**Checklist for FY23 EPA Cleanup grants**

- ☐ **Federal application forms in grants.gov.**
- ☐ **Threshold Criteria**
  - ☐ **Applicant eligibility**: General purpose unit of local government (cities, towns, counties) tribes, states, redevelopment agencies, LLCs which all managing members are 501(c)(3) nonprofit, and nonprofits 501(c)(3) are eligible to apply for these funds.
  - ☐ **A statement of the applicant's 501(c)(4) tax-exempt status** and, if applicable, legal opinion regarding lobbying activities (see Section III.B.1.)
  - ☐ **Information on previously awarded Cleanup Grants** (see Section III.B.2.)
  - ☐ **Eligibility criteria for 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.
  - ☐ **Eligibility criteria for CERCLA Liability**: Applicants cannot be liable for the contamination at the site. If you are planning to acquire the property, you must show that you are a bona fide prospective purchaser (BFPP) and you have liability protection. You can establish this by conducting all appropriate inquires prior acquiring the property which translates to an **updated Phase I site investigation within 6 months prior to the acquisition of the property**.
  - ☐ **Adequate Site investigation**: Phase II environmental site assessment report or equivalent site investigation report that indicates a basic understanding of the extent of contamination.
  - ☐ **An affirmative statement** that the site meets the definition of a brownfield site (see Section III.B.7.)
  - ☐ **Site Characterization & State letter**: Letter of Support from State Environmental Authority stating that the target site is eligible or not to be enrolled in the state or tribal voluntary response program. The state letter should indicate that there is a sufficient level of site characterization. If additional assessment is needed, the state letter should affirm that there will be a sufficient level of site characterization from the environmental site assessment performed by June 15, 2023, for the remediation work to begin on the site.
  - ☐ **Analysis of Brownfields Cleanup Alternatives (ABCA)**: This is a technical document that describes 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. A suggested outline, with information that the ABCA must contain, can be found in the FY24 FAQs.
  - ☐ **Information on whether the site(s) is required to be enrolled in the state or Tribal voluntary response program** environmental site assessment performed to date is sufficient (See Section III.B.9.)

- ☐ Information on enforcement or other actions or an affirmation that there are no enforcement or other actions (see Section III.B.10.)
- ☐ Property-specific determination information or an affirmative statement that a Property-specific determination is not required (see Section III.B.11.)
- ☐ Property ownership eligibility information for hazardous substances sites, if applicable (see Section III.B.12.a.)
- ☐ Property ownership eligibility information for petroleum sites, if applicable (see Section III.B.12.b.)
- ☐ **Expenditure of Existing Multipurpose Grant Funds**
  Current EPA Brownfields Multipurpose Grant recipients 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, 2022, in order to apply for funding under this solicitation. Documentation of the available balance on an open Multipurpose Grant; or an affirmative statement that the applicant does not have an open Multipurpose Grant (see Section III.B.3.
- ☐ **Community Notification:** Must provide the community with notice of intent to apply for an EPA Brownfields Cleanup Grant to 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 a given date (**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**: 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**.
- ☐ **Community Notification Documents:** The applicant **must** attached a copy of the ABCA draft, copy of newspaper ad(or equivalent) that demonstrates solicitation for comments on the application and that notification to the public occurred at least 14 days prior to the application submission, comments received, applicants response to those comments, meeting notes, meeting sign-in sheet.
- ☐ Discussion on contractors and named subrecipients; or an affirmative statement that a contractor has not been procured and a subrecipient has not been named (see Section III.B.15.)
- ☐ A copy of (or link to) the solicitation documents and the signed executed contract (see Section III.B.15.)

- ☐ **Narrative:** The proposal with responses to the ranking criteria (10-page limit, single-spaced). A response to a criterion/sub-criterion that is included in a different section of the Narrative may not be scored as favorably. If a criterion does not apply, clearly state this. Any criterion left unanswered may result in zero points given for that criterion.
- ☐ **Narrative Information Sheet:** Summary of grant information (3-page limit, single-spaced). 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. Provide the Narrative Information Sheet on the applicant's official letterhead. You will not be penalized if you provide this information to EPA in a different format.
- ☐ **State letter**: Letter of Support from Environmental Authority with affirmation of adequate site characterization.