

Checklist for Cleanup Grants

- Federal materials in [grants.gov](https://www.epa.gov/grants).**
- Threshold Criteria**
 - Applicant Eligibility:** Eligible entities include local governments or quasi-governmental entity, regional councils, redevelopment agencies, state and tribes, non-profits, and qualified community development entities.
 - Previous Cleanup Grants:** Brownfield sites where Brownfields Cleanup Grant funds were previously expended may not receive additional Cleanup Grant funding.
 - Expenditure of Existing Multipurpose Grant Funds:** Current EPA Brownfields Multipurpose Grant recipients must demonstrate that the recipient has received payment from EPA must demonstrate that the recipient has received payment from EPA (also known as ‘drawn down’), and drawn down funds have been disbursed, for at least 70.00% of the funding for the Multipurpose cooperative agreement by **October 1, 2021**, in order to apply for funding under the FY22 solicitation.
 - Site ownership:** The applicant must be the single owner of the site by the time of application. If the grant is awarded, the owner must retain ownership for the duration of time in which funds are disbursed for the cleanup of the site
 - Brownfields definition:** Site fits under the definition of a brownfield site under CERCLA§10(39) as described in the Information on [Sites Eligible for Brownfields under CERCLA § 104\(k\)](#).
 - Eligibility criteria for CERCLA Liability:** Entities liable for contamination on the site are not eligible for Brownfields Grant funding.
 - Enforcement or other actions:** Identify known ongoing or anticipated environmental enforcement or other actions related to the site for which Brownfields Grant funding is sought.
 - Sites Requiring a Property-Specific Determination:** Please refer to Section 1.5 in the Information on [Sites Eligible for Brownfields under CERCLA § 104\(k\)](#).
 - Environmental Assessment:** A written ASTM E1903-19 or equivalent Phase II environmental site assessment report (a draft report is sufficient) must be completed prior to application submission.
 - Analysis of Brownfields Cleanup Alternatives (ABCA):** The ABCA summarizes the site and contamination issues, cleanup standards and applicable laws, cleanup alternatives considered, and the proposed cleanup. This will be a public document available to the community to comment on. It is usually drafted by an environmental consultant.
 - Community Notification:** The applicant must provide the community with notice of intent to apply for an EPA Brownfields Cleanup Grant and allow the community to comment on the draft application. A community notification ad in the local newspaper or an equivalent means is used to communicate to the target community **no later than 14 calendar days before the application is submitted to EPA**. The community notification should state that a copy of the grant application (including draft ABCA) is available for comment, how to comment on the draft application, where the draft application is located (e.g., town hall), and the date and time of the public meeting.
 - Public Meeting:** The applicant must hold a public meeting to discuss the draft application and consider public comments prior to submittal of the application. The applicant must collect:

the comments or a summary of the public comments received, the applicant's response to those comments, meeting notes, and meeting sign-in sheets. The meeting must be held prior to the submission of the application.

- Cost-share requirement:** There is 20% cost share requirement which may be in the form of a contribution of money, labor, material, or services from a non-federal source. Proof is needed at the time of application. The applicant may apply for a hardship waiver request to demonstrate evidence for the community's hardship.
- Waiver of the \$500,000 Limit:** Applicants that plan to only address one brownfield site in their application may request a waiver of the \$500,000 limit and request up to \$650,000. EPA will consider requests on a case-by-case basis and intends to approve such requests on an **extremely limited basis**.
- Named Contractors and Subrecipients:** EPA does not require or encourage applicants to name procurement contractors (including consultants) or subrecipients in applications for Brownfields grant funding. However, if an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must comply with requirements outlined in FY22 guidelines even if the entity is referred to as a "partner" in the application.
- State letter:** Letter of Support from State or Tribal Environmental Authority.
- Narrative:** The proposal with responses to the ranking criteria (10-page limit, single-spaced)
- Narrative Information Sheet:** Summary of grant information (2-page limit, single-spaced)



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