FY2026 —

Helpful Hints for EPA Brownfields Multipurpose Grants

Criteria Multipurpose	Helpful Hints
1. PROJECT AREA DESCRIPOINTSION AND PLANS FOR REVITALIZATION (45 POINTS)	
A common pitfall of this section is to write too much upfront in 1.a. and lose point in other sections: Be Concise: Start with a brief introduction for the overview that sets the context. Avoid lengthy explanations and plan to expand on the details throughout the grant narrative. This keeps the reader engaged and assists you with a "cohesive" grant narrative. Use Minimal Statistics in this section and compare and contrast data. For example, "City unemployment is 10% compared to county unemployment at 4%." Always provide sources for your statistics.	
Target Areas and Brownfields (15 points)	
1.a Overview of Brownfield Challenges, Description of Target areas (5 points)	Include area description and population size of the community so the reviewer gets an idea if this is an urban area or small rural community. If community has less than 15,000 residents, refer to the page number in your Other Factors Checklist. ● Provide a clear overview of the brownfield sites in the target area. (Include properties like longtime-vacant lots, blighted or aging buildings, historic dry cleaners, historic gas stations, former manufacturing site etc.) Reference the number (even estimated number) of brownfields in the target area so the reviewer can see the magnitude of your brownfield problem. ● Clearly identify and describe your target area for the focused grant activities. Make sure that the reviewers have a clear idea where your target area is located within your community. Examples include proximity to a known body of water, interstate(s), direction from downtown, major industry (like a port), or known landmarks. *If the target area is already included in an active EPA grant, consult with your EPA region.* Please note, *identification of the "geographic area"* is not requested in the criteria. When discussing brownfields challenges and their impacts within the target area boundary (why do you have these brownfields, why are they a problem, who is affected and how): ● Include background information on any brownfield challenges (e.g., loss of jobs, increased poverty, high unemployment, loss of tax base, etc.…) ● Reference the number (even estimated number) of brownfields in the area so the reviewer can see the magnitude of your brownfield problem

- Support your statements by highlighting **only key** statistics (e.g. population loss over time, poverty, unemployment, job loss, etc.) that you present in subsection 4.c.(2) Community Need. The information you provide here should **support the statements** you make about revitalization goals and community need in the following sections of your application.

Focus on the brownfields challenges for the impacted community (blighted properties, higher crime rate, job loss, etc.) and **how this grant will help alleviate or address those challenges**. Search your State or Tribal environmental databases for evidence of known releases. Additional resources are also available in the Grant Data Research guidance document. You want to show that the brownfield sites are significantly impacting your communities or target areas and the specific types of challenges/impacts for/on the community. Please see **FAQ C.13 from FY2026 FAQs for additional links.**

1.b.. Description of the Priority Brownfield Site(s) (5 points)	When highlighting the priority property(ies) selected for cleanup within the target area(s):
	- Describe the location of your priority brownfield(s), e.g., center of town, outskirts, close to or near neighborhoods/schools, densely populated impoverished/minority neighborhoods, etc. Please see **_FAQ C.13 from FY2026 FAQs_** for additional links. - Clearly identify priority brownfield sites and describe in detail why they are a priority for assessment, cleanup, and subsequent reuse (significant environmental/health/community concerns, unsafe structures/property conditions, good redevelopment potential, etc.) and who determined them to be a priority (did the community have input?). - Indicate the previous property use(s) and how it is related to the contamination. - Briefly describe if the **existing contamination impacts surrounding residents, sensitive populations, or waterways (through stormwater, blowing contaminated sediments, potential vapor intrusion).** - Use available environmental reports such as remedial investigations, site characterization, or Phase II Environmental Site Assessment, or your environmental agency, as resources to describe the contamination that you intend to clean up with the grant funds. Please see Section III. Environmental Information for Targeted Area and Priority Sites in: _Grant Data Research | KSU TAB - Technical Assistance to Brownfields_ Take a look at the Other Factors check list and see if any of those factors apply (i.e. is the site adjacent or near a body of water or federally designated floodplain, is the site impacted by mine-scarred lands, etc.). If they do, state it here. Bodies of water can be large or small and might include lakes, rivers, creeks, marshes, wetlands, or floodplains. Some examples as to why sites are a priority for assessment and subsequent reuse: good redevelopment potential and/or part of a larger redevelopment plan, job creation, potential exposure impacts or health hazards to residents, community concerns, such as sites in the midst of a neighborhood, proximal to schools, parks and are unsafe, unsecured, or attract crime or vagrants, etc. Do not include demographic and health data here - refer the reader to the Section 2 subsection where this information is detailed.

