FY2027

Helpful Hints for EPA Brownfields Assessment Coalition Grants

TAB Technical Assistance to Brownfields | Kansas State University



Criteria Coalition Assessment Grant	Helpful Hint (HH)
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION (45 POINTS) A common pitfall of this section is to write too much upfront and lose points 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 but compare and contrast data you do present. For example, "City unemployment is 10% compared to county unemployment at 4%." Always provide sources for your statistics.	
Coalition Members, Target Areas, and Brownfields (25 points)	
a. Coalition Members (5 points)	Identify lead and non-lead members of the coalition and each of their organization types; **describe non-lead members inability to manage their own Brownfields grant.** • Please see FAQs J.7. through J.19. of the FY2027 FAQs for information about Coalition Members. • Justify the creation of a coalition to share capacity among coalition members. • The coalition must include at least one non-lead member that has never been awarded a Brownfields MARC Grant, or whose most recent EPA Brownfields MARC Grant closed in 2015 or earlier. • Avoid using acronyms and technical/organizational jargon. • Coalition members may have existing Community-Wide Assessment grants or Multipurpose Grant, but they must meet the 70% draw-down requirement by October 1, 2027 in order to be eligible to participate in a Coalition Assessment grant. • Coalition members may not be an agency or instrumentality of themselves (i.e., a county and that county's redevelopment agency, or multiple departments within the same city) Write as though the reader knows NOTHING about your community – which is likely very true!

b. Overview of Brownfield Challenges and Description of Target Areas (5 points)	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 criterion, but compare and contrast data you do present. For example, "City unemployment is 10% compared to county unemployment at 4%." Always provide sources for your statistics. Clearly identify each coalition members' geographic boundaries that include at least one target area within which the grant activities will be conducted for each coalition member. ● If the lead coalition member's geographic boundary does not encompass the geographic boundaries of all the non-lead members, identify which member(s) are outside the non-lead member's geographic boundary and identify that/those member's geographic boundary. ● If the lead coalition member's geographic boundary does not encompass the geographic boundaries of all the non-lead members, identify the relevant law(s), ordinance(s), or other documentation to demonstrate the lead member has legal authority to expend grant funds outside of their geographic boundary. FY2027 FAQs J.19 for examples of documentation that would meet this requirement. Brownfield Challenges and the Degree to Which They Impact Target Areas within the Geographic Area: **why do you have these brownfields, why are they a problem, who is affected and how.** Remember to identify at least one target area for each coalition member (i.e., the lead and non-lead members). ● Target areas **cannot** overlap. Target areas must be in at least three distinct municipalities or jurisdictions. Clearly identify a target area within each coalition member's geographic boundary. Be specific about the location of each target area. These areas can be described using census tract numbers, neighborhood, or corridor name, etc. The goal is to make sure the reviewers have a clear idea where your target areas) are located within each coalition member's jurisdiction. ● Include each target area's direction and proximity to residential neighborhoods, downtown districts, known bodies of water, major ports, interstates, direction from downtown, or major industry. ● Use known facts about each target area to create a general "picture" such as the target area is in: " a former mining community", " a rural and predominantly farming town", "a city known for its mostly industrial economy", etc. ● Include the area and population size of the communities where each target area is located so the reviewer gets an idea of whether the target area is an urban area or small rural community. If any of the target areas are located in a community with less than 15,000 residents, refer to the page number in your Other Factors Checklist. ● Include background information on brownfield challenges (e.g., loss of jobs, high unemployment, loss of tax base, etc.…) ● Reference the number (even estimated number) of brownfields in each target area so the reviewer can see the magnitude of your brownfield problem

