key personnel (EPA will not select employees 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)
- reviewing sites as meeting applicable site eligibility criteria

SECTION III - APPLICANT AND SITE ELIGIBILITY INFORMATION

III.A. Who Can Apply?

The following information indicates what entities are eligible to apply for a cleanup grant:

- General Purpose Unit of Local Government. (For purposes of the brownfields grant program, EPA defines general purpose unit of local government as a “local government” as defined under 40 CFR Part 31.)
- Land Clearance Authority or other 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 your Brownfields Coordinator listed in Section VII.)
- 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). For more information, please refer to Brownfields FAQs at:http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.)
- Nonprofit organizations. (For the purposes of the brownfields 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 and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization.)

III.B. Site Eligibility

The following items provide important information related to determining if a brownfield site is eligible for funding. Refer to this section when responding to the Threshold Criteria in Section III.C.3. The information you submit will be used by EPA solely to make site eligibility determinations for Brownfields grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions.

1. Basic Site Definition

To be eligible for a grant, sites must meet the definition of a brownfield as described in Appendix 1.

The following types of properties are not eligible for brownfields funding:

- facilities listed (or proposed for listing) on the National Priorities List (NPL)
- facilities subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA and
- facilities that are subject to the jurisdiction, custody, or control of the United States government. (Note: Land held in trust by the United States government for an Indian tribe is eligible for brownfields funding.)

2. Property-Specific Determination for Eligibility

The following special classes of property require a “Property-Specific Determination” from EPA to be eligible for brownfields funding:

- properties subject to planned or ongoing removal actions under CERCLA
- properties with facilities that have been issued or entered into a unilateral administrative order, a court order, an administrative order on consent, or judicial consent decree or to which a permit has been issued by the United States or an authorized state under the Resource Conservation and Recovery Act (RCRA), the Federal Water Pollution Control Act (FWPCA), the Toxic Substances Control Act (TSCA), or the Safe Drinking Water Act (SDWA)
- properties with facilities subject to RCRA corrective action (§3004(u) or §3008(h)) to which a corrective action permit or order has been issued or modified to require the implementation of corrective measures
- properties that are land disposal units that have submitted a RCRA closure notification or that are subject to closure requirements specified in a closure plan or permit
- properties where there has been a release of PCBs and all or part of the property is subject to TSCA remediation
- properties that include facilities receiving monies for clean up from the Leaking Underground Storage Tank (LUST) trust fund (see Appendix 1, Section 1.5.6 for a definition of LUST Trust Fund sites)

EPA’s approval of Property-Specific Determinations will be based on whether or not awarding a grant will protect human health and the environment and either promote economic development or enable the property to be used for parks, greenways, and similar recreational or nonprofit purposes. Property-Specific Determination requests must be attached to your proposal and do not count in the 15-page limit for Narrative Proposals. (See Appendix 1, Section 1.5, for more information or contact your Regional Coordinator listed in Section VII if you think your site requires a Property-Specific Determination.)

Additionally, applicants eligible for brownfields grant funds cannot be liable for contamination on the site. Site eligibility related to liability is determined differently at sites contaminated with hazardous substances than for sites contaminated by petroleum or petroleum product.

3. Hazardous Substances, CERCLA Liability, and Demonstration of Bona Fide Prospective Purchaser.

Please see AAI Factsheet “EPA Brownfields Grants, CERCLA Liability and All Appropriate Inquiries,” for more information:
<http://www.epa.gov/brownfields/aai/index.htm>.

For sites contaminated by hazardous substances, persons, including government entities, who may be found liable for the contamination under CERCLA §107 (the Superfund law) are not eligible for grants. Liable parties may include all current owners and operators, former owners and operators of the site at the time of disposal of hazardous substances, and parties that arranged for, or contributed to, the disposal or treatment of hazardous substances on the site. Therefore, even owners who did not cause or contribute to the contamination may be held liable. To be eligible for a site-specific brownfields grant to address contamination at a brownfields property, eligible entities who fall within one of the categories of potentially liable parties must demonstrate that they meet one of the liability protections or defenses set forth in CERCLA by establishing that they are: (1) an innocent landowner; (2) a bona fide prospective purchaser (BFPP), (3) a contiguous property owner; or (4) local or state government entity that acquired the property involuntarily through bankruptcy, tax delinquency, or abandonment, or by exercising its power of eminent domain. To claim protection from liability as an innocent landowner, contiguous property owner, or bona fide prospective purchaser, property owners, including state and local governments, must conduct all appropriate inquiries prior to acquiring the property. (Please note that these requirements apply to all property acquisitions, including properties acquired by donation or title transfer at zero cost).

Because cleanup grantees must own the property for which they are seeking a grant – and because current owners of contaminated property are potentially liable under CERCLA – all applicants must demonstrate in their proposals that they are not a liable party by establishing that they meet the requirements of one of the liability protections or defenses set forth in CERCLA. For more information on these liability protections, please refer to the Brownfields Law, the April 2009 Fact Sheet entitled: “EPA Brownfields Grants, CERCLA Liability and All Appropriate Inquiries,” and the March 6, 2003, EPA guidance entitled *Interim Guidance Regarding Criteria Landowners Must Meet in Order to Qualify for Bona Fide Prospective Purchaser, Contiguous Property Owner, or Innocent Landowner Limitations on CERCLA* (“Common Elements”) (<http://www.epa.gov/compliance/resources/policies/cleanup/superfund/common-element-guide.pdf>). Applicants may also call the Regional Brownfields Coordinator listed in Section VII with questions about eligibility.

The most common liability protection asserted by applicants is the bona fide prospective purchaser protection (BFPP). Although the statute limits eligibility for BFPP liability protection to entities that purchase property after January 11, 2002, a brownfields grant applicant can take advantage of this protection, for grant purposes only, even if it acquired a site prior to January 11, 2002. Applicants must demonstrate that they complied with all the other BFPP requirements, including:

- All disposal of hazardous substances at the site occurred before the person acquired the site.
- The owner must not be liable in any way for contamination at the site or affiliated with a responsible party. Affiliations include familial, contractual, financial, or corporate relationships that are the result of a reorganization of a business entity with potential liability.
- For purposes of obtaining a CERCLA liability protection, the owner must have conducted all appropriate inquiries (AAI) prior to acquiring the property. AAI, typically met by conducting a Phase I environmental site assessment using the ASTM E1527-05 standard practice, must be conducted or updated within one year prior to the date the property is acquired (i.e., the date on which the entity takes title to the property). In addition, certain aspects of the AAI or Phase I site assessment must be updated, prior to property acquisition, if the activities were conducted more than six months prior to the date of acquisition. Please see the fact sheet “EPA Brownfields Grants, CERCLA Liability and All Appropriate Inquiries,” or EPA’s AAI Final Rule (70 FR 66070) (<http://www.epa.gov/brownfields/aai/index.htm>).
- The owner must take appropriate care regarding any hazardous substances found at the site, including preventing future releases and exposures to hazardous substances on the site.
- The owner must provide all legally required notices and cooperate with authorized response persons in the event of discovery or release of any hazardous substances at the site.
- The owner must comply with any land-use restrictions associated with response actions at the site.

4. Petroleum Site Eligibility

The Brownfields Law outlines specific criteria by which petroleum sites may be eligible for brownfields grant funding. In contrast to eligibility of hazardous substance sites, which is related to the applicant’s potential liability under CERCLA, petroleum site eligibility is not related to potential liability under the Resource Conservation and Recovery Act (RCRA), which governs petroleum site liability. Instead, Congress set forth specific criteria briefly described as follows: the site must be of “relatively low risk,” there can be no viable responsible party, the applicant cannot be potentially liable for cleaning up the site, and the site must not be subject to a RCRA corrective action order. If a party is identified as being responsible for the site and that party is financially viable, then the site is not eligible for brownfields grant funds (refer to Appendix 1, Section 1.3.2, for more information). Generally, petroleum site eligibility will be determined by EPA or the state, as appropriate. Where the state is unable to make the eligibility determination, EPA will make the determination. EPA will make the determination for tribes.

III.C. Threshold Criteria for Cleanup Grants

This section contains the threshold eligibility criteria that ensure applicants are eligible to receive cleanup grants. Threshold criteria are pass/fail. Threshold criteria include applicant eligibility and site eligibility. The information you submit will be used by EPA solely to make site eligibility determinations for Brownfields grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions. Only those proposals that pass all the threshold criteria will be evaluated against the ranking criteria in Section V.B of this announcement.

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination. Applicants must respond to the items listed below to ensure that they are eligible for funding.

Your responses to these items are required and **must** be included as an attachment to your Narrative Proposal and transmittal letter you submit to EPA. See Section IV.C for a complete list of required proposal content.

For purposes of the threshold eligibility review, EPA, if necessary, may seek clarification of applicant information and/or consider information from other sources, including EPA files.

Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement **or they will be rejected**. Pages in excess of the page limits described in Section IV.C for the narrative proposal and transmittal letter, and attachments not specifically required, will not be reviewed.

Proposals must be postmarked, or received at www.grants.gov, by November 19, 2012. Proposals postmarked or received at grants.gov after the proposal deadline will be considered late and will not be reviewed unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with grants.gov. Applicants should confirm receipt of their proposal with the appropriate Regional Brownfields Coordinator listed in Section VII as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed. **Facsimile or email delivery of proposals is not permitted and will not be considered.**

1. Applicant Eligibility

a. Eligible Entity

Applicants must demonstrate how they are an eligible entity for a cleanup grant. Refer to the description of applicant eligibility in Section III.A., *Who Can Apply*. For entities other than cities, counties, tribes, or states, please attach documentation of your eligibility (e.g., resolutions, statutes, etc.). **If you are a nonprofit organization, you must provide documentation, as an attachment to the proposal, indicating nonprofit status. Failure to do so may render your proposal ineligible for review.**

b. Site Ownership

To be eligible to receive a cleanup grant the applicant **must be the sole owner of the site** that is the subject of its cleanup grant proposal and **must own the site by November 19, 2012**. For the purposes of eligibility determinations in these guidelines only, the term “own” means fee simple title through a legal document, for example a recorded deed. EPA will find applicants that do not meet this requirement by November 19, 2012 ineligible. The grantee must maintain sole ownership of the site until the grant is closed out.

2. Letter from the State or Tribal Environmental Authority

For an applicant other than a state or tribal environmental authority, attach a **current** letter from the appropriate state or tribal environmental authority acknowledging that the applicant plans to conduct cleanup activities and is planning to apply for federal grant funds. Failure to submit this letter will result in the rejection of the proposal for further consideration. **Letters regarding proposals from prior years are not acceptable.** If you are applying for multiple types of grant program activities, you need to receive only one letter acknowledging the relevant grant activities. However, you must **provide a copy of this letter as an attachment to each proposal.** Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) are not acceptable. It is the applicant’s responsibility to provide advance notice to the appropriate state or tribal environmental authority to allow adequate time for you to obtain the acknowledgement letter and attach it to your proposal.

3. Site Eligibility and Property Ownership Eligibility

If the site is a hazardous substances site, please respond to items a–h.

If the site is a petroleum site, please respond to items a–e and i, including the requirement to provide a petroleum determination letter.

If the site is commingled hazardous substance and petroleum, the applicant must determine whether the predominant contaminant is petroleum or hazardous substances, and respond to the corresponding items (as noted above).

If applicants are applying for petroleum and hazardous substances funding at the same site, and the hazardous substance and petroleum contaminated areas of the site are distinguishable, the proposal must respond to items a – i, including the requirement to provide a petroleum determination letter.

Refer to III.B, *Site Eligibility*, when responding to this section.