1.c. Identifying additional sites (5 points)	Describe the selection process and prioritization criteria (immediate job creation, removal of contaminants to prevent exposure, motivated developer) to identify additional sites within the target area Criteria should include consistency with the existing targeted brownfield sites. • If you have not done do already, consider using some of your grant funds to establish a brownfields inventory within the target area. You can talk about an existing or planned inventory as a way to identify additional sites • Consider talking about stakeholder outreach – will you have an online form where community members can nominate a site they're aware of? Will you conduct outreach to commercial realtors and brokers? Etc.
Revitalization of the Target Area (20 points)	
1.d.. Overall Plan for Revitalization (10 points)	As you describe the project, make sure you indicate how the reuse strategy/plan aligns with the target area's local government's land use and revitalization plans (community comprehensive plan, Comprehensive Economic Development Strategy, master plan, district plan) and includes a feasible site reuse strategy for at least one priority site. Mention the year your comprehensive/master plan was developed. If the plan needs to be updated and you are in the process of doing so, mention it. • Describe how the community has been involved with the development of comprehensive or master plans, reuse strategy, vision, or other reuse/revitalization decision-making efforts. • Indicate whether or not the site is in a federally designated floodplain and justify the reuse strategy/project reuse is an appropriate reuse option. Refer to the page number in your Other Factors Checklist found in Section 4.B.(8) of the Guidelines. -OR- If there is no such formal plan, describe: • How the project aligns with community priorities and how these priorities were established and when. • Discuss what activities you plan to do to create one as part of the grant including a feasible site reuse strategy. Examples of eligible planning activities for Multipurpose Grants can be found in **G.3 and G.4 in the** [FY2026 FAQs](#). Examples of general planning activities are outlined in the [Planning Information Sheets.](#) *Remember that if you allocate 20+% of your budget to planning activities, you may include it in your "Other Factors" checklist, which may help break a tie between two identically scored applications.* The proposed reuse of the site(s) should align with challenges presented in Section C.1.a. Overview of Brownfield Challenges and Description of Target Area.
1.e.. Outcomes and Benefits of Overall Plan for Revitalization (10 points)	Link the outcomes and benefits of the project(s) **consistent with the issues described in Section 1.a.i (Overview of Brownfield Challenges and Description of Target Areas) and Section 2.a.(Community Need)**, to your target community. • Provide specific anticipated outcomes and economic improvements, such as X% increase in tax base, number of jobs this project may create, etc. Specify how many acres of reusable land will be available if all sites get assessed and/or cleaned up. If you cannot be specific, provide a realistic estimate based on reliable resources. • If applicable, describe how the project preserves greenfields, creates or adds to a park, greenway, recreational property or other property used for non-profit purposes. Provide metrics such as X acres of new greenspace in a

low-income neighborhood, X number of pocket parks in developed areas, X square miles protected from sprawl, etc.
- If applicable, describe space for not-for-profit, governmental or charitable organizations, including amount and type of space provided, and how these improve the livability of community.

Will the proposed project improve local resilience to extreme weather events/natural disaster and/or facilitate renewable, geothermal energy, or incorporate energy efficiency measures?
- If you have considered any measures that will improve local resilience to extreme weather events and natural disasters, facilitate the use of renewable energy, or improve energy efficiency as part of the reuse strategy, mention it in this section and include the page number in your Other Factors Checklist.
- How will the project potentially incorporate renewable energy or energy efficiency measures? Will renewable energy be used as part of the site reuse? Will building codes require certain energy efficiency measures or standards? Visit EPA's Renewable Energy or Energy-Efficient Approaches in Brownfield Redevelopment Fact Sheet for more information.

Check out *FY2026 FAQs* for *"Brownfields, Public Health, Extreme Weather" (Section S) and "Benefits of Brownfields Projects" in Section T for helpful information.*
Additional Resources can be found in Section IV. and Section V. in:
Grant Data Research | KSU TAB - Technical Assistance to Brownfields

Strategy for Leveraging Resources (10 points)	
1.f Resources Needed for Site Reuse (5 points)	Use positive and active verbs, such as "we are working on...", "we will commit...", "we have applied for...". All leveraged funding should be easily identifiable including the source of the funding, activity being funded, and amount. Do not just list random funding received, sought, but make sure the reviewer can clearly see how it links to your assessment, cleanup and redevelopment project. It is important to note leveraging resources that have been secured and those that are pending or being sought (e.g., applied for a grant.) Applications which demonstrate some level of secured funding will be viewed more favorably. • Discuss eligibility and plans for leveraging funds from other sources in order to show commitment to reuse the property once it is assessed and any cleanup is accomplished. • If you have not already secured leveraged funding, demonstrate that you have the ability to leverage funds and describe the ones you are pursuing. Describe possible local, state, federal or regional resources. The more variety, the better. Local commitments are especially important. Think about what your partners, if you have any, can contribute and discuss it here. EPA and State targeted brownfields assessments (TBAs), completed or proposed, are examples of leveraging. Examples of funding resources include other federal funding (e.g. HUD, EDA, USDA, etc.), Tribal program, State program (e.g. State Tax Credits), local funds (tax increment financing zones), philanthropic foundations, and traditional private financing.

