

October 10th, 2024



# ASK THE EXPERTS

Tips & Tricks for EPA Brownfield Grant Successes

---

# INTRODUCTIONS

---

## Mid-Atlantic TAB



Becca Phillips,  
Outreach and Education Coordinator



Jared Stewart,  
Community Development Associate



Katie See, AICP  
Assistant Director

# MID-ATLANTIC TAB

---

## What do we do?

- Mid-Atlantic TAB is the Technical Assistance to Brownfields (TAB) provider for EPA Region 3.
- Resources we offer include Brownfield Education



This includes today's EPA Grant webinar!

# INTRODUCTIONS

---

## EPA and WV DEP



Chris Lesniak,  
EPA Region 3 Project Officer




Erin Brittain,  
WV DEP Brownfields Program Manager

# EPA BROWNFIELD FY25 GRANT WEBINAR - PART 1



BROWNFIELDS BREAKING NEWS

## WRAPPING UP: WHAT TAB CAN DO FOR YOU



**MID-ATLANTIC TAB**  
A collaboration between leading teams, here to help with technical assistance.

**GRANT SEASON**  
We offer assistance with understanding the grant process, reviewing applications, and figuring out what the next steps are.

**STATE WEBINARS**  
Check out our upcoming state-specific webinars for more info.

**FREE!**  
Our services are free of charge.

Katie See 26

Brownfields Breaking News: Mid-Atlantic TAB, Grant Season, and More

WV Brownfields Assistance Centers  
30 subscribers

Subscribe

0 Like Comment Share Download Clip Save ...







**BREAKING  
NEWS**

Check out [Part 1 here](#) for more details about each brownfield grant application, including threshold, narrative, meeting requirements, and eligible activities



# AGENDA

---

-  Overview of EPA Brownfields Grants and Eligibility
-  SAM.GOV and Application Threshold Criteria
-  FY25 ARC Grant Changes
-  Grant Package
-  Key Information
-  TAB Resources and any Questions

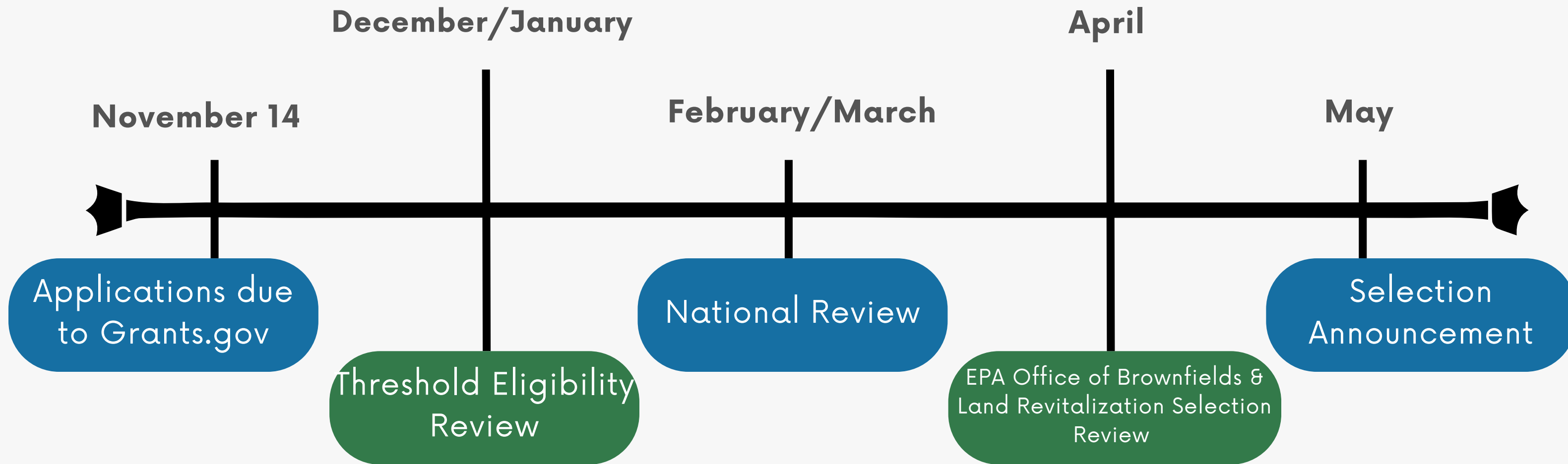
# EPA GRANT OVERVIEW

---

- Also referred to as MARC Grants
  - ~~Multi-Purpose~~ (Not included this round)
  - **A**ssessment
  - **R**evolving Loan Funds
  - **C**leanup