	• Demonstrate how residents are overburdened when compared to the county, region, or other large areas - see FAQ S.3. in the FY2027 FAQs for potential disproportionate and adverse impacts • Support your statements by highlighting only key statistics (e.g. population loss over time, poverty, unemployment, job loss, etc.) that you will present in more detail in the Narrative Criteria 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. 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. Search your State or Tribal environmental databases for evidence of known releases. Additional resources are also available in the *Brownfields Grant Research Links* guidance document. • Demonstrate how residents are overburdened when compared to the county, region, or other large areas - see FAQ S.3. in the FY2027 FAQs for potential disproportionate and adverse impacts Describe how this grant will address these challenges/impacts. • Discuss relevant facts but tell your story to help the reviewer understand why you really need this grant to make things better for the impacted community. Include a discussion on how you plan to address these sites with the funding requested. • Brownfield challenges can include blight, higher crime rate, job loss, population outmigration, real or perceived environmental issues, health issues, etc. Support your statements by highlighting key statistics like population loss over time, poverty, unemployment, job loss, etc. that you present in more detail in the 4.C.(2).a. Community Need subsections. • See FAQ Section T. from FY2027 FAQs for Benefits of Brownfields Projects
c. Description of Priority Brownfield Sites (10 points)	Summarize the brownfield conditions in each target area, noting how many sites are present, their size, and the contaminants or environmental concerns identified. • # of sites can also be described as # of acres with estimated number of sites • Include properties like longtime vacant lots, blighted or aging buildings, historic dry cleaners, historic gas stations, former manufacturing sites, etc. • Describe the location of your brownfield(s), e.g., center of town, outskirts, close to or near neighborhoods/schools, densely populated impoverished/minority neighborhoods, etc. • Contact your State/Tribal Brownfields Authority or review State/Tribal Brownfields for additional information about your target area • Although only one priority site per target area is required to be identified in this application, at least two sites must be assessed within each coalition member's jurisdiction. These sites will likely be identified through the process presented in this section of your application. Clearly identify priority brownfield sites and describe in detail *why* they are a priority for assessment and subsequent reuse (significant potential for 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?). Are sites in the midst of a neighborhood, proximal to schools, parks or are unsafe, unsecured, or attracts crime? ● Describe each site's past uses, the identified or suspected contaminants, and the threat each site poses to the health and welfare of the community. Use address, parcel numbers or tax lot numbers to identify the sites. ● If there are other brownfields in the target area, describe them and how the assessment of the priority site might spur additional assessment and cleanup. ● Explain how past activities or uses of the property may have caused, contributed to, or are connected with any contamination that has been identified or is suspected to be present. ● 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 assess with the grant funds. Please see Section III. Environmental Information for Targeted Area and Priority Sites in: *Brownfields Grant Research Links* ● Take a look at the Other Factors check list in the guidelines (Section 4.B.(8)) and see if any of those factors apply (i.e. is the site adjacent to or near a body of water or federally designated floodplain, is the site impacted by mine-scarred lands, etc.). Bodies of water can be large or small and might include lakes, rivers, creeks, marshes, wetlands, or floodplains. Indicate if any of the priority site(s) are impacted by mine-scarred lands or a coal-fired power plant recently closed - refer to the page number in your Other Factors Checklist. Justify why the priority sites have been selected. Examples as to why sites are a priority for assessment and subsequent reuse: ● Good redevelopment potential ● Developer interest in the site or area but environmental unknowns are hindering redevelopment ● Significant health impacts or potential exposure impacts to residents ● Community concern – Sites are in the midst of a neighborhood, proximal to schools, parks and are unsafe, unsecured, and/or attract vagrants ● Assessment, remediation and eventual redevelopment of the site will be a catalyst for further activity on other sites in the target area ● Take a look at the Other Factors check list (Section 4.B.(8)) and see if any of those factors apply (i.e. is the site adjacent to or near a body of water or federally designated floodplain, is the site impacted by mine-scarred lands, etc.). Bodies of water can be large or small and might include lakes, rivers, creeks, marshes, wetlands, or floodplains. ● Indicate if any of the priority site(s) are impacted by mine-scarred lands or a coal-fired power plant recently closed - refer to the page number in your Other Factors Checklist. ● Please refer to the "Environmental Information for Targeted Area and Priority Sites" Section in the *Brownfields Grant Research Links* document for additional resources.
d. Identification and Prioritization of	Coalition Member considerations for identifying additional sites:

Additional Sites (5 points)	• Will you want members to be able to nominate sites on a rolling basis or only at the regular meetings? Also, how will you ensure each coalition member gets its fair share of benefit from the grant? • Should that benefit be measured by the number of sites assessed in each member's jurisdiction or should each member be guaranteed to have access to a certain dollar amount or percentage of assessment funding? • Should money set aside for each member be available for all members in the last year of the project period? Describe the selection process and prioritization criteria (examples are: immediate job creation, removal of contaminants to prevent exposure, motivated developer, data sources). • Consider holding regular, say quarterly or bi-monthly, meetings with Coalition members to discuss potential sites for assessment. Also, consider developing a site nomination form that includes relevant information to help members prioritize sites. • Will you consider assessing sites that are priorities for other governmental, quasi-governmental or non-profit development groups like land banks, economic development corporations, and/or planning agencies? If so, include this in your description of the process. • If you have not done so already, consider using some of your grant funds to establish a brownfields inventory. You can describe 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 each coalition member vet the sites within their jurisdiction and present the best ones at the Coalition meetings or will all sites be vetted at the meetings? Will you conduct outreach to interested parties like commercial realtors and brokers? • Although only one priority site per target area is required to be identified in this application, at least two sites must be assessed within each coalition member's jurisdiction. These sites will likely be identified through the process presented in this section of your application. Criteria used for identification • Prioritization criteria (immediate job creation, removal of contaminants to prevent exposure, motivated developer, location in a designated district, data sources) should be identified and somewhat aligned with criteria for existing targeted brownfield sites.
Revitalization of the Target Areas (10 points)	
e. Reuse Strategy and Alignment with Revitalization Plans (5 points)	Tips for describing a reuse strategy or project reuse for ***priority site(s)***: • See M.7. in the FY2027 FAQs for description of what Reuse Strategies entail. • For example: the area will be developed as a greenbelt with a community garden; or a property will be part of a multi-building affordable housing development, etc. Explain how this reuse aligns with land use plans and how assessment will pave the way for reuse/redevelopment. • The proposed reuse of the site(s) should align with solutions to the challenges presented in Narrative Criteria 1.b., Overview of Brownfield Challenges and Description of Target Areas.