Site Eligibility:

- a. **Basic Site Information.** Identify (a) the name of the site; (b) the address of the site, including zip code; (c) the current owner of the site; and (d) if you are not the current owner, the date you plan to acquire ownership of the site (required for cleanup grants).
- b. **Status and History of Contamination at the Site.** Identify (a) whether this site is contaminated by petroleum or hazardous substances; (b) the operational history and current use(s) of the site; (c) environmental concerns, if known, at the site; and (d) how the site became contaminated, and to the extent possible, describe the nature and extent of the contamination.
- c. **Sites Ineligible for Funding.** Affirm that the site is (a) not listed or proposed for listing on the National Priorities List; (b) not subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA; and (c) not subject to the jurisdiction, custody, or control of the United States government. (Note: Land held in trust by the United States government for an Indian tribe is eligible for brownfields funding.) Please refer to CERCLA §§ 101(39)(B)(ii), (iii), and (vii) and Appendix 1.
- d. **Sites Requiring a Property-Specific Determination.** Certain types of sites require a property-specific determination in order to be eligible for funding. Please refer to Appendix 1, Section 1.5, to determine whether your site requires a property-specific determination. If your site requires a property-specific determination, then you must attach the information requested in the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.
- e. **Environmental Assessment Required for Cleanup Proposals.** A written ASTM E1903-11 or equivalent Phase II site assessment report (a draft report is sufficient) must be completed prior to proposal submission. Equivalent reports would include site investigations or remedial action plans developed for a state cleanup program or Office of Surface Mining surveys for mine-scarred lands. Describe the type of environmental assessments conducted at your proposed site (do not attach assessment reports). Provide the date of the Phase II or equivalent report. Contact your Regional Coordinator listed in Section VII if you have questions.

Property Ownership Eligibility:

EPA grant funding may not be used to pay for response costs at a brownfield site for which the recipient of the grant is potentially liable under CERCLA §107. The following items are intended to help EPA ensure that you are not liable under CERCLA for response costs at the site designated in your proposal, or determine, if necessary, that your site is eligible for funding as a petroleum site. **Please respond to the following items fully and in the order that they appear** (note that based on your responses, EPA may need to obtain additional information to make this determination).

- f. **CERCLA §107 Liability.** Affirm that you are not potentially liable for contamination at the site under CERCLA §107 (e.g., as a current owner or operator of a facility, an owner or operator of a facility at the time of disposal of a hazardous substance, a party that arranged for the treatment or disposal of hazardous substances, or a party that accepted hazardous substances for transport to disposal or treatment facilities at the site) by establishing that you are eligible for one of the CERCLA liability protections or defenses (see Section III.B.3) **and explain why.**¹ *Please note that brownfields grant applicants that otherwise meet the requirements for a bona fide prospective purchaser, except for having acquired the property prior to January 11, 2002, may still be eligible for brownfields grants. For further information, please see FAQs on All Appropriate Inquiry for more information at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.*
- g. **Enforcement or Other Actions.** Identify known ongoing or anticipated environmental enforcement or other actions related to the brownfield site for which funding is sought. Describe any inquiries or orders from federal, state, or local government entities that the applicant is aware of regarding the responsibility of any party (including the applicant) for the contamination or hazardous substances at the site, including any liens. The information provided in this section may be verified, and EPA may conduct an independent review of information related to the applicant's responsibility for the contamination or hazardous substances at the site.
- h. **Information on Liability and Defenses/Protections.**
- i) **Information on the Property Acquisition.** To save space, you may combine responses to the following into one response, though please be sure to answer each item fully. Describe:
- how you acquired or will acquire ownership (e.g., by negotiated purchase from a private individual, by purchase or transfer from another governmental unit, by foreclosure of real property taxes, by eminent domain, or other (describe))
 - the date you acquired the property
 - the nature of your ownership (fee simple) (note that you must have sole ownership of the site to be eligible for funding)
 - the name and identity of the party from whom you acquired ownership (i.e., the transferor) and
 - all familial, contractual, corporate, or financial relationships or affiliations you have or had with all prior owners or operators (or other potentially responsible parties) of the property (including the person or entity from which you acquired the property)

¹ Because current owners of sites are potentially liable under CERCLA, cleanup grant applicants who own the site must be able to meet the requirements of one of the CERCLA landowner liability protections, such as the bona fide prospective purchaser provision (CERCLA §107(r)), the innocent landowner defense (CERCLA §107(b)(3) and 101(35)(A)), or the exclusion for state or local governments that involuntarily acquire property (CERCLA §101(20)(D)).

- ii) Timing and/or Contribution Toward Hazardous Substances Disposal. Identify whether all disposal of hazardous substances at the site occurred before you acquired the property and whether you caused or contributed to any release of hazardous substances at the site. Affirm that you have not, at any time, arranged for the disposal of hazardous substances at the site or transported hazardous substances to the site.
- iii) Pre-Purchase Inquiry. Describe any inquiry by you or others into the previous ownership, uses of the property, and environmental conditions conducted prior to taking ownership. Please include in your description:
- The types of site assessments performed (e.g., ASTM Phase I), the dates of each assessment, and the entity for which they were performed (state whether the assessment was performed specifically for you, or if not, the name of the party that had the assessment performed and that party's relationship to you). Please note that to be eligible for a brownfields grant, parties who may be potentially liable under CERCLA (which includes current owners of the property) must demonstrate they are not liable for contamination at the property. In most cases, this demonstration must include evidence that an AAI investigation or Phase I Environmental Site Assessment in compliance with ASTM E1527-05 (or ASTM E2247-08) was conducted prior to property acquisition.
 - Who performed the AAI investigation or Phase I environmental site assessments and identify his/her qualifications to perform such work.
 - If your original AAI investigation or Phase I environmental site assessment was conducted more than 180 days prior to the date you acquired the property, affirm that you conducted the appropriate updates in the original assessment within 180 days prior to your acquisition of the property in order to take advantage of the bona fide prospective purchaser, innocent landowner, or contiguous property owner provision.
- iv) Post-Acquisition Uses. Describe all uses to which the property has been put since you acquired ownership through the present, including any uses by persons or entities other than you. Please provide a timeline with the names of all current and prior users during the time of your ownership; the dates of all uses; the details of each use, including the rights or other reason pursuant to which the use was claimed or taken (e.g., lease, license, trespass); and your relationship to the current and prior users.
- v) Continuing Obligations.² Describe **in detail** the specific appropriate care that you exercised with respect to hazardous substances found at the site by taking **reasonable steps**³ to:

² Applicants that own contaminated land should be aware that some CERCLA liability protections require that the site owner meet certain continuing obligations. For example, grantees must comply with land-use restrictions and institutional controls; take reasonable steps with respect to the hazardous substances on the property; cooperate with, assist, and allow access to authorized representatives; and comply with

- Stop any continuing releases;
- Prevent any threatened future release; and
- Prevent or limit exposure to any previously released hazardous substance.

Please confirm your commitment to:

- Comply with all land-use restrictions and institutional controls;
- Assist and cooperate with those performing the cleanup and provide access to the property;
- Comply with all information requests and administrative subpoenas that have or may be issued in connection with the property; and
- Provide all legally required notices.

i. **Petroleum Sites.** (Disregard this item if you do not have a petroleum site.)

Non-tribal applicants must provide the information required for a petroleum site eligibility determination (listed below) to your state, so that the state can make the necessary determination on petroleum site eligibility. You must provide EPA with a copy of the state determination letter as an attachment to your proposal. If the state does not make the determination before the proposal due date or is unable to make the determination, please attach a copy of the request you sent to the state. (**Note:** You must provide EPA with the date you requested your state to make the petroleum site determination. EPA will make the petroleum site eligibility determination if a state is unable to do so following a request from an applicant.) Also in your letter to the state, please request that the state provide information regarding whether it applied EPA's guidelines in making the petroleum determination, or if not, what standard it applied.

Tribal applicants must submit the information required for a petroleum site eligibility determination (listed below) as an attachment to your proposal. EPA will make the petroleum site eligibility determinations for tribes.

Information required for a petroleum site eligibility determination:

- i) **Current and Immediate Past Owners.** Identify the current and immediate past owner of the site. For cleanup grants, the applicant must be the owner.
- ii) **Acquisition of Site.** Identify when and by what method the current owner acquired the property (e.g., purchase, tax foreclosure, donation, eminent domain).
- iii) **No Responsible Party for the Site.** Identify whether the current and immediate past owner (which includes, if applicable, the applicant) (1) dispensed or

CERCLA information requests and subpoenas and provide legally required notices. For more information on the obligations of owners of contaminated property, see EPA's *Common Elements Reference Sheet* at <http://www.epa.gov/compliance/resources/policies/cleanup/superfund/common-elem-ref.pdf>.

³ Please note that reasonable steps may include actions such as limiting access to the property, monitoring known contaminants, and complying with state and/or local requirements. The steps taken to prevent or limit exposure to previously released hazardous substances may depend, for example, on such things as the location of the site in relation to the public and whether the public has been known to use (or even trespass on) the site.

disposed of petroleum or petroleum product contamination, or exacerbated the existing petroleum contamination at the site; (2) owned the site when any dispensing or disposal of petroleum (by others) took place; and (3) took reasonable steps with regard to the contamination at the site.

- iv) Cleaned Up by a Person Not Potentially Liable. Identify whether you (the applicant) dispensed or disposed of petroleum or petroleum product, or exacerbated the existing petroleum contamination at the site, and whether you took reasonable steps with regard to the contamination at the site.
- v) Relatively Low Risk. Identify whether the site is of “relatively low risk” compared to other petroleum or petroleum product-only contaminated sites in the state in which the site is located, including whether the site is receiving or using Leaking Underground Storage Tank (LUST) trust fund monies.
- vi) Judgments, Orders, or Third Party Suits. Provide information that no responsible party (including the applicant) is identified for the site through, either:
 - A judgment rendered in a court of law or an administrative order that would require any person to assess, investigate, or clean up the site; or
 - An enforcement action by federal or state authorities against any party that would require any person to assess, investigate, or clean up the site; or
 - A citizen suit, contribution action, or other third-party claim brought against the current or immediate past owner, that would, if successful, require the assessment, investigation, or cleanup of the site.
- vii) Subject to RCRA. Identify whether the site is subject to any order under section 9003(h) of the Solid Waste Disposal Act.
- viii) Financial Viability of Responsible Parties. For any current or immediate past owners identified as responsible for the contamination at the site, provide information regarding whether they have the financial capability to satisfy their obligations under federal or state law to assess, investigate, or clean up the site. **Note:** If no responsible party is identified in iii) or vi) above, then the petroleum-contaminated site may be eligible for funding. If a responsible party is identified above, EPA or the state must next determine whether that party is viable. **If any such party is determined to be viable, then the petroleum-contaminated site may not be eligible for funding.** For more information, see Appendix 1, Section 1.3.2.

4. Cleanup Authority and Oversight Structure

Please note that you will be required to comply with all applicable federal and state laws and ensure that the cleanup protects human health and the environment.

- a. Describe how you will oversee the cleanup at the site. Indicate whether you plan to enroll in a state or tribal response program. If you do not plan to enroll in a state or tribal response program, or an appropriate state or tribal response program is not available, you will be required to consult with U.S. EPA to ensure the cleanup is protective of human health and the environment. Therefore, if you do not plan to enroll in a state or tribal response program, provide a description of the technical expertise you have to conduct, manage, and oversee the cleanup and/or whether you

plan to acquire additional technical expertise. If you do plan to acquire additional technical expertise, discuss how, consistent with the competitive procurement provisions of 40 CFR 31.36 (for eligible government entities) or 40 CFR Part 30 (for nonprofit organizations), you will ensure that this technical expertise is in place prior to beginning cleanup activities.