# EPA GRANT TIMELINE





# EPA anticipates offering grants of the following amounts in FY25

Grant Type	Maximum Project Period	Maximum Amount per Grant	Estimated Awards	Total Per Grant Type- Bipartisan Infrastructure Law Funds	Total Per Grant Type- Regular Appropriated Funds
Community-wide Assessment Grants for State and Tribes	5 years	\$2,000,000	18	\$36,000,000	
Assessment Coalitions	4 years	\$1,200,000	29		\$35,000,000
Community-wide Assessment – New*	4 years	\$500,000	40		\$20,000,000
Community-wide Assessment – Existing**	4 years	\$500,000	52		\$26,000,000
RLF***	5 years	\$1,000,000	15	\$15,000,000	
Cleanup	4 years	\$500,000	30	\$15,000,000	
Cleanup	4 years	\$2,000,000	23	\$45,000,000	
Cleanup	4 years	\$4,000,000	10	\$40,000,000	

\*Community-wide Assessment – New = Entities that have never received an EPA Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant, or that were awarded a Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant that closed in 2016 or earlier.

\*\*Community-wide Assessment – Existing = Entities that have an open Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant, or that were awarded a Brownfields Multipurpose, Assessment, RLF, or Cleanup Grant that closed in 2017 or later.

\*\*\*RLF New = Entities that do not have or are not part of (i.e., a coalition member) an open cooperative agreement for a Brownfields RLF at the time of application.





# ELIGIBILITY - ALL GRANTS

---

- ✓ State, local, and tribal governments
- ✓ General purpose units of local government
- ✓ Regional council or redevelopment agency sanctioned by a state
- ✓ Non-profit organizations\*
- ✓ Quasi-governmental agencies

\*501c4 organizations that lobby are not eligible for EPA Brownfield Grants

Source: [EPA](#) Eligible Entities



# FY25 Eligibility Chart for Existing Grant Recipients

MY ORGANIZATION CURRENTLY HAS	In FY25, can I also apply for...?						
	Community-wide Assessment Grants for States and Tribes	Community-wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
Multipurpose Grant	Yes	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Must draw down 70% of each MP Grant	Yes	Yes	Must draw down 70% of each MP Grant
Community-wide Assessment Grants for States and Tribes	Must draw down 60% of each CWAGST Grant	Not eligible	Not eligible	Not eligible	Yes	Yes	Yes
Community-wide Assessment Grant	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	Yes	Yes
Assessment Coalition Grant (Lead)	Yes	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Must draw down 70% of each Assessment Grant	Yes	Yes	Yes
Non-Lead Member of an Assessment Coalition	Yes	Yes	Yes	Yes	Yes	Yes	Yes
RLF Grant	Yes	Yes	Yes	Must draw down 70% of each RLF Grant	Not eligible	Not eligible	Yes
Non-Lead Member of an RLF Coalition	Yes	Yes	Yes	Yes	Not eligible	Not eligible	Yes
Cleanup Grant	Yes	Yes	Yes	Must draw down 70% of each Cleanup Grant	Yes	Yes	Yes, for a site that has not previously received Cleanup Grant funding

Note: Applicants must also meet all threshold criteria outlined in Section III. of the RFA. If you plan to apply for more than one grant type, please refer to the FY25 MARC Grant Eligibility Chart for Multiple Applications chart to determine which grant(s) are available to you.