	• Reference a Comprehensive Economic Development Strategy (CEDs), community comprehensive plans, master plans, or similar public documents that indicate reuse and redevelopment in each target area(s) is consistent with a plan. If there is no such formal plan, describe how the project aligns with community priorities and how and when these priorities were established. Mention if updates to these plans are in process. • Describe how a community has been involved with the development of comprehensive or master plans, reuse strategy, vision, or other reuse/revitalization decision-making efforts. • Indicate whether sites are in a federally designated floodplain and justify the reuse strategy/project reuse as an appropriate reuse option which you add more details below in Narrative Criteria 1.f. Refer to the page number where you discuss this in your Other Factors Checklist found in Section 4.B.(8) of the Guidelines. • Refer to Section V. "Alignment with Sustainability and Resiliency" in the Brownfields Grant Research Links • Discuss what activities you plan to do to create a site-specific or area-wide plan(s) for revitalization as part of the grant. Examples of eligible planning activities for Assessment Grants can be found in G.3 and G.4 in the FY2027 FAQs Examples of general planning activities are outlined in the Planning Information Sheets. Remember that if you allocate 30% 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. Examples of eligible planning activities for Coalition Assessment Grants can be found in G.3 and G.4 in the FY2027 FAQs. Examples of general planning activities are outlined on the Eligible Planning Activities Webpage. • If possible, try to give the reviewer a strong sense that reuse/redevelopment is likely to happen after the assessment and subsequent cleanup, if necessary, are completed. If you have considered any measures that will improve local resilience such as 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. See FAQs T.3. in the FY2027 FAQs for more information.
1.f. Outcomes and Benefits of Reuse Strategy (5 points)	Describe how your reuse strategy **will stimulate economic development** in the target areas and the community at large (for example: provide affordable housing and jobs, access to food, health care, recreation, etc.). For anticipated reuses that don't center around economic activity (i.e., park space, recreational amenities, municipal facilities, schools, other non-profit purposes, etc.), describe the **desired outcomes and benefits from reuse**, particularly how the proposed projects or revitalization plans will benefit the local population. • Quantify specific anticipated outcomes and economic improvements, such as an 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 neighborhood, X number of pocket parks in developed areas, X square miles protected from sprawl, etc. • Make sure to link the outcomes and benefits of the project(s) with the issues described in Narrative Criteria 1.b (Overview of Brownfield Challenges and Description of Target Areas) and Narrative Criteria 2.a.(Community Need), to your target communities.

	• If applicable, identify specific regulations, programs, or policies that will provide long-term management and preservation of green space. This may include land use restrictions, zoning, easements, land trusts, and maintenance. If regulations, programs, and/or policies do not yet exist, discuss any efforts or plans to develop these. • 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 the community. • When applicable, describe how sensitive populations will benefit. *When applicable*, incorporate how the priority site will facilitate renewable energy or energy efficiency measures: • Will building codes require certain energy efficiency measures or standards? Visit EP's Renewable Energy or Energy-Efficient Approaches in Brownfield Redevelopment Fact Sheet for more information. Check out FY2027 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: *Brownfields Grant Research Links*
Strategy for Leveraging Resources (10 points)	
g. Resources Needed for Site Reuse (5 points)	Describe your eligibility for other funding (Federal, Public/Private) for your brownfield project(s) • 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 leveraged funding will be viewed more favorably. • Examples of funding resources include other federal funding (e.g. HUD, EDA, USDA, etc.), Opportunity Zone developer credits, State program (e.g. State Tax Credits), local funds (tax increment financing zones), philanthropic foundations, and traditional private financing. Discuss *eligibility and plans* for leveraging funds from other sources in order to show commitment to complete assessment, cleanup and reuse the property. • 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 coalition members and partners can contribute and discuss it here. • If you have successfully leveraged funding on similar projects state that here. EPA and State targeted brownfields assessments (TBAs), completed or proposed, are examples of leveraging, as is KSU TAB (or your local TAB) and/or EPA Land Revitalization Technical Assistance support. Discuss how this grant will stimulate the availability of additional funds for completion of assessment or remediation, and subsequent reuse strategy at the priority site(s) • ***See*** Setting the Stage for Leveraging Resources for Brownfields Revitalization (EPA)