- b. Cleanup response activities often impact adjacent or neighboring properties. For example, access to neighboring properties may be necessary to conduct the cleanup, perform confirmation sampling, or monitor offsite migration of contamination. If this type of access is needed, provide your plan to acquire access to the relevant property.

5. Cost Share

- a. Statutory Cost Share (See also Section IV.I on leveraging)

Cleanup grant recipients are required by the Brownfields Law to provide a 20 percent cost share. This cost share is calculated as 20 percent of the total federal cleanup funds awarded. For example, if EPA awards you \$200,000 of federal cleanup funds, you must provide a cost share of an additional \$40,000. The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source. If the cost share is in the form of a contribution of labor, material, or other services, it must be incurred for an **eligible and allowable expense** under the grant and not for ineligible expenses, such as administrative costs (see Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for a discussion of prohibited costs).

Cleanup grant applicants may petition EPA to waive the cost-share requirement if it would place an undue hardship on the applicant. EPA will consider hardship waiver requests on a case-by-case basis and will approve such requests on a limited basis. In considering such requests, EPA will look for indicators such as low per-capita income, unemployment rate significantly above the national average, or unemployment or economic adjustment problems resulting from severe short-term or long-term changes in economic conditions.

In your proposal:

- i) Demonstrate how you will meet the required cost share, including the sources of the funding or services, as required for this cleanup grant.
- ii) If you are requesting a hardship waiver of the cost share, provide an explanation for the basis of your request as part of your proposal. **This explanation must be submitted on a separate page**, titled "Hardship Waiver Request." Your explanation should include the following information: the unemployment rate; per capita income; data demonstrating substantial out-migration or population loss, if relevant; data demonstrating underemployment, that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit, if relevant; information regarding military base closures or realignments, defense

contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions, if relevant; local natural or other major disasters or emergencies, if relevant; information regarding extraordinary depletion of natural resources, if relevant; closure or restructuring of industrial firms and negative effects of changing trade patterns, if relevant; whether you are located in a President-Declared Disaster area (declared within 18 months of the submission date for your proposal); whether you have exhausted effective taxing (for governmental entities only) and borrowing capacity. Also, your explanation should include whether the proposed project could still proceed if the cost share waiver was not approved.

Where available, applicants must supply data derived from the most recent American Community Survey (“ACS”) published by the U.S. Census Bureau. In cases where such data are not available, applicants may provide data from other sources (including data available from the Census Bureau and the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, or other federal sources). In cases where no federal data are available, applicants may submit the most recent data available through their state, tribal, or local government.

6. Community Notification

Community Engagement is the cornerstone of the Brownfields Program and ensuring successful cleanup and redevelopment of brownfields projects.

The applicant must provide the community with notice of its intent to apply for an EPA brownfields grant and allow the community an opportunity to comments on the draft proposal. The draft proposals must include, as an attachment, a draft analysis of brownfield cleanup alternatives (ABCA) which briefly summarizes information about the site and contamination issues, cleanup standards, applicable laws, cleanup alternatives considered, and the proposed cleanup. The draft ABCA should also include information on the effectiveness, the ability of the grantee to implement each alternative, the cost of each proposed cleanup alternative and an analysis of the reasonableness of the various cleanup alternatives considered, including the one chosen. Please note that the draft ABCA submitted as part of the proposal is intended as a brief preliminary document. A suggested outline, with information that the ABCA must contain, can be found at FAQ #71 http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf. In addition, the applicant must provide a summary of the public comments received and their response to those comments to EPA for the Agency to consider prior to awarding the grant. Furthermore, the applicant must hold a public meeting to discuss the draft proposal and consider public comments. A regularly scheduled community meeting where multiple topics are discussed is sufficient provided there is an opportunity to discuss the draft proposal. In addition to the public meeting, the applicant may choose to host additional outreach sessions via webinars, or other media outlets, to further engage the community and solicit comments on the proposal. If the proposal is selected for funding, applicants will be required to finalize the ABCA, and make it available to additional public review

and comment as part of their pre-cleanup activities (see Section VI.F.3.a for more information).

Specifically, you must place a community notification ad in your local newspaper or an equivalent means that you customarily use to communicate to the targeted community(ies) at least two weeks prior to the date you submit your proposal to EPA and no later than November 5, 2012. The community notification ad (or equivalent) must clearly indicate that a copy of this grant proposal, including the draft ABCA, is available for public review and comment by stating where the draft proposal is located (e.g., town hall, library, website). The community notification ad (or equivalent) must indicate that you will accept comments on the draft proposal. The community notification ad (or equivalent) must also announce the date and time of a public meeting that you must hold **prior** to submittal of this proposal. Refer to the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for examples of acceptable community notification methods. States do not need to hold more than one meeting to satisfy this requirement.

The community notification ad (or equivalent) and the meeting must be current and related to this specific proposal. Failure to demonstrate community notification will result in disqualification of this proposal. Applicants who are submitting more than one proposal may plan to have a single community notification ad (or equivalent) and meeting. However, all targeted communities must receive the notification and be provided an opportunity to comment on the proposal(s) relevant to their community.

Attach to this proposal:

- A copy of the draft ABCA.
- A copy of the ad (or equivalent) that demonstrates notification to the public and solicitation for comments on the proposal(s).
- The comments or a summary of the comments received.
- Your response to the public comments.
- Meeting notes or summary from the public meeting(s).

If one or more of the above requested attachments are not submitted with the proposal, please explain **why** the requested attachment is not included.

SECTION IV - PROPOSAL SUBMISSION INFORMATION

IV.A. How to Obtain a Proposal Package

Electronic copies of these guidelines can be obtained from the EPA brownfields website (<http://www.epa.gov/brownfields/applicat.htm>), or through www.grants.gov. Hard copies may be requested by contacting your Regional Brownfields Coordinator listed in Section VII.

In order to maintain the integrity of the competition process, EPA staff cannot meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. EPA's limitations on staff involvement with grant applicants are described in EPA's Assistance Agreement Competition

Policy (EPA Order 5700.5A1). However, EPA staff will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about this announcement.

IV.B. Due Date and Mailing Instructions

Proposals are due November 19, 2012. Applicants may submit their proposals through the U.S. Postal Service, commercial delivery service, or electronically to www.grants.gov. Only one method should be used for the submission of the original, complete proposal package as described in Section IV.C below.

1. Hard Copy Submissions

Proposals sent through the U.S. Postal Service or a commercial delivery service must be postmarked by November 19, 2012. **Two copies of the complete proposal are required.**

Mail one complete, original proposal to:
Environmental Management Support, Inc.
Attn: Mr. Don West
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone 301-589-5318

(Note: Overnight mail must include Mr. West's phone number in the address.)

A second complete copy of the proposal must be mailed to the appropriate EPA Regional Brownfields Coordinator listed in Section VII.

Proposals postmarked by the USPS/commercial delivery service after November 19, 2012, will not be considered for funding.

2. Electronic Submissions

Proposals sent electronically through grants.gov must be received by grants.gov by 11:59 p.m. Eastern Time on November 19, 2012. **Proposals received after 11:59 p.m. Eastern Time on November 19, 2012 will not be considered for funding.** Refer to Appendix 2 for specific instructions on the use of grants.gov. In the event that an applicant experiences difficulties transmitting its proposal(s) through grants.gov, please refer to the procedures in Appendix 2. **Note: There is a registration process to complete for electronic submission via grants.gov, which may take a week or more to complete. Occasionally, technical and other issues arise when using grants.gov. EPA encourages applicants to submit their proposals early.**

In addition to electronic submission through www.grants.gov, a complete copy of the proposal should be mailed to the appropriate EPA Regional Brownfields Coordinator listed in Section VII.

If you have not received a confirmation of receipt from EPA within 30 days of the proposal deadline, please contact **Jeanette Mendes at 202-566-1887 or**

mendes.jeanette@epa.gov. Failure to do so may result in your proposal not being reviewed.

IV.C. Content and Form of Proposal Submission

Refer to Section I.A for information on the number of cleanup grants and amount of funding that may be requested. Applicants must submit separate proposals if more than one cleanup grant is requested. Each proposal must stand on its own merits based on the responses to the relevant criteria for that grant type and must not reference responses to criteria in another proposal.

Pages exceeding stated page limits will not be copied or evaluated. The page limits indicated for the Transmittal Letter and Narrative Proposal do not include the required attachments described in item 1.c. in the Proposal Content below. There is no page limit for the attachments. Only required attachments are allowed – **no other attachments will be considered.**

Upon receipt, proposals will be reviewed for content and threshold eligibility issues and copied for distribution to evaluators. Do not include binders, spiral binding, or color printing. All proposal materials must be in English. The narrative proposal, transmittal letter, and attachments must be typed, on letter-sized (8.5 x 11-inch) paper, and should use standard 12-point font and 1-inch margins. While these guidelines establish the minimum type size requirements, applicants are advised that readability is of paramount importance. Applicants are responsible for submitting a complete proposal, as described below, by the due date.

1. Proposal Content: Refer to the sections indicated for detailed instructions on what to include in your proposal.
 - a. Transmittal Letter (2 single spaced page limit) – See No. 2 below
 - b. The Narrative Proposal, which includes the responses to all ranking criteria (15 single-spaced page limit) – See No. 3 below
 - c. Attachments (**Only** the listed attachments will be accepted- all others will be removed from the proposal prior to review. There is no page limit for attachments.)
 - i) Threshold Documentation including cost-share documentation (see Section III.B and C)
 - ii) Letter from the state or tribal environmental authority (see Section III.C.2.)
 - iii) Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3.) **You must attach support letters to your proposal or EPA will not consider them.** Also include documentation indicating whether leveraged funds are committed to the project (see Section V.B.2.b.iii)
 - iv) Documentation of community notification, including copies of ads (or equivalent) and comments received by you, your organization’s responses to those comments, and meeting notes and sign-in sheets (see Section III.C.6.)
 - v) Analysis of Brownfields Cleanup Alternatives (ABCA) (template is located in Appendix 3. See Section III.C.6.)
 - vi) Documentation of nonprofit status, if applicable (see Section III.C.1.)
 - vii) Documentation of applicant eligibility if other than city, county, state, or tribe (see section III.C.1.)

- viii) Justification for cleanup cost-share waiver, if applicable (see Section III.C.5.)
 - ix) Property-Specific Determination request, if applicable (see Section III.C.3.d.)
 - x) Petroleum eligibility determination information, if applicable (see Section III.C.3.i.)
 - xi) Special Considerations checklist (located at Appendix 3), if applicable (see Section IV.C.2.j)
- d. SF 424 and 424A forms for grants.gov submissions. See Appendix 2.
2. **Transmittal Letter:** The transmittal letter shall identify the applicant and a contact for communication with EPA. **The transmittal letter, including the applicant identification information, shall not exceed two single spaced pages.** Any pages submitted over the page limit will not be considered. The transmittal letter must be written on the applicant's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. Applicants are to **submit separate transmittal letters for each proposal** they submit. EPA does not consider information in transmittal letters to be responses to the ranking criteria. Each transmittal letter must also include:
- a. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA for the proper expenditure of funds.
 - b. Applicant DUNS number [Refer to Section VI.H for more information if you do not have a DUNS number.]
 - c. Funding Requested:
 - i) Grant type: Indicate Cleanup
 - ii) Federal Funds Requested: \$_____ and whether you are requesting a cost-share waiver (refer to funding limitations for cleanup grants)
 - iii) Contamination: Hazardous Substances, Petroleum, or both
Note: if both, provide a breakdown of the amount of funding you are requesting by contaminant type (e.g., \$150,000 hazardous substances and \$50,000 petroleum)
 - d. Location: City, county, and state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields community(ies) that you propose to serve.
 - e. Property name and complete site address, including zip code.
 - f. Contacts:
 - i) Project Director: Provide name, phone/fax numbers, e-mail 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.