# FY25 Eligibility Chart for Multiple Applications



I AM APPLYING FOR	In FY25, can I also apply for...?						
	Community-wide Assessment Grants for States and Tribes	Community-wide Assessment Grant	Assessment Coalition Grant (Lead)	Non-Lead Member of an Assessment Coalition	RLF Grant	Non-Lead Member of an RLF Coalition	Cleanup Grant
Community-wide Assessment Grants for States and Tribes	N/A	No	No	No	Yes (Choose One Type)		
Community-wide Assessment Grant	No	N/A	No	No	Yes (Choose One Type)		
Assessment Coalition Grant (Lead)	No	No	N/A	No	Yes (Choose One Type)		
Non-Lead Member of an Assessment Coalition	No	No	No	N/A	No	Yes	No
RLF Grant	Yes (Choose One Type)			No	N/A	No	No
Non-Lead Member of an RLF Coalition	Yes (Choose One Type)				No	N/A	Yes
Cleanup Grant	Yes (Choose One Type)			No	No	Yes	N/A

---

**SAM.GOV**

---



# SAM.gov

---

- The NOFO will be released through [www.grants.gov](http://www.grants.gov)
- All entities are required to have an active Sam.gov registration
- Applicants should ensure they have an active Unique Entity ID (UEI) now. EPA may not be flexible in allowing applicants to submit applications outside of [www.grants.gov](http://www.grants.gov).



# SAM.gov

The screenshot displays the SAM.gov homepage. At the top left is the SAM.GOV logo with a small American flag icon. To the right of the logo is a 'Sig' button with a left-pointing arrow. Below the logo is a navigation menu with links for 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main content area features a large heading: 'Get Started with Registration and the Unique Entity ID'. Below this heading is a sub-heading: 'Submitting a registration and getting a Unique Entity ID are FREE.' There are two main columns of content. The left column is titled 'Before You Get Started' and contains a four-step process flow: 1. About Registration, 2. Set up a SAM.gov Account, 3. Prepare Your Data, and 4. Get Started. The right column is titled 'Register Your Entity or Get a Unique Entity ID' and contains three buttons: 'Get Started' (green), 'Renew Entity' (light green), and 'Check Entity Status' (white with a checkmark icon).

- The System for Award Management (SAM) is an official website of the U.S. Government. There is NO cost to use SAM. You can use this site for free to:
  - Register to do business with the U.S. Government.
  - Update or renew your entity registration
  - Check the status of an entity registration
  - Search for entity registration and exclusion records
  - Can take at least 2 weeks or more to complete- **Don't Wait!**





- To Register/Check Status/Renew: [www.sam.gov](http://www.sam.gov)

**You will need:**

- ✓ Unique Entity ID
- ✓ Tax ID #
- ✓ Bank routing number, bank account number, and account type (i.e. checking/savings) to set up Electronic Funds Transfer (EFT)
- ✓ All non-Federal entities must mail original, signed, and notarized letter to the Federal Service Desk within 30 days of activation.

**DON'T FORGET**

- Must be renewed every 12 months.
- Must be active when applying for grants.
- Make sure contact information is correct and up to date.
- FREE to register and renew- Watch Out for Scams!





---

# THRESHOLD CRITERIA HIGHLIGHTS

---



# THRESHOLD CRITERIA

## ALL Grants

---

- Threshold eligibility criteria ensures applicants are eligible to receive an EPA Brownfield MARC grant
- Criteria are pass/fail and based on certain requests for information identified in following slides
- Information submitted is used by EPA only to make eligibility determinations for EPA Brownfield grants
- Only applications that pass all threshold criteria will be evaluated against evaluation criteria in Section 5.A. - Evaluation Criteria - of Grant Solicitations
- **Double check your work!!** You cannot make changes to your application past the submission deadline and EPA cannot accept additional documents past the deadline.