h. Use of Existing Infrastructure (5points)	Describe the condition of existing infrastructure at the priority site(s). Discuss how this grant promotes the use of existing infrastructure at the priority site(s) and/or within the target area(s): ● 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. ● Include information about the reuse of existing infrastructure at the priority site(s) or within each 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 (e.g.): ● money and energy savings, reuse/recycling of materials, etc. ● avoiding construction noise, dust and traffic associated with building new infrastructure. ● Preservation of history and culture of an area (applicable to preservation of historic buildings) ● If applicable, explain how your project can/will lead to any sustainable reuse of buildings or structures. Explain whether the redevelopment plan includes any new or upgraded infrastructure, and the strategy for securing the funding needed: ● Consider planning for additional infrastructure (an eligible cost), see the Infrastructure Evaluation (epa.gov) for definition of infrastructure needed during redevelopment. The benefits of infrastructure upgrades may include the approaches below and more: ● energy efficient building construction (energy efficient lighting, heating, cooling, building materials) ● replacement of lead pipes or updated septic or sewer systems ● connections to public drinking water sources for residential developments ● traffic and pedestrian safety features ● mitigation of vehicle congestion and air pollution ● updated lighting, walkways, and trails to promote safety and connectivity throughout the community
2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT (35 POINTS) This section focuses on community needs, especially for communities within your geographic boundaries and in your target area(s) that cannot secure funding because of small populations and/or low-income. **The populations and challenges that you discuss in this section need to tie back to Narrative Criteria 1.b, Overview of Brownfield Challenges and Description of Target Areas**	
Community Need (20 Points)	
2.a. The Community's Need for Funding (5 points)	*Note: if the inability to draw on initial sources of funding is not due to the small population and/or low income of the community then your **response may only earn up to two points out of five points**.* How will this grant meet the needs of the communities within the *geographic boundaries* that have limited or no sources of funding to carry out assessment/cleanup and reuse activities due to small population and/or low income community: • Support your statements by highlighting key statistics (population loss over time, poverty, unemployment,

	job loss). that you have previewed in Narrative Criteria 1.a. • What economic conditions, limited taxes, or other situations limit the funding available for addressing your brownfields sites? Please see C.12 and C.13 in the FY2027 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 the *Brownfields Grant Research Links* • If any of the Coalition member's target area is in a community with a small population (<15,000) or low income, refer to this page in your Other Factors Checklist. • Explain why the community doesn't have any sources 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 or frequent fire calls caused by the presence of 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 target area population(s) as well as the community as a whole, to describe the economic impacts of your brownfields: • Review 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 • 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 Population (5 points)	Clearly identify the severity of sensitive populations' health and welfare issues in each *Target Area* • Sensitive populations include "those populations that are likely to experience elevated health risks from pollution, including populations based on age (young children and the elderly), pregnant women, and serious disease burden (such as, high rates of cancer, asthma, chronic respiratory disease, coronary heart disease, low birth weights, etc.), as well as low-income populations." However, there is no one definition of a sensitive population. *See S.6. in the FY2027 FAQs for more information about sensitive populations.* • Focus on your census data and describe the adverse impact of brownfields on a subset of the population (consider using census blocks rather than census tracts). • Include demographics on sensitive populations (children, elderly, or people with chronic conditions) **within your target areas.** If the sensitive populations statistics do not support your application favorably, focus on other statistics that reflect the sensitive nature of the community (lack of medical services, food desert, veteran population, etc.). Discuss the proximity of residential areas, hospitals, schools, daycare facilities or elder care and assisted living facilities to brownfield sites. You may compare data from your target areas to community-wide, state-wide, or nation-wide level data to further emphasize your case.

- 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 Narrative Criteria 1.b. and 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).
- If the brownfields in the target areas attract crime or unsafe activities and the assessment and eventual reuse of the brownfields will reduce these threats, state that here. Remember, if residents don't feel safe walking in their neighborhoods, they are less likely to engage in outdoor recreation which can contribute to obesity and other related diseases that impact the health and welfare of the population.
- If you are unsure of the contaminants found at your site(s), you can find more information at Environmental Contaminants Often Found at Brownfield Sites (epa.gov)
- Contact your local health department for statistics that support your discussion. 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. If your community has a Community Action Program (CAP) that serves sensitive and disadvantaged populations, review their Community Needs Assessment. Local and Regional Hospitals may also be able to provide a Community Health Needs Assessment for communities.
- See C.12 and C.13 in the FY2027 FAQs for numerous 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 Brownfields Grant Research Links*

How will this grant or the reuse strategies address the health or welfare of the community and/or reduce threats to the sensitive populations. Some examples are:

- 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, land restrictions, etc.) and prevention of future brownfields through sustainable redevelopment). The addition of sidewalks or bike lanes will provide pedestrian safety, better walkability, and transportation alternatives.
- Site assessments will identify contaminants and will lead to brownfields being secured (i.e. fenced) and eventually remediated
- If the target area's reuse strategy includes zoning code changes, that may prevent future brownfields.