- ii) Chief Executive/Highest Ranking Elected Official: Provide the name, phone/fax numbers, e-mail 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.
 - g. Date Submitted: The date your proposal is submitted to EPA via U.S. Postal Service, commercial delivery service, or electronically through www.grants.gov.
 - h. Project Period: The project period must not exceed three years for cleanup grants.
 - i. Population:
 - i) Provide the general population of your jurisdiction.
 - ii) If you are not a municipal form of government, provide the population of the target area addressed by this proposal. Tribes must provide the number of tribal/non-tribal members affected. Your jurisdiction’s population can be found at: <http://www.census.gov>.
 - j. Please attach the “Special Considerations” Checklist in Appendix 3 to the transmittal letter identifying which, if any, of the items are applicable to your proposal. The “Special Considerations” Checklist does not count towards the two-page limit for this section.
3. Narrative Proposal: The narrative proposal includes responses to the ranking criteria (see Section V.B). **The narrative proposal shall not exceed 15 single spaced pages.** Any pages submitted over the page limit will not be evaluated. The narrative proposal must be clear, concise, and specifically address all of the applicable ranking criteria. Responses to the criteria must include the criteria number and title but need not restate the entire text of the criteria. Proposals must provide sufficient detail to allow for an evaluation of the merits of the proposal. Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal.
4. Attachments – See List Above (IV.C.1)

IV.D. Intergovernmental Review

As appropriate for your state, applicants are encouraged to contact their State Intergovernmental Review Office early to start the required intergovernmental review process. The review process will be needed if you are selected to receive a grant. This effort is separate from the threshold criteria related to a state environmental letter attachment (see Section III.C.2). Contact your Regional Brownfields Coordinator listed in Section VII for assistance.

IV.E. Use of Funds to Make Subawards, Contract Services, or Fund Partnerships

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

IV.F. Evaluation of Subawardees and Contractors

Section V of this announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of the following:

- (i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/ subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

IV.G. Confidential Information

EPA recommends that you do not include confidential business information ("CBI") in your proposal. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. The Agency protects competitive proposals from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

IV.H. Management Fees

When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

IV.I. Additional Voluntary Cost Share/Leveraging (See Section III.C.5 on cost share)

Voluntary cost sharing is when an applicant voluntarily proposes to provide costs/contributions to support the project when a cost share is not required or, as would be in the case under this competition, to provide costs/contributions above the required cost share. When preparing proposals, applicants should remember that voluntary cost share is a form of leveraging and can be included in the response to the leveraging criteria. If an applicant proposes a voluntary cost share, the following apply: (1) A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable); (2) The recipient may not use other sources of federal funds to meet a voluntary cost share unless the federal statute

authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant; and (3) A voluntary cost share may only be met with eligible and allowable costs. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget, should the applicant be selected for award.

SECTION V - PROPOSAL REVIEW INFORMATION

V.A. Review and Selection Process

Timely submitted proposals initially will be reviewed by the appropriate EPA Regional Office to determine compliance with the applicable threshold criteria for cleanup grants (Section III.C). The threshold criteria review is pass/fail. Applicants deemed ineligible for funding consideration as a result of the threshold criteria review will be notified within 15 calendar days of the ineligibility determination. All proposals that pass the threshold criteria review will then be evaluated by national evaluation panels chosen for their expertise in the range of activities associated with the National Brownfields Program. The national evaluation panels will be composed of EPA staff and potentially other federal agency representatives. Eligible proposals will be evaluated based on the criteria described below and a ranking list of applicants will be developed.

OBLR will provide the list to the Selection Official, who is responsible for further consideration of the proposals and final selection of grant recipients. Proposals will be selected for award by this Official based on their evaluated point scores, the availability of funds, and if, and as appropriate, consideration of the other factors described in Section V.C.

V.B. Ranking Criteria for Cleanup Grants

Respond to the ranking criteria below in your narrative proposal. If your proposal passes the threshold criteria review (see Section III.C), your responses to the ranking criteria below will be evaluated and scored by national evaluation panels. Your proposal may be assigned up to 100 points based on the criteria below.

1. Community Need [15 points]

Under this criterion, proposals will be evaluated on the quality and extent of the applicant's description of the health, welfare, environmental, and financial needs of the targeted community as it is affected by the presence of brownfields, including a description of environmental justice concerns such as the disproportionately high burden of environmental pollution that is often borne by low-income, minority, and other disadvantaged populations. Responses should clearly identify the sources of information used in this section.

a. Health, Welfare and Environment [8 Points]

- i) Describe the effect brownfields currently have on your targeted community by providing information on the number and size of the brownfields and the health, welfare, and environmental impacts of these sites. In addition to brownfields,

provide a summary of the various cumulative environmental issues and describe how they have resulted in a disproportionate impact on the targeted community (e.g., siting of industry, highways and other sources of air, water, and land pollution). Provide information describing the health and welfare of sensitive populations such as children, pregnant women, minority or low-income communities, or other sensitive populations in the targeted community.

b. Financial Need [7 Points]

- i) Use the table format below to provide demographic information about that community including the population, unemployment rate, poverty rate, percent minority, and per capita income. In addition to the table, describe the economic impact of brownfields on the targeted community. Provide other widely available demographic or other supporting information that puts the community's economic need in context. This may include regional considerations such as a significant economic disruption (e.g. plant closures) or other signs of economic distress impacting the community. Describe factors such as fiscal condition or population size that limit your ability to draw on other sources of funding for the cleanup of brownfield sites. If you already have a brownfields grant(s) from EPA, describe why you need additional funding.

Format for Demographic Information

	Target Community/Census Tract	County/City	State	National
Population:				308,745,538 ¹
Unemployment:				8.2% ²
Poverty Rate:				15.1% ³
Percent Minority:				26.7% ¹
Median Household Income:				\$49,445 ³
Other:				

¹Data is from the 2010 U.S. Census data and is available at

<http://www.census.gov/>.

²Data is from the Bureau of Labor Statistics and is available at www.bls.gov

³Data is from the 2010 American Community Survey and is available at

http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html

For resources to gather demographic information, please go the FAQs at

http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

2. Project Description and Feasibility of Success [50 points]

Under this criterion, proposals will be evaluated based on the feasibility of the project to be funded under this grant. Specifically, proposals will be evaluated on whether the applicant demonstrates a reasonable approach to the project, sufficient resources to complete the project, and a capability to complete the project in a timely manner. Proposals that can demonstrate firm commitments for additional funding for cleanup may be viewed more favorably. Proposals that demonstrate the site has been sufficiently

characterized to allow for cleanup planning may be viewed more favorably than those who cannot demonstrate cleanup readiness. See Section VI.F, *Brownfields Programmatic Requirements*, to read EPA expectations of projects funded with brownfields cleanup grants. [Refer to section I.E for an explanation of outcomes.]

- a. Project Description [10 Points]
 - i) Describe the conditions of the existing property and the proposed or projected redevelopment including the potential site reuse. Describe previous activities to investigate, secure, stabilize, and clean up the site, if applicable. [5 Points]
 - ii) Describe the proposed cleanup plan, including, if applicable, specific engineering and institutional controls (e.g., planned restrictions on property use). Describe how the project fits in with the targeted community plan. [5 Points]

- b. Budget for EPA Funding, Tracking and Measuring Progress, and Leveraging Other Resources [20 Points]
 - i) Use the table format below to identify specific tasks for which EPA funding will be used. Show the costs (by budget category) associated with each task. **Applicants requesting hazardous substance and petroleum funding in the same proposal must provide either two separate budget tables, or two separate line items within one budget table**, that shows the planned petroleum and hazardous substance funded activities. In addition to the budget table, describe each task in detail, including the basis for the estimated cost as well as the projected outputs where possible (e.g., five tank pulls at a cost of \$13,000 per tank for a total of \$65,000). (Refer to Section I.E. for a definition and examples of “outputs.”)

Do not include tasks for activities or costs that are ineligible uses of funds under EPA’s cleanup grant (e.g., land acquisition, building demolition that is not necessary to cleanup contamination at the site, building or site preparation, or administrative costs, such as indirect costs). Please refer to the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for additional examples of ineligible uses of funds. For questions not covered by the FAQ, contact your Regional Coordinator.

Reminder on additional use of grant funds described in Section I.B: A local government (does not include state or tribal governments) may use up to 10 percent of its grant funds for health monitoring of populations, monitoring and enforcement of institutional control(s), or other related program development and implementation activities. [10 Points]

NOTE: Even if applying via Grants.gov, please use the table format below.

Format for Budget

Budget Categories	Project Tasks
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(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel ¹					
Equipment ²					
Supplies					
Contractual ³					
Other (specify) _____					
Total					
Cost Share ⁴					
¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds. ² 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. ³ Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48. ⁴ Applicants must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in preaward negotiations.					

- ii) Describe your plan for tracking and measuring your progress towards achieving the expected short-term and long-term project outcomes and outputs. (See Section I.E.) [5 Points]
- iii) **Leveraging.** *Under this criterion applicants who can demonstrate firm commitments for additional funds/resources (beyond the required twenty percent match) for completion of the project may be evaluated more favorably.* If your proposed project will exceed the total funding request, please explain how you are securing additional funding. Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded (and the required cost share) to support the proposed project activities. Specifically, describe how these funds will be used to contribute to the performance and success of the proposed project. This includes, but is not limited to, funds and other resources leveraged from businesses, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments. Describe the **amount(s)** and **type(s)** of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during the grant, the strength of the leveraging commitment and the specific role the leveraged

resources will play to support the proposed activities. Attach letters or other documentation from sources, if applicable, indicating additional funds/resources are committed to the project. [5 Points]

c. Programmatic Capability and Past Performance [20 Points]

i) Programmatic Capability

Describe the management system you will have in place to direct activities under the grant. Include a description of your project manager and staff and a discussion of their expertise, qualifications, and experience. Discuss the means you will use to retain project leadership or recruit qualified staff should employee turnover occur. Describe the system(s) you have in place to acquire additional expertise and resources required to perform the proposed project. If you intend to contract for the necessary expertise, describe the system you have in place to acquire that expertise. Please note the conditions in Sections IV. E and F regarding contractors and subawards. [12 points]

ii) Adverse Audits

Describe any adverse audit findings associated with a state or federal grant. If you have had problems with the administration of any grants (e.g., compliance reporting, expenditure of funds, etc.), please describe how you have corrected, or are correcting, the problems. Or, please affirm that you have not had any adverse audit findings. Respond to this criterion regardless of whether or not you have had a federal or non-federal assistance agreement. [2 points]

iii) Past Performance

If you have ever received an EPA brownfields grant, please respond to item **1**. If you have never received an EPA brownfields grant, but have received other federal or non-federal assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) please respond to item **2**. If you have never received any type of federal or non-federal assistance agreements please indicate this in your proposal and you will receive a neutral score [3 Points] for this factor. [Failure to indicate anything in response may result in zero points for this factor.] In evaluating an applicant's response to this factor, in addition to the information provided by the applicant, EPA may consider relevant information from EPA files or from other federal or non-Federal grantors to verify or supplement information provided by the applicant.

