

## SECTION IV. – APPLICATION SUBMISSION INFORMATION

**Note:** Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

### IV.A. How to Obtain an Application Package

An application package may be obtained by visiting this opportunity (EPA-I-OLEM-OBLR-22-08) on [www.grants.gov](http://www.grants.gov). Applicants will be prompted to initiate the application process by generating a Workspace for this opportunity.

### IV.B. Due Date and Submission Instructions

Your organization's Authorized Organization Representative (AOR) must submit your complete application package<sup>17</sup> electronically to EPA through [www.grants.gov](http://www.grants.gov). Applications must be received no later than 11:59 p.m. ET on **November 22, 2022**. Please allow enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit. Occasionally, technical and other issues arise when using [www.grants.gov](http://www.grants.gov).

Applications received after 11:59 p.m. ET on **November 22, 2022**, will not be considered for funding.

Follow the Submission Instructions in Section B.1. in [Appendix 1](#) for the requirements to apply in [www.grants.gov](http://www.grants.gov). In order to submit an application through [www.grants.gov](http://www.grants.gov), your organization must:

- Have an active System for Award Management (SAM) account in [www.sam.gov](http://www.sam.gov) and a Unique Entity Identifier (UEI) assigned by [www.sam.gov](http://www.sam.gov);
- Be registered in [www.grants.gov](http://www.grants.gov); and
- Have the E-Business Point of Contact designate an AOR in [www.grants.gov](http://www.grants.gov).

The registration process for all the above items **may take a month or more to complete**. Please refer to the FY23 [FAQs](#) for additional information on the registration requirements.

The electronic submission of your application must be made by the AOR of your institution who is registered with [www.grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance. Refer to [Appendix 1](#) for specific instructions on how to apply through [www.grants.gov](http://www.grants.gov).

If you do not have the technical capability to apply electronically through [www.grants.gov](http://www.grants.gov) because of limited or no Internet access which prevents you from being able to upload the required application materials to [www.grants.gov](http://www.grants.gov), please refer to the procedures in [Appendix 1](#).

You should make every effort to complete the registration process in order to apply through [www.grants.gov](http://www.grants.gov). However, if you are experiencing technical difficulties in applying through [www.grants.gov](http://www.grants.gov) because of operational or other issues related to COVID-19, you may request to submit the application by email.

<sup>17</sup> Note, for the purposes of this competition, the "application package" includes the required federal forms available at [www.grants.gov](http://www.grants.gov), as well as the Narrative Information Sheet, the Narrative and associated attachments.

Email your request (which must include an explanation of the COVID-19 related issue you are experiencing and the specific reason you are unable to submit the application through [www.grants.gov](http://www.grants.gov)) and the complete application to Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) by November 22, 2022, at 11:59 PM ET. Requests will be reviewed on a case-by-case basis. There is no guarantee EPA will accept the submission outside of [www.grants.gov](http://www.grants.gov). **Requests received after November 22, 2022, at 11:59 PM ET will not be reviewed or considered.**

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Jerry Minor-Gordon ([minor-gordon.jerry@epa.gov](mailto:minor-gordon.jerry@epa.gov)) and specify which application you want EPA to review.

#### IV.C. Content and Form of Application Submission

The application must stand on its own merits based on the responses to the relevant ranking criteria in [Section IV.E](#).

All application materials must be in English. The Narrative Information Sheet and the Narrative must be typed, single-spaced, on letter-sized (8.5 x 11-inch) paper, and should **use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size**. The Application Submission Checklist below outlines the documents to include in the application. Extraneous materials, including photos, graphics, and attachments not listed, will not be considered.

#### APPLICATION SUBMISSION CHECKLIST

<ul style="list-style-type: none"> <li>Federal application materials required by <a href="http://www.grants.gov">www.grants.gov</a> (see <a href="#">Appendix 1</a>)</li> </ul>
<ul style="list-style-type: none"> <li>Narrative Information Sheet (3-page limit, single-spaced) (see Section IV.D.)</li> </ul>
<ul style="list-style-type: none"> <li>Narrative Information Sheet Attachment: <ul style="list-style-type: none"> <li>Letter from the state or tribal environmental authority (see Section IV.D.8.)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>The Narrative, which includes responses to the ranking criteria (12-page limit, single-spaced) (see <a href="#">Section IV.E</a>.)</li> </ul>
<ul style="list-style-type: none"> <li>Threshold Criteria Responses (as an attachment(s)): <ul style="list-style-type: none"> <li>A statement of applicant eligibility if a city, county, state, or tribe (see Section III.B.1.)</li> <li>Documentation of applicant eligibility if other than a city, county, state, or tribe; e.g., resolutions, statutes, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section III.B.1.)</li> <li>Demonstration of Previous RLF Grant Status (see Section III.B.2.)</li> <li>Description of RLF Boundaries (see Section III.B.3.)</li> <li>Description of cleanup oversight (see Section III.B.4.a.)</li> </ul> </li> </ul>