	See C.9. in the **FY2026 FAQs** *for more leveraging information.*
1.g. Use of Existing Infrastructure (5point)	Infrastructure refers to roads and utilities (sewer, water, electricity, broadband, etc.); transportation (bus, train or air); other energy and telecommunications and even housing and business services needed to support redevelopment. Be as inclusive as possible. Take note that EPA added "buildings" as an example of infrastructure in the Guidelines; consider if buildings at your priority sites could have value for proposed reuses. Include information about the reuse of existing infrastructure at the priority site(s) or target area. Indicate if the infrastructure in place (water, sewer, electricity) was built for large capacity industrial or commercial activities and whether you believe it can be used for your proposed reuse. Describe the benefit of using existing infrastructure: • money and energy savings, reuse/recycling of materials, etc. • avoiding construction noise, dust and traffic associated with building new infrastructure. • If applicable, explain how your project can/will lead to any sustainable reuse of buildings or structures. If additional infrastructure is needed, discuss what is needed, whether it is already planned for and/or the plan for how funding for it will be sought or provided. Consider planning for additional infrastructure (an eligible cost), see the Infrastructure Evaluation (epa.gov) for definition of infrastructure needed during redevelopment. If applicable, describe the benefits of infrastructure upgrades: • replacement of lead pipes or updated septic or sewer systems • connections to public drinking water sources for residential developments • traffic and pedestrian safety features, energy savings that result in cleaner air and water, etc. • energy efficient building construction (energy efficient lighting, heating, cooling, building materials. • mitigation of vehicle congestion and air pollution • updated lighting, walkways, and trails to promote connectivity

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (40 POINTS)

Community Need (25 points)

2.a. Community Need for Funding (5 points)	This section should be consistent with the descriptions written in 1.a.i. (Background and Description of Target Area). • Support your statements by highlighting key statistics (population loss over time, poverty, unemployment, job loss, property value declines) that you present in Section 2 (Community Need). *Please see C.13. in the* **FY2026 FAQs** *for additional examples and links to resources for demographic information.* Also, please see Sections I. and IV.: "Demographic Information" and "Community Need and Economic Information" in: *Grant Data Research	KSU TAB - Technical Assistance to Brownfields* .

	Explain the need for funds: • What economic conditions, limited taxes or other situations limit the funding available for addressing your brownfields sites. • If applicable, because community either has a small population (15,000) or low income – Refer to this page number in your Other Factors Checklist for small population. • Why the community has no other source of funding for the proposed assessment, remediation or redevelopment activities. Describe the economic impacts of your brownfields. For example: did prospective employers back out because of environmental unknowns of the property they were looking at? Does the community have to pay for maintenance of the brownfield site(s), is there an increase in policing required because of the brownfields? ***How will this grant address these issues?*** Use statistics (with citations) to support your statements about small population, low income or other relevant demographics that show need. Include the targeted community as well as the community, as a whole, to describe the economic impacts of your brownfields: • Reviewing sales tax data, or assessed valuations of property to identify downward trends that demonstrate that brownfields have been a partial cause of financial impact to the target area and made other funding from taxes unavailable. • If beneficial statistically, focus your census data and describe the adverse impact of brownfields on a subset of the population (consider using census blocks rather than census tracts).
2.b. Health or Welfare of Sensitive Populations (5 points)	Sensitive populations include "children, pregnant women, minority or low-income communities, or other sensitive populations. However, there is no one definition of a sensitive population. ***See S.4. in the FY2026 FAQs for more information about sensitive populations.*** Additional information can be found in Section II. Health and Welfare of the Community in: *Grant Data Research	KSU TAB - Technical Assistance to Brownfields* Include demographics on sensitive populations (children, elderly, or people with chronic conditions) in the target area. If the sensitive populations statistics do not support your application favorably, focus on those statistics that reflect the challenges faced by the community (lack of medical services, food desert, veterans population, etc.).Discuss the proximity of residential areas, hospitals, schools, daycare facilities or elder care and assisted living facilities to brownfield sites. For smaller communities use any and all available information to provide a picture of the impact brownfields have on communities in target areas. Note that the information provided needs to tie back to Sections 1.a., 2.a. Severity of health **or** welfare: • Include health effects in the community that are possibly directly or indirectly caused by contaminants present at the brownfield sites in the target area. This can include infant mortality rate, incidence of asthma and cardiovascular diseases, cancer, diabetes, low life expectancy, etc.