	• The remediation and revitalization of brownfields in the target area may reduce crime. • If your reuse strategy includes the addition of medical facilities and/or grocery stores, state how that will benefit residents.
2.c. Greater Than Normal Incidence of Disease and Adverse Health Conditions (5 points)	Describe how this grant and reuse strategy/projected site reuse(s) address threats to populations in the ***target area(s)*** with a greater-than-normal incidence of diseases or conditions potentially caused by exposures to contaminated sites: • If cancer, asthma, or birth defects (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. Remember high crime rates can be tied to lack of exercise and associated health disparities. 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. • *See Section S "Brownfields, Public Health, Extreme Weather, and Natural Disasters" in the FY2027 FAQs for more information. Please refer to Section II "Health and Welfare of the Community" in Brownfields Grant Research Links* • 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 that this grant will allow you to identify and address those issues for those residents impacted. • Describe how the project and reuse strategy may help reduce or mitigate impacts to the health of the target population by assessing contaminants at the site which can lead to cleanup and redevelopment of the site. If applicable, include elimination of exposure to contaminants through site control (i.e fencing) until cleanup and redevelopment can be implemented. • Describe how cleanup and site improvements will benefit the community, like parks for recreation, trees for air quality, healthy food, or other social determinants of health incorporated into reuse plan. Another example, if asbestos and mold are addressed, asthma rates may decline in populations surrounding a site.
2.d. Disaster Preparedness (5 points)	How this project will improve local resilience to extreme weather and natural disasters: • Projects may include upgrading stormwater controls to reduce local flooding in the target area, increasing local food production, providing landscaping with trees, or landscaping with climate-appropriate native plants and maximizing green space to minimize urban heat index, etc. • See *Plan for Brownfields Redevelopment Success: Resilient Brownfields Planning* • See Section S "Brownfields, Public Health, Extreme Weather, and Natural Disasters" in the FY2027 FAQs for more information. Please refer to Section II "Health and Welfare of the Community" and Section V. Alignment with Sustainability and Resiliency *in Brownfields Grant Research Links* • See *Brownfield Grants as a Tool for Disaster Planning and Recovery* - www.cclr.org

	• 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.
Community Engagement (15 points) Use the sample format for prompts 2.e.-2.f. provided in Section 4.C.2 Of 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.	
2.e. Project Involvement (5 points)	Identify a variety of local partnerships relevant to the project. • Listed partners should be local organizations and have a commitment or special interest in the proposed project. Quality is better than quantity. For example, if your projected reuse is housing then you should have a partner with relevant expertise in housing. • Note that non-lead coalition members should not be listed in this table – however, project partners should include other organizations from their geographic areas that will play a supporting role in your project, like your local housing authority, economic development organizations, schools and churches, etc. • If possible, include at least one organization that focuses on each of the target areas. • Diversify your partnerships by covering multiple aspects of your project to include at least one community-based organization 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. • Include the environmental agency that will be reviewing/approving eligibility for project 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/County 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. • Include names, if possible, to demonstrate the partners are indeed committed. If your partners are hesitant to provide personal information, such as an email, this information can be claimed as confidential business information (CBI) and will not be part of the final application made available to the public. CBI claims must be asserted at the time the application is submitted (see 4.B.10 in the guidance for more information). • ***See E.4, E.5, and E.6 in the*** FY2027 FAQs ***for more information about roles partners may play in the grant process..*** Additional resources include "*See KSU TAB "Community Engagement Process".pdf*, and, *U.S. EPA: Capacity Building Through Effective Meaningful Engagement*
2.f. Project Roles (5 points)	Each identified local organization/entity/group should have a *meaningful role* in the project and be involved in **decision-making** for ***site selection, cleanup, and future reuse*** *of the brownfield site(s)*