1. Currently or Has Ever Received an EPA Brownfields Grant

- Identify the EPA Brownfields grant(s) you currently have or have received in the past. Please provide information on no more than five of your most recent grants. Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under the previous or existing grant(s), including whether the desired outcomes of the project(s) were met by providing information on: [6 points]

- Funds Expenditure: the balance of grant funds not drawn down (funds remaining).
- Compliance with grant requirements: information regarding your compliance with the work plan, schedule, terms and conditions, timely reporting (e.g., quarterly reports, financial status reports, Assessment, Cleanup, Redevelopment Exchange System (ACRES), and any other required submittals), and reporting on whether you were making progress towards achieving the expected results under the grants and if not whether you explained why not.
- Accomplishments: Describe your success using EPA grant funds to assess, clean up, and redevelop brownfield sites, including whether you reported accomplishments to EPA in ACRES, or alternatively, via the Property Profile Form. Explain if actual outputs/outcomes varied from expected outputs/outcomes under your previous EPA Brownfields Grant(s).

or

2. Has Not Received an EPA Brownfields Grant but has received other federal or non-federal assistance agreements
 - Identify current and/or prior federally and non-federally funded assistance agreements received. Please provide information on no more than five of your most recent assistance agreements. Describe your history of successfully managing these agreements and performing the agreements including meeting and complying with reporting requirements, submitting final acceptable technical reports, and reporting on whether you were making progress towards achieving the results under those agreements and if not whether you explained why. [6 points]

3. Community Engagement and Partnerships [15 points]

Under this criterion, proposals will be evaluated based on the extent to which: 1) the applicant's plan engages the targeted community in the project to be funded under this grant; 2) the applicant has identified and established relationships with the partners necessary to achieve the project's goals; and 3) the support letters provided by community-based organizations involved with the project demonstrate specific and valuable commitments to the project. [Refer to Section IV.E and IV.F for requirements related to financial transactions with community-based organizations.]

- a. Discuss your plan for involving the affected community (e.g., neighborhood organizations, citizens' groups, borrowers, developers, and other stakeholders) in cleanup decisions or reuse planning, including activities that have already occurred. Describe your plan for communicating the progress of your project to citizens, including plans for communicating in languages commonly used in the community.

Note: Applicants may address this criterion by various means that show meaningful public engagement where information is shared and views and input are actively solicited, including public meetings, webinars, use of media, and internet forums. Applicants must demonstrate how they will engage the targeted community in meaningful ways to ensure success of the proposed project. [5 Points]

- b. Describe your current efforts and/or plans to develop partnerships with the following entities including a description of the role they would play to ensure your brownfields project is successful: i) your local/state/tribal environmental and health agencies; ii) other relevant federal and state governmental agencies; and iii) any local environmental job training program, which may include a brownfields job training grantee. If there are no environmental job training programs in your immediate local area, describe any efforts you plan to link members of the community to potential employment opportunities in brownfields assessment, cleanup, or redevelopment related to your proposed projects. [5 Points]

- c. Provide a **description of, and the role of, the key** community-based organizations involved in your project. These organizations may include, but are not limited to, local citizen or business groups, environmental or civic organizations, educational institutions, and local labor organizations. [Note: Community-based organizations do **not** include local government departments, the local planning department/district/office, local contractors, the mayor's office, or other elected officials.] If Community-based organizations do not exist in your area, please provide background information affirming the lack of such organizations. Then, demonstrate how the community is engaged and involved in your project (can be demonstrated by resident support letters, letters to the editor, attendance at public meetings, etc.). Attach letters from all community-based organizations mentioned that describe their roles and affirm any referenced commitments. If you intend to fund a community based organization with a subaward, please review Section IV.F carefully. Please refer to the FAQs for a definition of Community Based Organizations at http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf. [5 Points]

Note: EPA may conduct reference checks to ensure that organizations identified are supportive and involved with the brownfields project.

4. Project Benefits [20 points]

Under this criterion, proposals will be evaluated on the extent to which the project's anticipated outcomes promote the general welfare through the improvement of the public health and safety, economy, and environment of the targeted community and how these outcomes will contribute to your overall community "vision" for the revitalization of brownfield sites. Applicants must demonstrate how the proposed project considers and addresses identified health, economic, and environmental needs of concern to the community and must identify the planned outcomes of the project. Consideration will be given to how public health issues are addressed during the project, the anticipated benefits of redevelopment, and the degree to which the community's plan incorporates

sustainability, equitable development outcomes, and livability principles described in Section I.D.

a. Welfare and/or Public Health

Describe the environmental, social, and/or public health benefits anticipated from the revitalization of the site cleaned up under this grant. Describe how nearby, sensitive, and disadvantaged populations in your targeted community will be protected from contaminants during cleanup work conducted on the brownfield site under this grant. Describe the efforts you have taken to integrate equitable development outcomes and principles and outcomes as discussed in Section I.D into the reuse of the site and not displace residents historically affected by brownfields. [10 Points]

b. Economic Benefits and/or Greenspace

Explain how the grant will produce:

- i) Economic benefits, such as increased employment and an expanded tax base, through the redevelopment of the site cleaned up under this grant. Provide quantitative estimates where feasible; **and/or**
- ii) **Other non-economic benefits associated with the site to be reused for** greenspace or other not-for-profit activities. Greenspace includes areas redeveloped for uses such as parks, recreation areas, greenways, or environmental buffers. Other not-for-profit activities include the work of governmental or charitable organizations. [5 Points]

c. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

Describe any anticipated environmental benefits, beyond the remediation of contaminants, expected to result from the project, and how the project addresses the **sustainable redevelopment and livability principles described in Section I.D.**

Sustainable redevelopment includes the use of existing infrastructure, such as utilities and equitable access to public transit. Sustainable redevelopment also includes green buildings, energy efficiency, water management, green remediation, construction and demolition materials recycling, diesel emissions reductions, and renewable energy on brownfields. [Refer to Brownfields FAQ at

http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for a description of these and other EPA initiatives.] [5 Points]

V.C. Other Factors

In making final selection recommendations from among the most highly ranked proposals, EPA's Selection Official may consider the following factors if, and as, appropriate. In their proposals, applicants should provide a summary on whether and how any of these applicable special considerations apply:

- Fair distribution of funds between urban and non-urban areas including an equitable distribution to "micro" communities (those communities with populations of 10,000 or less). EPA strongly encourages non-urban communities, including "micro" communities to apply.

- A balanced distribution of funds among EPA’s ten Regions and among the states and territories;
- Compliance with the 25 percent statutory petroleum funding allocation;
- Whether the applicant is a federally recognized Indian tribe or United States territory or is assisting a Tribe or territory;
- The need to provide funding to address specific types of contamination identified in the Brownfields law such as whether a site is mine-scarred or contaminated with controlled substances;
- The needs of communities adversely affected by natural disasters (2005 or later);
- The applicant’s score under the leveraging criterion in Section V, including the extent to which they have demonstrated firm leveraging commitments to facilitate project completion by identifying amounts and contributors in the proposal;
- Communities experiencing plant closures (or other significant economic disruptions) that occurred in 2007 or later, including communities experiencing auto plant closures due to bankruptcy;
- Whether the applicant is a recipient or a core partner of a HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant that is directly tied to the project area, and can demonstrate that funding from a PSC grant has or will benefit the project area. To be considered, the **applicant must attach documentation** which demonstrates this connection to a HUD-DOT-EPA PSC grant;
- Whether the applicant is a recipient of an EPA Brownfields Area-Wide Planning grant; and
- Communities implementing green remediation plans.

V.D. Proposal Checklist for Cleanup Grants.

Before you submit your proposal(s) for a cleanup grant, please ensure the following documents are included in your package submitted to EPA and EPA's contractor.

<input checked="" type="checkbox"/> Transmittal Letter (2-page limit)	
<input checked="" type="checkbox"/> The Narrative Proposal, which includes the responses to ranking criteria (15-page limit)	
<input checked="" type="checkbox"/> Documentation of all applicable threshold criteria (see Section III. B and C)	
<input checked="" type="checkbox"/> Letter from the state or tribal environmental authority (see Section III.C.2.)	
<input checked="" type="checkbox"/> Draft Analysis of Brownfields Cleanup Alternatives (ABCA) (see FAQ #71 and Section III.C.6.)	
<input checked="" type="checkbox"/> Documentation indicating committed leveraged resources, if applicable (see Section V.B.2.b.iii)	
<input checked="" type="checkbox"/> Letters of support from all community-based organizations identified in the community engagement and partnerships ranking criteria (see Section V.B.3.)	
<input checked="" type="checkbox"/> Documentation of community notification, including copies of ads (or equivalent) and comments received by you, your organization's responses to those comments, and meeting notes and sign-in sheets (see Section III.C.6.)	
<input checked="" type="checkbox"/> Documentation of nonprofit status, if applicable (see Section III.C.1.)	
<input checked="" type="checkbox"/> Documentation of applicant eligibility if other than city, county, state, or tribe (see Section III.C.1.)	
<input checked="" type="checkbox"/> Justification for cleanup cost-share waiver, if applicable (see Section III.C.5.)	
<input checked="" type="checkbox"/> Property-Specific Determination request, if applicable (see Section III.C.3.d.)	
<input checked="" type="checkbox"/> Petroleum eligibility determination information, if applicable (see Section III.C.3.i.)	
<input checked="" type="checkbox"/> Special Considerations Checklist (located in Appendix 3), if applicable (see Section IV.C.2.j)	

SECTION VI - AWARD ADMINISTRATION INFORMATION

VI.A. Award Notices

EPA Regions will notify applicants who fail threshold eligibility requirements within 15 calendar days of the Agency's determination of ineligibility. EPA will notify applicants who have not been selected for award based on the ranking criteria and other factors within 15 calendar days of EPA's final decision on selections for this competition.

EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by Spring 2013. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. For example, if statutory funding or other issues are discovered during the award process

that may affect the ability of EPA to make an award to an applicant. The successful applicant must also prepare a work plan and submit application forms, which must be approved by EPA, before the grant can officially be awarded. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through postal mail. 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 applicants whose proposals are selected will be asked to submit a cooperative agreement application package to their EPA Regional office. This package will include the application (Standard Form 424), a proposed work plan, a proposed budget, and other required forms. An EPA Project Officer will work with you to finalize the budget and work plan. It is EPA's expectation that the selected applicants will complete the award process within six months of the announcement.
2. Approved cooperative agreements will include terms and conditions (including any applicable Davis Bacon requirements) that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and Brownfields Program-related requirements are met. Applicants also will be required to submit progress reports in accordance with grant regulations found in 40 CFR 30.51 or 40 CFR 31.40. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm

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, annually) is set forth in the terms and conditions of the cooperative agreement. These reports shall cover work status, work progress, difficulties encountered, an accounting of financial expenditures, preliminary data results, anticipated activities, and any changes of key personnel involved with the project.

Grant recipients will be required to report site-specific accomplishments on Property Profile Forms and preferably submit them electronically to EPA's ACRES reporting system. Failure to comply with the reporting requirements may result in an early termination of the grant and return of grant funds.

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

Disputes related to this competition 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 <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures also

may be requested by contacting your EPA Regional Brownfields Coordinator identified in Section VII of this announcement.

VI.E. Pre-Award Administrative Capability Review for Nonprofits

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

VI.F. Brownfields Programmatic Requirements

Brownfields grantees must comply with all applicable federal and state laws to ensure that the assessment and cleanup protects human health and the environment. Brownfields grantees also must comply with the program's technical requirements, which may include, but are not limited to, the following:

1. Quality Assurance (QA) Requirements

When environmental samples are collected as part of any brownfields cooperative agreement (e.g., assessment and site characterization, cleanup verification sampling, post-cleanup confirmation sampling), recipients shall submit to EPA for approval a **Quality Assurance Project Plan (QAPP)** prior to the collection of environmental samples. The QAPP must document quality assurance practices sufficient to produce data adequate to meet project objectives and minimize data loss. Compliance with the Quality Assurance requirements is an eligible use of funds for all three grant types.