	• Do not forget mental health (depression may be linked to the presence of brownfields). • Is the brownfield site an attraction to crime or unsafe activities or located in an area of high crime – will the project reduce these threats? Contact your local health department for any statistics that support your discussion. If your community has a Community Action Program (CAP) that serves sensitive populations, review their Community Needs Assessment. Local and Regional Hospitals also provide a Community Health Needs Assessment for communities. If data is not available at the target area level, explain how the data used (i.e. city or county level data) is representative of the target area. See other helpful links can be found : *See C.13. in the* FY2026 FAQs *for more examples of health, welfare, environmental, and other demographic information that may help you provide information about your community, and C.14 provides examples of health and/or welfare issues that may result from extreme weather and natural disasters.* See Section II. *"Health and Welfare" in* *Grant Data Research	KSU TAB - Technical Assistance to Brownfields* Describe how the grant funds will address these threats. i.e. if greenspace is created, correlate how it will promote outdoor recreation, exercise, etc. that will improve the health and welfare of these sensitive populations. Discuss how your project and associated reuse strategy will identify and mitigate human health risks (i.e. via removal of contaminants, prevention of pollution (via zoning, codes, etc.) and prevention of future brownfields through sustainable redevelopment). Can also include the addition of sidewalks or bike lanes that will provide pedestrian safety, better walkability, and transportation alternatives.
2.c.Greater Than Normal Incidence of Disease and Adverse Health conditions (5 points)	Address cancer, asthma and birth defects rates) that may be associated with exposure to hazardous substances, pollutants, contaminants, or petroleum. If one or all of these are not elevated compared to the region, State, U.S., mention this. If other statistics are elevated, such as diabetes, cardiovascular diseases, lower life expectancy, etc., mention it and make a potential connection with your brownfields. Work with the local or state health department to gather data on incidence of disease and adverse health conditions for your target area(s). Use negative trends or disproportionate percentages to demonstrate negative health impacts in your target area(s). Compare local data to regional, state and federal statistics. Discuss any higher-than-average health effects in the community that may be caused by contaminants present at the proposed cleanup site(s). For example: if it is known that there is lead in soil, talk about childhood lead exposure and statistics about lead levels in blood, which causes neurological issues and learning difficulties. *In the* FY2026 FAQs*, see C.13 for Tools to locating this information for your Community and Section S "Brownfields, Public Health, Extreme Weather, and Natural Disasters* Other resources can be found in Section II. Health and Welfare of the Community and Section V. Alignment with Sustainability and Resiliency in: *Grant Data Research	KSU TAB - Technical Assistance to Brownfields*

	Describe how you have and/or will prioritize brownfields that contribute to impacts on residents who are already experiencing greater cumulative public health threats or greater than normal incidence of disease or adverse health conditions. i.e., if a community is potentially impacted by proximity to a power plant or heavily used highway, as well as proximity to brownfields, explain this situation and the urgency for alleviating impacts to their health, such as asthma or heart conditions. Indicate this grant will allow you to identify and address those issues for those residents impacted. Describe how the cleanup and reuse strategy may help improve the health of the target population. Include elimination of exposure to contaminants through cleanup and any site improvements that will benefit the community, like parks for recreation, trees for air quality, healthy food, or other social determinants of health incorporated into reuse plan.
2.d. Economically Impoverished/ Disproportionately Impacted Populations (5 points)	Cumulative impacts characterize the potential state of vulnerability or resilience of a community. How does the target area population bear greater pollution burdens or consequences? How will the grant and revitalization plans/reuse address these issues? ***In the FY2026 FAQs, see C.13, S.1-S.3 and T.1 for additional resources.*** Other resources can be found in Section II. Health and Welfare of the Community and Section V. Alignment with Sustainability and Resiliency in: *Grant Data Research	KSU TAB - Technical Assistance to Brownfields*
Community Engagement (20 points)	
2.e. Prior/Ongoing Community Involvement (5 points	Discuss how you have intentionally involved the community with regards to the priority and other brownfield sites in the target area. Mention all the ways you have engaged them in any of the steps of the redevelopment process. ***See E.6 in the FY2026 FAQs for more information about "meaningful involvement".*** Additional resources include "*KSU TAB "Community Engagement Process".pdf*, and, *U.S. EPA: Capacity Building Through Effective Meaningful Engagement* Partners should be local organizations that are relevant and have a key interest, commitment and role in the proposed project. For example, if your projected reuse is on housing then you should have a partner with relevant expertise in housing. - Include a variety of partnerships by covering multiple aspects of your project to include at least one community-based and/or community liaison representing residents directly affected by the work in the target area(s). For example, there may be state organizations, governmental departments, health departments, local organizations and businesses, nonprofit organizations, community groups, etc. - Sometimes quality is better than quantity when it comes to partnerships. - Include the environmental agency that will be reviewing/approving eligibility for petroleum sites and/or cleanup plans (tribal or local authority). - If your community is small or remote and no local community organizations exist, address this in this section and show how your community is engaged with someone such as your local Chamber of