	● See FAQs E.4, E.5, E.6 in FY2027 FAQs for more information on "local organizations/entities/groups", partner roles, and meaningful involvement. ● Discuss how each project partner will help during the grant period. Some ways partners can help are by assisting with community outreach and site identification, keeping their members or local communities informed about the work being completed with grant funds, and/or providing space for community meetings. ● Discuss how you have intentionally involved the community with regards to the brownfield sites in each target area. Mention all the ways you have engaged them as you have identified priority sites and created a vision for redevelopment of the target areas. ● Diversify your 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 each target area. 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, local and regional economic development agencies and local brownfield and environmental departments. ● If the community(ies) in which one or more of your target areas exist is/are small or remote and no local community organizations exist, address this in this section and show how a larger organization will help engage the community. Examples of organization that can help include local Chambers of Commerce, citizen groups, environmental organizations, schools and churches. ● 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. ● Letters of Commitment from your partners are no longer required.
2.g. Incorporating Community Input (5 points)	Describe the plan to **communicate project progress** to the community, and residents directly affected by the project work. Discuss **how** involved organizations/entities/groups are effective and appropriate for in-person engagement. Some examples of involving the affected/target community include: ● In-person meetings. These may be more successful if held in or proximal to each target area or priority brownfield site. ● Discuss how you have intentionally involved the community with regards to the brownfield sites in the target area. Mention all the ways you have engaged them in any of the steps of the redevelopment process. ● Holding public meetings to present the progress/result of the assessment project , to engage the community up front in site selection/prioritization and to include them in 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. ● Indicate if you already have a process or community engagement plan that you've successfully used in your community. Explain how your methods are appropriate for your community; i.e., most of your community members work during the day so you schedule meetings 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, 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.
- Develop a clear, complete and robust community engagement program. See Section 6 "Community Engagement" in the *Brownfields Grant Research Links* for more information.
- Additional resources include "*See KSU TAB "Community Engagement Process"*.pdf, and, *U.S. EPA: Capacity Building Through Effective Meaningful Engagement* Also, see socially_distant_engagement_ideas.pdf for more ideas to facilitate engagement.

How will you meaningfully solicit, consider, and ***respond*** to community input:

- Make sure your community engagement includes soliciting input from the community and 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 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.
- Include frequency of communication and how input will be solicited, considered, and responded to using the various methods described above.
- 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.
- Consider various methods of reaching and receiving feedback from sensitive populations, such as remote videoconferences, radio, street fairs, surveys, etc.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS (45 points)

Description of Tasks/Activities and Outputs (25 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.

Review previous successful grants Resources | KSU TAB - Technical Assistance to Brownfields to get ideas for how to present information in this table in a succinct way.

See Section G "Use of Grant Funds" in the FY2027 FAQs where you will find a plethora of budget-related topics. Refer specifically to G.11 and G.12 in this section for additional examples of ineligible uses of funds (including administrative costs). See J.1.-J.3 for examples of eligible tasks and

<table>
<tr><td colspan="2">activities under Assessment Grants in the FY2027 FAQs. Also, see G.3 and G.4. in the FY2027 FAQs for eligible planning activities for Assessment Grants (includes Coalitions).
For questions not covered by the FAQs, contact your Regional Brownfields Contact listed in the Guidelines Section 1.E.</td></tr>
<tr><td>3.a. Project Implementation
(10 points)</td><td>Confirm that the EPA-funded tasks are eligible, clearly defined, and aligned with your project goals—and show that you have a solid plan for addressing the priority site(s) in the target area(s). See the FY2027 FAQs: J.1-5 for an explanation of eligible costs for assessment grants and G.11, G.12 in for more information on ineligible activities and uses of brownfield grant funds. Be realistic with your tasks and the 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. Review previous successful grants Resources | KSU TAB - Technical Assistance to Brownfields to get ideas for how to present information in this table in a succinct way. 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.
If applicable, define which tasks/activities or services will be provided by subawardee(s) 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 Note: Coalition projects that propose to subaward aspects of the programmatic, administrative, and financial requirements will be evaluated less favorably. If applicable, describe the process for setting appropriate stipends for community liaisons, tracking and documenting participant support payments (including receipts), and ensuring these costs don’t duplicate support from other Federal, state, Tribal, or local programs. Indicate the process you will use to determine which entities will receive participant support costs, the reason, and the method of providing assistance. If applicable, explain how outside resources (beyond the EPA grant) will support or enhance the project and help ensure the grant is successfully completed. 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.</td></tr>
<tr><td>3.b. Anticipated Project Schedule (5 points)</td><td>How to describe achievable milestones:
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</td></tr>
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	assessment of each priority site will be held 30 days before assessment begins and within 60 days after completion of site assessment field work. "Procurement of QEP will be completed by the 2nd Quarter of the First Year". • Include a timeline/schedule of milestones demonstrating how you will complete the proposed activities within 4 years. Set realistic milestones. Keep in mind that if you are awarded a grant, the Cooperative Agreement and Workplan that follows will be based on your application. • Include all key activities in your schedule, i.e. procuring a Qualified Environmental Professional, inventory work, site access, community engagement, site selection, Phase Is, Phase IIs, cleanup planning, etc. • Applicants may include pre-award costs incurred up to 90 days before award. Travel expenses for brownfields-related training, such as the National Brownfields Training Conference, are an eligible expense as are costs to procure an environmental consultant. ***See FAQ G.8. and G.9. in FY2027 FAQs for more on pre-award costs.*** • 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.
3.c. Task/Activity Lead (5 points)	Identify activity leads and how they 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)	Clearly identify and quantify the expected outputs for each task—*and* demonstrate a clear connection to the proposed project. • **Outputs are work products that are measurable** and will be done on a set schedule or by a set date. Refer to Section 3.A.(4) of the guidelines for more information. • 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. • If possible, consult with someone knowledgeable about the costs for individual types of environmental tasks such as the cost of a Phase I assessment vs. Phase II assessments. Your State Brownfield or Tribal Authority may assist you with determining costs. Correlate outputs with project objectives. If you proposed completing 5 Phase IIs, then you should have 5 Phase II reports at the end of the grant. • Identify the deliverables that will be required. Examples of deliverables could include: ○ Generic and site-specific quality assurance plans, as required by the EPA Region ○ Quarterly progress reports ○ Annual Financial reports ○ Phase I and II ESA reports ○ Cleanup Plans ○ Area-Wide Redevelopment Plans ○ Site Closure documents

