

# Requirements to Submit a Proposal

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- Learn how to submit a proposal via [www.grants.gov](http://www.grants.gov).
  - Review the [Applicant Tools & Tips](#) on the [www.grants.gov](http://www.grants.gov) website, and the FAQs and Grants.gov Tip Sheet on the [OBLR](#) website.
- Obtain the organization's DUNS number and register in [www.sam.gov](http://www.sam.gov) **now**.
- Even if already registered in [www.sam.gov](http://www.sam.gov), make sure the account is active and will be active by the deadline.
  - The account must be renewed annually by the E-Business Point of Contact (E-Biz POC).
- Ensure the **correct** Authorized Organization Representative (AOR) submits the proposal.
  - The AOR must be designated by the E-Biz POC.

# Grants.gov Notification Emails

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- After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive notification emails from [www.grants.gov](http://www.grants.gov) with the following subject lines:

1. GRANT##### Grants.gov Submission Receipt

Check status of application using the tracking number.

2. GRANT##### Grants.gov Submission Validation Receipt for Application

If the AOR did not receive either notification emails listed above, your proposal **did not transmit successfully**. Therefore, contact the [www.grants.gov](http://www.grants.gov) Help Desk (open 24/7; except federal holidays) at 1-800-518-4726. Make sure to get a case number.

# Grants.gov Notification Emails Cont'd

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- After the application package is retrieved out of the [www.grants.gov](http://www.grants.gov) system by EPA, the AOR should receive the following notification emails from [www.grants.gov](http://www.grants.gov):
  3. GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application
  4. GRANT##### Grants.gov Agency Tracking Number Assignment for Application

Proposals that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.

# DUNS Verification



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- EPA will verify the Data Universal Number System (DUNS) number listed on the application is the correct DUNS number for the applicant's organization. If the correct DUNS number is not included on the application, the application may be deemed ineligible.



"What do we win if we get it right?"

# Getting Started Early on Preparing Your Proposal

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- Use this guide anytime!
- It lists activities that applicants can perform in advance of the Guidelines being made publically available.

## Getting Started Early On Preparing Your ARC Proposal

Every year, the Office of Brownfields and Land Revitalization (OBLR) receives numerous inquiries regarding preparation of proposals for the Assessment, Revolving Loan Fund, and Cleanup (ARC) grant competitions. Many potential applicants find that it is difficult to prepare their proposals in only 60 days, the typical amount of time the Request for Proposals (RFP) allows from publication until the proposals are due. While the RFP is on schedule to be available in early fall, there are still many activities that applicants can perform in advance of the RFP (commonly referred to as the Guidelines) being made publically available. We have listed many of these activities below. We hope that using this list to get started preparing your assessment and/or cleanup proposal early will facilitate your efforts in the preparation of a thorough, thoughtful, timely, and most importantly, successful proposal.

### GENERAL

- **Review the last ARC Guidelines** - While there will be some changes between the FY14 RLF/FY15 Assessment and Cleanup and FY16 ARC Guidelines, the Guidelines remain the same from year to year as many of the criteria and requirements come directly from the Brownfields statute. Reading the Guidelines, thinking through and gathering the information required, and even putting together the plan for your brownfields program and brownfields project will give you a step up when it comes to preparing your proposal.
- **Establish the framework (core elements) of your brownfields program.** Think about the needs and goals of your community. How best could your community accomplish these goals? Would an assessment grant help your community to achieve these goals? Do you have the manpower to manage a grant? If not, maybe a Targeted Brownfield Assessment may be a better option for your community or being part of an assessment coalition. Once you establish the framework, it will be easier to determine the next steps you need to take and begin implementing those steps.
- **Establish the needed partnerships.** Determine whether your community should apply as an individual or a coalition. If you are applying as a coalition, identify who will be part of the coalition, who will be the lead coalition member and manage the cooperative agreement, and who will be members. Also, be sure to discuss what each coalition member's role will be in the program. Once all that is determined, document your agreement through a memorandum of understanding/agreement.

### THRESHOLD CRITERIA

- **Applicant Eligibility.** Begin gathering the necessary information to document your eligibility status. Contact U.S. EPA Brownfields regional staff if an eligibility question arises. A list of the Brownfield regional staff for your region can be found at <http://www.epa.gov/swerosps/bf/corcmtct.htm>
- **Site Eligibility.** Prepare your defenses to CERCLA liability and request state determination for petroleum site eligibility. Non-tribal applicants must provide the information required for a petroleum site eligibility determination to their state, so the state can make the necessary determination on petroleum site eligibility.