	Commerce, citizen groups, environmental organizations, schools, etc. who may be considered as an acceptable substitute for community organizations in this unusual situation. • Have your partners review and provide input on your application! EPA may randomly check up on partners to ensure they are fully aware and knowledgeable of their role in the project. • Meet with and discuss your application with your potential partners early. • Include names, if possible, to demonstrate the partners are indeed committed.
2.f. Project Involvement (5 points)	USE the sample format provided in the guidelines, or use a format that is legible and includes the information on the table provided in the guidelines. This clearly and concisely provides the information requested by EPA and will facilitate the review for those reviewing your application. Partners should be local organizations that are relevant and have a key interest, commitment and role in the proposed project. For example, if your projected reuse is on housing then you should have a partner with relevant expertise in housing. • If your community is small or remote enough that no local community organizations exist, make sure you state that but also explain how your community is engaged with the project. Your local Chamber of Commerce, citizen groups, environmental organizations, etc., qualify as community organizations. Schools, Churches and youth groups in the community also qualify. • Include a diverse list of partners *covering multiple aspects* of your project. Try to include organizations such as: local citizen groups, environmental groups, developer groups, chamber(s) of commerce, property owners as well as governmental/public entities supporting brownfield redevelopment such as the local health department, local community college or university, and local and regional economic development agencies. State and Tribal environmental Authorities play an important role in overseeing cleanup planning and closure of brownfield redevelopment projects. ***See E.4, E.5, and E.6 in the FY2026 FAQs for more information about roles partners may play in the grant process.***
2.g. Project Roles (5 points)	• Explain each partner/organization's role is in decision making. If the development organization will have no role in cleanup decisions, state so. • Include the environmental agency that will be reviewing/approving cleanup plans (tribal or local authority). • Sometimes quality is better than quantity when it comes to partnerships. • If your community is small or remote and no local community organizations exist, address this in this section and show how your community is engaged with someone such as your local Chamber of Commerce, citizen groups, environmental organizations, schools, etc. who may be considered as an acceptable substitute for community organizations in this unusual situation. • Have your partners review and provide input on your application! EPA may randomly check up on partners to ensure they are fully aware and knowledgeable of their role in the project.

	• Meet with and discuss your application with your potential partners early.
2.h Incorporating Community Input (5 points)	Develop a clear, complete and robust community engagement program. Indicate if you already have a process or community engagement plan that you've successfully used in your community. See KSU TAB "Community Engagement Process".pdf and U.S. EPA: Capacity Building Through Effective Meaningful Engagement, In-person meetings may be more successful if held in the target area or proximal to the priority sites. Some examples of involving the affected/target community include: • Holding public meetings where the progress/result of the assessment project is explained, engage the community up front in site selection/prioritization and with re-use planning for the sites and target area. • Public meetings, web sites, social media, newspaper and newsletters are mechanisms you can use to provide updates to the community and ask for feedback/comments. • Offer opportunities to provide feedback around the clock (online, email, etc.) to allow people to become familiar with the project and offer comments on their own schedule. • Explain how your methods are appropriate for your community; i.e., most of your community members work during the day so you schedule your meeting in the evening when more are available to attend; you offer childcare to encourage parents to attend, etc. • Address any language barriers within your targeted community, i.e. provide translation services (meeting invitations, meetings, documents) as needed. If all of your community speaks English, then be sure to mention this so the reviewer doesn't think you've missed this aspect. • Address the needs of sensitive populations - for example, provide ADA accessible meeting space if your targeted community consists of a high percentage of seniors. • Consider various methods of reaching and receiving feedback from target populations, such as remote videoconferences, radio, street fairs, surveys, etc. • Make sure your community engagement includes soliciting input from the community and responding to the input, not just updating them on site progress. *Just collecting community input is not enough* – you need to respond to it and use it in a meaningful way. Discuss how you will seek feedback from the community, the frequency, and how those comments will be addressed. EPA places emphasis on community engagement as well as seeking and responding to community input so make sure you address how comments from community members will be addressed to receive maximum points for this section. Do not forget to describe how you incorporated community and partner input into your project.
3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS (45 points)	
Description of Tasks/Activities and Outputs (25 points) *Prior to beginning the draft of this section, please read the introductory narrative for important information!*	
3.a. Project implementation (10 points.)	List and describe the tasks necessary to complete for your project to be successful. Multiple activities may be grouped under one task. For example, the task "Project Management" may include contractor procurement, reporting, etc. Your task/activities should represent a sound and efficient plan for performing the overall project