Responses to each criteria are required and must be included as an attachment to the grant Narrative which is included in application submitted to EPA

**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.**



# THRESHOLD CRITERIA

## ALL Grants

---

### Assessment Grant

- Current letter from environmental state agency acknowledging that applicant plans to conduct assessment activities and apply for FY25 brownfield grant
- Previous year not permitted

### Cleanup Grant

- Site Characterization:
  - Must show there has been sufficient level of site characterization from ESA performed to date for remediation to begin on site(s).
  - Determination must be made by the state environmental agency
- Phase II ESA completed (or equivalent)

If applying for multiple types of grants, only one letter is required.

However, a copy of state agency letter must be attached with each of your applications.



# THRESHOLD CRITERIA

---

## Cleanup Grants Ownership Eligibility

- MUST be sole owner of the site by the time of application.
    - Fee simple title through a legal document.
  - The owner must have conducted all appropriate inquiries (AAI) prior to acquiring the property.
- Phase I Environmental Site Assessment not more than 180 days before the property transfer.
    - **The owner must not be liable in any way for the contamination at the site or affiliated with any other person potentially liable for the contamination.**



# THRESHOLD CRITERIA

---

## Cleanup Grants

### COMMUNITY NOTIFICATION AND PUBLIC MEETING

#### COMMUNITY NOTIFICATION

- Ad in local newspaper or an equivalent means to communicate with target community.
  - **No later than two weeks before the application is submitted.**
- Must clearly state:
  - A copy of this grant application, including draft ABCA(s), is available for public review and comment.
  - How to comment on the draft application
  - Where the draft is located (i.e. town hall, library, website)
  - Date, time, and location of public meetings.



# THRESHOLD CRITERIA

---

## Cleanup Grants

### COMMUNITY NOTIFICATION AND PUBLIC MEETING

#### PUBLIC MEETING

- Discuss the draft application
  - Consider public comments
  - Can be a regularly scheduled community meeting with other topics
  - In-person or virtual
- Required attachments for grant application:
  - Comments or a summary of the public comments received
  - Response to public comments
  - Meeting notes or summary of public meeting(s)
  - Sign-in sheets or participant list



# THRESHOLD CRITERIA - INFOGRAPHIC

## Cleanup Grant

### SECTION A: PROPERTY OWNERSHIP ELIGIBILITY- HAZARDOUS SUBSTANCES

Liabile parties may include all current and former owners and operators, and those who arranged for or contributed to the disposal and/or treatment of hazardous substances on the site. To be eligible for EPA grant funding, you must demonstrate that you:

1. Are exempt from CERCLA liability; or
2. The property is publicly owned and was acquired prior to January 11, 2002; or
3. Meet requirements for an affirmative defense to CERCLA liability

#### 1. EXEMPTIONS TO CERCLA LIABILITY

- Indian Tribes
- Alaska Native Village Corporations and Alaska Native Regional Corporation
- Property acquired under certain circumstances by units of state and local government:
- Seizure or in connection with a law enforcement activity
- Bankruptcy
- Tax delinquency
- Abandonment
- Escheat or certain inter-governmental transfers
- See [FY2025 FAQs](#) for further information

#### 2. EXCEPTIONS TO MEETING THE REQUIREMENTS FOR ASSERTING AN AFFIRMATIVE DEFENSE TO CERCLA LIABILITY

- **Publicly owned** brownfield sites acquired prior to January 11, 2002

#### INFO NEEDED!

To demonstrate (1) **the State or local government is exempt** OR To demonstrate (2) you qualify for the **Publicly-Owned Brownfields Sites exception** the following information is required:

- Conditions under which the property was acquired
- Date the property was acquired
- Whether all hazardous substance disposal occurred before your ownership
- Confirmation that you have not caused or contributed to the release of hazardous substances
- Confirmation that you have not arranged for the disposal of or transported hazardous substances to the property

### SECTION B: PROPERTY OWNERSHIP ELIGIBILITY- PETROLEUM SITES

Eligibility for petroleum sites is determined by the following criteria:

- There can be no viable responsible party
- The applicant cannot be potentially liable for cleaning up the site
- The site must not be subject to a RCRA corrective action order



Petroleum site eligibility is generally decided by the state, but the EPA steps in when the state is unable. The EPA also makes the determination for tribes.