3.e. Cost Estimates (15 points)	Budget Table: • Use the budget sample table provided in Section 4.C.3 of the guidelines. 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, but do not delete. • DO NOT include leveraged funding in the budget table. • *It is in the applicant's best interest to include some cost on each budget line.* Once a grant is awarded up to 10% of the award amount can be moved between budget lines, ***but*** new categories cannot be added or funded. Tasks: • Typical task categories are outlined in 3.a. 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. • Typical task categories may include: Program/Project Management; Community Engagement; Assessment; Cleanup Planning. • Link the budget amounts to specific tasks/activities that you described in Narrative Criteria 3.a. 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 that cost (typically under Program Management). Detailed Cost Narrative: • Make sure your basis for each cost is straightforward and easy to follow. You will be evaluated on the degree of clarity of how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) and the extent to which costs per unit are presented in detail. • Cross reference costs outlined in the Budget Table with costs described for each Task for accuracy. • Cost estimates that are included that are not reasonable or realistic to implement the grant will be evaluated less favorably. • Explain and justify equipment and/or supply budget items. Equipment is an item that costs over $10,000 **and** has a useful life of more than 1 year. Supplies can have a useful life of greater than one year but must not cost more than $10,000.. The purchase of Equipment requires EPA Project Officer approval. Be specific about supplies, not just "miscellaneous supplies." Examples include: markers, pens, post-it notes, ink for printing, name tags for public meetings, and laptops or tablets needed to complete brownfield inventories in the field. • Double check that your proposed budget only includes eligible costs. ***See J.1-5 in the FY2027 FAQs for an explanation of eligible costs and G.11, G.12 for more information on ineligible activities and uses of brownfield grant funds.*** • At least 60% of the budget must be directly associated with Phase I and II environmental site assessments and site-specific cleanup planning to maximize evaluation points. • 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. ● Cost estimates that are included that are not reasonable or realistic to implement the grant will be evaluated less favorably. The application will be evaluated on the degree of clarity regarding how each cost estimate was developed (including direct and/or indirect administrative costs, when applicable) and the extent to which costs per unit are presented in detail as well as the extent to which each proposed cost estimate is reasonable and realistic to implement the project/grant and clearly correlates with the proposed tasks/activities. **Check/re-check your MATH!** Your budget needs to add up correctly. Cross reference costs outlined in the Budget Table with costs identified in each Task description for accuracy. **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.* ● *More information on how to develop cost estimates for assessment activities is included in the Brownfields Grant Research Links Section III.*
3.f. Plan to Measure and Evaluate Environmental Progress and Results(5 points)	Describe a reasonable and appropriate system for tracking, measuring, evaluating progress, and how you will implement corrective action measures if issues arise. Describe how outputs, results, and outcomes align with what was described earlier in the Narrative. ● ***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 4-year grant period. For example, an output could be "conduct 3 community meetings" or "complete 5 Phase I assessments" or "complete 1 site cleanup plan". ● ***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: ● Describe a plan and mechanism for tracking and evaluating progress. 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. ● Mention how you will monitor progress and implement corrective actions as necessary to get back on track.