2. Historic Properties or Threatened and Endangered Species

If historic properties or threatened or endangered (T&E) species may be impacted by the assessment or cleanup of a site, the requirements of the National Historic Preservation Act (NHPA) or the Endangered Species Act (ESA) may apply, respectively. Grantees are required to consult with EPA prior to conducting any on-site activity (such as invasive sampling or cleanup) that may affect historic properties or T&E species to ensure that the requirements of Section 106 of NHPA and Section 7(a)(2) of the ESA are met. Cleanup grantees should plan for these consultation requirements.

3. Environmental Cleanup Responsibilities

Cleanup and RLF grant recipients must complete the following mandatory activities in connection with cleanups conducted with brownfields funding. These activities are all eligible costs.

While the following uses specific terms, EPA anticipates that the majority of the cleanups will be performed through state voluntary cleanup programs (VCPs). As such, the state programs may call these documents by different names. It is EPA's intent that documents generated to meet the state's VCP requirements can serve to meet the mandatory requirements listed below as long as they cover the same elements and include the necessary information.

a. Analysis of Brownfield Cleanup Alternatives (ABCA)

Prepare an **analysis of brownfield cleanup alternatives**, considering site characteristics, surrounding environment, land-use restrictions, potential future uses, and cleanup goals. The ABCA must be signed by an authorized representative of the grant recipient and the ABCA must include:

- i) Information about the site and contamination issues (e.g., exposure pathways, identification of contaminant sources, etc.), cleanup standards, applicable laws, alternatives considered, and the proposed cleanup.
- ii) Effectiveness, implementability, and the cost of the proposed cleanup.
- iii) An analysis of reasonable alternatives including no action. For cleanup of brownfield petroleum-only sites, an analysis of cleanup alternatives must include considering a range of proven cleanup methods including identification of contaminant sources, exposure pathways, and an evaluation of corrective measures. The cleanup method chosen must be based on this analysis. The alternatives may consider the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed, reduce volume of materials taken to landfills, and recycle and re-use materials generated during the cleanup process to the maximum extent practicable.

b. Community Relations and Public Involvement in Cleanup Activities

Recipients must prepare a **site-specific community relations plan** describing how the recipient plans to satisfy the public involvement requirements below. The plan must be submitted to EPA before providing notice to the general community regarding the ABCA. At a minimum, public involvement for cleanup activities requires:

- i) **Notice of the ABCA's** or its equivalent's **availability** to the general community and the opportunity for the public to provide comments (written or oral) on the ABCA.
- ii) Preparation of **written responses** to significant and appropriate **comments**, and documentation of any changes to the cleanup plan.
- iii) Preparation of an **administrative record** and **notification** to the public of its **availability** for inspection at a location convenient to the targeted population and general public. The administrative record must contain the documents that form the basis for the selection and implementation of a cleanup plan. Documents in

the administrative record shall include the ABCA, site investigation reports, the cleanup plan, cleanup standards used, responses to public comments, and verification that shows that cleanups are complete.

c. Implementation and Completion of Cleanup Activities

Recipients **shall ensure the adequacy of each cleanup** in protecting human health and the environment as it is implemented. Regarding occupational safety and health, brownfields cleanups must comply with either all applicable General Industry standards (29 CFR Part 1910) or all applicable Construction standards (29 CFR Part 1926), depending on work operations at the site. In addition, if a site is determined to be a “hazardous waste site,” that site must comply with the Hazardous Waste Operations and Emergency Response (HAZWOPER) standard 29 CFR. §1910.120.

In the event of an incomplete cleanup, the recipient shall ensure that the site is secure and notify the appropriate state agency and the U.S. EPA to ensure an orderly transition should additional activities become necessary.

Recipients shall ensure that the **successful completion** of the cleanup is properly **documented**. This must be done through a final report or letter from a qualified environmental professional, or other documentation provided by a state or tribe that shows the cleanup is complete. This documentation needs to be included as part of the administrative record.

4. Sufficient Progress

EPA will evaluate whether the recipient has made sufficient progress 18 months from the date of award. For purposes of the Cleanup Grants, “sufficient progress in implementing a cooperative agreement” means that an appropriate remediation plan is in place, institutional control development, if necessary, has commenced, initial community involvement activities have taken place, relevant state or tribal pre-cleanup requirements are being addressed and a solicitation for remediation services has been issued. If EPA determines that the recipient has not made sufficient progress, the recipient must implement a corrective action plan approved by EPA. Failure to comply with the reporting requirements may result in an early termination of the grant and return of grant funds to the EPA.

5. Collection of Post-Grant Information

Under the Government Performance and Results Act, EPA reports on the many benefits of brownfields funding. One such measure provides information on additional resources leveraged as a result of the use of brownfields grant funds. These leveraged, non-EPA funds may include additional cleanup funds or redevelopment funding from other federal agencies, state, tribal, and local governments, or private organizations. As many of these

activities occur beyond the grant period, please note that EPA may contact you well after the grant period of performance to collect this information.

6. Protection of nearby and sensitive populations

Grantees are required to protect all nearby populations, including sensitive populations in the targeted community from contaminants during cleanup work conducted on brownfield sites under this grant. Activities include implementing procedures necessary to mitigate any potential exposure from the contamination

VI.G. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

VI.H. Central Contractor Registration (CCR)/System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR/SAM information can be found at <https://www.sam.gov/portal/public/SAM/>.
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

Please note that the CCR has been replaced by the System for Award Management (SAM). To learn more about SAM, go to [SAM.gov](#) or <https://www.sam.gov/portal/public/SAM/>.

VI.I. Website References in Solicitations

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

VI.J. Unfair Competitive Advantage

EPA personnel will take appropriate actions in situations where it is determined that an applicant may have an unfair competitive advantage, or the appearance of such, in competing for awards under this announcement. Affected applicants will be provided an opportunity to respond before any final action is taken.

VI.K. Use of Funds

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 work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

VI.L. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations

EPA anticipates that awards made under this announcement will be subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E. Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Subject to the language in the FY 13 Appropriation Act (or Continuing Resolution), EPA anticipates that non-profit or for-profit organizations that are covered by these prohibitions will be ineligible to receive an award under this announcement.

SECTION VII – AGENCY CONTACTS

Regional Brownfields Coordinators

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Appendix 1

Information on Sites Eligible for Brownfields Funding Under CERCLA §104(k)

1.1 Introduction

The information provided in this Appendix will be used by EPA in determining the eligibility of any property for brownfields grant funding. The Agency is providing this information to assist you in developing your proposals for funding under CERCLA §104(k) and to apprise you of information that EPA will use in determining the eligibility of any property for brownfields grant funding.

This information is used by EPA solely to make applicant and site eligibility determinations for Brownfields grants and is not legally binding for other purposes including federal, state, or tribal enforcement actions.

1.2 General Definition of Brownfield Site

The Brownfields Law defines a “Brownfield Site” as:

“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”
Brownfield sites include all “real property,” including residential, as well as commercial and industrial properties.

1.3 Additional Areas Specifically Eligible for Funding

The Brownfields Law also identifies three additional types of properties that are specifically eligible for funding:

1. Sites contaminated by **controlled substances**.
2. Sites contaminated by **petroleum or a petroleum product**.
3. **Mine-scarred lands**.

See below for guidance on determining the scope of each of these three types of sites. Applicants should identify properties included within their funding proposals that fall within the scope of any of the following three areas.

1.3.1 Contamination by Controlled Substance

Sites eligible for funding include real property, including residential property, that is contaminated by a controlled substance. A “controlled substance” is defined under the Controlled Substances Act as “a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of this title (21 USC Section 812). The term does not include distilled spirits, wine, malt beverages, or tobacco...” For example, sites eligible for brownfields funding may include private residences formerly used for the manufacture and/or

distribution of methamphetamines or other illegal drugs where there is a presence or potential presence of controlled substances or pollutants, contaminants, or hazardous substances (e.g., red phosphorous, kerosene, acids).

1.3.2 Contamination by Petroleum or Petroleum Product

Petroleum-contaminated sites must meet certain requirements to be eligible for brownfields funding. Petroleum is defined under CERCLA as “crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance under that section.”

For a petroleum-contaminated site(s) that otherwise meets the definition of a brownfield site to be eligible for funding, EPA or the state must determine:

1. The site is of “relatively low risk” compared with other “petroleum-only” sites in the state.
2. There is no viable responsible party.
3. The site will not be assessed, investigated, or cleaned up by a person that is potentially liable for cleaning up the site.
4. The site must not be subject to a corrective action order under the Resource Conservation and Recovery Act (RCRA) §9003(h).

Site-specific assessment or cleanup grant proposals for petroleum-contaminated sites must provide information in their proposal indicating whether the site meets each of the criteria listed above. If EPA awards an applicant a revolving loan fund grant, the state or EPA must make the same determinations for site(s) that will be cleaned up under a loan or subgrant. These criteria are explained below.

Please note that states may, but are not required, to use this guidance to determine whether sites contaminated by petroleum or petroleum products are eligible for brownfields grant funding. States may apply their own laws and regulations, if applicable, to eligibility determinations under this section.

Note: A petroleum eligibility determination by the EPA or a state under CERCLA section 101(39)(D) for the purpose of brownfields funding does not release any party from obligations under any federal or state law or regulation, or under common law, and does not impact or limit EPA or state enforcement authorities against any party.

“Relatively Low Risk”

Applicants whose brownfield site(s) include properties or portions of properties contaminated with petroleum or petroleum products must provide information in their proposal indicating that the property represents a relatively low risk (compared to other petroleum-only sites). EPA’s view is that the following types of petroleum-contaminated sites are high-risk sites, or are not of “relatively low risk”:

1. “High risk” sites currently being cleaned up using LUST trust fund monies.
2. Any petroleum-contaminated site that currently is subject to a response under the Oil Pollution Act (OPA).

Note: Any site that does not fall under any of the provisions listed above would be considered to be of relatively low risk for purposes of determining eligibility for a brownfields grant.

“A Site for Which There is No Viable Responsible Party”

EPA or the state is required to determine that there is no viable responsible party that can address the petroleum contamination at the site. If EPA, or the state, identifies a party that is responsible for the activities contemplated by the grant proposal, and that party is financially viable, then the site is not eligible for funding and EPA cannot award the grant. This analysis is twofold - EPA or the state must first determine whether a responsible party exists and, if a responsible party is identified, then determine whether that party is viable for the activities identified in the grant proposal. Applicants are responsible for providing information in their proposal that demonstrates that the activities for which they seek funding have no viable responsible party.

A petroleum-contaminated site may be determined to have no responsible party if the site was last acquired (regardless of whether the site is owned by the applicant) through tax foreclosure, abandonment, or equivalent government proceedings, and that the site meets the criteria in (1) below. Any petroleum-contaminated site not acquired by a method listed above will be determined to have a responsible party if the site fails to meet the criteria in both (1) and (2) below.

(1) No responsible party has been identified for the site through:

- (a) An unresolved judgment rendered in a court of law or an administrative order that would require any party (including the applicant) to conduct the activities (including assessment, investigation or cleanup) contemplated by the grant proposal.
- (b) An unresolved enforcement action by federal or state authorities that would require any party (including the applicant) to conduct the activities (including assessment, investigation, or cleanup) contemplated by the grant proposal.
- (c) An unresolved citizen suit, contribution action, or other third party claim brought against the current or immediate past owner for the site that would, if successful, require the activities (including assessment, investigation, or cleanup) contemplated by the grant proposal to be conducted.

(2) The current and immediate past owner did not dispense or dispose of, or own the subject property during the dispensing or disposal of, any contamination at the site, did not exacerbate the contamination at the site, and took reasonable steps with regard to the contamination at the site.⁴ For purposes of the grant program and these guidelines only, the current owner is the entity that will own the property at the time of grant submission. For cleanup grants, the current owner must be the applicant.