**Full handout available on  
our website!**



# THRESHOLD CRITERIA - INFOGRAPHIC

## Assessment Grant

---

### INFORMATION REQUIRED FOR ALL ASSESSMENT GRANTS:

#### Applicant Eligibility

Indicate your applicant type and provide information that shows you are eligible for an Assessment Grant. Indicate if your organization is exempt from federal taxation.

#### Community Involvement

Provide information on how you plan to inform and involve the community in the assessment of your brownfield.

#### Contractors and Named Subrecipients

If you have selected a contractor, you must demonstrate that you did so according to EPA requirements. If you have identified a specific subrecipient, you must comply with EPA's subrecipient requirements even if they are referred to as a "partner" in your application.

#### Expenditure of Existing Grant Funds

If you have a pre-existing EPA Brownfields Grant, you must demonstrate that you have disbursed these funds.

**Full handout available on  
our website!**





---

# FY25 ARC\* GRANTS CHANGES

---

\*Note that Multi-Purpose Grants are not included in FY25 solicitations



# EPA BROWNFIELD ARC GRANT

## Changes for FY25

Complete list of changes to all grant guidelines for FY25 can be found [here](#)



---

# ASSESSMENT GRANTS

---



# NEW CHANGES

## Assessment Coalition Grants

Threshold criterion requirement that prohibited non-lead coalition members from having an open MARC Grant or a MARC Grant that closed in the last 7 years **has been removed.**

- Assessment Coalitions must have at least one non-lead member that has never been awarded a Brownfields Multipurpose, Assessment, Revolving Loan Fund, or Cleanup (MARC) Grant.
- Entities that have an open Brownfields MARC Grant are eligible to be a non-lead coalition member, but must demonstrate that they have drawn down 70.00% of the funding for each MARC Grant.
- Applicants may still include eligible community-based nonprofit organizations as non-lead members, but this is no longer required for the Narrative response to be evaluated more favorably.