	Ensure that each task includes information on the task lead, anticipated outputs, estimated cost, and start and end dates. See *Section G "Use of Grant Funds" in the* <u>FY2026 FAQs</u> *where you will find a plethora of budget-related topics.* See Section M in the <u>FY2026 FAQs</u> *for more information on how Multipurpose Grant funds can be used and definition of "site-specific work". Also, see G.4. in the* <u>FY2026 FAQs</u> *for general planning activities for Multi-Purpose Grants.* - Be realistic with your tasks and number of outputs. If you know that a priority site requires a complex site investigation to be able to develop an ABCA, then consider that in your budget. If your cleanup costs are expected to be beyond the grant award, identify what can be paid with the grant and what can be done with leveraged funds. - Avoid listing outputs that will ultimately be unattainable based on the budget (i.e. high number of Phase I and Phase II ESAs). Keep in mind that if you are awarded a grant, the Cooperative Agreement and Workplan that follows will be based on your application. - Review previous successful grants (available on KSU TAB EZ website etools.ksutab.org/tools/tabez) to get ideas for how to present information in this table in a succinct way. - If a key activity associated with your project is not going to be included in your budget, explain why. For example, if another part of your organization or project partners will be taking care of community involvement activities as an in-kind contribution and is not charging this to the grant, note that. Otherwise, reviewers may wonder how key activities will get accomplished and think you've failed to include key information. - Do not forget to include enrollment of your cleanup site(s) into your state's voluntary response/ cleanup program. The cost for doing so is an eligible expense and should be considered in your budget. - Subawards may be conveyed to eligible entities, such as nonprofits, local government, etc. - Indicate the process you will use to determine which entities will receive participant support costs, the reason, and the method of providing the assistance. - If your project will include a subaward(s) for services such as community outreach, describe the exact activities or services the subawardee(s) will provide. Keep in mind that EPA will incorporate this narrative into your workplan if you are awarded a grant so accurate detail of subawardee(s) tasks/services is important. Subawards may be conveyed to eligible entities, such as nonprofits, local government, etc. For more information see Grants Policy Issuance (GPI) 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients	US EPA
3.b. Anticipated Schedule (5 points)	Describe the anticipated project schedule by months or quarters - not years. For example: "Community engagement activities will begin in the 2nd Quarter of the First Year"." Public meetings providing updates on the cleanup will occur bi-annually in Years 2, 3, 4, and 5." Include a timeline/schedule of milestones demonstrating how you will complete the proposed activities within 5 years. Have aggressive yet realistic milestones. Include all key activities in your schedule, i.e. procuring a Qualified Environmental Professional, inventory work, site access, community engagement, planning, site selection, assessment, cleanup planning, remediation, etc. Include anticipated dates for key events such as procurement of contractors, etc.… rather than saying "ongoing: for all tasks.

	• Explain any activities that will occur beyond the priority sites, the timing for these, and why they need to occur in order to have a successful project. Travel to the EPA National Brownfields Conference, regional brownfields conferences and other related educational meetings/conferences are legitimate budget items under "Travel". Grantees are expected to attend the National Brownfields Conference. ***See G.8 and G.9 in the [FY2026 FAQs](#) for more information about pre-award costs.***
3.c.Task/Activity Lead (5 points)	Identify activity leads that are qualified for the roles they will be performing. **Task lead should be within the applicants' organization**, providing oversight to contractors or sub-awardees as appropriate. If a lead is not with the applicant's organization, include a justification.
3.d.Outputs (5 points)	List and briefly describe outputs: • Be realistic on the outputs and the budget. If possible, consult with someone knowledgeable about costs for environmental tasks. Your State Brownfield or Tribal Authority may assist you with determining costs. Outputs are work products that are measurable and will be done on a set schedule or by a set date. For example, an output could be "conduct 3 community meetings" or "complete 1 Analysis of Brownfields Cleanup Alternatives (ABCA)". • Correlate outputs with project objectives. If you are conducting a cleanup; a cleanup report will be a deliverable and a cleaned-up property (X acres) can be the output. Coordinate with the applicable regulatory agency (state or tribal authority) to identify the deliverables that will be required to conduct and document a cleanup. Examples of deliverables could include: • Generic and site-specific quality assurance project plans. • Quarterly progress reports • Annual Financial reports • Cleanup Plan • Updated ABCA (if applicable) • Site Closure documents • Cleanup completion report
3.e. Cost Estimates (15 points)	USE the budget sample table. It will clearly and concisely present your budget in a way that will facilitate review by the EPA reviewer. Do not change the "Budget Categories" in the table, as these are the standard federal budget categories. If a budget category is not relevant, then leave it blank, <u>but do not delete.</u> Tasks: • Typical task categories are outlined in 3.e. *Please note that Administrative Costs have been added to the Budget Categories Task row.* Add additional Tasks in the budget table as necessary but no more than 5 Tasks total if possible. Example: Phase I and Phase II tasks can be bundled into one task: Assessment.