⁴ For purposes of determining petroleum brownfield grant eligibility, “reasonable steps with regard to contamination at the site” includes, as appropriate: stopping continuing releases, preventing threatened future releases, and preventing or limiting human, environmental, or natural resource exposure to earlier petroleum or petroleum product releases. Reasonable steps are discussed in more detail on pages 9-12 of EPA’s March 6, 2003, “*Common Elements*” guidance.

If no responsible party is identified above, then the petroleum-contaminated site may be eligible for funding. If a responsible party is identified above, EPA or the state must next determine whether that party is viable. If any such party is determined to be viable, then the petroleum-contaminated site is not eligible for funding.

If there is a responsible party for the site, the applicant should explain in its application what steps it took to determine a responsible party's financial status, and why the information presented indicates that the responsible party is not viable. A state making the "viable responsible party" determination for the applicant may use the standards contained in this Appendix or its own standard. If a state is not making the determination or a tribe is the applicant, EPA will follow the standard set forth in this Appendix. Note that any viability determination made by EPA is for purposes of the CERCLA Section 104(k) grant program only.

EPA will consider a party to be viable if the party is financially capable of conducting the activity (i.e., assessment, investigation, or cleanup) identified in the grant proposal.

Generally, EPA will consider ongoing businesses or companies (corporations, LLCs, partnerships, etc.) and government entities to be viable. EPA will generally deem a defunct or insolvent company and an individual responsible party to be not viable. EPA will apply these assumptions to its petroleum grant viability determinations, unless there is information suggesting that the assumption is not appropriate in a particular case (e.g., if there is information that an individual has adequate financial resources to address contamination at a site, or if there is information indicating an ongoing business is not, in fact, viable). An applicant should indicate if one of the above assumptions applies and provide support for the assertion. In circumstances not covered by one of the above assumptions, the applicant should explain why the responsible party is not viable.

An applicant seeking to determine the financial status (i.e., the viability) of a responsible party should consider consulting the following resources and any other resources it may deem to be useful to make this determination:

1. **Responsible Party:** Ask the responsible party for its financial information (tax returns, bank statements, financial statements, insurance policies designed to address environmental liabilities, etc.), especially if the responsible party is still associated with the site or is the applicant, and, therefore, will receive the benefit of the grant. An applicant that is a responsible party and claiming it is not viable should provide conclusive information, such as an INDIPAY or MUNIPAY analysis, on its inability to pay for the assessment or cleanup.
2. **Federal, State, and Local Records:** Federal, state, and local (i.e., county and city) records often provide information on the status of a business. An applicant that is a state or local government should at the very least search its own records for information on a responsible party. Examples of such resources include regulatory records (e.g., state hazardous waste records), Secretary of State databases, and property/land records.

3. **Public and Commercial Financial Databases:** Applicants also may obtain financial data from publicly available and commercial sources. Listed below are examples of sources for financial data that applicants may consider. Please note that some commercial sources may charge fees. EPA does not endorse the use of any specific sources, and EPA will accept reliable data from other sources as part of a proposal for funding.

Examples of sources: Lexis/Nexus, Dun & Bradstreet reports, Hoover's Business Information, Edgar Database of Corporate Information, Thomas Register of American Manufacturers, The Public Register, Corporate Annual Reports, Internet search engines (Google, Ask).

Cleaned Up by a Person Not Potentially Liable

Brownfields funding may be awarded for the assessment and cleanup of petroleum-contaminated sites provided:

- (1) The applicant has not dispensed or disposed of or owned the property during the dispensing or disposal of petroleum or petroleum product at the site.
- (2) The applicant did not exacerbate the contamination at the site and took reasonable steps with regard to the contamination at the site.

Is not subject to any order issued under §9003(h) of the Resource Conservation and Recovery Act (RCRA)

Proposals that include requests for an assessment or direct cleanup grant to address petroleum-contaminated sites must not be subject to a corrective action order under RCRA §9003(h). If EPA awards an applicant a revolving loan fund grant, the state or EPA must make the same determination for site(s) that will be cleaned up under a loan or subgrant.

1.3.3 Mine-Scarred Lands

Mine-scarred lands are eligible for brownfields funding. EPA's view is that "mine-scarred lands" are those lands, associated waters, and surrounding watersheds where extraction, beneficiation, or processing of ores and minerals (including coal) has occurred. For the purposes of this section, the definition of extraction, beneficiation, and processing is the definition found at 40 CFR 261.4(b)(7).

Mine-scarred lands include abandoned coal mines and lands scarred by strip mining.

Examples of coal mine-scarred lands may include, but are not limited to:

- Abandoned surface coal mine areas.
- Abandoned deep coal mines.
- Abandoned coal processing areas.
- Abandoned coal refuse areas.
- Acid or alkaline mine drainage.
- Associated waters affected by abandoned coal mine (or acid mine) drainage or runoff, including stream beds and adjacent watersheds.

Examples of non-coal hard rock mine-scarred lands may include, but are not limited to:

- Abandoned surface and deep mines.
- Abandoned waste rock or spent ore piles.
- Abandoned roads constructed wholly or partially of waste rock or spent ore.
- Abandoned tailings, disposal ponds, or piles.
- Abandoned ore concentration mills.
- Abandoned smelters.
- Abandoned cyanide heap leach piles.
- Abandoned dams constructed wholly or partially of waste rock, tailings, or spent ore.
- Abandoned dumps or dump areas used for the disposal of waste rock or spent ore.
- Acid or alkaline rock drainage.
- Waters affected by abandoned metal mine drainage or runoff, including stream beds and adjacent watersheds.

1.4 Sites Not Eligible for Brownfields Funding

The following three types of properties are not eligible for brownfields funding under the Brownfields Law, even on a property-specific basis. Applicants should not include these types of sites in the funding proposals.

- (1) Facilities listed or proposed for listing on the National Priorities List (NPL).
- (2) Facilities subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA.
- (3) Facilities that are subject to the jurisdiction, custody, or control of the United States government. Facilities owned by, or under the custody or control of, the federal government are not eligible for brownfields funding. EPA's view is that this exclusion may not extend to:
 - a. Privately-owned, Formerly Used Defense Sites (FUDS);
 - b. Privately-owned, Formerly Utilized Sites Remedial Action Program (FUSRAP) properties; and
 - c. Other former federal properties that have been disposed of by the United States government.

Note that land held in trust by the United States government for an Indian tribe is not excluded from funding eligibility. In addition, eligibility for brownfields funding does not alter a private owner's ability to cost recover from the federal government in cases where the previous federal government owner remains liable for environmental damages.

1.5 Particular Classes of Sites Eligible for Brownfields Funding Only With Property-Specific Determinations

The following special classes of property are generally ineligible brownfield sites unless EPA makes a "Property-Specific Determination":

- Properties subject to planned or ongoing removal actions under CERCLA.

- Properties with facilities that have been issued or entered into a unilateral administrative order, a court order, an administrative order on consent, or judicial consent decree or to which a permit has been issued by the United States or an authorized state under RCRA, FWPCA, TSCA, or SDWA.
- Properties with facilities subject to RCRA corrective action (§3004(u) or §3008(h)) to which a corrective action permit or order has been issued or modified to require the implementation of corrective measures.
- Properties that are land disposal units that have submitted a RCRA closure notification or that are subject to closure requirements specified in a closure plan or permit.
- Properties where there has been a release of PCBs and all or part of the property is subject to TSCA remediation.
- Properties that include facilities receiving monies for cleanup from the LUST trust fund.

EPA's approval of Property-Specific Determinations will be based on whether or not awarding a grant will protect human health and the environment and either promote economic development or enable the property to be used for parks, greenways, and similar recreational or nonprofit purposes. Property-Specific Determination requests should be attached to your proposal and do not count in the 15-page limit. See the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf for more information on how to prepare and submit a Property-Specific Determination.

1.5.1 Facilities Subject to CERCLA Removal Actions

Properties (including parcels of properties) where there are removal actions may not receive funding, unless EPA makes a property-specific determination of funding eligibility.

EPA's view is that a removal may be identified by the occurrence of one of the following events, whichever occurs first in time: EPA issues an action memo; EPA issues an Engineering Evaluation/Cost Analysis approval memo; EPA mobilizes onsite; EPA issues a notice of federal interest to one or more potentially responsible parties (PRPs), which in emergencies may be made verbally; or EPA takes other actions that are consistent with a removal.

Once a removal action is complete, a property is eligible for brownfields funding without having to obtain a property-specific funding determination. EPA's view is that, solely for the purposes of eligibility to receive brownfields funding, a removal is complete when the actions specified in the action memorandum are met, or when the contractor has demobilized and left the site (as documented in the "pollution report" or POLREP). Applicants applying for brownfields funding for sites at which removal actions are complete must include documentation of the action being complete with their funding proposal.

Parcels of facilities not affected by removal action at the same property may apply for brownfields funding and may be eligible for brownfields funding on a property-specific basis. Property-specific funding decisions will be made in coordination with the on-scene coordinator (OSC) to ensure that all removals and cleanup activities at the property are conducted in safe and protective manners and to ensure that the OSC retains the ability to address all risks and contamination.

Please note that if a federal brownfields-funded site assessment results in identifying the need for a new removal action, the grantee may continue to expend assessment grant funds on additional assessment activities. However, any additional expenditure of federal brownfields funds and any additional site assessment activities should be conducted in coordination with the OSC for the site.

1.5.2 Facilities to which a permit has been issued by the United States or an authorized state under the Resource Conservation and Recovery Act (RCRA), the Federal Water Pollution Control Act, the Toxic Substances Control Act, or the Safe Drinking Water Act

Generally, in cases where a property or a portion of a property is permitted under the Resource Conservation and Recovery Act, Section §1321 of the Clean Water Act, the Safe Drinking Water Act, and/or the Toxic Substances and Control Act, the property, or portion of the property, may not receive funding without a property-specific determination. Therefore, applicants should review the following guidance regarding which types of permitted facilities may not receive funding unless EPA makes a property-specific determination to provide funding. Applicants should note that the exclusion for permitted facilities does not extend to facilities with National Pollutant Discharge Elimination System (NPDES) permits issued under the authorities of the Federal Water Pollution Control Act, but is limited to facilities issued permits under the authorities of the Oil Pollution Act (i.e., §1321 of FWPCA).

In cases where one or more portions of a property are not eligible for funding, the applicant should identify the specific permit and situation that causes the property to be excluded. In addition, the applicant must include, within the proposal, documentation that federal brownfields funding for the assessment or cleanup of the property will further the goals established for property-specific funding determinations as described in the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

In some cases, a facility may not have a permit or order because it is not in compliance with federal or state environmental laws requiring that it obtain a permit or the facility has failed to notify EPA of its regulatory status. Such facilities are not eligible for brownfields funding. For example, a RCRA treatment unit operator is required to obtain a permit and/or notify EPA of its operation. An operator that fails to fulfill those obligations will likely not have a permit or order as EPA will be unaware of its existence. Therefore, it is EPA's view that such facilities are ineligible to receive brownfields funds as a result of their failure to comply with a basic regulatory requirement. Additional guidance on the eligibility of RCRA-permitted facilities, including facilities under administrative or court orders, including corrective action orders, is provided in the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf.