---

# REVOLVING LOAN FUND (RLF)

---



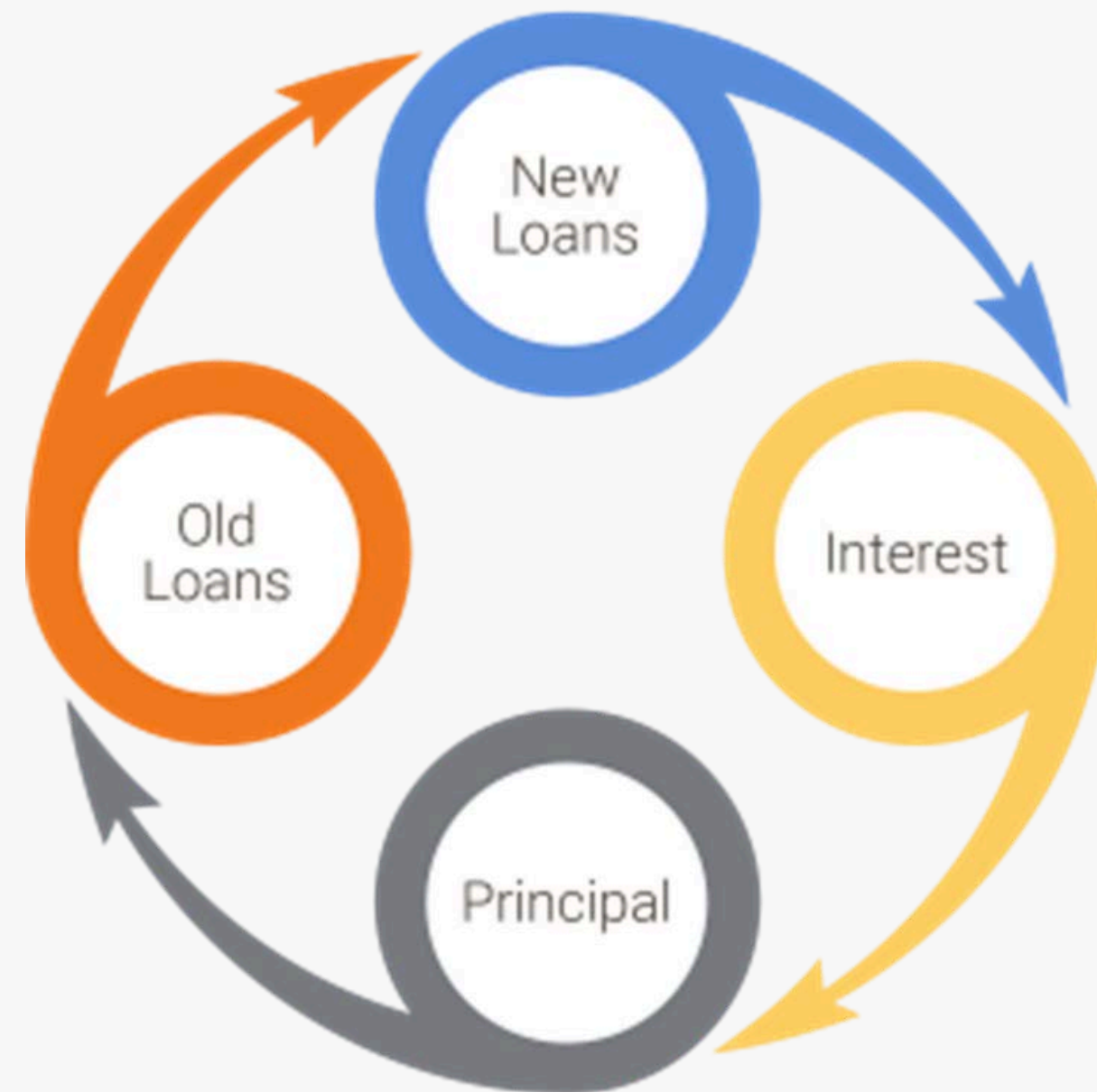
# NEW CHANGES

## RLF Grants

Ranking and evaluation criteria are updated to align with the FY25 Assessment and Cleanup Grant Guidelines.

- Review the [FY25 RLF Grant Guidelines](#) for details.

### REVOLVING LOAN FUND



---

# CLEANUP GRANTS

---



# NEW CHANGES

## Cleanup Grants

- There is a new option under the threshold criteria for applicants to demonstrate eligibility for a site with hazardous building material (e.g., asbestos, lead-based paint) that has not been released into the outdoor environment.
- If the brownfield site has a hazardous substance contained in the building materials (e.g., insulation, flooring, caulk, etc.) and the hazardous substance has not been released (and there is no threat of release) into the outdoor environment (i.e., air, groundwater, land surface, etc.), then CERCLA § 107 liability may not apply. The site is eligible for funding, provided all other site eligibility requirements are met.







---

**QUESTIONS?**

---



---

# GRANT PACKAGE

---



# NARRATIVE INFORMATION SHEET

⚠ Limited to 3 Pages ⚠

---

- Applicant Identification
  - Name & Full Address
- Website URL
- Funding Requested
  - Grant Type
  - Federal Funds Amount Requested
- Location
- Target Area & Priority Site Information (Site-Specific Assessment and Cleanup Only)
- Contacts
- Population of your jurisdiction or the targeted areas
- Other factors checklist
- Letter from state env. agency acknowledging plans to conduct assessment activities and apply for FY25 grant
- Releasing Copies of Applications on EPA website



# NARRATIVE & RANKING CRITERIA



 NOTE: Page Limits! 

---

All Narratives must be single-spaced. Nothing exceeding page limit will be reviewed.

- Cleanup/Assessment Grant: 10 page limit
- RLF Grant: 12 page limit
  
- The Narrative, which includes responses to the ranking criteria, must provide sufficient detail to allow for an evaluation of the merits of the application.
  - i. Project Description and Plan for Revitalization
  - ii. Community Need and Community Engagement
  - iii. Task Descriptions, cost estimates, and measuring progress
  - iv. Programmatic Capability and Past Performance
- Threshold Criteria Responses
- Other Factors and Considerations
  
- **Note:** EPA only evaluates the information that is requested and required in the NOFO. To that end, we do not encourage applicants to solicit support letters from members of Congress or include such letters with their applications.