- Legal opinion establishing that the applicant has authority to
  - (1) access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant; and
  - (2) to make loans and accept payments of fees, interest, and principal (see Section [III.B.4.b.](#))
- Discussion on contractors and named subrecipients; or an affirmative statement that a contractor or covered subrecipient has not been procured/named (see Section [III.B.5.](#))

*Additional Requirements for RLF Coalitions:*

- A signed letter of commitment from each coalition member or an active Memorandum of Agreement (see Section [III.B.1.](#))

#### **IV.D. Narrative Information Sheet**

The Narrative Information Sheet must address the information below and shall not exceed three, single-spaced pages. Do not include a summary or overview of your narrative/project. Any pages submitted over the page limit will not be considered. EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria. Each Narrative Information Sheet must be on the applicant's official letterhead.

1. Applicant Identification Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and be accountable to EPA for the proper expenditure of funds.
2. Funding Requested
  - a. Grant Type Indicate "Individual RLF" or "RLF Coalition."
  - b. Federal Funds Requested  
\$ \_\_\_\_\_ (Include the amount being requested from EPA; must not exceed \$1,000,000.)
3. RLF Boundaries  
Provide the geographic boundaries of the a) city(ies), b) county(ies), and c) state or reservation, tribally owned lands, tribal fee lands, etc., of the community(ies) that you propose to serve. For RLF Coalition Grants, list all the non-lead members and describe the geographic boundaries to be covered by the coalition members under the application.
4. Target Area and Priority Site Information  
Applicants, other than tribal governments:
  - List the target area(s) discussed in the Narrative.
  - For each target area that is smaller than a city/town, list the census tract number(s) within the target area. (Please see the FY23 [FAQs](#) for guidance on how to find a census tract.)
  - Provide the address of the priority site(s) proposed in the Narrative.
5. Contacts
  - a. Project Director Provide the name, phone number, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main

point of contact for the project and should be the person responsible for the project's day-to-day operations. The Project Director may be contacted if other information is needed.

- b. Chief Executive/Highest Ranking Elected Official Provide the name, phone number, email address, and mailing address of the applicant's Chief Executive or highest ranking elected official. For example, if your organization is a municipal form of government, provide this information for the Mayor or County Commissioner. Otherwise, provide this information for your organization's Executive Director or President. These individuals may be contacted if other information is needed.

6. Population

- If you are a city/town, provide the population of your jurisdiction.
- If you are a county/parish/borough, state, regional organization, or an RLF Coalition applicant that covers a geographic boundary with more than one city/town, provide the population of the city(ies)/town(s) in which each priority site/target area is located.
- If you are a nonprofit organization exempt from taxation under section 501(c)(3) or qualified community development entity, provide the population of the city(ies)/town(s) in which each priority site/target area is located.
- If you are a tribe, provide the number of tribal/non-tribal members affected.

Population data can be found at [www.census.gov](http://www.census.gov).

7. Other Factors Applicants claiming one or more of the other factors below must provide a summary in the Narrative on the applicable other factor(s). Please identify which of the below items apply to your community/proposed project by noting the corresponding Narrative page number. **If none of the Other Factors apply to your community/proposed project, please provide a statement to that effect.**

Sample Format for Providing Information on the Other Factors	Page #
Community population is 10,000 or less.	
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
The priority site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
The priority site(s) is in a federally designated flood plain.	
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	
The reuse of the priority site(s) will incorporate energy efficiency measures.	
The reuse strategy or project reuse of the priority site(s) considers climate adaptation and/or mitigation measures.	

The target area(s) is located within a community in which a coal-fired power plant has recently closed (2012 or later) or is closing.	
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8. Letter from the State or Tribal Environmental Authority (not included in the three-page limit)

For an applicant other than a state or tribal environmental authority, attach a current letter from the appropriate state or tribal environmental authority (or equivalent state or tribal regulatory oversight authority) acknowledging that the applicant plans to conduct RLF activities and is planning to apply for FY23 federal Brownfields Grant funds. Letters regarding applications from prior years are not acceptable.

If you are applying for multiple types of grants, you need to receive only one letter from your state or tribal environmental authority acknowledging the relevant grant activities. However, you must provide a copy of this letter, as an attachment, with each of your applications.

Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) are not acceptable.

Coordinate early with your state or tribal environmental authority in order to allow adequate time for you to obtain the acknowledgment letter and include it in your application.

9. Releasing Copies of Applications

In concert with EPA's commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on [EPA's Office of Brownfields and Land Revitalization](#) website or other public website for a period of time after the selected applications are announced. EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with [40 CFR § 2.203](#). (Review Section IV.G. for more information.)

**Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the submitter.**