1.5.3 RCRA Sites

RCRA Facilities that are Eligible for Funding

EPA's view is that the following types of RCRA facilities are eligible for brownfields funding and do not require Property-Specific Determinations:

- a. RCRA interim status facilities that are not subject to any administrative or judicial order or consent decree;
- b. RCRA interim status facilities that are subject to administrative or judicial orders that do **not** include corrective action requirements or any other cleanup provisions (e.g., RCRA §3008(a) orders without provisions requiring the owner/operator to address contamination); and
- c. Parcels of RCRA facilities that are not under the scope of a RCRA permit or administrative or judicial order.

RCRA Facilities that Require Property-Specific Determinations

EPA's view is that the following types of RCRA facilities **may not receive funding without a property-specific determination**:

- a. RCRA-permitted facilities.
- b. RCRA interim status facilities with administrative orders requiring the facility to conduct corrective action or otherwise address contamination, including facilities with orders issued under the authorities of RCRA §3008(a), §3008(h), §3013, and §7003.
- c. Facilities under court order or under an administrative order on consent or judicial consent decree under RCRA or CERCLA that require the facility to conduct corrective action or otherwise address contamination at the facility.
- d. Land disposal units that have notified EPA or an authorized state of their intent to close and have closure requirements specified in closure plans or permits.

1.5.4 Land disposal units that have filed a closure notification under Subtitle C of RCRA and to which closure requirements have been specified in a closure plan or permit

RCRA hazardous waste landfills that have submitted closure notifications, as required under 40 CFR 264.112(d) or 265.112(d), generally will not be funded. This may include permitted facilities that have filed notification of closure and for which EPA and/or an authorized state is proceeding with final closure requirements for the facility. For interim status facilities, this is done through approval of a closure plan submitted with closure notification. For permitted facilities, this is routinely done as a modification to the permit, requested by the facility at the time of closure notification.

Please note that RCRA hazardous waste landfills that have submitted closure notifications may be eligible for brownfields funding with a Property-Specific Determination.

1.5.5 Sites Contaminated with PCBs

The Brownfields Law excludes from funding eligibility portions of facilities where there has been a release of PCBs that are subject to remediation under TSCA.

EPA's view is that all portions of properties **are eligible** for brownfields site assessment grants, except where EPA has initiated an involuntary action with any person to address PCB contamination. Also, it is EPA's view that all portions of properties **are eligible** for cleanup and RLF grants, except where EPA has an ongoing action against a disposer to address PCB contamination. However, any portion of a property where EPA has initiated an involuntary

action with any person to address PCB contamination and portions of properties where EPA has an ongoing action against a disposer to address PCB contamination will require a Property-Specific Determination to be eligible for brownfields funding, including:

- There is a release (or disposal) of any waste meeting the definition of “PCB remediation waste” at 40 CFR 761.3; **and**
- At which EPA has initiated an involuntary action with any person to address the PCB contamination. Such involuntary actions could include:
 - Enforcement action for illegal disposal;
 - Regional Administrator’s order to characterize or remediate a spill or old disposal (40 CFR 761.50(b)(3));
 - Penalty for violation of TSCA remediation requirements;
 - Superfund removal action; or
 - Remediation required under RCRA §3004(u) or §3004(v).

PCBs may be remediated under any one of the following provisions under TSCA:

- a. Section 761.50(b)(3), the directed characterization, remediation, or disposal action.
- b. Section 761.61(a), the self-implementing provision.
- c. An approval issued under §761.61(c), the risk-based provision.
- d. Section 761.61(b) to the level of PCB quantification (i.e., 1 ppm in soil).
- e. An approval issued under §761.77, the coordinated approval provision.
- f. Section 761.79, the decontamination provision.
- g. An existing EPA PCB Spill Cleanup Policy.
- h. Any future policy or guidance addressing PCB spill cleanup or remediation specifically addressing the remediation of PCBs at brownfield sites.

1.5.6 LUST Trust Fund Sites

The Brownfields Law requires a Property-Specific Determination for funding at those sites (or portions of properties) for which assistance for response activity has been obtained under Subtitle I of RCRA from the LUST trust fund. EPA’s view is that this provision may exclude UST sites where money is being spent on actual assessment and/or cleanup of UST/petroleum contamination.

However, in cases where the state agency has used LUST trust fund money for state program oversight activities on an UST site, but has not expended LUST trust funds for specific assessment and/or cleanup activities at the site, the site would be eligible for brownfields funding and does not need a Property-Specific Determination. Such sites may receive brownfields funding on a property-specific basis, if it is determined that brownfields funding will protect human health and the environment and the funding will promote economic development or enable the creation of, preservation of, or addition to greenspace (see guidance on documenting eligibility for property-specific funding determinations provided in the Brownfields FAQ at: http://www.epa.gov/brownfields/proposal_guides/FY13_FAQs.pdf).

Examples of sites receiving LUST trust fund monies that EPA would consider to be good candidates to receive brownfields grants or loans:

- a. All USTfields pilots (50 pilots).
- b. Sites (or portions of properties) where an assessment was completed using LUST trust fund monies and the state has determined that the site is a low-priority UST site, and therefore, additional LUST trust fund money cannot be provided for the cleanup of petroleum contamination, but the site still needs some cleanup and otherwise is a good candidate for economic revitalization.
- c. Sites (or portions of properties) where LUST trust fund money was spent for emergency activities, but then the site was determined to be ineligible for further expenditures of LUST trust funds, yet the site needs additional funding for continued assessment and/or cleanup that will contribute to economic revitalization of the site.

1.6 Eligible Response Sites/Enforcement Issues

The Brownfields Law limits EPA’s enforcement and cost recovery authorities at “eligible response sites” where a response action is conducted in compliance with a state response program. Section 101(40) of CERCLA defines an “eligible response site” by referencing the general definition of a “brownfield site” in §101(39)(A) and incorporating the exclusions at §101(39)(B). The law places further limitations on the types of properties included within the definition of an eligible response site, but grants EPA the authority to include within the definition of eligible response site, and on a property-specific basis, some properties that are otherwise excluded from the definition. Such property-specific determinations must be based upon a finding that limits on enforcement will be appropriate, after consultation with state authorities, and will protect human health and the environment and promote economic development or facilitate the creation of, preservation, or addition to a park, a greenway, undeveloped property, recreational property, or other property used for nonprofit purposes. While the criteria appear similar to those for determining eligibility for funding on a property-specific basis, the determinations are distinct, will be made through a separate process, and may not be based on the same information requested in this document for property-specific funding determinations.

Also, please note that in providing funding for brownfield sites, and given that a limited amount of funding is available for brownfields grants, EPA’s goal is to not provide brownfields funding to sites where EPA has a planned or ongoing enforcement action. While EPA does not intend that the existence of a planned or ongoing enforcement action will necessarily disqualify a site from receipt of brownfields funding, EPA does believe it is necessary that EPA be aware of the existence of any such action in making funding decisions. As a result, EPA will conduct an investigation to evaluate whether a site is, or will be, subject to an enforcement action under CERCLA or other federal environmental statutes. EPA is requesting that applicants identify ongoing or anticipated environmental enforcement actions related to the brownfield site for which funding is sought.

Appendix 2 Grants.gov Proposal Submission Instructions

General Proposal Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and who is authorized to sign applications for federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. **Note that the registration process may take a week or longer to complete.** If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website.** For more information on Adobe Reader please visit the **Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp.**

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-OSWER-OBLR-12-09, or the CFDA number that applies to this announcement (66.818), in the appropriate field. Then complete and submit the proposal package as indicated. **You may also be able to access the proposal package by clicking on the “Application” button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the “Browse by Agency” feature to find EPA opportunities).**

Proposal Submission Deadline. Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than November 19, 2012, 11:59 p.m. EDT. **Please submit all proposal materials described below.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal including transmittal letter. See Section IV.C for details on the content of the narrative proposal and transmittal letter and the associated page limits.
- IV. Required Attachments. See Section IV.C of this announcement.

The proposal package **must** include all of the following materials:

I. Application for Federal Assistance, Standard Form (SF-424). Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form SF 424A – Budget Information. Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal and Transmittal Letter (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>). The documents should be readable in PDF, MS Word, or Word Perfect and consolidated into a single file. See Section IV.C of this Announcement (EPA-OSWER-OBLR-12-09) for details on the content of the narrative proposal and transmittal letter.

IV. Other Attachments Form – For Required Attachments. Use the “Other Attachments Form” to attach a copy of required attachments. (See Section IV.C of this Announcement (EPA-OSWER-OBLR-12-09) for more details of the required attachments.)

Proposal Preparation and Submission Instructions.

Document I through IV, listed under Proposal Materials above, should appear in the “Mandatory Documents” box on the <http://www.grants.gov> “Grant Application Package” page.

For Documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Package” page,

click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document III, you will need to attach electronic files. Prepare your narrative proposal (including transmittal letter) as described in Section IV.C of this announcement (EPA-OSWER-OBLR-12-09) and save them to your computer as an MS Word, PDF, or WordPerfect file. When you are ready to attach them to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach them (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

To attach the required attachments (Document IV), use the “Other Attachments Form.” After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List.”

Please note that applicants are limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters:

A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.

If applicants use any other characters when naming their attachment files their applications will be rejected by grants.gov.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY13 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 13 Assoc Prog Supp Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY13 Assoc Prog Supp - 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through <http://www.grants.gov>.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY13), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact <http://www.grants.gov> for assistance by phone at 1-800-518-4726, or email at <http://www.grants.gov/help/help.jsp> or contact Jeanette Mendes at mendes.jeanette@epa.gov.

Proposal materials submitted through <http://www.grants.gov> will be time/date stamped electronically.

TRANSMISSION DIFFICULTIES

If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted proposal are experienced, follow the guidance below. EPA may decide to review the proposal if it is clearly demonstrated that these transmission difficulties were due solely as a result of problems associated with the transfer to Grants.gov. The decision regarding acceptance of the proposal for review will be made by EPA and provided to the applicant within ten working days of the request. All e-mails, as described below, are to be sent to mendes.jeanette@epa.gov with the Applicant Name in the Subject Line.

- (1) Late transfer or no transmission due to electronic submission problems: Should electronic submission problems result in the proposal being transferred to Grants.gov after 11:59 p.m. Eastern Time on the solicitation closing date, send an e-mail documenting the problem, include the Grants.gov “case number” and attach the entire proposal.
- (2) Grants.gov rejection of proposal: If a notification is received from Grants.gov stating that the proposal has been rejected **for reasons other than late submittal**, immediately send an email that includes the notice provided by Grants.gov documenting rejection and attach the entire proposal.

If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the proposal deadline, please contact **Jeanette Mendes** at mendes.jeanette@epa.gov. Failure to do so may result in your proposal not being reviewed.

Appendix 3 Special Considerations Checklist

Please identify (with an **X**) if any of the below items apply to your community or your project as described in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the evaluation process.

- Community population is 10,000 or less
- Federally recognized Indian tribe
- United States territory
- Applicant assisting a Tribe or territory
- Targeted brownfield sites are impacted by mine-scarred land
- Targeted brownfield sites are contaminated with controlled substances
- Community is impacted by recent natural disaster(s) (2005 or later). To be considered, applicant must identify here the timeframe and type of natural disaster.
- Project is primarily focusing on Phase II assessments
- Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation
- Community experiencing plant closures (or other significant economic disruptions) (2007 or later), including communities experiencing auto plant closures due to bankruptcy or economic disruptions. To be considered, applicant must identify here the timeframe and name of the plant recently closed and jobs lost, or reason for other significant economic disruption.
- Applicant is a recipient or a core partner of a HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant that is directly tied to the project area, and can demonstrate that funding from a PSC grant has or will benefit the project area. To be considered, **applicant must attach documentation** which demonstrates this connection to a HUD-DOT-EPA Partnership for Sustainable Communities grant.
- Applicant is a recipient of an EPA Brownfields Area-Wide Planning grant
- Community is implementing green remediation plans