	• 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, press releases, send progress, and before/after photos and updates. • You may 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 (20 points) Per the ranking criterion, applicants may consolidate information for 4.a. – 4.c into one response.	
4.a. Organizational Capacity (5 points)	Explain how your organization has the capacity to oversee grant tasks/activities *and* manage the programmatic, administrative, and financial requirements. • 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 this grant and oversee grant tasks/activities. • Describe the tools and procedures, i.e. internal audits, management software, etc., that ensure operational and programmatic success. • Describe stability of the organization, city/town, or department. Give the reviewer confidence that the organization or coalition can manage this grant by describing other federally funded programs, experience with similar programs, number of employees, etc. ***Discuss the lead coalition member's capacity to do this on the coalition's behalf.***
4.b. Organizational Structure (5 points)	Explain how the organization structure will facilitate timely and successful expenditure of funds *and* complete the grant's technical, administrative, and financial requirement. • 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. • Describe the proposed governance/decision-making structure among your coalition members. • Describe how coalition members will be involved in grant decisions. Include how communications will take place and who will lead/initiate them. • If the coalition members have a history of successfully working together, state that here. EPA wants to be assured that the disputes between coalition members will not hinder the successful implementation of the grant.
4.c. Description of Key Staff (5 points)	• Describe key staff expertise, qualifications and experience to ensure successful administration of the grant. • Include information highlighting staff availability, roles, expertise, qualifications and experience. Include assignments to key roles and the expertise / qualifications / experience of assigned staff. Include their education, years of experience, or other similar projects they have worked on and 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? If cross training will take place on key tasks, state that here.
4.d. Acquiring Additional Resources (5 points)	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 **FY2027 FAQs** for more information on Consultant Services and Procurement. For more information see Brownfields Grants: Guidance on Competitively Procuring a Contractor (epa.gov) Describe your organization's system(s) to appropriately acquire any additional expertise and resources (i.e., contractors or subrecipients) required to successfully complete the project. (Note, if an applicant has selected a contractor or subrecipient without complying with applicable requirements as described in Section 3.B.4., the response will be evaluated less favorably.) • Include information about your organization's experience in putting in place subrecipient agreements and/or contracts that you may need to implement the grant • Present a plan for acquiring any additional resources (subrecipients and contractors) that you know you will need for successful completion of the proposed project
Past Performance and Accomplishments (15 points)	
4.e. Currently Has or Previously Received an EPA Brownfields Grant that Closed in 2016 or Later (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 most recent grant(s) (up to 3), 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.). • Include specific outputs and outcomes, and if this information isn't accurately reflected in ACRES, explain why. • If you are not up to date on ACRES, and/or have no completed ACRES in the past, explain why, and list measures to comply in the future.

<table>
<tr><td colspan="2">4.e.(2)Compliance with Grant Requirements (10 points) EPA is likely to check if your reports were submitted as outlined in the cooperative agreement, and accomplishments were reported and reflected in ACRES.</td></tr>
<tr><td>Compliance with Grant Requirements (10 points)</td><td>Describe the history of your compliance under the current/most recent grant(s):

● 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.
● For open grants, indicate any amount of unspent funds and explain why the funds have not been spent. Identify the issues and how these are being resolved:
o For open grants, indicate the amount of funds remaining and your plan to expend the funds before the end of the grant project period.
o If you anticipate there will be funding left at the end of the grant period explain why, identify issues resulting in not spending the funds and how those issues are being/have been resolved
o For closed grants, if the grant was closed with funds remaining, then provide a reasonable explanation for why funds were unspent and what measures were taken to ensure all funds from future grants will be expended within the Period of Performance.</td></tr>
<tr><td colspan="2">4.f. Has Not Directly Received EPA Brownfields Grant but has received other Federal or Non-Federal Funding that closed in 2016 or Later (15 points)</td></tr>
<tr><td>(1) Purpose and Accomplishment (5 points)</td><td>Do not include federal or non-federal assistance agreements where you are a subawardee or partner. You must have been the recipient of the assistance agreement:
● Describe the granting entity, amount, activity funded, years of performance.
● Describe the history of managing these grants (federal, state, local, foundation, etc.) and the accomplishments of each
● Describe the scope, outputs, outcomes, and other measures of success, under those grants.
● Describe what was accomplished with the funding, including whether the expected results were achieved.
● Highlight a grant that has an environmental scope or is similar to an EPA Brownfields Assessment Grant.

EPA wants to have confidence your organization knows how to manage grant dollars and meet project outcomes. Try to avoid falling into 4.g. (below) which results in a neutral score.</td></tr>
<tr><td>(2) Compliance (10 points)</td><td>Describe your work plan and schedule, and outputs, and if you complied with the terms and conditions:
● For the highlighted grant, describe your work plan, schedule, outputs, and if you complied with the terms and conditions of the grant.
● Describe progress toward achieving the expected outputs and outcomes within the schedule.</td></tr>
</table>

	• 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 • If you have a history of securing a type of grant that you are describing, demonstrate your success with grant compliance with the brief history.
Affirm that your organization has never received any type of federal or non-federal assistance agreement If your organization has never received a Federal or Non-Federal Assistance Agreement but you have someone on staff who has managed these types of awards, state that here and refer the reviewer back to Narrative Criteria 4.c. where that person's qualifications should be explained. ***Or,*** Affirm the only financial assistance agreement closed over 10 years ago. If someone on staff has managed these types of awards, state that here and refer the reviewer back to Narrative Criteria 4.c. where that person's qualifications should be explained. ***Or***, Affirm that 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.	

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