	- Link the budget amounts to specific tasks/activities that you described in Section .3.b. If you said you were going to procure a contractor to perform the Phase I and II assessments, then make sure the budget table includes your organization's costs (typically under Program Management). - Davis Bacon rates may apply to construction activities associated with cleanup and may inflate cleanup costs if these rates had not been considered for cost estimating in the ABCA. See The Davis-Bacon Act and Brownfields | US EPA for more information. *See FY2026 FAQs C.18 – C.27 for more information on construction costs and Davis Bacon rules.* - Travel to the EPA National Brownfields Conference, regional brownfields conferences and other related educational meetings/conferences are legitimate budget items under "Travel". Grantees are expected to attend the National Brownfields Conference. *See G.8 and G.9 in the FY2026 FAQs for more information about pre-award costs.* - Explain and justify equipment and/or supply budget items. If you have "supplies", do not exceed $10,000. Anything over $10,000 is considered "equipment". Be specific about supplies, not just "miscellaneous supplies." Examples include: markers, pens, post-it notes, ink for printing, and name tags for public meetings. - Double check that your proposed budget only includes eligible costs. - Round the numbers as much as possible and check your MATH. The budget should add up correctly. Avoid easy ways to lose points: *What's the source of the costs? Provide rationale for the values.* *Unit costs in the wrong area, not in Cost Estimates* *Indirect costs were not fully explained.* *Break down costs per unit. For example- hours x rate = $$* *Include details on how costs are developed, with rates for personnel.* *If you include any supply costs, specifically identify the supplies.* *See G.10 -G.12 in the FY2026 FAQs for general information on ineligible activities and uses of brownfield grant funds.* - Be realistic! Do not request unrealistic amounts of money for a task. The reviewer wants to see that you plan to use the funding prudently and efficiently. At the same time, include what you actually think it will cost based on past assessment work in your area. For example, if you live in an area where costs generally run high, explain this and the reason why in your basis of cost statement. - Allocate at least 70% funds to tasks directly associated with site-specific work with at least 25% of this amount for tasks directly associated with site remediation. *See M.4, M.5 in the FY2026 FAQs for more information about what is considered "site-specific work".* - If you are using at least 20% of the overall project budget on eligible reuse/area-wide planning activities for priority sites within the target area, remember to add the page number to the Other Factors table.
3.f. Plan to Measure (5 points)	Outputs are work products that are measurable and will be done on a set schedule or by a set date. Make sure outputs correlate with the proposed project and are likely to be achieved in the 5-year grant period. For example, an output could be

"conduct 3 community meetings" or "finalize the ABCA" or "complete 1 site cleanup", "# of Remediation Closure Documents", # tons of excavated hazardous waste", "# of Phase I reports".

Outcomes are results from carrying out the grant; i.e. jobs created and funding leveraged through the economic reuse of sites; acres made ready for reuse; acres of greenspace created for communities; infrastructure investments leveraged, and the minimized exposure to hazardous substances and petroleum contamination.

Systems to Track:
- Specify personnel and mechanisms, such as project management software or spreadsheets, to track your anticipated project schedule.
- Examples of tracking, measuring and evaluating are the use of quarterly and annual reports, progress tracking software, team meetings to evaluate progress and make corrections where necessary, ACRES, etc.
- Most outcomes are realized after the grant closes out. If applicable, describe how you will report outcomes after closeout, i.e. send photos of groundbreaking, send progress, and before/after photos and updates.
- Mention how you will monitor progress and implement corrective actions as necessary to get back on track.

Don't forget to mention how you plan to report progress to ACRES. You may also use the KSU TAB Brownfields Inventory Tool (BIT) etools.ksutab.org/tools/bit for tracking progress. *Note: You must be logged into your free ksutab.org account to access BiT.*

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (35 points)	
Programmatic Capability	
4.a. Organizational Capacity (5 points)	Describe your organization's experience with grants, programs, and tasks of similar scale and function. Provide information that will give the reviewer confidence that your organization has the experience and capacity to manage all facets of this grant (programmatic, administrative, and financial) requirements. • Describe the tools and procedures, i.e. internal audits, management software, etc., that ensure operational and programmatic success. • Outline past grants/projects of similar scale and purpose that your organization has successfully completed.
4.b. Organizational Structure (5 points)	Describe your organization's structure and departments' roles that will support management of this grant. For example, highlight existing capacity in key functions (technical, administrative, project management, financial, etc.). Outline past grants/projects of similar scale and purpose that your organization has successfully completed.
4.c Key Staff (5 points)	Include information highlighting staff availability, roles, expertise, qualifications and experience.. Include staff education, years of experience, or other similar projects managed. • At a minimum include the project manager role, technical contact, decision maker(s), procurement expert, etc. • Communicate how the level of expertise/qualifications/experience of your key staff will result in timely and successful expenditure of funds as you complete all technical, administrative and financial requirements of the grant.