---

**GRANT PACKAGE:**

**Letter From State Environmental Authority**

---



# STATE-SPECIFIC THRESHOLD CRITERIA

## Cleanup Grants

---

### If eligible for VRP:

- WV DEP must review assessment data
- Environmental authority letter must affirm eligibility into WV DEP's Voluntary Remediation Program
- Letter must also affirm site has a sufficient level of site characterization to begin remediation or will have sufficient level by June 15, 2025

### If **NOT** eligible for VRP:

- Sites not eligible for the Voluntary Remediation Program (e.g., asbestos), an **Environmental Professional must certify** that a sufficient level of site characterization has been performed in order to begin remediation
- Letter from Environmental Professional must be submitted to WV DEP



**Submit your request to WV DEP by November 1, 2024**

# LETTER FROM WV DEP

---

- Required attachment for **all** grant applications
- Acknowledges state's awareness and support of the project(s)
- Site Characterization level from ESA
- One letter can be used for multiple applications
- Letter must be current (**cannot use previous year's letter**)
- Contact to Request the State Letter:  
[depbrownfieldsassessment@wv.gov](mailto:depbrownfieldsassessment@wv.gov) or [Erin.R.Brittain@wv.gov](mailto:Erin.R.Brittain@wv.gov)
- Complete the WV DEP Grant Letter Request Form located on WVDEP's website [here](#)
- Please submit your completed request form to WV DEP no later than **November 1, 2024**



Check out WV DEP's [website here!](#)

---

# KEY INFORMATION

---





# FEDERAL FORMS

---

- Application for Federal Assistance (SF-424)
- Budget information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form 5700-54
- Pre-award Compliance Review Report (EPA Form 4700-4)
  - Guidance on how to complete this form is available at [www.epa.gov/grants/tips-completing-epa-form-4700-4](http://www.epa.gov/grants/tips-completing-epa-form-4700-4)
- Project Narrative Attachment Form
  - Attach the Narrative Information Sheet, the Narrative, and required attachments as one file.



To assist with completing the various federal forms, EPA has created a file with sample forms (pdf) that include useful tips and suggestions for your use and reference. Please click the link to access: [Sample Federal Forms](#)



# GRANT DEBRIEF

---

If you applied previously and were unsuccessful, refer to your Grant Debrief



# When In Doubt...

## Check the FAQs!

Other EPA Resources, including slides and recordings of webinars, can be found on our [MARC Grant Resources](#) page





---

**QUESTIONS?**

---



---

# MID-ATLANTIC TAB CAN HELP!

---

# MID-ATLANTIC TAB

## Technical Assistance to Brownfields (TAB)

---

- **Brownfield Education**
  - Trainings, webinars, events
- **Resource Identification**
  - **Grant writing assistance, grant review**, resource road maps
- **Local Brownfield Program Support**
  - Brownfield Inventory Development, questions on sites, technical support
- **Project Development & Design Assistance**
  - Site-specific design assistance, design support

# IMPORTANT DEADLINES



**November 1, 2024**

Deadline to submit draft applications to WVU TAB for review

**November 1, 2024**

Deadline to submit request for letter to WVDEP

**NOVEMBER 14, 2024**

EPA Grant Submittal Deadline

# STAY CONNECTED!



Erin Brittain,  
Erin.R.Brittain@wv.gov



Chris Lesniak,  
lesniak.christopher@epa.gov



# STAY CONNECTED!



MID - ATLANTIC  
**TAB**  
TECHNICAL ASSISTANCE TO  
BROWNFIELDS COMMUNITIES

 email us: [wwutab@mail.wvu.edu](mailto:wwutab@mail.wvu.edu)

 schedule a 1-on-1 consultation

 <https://brownfields.wvu.edu>

 sign up for our newsletter!

 /   
@DEPWV

 /  /   
@wwutab

 /  /   
@epa\_midatlantic