# Establish the Framework of Your Brownfields Program

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- Think about the needs and goals of your community.
- How best could your community accomplish these goals?
- Will applying for a grant help your community achieve these goals?
- Do you have the capacity to manage a grant?
- Maybe a Targeted Brownfield Assessment is a better option for your community or being part of an assessment coalition.
- Once you establish the framework, it will be easier to determine the next steps you need to take.

# Review The Last ARC Guidelines and Frequently Asked Questions

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- The key aspects of the Guidelines remain the same from year-to-year.
- Many of the criteria and requirements come directly from the Brownfields statute.
- Read the Guidelines, think through and gather the information required, and even put together the plan for your brownfields program/project.

# Applying as a Coalition

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- If you are applying as a coalition identify:
  - who will be part of the coalition,
  - who will be the lead coalition member,
  - who manage the cooperative agreement,
  - who will be members, and
  - what each coalition member's role will be.
  
- Once all that is determined, document your agreement through a memorandum of understanding/agreement.

# Eligibility and Other Requirements

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- **Make sure the organization is eligible.**
  - Begin gathering the necessary information to document your eligibility status.
- **If applying for a specific site, make sure the site eligible.**
  - Prepare your defenses to CERCLA liability.
  - Request state determination for petroleum site eligibility.
  - Cleanup applicants must own the site at the time of the proposal.
- **Make sure the state knows you're applying.**
  - Request your state letter indicating that the state knows about your plan to submit a proposal.

# Community Need

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- How brownfields have impacted your community, particularly sensitive or at risk populations?
- What are the community's financial needs and what is their ability/inability to draw upon other resources to handle the brownfields in their community?
- Think about these issues and begin gathering specific data and information on brownfield sites in your community so that you can speak to this topic with some **specificity**.

# Project Description

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- Start working with your partners to identify and develop the program/project that will be the subject of the grant.
- For assessment grants:
  - Begin discussions early with key partners about your project area and how you envision your program operating.
  - Decide the focus of your grant and what sites you want to prioritize or the process you will use to prioritize sites.
  - Start thinking about how many and what type of sites you plan to address with the grant funding and other key aspects of your program.
- As more details of your program are developed, you should be able to start drafting a budget of how much it will cost to perform the work described.

# Project Description Cont'd

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- In addition, start looking for ways to leverage additional project funding. Begin capturing these data so that they can be added to the grant proposal.
- If you have already leveraged funding for the project, begin gathering documentation (letters, emails, etc...) that document the leveraged funding and the specific contribution.
- Gathering these documents now will save time later, and ensure you have the necessary attachments to document your firm leveraged commitments.

# Community Engagement & Partnerships

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- Start working with your community **early** to establish a process and procedures for engaging them.
- Begin identifying and forming these partnerships that are critical to the success of your program.
- These efforts can begin well in advance of the grant proposal.

# Project Benefits

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- Applicants should begin identifying the health, environmental, economic, and other long term benefits of addressing the brownfield site(s).
- Thinking about the benefits in advance will facilitate your ability to identify and articulate these benefits in your proposal.

# Programmatic Capability and Past Performance

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- Begin gathering information on past grants (no more than five) you have received, and your accomplishments and performance.
- If you had performance problems on past grants, identify the issues and put in place corrective actions, so that any performance issues are resolved by the time you apply for the brownfield grant.

# Jerry's Tips For Success

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- Attend the National Guideline Outreach webinar (details will be posted on the OBLR website at [www.epa.gov/brownfields/apply-brownfields-grant-funding](http://www.epa.gov/brownfields/apply-brownfields-grant-funding)).
- Attend regional workshops, webinar, and conference chats or other TAB provided grant writing assistance.
- Contact the regional EPA office with threshold questions.
- Read and comply with the Guidelines!
- Ensure all registration requirements are complete and correct.
- Review the Grants.gov Tip Sheet on the OBLR website.
- **Don't wait until the last minute to submit your proposal!!**
- If you experience issues with submitting your proposal, contact the [www.grants.gov](http://www.grants.gov) Help Desk at 1-800-518-4726 (open 24/7).