	• Describe the key aspects of the organizational structure that will help support this grant. For example, if there is a dedicated outreach group that will lead outreach , indicate so. If there is a financial group with procurement expertise that will support fiscal and procurement activities, mention it. • If any, describe any administrative or board approval process pertaining to the grant or scope of work Communicate how the level of expertise/qualifications/experience of your key staff will result in timely and successful expenditure of funds as you complete all technical, administrative and financial requirements of the grant. Discuss contingency plans in case key staff quits or gets sick. Do you have an immediate replacement? If so, who?
4.d. Acquiring Additional Resources (5 points)	Present a plan for acquiring any additional resources (subrecipients and contractors) that you know you will need for successful completion of the proposed project. If contractors are needed, state that you will follow required competitive Procurement Standards in 2 CFR 200.317-326 when hiring contractors. ***See Section D. in the [FY2026 FAQs](#) for more information on Consultant Services and Procurement.*** For more information see [Brownfields Grants: Guidance on Competitively Procuring a Contractor (epa.gov)](#)
Past Performance and Accomplishments In evaluating an applicant's response to this criterion, in addition to the information provided by the applicant, EPA may consider relevant information from other sources including information from EPA files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.	
4.e. Currently has or previously received EPA grant (15 points)	
4.e.(1)Accomplishments (5 points)	For recipients of an EPA Brownfield Assessment, Cleanup, , Revolving Loan Fund, Multipurpose or 128(a) Grant, use the three most recent grants, and specify the grant number, grant type, year received and period of performance, and amount of grant: • Highlight the number of sites that were assessed and/or cleaned up. For sites that have been assessed or cleaned up with these grant funds and are now back into productive use, describe their impacts on the surrounding community (jobs created, tax revenue, etc. If you have remaining funds on any of these grants, then explain why and how those funds are either already committed to ongoing eligible activities or will be expended by the end of the grant. If the grant is closed and there was remaining funds, then provide a reasonable explanation for why that happened. • Describe progress toward achieving the expected outputs and outcomes.
4.e.(2)Compliance with Grant Requirements (10 points) *This criterion is broken into 2 parts* EPA is likely to check if your reports were submitted as outlined in the cooperative agreement, and accomplishments were reported and reflected in ACRES.	
Part 1 Compliance (5 points)	Explain any deviation(s) from the work plan and schedule, and reporting related to past/current brownfield grants. Explain any deviation(s) from the work plan and schedule, and reporting related to past/current brownfield grants. • Discuss history of submitting all ACRES, quarterly and annual reports, and explanations for untimely reporting. Indicate if expected results were achieved and progress had been adequately documented in ACRES and/or quarterly reports.

	• Discuss history of completing and submitting deliverables, and explain if targets were not met. • If the expected results were not achieved, explain how it was resolved and communicated.
Part 2 Compliance (5 points)	For open grants, indicate any amount unspent and reasons for not spending the entire amount, and issues and how these are being resolved, i.e. those funds are either already committed to ongoing eligible activities or will be expended by the end of the grant. If the grant is closed and there were remaining funds, then provide a reasonable explanation for why that happened. If there were any deviations, describe the measures taken to correct them. If you have remaining funds on any of these grants, then explain why and how those funds are either already committed to ongoing eligible activities or will be expended by the end of the grant. For closed EPA Brownfield Grants, if there were funds remaining, provide a reasonable explanation as to why they were not expended within the Period of Performance.
Or 4.f. Has Not Received EPA Grant but other Federal or Non-Federal Financial Assistance Agreements funding (15 points)	
(1) Purpose and Accomplishment (5 points)	Do not include federal or non-federal assistance agreements where you were a sub awardee or partner. You must have been the recipient of the assistance agreement. • Describe the granting entity, amount, activity funded, years of performance and details of the award. • Highlight a grant that has an environmental scope or is similar to an EPA Brownfields grant. • Describe the history of managing these grants, i.e. federal, state, local, foundation, etc. and accomplishments of that grant. • Describe the scope, outputs, outcomes, and other measures of success, under those grants that should be focused on environmental projects. • Describe what was accomplished with the funding including whether the expected results were achieved. EPA wants to have confidence your organization knows how to manage grant dollars and meet project outcomes. Try to avoid falling into 4.g, which results in a neutral score.
(2) Compliance (10 points)	• Describe progress toward achieving the expected outputs and outcomes within the schedule. • Confirm that accomplishments are reflected in the required reports • Provide a reasonable explanation for not achieving grant objectives and any measures that were takes to remedy the situation
Or 4.g. Never (8 point) If you find yourself in this category, it's ok. Include a statement that your organization has never received any type of federal or non-federal assistance agreement. If your community recently received a grant that has not been completed or not enough time has elapsed to conduct reporting or produce outputs or outcomes, explain here, and provide information on the granting agency, amount, purpose, period of performance, and any other relevant information.	